

MINUTES OF MEETING  
OF THE CONGRESS FIRE DISTRICT  
HELD May 15, 2017

A public meeting of the Congress Fire District was convened at 7:00 p.m. on May 15, 2017, 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 7:01 p.m.
2. 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 Suitor, Secretary/Treasurer Kaitlyn Brinkley, firefighter/EMTs Jake Moder, Esteban Hernandez, Jason Hershberger and Nicole Lema.
3. Approval of Minutes: The minutes of the meeting of April 17, 2017 were reviewed. Jack made a motion to approve the minutes; seconded by Steve; all in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of April 2017 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 April 2017; seconded by Jack; all in favor; financial reports are approved.
5. Correspondence: E-Mail received from CopperPoint Insurance (workers compensation) requesting information for the annual audit and establishing policy for FY 2017-2018. Resolution for CopperPoint regarding salary of volunteers was reviewed and signed. Payroll estimates were calculated and summary prepared for CopperPoint and a roster of full-time firefighters, volunteers, clerical personnel and reserve firefighters. All information will be sent to CopperPoint. Steve makes a motion to approve the Resolution (#500-078.) Seconded by Jack. All in favor. Resolution approved.
6. Fire Chiefs Report: Everything has been going good.
  - a. Brush 1 had to be taken in to get fixed; the overdrive button on the gear shift was broken.
  - b. Security cameras will be installed in a few weeks. Will be going to Wal-Mart to purchase a few TVs for monitors.
  - c. There was a no show on the plumber last week; we have decided to hire Jake Moder (FF) to do the plumbing work. He will be starting here within the next couple of weeks.
  - d. Sunday May 14<sup>th</sup>, 2017 at around 3 o'clock there was a patient who wanted some attention so she decided to throw rocks at the windows and broke two of them. One of the main windows in the front and one of the bay windows. Patient was arrested and we will be

seeking restitution. Insurance called us the next day (May 15, 2017) to give us the information that we will need, they will also be covering the damage done to the windows. Although any other damage done we will have to pay out of pocket for.

7. Old Business: FY 2017-2018 Tentative Budget
  - a. Letter received from Kim Kapin, Special Districts Coordinator, with regard to Fire Districts Budgets for FY 2017/2018. Tentative budget was submitted to them May 12<sup>th</sup> in order for them to provide all fire districts with a preliminary FDAT figures which should be received May 16<sup>th</sup>. Steve made a motion to approve the 2017-2018 FY Tentative Budget; Seconded by Jack. All in favor; Tentative Budget is approved.
8. New Business: None.
9. No Executive Session required.
10. Call to the Public. None
11. Adjournment: Next regular meeting: Monday, June 19, 2017. Jack made a motion to adjourn the meeting: seconded by Steve; all in favor, meeting is adjourned at 7:29 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

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