

## QCCIFD Meeting Minutes – January 18, 2023

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The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, January 18, 2023. 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 chair Memmott.
- B. Roll Call: Chair Memmott and Members Kuefner Schult in attendance. Additional attendees: Chief Marlar, John Flynn (via zoom), and Kelly Vaughn – Administrative Manager

**Item 1:** Consideration of electing a chair and clerk of the Queen Creek County Island Fire District’s governing board pursuant to A.R.S. §48-803(E) (QCCIFD #23-001).

There was a general discussion about the chair and clerk positions.

Motion by Kuefner/ 2<sup>nd</sup> by Schult to elect M. Memmott as the board chair; Passed 3-0.

Motion by Memmott/ 2<sup>nd</sup> by Kuefner to elect D. Schult as the board clerk; 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 #23-002)

This item was tabled

**Item 3:** Consideration of approval of the governing board meeting minutes of November 16, 2022 (QCCIFD #23-003):

Motion by Memmott / 2<sup>nd</sup> by Schult: To approve the November 17, 2021 minutes as amended; Passed 3-0.

**Item 4:** Call to the Public:

No Public

**Item 5:** Report from the fire chief regarding the provision of fire and EMS to the QCCIFD, including but not limited to the following items (QCCIFD #23-n/a):

- a) Monthly response and service report: Chief Marlar discussed the November and December response reports. There were no structure fires for the past two months. Chief Marlar discussed once a quarter he will include incident distribution charts comparing the town to the fire district.

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Discussion only – no action taken.

**Item 6:** Consideration and possible action concerning future potential boundary change to the QCCIFD (QCCIFD #22-002):

John Flynn discussed that he is currently working on putting together a packet for the Department of Revenue and Assessor's office. The district is still in need of a meets and bounds legal description. A surveyor or engineer will need to write the description. Once the impact statement is submitted, the board will have 20 days to notify parcel owners. Another public hearing date will need to be set. A postcard will be mailed out to parcel owners with the public hearing date. It was discussed that the postcard should include language notifying owners that they are not being annexed into the town, they will just be part of the fire district.

Motion by Memmott / 2<sup>nd</sup> by Kuefner: To set an amount not to exceed \$1800 for a meets and bounds legal description; Passed 3-0.

**Item 7:** Consideration of district financial matters:

a) Review of monthly financial reports (QCCIFD #23-005):

Administrative Manager Vaughn reviewed the November and December 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 Kuefner: To accept the financial reports as presented; Passed 3-0.

b) Review of invoices/payables and authorization for payment (QCCIFD #23-006):

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,247.03); Angela Bertram, CPA (\$325).

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

**Item 8:** Consideration of renewing the district's general liability and associated insurance with VFIS of Arizona (QCCIFD #23-007).

The board received the insurance renewal packet from VFIS. The renewal amount came in at \$43,970. The budgeted amount was \$43,000. The increase was due to more incident calls the past 12 months than previous years.

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Motion by Memmott/ 2<sup>nd</sup> by Kuefner To approve the insurance renewal with VFIS and authorize payment for \$43,970; Passed 3-0.

**Item 9:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regularly scheduled meeting (March 15, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #23-008):

- Standard agenda items
- Set public hearing date

**Item 10:** Announcements:

- None

**Item 11:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Schult to adjourn the meeting at 7:38 pm. Passed 3-0.

**QCCIFD meeting minutes approved: March 15, 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**