



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 Wittwer Fire Chief
Date: May 6, 2026
RE: May 12, 2026, 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, May 12, 2026, at 5:30 PM at Fire Station 1, 215 Wings Way, in the Training Classroom. The regular board meeting will consist of:

- IAFF Local 4939 presentation, for two outstanding high school seniors who will be awarded scholarships
- The Annual Organizational Board of Trustees Meeting with Oaths of Office and Officer Elections
- Routine Business and Reports
- FY27 Preliminary Budget review and Board approval
- Discussion and approval of other Fire Station location options for Board Meetings and Open Houses

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

Respectfully,

Jay C Wittwer

Jay C Wittwer
Fire Chief

Upcoming Events:

June 9th – Board Meeting / *Open House Fire Station 3

July 3rd - City of Belgrade America's 250th celebration and fireworks show

CENTRAL VALLEY FIRE DISTRICT
215 Wings Way
Belgrade, MT 59714

AGENDA: May 12, 2026

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

LOCAL 4939 PRESENTATION

EMS CHIEF PINNING

ANNUAL BOARD ORGANIZATIONAL MEETING

Trustee Oaths of Office

Roll Call

Officer Elections

MINUTES APPROVED: April 14, 2026

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

Local 4939 Report

Volunteer Association Report

Trustee Report

Reports approved

ORDER OF BUSINESS:

DISCUSSION ITEMS:

- None

ACTION ITEMS:

- FY27 Preliminary Budget Consideration and Approval
- Discussion and Decision Regarding Fire Station Options for Future Board Meetings and Open Houses

ANNOUNCEMENTS: Next regular meeting date is: June 9, 2026

ADJOURNMENT:

**BYLAWS OF THE
CENTRAL VALLEY RURAL FIRE DISTRICT
BOARD OF TRUSTEES**

Date of Passage: 12-6-06
Amended: 06-09-2020,
05-24-2022

ARTICLE ONE

Creation of Board

Section 1. Statutory Authority. The Board of Trustees of the Central Valley Rural Fire District are established under Montana law in accordance with Title 7, Chapter 33, Part 21 of the Montana Code Annotated ("MCA") among other authorities.

ARTICLE TWO

Powers and Duties

Section 1. Authority. The Board of Trustees has the powers and duties provided §7-33-2105 MCA as well as other authority expressed, implied by law or set forth in these Bylaws.

Section 2. Additional Powers and Duties of Trustees. The Trustees, in their role of governing and managing the affairs of the District will establish policy and broad guidelines for the District. Due to the importance of governance and execution of the District's legal functions, the Board of Trustees shall establish policies for the continuity of governance and continuity executive functions of the District in case of an emergency.

Section 3. Powers and Duties of Fire Chief. The fire chief shall be hired, supervised, and terminated by the Board of Trustees. The fire chief shall have all powers and duties set forth in Montana and all other applicable law and is the chief executive of the District subject to the governance of the Board of Trustees pursuant to the fire chief job description, policies and procedures and other broad guidelines set by the Board of Trustees. Standard operating procedures developed by the fire chief will be in conformance with the policies and guidelines set forth by the Board of Trustees.

ARTICLE THREE

Board of Trustees

Section 1. Trustees. The Board is composed of five Trustees.

Section 2. Terms. Terms of office for Trustees are three years.

Section 3. Conflict of Interest. A transaction in which a Trustee has a conflict of interest may be approved by a vote of the Board of Trustees, if the vote is made after the material facts of the transaction and the Trustee's interest are disclosed to the Board. The Trustee with the conflict shall abstain from the vote and the remaining Trustees approving the transaction must, in good faith, reasonably believe that the transaction is fair.

Upon taking office, a Trustee can no longer hold the position of employee or volunteer for the District

under current Montana law.

ARTICLE FOUR

Officers

Section 1. Elections. Officers shall be elected at the annual organizational meeting and shall serve until the annual organizational meeting the following year. Officers of the Board elected to fill vacancies shall serve until the annual organizational meeting of the following year.

Section 2. Chair. The Board shall elect a Chair who shall conduct all meetings and business of the Board. The Chair, being a co-equal member of the Board, shall in addition to presiding, have a right to make motions, participate in debate and shall vote on all motions.

Section 3. Vice Chair. The Board shall elect a Vice Chair who shall conduct all meetings and business of the Board in the Chair's absence.

