

## QCCIFD Meeting Minutes – March 15, 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, March 15, 2023. The meeting was held at 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 6:33 p.m. by Chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Schult and Member Kuefner in attendance.

**Item 1:** Consideration of approval of the governing board meeting minutes of January 18, 2023 (QCCIFD #23-009):

Motion by Memmott/ 2<sup>nd</sup> by Kuefner: To approve the January 18, 2023 minutes as presented; Passed 3-0.

**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 #23-n/a):

Monthly response and service report: Chief Skowan discussed the January and February response reports. The response times were typical for those months.

**Item 4:** Queen Creek Finance Department preliminary review of the 23/34 contract (QCCIFD #23-010).

Matt Lee, Senior Financial Services Analyst for the Town of Queen Creek, gave a financial presentation to the QCCIFD board. He discussed that the preliminary contract total is \$2,296,349. This is mainly due to AV growth within the district. Within the QCCIFD, Pinal County had an 80.5% due to the recent expansion of the district. Mr. Lee answered questions from the board regarding the presentation.

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

- a) Review of monthly financial reports (QCCIFD #23-011):

Administrative Manager Vaughn reviewed the January and February 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 Schult: To accept the finance reports as presented; Passed 3-0.

- b) Review of invoices / payables and authorization for payment (QCCIFD #23-012):

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Administrative Manager Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,170.11); Angela Bertram, CPA (\$455); SC Audit & Accounting – Annual Audit (\$2,700).

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

**Item 6:** Review and consideration of the annual financial review for fiscal year 2022 conducted pursuant to A.R.S. §48-803.E (QCCIFD #23-013).

Administrative Manager Vaughn reviewed the fiscal 2022 financial review (included in board packet) with the board and answered general questions concerning the various components of the financial review. The administrative manager advised the financial review had been submitted to the Clerk of the Board of Supervisors and the County Treasurer as required.

Motion by Memmott/ 2<sup>nd</sup> by Schult: To accept the financial review as presented; Passed 3-0.

**Item 7:** Discussion and possible action on the extension to the intergovernmental agreement for the provision of fire protection services between the Town of Queen Creek and the Queen Creek County Island Fire District (QCCIFD #23-014).

The IGA between the Town of Queen Creek and the Queen Creek County Island Fire District is up for renewal on May 1, 2023. Admin manager Vaughn discussed that language to add Pinal County was included in the IGA amendment. Mr. Cornelius will be reviewing the IGA and will speak with the Town's attorney if he has any questions. The board discussed giving an approval if there are no changes to the amendment.

Motion by Memmott/ 2<sup>nd</sup> by Kuefner: To approve the extension to the intergovernmental agreement for the provision of fire protection services between the Town of Queen Creek and the Queen Creek County Island Fire District if no changes have been made by the attorney; Passed 3-0.

**Item 8:** Consideration and possible action concerning future potential boundary change to the QCCIFD. (QCCIFD #23-015).

John Flynn discussed with the board that we are waiting for data by the Pinal County Assessor to complete the boundary change impact statement. The impact statement provides the legal description of the potential boundary change. Chief Marlar and Chief Skowan both have a copy of the draft impact statement. We need the final data, to set a time and place for the public hearing and then another postcard will go out to the parcels included in the potential boundary change. It was discussed that

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the tentative meeting date would be scheduled for April 12<sup>th</sup>. Chief Marlar to verify that a room is available.

**Item 9:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting May 17, 2023 and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #23-016):

- Standard agenda items
- Tentative Budget

**Item 10:** Announcements: None

**Item 11:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Kuefner to adjourn the meeting at 7:33pm. Passed 3-0.

**QCCIFD meeting minutes approved: May 31, 2023:**

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**Marion Memmott, Board Chair**

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**Diana Schult, Board Clerk**

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**Daniel Kuefner, Board Member**