

QCCIFD Meeting Minutes – July 19, 2023

The Queen Creek County Island Fire District (QCCIFD) governing board met in a properly posted open public meeting on Wednesday, July 19, 2023. The meeting was held at the Town of Queen Creek Municipal Services Building – 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 6:44 p.m. by board chair Memmott.
- B. Roll Call: Chair Memmott, Clerk Schult and Member Kuefner in attendance. Additional attendees: Chief Marlar, Kelly Vaughn – Administrative Manager; John Flynn- Fire District Consultant.

Item 1: Consideration of approval of the governing board meeting minutes of May 31, 2023 (QCCIFD #23-026):

Motion by Memmott / 2nd by Kuefner: To approve the May 31, 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):

- a) Monthly response and service report: May and June response reports were provided in the packet. Chief Marlar reported that there was nothing out of the ordinary and no structure fires.

Discussion only – no action taken

Item 4: Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #23-027):

Administrative Manager Vaughn reviewed the May and June 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.

- b) Review of invoices / payables and authorization for payment (QCCIFD #23-028):

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,089.58); Angela Bertram, CPA (\$325).

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

Item 5: Discussion of fiscal year 23/24 budget proposal and financial projections (QCCIFD #23-029).

John Flynn put together a one-page budget summary for the board to review. At the May meeting, there were some questions regarding the Town's contract costs in relation to the County Island. Mr. Flynn broke out various financial elements to help breakdown the contract costs, assessed values and tax rates.

Discussion only – no action taken

Item 6: Public Hearing in accordance with A.R.S. §48-853.A.2: To hear taxpayer's comments on the proposed fiscal year 2023/2024 Queen Creek County Island Fire District revenue and expenditure budget (QCCIFD #23-n/a)

Chair Memmott opened the public hearing for comment. No public present at the meeting. Chair Memmott closed the public hearing.

Item 7: Consideration of fully adopting estimates of revenues and expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and declaring such to be the budget of the Queen Creek County Island Fire District (QCCIFD #23-030)

Administrative Manager Vaughn reviewed the budget documents provided within the board packets and discussed the final budget for FY 23/24. The contract cost with the Town of Queen Creek is up from last year (\$2,286,607 TY vs. \$1,787,688 LY) due to the Pinal County parcels that were annexed into the Queen Creek County Island Fire District. The board discussed a tax levy of \$1,905,000, which is a tax rate of 2.2045.

Motion by Memmott 2nd by Kuefner: To adopt estimates and expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and declaring such to be the budget of the Queen Creek County Island Fire District; Passed 3-0.

Item 8: 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, 2023 and ending June 30, 2024 (QCCIFD #23-031)

Administrative Manager Vaughn discussed the annual engagement letter from the board's CPA, Angela Bertram and recommended retention of Ms. Bertram by the QCCIFD.

Motion by Memmott /2nd by Schult: To retain the firm of Angela Bertram, CPA for accounting services; Passed 3-0.

Item 9: Consideration of items for the agenda of the Queen Creek County Island Fire

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District's next regular scheduled meeting (September 20, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #23-032):

- Standard agenda items

Item 10: Announcements:

- None

Item 11: Adjourn; Motion by Memmott / 2nd by Schult to adjourn the meeting at 8:17pm.
Passed 3-0.

QCCIFD meeting minutes approved: September 20, 2023:

Marion Memmott, Board Chair

Diana Schult, Board Clerk

Daniel Kuefner, Board Member