

## QCCIFD Meeting Minutes – November 20, 2019

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The Queen Creek County Island Fire District (QCCIFD) administrator and governing board met in a properly posted open public meeting on Wednesday, November 20, 2019. 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 6:30 p.m. by Chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Members Kuefner and Woodruff in attendance. Guests: John Flynn, Consultant; Chief Marlar, Kelly Vaughn, Administrator

**Item 1:** Consideration of approval of the governing board meeting minutes of September 18, 2019 (QCCIFD #19-036):

Motion by Ruscetti / 2<sup>nd</sup> by Woodruff: To approve the September 18, 2019 minutes as presented; Passed 4-0.

**Item 2:** Call to the Public: Jeff Glavin discussed that he is currently covered by another provider and lives right across the street from a Queen Creek fire station. He is at the meeting to learn more about the fire district.

**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 Marlar discussed the September and October response reports and answered general questions from the board on information provided in the reports. Chief Marlar discussed calls were typical for the months and there was one structure fire in October.

There is good process being made on station #4.

Discussion only – no action taken

**Item 4:** Discussion concerning district boundary change to accommodate ongoing development within the municipal planning area (QCCIFD #19-037).

The next item on the agenda will be addressing the municipal planning area from Toll Brothers. Fulton homes is also interested in boundary changes, as well, but will be discussed at a later meeting.

**Item 5:** Consideration of a property owner request to add 201.9 acres of land to the QCCIFD through the boundary change process pursuant to A.R.S. §48.262.I. (QCCIFD #19-038):

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There was a general discussion between the board, John Flynn and Chief Marlar regarding the request. The board asked about QCCIFD costs associated with added the parcels. John Flynn mentioned it will be cost neutral. Member Woodruff commented that the job is to protect the citizens and adding these parcels would benefit the community. Member Kuefner agreed. Chair Memmott added that auto aid would assist if there are any issues by adding additional parcels to the QCCIFD area. Clerk Ruscetti asked what if we go into a recession. Chief Marlar stated it will not be an issue.

Motion by Memmott to accept the request by Toll Brothers homes to authorize the boundary change of 201.9 acres as described and illustrated in exhibits. Seconded by Woodruff. Passed 4-0.

### **Item 6:** Consideration of district financial matters:

- a) Review of monthly financial reports for September and October 2019 (QCCIFD #19-039):

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 Woodruff / 2<sup>nd</sup> by Memmott: To accept the finance reports as presented; Passed 4-0.

- b) Review of invoices / payables and authorization for payment (QCCIFD #19-040):

Administrative Manager Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,680.51); Angela Bertram, CPA (\$315.00); Town of Queen Creek (First half of contract services) (\$709,865.50).

Motion by Memmott / 2<sup>nd</sup> by Kuefner: To authorize payment of the invoices presented; Passed 4-0.

### **Item 7:** 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, 2019 pursuant to A.R.S §48-253. (QCCIFD #19-041).

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, 2019. There was general discussion by the board concerning the engagement of the firm.

Motion by Memmott / 2<sup>nd</sup> by Woodruff: To retain the firm of Atlas CPA for

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financial audit services for the fiscal year ending June 30, 2019; Passed 4-0.

**Item 8:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting January 15, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #19-042):

- Standard agenda items
- Insurance Renewal

**Item 9:** Announcements:

- Due to a scheduling conflict the board has moved the meeting to Wednesday, January 22, 2020.

**Item 10:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Woodruff to adjourn the meeting at 7:18pm. Passed 4-0.

**QCCIFD meeting minutes approved: January 22, 2020:**

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**Marion Memmott, Board Chair**

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**Phil Ruscetti, Board Clerk**

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**Daniel Kuefner, Board Member**

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**Jeremiah Woodruff, Board Member**