

MINUTES OF MEETING
OF THE CONGRESS FIRE DISTRICT
HELD October 16, 2023

A public meeting of the Congress Fire District was convened at 7:00 p.m. October 16, 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 Steve Holloman, Clerk of the Board, Reggie MacDonald, member. Also, present Fire Chief, Virgil Sutor, Secretary/Treasurer Kaitlyn Brinkley, Firefighters/EMTs Vince Rodriguez, Ashley Hernandez and Vince Rodriguez III.
3. Approval of Minutes: The minutes of the meeting of September 18, 2023 were reviewed. One correction will need to be made, the name of the second motion. Reggie 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 September 2023 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 Jim to approve the financial reports for the month of September 2023; Steve seconded; all in favor; financial reports are approved.
5. Correspondence: We were invited to the Arizona Special Districts Summit on November 9th at the Yavapai County Administrative Building. We will discuss who will be attending from the Fire District and sign up.
6. Fire Chief's Report: All the Fire Extinguishers were serviced on Friday October 13th. AZ AirNet gave us an update about the tower that they would like to place of the property, all the engineering is complete. They have to submit the reports to the county for a permit. They will give us another update soon.
7. Old Business: All documentation requested from Regier Carr & Monroe has been submitted, awaiting to hear back on any questions or concerns they may have.
8. New Business:
 - a. The VFIS P&C and A&C Renewal Questionnaire was completed and reviewed. No other changes need to be completed. It will be submitted back to VFIS.
 - b. A new list of authorized warrant signers of the board was created and signed to be submitted to the county.
9. An Executive Session was requested on Tuesday, November 7th 2023 at 1 pm. Jim made a motion to approve an Executive Session November 7th, Steve seconded. All in favor.
10. Call to the Public. None

11. Adjournment: Next regular meeting is November 20, 2023 at 7:00 p.m. Motion was made by Jim that this meeting be adjourned; seconded by Reggie; meeting adjourned at 7:20 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____