

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT

HELD January 24th, 2022

A public meeting of the Congress Fire District was convened at 7:00 p.m. on January 24th, 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 and Steve Holloman, Clerk of the Board and Jane Summers, member were present at the meeting.. Also present Fire Chief Virgil Sutor, Secretary/Treasurer Kaitlyn Brinkley, and firefighter/EMTs, Vince Rodriguez, Ashley Hernandez and Brian Landaverde.
3. Approval of Minutes: The minutes of the meeting of November 15th, 2022 were reviewed. Jane made a motion to approve the minutes and Jim seconded the motion. All in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of November and December 2021- consisting of Balance Sheet, Cash Flow (Budget vs. Actual), Transaction List, Country Treasure Monthly Warrant Statement with Reconciliation, and County Treasure Monthly Capital Reserve Statement with Reconciliation were reviewed. Motion was made by Steve to approve the financial reports for the month of November and December 2021; Jim seconded; all in favor; financial reports are approved.
5. Correspondence: None.
6. Fire Chief's Report:
 - a. Engine 2: The kit was ordered for the repairs needed, once the item arrived it was found that two fans and all thread were sent, missing the other pieces needed. We reached out to the company and sent them an email with pictures containing the items received. The parts needed were unavailable, we had to ship back both items in our possession so that the manufacturer can build the parts. We are unsure when they will be completed and sent back to us.
 - b. Engine 1: The light bar was delivered but was the wrong size. Once it was hooked up the lights were not working. Steve and Chief were able to work together and figure out the issue. The emergency lights are working but we will need to get new switches to control the other light bar options.
7. Old Business:
 - a. Reviewed and discussed the new VFIS policy for 2022, no changes were made, signed and submitted on December 27, 2021.

b. Reviewed and discussed the final draft from the FY 20/21 Audit, there were no changes, as it was presented at the November meeting.

8. New Business: None.

9. No Executive Session required.

10. Call to the Public. None

11. Adjournment: Next regular meeting is Monday February 28th, 2022 at 7:00 p.m. Motion was made by Jim that this meeting be adjourned; seconded by Steve ; meeting adjourned at 7:28 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____