



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

215 Wings Way  
Belgrade, MT 59714  
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**MEETING PLACE:** Central Valley Fire District, Station 1  
215 Wings Way, Belgrade, MT

**DATE:** May 24, 2022

**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	
<b><i>Acting Chief:</i></b> Greg Tryon	X	
<b><i>Interim Fire Marshal:</i></b> Jake Zlomie	X	
<b><i>Interim Operations Chief:</i></b> Justin Monroe	X	
<b><i>Acting Clerk:</i></b> Deb Bloem	X	
<b><i>City Representative:</i></b> Jim Simon	X	

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

**GUESTS/VISITORS:** Glenn Bradbury, Jake Strickler, Dylan White

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.

**OATH OF OFFICE:** **The Oath of Office** was administered to Trustees Ty Elliot and Ron Murray, elected by acclamation.

**CLOSE MEETING:** Trustee Varley made a motion to move the meeting into **executive session for discussion of the CBA pertaining to the preliminary budget approval**. Trustee Elliot seconded the motion. The motion was unanimously approved. The meeting was reopened.

**MINUTES:** Trustee Varley moved to approve the **April 12, 2022 minutes** as submitted. Trustee MacLeod seconded the motion. The motion was unanimously approved.

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

**COMMUNICATIONS:** Central Valley Fire District received a thank you note from the **Farm Fair** in appreciation the EMS oversight provided by members of the Department.

**PUBLIC COMMENT:** None.

**FIRE CHIEF REPORT:** As submitted.  
**Acting Fire Chief Tryon** briefly reviewed his written report adding what a success the current career firefighter academy has been. There is an ongoing discussion of the possibility of **regulating fireworks** in the City limits. At next month's board meeting, there will be a presentation from the **wildland team** regarding wildland deployments and an overview of the wildland firefighting

program. He mentioned a water issue at the Training Facility on Pollywog Lane, that will need to be addressed in the budget.

**OPERATIONS REPORT:**

As submitted.

**Interim Operations Chief Justin Monroe** reviewed his written report, going over the current status of the Standard Operating Procedures Committee, the Gallatin Valley Fire Academy, plans for a summer volunteer academy and a fall career academy, as well as readdressing businesses in the Bruce Industrial Park. Call volume is up by 6% from this time last year.

**FIRE PREVENTION REPORT:** As submitted.

**Interim Fire Marshal Jake Zlomie** reviewed his written report, expressing appreciation for the Wildland Origin & Cause Investigation class that he attended in Helena. CVFD provided a tour to 90, 2<sup>nd</sup> Graders from Saddle Peak Elementary School, as well as a separate tour for members of Building Belgrade. He has been working a lot on the IT migration, with the transition scheduled to be complete by June 15<sup>th</sup>. Besides the migration from Corserva to Airnote, the files for the department are being moved from the physical server into the department SharePoint. Fire Marshal Zlomie is also evaluating cellular providers in order to get the best value for the department.

**LOCAL 4939 REPORT:**

**None.**

**TRUSTEE REPORT:**

**Chairman Elliot** reported that the board had hoped to have the Fire Chief position filled by the next board meeting, June 14<sup>th</sup>. Ten years ago, when the previous fire chief was hired, Prothman, a recruitment firm, took the lead in that process and now, Chairman Elliot and Interim Deputy Chief Monroe have been working on the next steps for this hiring. Chairman Elliot has contacted **Greg Prothman**, who now has a company separate from the Prothman recruiting firm, to work on developing the fire chief hiring process and help with the Skype interviews and be the primary facilitator throughout this process for a fee of \$2,500.

Chairman Elliot moved to **hire Greg Prothman** to facilitate in the hiring process for the new fire chief. Trustee Varley seconded the motion. The motion was unanimously approved.

It is the hope of Chairman Elliot to have the final candidates arrive on Saturday, June 11<sup>th</sup>; take a tour the District on Sunday, June 12<sup>th</sup>; conduct interviews on Monday June 13<sup>th</sup>; hold a meet and greet that evening, publicized in the newspaper and on the website; and make an announcement of the decision at the June 14<sup>th</sup> meeting.

**CITY LIAISON REPORT:**

**Council Member Simon** reiterated that decisions will be made regarding a possible burn ban and Fireworks restrictions next month and expressed interest on behalf of the City of Belgrade in the future meet and greet with the fire chief candidates.

