

MINUTES OF MEETING  
OF THE CONGRESS FIRE DISTRICT

HELD August 15, 2024

A public meeting of the Congress Fire District was convened at 1:00 p.m. on August 15, 2024, at the Congress Fire District Office. The following matters were discussed, considered, and decided at the meeting:

1. Call to Order: The meeting was called to Order at 1:00 p.m.
2. Roll Call: The following members of the Congress Fire District Board were present at the meeting: Brandi Bridges, Chair of the Board; Reginald MacDonald, Clerk of the Board; and Jane Summers, member. Also present were Fire Chief Bryan Smith and Secretary/Treasurer Kaitlyn Brinkley, as well as Firefighters/EMTs Sarilda Grantham and Vince Rodriguez III.
3. Approval of Minutes: The minutes of July 18, 2024, and July 24, 2024, special meetings were reviewed. Reggie made a motion to approve the minutes from the regular and special meetings, and Jane seconded the motion. All were in favor; the minutes were approved.
4. Approval of Financial Reports: Financial reports for July 2024 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. Reggie requested that we discuss adjusting the budgets for the office, janitorial, and equipment tools next budget year. Jane motioned to approve the financial reports for July 2024; Brandi seconded; all were in favor, and the financial reports were approved.
5. Correspondence: None.
6. Fire Chief's Report: Brush 1 is on assignment in San Carlos on the horse fire; it should be released this weekend. Other consortium trucks have also been on assignments, in and out of state. The season should slow down next month and pick back up in September/October, and some will be out of state. The Type 3 engine we received from the state will be painted white with a red stripe on behalf of the state, and we will add our stickering on the sides.  
Priority Ambulance has relocated from Wilhoit to Congress. They have an EMT on staff, and we provide a Paramedic for the truck. Priority will pay \$2,000 per month in a rental agreement with this change.  
The EMT Class is almost done; only a few weeks remain. The academy starts this fall in November; there will be a full-time and part-time academy. Another Paramedic class will also start this fall, and some employees will also take that course. State Fire School is just a few weeks out, and some people are attending; most classes offered through State Fire School are needed to promote within the Consortium. We will also be offering an engineering academy this upcoming February.  
At the June meeting, we discussed the regional federal grant that was completed for the Consortium to purchase new water tenders for each department. A letter stating that we were awarded the grant was sent. It went through appropriations but was unfortunately denied. On the upside, we were able to get our SAM information up to date so that next year, Congress can apply for more federal grants.

We received grants through the 100 Club and Firehouse Subs for new turnout gear; we should receive the gear here soon.

We are still planning on adding a washer and dryer to the station and are currently awaiting a grant to install an extractor at the station to clean the gear separately from the washer.

7. Old Business: We had an appointment at Chase to set up an account to offer direct deposit; during the appointment, we had to update the current authorized account used for the Federal Taxes account; we were unable to get that processed at that time, so an online appointment was set up with a teller that specializes in the government accounts. We have completed that authorization and are awaiting the documents for the new account.
8. New Business: The Engagement letter from Regier Carr & Monroe was viewed and discussed. Once signed, it will be submitted, and the Audit process will begin on September 3<sup>rd</sup>.
9. No Executive Session required.
10. Call to the Public. None
11. Adjournment: The next regular meeting is September 19, 2024, at 1:00 p.m. Brandi made a motion to adjourn the meeting; the meeting adjourned at 1:49 p.m.

Congress Fire District Governing Board

Secretary \_\_\_\_\_

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