

QCCIFD Meeting Minutes – November 29, 2018

The Queen Creek County Island Fire District (QCCIFD) administrator and governing board met in a properly posted open public meeting on Wednesday, November 29, 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 6:34 p.m. by Chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Member Kuefner in attendance. (Absent – Woodruff)

Item 1: Consideration of approval of the governing board meeting minutes of September 19, 2018 (QCCIFD #18-034):

Motion by Memmott / 2nd by Kuefner: To approve the September 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 Malar 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

- b) Chief Marlar discussed that on December 21st, there will be a temporary building for station #5. The truck will be done in January.

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #18-035):

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 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 #18-036):

Administrative Manager Vaughn presented invoices (included within board packet)

QCCIFD Meeting Minutes – November 29, 2018

and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,552.63); Angela Bertram, CPA (\$585.00); Town of Queen Creek (First half of contract services) (\$746,723.50).

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

Item 5: Consideration of retaining the firm of Atlas CPA (Formerly Accounting Professionals LLC) for the purpose of performing an annual review of the district's financial records for the fiscal year ending June 30, 2018 pursuant to A.R.S §48-253. (QCCIFD #18-037).

Administrative Manager Vaughn presented an engagement letter and information concerning the proposal from Atlas CPA to provide financial audit services for the fiscal year ending June 30, 2018. There was general discussion by the board concerning the engagement of the firm.

Motion by Memmott / 2nd by Ruscetti: To retain the firm of Atlas CPA for financial audit services for the fiscal year ending June 30, 2018; Passed 3-0. (Absent – Woodruff)

Item 6: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting January 16, 2019) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #18-038):

- Standard agenda items
- Appointment of positions

Item 8: Announcements:

- Due to a scheduling conflict the board has moved the meeting to Wednesday, January 23, 2019.

Item 9: Adjourn; Motion by Memmott / 2nd by Ruscetti to adjourn the meeting at 7:30pm. Passed 3-0. (Absent – Woodruff)

QCCIFD Meeting Minutes – November 29, 2018

QCCIFD meeting minutes approved: January 23, 2019:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Daniel Kuefner, Board Member