

QCCIFD Meeting Minutes – September 15, 2021

The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, September 15, 2021. 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 6:31 p.m. by board chair Memmott.
- B. Roll Call: Chair Memmott and Members Kuefner and Shult in attendance. Additional attendees: Chief Maylar (arrived during Item 6 on agenda), Kelly Vaughn – Administrative Manager (Absent – Clerk Ruscetti)

Item 1: Consideration of approval of the governing board meeting minutes of July 21, 2021 (QCCIFD #21-026):

Motion by Kuefner/ 2nd by Memmott: To approve the July 21, 2021 minutes as amended; Passed 3-0. (Absent – Ruscetti)

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 #21-n/a):

- a) Monthly response and service report: The July and August response reports were distributed in the meeting packet. The board reviewed the reports.

Discussion only – no action taken

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #21-027):

Administrative Manager Vaughn reviewed the 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 Schult: To accept the finance reports as presented; Passed 3-0. (Absent – Ruscetti)

- b) Review of invoices / payables and authorization for payment (QCCIFD #21-028):

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Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,587.96); Angela Bertram, CPA (\$382.50).

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

Item 5: 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, 2021 and ending June 30, 2022 (QCCIFD #21-029)

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 changes to the contract from last year.

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

Item 6: 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, 2021 pursuant to A.R.S §48-253. (QCCIFD #21-030).

Administrative Manager Vaughn presented the proposal to provide financial audit services for the fiscal year ending June 30, 2021. The proposal was by SC Audit & Accounting Solutions for \$2,625. Their contract increased \$125 from the previous year.

Motion by Memmott / 2nd by Kuefner: To retain SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2021; Passed 3-0. (Absent – Ruscetti)

Item 7: Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (November 17, 2021) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #21-031):

- Standard agenda items
- Open board seat
- Future Expansion

Item 8: Announcements:

- None

Item 9: Adjourn; Motion by Memmott / 2nd by Schult to adjourn the meeting at 7:37 pm. Passed 3-0. (Absent – Ruscetti)

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QCCIFD meeting minutes approved: November 17, 2021:

Marion Memmott, Board Chair

Phil Ruscetti, Board Clerk

Daniel Kuefner, Board Member

Diana Schult, Board Member