



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

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

DATE: April 12, 2022

TIME: Immediately following the IFC Board of Appeals Meeting

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: Ron Murray, Chris Dahlhauser, Dylan White, Dylan Bural, Ciara Bural, Jake Strickler, Matt Polzin, Mitch Davis, Brad Appleton, Chris Cameron, Stephen McAdams, Jordan McGearly, Jason

Wheeler, Brinn Fiorentino, Rachel Longridge, Tiffany Barsotti, Scot Shank, Mike Liebmann, Cody Lipperd, Eddy Ivey, Kyle Davis, Nick Johnson, Craig Delger

Meeting was called to order at 5:45 p.m.

- AGENDA:** As presented.
- MINUTES:** Trustee Varley moved to approve the **March 8, 2022 minutes** as submitted. Trustee MacLeod seconded the motion. The motion was unanimously approved.
- FINANCIAL REPORTS:** The Financial Reports were not available for review.
- COMMUNICATIONS:** **Chairman Elliot** read a copy of an email from a **grateful** customer for a response from A Shift, as well as a **thank you note** from a customer whose controlled burn got out of control. The **Gallatin County Communications 2021 Annual Report** was included in this month's board packet.
- PUBLIC COMMENT:** None.
- PRESENTATIONS:** **Interim Operations Chief Justin Monroe** presented a plaque to **Bruce Hennequin** who attended the meeting remotely, for his six years of service as the Fire Marshal at Central Valley Fire District. Interim Operations Chief Monroe also presented a plaque to **Chris Dahlhauser** in appreciation of his fourteen years of service with the District including his work in building the training division at CVFD and his service as a Captain. He now is an assistant chief with Hyalite Fire District.
Firefighter Nick Stinson was not able to attend but was recognized after completion of his probation as a career firefighter. **Defensive Firefighters Tiffany Barsotti, Rachel Longridge and Scot Shank** were also recognized and presented their helmet shield, with the completion of their year of probation. **Defensive Firefighters Steven Davis, Makenzie Henning and Ruth Shevchenko** were not able to attend.

OPERATION REPORT:

As submitted. Interim Operations Chief Monroe reviewed his report, stating that the **SOP committee** progress has been briefly suspended as members focus on the **career recruit academy**, which is now in its fourth week. He invited board members to stop by to see the academy for themselves. A "Media Day" is planned for April 27th. Included in his report is a thank you for many members who have helped with the academy, as well as a list of the modules that have been completed.

Five additional computers have been acquired by Interim Fire Marshal Jake Zlomie through a grant, to contribute to the need for **mobile data computers** for the apparatus.

Shift Commanders from the department have been helping with Blue Card, command system training for the members of neighboring **Amsterdam Fire District**.

The **addressing problem** area in Bruce Industrial Park is being attended to by Gallatin County GIS.

Responses are up significantly so far this year, including 12% overall increase and 4% increase in overlapping calls.

FIRE CHIEF REPORT:

As submitted.

Interim Chief Tryon stated that **negotiations** are moving along with the help of Trustees MacLeod and Varley and should be complete before the end of the fiscal year.

Both the available grant and the updated Fire Chief Job Description, as well as a couple of presentations will be addressed later in the meeting.

The **cost of healthcare** for the department career staff is expected to increase by 11%.

One of CVFD's career firefighters is **resigning** to relocate closer to family and another is expected to relocate to Seattle, so as the District gains members, some are being lost.

FIRE PREVENTION REPORT:

Interim Fire Marshal Jake Zlomie reported that as the District is moving to the First Due system for records keeping and scheduling a grant opportunity presented itself and he was able to receive \$8,000 in **grant money** to cover the cost of five computers. Target is also contributing \$250 towards carbon

monoxide and smoke detectors for the community and \$500 was received for a home sprinkler display for community education. Montana State just completed their building code conference and there is no word on the adoption of the new building code.

LOCAL 4939 REPORT: None.

TRUSTEE REPORT: None.

CITY LIAISON REPORT: **City Council Member, Jim Simon** reported that the City planning retreat will be tomorrow. He thanked Interim Chief Tryon for attending the last City Council and helping with explain some issues surrounding a large new development.

