



CENTRAL VALLEY FIRE DISTRICT

215 Wings Way Belgrade, MT 59714
Phone: 406-388-4480 Fax: 406-388-6270

To: Central Valley Fire District Board of Trustees
From: Jay C Wittwer, Fire Chief
Date: September 4, 2025
RE: September 9, 2025, Board of Trustees Meeting

Members of the Board:

The regular meeting of the Central Valley Fire District Board of Trustees will take place on Tuesday, September 9, 2025, at 5:30 PM at Fire Station 1, 215 Wings Way, in the Training Classroom.

The regular board meeting will consist of:

- Routine Business and Reports.
- Discussion and approval for EMS Division Chief job posting.
- Discussion and approval for increases to Liability Coverage with VFIS.
- Discussion and approval for selection of lender for apparatus and building loans.

Please let me know if you have any additions or corrections. Thank you for the work that you do for our communities and for our agency.

Respectfully,

Jay C Wittwer

Jay C Wittwer
Fire Chief

Upcoming Events:

September 13, 2025 – Belgrade Fall Festival. Parade begins at 10:00 am

CENTRAL VALLEY FIRE DISTRICT
215 Wings Way
Belgrade, MT 59714
Chairman Darren Wilkins

AGENDA: September 9, 2025

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

Central Valley Fire District, Station 1, 215 Wings Way, Belgrade
REGULAR MEETING: 5:30 p.m.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

ROLL CALL:

RECOGNITION OF CHIEF OFFICER

MINUTES APPROVED: August 12, 2025

FINANCIAL REVIEW & APPROVAL:

COMMUNICATIONS:

PUBLIC COMMENT: *Please state your name and address in an audible tone of voice for the record. This is the time for individuals to comment on matters falling within the purview of the Central Valley Fire District. There will also be an opportunity in conjunction with each agenda item for comments pertaining to that item. **Please limit your comments to three minutes.***

REPORTS:

Chief Report

Operations Report

Fire Prevention Report

Local 4939 Report

Trustee Report

City Report

Reports approved

ORDER OF BUSINESS:

DISCUSSION ITEMS:

- None

ACTION ITEMS:

- Consideration and Approval for EMS Division Chief Position
- Consideration and Approval for Increases to Liability Coverage with VFIS
- Consideration and Approval for Selection of a Lender for Heavy Rescue Apparatus and Shop Construction Loans

ANNOUNCEMENTS: Next regular meeting date is: October 14, 2025, immediately following the Quarterly Meeting of the Board of Appeals

ADJOURNMENT:

Central Valley Fire District

Standard of Behavior for Board of Trustees Meetings



Adopted: August 12, 2025

The Board of Trustees of Central Valley Fire District (CVFD) is committed to conducting public meetings in a professional, respectful, and productive manner. To ensure that Board meetings remain orderly and inclusive, the following Standards of Behavior shall apply to all participants, including Trustees, staff, and members of the public.

1. Public Participation Guidelines

- **Public Comment Periods:**
Public comment is welcome during the designated Public Comment period at the beginning of each meeting and during specific agenda items as appropriate.
- **Sign-In:**
Members of the public wishing to speak may be asked to sign in and state their name for the record.
- **Time Limits:**
Speakers will be limited to 3 minutes per person per agenda item or public comment period to ensure all voices can be heard and to permit the timely completion of District business.
- **Relevance:**
Comments must pertain to the business or operations of CVFD. Personal attacks, off-topic comments, or campaign-related remarks are not permitted.

2. Decorum and Respectful Conduct

- **Civility Expected:**
All individuals are expected to treat one another with respect, dignity, and courtesy at all times.
- **No Disruptions:**
Interruptions, shouting, use of profanity, personal insults, or other disruptive behavior will not be tolerated.
- **Addressing the Board:**
Speakers must address the Board as a whole, not individual Trustees, staff, or audience members.
- **No Clapping or Booing:**
Applause, jeering, or other demonstrations during or after public comment are prohibited to maintain decorum.

3. Meeting Operations

- **Chair's Authority:**
The Board Chair is responsible for presiding over meetings and maintaining order. All participants are expected to follow the Chair's directions.
- **Warnings and Removal:**
Anyone who violates these standards may be issued a verbal warning. Continued disruptive behavior may result in removal from the meeting, by law enforcement, if required.

4. Recording and Media

- **Transparency:**
CVFD meetings are open to the public and may be recorded by the District. Members of the public may also record, provided it does not interfere with the meeting.
- **Media Conduct:**
Members of the media must follow the same standards as the general public and may not disrupt proceedings.

5. Accessibility and Inclusion

- **Equal Opportunity:**
All individuals, regardless of background or viewpoint, are encouraged to participate and share input in a respectful manner.
- **Accommodations:**
Anyone needing accommodations under the ADA should contact CVFD administration at least 48 hours in advance of the meeting.

Final Note

The Central Valley Fire District appreciates the public's involvement and values community input. These standards help ensure meetings remain a forum for productive dialogue and effective governance.



**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: August 12, 2025

TIME: 5:30 p.m.

ATTENDANCE:		<u>(Present)</u>	<u>(Absent)</u>
<i>Trustees:</i>	Darren Wilkins, Chairman	X	
	Ron Murray, Vice Chairman		X
	Mark MacLeod, Sec/Treas.	X	
	Rob Holt	X	
	Ramie Blakeman	X	
<i>Fire Chief:</i>	Jay Wittwer	X	
<i>Operations Chief:</i>	Jeff Hurley	X	
<i>Fire Marshal:</i>	Jake Zlomie		X
<i>Acting Clerk:</i>	Debbie Bloem	X	
<i>City Representative:</i>	Greg Tryon	X	

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

GUESTS/VISITORS: Mo Holt, Stephen McAdams, Justine Swanson, Zach Brown, Samantha Honatke, Anthony Stratman, Jordan McGarty, Trent Saunders, Miranda

Johnson, Chase Roe, Brinn Fiorentino, Kyle Davis, Chris Cameron, Jim Martin, Chuck Romeo

Meeting was called to order at 5:30 p.m.

Chairman Wilkins led the Pledge of Allegiance.

AGENDA: As presented.

MINUTES: Trustee MacLeod moved to approve the **July 8, 2025 minutes** as submitted. Trustee Holt seconded the motion. The motion was unanimously approved.

Trustee Holt moved to approve the **July 28, 2025 minutes** as submitted. Trustee MacLeod 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: Chief Wittwer sent a thank you note to **Chalet Market** for continuing to team up with CVFD to host the Eagle Mount Big Sky Kids Welcome Lunch each year.

PUBLIC COMMENT: **Chuck Romeo** from the Summer Ridge Subdivision requested information regarding the timeline for the reopening of Station 2 due to concerns over response times to the area.
Jim Martin asked if the Board has developed a plan to re-open Station 2 and expressed his concern over what he perceives as lack of planning on the part of the Board of Trustees.
Maureen Holt expressed concern that other entities are affecting the services available to District residents without providing additional revenue.

ACTION ITEMS: **Consideration and Approval of Standard of Behavior**
(Adjustment to item order)

Chief Wittwer explained that the Board Members attended an excellent Board training provided by MSU's Local Government Center. One item that was addressed was the need for a Standard of Behavior, a draft of which was included in the Board Packet for the Board's review.

Trustee MacLeod moved that the **Standard of Behavior** be approved. Trustee Blakeman seconded the motion. The motion was unanimously approved.

Consideration and Approval of Resolution 252601 to Convert Voted Mills

Due to some changes in recent legislation, it is necessary for the District to select **one of two options regarding voted mills**. This selection will affect the 14 voted mills designated for capital improvements and the 10 voted mills for operations. Chief Wittwer introduced two Gallatin County representatives; Justine Swanson, the County CFO, and County Commissioner, Zach Brown.

Chairman Wilkins asked the County Representatives to explain the advantages both immediate and over time. Commissioner Brown explained that the purpose of the legislation is to clarify for the voters what the dollar amounts are for the mill levy funding for transparency and understanding since most people do not have a clear understanding of mills. Justine Swanson explained that it appears that if the mills are not converted this year, they will have to be converted in the future.

Commissioner Brown added that the Commission has the ultimate authority in this matter. He does agree with the goal of this conversion to bring clarification and transparency. Trustee Blakeman expressed her hope that the Commission will help to educate the voters with a statement to the public explaining the necessity for this change. This is significant since this change will at some point decrease the revenue available for the District to provide its services which are already suffering due to lack of funding. Option 1 conversion will translate to \$300,000 more in revenue this year than Option 2 but will most likely limit the revenue available in the future by not adjusting according to the growth in the District.