Section 4. Treasurer. The Board shall elect a Treasurer who shall be responsible for having the financial records compiled and presented to the Board at each regular meeting. The financial records shall be reviewed and approved by the Board at each regular meeting.

Section 5. Secretary. The Board shall elect a Secretary who shall in addition to other duties specified by the Board:

- a. keep minutes in accordance with §2-3-212 MCA, and other applicable law, of the meetings of the Board;
- b. see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- c. make available a copy of these Bylaws for every meeting; and
- d. maintain a record of all Board resolutions.

Section 6. Concurrent Officers. With the exception of the Chair, the Board may elect one of its members to hold any two officer positions. The Secretary or Treasurer may engage or designate District employees or third parties to assist with their duties and responsibilities.

ARTICLE FIVE

Meetings

Section 1. Annual Organizational Meetings. The first regular meeting after the first Monday of May each year shall be the annual organizational meeting to:

- a. receive new Trustees and have them take or present the oath of office;
- b. review the remaining terms of the Trustees and note the same in the minutes;
- c. elect officers; and
- d. review the broad objectives which guide the Board.

Section 2. Regular Meetings. Regular meetings will be held monthly. The order of business of the regular meetings, as far as possible, shall be:

- a. Call to Order
- b. Roll Call
- c. Review and Approval of Minutes

- d. Review and Approval of Financial Reports
- e. Communications
- f. Public comment in accordance with §2-3-103, MCA
- g. Reports of Officers and Trustees
- h. Order of Business
 - 1. Discussion Items
 - 2. Action Items
- i. Announcements
- j. Adjournment

Section 3. Special Meetings. Special meetings shall be at the call of the Chair or the request of three Trustees.

Section 4. Quorum. Three Trustees constitute a quorum for all meetings. However, if there is less than a quorum, the Trustees present may take testimony, discuss matters, and make recommendations at the next meeting where there is a quorum. Trustees shall not discuss, decide or deliberate a matter of significant public interest without proper notice to the public under applicable Montana law.

Section 5. Remote Participation. Trustees shall attend meetings in person. A Trustee may participate remotely, by electronic means if an emergency exists or if the Board authorizes such participation. The Board should not authorize more than one Trustee to participate remotely for any regular meeting, unless emergency conditions such as a pandemic exists and are enacted by the Board..

Section 6. Manner of Action. An act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees, except where otherwise provided by law or by these Bylaws. There is no proxy voting.

Section 7. Notice of Meetings. The Secretary shall notify all Trustees of all meetings either in person, telephonically, or in writing. Public notice of any meeting shall be in accordance with Montana law.

Section 8. Open Meeting Requirements. All meetings of the Board are open to the public in accordance with the laws of the State of Montana. The Chair may close the meeting where the demands of individual privacy clearly exceed the merits of public disclosure or to discuss a strategy to be followed with respect to litigation or as otherwise described in detail in § 2-3-203, MCA or applicable law.

Section 9. Minutes. Minutes of all Board meetings shall be kept by the Secretary or designee and shall be signed by the Secretary and by the Chair after approval by the Board at the next meeting. Minutes of all open meetings, and portions of meetings that are open to the public, shall be kept available for inspection by the public. The minutes need not have detailed reports of discussions but shall have all motions and votes thereon and other such information required under §2-3-212, MCA. Minutes shall be reviewed by the Trustees and approved at a meeting as soon as practicable after they are made and available.

ARTICLE SIX

Amendments to Bylaws

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the affirmative vote of three (3) of the Trustees present at any meeting, if at least two weeks written notice is given of the intention to alter, amend or repeal or to adopt new bylaws at such meeting.

ARTICLE SEVEN

Approval of Bylaws

These Bylaws were approved unanimously in a regularly scheduled and noticed meeting and amendments were approved on the 24th day of May, 2022.


Chairman

Attest:


Secretary/Treasurer



Central Valley Fire District Board of Trustees	
Board of Trustees Meeting Practices Policy	EFFECTIVE DATE: _____ REVISED DATE: _____ APPROVED BY:    

**Central Valley Fire District
Board Governance and Meeting Practices Policy**

I. Authority

This policy is adopted by the Central Valley Fire District Board of Trustees pursuant to:

- MCA §7-33-2105 — powers and duties of fire district trustees
- MCA §7-33-2001 — fire chief administrative and operational responsibilities
- MCA Title 2, Chapter 3 — open meetings and public participation

Meetings shall be conducted consistent with:

- Montana Code Annotated
- Robert's Rules of Order Newly Revised (as adopted by the Board)
- CVFD adopted Standards of Behavior and Standards of Conduct

Nothing in this policy limits the statutory authority of the Board of Trustees.

