

MINUTES OF MEETING  
OF THE CONGRESS FIRE DISTRICT

HELD February 20, 2025

A public meeting of the Congress Fire District was convened at 1:00 p.m. on February 20, 2025, 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 1:00 p.m.
2. Roll Call: The following members of the Board of Congress Fire District were present at the meeting: Brandi Bridges, Chair of the Board, was absent, Reggie MacDonald, Clerk of the Board, and Jane Summers and George Wickholm members. Also present were Fire Chief Bryan Smith and Secretary/Treasurer Kaitlyn Brinkley.
3. Approval of Minutes: The minutes of the meeting of January 16, 2025, were reviewed. Jane made a motion to approve the minutes and George seconded the motion. All in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of January 2025 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 Jane to approve the financial reports for the month of January 2025; Reggie seconded; all in favor; financial reports are approved.
5. Correspondence: None.
6. Fire Chiefs Report:

There were 42 calls for service in January. Engine 972 is with the mechanics getting some necessary repairs done. We haven't had any responses to the federal grants that we have applied for.

The Paramedic class is in its second trimester and begins training in March and tests in May. The next class starts in September and is full, Captain Grantham will be attending the class. FF/EMT E Munoz will be testing for his Paramedic certification, and once he has the cert, we will stock the necessary supplies for ALS at the station.

The Engineer class is in its final week of training, and with that, by the end of March, Congress Fire will have a full-time Engineer and a Paramedic available 24/7. The Ambulance service, Priority, is set to go back into service on July 1st once we have PRCC dispatch in full service.

All wildland refreshers have been completed throughout the consortium, the wildland season should be an active one.

We have partnered with a website service, Streamline, to create an ADA-compliant website for the entire consortium. It will feature a main page with individual landing pages for each district.

7. Old Business:

- a. The Audit for FY 23/24 final draft, which was presented at the January meeting, was reviewed by the board. It was submitted to the Yavapai County Board of Supervisors.
- b. The Board wanted to discuss any updates on the Water Tender and Type 3 Engine: The water tender will need to be assessed thoroughly to determine its actual condition. The mechanics are still looking for a chassis to use and are also actively looking for a new Congress Fire water tender. The work on the Type 3 Engines has been completed. The only remaining task is for them to be painted. We are currently awaiting a response from the state to determine whether they will handle the painting or if our mechanics can take care of it, in which case we would seek reimbursement from the state.

8. New Business:

A request has been made to increase the limit on the company credit card to help cover expenses during wildland assignments. The current credit limit is \$2,500. During extended assignments, costs can increase quickly due to fuel, meals, and lodging expenses. While most of these expenses, except for fuel costs, are reimbursable by the state, the board would like to see an expense report detailing these costs before approving an increase in the credit card limit.

9. No Executive Session required.

10. Call to the Public: None.

11. Adjournment: Next regular meeting: Thursday, March 20, 2025. Steve made a motion to adjourn the meeting: seconded by Jim; all in favor, meeting is adjourned at 1:40 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

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