Trustee Holt moved to adopt **Resolution 252601 to Convert CVFD's Voted Mills using the First Method**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

FIRE CHIEF REPORT:

As submitted.

Chief Wittwer reported that the District is part of the **Montana Firefighter Testing Consortium** and staff will be participating in the Career Firefighter testing December 8th through the 11th.

The Montana Farmers Union training, "**Far Out & Waiting**" is planned for some time this winter. Trustee Holt asked that information regarding the

Far Out and Waiting class be distributed to the HOA's and others to get the word out. Revenue enhancement efforts continue.

OPERATIONS REPORT: As submitted.

Deputy Chief Hurley reported on the call volume for July. A brush truck with crew is in California helping to fight the wildland fires. He added that call responses to the District are not affected by these deployments since members step up to cover the absences and wages are reimbursed by the fire resources and do not use District funds.

FIRE PREVENTION REPORT: As submitted.

LOCAL 4939 REPORT: **Union President Nick Stinson** reported that members continue to support the deployments and support the efforts of the Board to provide additional revenue for the department and services to the community.

TRUSTEE REPORT: None.

CITY LIAISON REPORT: **Assistant Manager Tryon** reported that the City is experiencing the same challenges with reduced funding with a \$460,000 drop in funding to the police department. It will now be necessary to go to the voters more frequently for funding. He also thanked the department for the presence of the fire engine at Belgrade Summer Nights.

Trustee Holt 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 Resolution 252602 to Adopt the CVFD FY26 Budget.**

Financial Manager Honatke reviewed the updates from the preliminary budget proposal for FY26. It was conservatively anticipated that the District would receive a 12 percent increase tax revenue since this was a reassessment year however the increase was only 9% this year. After analyzing enhanced non-tax revenue, including EMS billing, investment interest, deployments and Fleet services the estimation of expected revenue was increased by \$300,000, making up for the loss in tax revenue. Financial Manager Honatke continued to go through expenditures which increased by \$34,800.

\$15,000 was added to outfit the new type 3 engine with a radio and tank. \$180,000 of station signage money was re-allocated to be addressed in the next budget. Radio purchases will be able to be applied to the capital fund account.

Trustee Holt moved to adopt **Resolution 252602 to approve the FY25 Budget**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

Consideration and Approval of Resolution 252603 to Establish a Permissive Medical Levy

Trustee MacLeod moved to adopt **Resolution 252603** to Establish a Permissive Medical Levy. Trustee Holt seconded the motion. The motion was unanimously approved.

Consideration and Approval of Resolution 252604 to Levy the Maximum Number of Mills

Trustee MacLeod moved to adopt **Resolution 252604 to Levy the Maximum Number of Mills**. Trustee Blakeman seconded the motion. The motion was unanimously approved.

Consideration and Approval of Engagement for a Public Communication Plan

Chief Wittwer explained that a committee will be formed to include two board members along with other department staff who will then use the developed communication plan to focus on community involvement and education. Chairman Wilkins expressed the obvious need for this improved public engagement and Trustee Blakeman added the need for dynamic interactions.

Trustee Holt moved to approve the **public communication plan**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

Consideration and Approval for Securing a Loan for Tech Rescue Vehicle

Deputy Chief Hurley reported on the need for a Technical Rescue Vehicle to benefit the District as well as surrounding communities to make extrication and other rescue equipment available for responses as well as for training. Financial Manager Honatke added that because the District is a non-taxable government entity, the loan rate will be lower. Currently there are no grants available for this type of funding.

Maureen Holt asked that the District explore grants from Town Pump, NorthWestern Energy, AMB West and Stockman.

Trustee Blakeman moved to **Secure a Loan for a Tech Rescue Vehicle**. Trustee Holt seconded the motion. The motion was unanimously approved.

Consideration and Selection of CVFD Representative to the Gallatin County EMS System Policy Group

Chief Wittwer said that after completing their study of the EMS response needs in the area, there is now a request for a board member to sit on the committee for the Gallatin County EMS System Policy Group.

Trustee Holt volunteered to represent the District in this group.

ANNOUNCEMENTS: The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **September 9th, 2025**.

ADJOURNMENT: The meeting was adjourned at 7:11 p.m.

Darren Wilkins, Chairman

Mark MacLeod, Secretary/Treasurer

ATTEST: _____
Debbie Bloem, Clerk

Central Valley Fire
Reconciliation Summary
 1100 · CVFD Checking, Period Ending 07/31/2025

		Jul 31, 25
1	Beginning Balance	4,121,492.09
	Cleared Transactions	
	Checks and Payments - 179 items	-1,472,316.71
	Deposits and Credits - 61 items	251,999.67
	Total Cleared Transactions	-1,220,317.04
2	Cleared Balance	2,901,175.05
	Uncleared Transactions	
	Checks and Payments - 30 items	-189,404.81
	Total Uncleared Transactions	-189,404.81
3	Register Balance as of 07/31/2025	2,711,770.24
	New Transactions	
	Checks and Payments - 254 items	-1,365,368.31
	Deposits and Credits - 49 items	77,352.13
	Total New Transactions	-1,288,016.18
4	Ending Balance	1,423,754.06

Verified By: Date:
 Wittwer
 Bloem
 Honatke smh 9/4/25

- 1) Beginning Balance: This is the beginning checking account balance according to the County on 7/1/2025.
- 2) Cleared Balance: This is the ending checking account balance according to the County on 7/31/2025.
- 3) Register Balance: This is the ending checking account balance according to QuickBooks on 7/31/2025. This should match the total checking account balance on the Expenditure Detail Report.
- 4) Ending Balance: This is the ending checking account balance according to QuickBooks at the date the reconciliation was performed on 9/4/2025.

Central Valley Fire Expenditure Detail Report

Accrual Basis				Aug 2025
VERIFIED BY:	DATE:	Check Number	Vendor	Amount
		2134177	AirNote, LLC (IT Consultant)	2,500.00
Wittwer		2134178	American Welding & Gas (Medical Supplies)	531.14
Bloem		2134179	Balco Uniform Co., Inc.	1,919.75
Honatke	<i>SMH</i> 9/4/2025	2134180	Belgrade Auto Parts, Inc.	1,987.11
		2134181	Best Rate Towing & Repair, Inc. (Heavy Rescue)	434.97
Prior Month		2134182	Blackfoot Communications (St. 1 Internet)	754.50
Ending Check #	2134176	2134183	BMB Emergency Medicine, LLC (Medical Officer)	1,000.00
		2134184	Bozeman Chronicle	77.00
Beginning Check #	2134177	2134185	Carol Staben-Burroughs, MS, LCPC (Health)	225.00
Ending Check #	2134234	2134186	CBA Freight Solutions, LLC (Fleet Billable)	120.00
		2134187	City of Belgrade (Land Use Permit - Shop)	6,750.00
Voided Checks		2134188	Dana Safety Supply, Inc. (Command Upfits)	59,139.00
		2134189	ECOLAB Pest Elim Div.	457.00
		2134190	Firepenny (Hose Carts and Testing Equip)	13,535.00
		2134191	Fisher's Technology (Printer Maint. Contract)	69.10
		2134192	Four Corners County W & S District	311.14
		2134193	Ghost Town Coffee Roasters, Inc.	149.16
		2134194	Global Net (Internet)	397.00
		2134195	Hughes Fire Equipment, Inc. (Billable Fleet)	6,932.91
		2134196	Interwest Tire Factory	215.00
		2134197	JDS Architects, Inc. (Shop Building Architect)	12,590.00
		2134198	Kamp Implement Co (Decon Repair)	23.45
		2134199	Kendall Ford Lincoln of Bozeman (Apparatus Maint)	131.08
		2134200	Kenyon Noble Lumber Co	300.42
		2134201	L&L Site Services, Inc.	454.00
		2134202	LN Curtis - Intermountain Division (Heavy Rescue)	41,990.56
		2134203	MES Service Company, LLC (PPE Coats/Gloves)	7,535.04
		2134204	Montana Linen	223.40
		2134205	Montana Occupational Health (Physicals)	672.00
		2134206	MSC Industrial Supply Co. (Shop Supplies)	228.86
		2134207	MSU Fire Services Training School	150.00
		2134208	Neu-Bau, LLC (St. 3 Bathroom Remodel)	800.00
		2134209	Peak CMS, LLC (Telephone System)	148.45
		2134210	Pintler Billing Services (EMS Billing Provider)	7,244.83
		2134211	Precision Lawn and Landscape	2,843.27
		2134212	Ressler Motors (Apparatus Maint)	14.27
		2134213	SCJ Alliance (Shop Project)	3,371.00
		2134214	Teleflex, Inc (Medical Supplies)	1,330.00
		2134215	The Wrap Agency (Command Rig Decals)	5,230.00
		2134216	UPS Store #2899	127.84
		2134217	Urban Fitness (St. 3 Gym Membership)	450.00
		2134218	Vanguard Safety Wear (PPE)	732.03
		2134219	VFIS (Insurance)	854.00
		2134220	Waterous Company, Inc. (Shop Tool)	132.76

