

MINUTES OF MEETING AND THE ANNUAL BUDGET HEARING
OF THE CONGRESS FIRE DISTRICT

HELD June 19, 2025

A public meeting of the Congress Fire District was convened at 1:00 p.m. on June 19, 2025, at the Congress Fire District Office. The annual budget hearing was held in conjunction with the regular meeting. 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, Chair of the Board. Reggie MacDonald, Clerk of the Board and Jane Summers, Donald Wessel, and George Wickholm, Members of the Board. Also present were Fire Chief Bryan Smith, Deputy Chief Anthony Tunis. Secretary/Treasurer Kaitlyn Brinkley, Firefighter/EMT Sarilda Grantham.
3. The annual budget hearing, having been duly posted as required, was called to order. No members of the public were present to comment on the proposed 2025/2026 budget. Clerk MacDonald made a motion to close the public hearing on the budget. Seconded by Member Summers. All in favor.
4. The board proceeded with discussion on the budget, Clerk MacDonald made a motion to approve the FY 2025/2026 Budget, Member Wessel seconded: all in favor. Budget Certification will be signed in conjunction with the Adopted FY 2025/2026 Budget.
5. Approval of Minutes: The minutes of the meeting of May 15, 2025, were reviewed. Clerk MacDonald made a motion to approve the minutes and Member Summers seconded the motion. All in favor; minutes are approved.
6. Approval of Financial Reports: Financial reports for the month of May 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 Clerk MacDonald to approve the financial reports for the month of May 2025; Member Wessel seconded; all in favor; financial reports are approved.
7. Correspondence: None.
8. Fire Chief's Report: There were 29 calls for service last month; we are averaging a 5-minute response time in the town. We are still on schedule to switch over to PRCC dispatch on July 1st; the new terminal is being added to the Engine as we speak. We now have all shifts staffed with a paramedic. With a plan to still have a priority ambulance stationed at Congress Fire from early to mid-July. A couple of members from Congress Fire took a Wildland Prevention and Firewise class.

The Type 6 is currently on assignment in New Mexico with Capt. Rodriguez. The paramedic course is on track to start in September; Captain Grantham will be attending.

9. Old Business:

- a. We spoke with Joann at PSPRS and were able to gather some information. To initiate actuarial study, we must sign a resolution and complete a demographic sheet. After that, we will be invoiced \$3,000 for completing the actuarial study. Once the actuarial is completed we will discuss in detail the costs associated with being able to offer PSPRS. If the cost of the station's retirement plan is not feasible, we have several alternatives to consider. These include options like AZSRS, a 401(k), or we can facilitate the Congress employees to complete the orientation process with Williamson Valley/Mayer to join their retirement system.
- b. The review and approval of the FY 2025/2026 Coverage Acceptance Form from Securis was reviewed and approved. Clerk MacDonald made a motion to accept the Securis CAF. Member Wessel seconded. All in Favor.

10. New Business:

- a. Upcoming is the transfer of dispatch from Rural Metro to Prescott Regional Dispatch (PRCC). With this new service, an Intergovernmental Agreement (IGA) will be required. The Lawyer that Mayer Fire uses reviewed the current IGA that other districts have with PRCC and recommended not changing anything but instead moving forward with signing the IGA. Clerk MacDonald made a motion to sign the IGA once received. Seconded by Clerk Wickholm.
- b. The members of the Congress Fire Board are committed to ensuring the safety and effectiveness of their operations. In 2013, they established a set of By-Laws to guide their activities and decision-making processes. These By-Laws have provided a foundational framework for the board's governance. However, the current board members recognize the need for updates to better reflect the evolving landscape of their responsibilities and the changing needs of the community. This topic will be discussed further in the upcoming board meeting until the members reach final updates.

11. No Executive Session required.

12. No public comments.

13. Adjournment: Next regular meeting is July 17, 2025, at 1:00 p.m. Member Wickholm made a motion that this meeting be adjourned; seconded by Clerk MacDonald; meeting adjourned at 2:07 p.m.

Congress Fire District Governing Board

Secretary _____

Approved: _____

