

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT
HELD December 18, 2023

A public meeting of the Congress Fire District was convened at 5:00 p.m. on December 18, 2023, 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 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 20, 2023 were reviewed. Steve made a motion to approve the minutes and Reggie seconded the motion. All in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of November 2023 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 2023; Jim seconded; all in favor; financial reports are approved.
5. Correspondence: None.
6. Fire Chief's Report:
 - a. We have had one employee switch from a full-time shift to the reserve shift.
 - b. There is a water leak on Engine 1; a few mechanics were contacted but got no response. We will set up an appointment with Kenworth down in Phoenix to get the repair done. The housing clamp in Brush 1 is damaged and a new part will be ordered to repair it, also have been notified that the truck is pulling to the right some when driven.
7. Old Business: VFIS Renewal acceptance procedure and quote for the MFAP plan was reviewed and approved. Jim made a motion to accept the VFIS Member Family Assistance Program and VFIS Renew for 2024, Steve seconded. All in favor.
8. New Business:
 - a. We received a notification from our district lawyer that there has been a required change in the Open Meeting Law for Board Agendas; we will now need to add what time the meeting room will be accessible to the public on the day of the meeting. We will insert the sentence

next to the location address of the meeting spot, the arrival time for the public can be at 4:40 p.m.

- b. In order to be able to make electronic payments to state taxes to avoid the check fee penalty, we will need to have an account available to process the payment. We tried to add it with our account at Chase but that is set up specifically for federal tax payments. We can set it up through our Equipment Fund account at UMB but we will need to add the secretary as a signer on the account to complete the payments and talk to the bank if necessary. Jim made a motion to add the secretary Kaitlyn as a signer to the UMB account. Reggie seconded. All in favor.

9. An executive session is requested for Wednesday December 20, 2023 to discuss personnel matters.

10. Call to the Public. None

11. Adjournment: Next regular meeting: Monday, January 22, 2024. (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 5:54 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____