II. Purpose

This policy establishes governance-focused meeting practices to:

- support effective Board decision-making
- clarify trustee and Fire Chief roles
- ensure transparency and public participation
- provide structure for reports, discussion, and action
- align with Montana governance standards

III. Governance Roles

Board of Trustees

The Board:

- establishes policy and strategic direction
- adopts budgets and financial priorities
- provides oversight of district performance

- acts collectively through motions and votes

Individual trustees have no authority outside formal Board action.

No individual trustee may represent the position of the Board unless authorized by Board action.

Board Officers:

Board officers, including the Chair and any Vice Chair or Secretary/Treasurer roles, serve only to facilitate meeting governance and administrative coordination.

Board officers do not possess independent decision-making authority outside of:

- duly noticed Board meetings, or
- authority specifically delegated by formal Board action, or
- responsibilities required by law or adopted Board policy

Officers shall not direct staff, commit the District to action, or establish policy outside collective Board authority.

Fire Chief

The Fire Chief:

- administers district operations
- supervises personnel
- implements Board policy
- provides professional recommendations and operational reports

Operational direction flows through the Fire Chief or designated channels.

Trustees may request information from staff through the Fire Chief.

IV. Meeting Structure

The Board conducts:

- regular monthly meetings
- an annual strategic planning session with working advisory groups
- an annual Board–Chief goal alignment session
- quarterly meeting of the international fire code board of appeals
- special meetings as authorized by law

V. Agenda Development

- The agenda is developed collaboratively by the Fire Chief and the Board.
- The agenda is finalized by the Fire Chief and Board Chair prior to public notice as required by law.
- Trustees may request items for future agendas.
- The Board approves and may amend the agenda at the meeting consistent with open-meeting requirements.

VI. Board Packet

Distributed prior to meetings and may include:

- agenda
- Fire Chief report
- financial report

- advisory or working group updates
- stakeholder or partner reports
- draft motions or resolutions when appropriate

Trustees are expected to review materials in advance.

VII. Order of Business

Typical meeting flow:

1. Call to Order
2. Pledge
3. Roll Call / Quorum
4. Approval of Minutes
5. Financial Review and Approval
6. Consent Agenda, as needed
7. Communications
8. General Public Comment (time limited)
9. Fire Chief Report
10. Stakeholder / Expert Reports (as applicable)
11. Trustee Reports
12. Public Comment
13. Information Items
14. Discussion Items
15. Action Items with Action Item Specific Public Comment (time limited)
16. Board Comments and Future Agenda Planning
17. Executive Session (if authorized)
18. Adjournment

VIII. Trustee Conduct During Meetings

Trustees:

- focus on policy, finance, strategy, and oversight
- ask clarifying questions
- act collectively

Trustees do not supervise staff directly; operational matters are directed through the Fire Chief or designated channels.

Trustees may request information from staff through the Fire Chief.

IX. Reports to the Board

The following may provide reports to support governance decision-making:

- Fire Chief
- stakeholders and partner agencies
- subject-matter experts
- Trustees serving on advisory or working groups

Reports are informational unless scheduled as action items.

X. Public Participation

Public participation is structured and respectful and conducted:

- consistent with MCA Title 2, Chapter 3
- consistent with CVFD adopted Standards of Behavior and Standards of Conduct

Public comment opportunities shall be provided:

- during general public comment
- during action items prior to Board vote

A general three-minute time limit will be applied consistently to maintain meeting efficiency.

Board deliberation, discussion and debate occurs separately from all public comment.

XI. Decision-Making Standards

Board decisions occur through:

- motion
- discussion
- public comment on action items
- vote

Complex matters may be:

- tabled
- referred for additional analysis
- scheduled for future action

XII. Executive Session

Executive sessions occur only as authorized by statute. No final action will be taken in the executive session.

