

QCCIFD Meeting Minutes – May 23, 2018

The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, May 23, 2018. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room MSB – San Tan 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 6:32 p.m. by board chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Members Kuefner in attendance.
(Absent- Woodruff)

Item 1: Consideration of approval of the governing board meeting minutes of March 21, 2018 and April 19, 2018 (QCCIFD #18-016):

Motion by Memmott / 2nd by Ruscetti: To approve the March 21, 2018 and April 19, 2018 minutes as presented; Passed 3-0. (Absent – Woodruff)

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 #18-n/a):

- a) Monthly response and service report: Chief Gray discussed the March and April response reports and answered general questions from the board on information provided in the reports. March and April had typical call volumes. There were no structure fires. Chair Memmott asked if there were any access issues with roads. Chief Gray responded there were no issues.

Discussion only – no action taken

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #18-017):

Administrative Manager Vaughn reviewed the March 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. The April financial reports were not yet available from Maricopa County. The April report will be reviewed during the July meeting.

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

- b) Review of invoices / payables and authorization for payment (QCCIFD #18-018):

Administrative Manager Vaughn presented invoices (included within board packet)

QCCIFD Meeting Minutes – May 23, 2018

and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,292.64); Angela Bertram, CPA (\$225.00); Town of Queen Creek-2nd half of fire services (\$711,165), Atlas CPA (\$2,500).

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

Item 5: Consideration of establishing a tentative revenue and expenditure budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 pursuant to A.R.S. §48-853; declaring such for publishing and public notice; and setting July 18, 2018 at 6:30 p.m. local time for a public hearing prior to adoption (QCCIFD #18-019).

Dan Olsen, Town of Queen Creek Accounting Manager, gave a detailed financial presentation at the last board meeting on April 19th. There were no significant changes to the budget. Administrative Manager Vaughn discussed the proposed budget for FY 18/19 and answered general questions from the board regarding the budget. The board discussed lowering the CPA Audit services by \$500 and increasing the budget for insurance by \$500.

Motion by Memmott 2nd by Kuefner: Consideration of establishing a tentative revenue and expenditure budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019 pursuant to A.R.S. §48-853; declaring such for publishing and public notice; and setting July 18, 2018 at 6:30 p.m. local time for a public hearing prior to adoption; Passed 3-0. (Absent – Woodruff)

Item 6: Consideration of noticing the Maricopa County Board of Supervisors and the Maricopa County Elections Department the district will call for an election of board members on November 6, 2018 pursuant to ARS §48-852 and ARS §16-226.A; will use the Maricopa County Elections Department to conduct the election; and to direct staff to facilitate compliance with ARS §16-227, ARS §16-228 and ARS §16-229 as required for the election of district board members (QCCIFD #18-020).

Administrative Manager Vaughn discussed the upcoming election and answered general questions from the board regarding the election. There are three board member positions that are up for reelection.

Motion by Memmott/ 2nd by Ruscetti: Consideration of noticing the Maricopa County Board of Supervisors and the Maricopa County Elections Department the district will call for an election of board members on November 6, 2018 pursuant to ARS §48-852 and ARS §16-226.A; will use the Maricopa County Elections Department to conduct the election; and to direct staff to facilitate compliance with ARS §16-227, ARS §16-228 and ARS §16-229 as required for the election of district board members; Passed 3-0. (Absent – Woodruff)

Item 7: Consideration of attending the AFCA/AFDA summer conference July 10-12, 2018. (QCCIFD #18-021).

QCCIFD Meeting Minutes – May 23, 2018

Administrative Manager Vaughn discussed with the board the upcoming AFCA/AFDA summer conference in Glendale, AZ July 10-12, 2018. It is a joint leadership conference with the Arizona Fire Chief's Association and the Arizona Fire District Association. There may be classes that will be of interest to the County Island Board Members. The board discussed if there was an interest and reimbursements for gas. The cost of the conference is \$225/person.

Motion by Ruscetti/ 2nd by Kuefner: Approve board members to attend the AFCA/AFDA leadership conference, if they are interested. Passed 3-0. (Absent – Woodruff)

Item 8: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting July 18, 2018 and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #18-022):

- Standard agenda items
- Budget Adoption
- Reimbursement Policy
- Website update

Item 9: Announcements:

- None

Item 10: Adjourn; Motion by Memmott / 2nd by Kuefner to adjourn the meeting at 7:44pm. Passed 3-0. (Absent – Woodruff)

QCCIFD Meeting Minutes – May 23, 2018

QCCIFD meeting minutes approved: July 18, 2018:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Jeremiah Woodruff, Board Member

Daniel Kuefner, Board Member