Central Valley Fire Expenditure Detail Report

2134221	WEX Fleet Universal (Fuel)	10,784.05
2134222	Montana State Firemens Association (Life Ins.)	3,001.76
2134223	Aranda Psychotherapy, PLLC (Health)	150.00
2134224	Balcer Ambulance Sales Corp (Apparatus Maint)	1,534.73
2134225	Brindlee Mountain Fire Apparatus (Type 3 Engine)	120,000.00
2134226	Chalet Market, Inc. (Eagle Mount Lunch)	622.83
2134227	ESCI (GIS Consultant)	4,050.00
2134228	Life-Assist, Inc. (Medical Supplies)	2,322.69
2134229	NorthWestern Energy, Inc.	4,669.84
2134230	Rescue 4 Operations (Heavy Rescue Training)	9,411.85
2134231	U S Bancorp (Credit Card)	36,420.34
** 2134234	Floyd's Truck Center (Apparatus Maint.)	548.86
ACH	Navitas (Telephone System)	372.95
ACH	Cameron, C. (Deployment Exp. Reimb)	37.07
ACH	Coulthard, A. (Paramedic Exp. Reimb)	11.00
ACH	US Bank (Credit Card)	20,000.00
	Total	<u><u>399,020.01</u></u>
8/8/25	Disbursed to Employees	155,163.10
	IRS	32,573.46
	St of MT	9,221.00
	MPERA	2,801.86
	FURS	40,658.22
	Mission Square	12,474.66
	Union	2,295.36
	AFLAC	3,254.58
		<u><u>258,442.24</u></u>
8/22/2025	Disbursed to Employees	155,915.72
	IRS	32,667.78
	St of MT	9,414.00
	MPERA	3,221.92
	FURS	41,617.24
	Mission Square	13,121.81
	Cigna	98,103.10
		<u><u>354,061.57</u></u>
	Operating Funds Account Balance 6/30/25	\$ 4,063,338.61
	July Revenue Deposited w/ Co. Treasurer	\$ 242,686.79
	July Expenditures	<u><u>\$ 1,594,255.16</u></u>
3	Operating Funds Account Balance 7/31/25	<u><u>\$ 2,711,770.24</u></u>

**Central Valley Fire
Expenditure Detail Report**

Approved for Payment

Darren Wilkins, Chairman

Date

*The Beginning Balance is off from the prior report's ending balance by \$6,742.07. Of this, \$9,262.88 is due to additional June Interest reported by the County and \$(2,520.81) is due to EMS deposit adj.

** Checks 2134232 and 2134233 were for petty cash and dated in prior periods.

Central Valley Fire
Payroll Summary
August 2025

	Aug 25
Employee Wages, Taxes and Adjustments	
Gross Pay	
Base Wage	287,238.20
Holiday Pay (2)	7,168.69
Kelly Time	15,270.49
Sick Leave	667.67
Vacation Leave	32,294.25
Acting Additional Pay	653.42
Acting Captain	1,435.28
Acting Engineer	1,612.38
Acting FLSA OT	17.50
Additional Preceptor	2.64
Additional Time	64,626.97
ALS Preceptor	718.08
BC Acting Pay	1,071.60
BLS Preceptor	140.40
Hourly - Wildland	8,640.00
Hourly Overtime	17,787.39
Longevity Pay	3,617.28
OT - FLSA	2,226.60
Preceptor OT	8.80
Retroactive Salary	3,777.24
Total Gross Pay	448,974.88
Deductions from Gross Pay	
457(b)	-11,516.89
AFLAC	-2,327.14
FURS Employee	-35,129.59
MPERA Employee	-2,804.23
Roth 457b Plan Emp.	-2,406.72
Total Deductions from Gross Pay	-54,184.57
Adjusted Gross Pay	394,790.31
Taxes Withheld	
Federal Withholding	-52,221.00
Medicare Employee	-6,510.12
MT - Withholding	-18,635.00
Total Taxes Withheld	-77,366.12
Deductions from Net Pay	
AFLAC.1	-751.92
MSFA Employee	-3,170.57
Union Dues	-2,295.36
UnionBenevolence	-127.52
Total Deductions from Net Pay	-6,345.37
Net Pay	311,078.82
Employer Taxes and Contributions	
Medicare Company	6,510.12
457(b) Company	11,672.86
FURS Employer	47,145.87
MPERA Employer	3,219.55
Unemployment - St of MT	1,122.46
Total Employer Taxes and Contributions	69,670.86

Central Valley Fire Budget vs. Actual July through August 2025

	Amount Utilized Jul - Aug 25	Budget	\$ Over Budget	% of Budget Utilized
Operating Income/Expense				
Income				
4000 · INCOME				
Tax Income (through 7/31/25)				
4600 · 20.30 Mills Base Levy	65,561.16	3,874,567.00	-3,809,005.84	1.7%
4601 · 10.000 Mills Voted Levy	32,296.75	1,908,127.00	-1,875,830.25	1.7%
4602 · 4.56 Mills Group Benefits	15,561.46	919,229.00	-903,667.54	1.7%
Total Tax Income	113,419.37	6,701,923.00	-6,588,503.63	1.7%
Non-Tax Income				
4203 · EMS Transport	157,368.28	850,000.00	-692,631.72	18.5%
4220 · Burn Permits	0.00	500.00	-500.00	0.0%
4235 · Entitlement Payment	0.00	169,556.00	-169,556.00	0.0%
4300 · Investment Interest	25,318.27	157,000.00	-131,681.73	16.1%
4310 · Miscellaneous	279.57	1,500.00	-1,220.43	18.6%
4315 · Penalty and Interest	5,395.72	8,000.00	-2,604.28	67.4%
4320 · Deployment/Standby Fees	172,709.30	250,000.00	-77,290.70	69.1%
4325 · Subd. Review/ Inspection Fees	2,615.00	5,000.00	-2,385.00	52.3%
4326 · Impact Fees	0.00	100.00	-100.00	0.0%
4328 · CPR Training	0.00	2,500.00	-2,500.00	0.0%
4329 · Fleet Services	23,941.03	100,000.00	-76,058.97	23.9%
4400 · Sale of Assets	0.00	2,500.00	-2,500.00	0.0%
4012 · Donations	1,000.00	500.00	500.00	200.0%
4500 · Grants	0.00	100.00	-100.00	0.0%
Total Non-Tax Income	388,627.17	1,547,256.00	-1,158,628.83	25.1%
Total 4000 · INCOME	502,046.54	8,249,179.00	-7,747,132.46	6.1%
Total Income	502,046.54	8,249,179.00	-7,747,132.46	6.1%
Gross Profit	502,046.54	8,249,179.00	-7,747,132.46	6.1%
Expense				
5200 · PERSONNEL				
5210 · PAID STAFF				
5211 · Payroll Expenses				
5213 · FURS/PERS/457b	119,752.85	766,467.00	-646,714.15	15.6%
5214 · Health Insurance	206,451.23	1,403,390.00	-1,196,938.77	14.7%
5215 · HRA disbursements to employees	0.00	128,800.00	-128,800.00	0.0%
5216 · Medicare	13,633.24	77,359.00	-63,725.76	17.6%
5218 · MT St Unemployment Insurance	2,350.59	13,338.00	-10,987.41	17.6%
5231 · Career Workers Comp	0.00	290,000.00	-290,000.00	0.0%
Total 5211 · Payroll Expenses	342,187.91	2,679,354.00	-2,337,166.09	12.8%
5220 · Salary & Wages	701,058.88	4,567,169.00	-3,866,110.12	15.4%
5224 · Longevity Pay	7,199.56	48,651.00	-41,451.44	14.8%
5229 · Acting Pay	6,676.10	44,285.00	-37,608.90	15.1%

