

## QCCIFD Meeting Minutes – March 21, 2018

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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 21, 2018. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room MSB – San Tan Conference Room, 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 Chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Member Woodruff in attendance. (Absent - Member Kuefner)

**Item 1:** Consideration of approval of the governing board meeting minutes of January 17, 2018 (QCCIFD #18-007):

Motion by Woodruff / 2<sup>nd</sup> by Ruscetti: To approve the January 17, 2018 minutes as presented; Passed 3-0. (Absent – Kuefner)

**Item 2:** Call to the Public: None

Chair Memmott moved Item 4 to the next item discussed from the agenda.

**Item 4:** Presentation from The Town of Queen Creek Finance Department (QCCIFD #18-008)

Dan Olsen, Town of Queen Creek Accounting Manager, gave a presentation to the Queen Creek County Island Fire District board members. He mentioned that the population of Queen Creek is expected to double to 88K in 10 years. The current population is 42K. Due to this significant increase, there is a strong need to build additional stations. In FY 18/19, there will be a new station in the northeast that will have 13 FTEs and a new fire pumper. In FY 19/20, a permanent station will replace the southwest temporary station and in FY 22/23, a 5<sup>th</sup> station will be built in the southeast portion of the town with 15 FTEs. Since there is a significant increase in operating costs, the district's cost will be going up, as well. The finance department would like to call a special meeting in April to discuss some ways to look at the budget and bring down the costs. The board asked the town to look into a few numbers. The board members would like to look at comparing the growth of the town to the growth of the district. They want to make sure the district's contract is fair. The district administrator's John Flynn and Kelly Vaughn will meet with the town prior to the next QCCIFD board meeting to discuss some options.

**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 #18-n/a):

- a) Monthly response and service report: Chief Gray discussed the January and February 2018 response reports and answered general questions from the board on information provided in the reports. Chief Gray announced that Chief Knight will be

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retiring at the end of the fiscal year. It has been already announced that Chief Gray will be the new fire chief.

Discussion only – no action taken

**Item 5:** Consideration of district financial matters:

a) Review of monthly financial reports (QCCIFD #18-009):

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

b) Review of invoices / payables and authorization for payment (QCCIFD #18-010):

Administrative Manager Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,040.69); Angela Bertram, CPA (\$405.00).

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

**Item 6:** Review and consideration of the annual financial review for fiscal year 2017 conducted pursuant to A.R.S. §48-803.E (QCCIFD #18-011).

Administrative Manager Vaughn reviewed the fiscal 2017 financial review (included in board packet) with the board and answered general questions concerning the various components of the financial review. Administrative Manager advised the financial review had been submitted to the Clerk of the Board of Supervisors and the County Treasurer as required.

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

**Item 7:** Consideration of QCCIFD website rebuild (QCCIFD #18-012):

The board discussed the need to improve and update the current QCCIFD website. Members will look into getting quotes to discuss at next board meeting. There were 3 quotes presented to the board. One quote from 27oz for \$850, one from Esther Boswell for \$1000 and one from SocialTech Consulting for \$2,000. The board reviewed each proposal.

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Motion by Woodruff/ 2<sup>nd</sup> by Memmott: To accept the proposal from 27oz for \$850; Passed 3-0. (Absent – Kuefner)

**Item 8:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting May 16, 2018) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #18-013):

There will be a special meeting called by the board for Thursday, April 19<sup>th</sup> at 6:30pm. Those who cannot attend in person may attend telephonically.

- Standard agenda items
- Budget review (special meeting)
- Tentative Budget

**Item 9:** Announcements:

- None

**Item 10:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Woodruff to adjourn the meeting at 8:17pm. Passed 3-0. (Absent – Kuefner)

**QCCIFD meeting minutes approved: May 16, 2018:**

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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**