

QCCIFD Meeting Minutes – July 15, 2015

The Queen Creek County Island Fire District (QCCIFD) administrator and governing board met in a properly posted open public meeting on Wednesday, July 15, 2015. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room MSB – Palo Verde, 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, Ruscetti and Woodruff (attending telephonically) in attendance.

Item 1: Consideration of appointing an interim member to vacant positions on the governing board pursuant to A.R.S. §48-852(B) (QCCIFD #15-018):

QCCIFD resident Daniel Kuefner, in attendance at the meeting, expressed interest in serving on the governing board. Mr. Kuefner answered general questions from the board.

Motion by Memmott / 2nd by Ruscetti: To appoint Daniel Kuefner to a vacant board seat; Passed 3-0.

Item 2: Consideration of electing a chairperson and clerk from the Queen Creek County Island Fire District governing board member pursuant to ARS §48-852(D) (QCCIFD #15-019)

Consultant John Flynn explained the statutory requirements requiring the board to elect a chair and clerk from its members.

Motion by Ruscetti / 2nd by Kuefner: To nominate Memmott as board chair; Passed 4-0.

Motion by Memmott / 2nd by Kuefner: To nominate Ruscetti as board clerk; Passed 4-0.

Due to a conflict, member Woodruff vacated the meeting.

Item 3: Consideration of approval of the governing board meeting minutes of May 20, 2015 (QCCIFD #15-020):

Motion by Memmott / 2nd by Ruscetti: To approve the May 20, 2015 minutes as presented; Passed 3-0. (Absent – Woodruff)

Item 4: Call to the Public: None

Item 5: Report from the fire chief regarding the provision of fire and EMS to the QCCIFD,

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including but not limited to the following items (QCCIFD #15-n/a):

- a) Monthly response and service report: Chief Gray discussed the May and June response reports and answered general questions from the board on information provided in the reports.

Discussion only – no action taken

Item 6: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #15-021):

Consultant Vaughn reviewed the May and June financial reports prepared by the district's C.P.A.; Angela Bertram (finance reports included within board packet). Vaughn addressed general questions from the board regarding information contained within the reports.

Motion by Ruscetti / 2nd by Memmott: To accept the finance reports as presented; Passed 3-0. (Absent – Woodruff)

- b) Review of invoices / payables and authorization for payment (QCCIFD #15-022):

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,974.48); Angela Bertram, CPA (\$292.50); Clerk of the Board (\$456.32).

Motion by Memmott / 2nd by Kuefner: To authorize payment of the invoices presented; Passed 3-0. (Absent – Woodruff)

Item 7: Public Hearing in accordance with A.R.S. §48-853.A.2: To hear taxpayer's comments on the proposed fiscal year 2015/2016 Queen Creek County Island Fire District revenue and expenditure budget (QCCIFD #15-n/a)

Chair Memmott opened the public hearing for comment. No public present at the meeting. Chair Memmott closed the public hearing.

Item 8: Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and declaring such to be the budget of the Queen Creek County Island Fire District (QCCIFD #15-023)

Consultant Flynn reviewed the budget documents provided within the board packets and discussed the final budget for FY 15/16. A detailed description of the cost increases due to capital projects and PSPRS unfunded liability were discussed. Consultant Flynn answered general questions from the board regarding the budget. Gloria Moore, Sr. Financial Services Analyst for the Town of Queen Creek, was also in attendance and answered general questions from the board.

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Motion by Ruscetti/ 2nd by Kuefner: Consideration of fully adopting estimates and expenditures for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and declaring such to be the budget of the Queen Creek County Island Fire District; Passed 3-0. (Absent - Woodruff)

Item 9: Consideration of engaging the firm of Angela D. Bertram, CPA for the purposes of providing the district's accounting services for the fiscal year beginning July 1, 2015 and ending June 30, 2016 (QCCIFD #15-024)

Consultant Vaughn discussed the annual engagement letter from the board's CPA, Angela Bertram and recommended retention of Ms. Bertram by the QCCIFD.

Motion by Memmott/2nd by Ruscetti: To retain the firm of Angela Bertram, CPA for accounting services; Passed 3-0. (Absent - Woodruff)

Item 10: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (September 16, 2015) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #15-025):

- Standard agenda items

Item 11: Announcements:

- None

Item 12: Adjourn; Motion by Memmott / 2nd by Kuefner to adjourn the meeting at 8:05pm. Passed 3-0. (Absent – Woodruff)

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QCCIFD meeting minutes approved: September 16, 2015:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Jeremiah Woodruff, Board Member

Daniel Kuefner, Board Member