Central Valley Fire Budget vs. Actual July through August 2025

	Amount Utilized Jul - Aug 25	Budget	\$ Over Budget	% of Budget Utilized
5225 · Overtime	223,740.08	675,000.00	-451,259.92	33.1%
5233 · Recruitment & Retention	0.00	5,000.00	-5,000.00	0.0%
5235 · HIRING EXPENSES	0.00	10,000.00	-10,000.00	0.0%
Total 5210 · PAID STAFF	1,280,862.53	8,029,459.00	-6,748,596.47	16.0%
5250 · VOLUNTEER STAFF				
5251 · Volunteer Reimbursements	0.00	7,000.00	-7,000.00	0.0%
5252 · Volunteer Staffing Retirement	0.00	40,000.00	-40,000.00	0.0%
5253 · Volunteer Shift Meals	375.00	4,000.00	-3,625.00	9.4%
Total 5250 · VOLUNTEER STAFF	375.00	51,000.00	-50,625.00	0.7%
5270 · HEALTH & WELLNESS/OSHA				
5271 · Fitness	450.00	3,500.00	-3,050.00	12.9%
5272 · Physicals	-2,059.00	20,000.00	-22,059.00	-10.3%
5273 · Health & Safety	8,392.40	13,791.00	-5,398.60	60.9%
Total 5270 · HEALTH & WELLNESS/OSHA	6,783.40	37,291.00	-30,507.60	18.2%
Total 5200 · PERSONNEL	1,288,020.93	8,117,750.00	-6,829,729.07	15.9%
5300 · OPERATIONS				
5301 · Customer Credit Card Usage Fee	345.03	3,500.00	-3,154.97	9.9%
5310 · ELECTIONS	0.00	30,000.00	-30,000.00	0.0%
5320 · INSURANCE	83,654.00	67,800.00	15,854.00	123.4%
5400 · APPARATUS				
5411 · Fuel & Oil	18,850.41	80,000.00	-61,149.59	23.6%
5412 · Fleet Services - Billable	12,632.00	33,000.00	-20,368.00	38.3%
5420 · Apparatus R & M	21,278.25	105,000.00	-83,721.75	20.3%
5460 · Apparatus R & M Labor	0.00	3,000.00	-3,000.00	0.0%
5455 · Equipment Annual Testing	0.00	25,000.00	-25,000.00	0.0%
5456 · Equipment R & M	23.45	13,600.00	-13,576.55	0.2%
5457 · Shop Tools	470.08	5,000.00	-4,529.92	9.4%
Total 5400 · APPARATUS	53,254.19	264,600.00	-211,345.81	20.1%
5500 · FACILITIES R & M				
5510 · Buildings & Grounds	7,589.41	91,000.00	-83,410.59	8.3%
5520 · Communication				
5521 · Cell Phone Service	2,646.78	16,200.00	-13,553.22	16.3%
5522 · Equipment	0.00	100.00	-100.00	0.0%
5525 · Telephone Lines	669.85	6,300.00	-5,630.15	10.6%
5526 · Internet/Cable	2,589.49	17,000.00	-14,410.51	15.2%
Total 5520 · Communication	5,906.12	39,600.00	-33,693.88	14.9%
5530 · Leases	7,434.36	30,781.00	-23,346.64	24.2%
5541 · Electricity/Natural Gas/Propane	9,247.80	82,500.00	-73,252.20	11.2%
5542 · Garbage/Water/Sewer	2,169.68	15,500.00	-13,330.32	14.0%
Total 5500 · FACILITIES R & M	32,347.37	259,381.00	-227,033.63	12.5%

Central Valley Fire Budget vs. Actual July through August 2025

	Amount Utilized Jul - Aug 25	Budget	\$ Over Budget	% of Budget Utilized
5600 · PROFESSIONAL SERVICES				
5601 · Attorney	0.00	12,000.00	-12,000.00	0.0%
5603 · Auditor	0.00	25,000.00	-25,000.00	0.0%
5605 · Business Subscript/Memberships	0.00	7,500.00	-7,500.00	0.0%
5606 · Billing Services Med. Transport	14,550.84	68,000.00	-53,449.16	21.4%
5609 · HR Consultant	0.00	10,000.00	-10,000.00	0.0%
5611 · IT Consultant	5,000.00	30,000.00	-25,000.00	16.7%
5613 · Medical Control Officer	2,000.00	12,000.00	-10,000.00	16.7%
5616 · Accreditation	3,800.00	53,800.00	-50,000.00	7.1%
5614 · Other Professional Consultants	4,050.00	100,350.00	-96,300.00	4.0%
Total 5600 · PROFESSIONAL SERVICES	29,400.84	318,650.00	-289,249.16	9.2%
5630 · PUBLIC OUTREACH				
5631 · Advert/Notices/Public Rel.	803.98	5,000.00	-4,196.02	16.1%
5632 · Meetings	615.17	5,500.00	-4,884.83	11.2%
5633 · Fire Prevention/Education	230.36	15,000.00	-14,769.64	1.5%
5635 · Awards, Ceremonies, Gifts	0.00	12,000.00	-12,000.00	0.0%
Total 5630 · PUBLIC OUTREACH	1,649.51	37,500.00	-35,850.49	4.4%
5650 · SUPPLIES				
5651 · IT Supplies	8,216.33	95,000.00	-86,783.67	8.6%
5652 · Medical Supplies	4,183.83	82,000.00	-77,816.17	5.1%
5653 · Office Supplies	784.45	10,000.00	-9,215.55	7.8%
5654 · Operating Supplies(consumables)	2,007.47	25,500.00	-23,492.53	7.9%
5656 · PPE consumables	1,771.81	15,000.00	-13,228.19	11.8%
5659 · Uniforms	2,362.00	45,000.00	-42,638.00	5.2%
5660 · Hazmat Supplies	49.38	5,500.00	-5,450.62	0.9%
5661 · Deployment expenses to be reimb	28,809.04	0.00	28,809.04	100.0%
Total 5650 · SUPPLIES	48,184.31	278,000.00	-229,815.69	17.3%
5670 · TRAINING/EDUCATION				
5671 · Education - Out of District	0.00	32,550.00	-32,550.00	0.0%
5672 · Employee Education Reimbmnt	0.00	16,000.00	-16,000.00	0.0%
5673 · Supplies	0.00	13,125.00	-13,125.00	0.0%
5674 · Training - In District	4,769.97	39,375.00	-34,605.03	12.1%
5675 · Training - Administration	939.31	14,000.00	-13,060.69	6.7%
5677 · GVFA	230.00	13,000.00	-12,770.00	1.8%
5678 · Paramedic Assistance Program	5,968.32	120,575.00	-114,606.68	5.0%
Total 5670 · TRAINING/EDUCATION	11,907.60	248,625.00	-236,717.40	4.8%
5700 · NON-CAPITAL EQUIPMENT				
5701 · Fire Hose	0.00	10,000.00	-10,000.00	0.0%
5702 · IT/Communications	0.00	17,500.00	-17,500.00	0.0%
5704 · SCBA	910.00	3,175.00	-2,265.00	28.7%
5705 · Tools & Equipment	36.99	16,000.00	-15,963.01	0.2%

