

MINUTES OF MEETING  
OF THE CONGRESS FIRE DISTRICT  
HELD February 28, 2022

A public meeting of the Congress Fire District was convened at 7:00 p.m. on February 28, 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 7:05 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 was absent, Steve Holloman, Clerk of the Board, and Jane Summers, member. Also present were Fire Chief Virgil Sutor and Secretary/Treasurer Kaitlyn Brinkley.
3. Approval of Minutes: The minutes of the meeting of January 24, 2022 were reviewed. Jane made a motion to approve the minutes and Steve seconded the motion. All in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of January 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 Jane to approve the financial reports for the month of January 2022; Steve seconded; all in favor; financial reports are approved.
5. Correspondence: We received a letter from the county stating that the IGA Agreement we had with them in order to hold our elections would expire this year and needed to be renewed by February 28<sup>th</sup>, we reviewed the document and sent it to the district lawyer to be reviewed and signed. The document was received back from the lawyer on the 24<sup>th</sup> and signed by Steve the same day as well as submitted to the County.
6. Fire Chiefs Report:
  - a. The parts for Engine 2 have been received, it is currently in the shop and should be ready in the next few days.
  - b. FC 1 is having some issues when starting it, could possibly be the fuel pressure, we will send it into the shop to determine the issue.
  - c. The department is starting to become short staffed on the weekends due to some reserves starting at other agencies, our full-time/part-time crew members will be filling in those spots as needed.
7. Old Business: None.

8. New Business: The Redburn Tire Credit and Exemption application was reviewed and will be having the Board Chairman review and sign the document. The documents will allow us to order the tires and have them on a net pay basis and we will be able to use their Service call vehicles if needed.
9. No Executive Session required.
10. Call to the Public. None
11. Adjournment: Next regular meeting: Monday, March 21, 2022. Jane made a motion to adjourn the meeting: seconded by Steve; all in favor, meeting is adjourned at 7:27 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

Approved: \_\_\_\_\_