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

ORDER OF BUSINESS:

GUEST PRESENTATION: **Justine Swanson, the CFO of Gallatin County**, presented some information to provide insight into the financial workings of the County and the District. She supervises the Grants, Accounting, Revenue (Gallatin County is the bank for the District) and Budget departments.

County property taxes account for 64.2% of funding. As assessments increase, the actual tax revenue increase is capped each year, so taxes do not necessarily increase at the same rate. As mill value goes up, the number of mills allowed to be collected goes down.

Central Valley Fire District is able to receive **increased funding** from four types of sources:

- Voted levies for operations and staffing and for CIP or capital projects.
- Inflationary millage to help with the cost of inflation.
- Newly taxable property which has never on the tax rolls before.

- Permissive levies – for the District, this is a medical levy which pays for any increase in cost of medical coverage from the base year.

The first Monday in August is when the **taxable values** are available so that budgets cannot be finalized until after this is calculated. When creating a budget, some funds may be placed in Capital Reserve accounts which do not have a limit, provided that there is a plan identified to justify that fund. This fund may not exceed the total of statutory mills. Additionally, the Operating reserve may not exceed 33% of the expenditures for the year. Justine also discussed the **market value vs taxable value** of homes and property. Market value is based on the amount that a home can be sold for, not including any special circumstances. Taxable value is market value times the tax rate determined by the legislature; currently 1.35%.

The **certified taxable values** are those values of all the properties in the district. These are reassessed every two years. That amount is divided by 1000 to calculate the value of a mill. The CVFD value for one mill was \$105,000 in FY22. Residents are able to see the breakdown of what their taxes and fees are for on their tax bill. The taxes for CVFD are collected by the County and remitted to the District.

IN HOUSE PRESENTATION: **Interim Fire Marshal Zlomie** presented an overview of Craig 1300. The **Community Risk Assessment Insight Generator** uses data to help determine risk assessment for a community. For the District, data from the past five years is being used. Charts and graphs can be generated for presentations and analysis of details, such as locations, types and times of incidents. This system will be accessible to anyone who goes to the CVFD website.

ACTION ITEMS: **Consideration and Approval of New Fire Chief Job Description.** **Chairman Elliot** stated that at this time the District plans to hire a permanent Fire Chief and an attorney has been consulted regarding the procedure and the timeline and it is the Board's plan to have that process completed in the next sixty days. They have confirmed in the CVFD By-laws that the Fire Chief is appointed by the Trustees.

A hiring committee will be created, and the Fire Chief job description updated. The Trustees have reviewed the updated job description and while it has not been made available to the CVFD members, a copy will be available in the record.

This will be open to both internal and external applicants. There will be a 30-day application submission period. The hiring committee will review the applications and choose 2 to 4 applicants no more than 10 days after the close of application period. 14 to 21 days after this phase, candidates will arrive for interviews and the decision will be made and hopefully announced at the June board meeting.

Chairman Elliot referred to 3.4 of the personnel manual regarding the general Recruitment and Selection Process. This position vacancy will be posted in the newspaper and on the website and other hiring sites are sometimes utilized. Chairman Elliot noted that the Board would adhere to state guidelines for that has to be done.

Trustee MacLeod moved to approve the **updated job description**. Trustee Varley seconded the motion. The motion was unanimously approved.

Chairman Elliot noted that **Trustee Sheehy and Trustee Murray** volunteered for the **hiring committee**. Chairman Elliot was designated as a back-up member of the committee.

Interim Operations Chief Monroe will be the internal contact for the hiring process.

Consideration and Approval of the Position Vacancy Announcement for the Fire Chief Position.

Trustee Varley moved to approve the **position vacancy announcement for the Fire Chief position**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

Consideration and Approval to Apply for the CHEG Grant.

Interim Chief Tryon explained the benefits of having fire response to calls followed up with connections to social services when it is appropriate. The State has identified a federal grant that is available for 2 responders which would provide 80 hours of online training especially regarding resources and social response to needs of residents. This grant would also provide funding for the wages for these two responders. He is seeking initial approval from the Board before working on the internal management and proceeding with the next steps to apply.

Trustee Varley moved to approve proceeding with **the application for the CHEG Grant**. 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 **May 10, 2022**

ADJOURNMENT:

The meeting was adjourned at 7:04 p.m.



Ty Elliot, Chairman



Mark MacLeod, Secretary/Treasurer

ATTEST: 

Debbie Bloem, Clerk