Central Valley Fire Budget vs. Actual July through August 2025

	Amount Utilized Jul - Aug 25	Budget	\$ Over Budget	% of Budget Utilized
5706 · EMS Equipment				
5706.1 · EMS Annual Maintenance Contract	30,350.00	30,350.00	0.00	100.0%
5706.2 · EMS R & M parts and accessories	6,435.18	26,650.00	-20,214.82	24.1%
Total 5706 · EMS Equipment	36,785.18	57,000.00	-20,214.82	64.5%
5707 · Wildland Tools & Equipment	2,979.97	12,000.00	-9,020.03	24.8%
Total 5700 · NON-CAPITAL EQUIPMENT	40,712.14	115,675.00	-74,962.86	35.2%
9998 · Uncoded CCD/Vendor Invoices	9,075.39	0.00	9,075.39	100.0%
Total 5300 · OPERATIONS	310,530.38	1,623,731.00	-1,313,200.62	19.1%
Total Expense	1,598,551.31	9,741,481.00	-8,142,929.69	16.4%
Net Operating Income	-1,096,504.77	-1,492,302.00	395,797.23	73.5%
Reserve Income/Expense				
Reserve Income (through 7/31/25)				
4603 · 14 Mills Voted Levy	45,209.12	2,671,053.00	-2,625,843.88	1.7%
Total Reserve Income (through 7/31/25)	45,209.12	2,671,053.00	-2,625,843.88	1.7%
Reserve Expense				
5000 · CAPITAL IMPROVEMENT				
5120 · CAPITAL RESERVE				
5121 · Apparatus	148,463.39	1,552,500.00	-1,404,036.61	9.6%
5122 · Facilities	193,879.03	572,875.00	-378,995.97	33.8%
5123 · Equipment	78,740.56	280,003.00	-201,262.44	28.1%
Total 5120 · CAPITAL RESERVE	421,082.98	2,405,378.00	-1,984,295.02	17.5%
Total 5000 · CAPITAL IMPROVEMENT	421,082.98	2,405,378.00	-1,984,295.02	17.5%
5100 · LOANS				
5110 · Stockman Bank	424,304.77	424,305.00	-0.23	100.0%
Total 5100 · LOANS	424,304.77	424,305.00	-0.23	100.0%
Total Reserve Expense	845,387.75	2,829,683.00	-1,984,295.25	29.9%
Net Reserve Income	-800,178.63	-158,630.00	-641,548.63	504.4%
Net Income	-1,896,683.40	-1,650,932.00	-245,751.40	114.9%

Reserve Balances as of 7/31/25

Apparatus Reserves	\$1,006,012.81
Facility Reserves	\$1,864,687.91
Equipment Reserves	\$108,851.27
Undesignated Reserves	\$863,618.16
Total	\$3,843,170.15

Operating Cash Balance as of 8/31/25 \$2,093,750.53

First Responders, Thank you for the quick response, wonderful care and knowledge during my health emergency on August 10th. We are so blessed to have such caring people in our community. I appreciate you more than you know.

God bless you! Tammy and Keith Zieske

NOTES FROM THE HEART



thank you!

First Responders.

Thank you so much
for the quick response,
wonderful care &
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God Bless You!
Tammy & Keith
Zuske



CENTRAL VALLEY FIRE DISTRICT

215 Wings Way Belgrade, MT 59714
Phone: 406-388-4480 Fax: 406-388-6270

To: CVFD Board of Trustees

From: Jay C Wittwer, Fire Chief

Date: September 4, 2025

RE: August 2025 – Fire Chief’s Report

Hiring and Employee Updates

- a. State Fire Consortium CPAT testing will take place on Dec 8-11. CVFD is part of this program; three members will attend. Fire Chief will meet and greet candidates.
- b. One Chief Officer will be recognized at this Board Meeting.
- c. We will discuss an action item concerning EMS Division processes and data projections.
- d. Operations, Administration, Fire Prevention and Fleet Services remain fully staffed with no indications of vacancies in 2026.

Other Updates

Community Involvement & Education

- a. On-going CPR and First Aid Classes will be held at CVFD and the Belgrade Library.
- b. Montana’s Farmers Union - “Far Out & Waiting” medical training to take place early Winter, at Reese Creek Community Center.

Revenue Enhancement Process

Our Fire Administration Team continues to explore options regarding revenue enhancements for the agency.

Grants

Focus is placed on sustainable funding for our budget and enhancing delivery of services to the communities CVFD covers. Possible State-wide funding to flow into CVFD for Rural EMS through a grant.

About MFU

Montana Farmers Union has worked more than 100 years for family farms, ranches, and rural communities. MFU supports its members through: Strong education programs for both youth and adults, by advocating member-driven policies and legislation at the state and federal level, and cooperation through producer-owned co-ops.

For more information, visit www.montanafarmersunion.com.



Join MFU today by scanning the QR code with your mobile device camera and click the link that appears.



More Information



406-452-6406



edutton@montanafarmersunion.com



300 River Drive N, Suite 1, Great Falls, MT 59401



www.montanafarmersunion.com



Find your MFU Ambassador or Board member



Visit the MFU Events Webpage for upcoming Far Out and Waiting sessions and other MFU community events near you.

Additional Montana Mental Health Training and Presentations



FAR OUT & WAITING



What To Do While Waiting For EMS To Arrive In Rural Areas



The Unseen Costs of Rural and Ag Living

Dangers in Ag

Working in Isolated Areas with Livestock, Heavy Machinery, Chemicals, Inclement Weather, and Limited Cell Coverage The CDC reports farmers and ranchers are more likely to die by suicide when compared to other occupations, and suicide rates overall have increased by 40% in less than two decades.*** Montana DPHHS reports Montana has the 3rd leading rate of suicide in the country.***

Average Age of Producers

58.1 Years Old In 2022*

Vast Distances & Rural Ag Acreage

880.1 Million Acres of Farmland

Average EMS Response Time

30+ Minute Response Time for Rural Areas**

Rural EMS Crew Limitations

Retention and Recruitment Issues; Funding and Training Limitations*

*https://www.nass.usda.gov/Publications/Highlights/2024/Census22_HL_FarmProducers_FINAL.pdf

**<https://jamanetwork.com/journals/jamasurgery/fullarticle/2643992>

***<https://www.krtv.com/bolstering-mental-health-resources-for-montana-farm-families>

You matter. Whether it's physical or mental health your farm/ranch, family, and community need you.

In the event of an emergency call 911



If you are worried about the mental health of a family member or neighbor, go "Beyond the Weather" and ask that next question. "How are you really doing?"

In the event of a mental health crisis call 988



Take Action

Contact MFU and Your County EMS Director to

- Host a Far Out and Waiting Session for your community
- Schedule educational sessions for your staff, FFA Chapter, or 4-H Club
- Find credible online trainings and demonstrations
- Create a health emergency action plan for you, your family, and your operation
- Become an active EMS member for your area
- Become Certified in CPR

Find CPR Certification near you



Topics to Cover

- Concussions and Head Trauma
- Amputations
- Stop the Bleed
- CPR
- Suicide Prevention
- Hypothermia
- Heat-Related Injuries
- Chemical Exposure
- EMS Response Time and Capabilities
- Next Steps in EMS Involvement and Certification

MFU will sponsor, plan, and advertise your Far Out and Waiting event, and will help you connect with local EMS resources.

MONTANA FARMERS UNION



Central Valley Fire District

215 Wings Way

Belgrade, Mt. 59714

Office# (406) 388-4480

Fax # (406) 388-6270



To: CVFD Board of Trustees

From: Deputy Chief Hurley

Date: September 4, 2025

RE: August 2025 Operations Report

Incident Response

- **Total Incidents:** 253
 - 10% increase from July
- **Overlapping Calls:** 92 incidents (36% of total)



Wildland Deployments

- Successfully completed the **sixth wildland deployment** of the year (Mcallister and Windy Rock fires)
- Deployments continue to provide operational experience and supplemental revenue

EMS Reserve Program

- **September 8th:** Information meeting for EMS applicants
- **26 applicants** in attendance
- Strong interest in the program, supporting EMS system growth

Apparatus & Equipment

- Arrival of **new/used Type 3 Wildland Engine**
- Enhances wildland response capacity and operational flexibility



CENTRAL VALLEY FIRE DISTRICT

215 Wings Way Belgrade, MT 59714
Phone: 406-388-4480 Fax: 406-388-6270

To: CVFD Board of Trustees

From: Jake Zlomie, Fire Marshal

Date: September 9th, 2025

RE: September 2025 – Fire Marshal Report

Eagle Mount Digger Days 2025:

The District conducted outreach and public education at Digger Days 2025. CVFD interacted with individuals of all ages and families. Children had the opportunity to spray a fire hose and put out a “house fire”, and CVFD provided demonstrations of the hazards of water on fires involving cooking oils and flammable liquids. Thank you to CVFD’s C Shift for their support throughout the day, in which **7 Calls** occurred throughout the District during the event. A special thanks for the career staff and volunteers who supported this event throughout the day as well. Additionally, when the previous house fire prop was unable to be located, DFM Yung constructed a new and improved prop in less than 12 hours in addition to his regular duties as well as in assisting in ladder repairs in preparation for ladder testing.



Upcoming Outreach Activities:

- September 13th – Belgrade Fall Festival
- October 5th – 11th – Fire Prevention Week – “Charge into Fire Safety!”
- October – TBD – Blazing Pumpkins – Halloween Paint Party (2 Events)

White Sheet: Reserve EMS Transport Personnel Program

Objective:

To establish a Reserve EMS Transport Personnel Program to support non-emergency EMS transport operations and selected out-of-district 911 meet-up/transports. Reserve staff will be used on an as-needed, non-benefited, hourly basis.

