

## QCCIFD Meeting Minutes – March 15, 2017

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The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, March 15, 2017. 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 6:35 p.m. by board chair Memmott.
- B. Roll Call: Chair Memmott, Members Kuefner and Woodruff (attended telephonically) in attendance (Absent – Ruscetti).

**Item 1:** Consideration of approval of the governing board meeting minutes of January 18, 2017 and January 31, 2017 (QCCIFD #17-006):

Motion by Memmott / 2<sup>nd</sup> by Woodruff: To approve the January 18, 2017 and January 31, 2017 minutes as corrected; Passed 3-0. (Absent – Ruscetti)

**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 #17-n/a):

- a) Monthly response and service report: Chief Gray discussed the January and February 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 #17-007):

Administrative Manager Vaughn reviewed the January and February 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 / 2<sup>nd</sup> by Memmott: To accept the finance reports as presented; Passed 3-0. (Absent – Ruscetti)

- b) Review of invoices / payables and authorization for payment (QCCIFD #17-008):

Administrative Manager Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,194.36); Angela Bertram, CPA (\$405); Accounting Professionals LLC

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(\$2,500). Vaughn to send copies of invoices to Board.

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

**Item 5:** Review and consideration of the annual financial review for fiscal year 2016 conducted pursuant to A.R.S. §48-803.E (QCCIFD #17-009).

Administrative Manager Vaughn reviewed the fiscal 2016 financial review (included in board packet) with the board and answered general questions concerning the various components of the financial review. Consultant advised the financial review had been submitted to the Clerk of the Board of Supervisors and the County Treasurer as required.

Motion by Memmott/ 2<sup>nd</sup> by Woodruff: To accept the financial review as presented; Passed 3-0. (Absent – Ruscetti)

**Item 6:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting May 17, 2017 and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #17-010):

- Standard agenda items
- Tentative Budget

It was discussed to change the meeting date to accommodate everyone's schedules. Administrative Manager Vaughn to work with QCCIFD Board and Town of Queen Creek Financial Department to settle on a date in May.

**Item 7:** Announcements:

- Chief Gray announced Fire Station #1 – plans to move into station on Friday.
- March 29<sup>th</sup> @4:30pm they will have a ribbon cutting ceremony for the new station.
- Station #3 in on track for August opening.
- The new fire truck is scheduled to be finished in May

**Item 8:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Kuefner to adjourn the meeting at 7:27. Passed 3-0. (Absent - Ruscetti)

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**QCCIFD meeting minutes approved: May 8, 2017:**

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**Marion Memmott, Board Chair**

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**Phil Ruscetti, Board Clerk**

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**Jeremiah Woodruff, Board Member**

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**Daniel Kuefner, Board Member**