

MINUTES OF MEETING  
OF THE CONGRESS FIRE DISTRICT  
HELD March 20, 2025

A public meeting of the Congress Fire District was convened at 1:00 p.m. on March 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. Donald Wessel has been appointed as a new member of the Board. With this appointment, the Board is required to restructure. The Board unanimously voted to appoint Brandi Bridges as the Chair, Reggie MacDonald as the Clerk, and Jane Summers, George Wickholm, and Donald Wessel as members of the Board.
3. Roll Call: The following members of the Board of Congress Fire District were present at the meeting: Brandi Bridges, Chair of the Board, Reggie MacDonald, Clerk of the Board, and Jane Summers, Donald Wessel and George Wickholm members. Also present were Fire Chief Bryan Smith and Secretary/Treasurer Kaitlyn Brinkley.
4. Approval of Minutes: The minutes of the meeting of February 20, 2025, were reviewed. George made a motion to approve the minutes and Reggie seconded the motion. All in favor; minutes are approved.
5. Approval of Financial Reports: Financial reports for the month of February 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. Member Summers raised a financial question concerning the management expenses recorded under the legal subaccount. This pertains to the management agreement with Williamson Valley Fire. Additionally, there were inquiries regarding the payroll expenses, which have increased due to extended wildland assignments. The rise in expenses for equipment maintenance and tools can be attributed to grants received that have been reimbursed. Motion was made by Reggie to approve the financial reports for the month of February 2025; George seconded; all in favor; financial reports are approved.
6. Correspondence: A concerned community member emailed about wildland preparedness for the Congress Fire. Deputy Chief Tunis has been in communication with this community member and will prepare a memo on wildland preparedness to be included with the water bill.
7. Comments from the Board Chair:  
Chair of the Board Brandi addressed the Board and Chief Smith with how she would like to see Congress Fire set up for the future.

Chair Bridges: I believe all employees will have the opportunity for education, advancement, and promotion within Congress Fire. To have a paramedic on staff 24/7 and always achieve a minimum of four firefighters on duty. It is also a belief of mine that Congress Fire will approve of their appearance with the public within the community. As stated by Kaitlyn, "We have been participating in the elementary school's annual end-of-the-year field day and appear during some holidays and the annual town hall meetings." It is also a belief that a savings account of some type should be set up, and any out-of-district billing or wildland funds should be deposited into the account and saved for new equipment purchases.

Clerk MacDonald of the board addressed his concerns regarding the money set aside in a "savings account," which should first allow employees to receive appropriate pay raises.

As Board members, our actions directly affect the lives of Congress Fires employees; as a board, we should aim for bigger and better.

8. Fire Chiefs Report:

There were 47 calls for service in February.

We have another design meeting set up with the website design service Streamline; this website will help the districts ensure the website is in Statutory Compliance.

Congress Fire Captain Erwin tendered his resignation. Captain Armenta will be transferring over from Mayer Fire to fill this open position. With this transition, FF/Paramedic Munoz will be assigned to a different shift to work towards having a Paramedic on each shift. The current Paramedic class is on track to graduate in May; three Consortium members are in that class. Captain Grantham will be attending the class starting in the fall. Some Consortium members are attending the Arizona Wildfire and Incident Academy; it is a department-wide requirement to be wildland certified. Eight members of the Consortium are Engine Bosses, with one being at Congress Fire and 1 Squad Boss.

Currently, updates are being made at the station. The crew rooms have been reconstructed to include doors and air conditioning vents in each room. Additionally, we have brand-new gear racks ready to be set up, allowing for better airflow for the equipment.

The Type 3 Engine is currently being painted - once completed, it will be returned to the station.

9. Old Business:

- a. The AFDA Online statutory training is now available. A class will also be offered at the Arizona Fire Chiefs Association Conference in July.
- b. With new board members, an updated warrants list will need to be completed and submitted to the county.

10. New Business: None.

11. No Executive Session required.

12. Call to the Public: None.

13. Adjournment: Next regular meeting: Thursday, April 17, 2025. Reggie made a motion to adjourn the meeting: seconded by Jane; all in favor, meeting is adjourned at 2:30 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

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