



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

215 Wings Way
Belgrade, MT 59714
406-388-4480
(Fax): 406-388-6270

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

DATE: July 9, 2024

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

ATTENDANCE:		<u>(Present)</u>	<u>(Absent)</u>
Trustees:	Ty Elliot, Chair		X
	Darren Wilkins, Vice Chair	X	
	Mark MacLeod, Sec/Treas.		X
	Ron Murray	X	
	Rob Holt	X	
Fire Chief:	Jay Wittwer	X	
Operations Chief:	Vacant		X
Fire Marshal:	Jake Zlomie		X
Acting Fire Marshal:	Brandon Yung	X	
Acting Clerk:	Debbie Bloem	X	
City Representative:	Jim Simon	X	

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

GUESTS/VISITORS: Dan Sullivan, Dane Hancock, Will Roberts, Samantha Honatke, Stephen McAdams, Brinn Fiorentino

Meeting was called to order at 5:33 p.m.

AGENDA: As presented.

MINUTES: Trustee Murray moved to approve the **June 11th, 2024 minutes** as submitted. Trustee Holt seconded the motion. The motion was unanimously approved.

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

COMMUNICATIONS: None.

PUBLIC COMMENT: None.

ACTION ITEM: **Consideration and Approval of the FY23 Audit by Rudd & Company.**
Dan Sullivan and Dane Hancock of Rudd & Company presented the FY23 Audit. Dane Hancock reported that the audit produced a clean and unmodified opinion and regarding government compliance reporting there were no findings.

Trustee Murray moved to approve the **FY23 Audit by Rudd & Company**. Trustee Holt seconded the motion. The motion was unanimously approved.

FIRE CHIEF REPORT: As submitted.

Fire Chief Jay Wittwer reported that 25 applications were received for the **position of Deputy Fire Chief**. These were narrowed down to 8 candidates who were sent the supplemental questions found in the board packet. After reviewing the answers

to the questions and virtual interviews, 3 to 4 candidates will be invited for in-person panel interviews.

There will be four panels:

- CVFD Staff Panel
- Local 4939 Rep., Volunteer Association Rep., and Admin Staff Rep. Panel
- Community Panel
- Public Safety Panel

The on-site visit will conclude with a Chief's interview and hopefully a conditional offer.

The position vacancy announcement for Fleet Mechanic will be ready in the next month and plans are proceeding to begin the process of building a new shop.

Financial Manager Samantha Honatke reported that the Budget to Actual Report for FY24 will be updated with the final expenditures and revenue and she expects that the District should see around a \$250,000 surplus. With the increase in wages beginning in April, she is tracking the rate of usage of the undesignated reserves which are being accessed to pay this additional expense. At the current rate, the undesignated funds will cover two and a quarter years.

Efforts continue to secure access to GEMT funding with encouraging feedback to date. A contract has been secured between the MT State Fire Chief's Association and consultants, AP Triton to help with this process.

OPERATIONS REPORT:

As submitted.

Chief Wittwer announced that a conditional offer has been accepted by Volunteer Firefighter **Deanna Yung for the career position of Probationary Firefighter/EMT** to begin employment July 21st.

Acting Fire Marshal Brandon Yung reported that the **2024 Fall Gallatin Valley Firefighter Academy** begins September 3rd with as many as 15 candidates. He also reviewed call volume and staffing and apparatus updates in the submitted report.

FIRE PREVENTION REPORT: As submitted.

Brandon Yung will continue as **Acting Fire Marshal** until after Fire Marshal Zlomie returns from his EFO Program courses at the National Fire Academy at the end of July.

Station 4 now has a **public access defibrillator** purchased by the CVFD Volunteer Association and the Reese Creek Community. CVFD conducted a **Bucket Brigade** campaign with the help of Belgrade Ace and Murdoch's to disperse 5-gallon buckets to be implemented by the public for safe disposal of fireworks over the 4th of July.

Acting Fire Marshal Yung spoke about the abilities and plans for the District's **Unmanned Aircraft System (UAS) Program**.

LOCAL 4939 REPORT:

Captain Stephen McAdams expressed the members' appreciation for Fire Chief Wittwer. The Union is also thankful for the Board's work in the process of selecting a Fire Chief.

TRUSTEE REPORT:

Trustee Murray expressed appreciation for all the volunteer work that **Ramie Blakeman** has been doing on the landscaping. She even brought in the Belgrade football team to help spread mulch. Acting Fire Marshal Yung added that she has plans for enhancing the patio areas as well.

CITY LIAISON REPORT:

City Council Member Jim Simon reported that the City of Belgrade has raised the water and sewer rates due to inflation and the addition of two wells. Growth continues in the City with new developments and annexations. The City did qualify for the federal grant for the Jackrabbit Lane revision at Main Street.

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

ORDER OF BUSINESS:

DISCUSSION ITEMS:

Chief Wittwer Update on the First 100 Days

Fire Chief Jay Wittwer has spoken with the Trustees as well as the crews from each shift at both Stations and various community

members. He will continue to meet any members that have been missed as well as Council Members and others from the City of Belgrade. Chief Wittwer will have some action items as a result of the input that he has received.

Report on the 4th of July

Acting Fire Marshal Yung reported that there was a small wildland fire and other miscellaneous calls and last night a farmer's field caught fire from fireworks. Getting a good rain before the 4th helped to keep wildland fires at a minimum.

MDT and Traffic Control at the Airway Blvd. Exit from Station 1

Trustee Rob Holt reported that he worked with Trustee Mark MacLeod on this. They approached the MDT as well as several state legislators and Brian Sprenger at the airport emphasizing the need to protect our First Responders and the public. The best contact at this point seems to be the new director of MDT, Chris Dorrington. Chief Wittwer and Trustee Holt were able to participate in an MDT Zoom meeting to begin the discussion and Trustee Holt hopes to go to Helena to meet with the director in person to explore where funding can be found. The Airport may have funds that they can contribute. One immediate action may be to have stripes painted on the pavement at the exit from Station 1. The firefighters are documenting any issues that they run into answering calls from Station 1 and a meter may be installed to begin a traffic study.

November 2024 Ballot Initiative.

Fire Chief Wittwer has had many discussions with people regarding the possibility of another Mill Levy request as well as alternative revenue sources. Other sources include GEMT funding and the implementation of an EMS response for the area formulated from the results from the County EMS Study that was recently completed.

ACTION ITEMS:

Motion to Enter Executive Session

Return to Regular Meeting

ANNOUNCEMENTS:

The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **August 13, 2024.**

ADJOURNMENT:

The meeting was adjourned at 6:30 p.m.


Ty Elliot, Chairman


Mark MacLeod, Secretary/Treasurer

ATTEST: 
Debbie Bloem, Clerk