XIII. Post-Meeting Follow-Up

During which time:

- draft minutes prepared
- Board actions documented
- operational follow-up coordinated by the Fire Chief

Trustees participating in advisory or working groups operating outside a quorum shall:

- report back to the Board
- avoid decision-making outside public meetings
- operate consistent with open-meeting laws

XIV. Annual Review

This policy shall be reviewed in the annual organizational meeting and updated by Board action as needed.



**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 2
3650 Springhill Road, Bozeman, MT

DATE: April 14, 2026

TIME: Immediately following the Quarterly Meeting of the IFC Board of Appeals which began at 5:30 pm

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>EMS Chief:</i>	Pat Songer	X	
<i>Acting Clerk:</i>	Debbie Bloem	X	

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

GUESTS/VISITORS: Glenn Bradbury, Samantha Honatke, Pat Songer, Joe Doidge, Philip and JoAnne Naro, Mo Holt, Eddy Ivey, Trisha McFarland, Martin Kepner, John Allen, Lauren Fuller, Grace Murray, Mitch Davis, Nick Johnson, Jeff Royce, Jason Anderson, Dylan White, Stephen McAdams, Brad Appleton, Todd Frediani and Joel Fassbinder.

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

AGENDA: As presented.

Chairman Wilkins took a moment to share expectations and directions regarding interaction with the board and the public and referred attendees to the code of conduct for board meetings. During public comment individuals may address the board for up to three minutes on any matter subject to the jurisdiction of the Central Valley Fire District that is not on the agenda. If they will not be able to stay for that agenda item they may address the matter but may not again address that item later. He reminded attendees that this is a business meeting and it is not possible to engage in discussions with members of the public during this time. Discussions may take place after the meeting. After each agenda item, there will be an opportunity to comment for up to three minutes about that item.

MINUTES: Trustee Murray moved to approve the **March 10, 2026 minutes** as submitted. Trustee MacLeod seconded the motion. The motion was unanimously approved.

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

COMMUNICATIONS: None.

PUBLIC COMMENT: None.

FIRE CHIEF REPORT:

As submitted. Fire Chief Jay C Wittwer asked Captain Anderson, Captain Royce and Captain Mitch Davis to come forward to be recognized for the completion of their Fire Officer credentialing. Chief Wittwer then introduced and gave the floor to the new EMS Chief Pat Songer. Chief Songer brought Paramedic Joseph Doidge forward to be recognized for his recent designation as a Certified Community Paramedic, adding to his many qualifications, including being a critical care paramedic. Captain Anderson made extraordinary efforts to successfully acquire a Fire house Subs grant of \$12,500 to purchase wildland radios. A wildland team is currently deployed to Nebraska.

Chief Wittwer reviewed the **call volume** with a total of 234 calls for the month with many overlapping calls. He also reviewed the **trainings** listed in his report, including swiftwater rescue, high angle rescue and a joint training with Bozeman Fire Department.

Fire Prevention was busy with a conference, smoke alarm installations, providing assistance with the budget process and final touches to the fleet services facility.

In the **EMS Division**, Chief Songer has just begun. CVFD will be applying for the SAMSHA Grant.

Chief Wittwer asked the **community** in attendance to take advantage of this evening to engage with the members of the department and the board after the meeting. CVFD continues to be involved in the community in many areas including community classes, presentations and participating in opening ceremonies for local events.

Continuing efforts are being made for accreditation for CVFD, revenue enhancement and working on the County wide EMS System.

In answer to a request from Trustee Blakeman, Chief Wittwer explained how the District is striving to help cover some of the costs of running the department by offering Fleet services to other departments, sending firefighters to other areas for wildland firefighting and adding interfacility transport services with the EMS Reserve Division. All of these services are paid for appropriately, but they each also fill important needs, serving our community and others.

LOCAL 4939 REPORT:

As Submitted. Captain Stephen McAdams presented the Local 4939 report confirming the membership's commitment to public safety and pride in the accomplishments of its members which benefit the community and fire district.

VOLUNTEER ASSOCIATION REPORT:

As submitted. President of the Association, Firefighter Glenn Bradbury reported that the volunteer fire academy is working on the hands-on part of their training, just completing extrication and moving on to safety and survival. The graduation will be April 22nd at 6:00 pm. All are welcome to attend.

