

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT
HELD April 15, 2024

A public meeting of the Congress Fire District was convened at 5:00 p.m. on April 15, 2024, at the Congress Fire District Office. The following matters were discussed, considered and decided at the meeting:

1. Call to Order: Meeting was called to order at 5:00 p.m.
2. Roll Call: The following members of the Congress Fire District Board were present at the meeting: Brandi Bridges, Clerk of the Board; Reggie MacDonald, member. Also present were Fire Chief Virgil Sutor, Fire Chief Bryan Smith—conferenced in, Deputy Chief Anthony Tunis, and Secretary/Treasurer Kaitlyn Brinkley.
3. Approval of Minutes: The minutes of the meeting of March 18, 2024 and March 27, 2024 were reviewed. Reggie made a motion to approve the minutes and Brandi seconded the motion. All in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of March 2024 consisting of Balance Sheet, Cash Flow (Budget vs. Actual), Transaction list, County Treasurer Monthly Warrant Statement with Reconciliation, and County Treasurer Monthly Capital Reserve Statement with Reconciliation were reviewed. Motion was made by Reggie to approve the financial reports for the month of March 2024; Brandi seconded; all in favor; financial reports are approved.
5. Correspondence: None.
6. Fire Chiefs Report:
 - a. Alan from Wickenburg Community Hospital & Clinic gave us a form to complete an inspection at the Congress Community Clinic. The federal government requires the inspection of licensed healthcare facilities to ensure the building is up to code.
 - b. Chief Sutor is currently working on switching his work emails to his personal email so that the Fire Chief's email can be used for the department if needed. Chief Sutor relinquished his Command truck to the station to be inventoried and examined. During that time, he took Brush 2 so that he could clean it up to attend a local car show on Saturday, April 13th. Chief Sutor notified the Board that he would like to take ownership of the Brush truck due to its age and the work that needs to be done to it. The Board agreed to add it to the agenda for next month's meeting to discuss what is happening.
 - c. Chief Smith informed the board that we are switching the dispatching system and have been working with our phone provider to forward the 3100 number call to the new dispatching system. Congress Fire (Station 97) worked with Bagdad Fire (Station 95) on a

Fatality and Multiple Vehicle incident on Sunday on Highway 93; both departments worked well together, and we look forward to the continued working relationship.

7. Old Business:

- a. At the Special meeting held on March 27, Chairman Sparks notified the Board of his resignation effective April 1, 2024; during the closing of the meeting, the previous board member, Jane Summers, mentioned that she would accept an appointment to the position for a temporary time until the end of the year as the elections come up. Reggie motioned to appoint Jane as a member of the Board, and Brandi seconded. All in Favor. This is also an election year, and we will have three open positions due to the board becoming a 5-member board because of the revenue received. The board structure was determined unanimously: Brandi - Board Chairman; Reggie - Clerk; Jane - Member.
- b. Chief Smith presented a tentative line-item budget for FY 24/25 to the Board; the Board discussed approving the Tentative budget. Reggie motioned to approve the FY 24/25 budget. Brandi seconded. All in Favor.

8. New Business:

- a. The Securis FY 24/25 Coverage Acceptance form and Participation Agreement were viewed and discussed; upon review, the Annual contribution amount decreased from last year, and the participation agreement was reviewed and approved. Reggie motioned to approve the FY 24/25 Securis coverage agreement and the Securis Participation Agreement. Brandi seconded. All in Favor.
- b. Reggie motioned to adopt the International Fire Code of 2018; Brandi seconded. All in Favor.
- c. Upon adopting the Williamson Valley Fire District Policies and Procedures manual, the Board members had questions to ask Chief Smith and Deputy Chief Tunis. They were regarding family members working together, Fitness, and the guidelines followed. The districts follow the NFPA 1581 guidelines, which are broken down into different tiers to determine an employee's health status. The other questions identified the firefighters' union, uniform allowance, on-duty recreation, retirement, health insurance, and services offered to help with mental health, traumatic events, and other personal problems. Reggie motioned to adopt the W.V.F.D. Policies and Procedures manual, except page 172, regarding P.S.P.R.S.; an amendment was requested to note that Congress Fire will not be offering it currently due to the substantial cost. Brandi seconded. All in Favor.
- d. Due to the board's restructuring and the appointment of new members, an authorized signers list was created to submit to the county for warrant signing.

9. Executive Session: None

10. Call to the Public: Public members attended the meeting to discuss their concerns about the changes happening. Mr. Young asked the board, " What are the new changes, and how will they affect me?" The board responded to Mr. Young with the positive impact that the agreement with WVFD will bring to this town and the plans for this department.

11. Adjournment: Next regular meeting: Monday May 20, 2024 at 5:00 p.m. Reggie made a motion to adjourn the meeting: seconded by Brandi; all in favor, meeting is adjourned at 6:13 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____