

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT

HELD October 17, 2022

A public meeting of the Congress Fire District was convened at 7:00 p.m. October 17, 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 was absent. Steve Holloman, Clerk of the Board, Jane Summers, member. Also, present Secretary/Treasurer Kaitlyn Brinkley, Firefighters/EMTs Vince Rodriguez III, Ashley Hernandez and Brian Landaverde.

3. Approval of Minutes: The minutes of the meeting of September 19, 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 September 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 Steve to approve the financial reports for the month of September 2022; Jane seconded; all in favor; financial reports are approved.

5. Correspondence: None

6. Fire Chief's Report: None

7. Old Business: Update on Audit FY 21/22, all documentation has been submitted. Will be updating with new information at the November meeting.

8. New Business:
 - a. VFIS questionnaire was discussed, changes in employee count on the a&s were adjusted, no other changes needed to be made. Will be submitting.
 - b. We were selected for an Audit from the Noncriminal Justice Agency of Arizona; all information was gathered that was requested and the Audit was completed on October 11th. There were a few documents that needed some updates which were the Policies and Procedures, Applicant Security Contact, Authorized Individual and an information change form.

9. No Executive Session required.

10. Call to the Public. Brandi gave us an update from the last meeting. The battery was installed and has 3 flashing green lights, if they are off to make sure that it is plugged in and if it is and still not working then to give her a call. She also updated us on what she would like to work on in the coming months. One, is to have a transfer switch with a back-up generator at the Fire Department and the other is to have a set up at the repeater station on Yarnell Hill.

11. Adjournment: Next regular meeting is November 21, 2022 at 7:00 p.m. Motion was made by Jane that this meeting be adjourned; seconded by Steve; meeting adjourned at 7:32 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____