

## QCCIFD Meeting Minutes – July 17, 2019

---

The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, July 17, 2019. The meeting was held at the Town of Queen Creek – Town Hall Meeting Room – 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 6:30 p.m. by board chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Member Kuefner in attendance. (Absent – Woodruff); Additional attendees: Chief Gray, Chief Maylar, Dan Olsen- Queen Creek Accounting Manager, John Flynn - Consultant, Kelly Vaughn – Administrative Manager

**Item 1:** Consideration of approval of the governing board meeting minutes of May 22, 2019 (QCCIFD #19-024):

Motion by Ruscetti / 2<sup>nd</sup> by Kuefner: To approve the May 22, 2019 minutes as amended; 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 #19-n/a):

- a) Monthly response and service report: Chief Maylar discussed the May and June response reports and answered general questions from the board on information provided in the reports.

Discussion only – no action taken

- b) Chief Andy Maylar also discussed that they will be offering free Stop the Bleed training in September and will be offering another CPR class.

**Item 4:** Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #19-025):

Administrative Manager Vaughn reviewed the May and June 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/ 2<sup>nd</sup> by Kuefner: To accept the finance reports as presented; Passed 3-0. (Absent – Woodruff)

- b) Review of invoices / payables and authorization for payment (QCCIFD #19-026):

## QCCIFD Meeting Minutes – July 17, 2019

---

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,898.98); Angela Bertram, CPA (\$292.50).

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

**Item 5:** Public Hearing in accordance with A.R.S. §48-853.A.2: To hear taxpayer's comments on the proposed fiscal year 2018/2019 Queen Creek County Island Fire District revenue and expenditure budget (QCCIFD #18-n/a)

Chair Memmott opened the public hearing for comment. No public present at the meeting. Chair Memmott closed the public hearing.

**Item 6:** Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2019 and ending June 30, 2020 and declaring such to be the budget of the Queen Creek County Island Fire District (QCCIFD #19-027)

Administrative Manager Vaughn reviewed the budget documents provided within the board packets and discussed the final budget for FY 19/20. The unreserved fund balance was slightly higher than anticipated. The contract cost with the Town of Queen Creek is down slightly from last year (\$1,419,731 TY vs. \$1,493,447 LY).

Motion by Memmott 2<sup>nd</sup> by Kuefner: Consideration of fully adopting estimates and expenditures for the fiscal year beginning July 1, 2019 and ending June 30, 2020 and declaring such to be the budget of the Queen Creek County Island Fire District; Passed 3-0. (Absent - Woodruff)

**Item 7:** Consideration of engaging the firm of Angela D. Bertram, CPA for the purposes of providing the district's accounting services for the fiscal year beginning July 1, 2019 and ending June 30, 2020 (QCCIFD #19-028)

Administrative Manager Vaughn discussed the annual engagement letter from the board's CPA, Angela Bertram and recommended retention of Ms. Bertram by the QCCIFD. There were no increases from last year's contract.

Motion by Memmott/2<sup>nd</sup> by Ruscetti: To retain the firm of Angela Bertram, CPA for accounting services; Passed 3-0. (Absent - Woodruff)

**Item 8:** Discussion and possible action concerning the expansion of the QCCIFD pursuant to §ARS 48-262 (QCCIFD #19-029)

This agenda item is a request by the Town of Queen Creek for the QCCIFD Board to

## QCCIFD Meeting Minutes – July 17, 2019

---

consider a potential expansion of the QCCIFD (“District”) boundaries. The potential expansion of the District requires the authorization and approval of the Board to begin the process. The expansion is limited to properties located within the Town’s municipal planning area (MPA). Fire District boundary change is determined by a vote of the owners of taxable property within the area proposed for annexation.

The QCCIFD board asked financial impact and service questions to Chief Gray and Chief Marlar. Chief Gray mentioned the station #5 would be servicing the impacted areas and mentioned there would not be a drop in service. Kuefner asked if tax rates would go up to increasing the area. John Flynn said that is should be cost neutral to the District.

There are no decisions that need to be made during this meeting, this is more to inform the board and discuss the potential interest of the Town to expand the QCCIFD boundaries. The Town will present an Impact Statement detailing the proposed expansion at a future QCCIFD meeting.

**Item 9:** Consideration of items for the agenda of the Queen Creek County Island Fire District’s next regular scheduled meeting (September 18, 2019) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #19-030):

- Standard agenda items
- Impact Statement

**Item 10:** Announcements:

- None

**Item 11:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Kuefner to adjourn the meeting at 8:13pm. Passed 3-0. (Absent – Woodruff)

**QCCIFD meeting minutes approved: September 18, 2019:**

## QCCIFD Meeting Minutes – July 17, 2019

---

---

**Marion Memmott, Board Chair**

---

**Phil Ruscetti, Board Clerk**

---

**Jeremiah Woodruff, Board Member**

---

**Daniel Kuefner, Board Member**