



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

215 Wings Way
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MEETING PLACE: Central Valley Fire District, Station 1
Held remotely via Zoom

DATE: January 11, 2022

TIME: Immediately following the Quarterly Meeting of the CVFD IFC
Board of Appeals

ATTENDANCE: (Present) (Absent)

Trustees:

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

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

GUESTS/VISITORS: Collin Brozka, the Godfrey family, Diana Setterberg, Glenn
Bradbury, Kevin Smith, Dustin Pitman, Mitch Davis, Ron Murray,

Aaron Lenihan, Bruce Hennequin, Tyler Samlowski, Jeff, Mike, C Shift, Nick Johnson, Jason Anderson, Chris Cameron, Dylan White, Jason Wheeler, Tiffany Barsotti, Stephen McAdams, Steve Sorlie, Nick Stinson, Trent Saunders.

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

Chairman Elliot led a moment of silence for Harry Armstrong, USMC, who passed on December 26th and spent his energy and resources supporting veterans and families of the Fallen.

AGENDA: As presented.

MINUTES: Trustee MacLeod moved to approve the **December 14, 2021 minutes** as submitted. Trustee Varley seconded the motion. The motion was unanimously approved.

FINANCIAL REPORTS: After a brief description of the Blue Card program: Trustee Varley moved to approve **the financial reports**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

COMMUNICATIONS: **The Riverside Annexation communication** will be addressed in the Acting Chief's Report.

PUBLIC COMMENT: None.

ACTING FIRE CHIEF REPORT: As submitted.

Acting Chief Tryon reviewed the current level 2 precaution, enacted due to the status of COVID in the District. He went on to report that one of the recruit firefighters **resigned** due to some challenges regarding relocation, work schedule and unexpected family issues. This resignation adds to the **staffing challenges**, now with the loss of three firefighters and Chief Tryon would like to add two to six firefighters to make up for those vacancies as well as cover absences due to normal use of leave. He will continue to review the budget to ensure that the funds are available for those hires.

Chief Tryon is putting together a group to proceed with a simpler, more accessible and easier to manage version of the CVFD **website**.

The software related to incident **records** and personnel management will be updated in the future to reduce the workload of staff and make records easier to access and work with.

The District received notice of **annexations** into the Bozeman District from the Riverside subdivision due to a failing sewer system. An undeveloped property off Valley Center Road is also being annexed into Bozeman. Chief Tryon will keep the Board informed regarding any developments.

Chief Tryon has been in discussions with the **City of Belgrade** regarding the possibility of partnering with them for Human Resource, IT and possibly vehicle maintenance services in the future. The City of Belgrade is planning to build a public works facility and there will be future discussions regarding a partnership regarding that facility.

The **48/96 work schedule** is available for the department to move to on a trial basis until the end of this fiscal year as two 24-hour days with four days off. This will provide an opportunity to identify any negative impact of this schedule without making it permanent. This will not affect total hours worked annually; there will not be any additional time off; residency and call back requirements will not be changed; and it allows the department to still abide by the Personnel Manual which states that firefighters work 24 hour shifts.

Implementing a **transport ambulance out of Station 1**, to respond to the high volume of transports in the Station 1 area, at this point would require the shuttering of Station 2, the least active of the three stations. Both the medical director, Dr. Birrer and Chief Tryon agree that it would be good practice to move to more BLS (basic life support)/ EMT transports when appropriate, keeping paramedics in CVFD's response area for ALS, or advanced life support calls. It would be prudent to postpone these changes until staffing is increased.

The **Belgrade City Council** will designate one representative to attend the CVFD Board meetings. The consistency should help

with understanding and communication between the agencies. Acting Chief Tryon will attend the Belgrade's City Council retreat and begin attending some of the City's staff meetings.

The **accountant's presentation has been postponed** to next month. The Fleet Manager will follow in March and the Chief Financial Officer of Gallatin County will present in a future meeting.

Acting Chief Tryon thanked the Board for their acknowledgement of service in the community by individuals like Harry Armstrong. He added that volunteer Steve Mayville has resigned due to time constraints but shared encouragement regarding the direction that the department is taking.

New department **email addresses** have been created for the board members for communications going forward.

OPERATIONS REPORT:

As submitted.

