



CENTRAL VALLEY FIRE DISTRICT
BOARD OF TRUSTEES MEETING

215 Wings Way
Belgrade, MT 59714
406-388-4480
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MEETING PLACE: Central Valley Fire District, Station 1
215 Wings Way, Belgrade, MT

DATE: February 14, 2023

TIME: 5:30 p.m.

ATTENDANCE: (Present) (Absent)

Trustees:

Ty Elliot, Chair	X
Tim Sheehy, Vice Chair	X
Mark MacLeod, Sec/Treas.	X
Justin Varley	X
Ron Murray	X
Fire Chief: Greg Tryon	X
Fire Marshal: Jake Zlomie	X
Operations Chief: Justin Monroe	X
Acting Clerk: Deb Bloem	X
City Representative: Jim Doyle	X

NOTICE: ALL MEETINGS OF THE CENTRAL VALLEY FIRE DISTRICT BOARD
OF TRUSTEES ARE RECORDED

GUESTS/VISITORS: Rob Holt, Mo Holt, Nick Johnson, Dustin Pitman, Rosie Barndt,
Kyle Davis, Jeff Ball, Jake Strickler, Collin Brozka, John Foster, Sean

Rodino II, Michael Liebmann, Brinn Fiorentino, Kathleen Godfrey, Gabriel McMurray, Tyler Samlowski, Jeff Royce, Jordan McGearty, Anthony LoGiudice, Miranda Roy, Chad VanBerkum, Joseph Velasquez, Duncan McFarlane, Jennifer McFarlane, Lexi Wheeler, Brandon Yung.

Meeting was called to order at 5:30 p.m.

Chairman Elliot led a moment of silence and the Pledge of Allegiance.

AGENDA: As presented.

PRESENTATION: **Battalion Chief Jason Wheeler** was **recognized** for his 26 years of service to the Central Valley Fire District. Chief Tryon remarked on the **comments of appreciation** for Jason that he frequently receives from people in the community. DC Monroe presented BC Wheeler with a plaque and added appreciation from himself and the department. Chief Tryon read the wording on the plaque. BC Wheeler received a standing ovation and responded with his own words of appreciation for the opportunity to serve.

MINUTES: Trustee Sheehy moved to approve the **January 10th minutes** as submitted. Trustee MacLeod seconded the motion. The motion was unanimously approved.

FINANCIAL REPORTS: Trustee Murray moved to approve **the financial reports**. Trustee Sheehy seconded the motion. The motion was unanimously approved.

COMMUNICATIONS: CVFD received a thank you, along with gift cards, from Solomon Safety Community and Wildfire Groups for providing the **use of the decon bay** for shelter while loading their apparatus during the frigid temperatures. The gift cards have been placed on department vehicles to use for residents as needed on calls. Gallatin County 911 sent out a news release regarding **PulsePoint**. This will be addressed in the Fire Chief's report.

PUBLIC COMMENT: None.

PRESENTATION: **Chairman Elliot recognized Rosie Barndt, CPA, to give the FY22 Audit Presentation.**

Rosie Barndt passed out a summary of the audit. She explained that it was a **clean audit with one material weakness.**

In a perfect world, in the audit process no adjustments would need to be made but that is usually not the case. When there is something of note, the auditor reviews the information to determine if it could happen again and if it needs to be addressed.

Three adjustments needed to be made. If a grant is received that does not flow through the financials of the District, it still needs to be recognized, as was the case years ago when a grant paid for a couple of Lucas devices which are listed as capital assets. Also, an invoice for a purchase that was initiated for FY22, was not received until November and had to be added to the financial statements for FY22. This will require attention to orders placed in a fiscal year that are delayed. At the end of the fiscal year, the instructions for the request for funding for the CHEG grant had not been received and so the funding was not reported until later. These adjustments have all been addressed.

Small findings include the need to address segregation of duties involving the billing and collecting of fire code review fees. To address this, the Fire Marshal will create an invoice and provide it to the bookkeeper or office manager for entry into QuickBooks with payments collected and deposited in the usual way.

Another finding is the need for the Fire Chief to see the individual credit card receipts during his review of the documentation to warrants. This will be remedied electronically.

Rosie Barndt stated that due to audit requirements, this will be her last audit for the District. The District has appreciated working with her.

FIRE CHIEF REPORT: As submitted.

Chief Tryon reported that the **PulsePoint Mobile App** both alerts CPR trained citizens of the location of a cardiac arrest in a public

place for early CPR response and provides information to the community about responses going on in the area, without giving out locations.

Chief Tryon has received **resignations** from two probationary firefighters, including one paramedic for financial reasons. Due to a retirement and other terminations, staffing has become a challenge. The move to a fourth platoon and new scheduling structure was postponed for 56 days and it will be necessary to make some final decisions when that time is up in March. The

Chief identified his responsibilities as:

- Safety for CVFD members and community
- Effectiveness for the community
- Efficiency for the community.

The **DNRC land lease** for future Station 6 has been approved. The department continues to work on providing **volunteer opportunities** according to the skills of individuals, including EMS only and resident firefighters.

