

## QCCIFD Meeting Minutes – November 22, 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, November 22, 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 5:30 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.

**Item 1:** Consideration of approval of the governing board meeting minutes of September 20, 2023 (QCCIFD #22-038):

Motion by Memmott / 2<sup>nd</sup> by Schult: To approve the September 20, 2023 minutes as presented; Passed 3-0.

**Item 2:** Call to the Public: Ryan Doyle was present at the meeting and potentially interested in joining the board.

**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: Chief Marlar discussed the September and October response reports. There was one structure fire reported.

Discussion only – no action taken

**Item 4:** Consideration of district financial matters:

- a) Review of monthly financial reports (QCCIFD #23-039):

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 Kuefner: To accept the finance reports as presented; Passed 3-0.

- b) Review of invoices / payables and authorization for payment (QCCIFD #23-040):

Consultant Vaughn presented invoices (included within board packet) and warrants (checks) for board review and authorization for payment: PolicyLogic, LLC (\$1,745.23); Angela Bertram, CPA (\$325); Town of Queen Creek – 1<sup>st</sup> half of contract service (\$1,143,303.50).

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

**Item 5:** Consideration of appointing an interim member to vacant positions on the governing board pursuant to A.R.S. §48-852(B) (QCCIFD #23-041):

James Holthouse and Phil Ruscetti are interested in the vacant positions on the Queen Creek County Island Fire District. There was a general discussion among the board.

Motion by Memmott / 2<sup>nd</sup> by Kuefner to appoint James Holthouse and Phil Ruscetti to the vacant position on the governing board pursuant to A.R.S. §48-852(B); Passed 3-0.

**Item 6:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (January 17, 2024) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #23-042):

- Appointment of board chair and clerk
- Open board position
- Insurance renewal

**Item 7:** Announcements:

Recognition plaques were presented to Marion Memmott and Diana Schult for the dedication to the Queen Creek County Island Fire District. Both Mr. Memmott and Ms. Schult will be moving out of the district.

**Item 8:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Kuefner to adjourn the meeting at 6:15 pm. Passed 4-0.

**QCCIFD meeting minutes approved: January 17, 2024:**

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**Daniel Kuefner, Board Member**

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**Phil Ruscetti, Board Member**

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**James Holthouse, Board Member**