

MINUTES OF MEETING  
OF THE CONGRESS FIRE DISTRICT

HELD July 17<sup>th</sup>, 2025

A public meeting of the Congress Fire District was convened at 1:00 p.m. on July 17<sup>th</sup>, 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 the Congress Fire District were present at the meeting; Brandi Bridges, Board Chair – attended via teams meeting; Clerk of Board, Reggie MacDonald; Board Members, Jane Summers, Donald Wessel – phone conferenced in, and George Wickholm was absent. Also, present; Fire Chief Bryan Smith, and Secretary/Treasurer Kaitlyn Brinkley.
3. Approval of Minutes: The minutes of the meeting of June 19<sup>th</sup>, 2025, were reviewed. Reggie made a motion to approve the minutes; Jane seconded the motion; All in favor; minutes are approved.
4. Approval of Financial Reports: Financial reports for the month of June 2025 - consisting of Balance Sheet, Cash Flow (Budget vs. Actual), Transaction List, County Treasure Monthly Warrant Statement with Reconciliation, and County Treasure Monthly Capital Reserve Statement with Reconciliation were reviewed. A motion was made by Jane to approve the financial reports for the month of June 2025; Reggie seconded; all in favor; financial reports are approved.
5. Correspondence: None.
6. Fire Chief's Report: There were 40 calls for service last month. In two cases, the ETA was less than 6 minutes, and in another case, it was less than 10 minutes for calls in the North Ranch area. PRCC dispatch switched over this past Monday, July 14<sup>th</sup>, as well as Copper State (Priority) Ambulance. All shifts at Congress Fire have been staffed at the Paramedic level, and we have one member of the district starting Paramedic class this coming September. We have applied for several grants throughout the Consortium but have not received any responses yet.
7. Old Business:
  - a. We received the invoice for the actuarial study with PSPRS, along with a brief description of the process moving forward. The check will be mailed out next week.
  - b. The matter of the Congress By-Laws will be tabled for discussion at next month's meeting.
8. New Business: The annual audit with Regier Carr & Monroe is set to begin in September. The engagement letter has been reviewed and approved for submission.

9. No Executive Session required.

10. Call to the Public: None.

11. Adjournment: Next regular meeting is Thursday August 21<sup>st</sup>, 2025, at 1:00 p.m. Motion was made by Brandi that this meeting be adjourned; seconded by Jane; meeting adjourned at 1:24 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

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