



**CENTRAL VALLEY FIRE DISTRICT  
BOARD OF TRUSTEES MEETING**

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**MEETING PLACE:** Central Valley Fire District, Station 1  
215 Wings Way, Belgrade, MT

**DATE:** January 9, 2024

**TIME:** Immediately following the 5:30 p.m. Quarterly Meeting of the  
IFC Board of Appeals

| <b>ATTENDANCE:</b>          |                          | <b><u>(Present)</u></b> | <b><u>(Absent)</u></b> |
|-----------------------------|--------------------------|-------------------------|------------------------|
| <b>Trustees:</b>            | Ty Elliot, Chair         |                         | X                      |
|                             | Mark MacLeod, Sec/Treas. | X                       |                        |
|                             | Justin Varley            | X                       |                        |
|                             | Ron Murray               | X                       |                        |
|                             | Darren Wilkins           | X                       |                        |
| <b>Acting Fire Chief:</b>   | Jake Zlomie              | X                       |                        |
| <b>Acting Fire Marshal:</b> | Brandon Yung             | X                       |                        |
| <b>Operations Chief:</b>    | Vacant                   |                         |                        |
| <b>Acting Clerk:</b>        | Debbie Bloem             | X                       |                        |
| <b>City Representative:</b> | Jim Doyle                | X                       |                        |

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

**GUESTS/VISITORS:** Samantha Mize-Honatke, Rob and Maureen Holt, Justin Monroe, Kevin Smith, Stephen McAdams, Miranda Roy, Michael Liebmann, Sean Rodino II, Collin Brozka

Meeting was called to order at 5:35 p.m.

**AGENDA:** As presented.

**MINUTES:** Trustee MacLeod moved to approve the **December 12, 2023 and December 19, 2023 minutes** as submitted. Trustee Murray seconded the motion. The motion was unanimously approved.

**Samantha Mize-Honatke** was introduced as the District's new Finance Manager. Samantha informed the Board that the District's deposit of revenue is slightly behind due to the delay by the County in releasing property tax re-assessments but that it should be caught up by January 31<sup>st</sup> and she does not anticipate any cash flow issues.

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

**COMMUNICATIONS:** None.

**PUBLIC COMMENT:** None.

**FIRE CHIEF REPORT:** As submitted.

The plans for a previous paramedic member to return to the department have fallen through so due to continuing staffing needs, a firefighter/paramedic position vacancy has been posted with plans to fill one to two positions.

Samantha has begun as the official Finance Manager and has already been able to jump right into action using her knowledge of the department and its functions.

The Seasonal Maintenance Tech and Fleet Mechanic position vacancies will be announced soon.

The EMS Study is continuing including meetings, with the expectation of a March finalized report with recommendations. The ISO correction plan is due by the end of January and is well underway.

The phone system for the department is being replaced February 6<sup>th</sup> and 7<sup>th</sup>. The new system will add flexibility and efficiency. Acting Chief Zlomie included a table showing Union Collective Bargaining and Revenue Assessment periods over the next several years.

**OPERATIONS REPORT:** As submitted.

Acting Chief Zlomie reviewed call volume and trends which were slightly down from the previous year. Both of the new SVI Engines are in service. The new Medic has begun production, with the delivery date expected in April. Once that Medic is in service, the 2019 Osage will be returned to the dealer for a remount.

**FIRE PREVENTION REPORT:** As submitted.

**Acting Fire Marshal Yung** reported that several tanks are available from Town Pump to be utilized for water storage at the outlying stations 4 and 7. Station 5 now has a new septic system, 1000 gallon propane tank and lines, the apartment has been winterized and equipped with new water lines and well pump. There are plans for a dry hydrant on the corner of the property to serve the area and future plans to sprinkle the apartment. Inspections are proceeding at a fast rate with help from SafeBuilt.

**LOCAL 4939 REPORT:** None.

**TRUSTEE REPORT:** None.

**CITY LIAISON REPORT:** None.

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

**ORDER OF BUSINESS:**

**DISCUSSION ITEMS:                    Discussion of the FY25 Budget Process**

The budget spreadsheet and process are being reworked with a focus on communication and clarity. This will include a budget report with a narrative to help build understanding and transparency. The process includes a window to submit requests with an approval or denial notification and meetings. In the April Board Meeting, the preliminary budget will be presented with the preliminary budget approval in May. The final budget approval will be in a Board Meeting at the end of May. Trustee Murray expressed interest in sitting in on some meetings for better understanding.

**Discussion of the Maintenance Program Needs**

Acting Chief Zlomie addressed the need for a Maintenance Facility to provide a much-needed location for the Fleet Mechanic personnel to work in with adequate space and ventilation. He presented tables with the current Capital Mill unallocated revenue, and the forecast to present the possibility of using a combination of Capital Facility funds and financing to build and fund a facility before the Capital Mill Levy sunsets in 2033. The Board was interested in looking into the probability of other departments in the area utilizing the District's Fleet Maintenance services or the rental of a space in the facility, to provide added revenue to fund the project. The Board would like staff to proceed with a proposal to build a Maintenance Facility.

**ACTION ITEMS:                                    Consideration and Approval of Resolution 232408 to Surplus Radios**

Acting Chief Zlomie updated the Board on the status of the new radios and the availability of thirty-one of the previously purchased radios for surplus. The remainder of the previous purchase will be returned to the dealer for credit. The combination of the buy back and selling the radios should provide approximately \$100,000 towards the new radio purchase.

Trustee MacLeod moved to adopt **Resolution 232408 to Surplus Radios**. Trustee Wilkins seconded the motion. The motion was unanimously approved.

**Discussion and Possible Action on the Fire Chief Hiring Process**

Acting Chief Zlomie presented the input from the crews and administrative staff regarding what they were looking for in a new Fire Chief. The contract with ESCI has been signed and the process for the Fire Chief hiring is beginning. No Action was necessary.

**ANNOUNCEMENTS:**

The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **February 13, 2024**. The March meeting will be moved to March 19<sup>th</sup>, 2024 in consideration of Spring Break.

**ADJOURNMENT:**

The meeting was adjourned at 6:35 p.m.

  
Ty Elliot, Chairman

  
Mark MacLeod, Secretary/Treasurer

ATTEST:   
Debbie Bloem, Clerk