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

**ORDER OF BUSINESS:**

**DISCUSSION ITEMS:**

**None.**

**ACTION ITEMS:**

**Consideration and Approval of Update to the Trustee By-Laws**

**Acting Chief Tryon** explained that Attorney Oliveira has recommended that an update be made in the Trustee By-laws to clarify the role of the Board of Trustees in the hiring of the fire chief, to change the word “appointed” to, “hired, supervised, and terminated”, by the Board of Trustees. He also recommended that wording be added to lift remote participation restrictions in the event of emergency conditions, such as a pandemic.

Trustee Murray moved that the **updates to the Trustee By-laws** be approved. Trustee MacLeod seconded the motion. The motion was unanimously approved.

**Consideration and Approval of Update to the Fire Chief Job Description**

**Attorney Oliveira** has made some recommendations in the Fire Chief job description, in keeping with the role of the Board of

Trustees updated in the By-laws. He also recommended that due to some of the challenges previously experienced that, while the Fire Chief has the authority to discipline and terminate employees, wording be added to state under essential job functions: "Communicates and updates the Central Valley Fire District Board of Trustees regarding employee disciplinary matters and will generally inform the Board of Trustees before an employee is terminated, unless exceptional circumstances exist."

Trustee Varley moved to approve the **updates to the Fire Chief Job Description**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

### **Consideration and Approval of the CVFD FY23 Preliminary Budget**

**Acting Chief Tryon** began by reviewing the projected revenue for FY23. The County will no longer track separate accounts for the Facility and Apparatus Reserve accounts. The District will keep those accounts in our records only so that it will not be necessary to contact the County to transfer funds between those accounts. Pertaining to EMS Transport revenue, the average cost per transport is \$1,200 to \$1,500. There is a significant write-off for Medicare and Medicaid transports, and in the future, this will be visible to the board as an overview each month and provided to be approved as a consent agenda item.

Currently the District does not receive impact fees from Gallatin County, but the City of Belgrade does collect impact fees and a future discussion will include the best use for these impact fees to benefit the City. Under miscellaneous grants is a mobile integrated health grant that will pay the wages and training for two current members to address the needs of certain customers and to connect them to available social services.

The officers and administrative wages line item has increased due to projected promotions of current members. Health insurance will increase this year by 9.8%. Chairman Elliot would like to look at alternative insurance plans with higher deductibles and the use of other medical funding models in the future.

Acting Chief Tryon hopes to decrease the overtime costs by closing a station and fully staffing two stations and hiring two additional firefighters. Some funding has been added to the worker's compensation budget to engage a company to oversee

worker's compensation injury management. Funding was added to provide for an HR employee, cost shared with the City of Belgrade. There may be some adjustments to tuition reimbursement vs additional pay for degrees.

Volunteer Glenn Bradbury arranged for some computer to be donated to the department, which has helped with some IT costs. Under capital expenditures, it is necessary to replace some EMS equipment this fiscal year. In the facility upgrades are some updates for Station 3: a fitness room, bunker storage room, improvements to the water heating system and electrical upgrades. \$300,000 is designated as a down payment to the DNRC for land for a future Station 6. The District currently has the funding which is reserved for facilities.

Under apparatus replacement is funding for a mechanic's truck, as well as a vehicle for the use of the Battalion Chiefs.

Acting Chief Tryon recommends a two-station fire department to best meet the needs of the majority of the calls in the District.

With an additional two hires, for a total of 34 firefighters to staff apparatus, this would provide for a fully staffed engine and transport ambulance at Station 1 and a cross staffed engine and ambulance at Station 3. It will be important to be transparent in this transition to two stations.

In the personnel portion of the budget, the FY23 firefighter wages are based on 2756 hours worked annually, down from 2912 hours, raising their hourly wage to move them towards the comparable wages. Incentive pay is provided for preceptors, paramedics and education. In the Collective Bargaining Agreement, longevity is set for restructuring which will save some money this year and cost more in the future, with Deputy Chiefs and Fire Chiefs removed from longevity in favor of performance raises.

When the final budget is reviewed in August, there will be a plan for apparatus replacement to outline how some of the funding will be used from the Capital Reserves in the future.

The Acting Chief's plan is to ask to transition to the negotiated wages in steps in order to maintain the funding for wages in the future.

In a discussion of the current County banking situation, by law, the County has stated that it is necessary for fire districts to have

all funding go through the County and if the District did manage its funds, they would have to totally manage them which would require additional staffing. The timeliness of reporting from the County has improved.

Trustee Varley moved to **approve the CVFD FY23 Preliminary Budget**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

**ANNOUNCEMENTS:**

The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **June 14, 2022**.

**ADJOURNMENT:**

The meeting was adjourned at **8:50 p.m.**

  
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Ty Elliot, Chairman

  
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Mark MacLeod, Secretary/Treasurer

ATTEST:   
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Debbie Bloem, Clerk