Discussions are beginning with the City of Belgrade to share **financial software** and oversight at a much more affordable cost than has been available. The current QuickBooks system is adequate, but the more advanced software will enable many things to run more smoothly and provide more detailed, timely and actionable information.

OPERATIONS REPORT:

As submitted.

DC Monroe reported that after the recent **hiring process** which began with twenty-eight potential candidates, a list of eight candidates has been compiled for potential hires this year.

Now that the department has a **Training Officer** who does not also have to fill the position of Battalion Chief, Training Officer Sorlie has had the opportunity to advance with many additional **training programs** that were not possible before, especially for the **volunteers**. DC Monroe also recognized Firefighter Johnson for his work getting the resident volunteer firefighters through the training needed to respond to calls from Station 2.

Fleet Manager Kevin Smith and DC Monroe traveled to SVI in Colorado to perform a mid-build inspection of the **new structure engines**. The build is going according to plan and on time, with the

engines scheduled to be delivered in May by one of our vendors, Big Sky Fire Equipment.

FIRE PREVENTION REPORT: As submitted.

Fire Marshal Zlomie reported that the Fire Code should be adopted by the State at the end of February or first week of March. The **CVFD Fee Schedule** will be updated with the District's adoption of the 2021 Fire Code. **FLSS Yung** is attending a fire inspector class online. FM Zlomie will be attending a two-week **Fire Investigation Essentials** course at the National Fire Academy. The department plans to **host a Fire Investigation Essentials course** in May, taught by a past president of the International Association of Arson Investigators and the retired Director of the National Response Team for ATF.

Fire Marshal Zlomie also reported that the installation of **fiber optics** at Station 1 is proceeding according to the agreement with the City of Belgrade.

LOCAL 4939 REPORT:

Union President Pitman thanked BC Wheeler for his service. He reviewed some of the fires that the crews had responded to and expressed his **appreciation for the response of the Firefighters**. He commended **BC Brozka** as the Incident Command for one of the structure fires. President Pitman invited a board member to join a Union member at the next **Fire Ops 101 IAFF Conference** in Boise Idaho, May 6th and 7th. He also brought up challenges that the Union is facing, including **retention**. Last year at this time they had 31 Union members and after eleven hires, they are back to 31 members. President Pitman pointed out that it is an ongoing challenge that everyone needs to work on.

Chairman Elliot pointed out that the real problem is **revenue** and would like to put a mill levy on the ballot in the Fall to help remedy that challenge. It is necessary to continue to communicate well with the community through social media and wording and information about this mill levy once it is presented. A couple of **grievances** have moved through the Union grievance committee and are on the Fire Chief's desk. Another is in process and a determination will be made by the committee. President Pitman requested that **labor management meetings** that include

Board representation be scheduled regularly with the Union. Chairman Elliot asked President Pitman to name a date.

TRUSTEE REPORT:

Trustee MacLeod reported that he and Fire Marshal Zlomie have been working on the **address signs**. They have reached out to Correctional Enterprises several times and after receiving no response, have contacted Scotts Valley Fire to proceed with this project.

CITY LIAISON REPORT:

City Council Member Jim Doyle reported that the City appreciates the use of office space at CVFD Station 1. Plans are being made for construction of the **new library** building on the old fire station site.

Trustee Varley moved to accept **the reports** as submitted. Trustee Murray seconded the motion. The motion was unanimously approved.

ORDER OF BUSINESS:

ACTION ITEMS:

Consideration and Approval of the FY22 Audit by Rosie Barndt, CPA.

Trustee Murray expressed appreciation to Rosie Barndt for her service over the years.

Trustee Sheehy moved to **approve the FY22 Audit by Rosie Barndt, CPA**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

Consideration and Approval of Terms of Engagement with Crowley Fleck for Legal Services.

Fire Chief Tryon explained this as an annual requirement and remarked that they have been very responsive and recommends that the District continue to engage Crowley Fleck.

Trustee Murray moved to approve the **Terms of Engagement with Crowley Fleck for Legal Services**. Trustee Varley seconded the motion. The motion was unanimously approved.

Trustee Varley moved to **enter into Executive Session** to discuss a personnel matter. Sheehy seconded the motion. The motion was unanimously approved.

Trustee Sheehy moved to **end Executive Session**. Varley seconded the motion. The motion was unanimously approved.

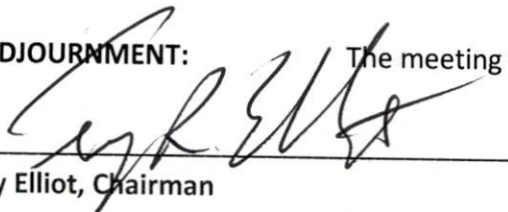
The Belgrade Fire Department Plaque on the old fire station will be commemorated on the new library building.

ANNOUNCEMENTS:

The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **March 21st, 2023 due to Spring Break**.

ADJOURNMENT:

The meeting was adjourned at 6:49 p.m.



Ty Elliot, Chairman



Mark MacLeod, Secretary/Treasurer

ATTEST:



Debbie Bloem, Clerk