

QCCIFD Meeting Minutes – November 16, 2016

The Queen Creek County Island Fire District (QCCIFD) administrator and governing board met in a properly posted open public meeting on Wednesday, November 16, 2016. 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 chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Members Kuefner and Woodruff in attendance.

Item 1: Consideration of approval of the governing board meeting minutes of September 21, 2016 (QCCIFD #16-028):

Motion by Ruscetti / 2nd by Woodruff: To approve the September 21, 2016 minutes as presented; Passed 4-0.

Item 2: Call to the Public: None

Item 3: Report from the fire chief regarding the provision of fire and EMS to the QCCIFD, including but not limited to the following items (QCCIFD #16-n/a):

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

Discussion only – no action taken

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #16-029):

Administrative Manager Vaughn reviewed the September and October 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 Kuefner / 2nd by Woodruff: To accept the finance reports as presented; Passed 4-0.

- b) Review of invoices / payables and authorization for payment (QCCIFD #16-030):

Administrative Manager Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic,

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LLC (\$1,271.16); Angela Bertram, CPA (\$292.50); Town of Queen Creek (First half of contract services) (\$656,117.00).

Motion by Woodruff / 2nd by Ruscetti: To authorize payment of the invoices presented; Passed 4-0.

Item 5: Consideration of retaining the firm of Accounting Professionals LLC for the purpose of performing an annual review of the district's financial records for the fiscal year ending June 30, 2016 pursuant to A.R.S §48-253. (QCCIFD #16-031).

Administrative Manager Vaughn presented an engagement letter and information concerning the proposal from Accounting Professionals LLC to provide financial audit services for the fiscal year ending June 30, 2016. There was general discussion by the board concerning the engagement of the firm.

Motion by Memmott / 2nd by Woodruff: To retain the firm of Accounting Professionals for financial audit services for the fiscal year ending June 30, 2016; Passed 4-0.

Item 6: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting January 18, 2017) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #16-032):

- Standard agenda items

Item 7: Announcements:

- Station constructions are underway
- The Town of Queen Creek is finished with the recruitment process for the new station. Training will start February 2017.

Item 8: Adjourn; Motion by Memmott / 2nd by Ruscetti to adjourn the meeting at 7:19pm. Passed 4-0.

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QCCIFD meeting minutes approved: January 18, 2017:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Jeremiah Woodruff, Board Member

Daniel Kuefner, Board Member