Key Points:

- **Purpose:** Provide flexible, cost-effective staffing for non-911 EMS transports and select out-of-district 911 meet-up/transports.
- **Personnel:** Certified EMTs and Paramedics who meet district requirements and commit to a minimum number of shifts per quarter.
- **Compensation:**
 - EMT: \$20/hour
 - Paramedic: \$25/hour
- **Scope:**
 - Non-benefited reserve staffing
 - Focused on non-emergency interfacility transports
 - May be used **outside the district's jurisdiction for 911 meet-up/transports** as mutually agreed with partnering agencies
- **Benefits to Agency:**
 - Expanded transport capability
 - Flexibility to meet regional transport and mutual aid needs
 - Cost-controlled staffing model for growing service demands

Business Plan: Reserve EMS Transport Personnel Program

1. Executive Summary

This plan establishes a Reserve EMS Transport Personnel Program to enhance the district's non-911 transport capacity and provide flexible support for select out-of-district 911 meet-up/transports. These reserve positions offer scalable staffing for interfacility and mutual aid needs without long-term benefit commitments or disruption to emergency response coverage.

2. Mission Statement

To build a reliable and trained workforce of EMS professionals who support non-911 transport operations and regional response coordination through structured reserve deployment.

3. Program Overview

- **Title:** Reserve EMS Transport Personnel Program
 - **Personnel Types:** EMTs and Paramedics
 - **Service Commitment:** Minimum 24 hours/month
 - **Compensation:**
 - EMT: \$20/hour
 - Paramedic: \$25/hour
 - **Primary Functions:**
 - Non-emergency, interfacility transport staffing
 - Support for **911 meet-up/transport outside the district** in coordination with partner agencies
 - **Employment Status:**
 - Hourly
 - Non-benefited
 - Not used to replace full-time or 911 response personnel
-

4. Budget Overview (Phase one role out) 7 EMT's 3 Paramedics

Role	Headcount	Avg Hours/day	Hourly Rate	Monthly Total	Annual Total
EMT	1	12	\$20	\$7200	\$86400
Paramedic	1	12	\$25	\$9000	\$108000
Total	-	-	-	\$16200	\$194400

5. Implementation Plan

Phase 1 – Planning (Month 1):

- Develop job descriptions and SOPs
- Finalize policies for interfacility and out-of-district 911 meet-up transports
- Identify vehicles and shift coverage needs

Phase 2 – Recruitment (Month 2):

- Recruit certified EMTs and Paramedics
- Conduct interviews, background checks, and credentialing
- Complete onboarding and orientation
- Recruit for an EMS Chief

Phase 3 – Launch (Month 3):

- Begin scheduling shifts
- Monitor transport demand, personnel utilization, and interagency requests
- Adjust staffing pool and hours based on trends and feedback

6. Program Requirements

- State/National Registry EMT or Paramedic Certification
 - Current CPR/BLS (ACLS for Paramedics)
 - Valid driver's license and clean driving record
 - District orientation and policy compliance
 - Must adhere to district and partner agency protocols during mutual aid operations
-

7. Evaluation Metrics

- Fill rate of scheduled non-911 transports
 - Response availability for out-of-district 911 meet-up/transports
 - Cost per transport efficiency
 - Stakeholder feedback (patients, facilities, partner agencies)
 - Reserve personnel retention and availability
-

8. Risk Assessment

Risks:

- Regional coordination delays for out-of-jurisdiction transports
- Variability in reserve staff availability
- Operational consistency with multiple agencies

Mitigations:

- Establish MOU/agreements with partner agencies for 911 meet-up logistics
 - Ongoing training and quality assurance
 - Clear deployment protocols and communication pathways
-

9. Long-Term Vision

- Scale program to include ALS/BLS/CCT specialty transports
- Expand interfacility transport footprint within the region
- Strengthen partnerships with hospitals and local medical facilities
- Offer professional development pathways into full-time employment

Expanded Program Justification and Phase One Strategy

Executive Summary

Central Valley Fire District (CVFD) seeks to establish and expand a Reserve EMS Transport Personnel Program to meet increasing regional demands for non-emergency interfacility transports (IFTs), reduce dependence on suppression resources, and lay the foundation for a future full-time EMS division. Phase One will utilize reserve EMTs and Paramedics to perform scheduled transports in collaboration with partner agencies. The program is structured to be scalable, cost-effective, and revenue-generating, with verbal agreements already in place with multiple fixed and rotary wing air medical transport providers—pending formal contracts that will include coverage of reserve salaries.

Mission Statement

To provide timely, reliable, and professional EMS transport services through a reserve workforce while building operational capacity to transition into a full-time EMS division that supports 911 integration, enhances regional care coordination, and relieves suppression crews of non-emergent responsibilities.

Why This Program is Needed

1. Immediate Transport Needs Are Growing: Bozeman Health anticipates a 33% increase in IFT volume next year, signaling a critical need for dependable ground transport partners. Current demand supports 2–3 IFTs per day, making this program viable and necessary from the outset.
2. 911 System Relief: Local urgent care facilities are currently relying on the 911 system for transports, creating strain on suppression units. This reserve program provides a dedicated EMS response alternative for these non-urgent calls, increasing efficiency and preserving 911 capacity for true emergencies.
3. Rural Community Support: Outlying rural communities lack consistent EMS transport options. CVFD can support these areas through highway meet-ups and jurisdictional coverage requests, expanding our regional service footprint while generating revenue and good will.
4. Strategic Future Development: The reserve program is Phase One of CVFD's broader EMS strategy. Based on revenue benchmarks (TBD), the ultimate goal is to transition into a full-time EMS division that integrates into the 911 system, establishing CVFD as a comprehensive EMS provider and relieving long-term pressure on our fire-based response model.

Phase One Plan

- Personnel: EMTs and Paramedics (certified and district-approved)
- Employment Type: Hourly, non-benefited, reserve status
- Rates: EMTs \$20/hour | Paramedics \$25/hour
- Minimum Commitment: 24 hours/month
- Use Cases:
 - Scheduled IFTs (Bozeman Health and other facilities)
 - 911 meet-up/transport for out-of-district partners
 - Urgent Care transports not requiring 911 suppression response
 - Response aid for rural jurisdictions

Verbal Agreements Pending Contracts

CVFD has received strong interest from multiple fixed-wing and rotary-wing transport providers, who recognize the value of a reliable ground transport team for patient delivery and pick-up. These contracts are essential to securing salary reimbursement for reserve staff, significantly offsetting operational costs and ensuring program sustainability.

Evaluation Metrics

- Daily IFT capacity and transport volume
- Revenue generated per transport and per partnership
- 911 call volume reduction related to Urgent Care transports
- Response coverage to rural areas
- Staff retention and shift fulfillment

Long-Term Vision

- Develop a full-time EMS division based on reserve program performance and revenue thresholds
- Integrate with CVFD's 911 response system to reduce pressure on suppression crews
- Establish CVFD as a regional EMS transport leader, known for reliability and innovation
- Expand services to include specialty transports (ALS/BLS/CCT)



CENTRAL VALLEY FIRE DISTRICT
215 Wings Way, Belgrade, MT 59714
Phone: 406-388-4480 Fax: 406-388-6720

Central Valley Fire District Business Plan: Dual Volunteer Firefighter and EMS Reserve Personnel Program

Prepared for: Central Valley Fire District Board of Directors

Prepared by: CVFD Administrative Staff

Contact: 215 Wings Way, Belgrade, MT 59714

Phone: 406-388-4480

Table of Contents

1. Executive Summary
2. Program Purpose
3. Program Objectives
4. Staffing Model
5. Training & Orientation
6. Compensation
7. Legal Compliance
8. Supervision & Evaluation
9. Acknowledgment
10. Signatures

Executive Summary

The Central Valley Fire District (CVFD) is implementing a Dual Volunteer Firefighter and EMS Reserve Personnel Program to expand operational flexibility, support core emergency services, and respond to growing demands for interfacility transport (IFT) and fire protection. This business plan outlines program objectives, staffing models, compensation, legal compliance, and supervision policies that govern individuals serving in dual roles or specialized reserve capacities.

Program Purpose

CVFD acknowledges the increasing service demands across emergency medical services and fire suppression. To address these, the District is formally establishing a combined staffing model where:

- Individuals may serve as volunteer firefighters; and
- The same individuals may serve as paid EMS reserve personnel, primarily for IFT assignments.

