



**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: April 8, 2025

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

| 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: | Jeff Hurley | X | |
| Fire Marshal: | Jake Zlomie | 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: Dane Hancock, Dan Sullivan, Ramie Blakeman, Samantha Honatke, Stephen McAdams

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

AGENDA: As presented.

MINUTES: Trustee MacLeod moved to approve the **March 11, 2025 minutes** as submitted. Trustee Murray seconded the motion. The motion was unanimously approved.

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

COMMUNICATIONS: Central Valley Fire District received an invitation to the **2025 Farm Fair, May 6th through the 8th**.

PUBLIC COMMENT: None.

AUDIT PRESENTATION: **Dane Hancock and Dan Sullivan of Rudd and Company** were introduced. Mr. Sullivan presented the FY24 Audit Report, which was a clean, unmodified report. Rudd & Company had no findings to report regarding internal controls. The best summary of the report can be found in the first six pages of the financial statements. Mr. Sullivan invited members to contact him with any questions now or in the future. Rudd & Company and Financial Manager Honatke recommended that CVFD moves its capitalization threshold to \$10,000 for the purpose of listing assets to match the State's capitalization policy.

FIRE CHIEF REPORT: As submitted.

Chief Wittwer provided a brief overview of his written report. A new firefighter has been hired to replace a firefighter who recently resigned to move closer to family. Some **revenue enhancement** pursuits include providing fleet services outside of the department, creating a seasonal fuels crew to work on wildland fire mitigation and to be available to deploy to wildland

fires, facilitating annexations to increase tax revenue and adopting a fee schedule for standby events.

OPERATIONS REPORT:

As submitted.

Deputy Chief Hurley reviewed his written report highlighting the creation of the **fuels crew** to hopefully meet some needs in the area as well as outside the District and provide some revenue for the department. The notification of the **Station 2 closure** has generated some discussions regarding staffing and revenue. Some discussion followed about options for Station 2 staffing such as using volunteers or resident volunteers. As new EMS volunteers complete their training process it may be possible to provide EMS response from Station 2. Talking points will be made available for fielding questions about this issue.

FIRE PREVENTION REPORT:

As submitted.

Fire Marshal Zlomie went over his fire prevention report, beginning by explaining that the focus of prevention has pivoted more fully towards **community risk reduction**. Additionally, work is being done to facilitate **annexation** for those properties whose owners have expressed interest, and which qualify. Finally, the **outdated servers** for the District are being phased out in favor of a cloud-based system.

LOCAL 4939 REPORT:

None.

TRUSTEE REPORT:

Trustee Rob Holt brought up the need to address the concerns a constituent had raised a couple of months ago regarding the District's use of resources for the **California wildfire deployment**. The costs to the department were reimbursed with about \$70,000 in additional revenue for the District. This will be addressed with a media interview. Trustee Holt also brought up concerns in other departments about **firefighter exposures** to cancer causing agents and Chief Wittwer noted that CVFD has a wonderful system in place using the Decon Bay and keeping all contaminated clothing and equipment out of the main building until it has been properly cleaned.

A special executive meeting will be held on April 29th at 10 am at Station 1 to conduct the Fire Chief's evaluation.

CITY LIAISON REPORT:

Council Member Simon reported that water restrictions are in place for the summer from 6 am to 6 pm and the City is working on creating some water storage facilities to help with the growing needs. Over 3,000 attended the grand opening of the new Belgrade Community Library.

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

ORDER OF BUSINESS:

DISCUSSION ITEMS:

Update to Discussion Regarding Interlocal Agreements and Services with the City of Belgrade.

The City of Belgrade will officially take over permitting for the City residents, on April 1st. CVFD staff are making themselves available to help with the transition. The department is helping the Belgrade Police Department with arson investigations as well as training for investigations.

Station 1 Signage Update

Trustee Holt, Fire Chief Wittwer, Fire Marshal Zlomie met with the Airport president, Brian Sprenger and a preliminary proposal was created to be presented to the respective boards. Trustee Holt continues to work with MDT to keep them involved in the process and a drone may be utilized to get a current vehicle count of traffic along Airway Blvd.

Special Community Events Standby Policy with Possible Action

The Board agreed that the Standby Policy should be put into place and that the fees for the Farm Fair this year should be waived since it is happening this next month.

Chief Wittwer asked the Board to read through the **Business Plan for the CVFD Fleet Services Building** with consideration of the importance of taking full advantage of our current Fleet staffing. This will be discussed in the future.

ACTION ITEMS:

Consideration and Adoption of Resolution 242508 Defining Capital Assets.

Financial Manager Samantha Honatke summarized the previous discussion regarding the current State threshold of \$10,000 for capital assets and the recommendation that the District raise its threshold from \$5,000 to \$10,000.

Trustee Murray moved to adopt **Resolution 242508 to raise the limits for capital assets** as submitted. Trustee Wilkins seconded the motion. The motion was unanimously approved.

FY24 Audit Presentation by Rudd & Company for Approval

Trustee Wilkins moved to approve the **FY24 Audit Report** as submitted. Trustee MacLeod seconded the motion. The motion was unanimously approved.


Chairman Elliot thanked the department for the privilege of serving on the Board.

ANNOUNCEMENTS:

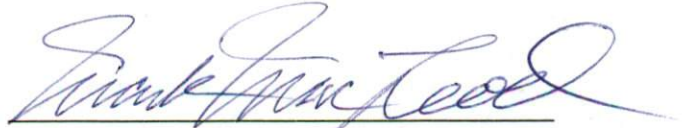
The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **May 13, 2025**.

ADJOURNMENT:

The meeting was adjourned at **6:47 pm**.



Darren Wilkins, Chairman



Mark MacLeod, Secretary/Treasurer

ATTEST: 

Debbie Bloem, Clerk