

## QCCIFD Meeting Minutes – February 11, 2013

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The Queen Creek County Island Fire District (CCIFD) governing board met in a properly posted open public meeting on Monday, February 11, 2013. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room MSB - Saguaro-16, located at 22358 S. Ellsworth Road, Queen Creek, Arizona.

The following agenda items were considered at the meeting:

- A. The meeting of the QCCIFD board was called to order at 6:32 p.m. by board member Memmott.
- B. Roll Call: Board members Memmott, Montgomery and Woodruff in attendance.

**Item 1:** Consideration of electing a chairperson and a clerk from the Queen Creek County Island Fire District governing board members pursuant to ARS §48-852.D (QCCIFD #13-001):

Attorney Lee Miller explained the statutory requirement requiring the board to elect a chair and clerk from its members and the process to do the same.

Motion by Montgomery / 2<sup>nd</sup> by Woodruff: To nominate Memmott as board chair; Passed 3-0.

Motion by Memmott / 2<sup>nd</sup> by Woodruff: To nominate Montgomery as board clerk; Passed 3-0.

**Item 2:** Review of Arizona Open Meeting Law requirements for governing board members (QCCIFD #13 – n/a):

Attorney Lee Miller discussed the Arizona Open Meeting law requirements (statute provided in board packets), provided examples concerning compliance issues and answered questions from the board concerning the same.

Discussion only – no action taken.

**Item 3:** Consideration of retaining Mr. Lee Miller for the purpose of providing legal counsel to the governing board pursuant to ARS §48-852.B.3 (QCCIFD #13-002):

Attorney Lee Miller presented the board with an engagement letter for services and explained the services to be provided to the district in general and specific to the drafting and negotiation of an intergovernmental agreement (IGA) for service with the Town of Queen Creek.

Motion by Memmott / 2<sup>nd</sup> by Woodruff: To retain Lee Miller as attorney for the district pursuant to the terms of the engagement letter; Passed 3-0.

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**Item 4:** Consideration of retaining the consulting firm of PolicyLogic, LLC for the purpose of providing professional services pursuant to ARS §48-852.B.1 (QCCIFD #13-003):

Consultant John Flynn presented the board with an engagement letter for services and explained the administrative and governance support services to be provided to the district in general and specific to the drafting and negotiation of an IGA for service with the Town of Queen Creek.

Motion by Memmott / 2<sup>nd</sup> by Woodruff: To retain John Flynn as consultant for the district pursuant to the terms of the engagement letter; Passed 3-0.

**Item 5:** Consideration of issuing a letter to the Town of Queen Creek expressing interest in an intergovernmental agreement for fire services pursuant to ARS §48-853 (QCCIFD #13-004):

Mr. Miller explained the statutory requirements for contracting for fire services pursuant to Arizona law. The board discussed the matter briefly.

Motion by Memmott / 2<sup>nd</sup> by Woodruff: To direct attorney Lee Miller to prepare the letter for to be issued to the Town of Queen Creek; Passed 3-0.

**Item 6:** Consideration of designating district representatives and authorizing said representatives to negotiate an intergovernmental agreement with the Town of Queen Creek for the provision of fire services pursuant to ARS §48-853.A.8.(a) (QCCIFD #13-005):

Mr. Miller explained the statutory requirements for contracting for fire services pursuant to Arizona law and the negotiations of terms of the IGA. The board discussed the matter briefly. Fire Chief Van Summers advised he would be representing the Town of Queen Creek in negotiations. Mr. Miller recommended to the board that himself and Flynn be appointed to negotiate for the district.

Motion by Woodruff / 2<sup>nd</sup> by Memmott: To appoint Miller and Flynn to negotiate the terms of the IGA for the district; Passed 3-0.

**Item 7:** Consideration of authorizing legal counsel and or consultant to negotiate an intergovernmental loan agreement with Maricopa County for the purpose of funding essential district services deemed necessary and appropriate to carry out its powers and duties (QCCIFD #13-006):

*(Note: Item 7 & Item 8 addressed together)*

**Item 8:** Consideration of authorizing legal counsel and or consultant to negotiate a revolving line of credit agreement with JP Morgan Chase Bank for the purpose of funding essential district services deemed necessary and appropriate to carry out its powers and duties (QCCIFD #13-007):

Consultant Flynn explained the process of funding the district before tax funds are received.

