

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT

HELD January 23rd, 2023

A public meeting of the Congress Fire District was convened at 7:00 p.m. on January 23rd, 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 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 Vince Rodriguez III.
3. Approval of Minutes: The minutes of the meeting of December 12th, 2022 were reviewed. Jim 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 November and December 2022 consisting of Balance Sheet, Cash Flow (Budget vs. Actual), Transaction List, County Treasure Monthly Warrant Statement with Reconciliation, and County Treasure Monthly Capital Reserve Statement with Reconciliation were reviewed. Motion was made by Jane to approve the financial reports for the month of November and December 2022; Jim seconded; all in favor; financial reports are approved.
5. Correspondence: None.
6. Fire Chief's Report:
 - a. Tender: The tender is now back in service after being in the shop and having a custom built drive line completed/
 - b. Building Maintenance: In October Blues Plumbing had to come in to fix a clog in the shower, in December Blues Pumping had to come out due to the tank being full. The filters were clogged and the tank was fill which caused the tank to be pumped and will have to be every 1 ½ to 2 years due to the tank not being big enough for a full time station and the amount of people that come through. The covers were brought up to ground level to help make the tank easier to find in the future.
 - c. Engine 1: The Engine has a minor water leak again, will be getting it checked.
 - d. The annual AFDA conference was January 11th thru the 13th, during the statutory training class it brought up the future of the Congress Board having to switch to a 5 member board, we will be looking into that as it may be happening soon.
7. Old Business:

- a. Reviewed and discussed the VFIS crime coverage, will be sending Wiatt (VFIS President) an email to get clarification on splitting up tasks for reconciliation and credit card/deposits.
- b. Reviewed and discussed the final draft from the FY 21/22 Audit, there were no changes, as it was presented at the December meeting.
- c. The addendum was made to the Fire Chiefs contract – Jim made a motion to approve the Fire Chief contract, Steve seconded; all in favor.

8. New Business: None.

9. No Executive Session required.

10. Call to the Public. None

11. Adjournment: Next regular meeting is Monday February 27th, 2023 at 7:00 p.m. Motion was made by Jim that this meeting be adjourned; seconded by Steve; meeting adjourned at 7:31 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____