This model offers a scalable workforce solution, improves community service delivery, and supports long-range medical transport needs while ensuring FLSA compliance.

Program Objectives

- Expand District capability for EMS transports, especially IFTs and long-range transfers.
- Allow qualified personnel to serve in dual roles under defined legal conditions.
- Support career development opportunities.
- Relieve operational strain on full-time personnel.
- Maintain high standards in EMS and fire operations.

Staffing Model

Volunteer Firefighters:

- Serve without compensation.
- May receive nominal stipends or reimbursements.
- Assigned to fire suppression duties, community events, and drills.

EMS Reserve Personnel (Paid):

- Primary role: Interfacility Transfers (IFT).
- Secondary roles: Long-range medical transports from surrounding jurisdictions.
- Deployment as needed at the discretion of the on-duty Battalion Chief.

Personnel cannot serve in a paid and volunteer role simultaneously within the same operational shift.

Training & Orientation

All dual-role participants must complete:

- CVFD orientation
- Fire suppression protocols (volunteer)
- IFT operations, equipment, and documentation (EMS reserve)
- HIPAA and electronic patient care reporting (EPCR)

Compensation

Volunteer Firefighters:

- May receive nominal stipends not tied to hours or call volume.

EMS Reserve Personnel:

- EMTs: \$20.00/hour
- Paramedics: \$25.00/hour
- Paid per shift or assignment
- Overtime follows Montana labor law and CVFD policy

Legal Compliance

This program adheres to the Fair Labor Standards Act (FLSA) and Montana labor regulations:

- Volunteer services are truly voluntary and separate from paid EMS duties.
- Compensation is only for designated EMS reserve work.
- Dual-role personnel must sign an agreement acknowledging role separation.

Supervision & Evaluation

- EMS Reserve staff report to the EMS Division Supervisor.
- Volunteer Firefighters report to Fire Operations leadership.
- Performance evaluations include:
 - Timeliness
 - Documentation
 - Protocol adherence
 - Interagency coordination

Acknowledgment

All dual-role participants will sign a formal agreement outlining the scope of their responsibilities, terms of service, and compliance requirements.

Signatures

Employee/Volunteer Name: _____

EMS Supervisor: _____

Fire Chief or Designee: _____

Date: _____



CENTRAL VALLEY FIRE DISTRICT
215 Wings Way, Belgrade, MT 59714
Phone: 406-388-4480 Fax: 406-388-6720

White Paper: Dual Service Compliance – Volunteer Firefighter and Paid EMS Reserve Roles

Prepared by: Central Valley Fire District Administrative Staff

Date: July 2025

Executive Summary

As the demand for emergency medical services increases across the Central Valley Fire District (CVFD), a flexible and legally compliant staffing model is essential. This white paper outlines how an individual may serve concurrently as a volunteer firefighter and a paid EMS reserve personnel member, while remaining compliant with federal labor standards. Leveraging provisions in the Fair Labor Standards Act (FLSA), CVFD can meet operational needs without violating wage and hour laws.

Background

CVFD operates a combination fire and EMS service that relies on career, reserve, and volunteer personnel to provide fire suppression and interfacility medical transport. To bolster EMS capacity—especially for long-range and interfacility transports (IFTs)—the district is expanding the role of EMS reserve personnel.

Some current or prospective EMS reserve employees also serve CVFD as volunteer firefighters. This dual-role arrangement requires clear legal and operational boundaries to remain compliant with labor law, particularly the FLSA.

Legal Framework: Fair Labor Standards Act (FLSA)

The FLSA generally requires employers to pay employees for all hours worked. However, specific exemptions allow for individuals to volunteer in certain capacities—even within the same organization—under the following conditions:

FLSA Guidance for Dual Roles

- According to the U.S. Department of Labor's Wage and Hour Division (WHD), an individual may volunteer for a public agency (such as a fire district) without being considered an employee for the volunteered services, provided:

"...they perform such services for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation." (29 C.F.R. § 553.101)

- Further, the Department of Labor permits individuals to be both volunteers and employees of the same public agency, as long as:

"...the volunteer services are not the same type of services which the individual is employed to perform for the same public agency." (29 C.F.R. § 553.103)

Application to CVFD

CVFD ensures compliance with the FLSA through a clearly defined separation of duties between the volunteer firefighter role and the paid EMS reserve role:

Volunteer Firefighter:

- Unpaid service for fire suppression
- Participation in training, drills, fire calls
- No compensation tied to hours or call volume
- May receive nominal stipend (not tied to hours)

Paid EMS Reserve:

- Paid hourly (e.g., \$20/hr EMT, \$25/hr paramedic)
- Assigned to interfacility transports (IFT)
- Paid only for scheduled EMS transport assignments
- Considered a temporary/part-time EMS employee

This delineation satisfies the FLSA requirement that the individual is not performing the same type of services in both paid and volunteer capacities.

Operational Controls

To ensure continued legal compliance and clarity:

- Scheduling Separation: Personnel may not serve as both a volunteer and a paid EMS reserve during the same shift or incident.
- Written Acknowledgment: Dual-role individuals must sign an acknowledgment form outlining role boundaries and compliance expectations.
- Compensation Restrictions: Volunteer roles are uncompensated, with only nominal stipends allowed for items like mileage or meals.
- Oversight: EMS reserves report to the EMS Division Supervisor; volunteers report to Fire Operations.

Benefits of the Dual-Role Model

- Operational Flexibility: Maximizes available workforce for both fire and EMS services.
- Cost Efficiency: Reduces overtime and staffing strain on full-time personnel.
- Career Development: Provides pathways for volunteers to gain EMS experience.
- Community Service: Expands emergency response capabilities without overextending budgets.

Conclusion

The CVFD dual-role model offers a scalable, compliant, and mission-driven solution to staffing needs. By adhering to FLSA provisions and maintaining clear functional separation between volunteer and paid duties, CVFD ensures legal integrity while enhancing community service delivery.



CENTRAL VALLEY FIRE DISTRICT
215 Wings Way, Belgrade, MT 59714
Phone: 406-388-4480 Fax: 406-388-6720

**Volunteer Firefighter Acknowledgment and
Compliance Statement for EMS Reserve Assignment**

Name: _____ Date: _____
Position: Volunteer Firefighter

As a volunteer member of the Central Valley Fire District (CVFD), I understand and acknowledge the following in relation to participation in the EMS Reserve Personnel Program:

1. Voluntary Firefighter Role:

I serve as a volunteer firefighter for CVFD without expectation of compensation, beyond any nominal stipends or reimbursements deemed allowable under Fair Labor Standards Act (FLSA) guidance and CVFD policy.

2. EMS Reserve Assignment (Paid):

I may also serve in a separate, paid capacity as an EMS Reserve member for the purpose of conducting interfacility transports (IFT), long-range transfers from surrounding jurisdictions, and other assignments as designated by the on-duty Battalion Chief.

3. Role Separation:

I understand that I may not serve in both roles (volunteer and paid) during the same operational shift or incident. Any paid assignment will be explicitly designated and documented as such by CVFD command staff.

4. Compliance with Labor Laws:

I acknowledge that this dual-role program is structured to remain in full compliance with the Fair Labor Standards Act (FLSA) and applicable Montana labor regulations. I agree to follow all policies and procedures that distinguish my volunteer role from my paid EMS Reserve assignments.

5. Training & Conduct:

I agree to complete all required training, maintain all necessary certifications, and adhere to CVFD's protocols, standards, and expectations for both roles.

6. Acknowledgment of Policy:

I have reviewed and received a copy of the Dual Volunteer Firefighter and EMS Reserve Personnel Program business plan. I understand the expectations, limitations, and operational framework established by CVFD.

Signature: _____ Date: _____

Printed Name: _____

EMS Supervisor Signature: _____

Fire Chief/Designee Signature: _____



Board Member Questions & Responses for Board of Trustee meeting 9.9.2025

1. Why does CVFD need an EMS Chief at this time?

Response:

Gallatin County is one of the fastest-growing regions in Montana, with increasing EMS call volumes and higher expectations for patient care. By creating a dedicated EMS Chief role, CVFD ensures leadership bandwidth to manage EMS operations, expand partnerships with hospitals, and implement quality improvement programs. Without this role, the District risks stagnating its EMS capabilities and missing projected revenue growth of \$1.2–\$1.8M annually.

