

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT

HELD November 21, 2016

A public meeting of the Congress Fire District was convened at 7:00 p.m. on November 21, 2016, 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. 7:02 p.m. Phone conference with Susan Vos, CPA from Regier Carr & Monroe. Susan reviewed the governance letter with the board stating that there are no discrepancies in the audit and the only journal entries required are for payroll. There were no problems found in the audit. Susan pointed out that with the FEMA grant completed that this year will more than likely return to just a review. When income is over \$500,000 then audit required. LOC remains in place but not in use. No discrepancies in external controls. Phone conference completed at 7:10 p.m.
3. Roll Call: The following members of the Board of the Congress Fire District were present at the meeting: John Burke, Chairman of the Board, Steve Holloman, Clerk of the Board, and Jack Adrian, member. Also present were Fire Chief Virgil Sutor, Secretary/Treasurer Evelyn Houston, firefighter/EMTs Jeff Cross, Jake Moder, Esteban Hernandez and JT Basham.
4. Approval of Minutes: The minutes of the meeting of October 17, 2016 were reviewed. Steve made a motion to approve the minutes and Jack seconded the motion. All in favor; minutes are approved.
5. Approval of Financial Reports: Financial reports for the month of October 2016 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 Jack to approve the financial reports for the month of October 2016; Steve seconded; all in favor; financial reports are approved.
6. Correspondence:
 - a. Annual Audit Report which was reviewed with Susan and will now be sent to Yavapai County Treasurer and Board of Supervisors.
 - b. AFDA Conference material distributed. Discussion on classes offered.
7. Fire Chief's Report:
 - a. Chief advised the board his truck was back in to Jones Ford and repaired again. No charge as Jones had caused the problems.
 - b. Nothing new on shower. Trying to get written bid from Jeff.
 - c. Have not yet talked with Savage Communications on security cameras.

- d. Monday Chief has a meeting on the opening of the Yarnell Hill trail which is set to open November 29, 2016.
 - e. Everything else is going fine.
8. Old Business: Election of officers. Jack made a motion to keep board as is, i.e. John as Chairman, Steve as Clerk and Jack as member. Motion seconded by Steve. All in favor; motion passed. Board offices assume same positions at December meeting.
9. New Business: None
10. No Executive Session required.
11. Call to the Public. None
12. Adjournment: Next regular meeting: Monday, December 19, 2016. Steve made a motion to adjourn the meeting; seconded by Jack; all in favor, meeting is adjourned at 7:35 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____