



**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: February 8, 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

Acting Chief: Greg Tryon X

Interim Fire Marshal: Jake Zlomie X

Interim Operations Chief: Justin Monroe X

Acting Clerk: Deb Bloem X

City Representative: Jim Simon X

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

GUESTS/VISITORS: Dylan White, Dustin Pitman, Makenzie Henning, Brinn Fiorentino, Anthony Stratman, Glenn Bradbury, Briana Monroe, Samantha Honatke . . .

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.

MINUTES: Trustee MacLeod moved to approve the **January 11, 2022 minutes** as submitted. Trustee Varley seconded the motion. The motion was unanimously approved.

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

COMMUNICATIONS: None.

PUBLIC COMMENT: None.

FIRE CHIEF REPORT: As submitted.
Acting Chief Tryon reported that the department is still at level 2 precautions due to COVID and that Shift Commander Dylan White has arranged for CVFD to be a distribution site for in home **COVID tests** as a service to the community.
In preparation for the **upcoming CBA**, the Chief has met with Trustees Varley and MacLeod. This meeting included a review of current CVFD firefighter wages as they related to comparables from other similar departments. He appreciates the simplicity of the current CBA.
A **hiring cycle** is about to begin with the hope to hire as many as six new firefighters.
The **academy** for these new career hires will be a combined effort with Bozeman Fire who is hiring two firefighters.

As Bozeman Fire expands into EMS Transport, they are working with CVFD to **match rates** to ease community concerns. Chief Tryon spoke at the **City Council meeting** and noted the appreciation of the City of Belgrade for their fire department. He will also be speaking at their Council retreat next week and continue to attend staff meetings.

The **recent fire** gave the Chief the opportunity to see the CVFD firefighters, as well as the mutual aid departments at work together and everyone did well.

The firefighters and spouses seem to like the new **48/96 schedule** so far and it stood the test of an all call.

OPERATIONS REPORT:

As submitted.

Interim Operations Chief, Justin Monroe reported that the **Blue Card Command System** worked smoothly on this fire.

Operational issues were addressed as much as possible before the change to the **48/96 shift schedule** and consideration was given to safety, with care to ensure that members are not working more than 72 hours at a time.

With the help of many members, the **new SCBA** has been fit tested for each member and put into service.

Committees have been put together to facilitate this upcoming **hiring process**.

Bozeman Fire and Big Sky Fire are joining CVFD to put on the area's **first Career Fire Academy**.

FIRE PREVENTION REPORT: As submitted.

Interim Fire Marshal Jake Zlomie reported that **electronic** scheduling and permit application submissions have gone well and has been well received and he will continue working towards electronic payments and inspection reports.

The State of Montana may be adopting the **2021 IFC** in the next month or so.

Station Alerting is complete at Stations 2 & 3.

Fire Marshal Zlomie continues to work with **social media** venues for the District, including NextDoor, Facebook, Instagram, Twitter and LinkedIn.

He plans to attend a **Fundamentals of Investigation Course** at the end of the month.

LOCAL 4939 REPORT:

As submitted.

Union President Dustin Pitman reported that so far, in the early days of the switch to the 48/96 schedule, the firefighters are remaining very engaged, responding to calls for staffing and helping with training and all calls.

President Pitman reminded the trustees that the **Fire Ops 101** is coming up, in Tri-Cities, Washington and invited a trustee to attend.

TRUSTEE REPORT:

None.

CITY LIAISON REPORT:

Council Member Jim Simon reiterated appreciation of Chief Tryon's report at the City Council Meeting and prospects to partner with the District for some services.

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

ORDER OF BUSINESS:

DISCUSSION ITEMS:

Introduction and Presentation by the District's Contracted Accountant.

Samantha Honatke, the District's accountant introduced herself. She has been with **Knaub and Company** for ten years, coming from a background in Human Resources. Knaub and Company is a local CPA firm that has been around for over 30 years, providing tax services as well as bookkeeping for HOA's and Big Sky Fire Department.

Samantha said that she and Chief Tryon have had some good **discussions** about the current financial situation of the District and about plans for the future. They are reviewing procedures to improve them, including the possibility of moving to a new software designed for fire departments. She believes that this **new software** should make timely information more accessible to members of the department.

ACTION ITEMS:

Possible Consideration and Approval of Hiring Recommendation.

Chief Tryon would like to hire **six firefighters** to replace the two firefighters who did not complete their probationary year and a firefighter who resigned, as well as provide three firefighters to help fill the gap caused by ordinary firefighter absences due to vacation, sick leave, etc. This would add \$160,000 to this year's budget and would add about \$630,000 to next year's budget. There will be a cost for the Career Academy, but the costs should be covered by funds that have been set aside for training that can be used for this program.

Although negotiations are pending, it can be expected that 1.2 million dollars will be added to next year's budget, due to wage adjustments to bring wages to 70% of comparables. Additionally, \$600,000 is needed for the reserve fund to provide funding between July and December when the District is waiting to receive revenue collected by the County from taxes. That is a total of 1.8 million dollars, or an **increase of 28%** to the operational budget. Some mill dollars go directly to capital improvement for facilities and apparatus, but operational dollars have also been put in **capital reserves** at a cost to staffing and wages. Chief Tryon reviewed some of the different sources of revenue and some of the challenges of tracking personnel expenses with the current software. There are also challenges to collecting fire impact fees, fire permit fees and fire code enforcement at least in part, because the District is a sub-jurisdiction of the County and regulated by the County. Chief Tryon is attempting to get a clearer picture of where the District is as far as cash reserves and get more information to understand funding avenues.

Chairman Elliot expressed concern that the trustees have a clearer understanding of how the additional hires will be funded and would like some more information before the board votes to approve this hiring. After discussion, it was decided that the board will plan remote **approval of new hires** after Chief Tryon provides more funding information. This will be completed before conditional offers are made during the hiring week.

Trustee Sheehy would like to have a **revenue review** of all the fees to ensure that the District is being funded to reflect the increase in costs across the board.

ANNOUNCEMENTS:

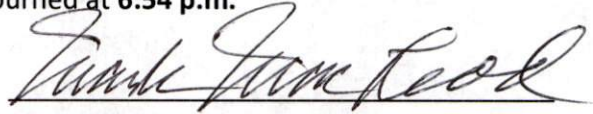
The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **March 8, 2022**.

ADJOURNMENT:

The meeting was adjourned at **6:54 p.m.**



Ty Elliot, Chairman



Mark MacLeod, Secretary/Treasurer

ATTEST: 

Debbie Bloem, Clerk