

QCCIFD Meeting Minutes – July 18, 2018

The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, July 18, 2018. 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 clerk Ruscetti.
- B. Roll Call: Clerk Ruscetti and Members Woodruff and Kuefner (attended telephonically) in attendance. (Absent – Memmott)

Item 1: Consideration of approval of the governing board meeting minutes of May 23, 2018 (QCCIFD #18-023):

Motion by Ruscetti / 2nd by Woodruff: To approve the May 23, 2018 minutes as amended; Passed 3-0. (Absent – Memmott)

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 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 discussed that a new ladder truck for the town will be presented to Town Council. If approved, it will take about one year. There will also be 13 or 14 new recruits for the new station.

The Board Clerk moved up items #5 and #6 on the agenda.

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)

Clerk Ruscetti opened the public hearing for comment. No public present at the meeting. Clerk Ruscetti closed the public hearing.

Item 6: Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and declaring such to be the budget of the Queen Creek County Island Fire District (QCCIFD #18-026)

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Administrative Manager Vaughn reviewed the budget documents provided within the board packets and discussed the final budget for FY 18/19. There were a few slight changes from the May meeting. The unreserved fund balance came in higher than anticipated. Refer to the budget document in the July meeting packet for actual numbers. If approved, the tax levy rate will be 2.5129 this is down slightly from last year's tax levy rate of 2.5239.

Motion by Woodruff/ 2nd by Kuefner: Consideration of fully adopting estimates and expenditures for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and declaring such to be the budget of the Queen Creek County Island Fire District; Passed 3-0. (Absent - Memmott)

Item 4: Consideration of district financial matters:

a) Review of monthly financial reports (QCCIFD #18-024):

Administrative Manager Vaughn reviewed the April and May 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. June financials will be reviewed at the next meeting, as Maricopa County did not have their reports available for June.

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

b) Review of invoices / payables and authorization for payment (QCCIFD #18-025):

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,843.61); Angela Bertram, CPA (\$540); 27oz (website rebuild) (\$425.00).

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

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, 2018 and ending June 30, 2019 (QCCIFD #18-027)

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

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Item 8: Review the updated QCCIFD website (QCCIFD #18-028)

Administrative Manager Vaughn discussed that the website rebuild has been completed and it is now live. Woodruff would like to update the Property Tax Levy tab to show what the tax rate would be for current average home prices.

Motion by Woodruff/2nd by Ruscetti: To approve the new QCCIFD website; Passed 3-0. (Absent - Memmott)

Item 9: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (September 19, 2018) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #18-029):

- Standard agenda items

Item 10: Announcements:

- None

Item 11: Adjourn; Motion by Ruscetti / 2nd by Kuefner to adjourn the meeting at 7:16pm. Passed 3-0. (Absent – Memmott)

QCCIFD meeting minutes approved: September 19, 2018:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Jeremiah Woodruff, Board Member

Daniel Kuefner, Board Member