

## QCCIFD Meeting Minutes – September 20, 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, September 20, 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, Clerk Schult and Members Kuefner were in attendance. Additional attendees: Chief Marljar, Kelly Vaughn – Administrative Manager.

**Item 1:** Consideration of approval of the governing board meeting minutes of July 19, 2023 (QCCIFD #23-033):

Motion by Memmott/ 2<sup>nd</sup> by Kuefner: To approve the July 19, 2023 minutes as passed; 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: The July and August response reports were distributed in the meeting packet. The board reviewed the reports. Both months had an average number of incidents. The new ambulance should be in service late September and will be stationed full time at station #1.

Discussion only – no action taken

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

- a) Review of monthly financial reports (QCCIFD #23-034):

Administrative Manager Vaughn reviewed the July and August 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 #23-035):

Consultant Vaughn presented invoices (included within board packet) and warrants

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(checks) for board review and authorization for payment: PolicyLogic, LLC (\$2,120); Angela Rath, CPA (\$350).

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

**Item 5:** 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, 2023 pursuant to A.R.S §48-253. (QCCIFD #23-036).

Administrative Manager Vaughn presented the proposal by SC Audit & Accounting Solutions for \$3,000. There was general discussion by the board concerning the proposal.

Motion by Schult / 2<sup>nd</sup> by Memmott: To retain SC Audit & Accounting Solutions for financial audit services for the fiscal year ending June 30, 2023; Passed 3-0.

**Item 6:** Consideration of items for the agenda of the Queen Creek County Island Fire District's next regular scheduled meeting (November 15, 2023) and or a special meeting called by the governing board for the purpose of carrying out its powers and duties (QCCIFD #23-037):

- Standard agenda items
- Interim board member

**Item 7:** Announcements:

- Clerk Diana Schult will be resigning after the November meeting due to moving out of state.

**Item 8:** Adjourn; Motion by Memmott / 2<sup>nd</sup> by Kuefner to adjourn the meeting at 7:14 pm. Passed 3-0.

**QCCIFD meeting minutes approved: November 22, 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**