

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT

HELD December 12, 2022

A public meeting of the Congress Fire District was convened at 7:00 p.m. on December 12, 2022, 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 7:00 p.m.
2. Roll Call: The following members of the Board of the Congress Fire District were present at the meeting: Jim Sparks, Chairman of the Board – conferenced in. Steve Holloman, Clerk of the Board, and Jane Summers, member. Also present were Fire Chief Virgil Suito, Secretary/Treasurer Kaitlyn Brinkley, firefighter/EMTs Vince Rodriguez, Sarilda Grantham and Ashley Hernandez.
3. Approval of Minutes: The minutes of the meeting of November 21, 2022 were reviewed. Steve made a motion to approve the minutes and Jane seconded the motion. All in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of November 2022 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 Steve to approve the financial reports for the month of November 2022; Jim seconded; all in favor; financial reports are approved.
5. Correspondence: None.
6. Fire Chief's Report: The Tender is in the shop; the driveline went out on a wildland assignment and was towed to 16 Hands in Wickenburg. Vince has been working with an Engine Boss to get him to work at the station for Wildland assignments, he will be having meetings with Hells Gate. Chief spoke with the guy in charge of the radio tower and he will need to reach out to Brandi to determine the length of time for the battery back up at the radio tower.
7. Old Business:
 - a. Susan Vos from Regier Carr and Monroe conferenced in to present the Annual Audit Report, we discussed the Management Rep Letter, Audit Letter and the Annual Report. The Management letter was signed and dated by Virgil and Kaitlyn and will be sent back to Susan.
 - b. VFIS Renewal acceptance procedure was reviewed and signed. To be submitted this week. It was brought to our attention that we did not have crime coverage on our policy so an application will be submitted to add that to our coverage, amount stated is \$250.
 - c. Renewal of the Fire Chiefs contract, it was brought up to add an addendum to the contract that Chief can terminate is contract with a 30 days' notice. It will be added and the new contract will be presented in January, signed and dated.

8. New Business: None.
9. No Executive Session required.
10. Call to the Public. None
11. Adjournment: Next regular meeting: Monday, January 23, 2023. (The third Monday of January is a holiday.) Jim made a motion to adjourn the meeting; seconded by Steve; all in favor, meeting is adjourned at 7:41 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____