

MINUTES OF MEETING  
OF THE CONGRESS FIRE DISTRICT  
HELD September 20, 2021

A public meeting of the Congress Fire District was convened at 7:00 p.m. September 19, 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, and Jane Summers, member. Also, present Fire Chief Virgil Sutor, Secretary/Treasurer Kaitlyn Brinkley. FF/EMTs Vince Rodriguez, Ashley Hernandez and Brian Landaverde.
3. Approval of Minutes: The minutes of the meeting of August 15, 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 August 2022 consisting of, County Treasurer Monthly Warrant Statement, and County Treasurer Monthly Capital Reserve Statement. Motion was made by Steve to approve the financial reports for the month of August 2022; Jane seconded; all in favor; financial reports are approved.
5. Correspondence: Yavapai County Annual Meeting Notice publication, the form was completed and signed by the chairman.
6. Fire Chief's Report:
  - a. During the power outage we received an increase in medical calls causing us to have a shortage of oxygen. Discount Medical generously brought us more oxygen tanks to help us get by till the power came back on.
  - b. Starting September 26<sup>th</sup> Chief will be taking some medical leave for the next 6+ weeks. Vince Rodriguez is #2 in charge so he will step in when Chief is unable to.
7. Old Business:
  - a. Yavapai County Cancellation of Election, a letter of memorandum was received stating that the Elections was cancelled due to the candidates running unopposed. The Oath of Office for each member will be completed and returned back to the County.
  - b. The Audit for FY 21/22 is in full swing, the payroll samples and disbursements were received from the county, and will be submitted this week. Another update will be provided next month.
8. New Business: None.

9. No Executive Session required.
10. Call to the Public: Brandi Bridges from North Ranch will kindly like to donate a battery back-up for our radios so that there is no loss in communication in emergency situations.
11. Adjournment: Next regular meeting is October 17, 2022 at 7:00 p.m. Motion was made by Jane that this meeting be adjourned; seconded by Steve; meeting adjourned at 7:25 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

Approved: \_\_\_\_\_