2. How will this position be funded, and will it create a financial burden on the District?

Response:

This role is strategically designed to be self-sustaining. With projected EMS division revenues of \$1.2–\$1.8 million annually, the salary and benefits for the EMS Chief—approximately \$133,000 plus benefits—represent less than 12% of the revenue stream. The remaining revenue will support staffing, equipment, and capital reinvestment, ensuring no burden on the general fire levy. Estimates of net revenue back to operations are between \$400,000 to \$800,000 per year.

3. Can the current leadership team absorb these responsibilities instead of hiring a new position?

Response:

While our fire leadership team is strong, EMS operations require specialized oversight—clinical quality, compliance, training, and interagency medical partnerships. These responsibilities cannot be fully absorbed without diminishing attention to fire suppression and prevention. The EMS Chief allows both divisions to excel without competing for leadership bandwidth. The new EMS Chief will be fully vetted by our County EMS Medical Director and will work closely with that office to ensure success of the program.

4. What measurable outcomes will demonstrate the success of this position?

Response:

Success will be tracked by:

- Maintaining EMS revenue at or above projections.
- Improved patient outcomes (e.g., cardiac arrest survival rates, response times).
- Workforce retention and recruitment of EMS staff.
- Compliance with local, state, and federal standards.
- Expanded partnerships with Bozeman Deaconess, air ambulance providers, and regional EMS councils.

5. How does this position improve community outcomes?

Response:

A dedicated EMS Chief means stronger oversight of training, equipment, and care standards. This translates into faster response times, better patient care, and stronger coordination with hospitals and transport providers. For the community, this directly improves survival rates and quality of care during emergencies.

6. What are the risks if we don't approve this position?

Response:

The District risks:

- Losing potential \$1.2–\$1.8M in sustainable gross annual revenue.
- Stretching existing leadership too thin, which could reduce effectiveness in both fire and EMS operations.
- Missing opportunities for regional leadership in EMS innovation.
- Lower morale and retention challenges among EMS personnel without dedicated leadership.

7. How does this position align with CVFD's Strategic Plan?

Response:

The EMS Chief position directly aligns with the strategic goals of growth, innovation, and community-driven service delivery. It institutionalizes EMS as a cornerstone of the District, ensuring we meet the expectations outlined by community stakeholders during our strategic planning process.

8. Why is the compensation package so competitive?

Response:

Recruiting a top-tier EMS Chief requires competitive compensation. The \$133,320 salary plus benefits is aligned with Division Chief positions across Montana and the region. In addition, EMS leaders with both administrative and paramedic expertise are highly sought after nationwide. This investment secures the leadership talent needed to guarantee program success and financial returns.

9. What will the EMS Chief's role look like day-to-day?

Response:

Daily responsibilities will include:

- Overseeing EMS crews and operations.
- Collaborate with CVFD Leadership Team.
- Managing budgets tied to EMS revenue.
- Partnering with local hospitals, air ambulance providers, and the medical director.
- Implementing quality assurance and compliance programs.
- Leading recruitment, retention, and training initiatives.

This is a hands-on leadership role that ensures EMS growth is directly managed.

10. How will EMS revenues be reinvested into the District?

Response:

Revenue will be used for:

- Covering EMS operational costs.
- Funding training and equipment upgrades.
- Supporting recruitment and retention of EMS providers.
- Reducing reliance on general levy funds for EMS-related expenses.

This ensures CVFD’s long-term sustainability and strengthens both fire and EMS services.

11. How does this role strengthen regional partnerships?

Response:

The EMS Chief will act as a dedicated liaison with Bozeman Deaconess Hospital, Gallatin County EMS providers, and state EMS associations. This role positions CVFD as a regional leader, ensuring our protocols, training, and partnerships are aligned with best practices. Stronger partnerships bring consistency in care across the county and state.

12. What is the long-term vision for EMS at CVFD under this leadership?

Response:

The long-term vision includes:

- Establishing CVFD as the regional leader in EMS innovation.
- Growing EMS call volume and revenue sustainably.
- Building a workforce that is highly trained, motivated, and supported.
- Creating a replicable model for rural-urban EMS integration in Montana.
- Grant funding that should be available with this EMS Division model.

The EMS Chief is the cornerstone leadership role that makes this vision achievable.



Lead EMS Excellence in Gallatin County / Big Sky Country

Central Valley Fire District (CVFD) is seeking a dynamic and visionary EMS Chief to join our leadership team. This is more than a job — it's an opportunity to shape the future of emergency medical services in one of the fastest-growing regions of Montana.

Why Join CVFD?

- Progressive & Growing District: Be part of a rapidly expanding service.
- Strong Leadership Team: Work with professionals committed to excellence.
- Community Impact: Lead programs that directly improve patient outcomes.
- Lifestyle & Location: Live minutes from Yellowstone, ski resorts, and blue-ribbon trout streams.

The Role

As EMS Chief, you will:

- Lead EMS operations, training, and quality improvement.
- Partner with hospitals, air ambulance providers, and medical directors.
- Build and support the EMS workforce.
- Manage EMS budgets and programs.
- Represent CVFD as a regional leader in EMS innovation.
 - Provide overall leadership and strategic direction for the EMS Division, aligning operations with District goals.
 - Develop and maintain quality improvement programs, including patient care reviews and data-driven performance measures.
 - Oversee all EMS transport services, including interfacility, long-distance, and 911 support.
 - Pursue grants and external funding to support EMS innovation and operations.

What We're Looking For

- 10+ years EMS/fire service experience, 5+ years in leadership.
- Licensed Paramedic (Montana or reciprocity). Must be maintained.
- Experience in EMS administration, training, and compliance.

- Knowledge of Medicare/Medicaid reimbursement models, including GEMT cost reporting.
- Preferred: Bachelor's degree+, advanced fire/EMS leadership (CEMSO, CFO, EFO), proven collaboration record.

Compensation & Benefits

- Competitive compensation package
- Salary - \$133,320 (Division Chief)
- Additional 6% of salary to 457 plan
- Medical, dental, and vision coverage, for employees and family covered at 100%
- Montana Public Employee Retirement System
- Paid time off, holidays, and sick leave
- Advanced training & professional development opportunities
- Lifestyle in the Rocky Mountain West

How to Apply

Submit your resume, cover letter, and three professional references to:

Central Valley Fire District

Attention Office Manager / Human Resources

215 Wings Way,

Belgrade, Montana 59714

OR

Email: administrator@centralvalleyfire.com

Application Deadline: first opening to take place on September 26, 2025

Application period will remain open until it is filled.

Interviews to take place mid-October, 2025

Discover Your Next Chapter with CVFD

Central Valley Fire District is an Equal Opportunity Employer.

Explanation of Increase to VFIS Liability Insurance for EMS Division Program:

The contract with Life Flight Network, LFN, required limits that were significantly higher than what the District currently carried. They would have needed the Excess Coverage to increase up to \$4,000,000 occurrence/\$8,000,000 aggregate at a cost of just over \$1300 annually.

This would have given the CVFD maximum limits of Liability of:

- \$5,000,000 occurrence and \$18,000,000 aggregate policy wide.

Since CVFD is a Political Subdivision of Montana, the maximum the District could be sued for is:

- \$750,000 per person or \$1,500,000 occurrence, thus the District was insured to the HILT.

By changing the current levels of insurance which were:

- \$1,000,000 occurrence and \$10,000,000 aggregate with Excess Coverage of \$2,000,000 occurrence \$4,000,000 aggregate. So, the CVFD Policy was at \$3,000,000 occurrence and \$14,000,000 aggregate policy wide.

The changes to the current coverages to \$1,000,000 occurrence:

- \$3,000,000 aggregate and increasing the Excess to meet LFN requirements now has the CVFD at \$1,000,000 occurrence \$3,000,000 aggregate and excess \$4,000,000 occurrence \$8,000,000 aggregate

Each location now has limits of:

- \$5,000,000 occurrence and \$11,000,000 aggregate

Auto Liability is now \$5,000,000 maximum (1.5 is still all you could be sued for)

Management Liability is:

- \$1,000,000 occurrence and \$3,000,000 aggregate and excess is \$4,000,000 occurrence and \$8,000,000 aggregate. Total Management Liability is the same as the General Liability as well.

This was an \$870 premium increase overall and, suits the District better than having \$18,000,000 in aggregate coverage.

In Montana Court your policy can withstand any lawsuit thrown at the District.

Chris Hindoien

Marketing Coordinator

VFIS Products - State of Montana

