

## QCCIFD Meeting Minutes – November 16, 2022

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The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, November 16, 2022. 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, Clerk Ruscetti and Members Kuefner, Schult and Hawkins in attendance. Additional attendees: Chief Marlar, Kelly Vaughn – Administrative Manager; John Flynn – County Island Consultant (via zoom).

**Item 1:** Consideration of approval of the governing board meeting minutes of September 21, 2022 (QCCIFD #22-034):

Motion by Ruscetti / 2<sup>nd</sup> by Memmott: To approve the September 21, 2022 minutes as presented; Passed 5-0.

**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 #22-n/a):

- a) Monthly response and service report: Chief Marlar discussed the September and October response reports. September incident reports were tracking as normal, there were no structural fires. October incident reports were slightly down compared to previous months. Chair Memmott would like to see a yearly trend for incident reports.

Discussion only – no action taken

**Item 4:** Consideration and possible action concerning future potential boundary change to the QCCIFD. (QCCIFD #22-035).

John Flynn gave an update from the community presentation that happened on November 15, 2022. Chief Marlar, Chief Gray, John Flynn and QCCIFD board members were present. There were 11 members of the public that showed up – property owners of the are being considered for the boundary change. They were all interested in joining the QCCIFD. John Flynn will be preparing an Impact Statement that will presented to the Pinal County Board of Supervisors. A public hearing will need to be set. The impact statement will also be available of the QCCIFD website once it is ready.

Motion by Memmott / 2<sup>nd</sup> by Schult: to direct QCCIFD staff to work with Queen Creek Fire and Medical Services staff to initiate the process for a boundary change to the district pursuant to Arizona Revised Statute 48-262 for the 236 parcels of real property, plus or

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minus, located generally east of Meridian Road; south of Combs Road; west of Gantzel Road; and north of Combs Road in Pinal County,

And,

To gather the information from Pinal County necessary to prepare the required impact statement; and to develop other documents necessary to facilitate the boundary change.

And,

To notice the QCCIFD Board upon receipt of an impact statement meeting the requirements of Arizona Revised Statute 48-262 so that a public hearing may be scheduled for the matter. (Passed 5-0. )

### **Item 5:** Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #22-036):

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 Memmott/ 2<sup>nd</sup> by Ruscetti: To accept the finance reports as presented; Passed 5-0.

- b) Review of invoices / payables and authorization for payment (QCCIFD #22-037):

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,679.65); Angela Bertram, CPA (\$325); Town of Queen Creek – 1<sup>st</sup> half of contract service (\$893,834).

Motion by Memmott/ 2<sup>nd</sup> by Kuefner: To authorize payment of the invoices presented; Passed 5-0.

### **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, 2022 pursuant to A.R.S §48-253. (QCCIFD #22-038).

Administrative Manager Vaughn presented the proposal to provide financial audit services for the fiscal year ending June 30, 2022. The proposal was by SC Audit & Accounting Solutions for \$2,700. Their contract increased \$75 from the previous year.

Motion by Memmott / 2<sup>nd</sup> by Kuefner: To retain SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2022; Passed 5-0.

### **Item 7:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (January 18, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #22-

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039):

- Appointment of board chair and clerk
- Open board position

### **Item 8:** Announcements:

- Board Member Ruscetti has retired from the board and was recognized for his dedication and service to the QCCIFD since 2014.

**Item 9:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Hawkins to adjourn the meeting at 8:10 pm.  
Passed 5-0.

**QCCIFD meeting minutes approved: January 18, 2023:**

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**Marion Memmott, Board Chair**

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**Daniel Kuefner, Board Member**

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**Diana Schult, Board Member**

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**Clint Hawkins, Board Member**