

QCCIFD Meeting Minutes – September 16, 2020

The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, September 16, 2020. 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 6:32 p.m. by board chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Ruscetti and Member Kuefner in attendance.
Additional attendees: Chief Maylar, Kelly Vaughn – Administrative Manager

Item 1: Consideration of approval of the governing board meeting minutes of July 15, 2020 (QCCIFD #20-024):

Motion by Memmott / 2nd by Kuefner: To approve the July 15, 2020 minutes as amended; Passed 3-0.

Item 2: Consideration of appointing an interim member to vacant positions on the governing board pursuant to A.R.S. §48-852(B) (QCCIFD #20-025)

There was a general discussion about the open positions. All interested QCCIFD residents will be asked to speak at an upcoming meeting. This item will be tabled until a later meeting.

Item 3: Call to the Public:

Diana S. who resides in the QCCIFD attended via video conference. She would like to enquire about adding a fire hydrant in her area. She asked if the fire district would be able to help with funds to acquire a hydrant. She is in the Citrus Heights Water District. She asked if there were any other funds available.

Chief Marlar and Kelly Vaughn discussed that the county island cannot use tax payer funds for the County Island Fire District to pay for a fire hydrant per the statute. Chief Marlar suggested looking into grants. Member Ruscetti mentioned maybe the residents could add a water tank underground. Members also discussed that she could contact the water district to see what they could do.

Item 4: Report from the fire chief regarding the provision of fire and EMS to the QCCIFD, including but not limited to the following items (QCCIFD #20-n/a):

- a) Monthly response and service report: Chief Maylar discussed the July and August response reports. In August, there was a large shed fire.
Discussion only – no action taken
- b) Chief Andy Maylar discussed that Station #4 will be opening in late October/early November.

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Item 5: Consideration of district financial matters:

a) Review of monthly financial reports (QCCIFD #20-026):

Administrative Manager Vaughn reviewed the June, July and August 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 Memmott/ 2nd by Ruscetti: To accept the finance reports as presented; Passed 3-0.

b) Review of invoices / payables and authorization for payment (QCCIFD #20-027):

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,883.13); Angela Bertram, CPA (\$382.50).

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

Item 6: 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, 2020 and ending June 30, 2021 (QCCIFD #20-028)

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

Motion by Memmott/2nd by Ruscetti: To retain the firm of Angela Bertram, CPA for accounting services; Passed 3-0.

Item 7: Consideration of retaining a firm for the purpose of performing an annual audit of the district's financial records for the fiscal year ending June 30, 2020 pursuant to A.R.S §48-253. (CCIFD #20-029).

Administrative Manager Vaughn presented two proposals to provide financial audit services for the fiscal year ending June 30, 2020. The first proposal was by SC Audit & Accounting Solutions for \$2,500 and the second was for Atlas CPA for \$2,625. There was general discussion by the board concerning the engagement of each firm.

Motion by Memmott / 2nd by Ruscetti: To use SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2020; Passed 3-0.

Item 8: Consideration of items for the agenda of the Queen Creek County Island Fire

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District's next regular scheduled meeting (November 18, 2020) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #20-030):

- Standard agenda items
- New board member appointment
- Jeremiah Woodruff – Appreciation

Item 9: Announcements:

- None

Item 10: Adjourn; Motion by Memmott / 2nd by Kuefner to adjourn the meeting at 7:50 pm. Passed 3-0.

QCCIFD meeting minutes approved: November 18, 2020:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Daniel Kuefner, Board Member