Interim Operations Chief Monroe went over his report, highlighting the numerous structure fires and CVFD's participation in the Christmas Convoy and Festival of Lights. He went on to explain the **Blue Card Command System** adopted by the County and State of Montana and the extensive training involved for the eight members who have become certified in that system. Interim Operations Chief Monroe conveyed his appreciation for the support of the Board for **hiring to meet staffing needs**. The schedule that departments use plays a prominent role in attracting new hires and implementing the 48/96 schedule should help. Shift Commander Stratman has been working with Bozeman Fire, Big Sky Fire and even Billings Fire Departments to put together a **career fire academy** for new hires. For the current volunteer Defensive Firefighters, he hopes to utilize the Montana State University Fire Training School to train them to the level of Firefighter 1.

Depending on staffing during the COVID surges, it has been and may at times be necessary to close a station temporarily despite the fact that everyone is stepping up as much as possible.

After **reviewing calls from 2021**, the numbers reflect a 50% call volume in the Station 1 and Station 7 response areas. Station 6 and Station 3, in the south part of the District, along Jackrabbit

accounts for about 32% and Stations 2, 4 and 5, on the north and east side of the District, account for about 13% of the total call volume. If it is necessary to shut one of the three career stations down, Station 2 makes the most sense.

There were 2291 calls in 2021, up about 15% from 2,016 calls in 2020. **Overlapping calls** are a problem that spreads staffing thin and these multiple, simultaneous calls increased from 596 which was 29% of the call volume in 2020; to 832 or 36% of the call volume in 2021.

After utilizing Kelley Howe with Howe2 Consulting to format the SOP's for completion, the **SOP committee** will move forward without those services.

Acting Chief Tryon added that NBC Montana did a segment regarding the challenges that departments in the area face with **hiring** and keeping up staffing.

FIRE PREVENTION REPORT: As submitted.

Interim Fire Marshal Zlomie reviewed his report, sharing his meeting with the Gallatin County Planning Code Compliance Officer to find ways to be supportive of each other. He continues to establish **systems** to utilize technology and information available to work better in the department and with other organizations and be more accessible to the public.

169 permits were issued in 2021. He is keeping in mind both tracking the revenue generated, and more importantly the safety provided to both the occupant and the firefighter.

The District's Social media presence continues to increase and was aided this month by coverage of the Ice Rescue Story and the MSU Football team send off by NBC Montana.

LOCAL 4939 REPORT: As submitted.

Union President Dustin Pitman added his appreciation of the **response** of the career and volunteer firefighters to all calls and staffing needs over December. He specifically noted that there was no lack of volunteers signing up for shifts even on holidays.

President Pitman is excited to see the **48/96 shift schedule** implemented and is confident that it will bring benefits to the department.

He added that the firefighters will be able to deliver coats to schools this month from the Union's Coats for Kids Program.

TRUSTEE REPORT:

The **Collective Bargaining Agreement** with Local 4939 will be opened soon and two board members are needed to represent the District. Trustee MacLeod and Trustee Varley committed to participating in that process. Union President Pitman expressed interest in meeting regularly with board members in the future.

CITY LIAISON REPORT:

Council Member Jim Simon will be the City Representative for 2022 and is excited about this role. He is happy that the District and City are planning to look into sharing services.

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

ORDER OF BUSINESS:

DISCUSSION ITEM:

Accountant Samantha Honatke: Introduction and Accounting Overview

Postponed due to illness.

ACTION ITEMS:

Consideration and Approval of Community Risk Reduction Proclamation

Acting Chief Tryon took a moment to remind everyone of recent **preventable fire deaths** and the importance of this type of reminder to pay attention to the small things that make such a difference.

Trustee MacLeod moved to **approve the Community Risk Reduction Proclamation** for the week of January 17, 2022 through January 23, 2022. Trustee Varley seconded the motion. The motion was unanimously approved.

Personnel Status Update and Possible Action

Chairman Elliot reported that there will be no additional action on Personnel issues in this meeting. The District is continuing down the path that is necessary in dealing with Chief Lindroth through the Montana Employee Association and are hoping for action soon.

ANNOUNCEMENTS: The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **February 8, 2022.**

ADJOURNMENT: The meeting was adjourned at **6:40 p.m.**



Ty Elliot, Chairman



Mark MacLeod, Secretary/Treasurer

ATTEST: 

Debbie Bloem, Clerk