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Either a line of credit (LOC) or an intergovernmental loan from the county will be used. Consultant is awaiting property values from the county to develop fiscal 14 pro-forma budget which both the bank and county will require to move forward. The County assessor advised property values for QCCIFD would be transmitted on February 22, 2013.

Motion by Woodruff / 2<sup>nd</sup> by Memmott: To direct consultant Flynn to proceed with negotiating terms of the LOC or intergovernmental loan on behalf of the District; Passed 3-0.

**Item 9:** Consideration of acquiring general liability, errors and omissions, fidelity bond and associated general insurance policy coverage pursuant to ARS §48-852.A.12 (QCCIFD #13-008):

Wiatt Wong of Volunteer Fireman's Insurance Services (VFIS) of Arizona presented a proposal to the board for general liability, property and casualty insurance coverage (proposal included in board packet). Mr. Wong explained the various policy items and terms and answered questions from the board concerning the proposal and insurance coverage to be provided.

Motion by Memmott / 2<sup>nd</sup> by Montgomery: To accept the proposal from VFIS as presented; Passed 3-0.

**Item 10:** Consideration of establishing a schedule of regular recurring monthly governing board meetings pursuant to ARS § 48-853.A.1, and posting notice of said meetings and providing such notice to the Clerk of the Board of Supervisors, Maricopa County pursuant to ARS §38-431.02.A.1-2 (QCCIFD #13-009):

The consultant discussed recurring board meetings and the statutory requirements for notice. The board discussed schedules for future meetings.

Motion by Memmott / 2<sup>nd</sup> by Woodruff: To establish the third Wednesday of each month at 6:30 p.m. local time as the regular recurring meeting date, with meetings to be held at Queen Creek Town Hall and to direct the consultant to make the appropriate notifications; Passed 3-0.

**Item 11:** Consideration of adopting tentative budget estimates for the remainder of the current fiscal year and authorizing consultant to develop preliminary budget estimates for the fiscal year beginning July 1, 2013 pursuant to ARS §48-853.A.2 and ARS §48-252 (QCCIFD #13-010):

Consultant presented a pro-forma budget developed for the remainder of fiscal year 2013 (budget included in board packet) and discussed the details of the same.

Motion by Memmott / 2<sup>nd</sup> by Montgomery: To adopt the pro-forma fiscal 2013 budget as presented; Passed 3-0.

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**Item 12:** Consideration of authorizing consultant to establish a records management system in compliance with and pursuant to ARS §48-853.A.3 and A.4 and ARS §41-1346 (QCCIFD #13-011):

Consultant discussed with the board the basic requirements for maintaining public records and specific requirements for county island fire districts.

Motion by Woodruff / 2<sup>nd</sup> by Memmott: To direct Flynn to establish the record keeping system and to assume the role of managing the district's public records; Passed 3-0.

**Item 13:** Consideration of retaining the services of a Certified Public Accountant for the purpose of financial reporting and reconciling the district's general fund account (QCCIFD #13-012):

Consultant explained the process of managing the district's finances and the role of the County Treasurer, the county's servicing bank, the consultant's role and the accountant. Consultant recommended Angela Bertram, C.P.A. based upon her engagement with the Gilbert, Chandler and Tempe county island fire districts.

Motion by Memmott / 2<sup>nd</sup> by Montgomery: To retain the services of Angela Bertram CPA and to execute an engagement letter when received; Passed 3-0.

**Item 14:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #13-013):

- Fire services inception date by the Town of Queen Creek
- Notice to county island residents
- Line of credit or intergovernmental loan approval
- Preliminary report on fire service costing

**Item 15:** Call to the Public.

*A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

None.

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**Item 16:** Announcements: None

**Item 17:** Adjourn; Motion by Montgomery / 2<sup>nd</sup> by Woodruff to adjourn the meeting at 8:47 p.m; Passed 3-0.

**QCCIFD meeting minutes approved: February 27, 2013.**

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**Marion Memmott, Board Chair**

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**Rebecca Montgomery, Board Clerk**

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**Jeremiah Woodruff, Board Member**