TRUSTEE REPORT:

Trustee Ramie Blakeman met with the Gallatin County Superintendent of Schools regarding **mill levy elections**. Some discoveries were that pre Covid Bozeman was adding 8 kindergarten classes each year. Post Covid additions have declined to 2 to 3 classes each year. It appears that the local birthrate has gone down considerably. The only residential increase that they have seen are families locating in the area with high school age children. Belgrade seems to not follow the decrease that Bozeman has seen. Trustee Blakeman also followed up to schedule a meeting of the trustees to hold a **strategic planning session**. The trustees agreed to meet on Friday, May 1st at Station 1 at 8:30 am for a Strategic Planning Session.

Trustee Ron Murray shared a personal story from the evening of March 13th when he required an Advance Life Support response from Central Valley Fire District, meeting the CVFD Medic in route to the hospital due to an anaphylactic reaction to medication. He expressed his appreciation for Paramedic Coulthard and for the people that make up the department and the actions that saved his life.

Trustee Rob Holt urged people to invite friends to the board meetings for CVFD as well as attending the City of Belgrade's Council Meetings to be aware of issues in our community.

Trustee MacLeod moved to approve **the reports**. Trustee Murray seconded the motion. The motion was unanimously approved.

ORDER OF BUSINESS:

DISCUSSION ITEMS:

FY27 Budget Presentation.

Chief Wittwer introduced **Financial Manager Samantha Honatke**. Financial Manager Honatke explained that the budget is being presented at this meeting to provide the trustees time for review it before the May meeting when the preliminary budget will be approved. She then introduced Fire Marshal Jake Zlomie to present the FY27 Preliminary Budget overview.

Fire Marshal Zlomie went through the PowerPoint presentation. He reviewed the CBA bargaining schedule and cash flow. He then went over **accomplishments**: an EMS Division Chief has been hired, the Fleet Services Facility has been completed, Station 4 water supply and bathroom upgrades are completed, a Type III Wildland Engine has been acquired and a Heavy Rescue Vehicle has been ordered. The District's website has migrated to a new vendor and EMS and Wildland Divisions have been established to improve services. FM Zlomie reviewed Reserve Funds and District Liabilities and the sources of District revenues. He went over FY27 staffing which is projected to remain unchanged. For the FY27 Budget, to be conservative, tax revenue is assumed to have no increase after reviewing past funding. Non-tax revenue forecasts assume a 77.6% increase. Fire Marshal Zlomie then reviewed Capital projects. Projects for apparatus include three ambulances and a Utility/Rescue Pickup. Projects for facilities include Station 1 HVAC system; Station 3 boiler replacement and additional bedroom; Station 5, water storage. Projects for equipment include PPE and thermal imaging cameras; wildland radios and equipment; telehandler; technical rescue equipment. The presentation ended with the budget and revenue schedule for the District. Some discussion followed, clarifying that the expense for the wildland radios will be covered by the Firehouse Sub Grant and reviewing the differences between operational and capital

funds. Funding from the Capital Mill Levy may only be used for capital purchases.

ACTION ITEMS: **Approval of Updated Board Governance and Meeting Policy Document.**

Trustee Holt moved to approve the **Board Governance and Meeting Policy Document**. Trustee MacLeod seconded the motion. The motion was unanimously approved.

ANNOUNCEMENTS: There will be a **strategic planning meeting of the CVFD Board of Trustees on May 1st at 8:30 am** at Station 1. The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **May 12, 2026**.

PRESENTATION: Office Manager Bloem read from a plaque presented to **Chairman Darren Wilkins** in appreciation of his service as a trustee for the Central Valley Fire District. Fire Chief Wittwer added appreciation for two and a half years of steady counsel in their meetings together and his leadership and service to the District.

ADJOURNMENT: The meeting was adjourned at 6:45 p.m.

Darren Wilkins, Chairman

Mark MacLeod, Secretary/Treasurer

ATTEST: _____
Debbie Bloem, Clerk

1:01 PM
04/22/26

Central Valley Fire
Reconciliation Summary
1100 - CVFD Checking, Period Ending 03/31/2026

		<u>Mar 31, 26</u>
1	Beginning Balance	3,518,542.30
	Cleared Transactions	
	Checks and Payments - 202 items	-1,213,131.36
	Deposits and Credits - 65 items	1,375,236.61
	Total Cleared Transactions	<u>162,105.25</u>
2	Cleared Balance	<u><u>3,680,647.55</u></u>
	Uncleared Transactions	
	Checks and Payments - 34 items	-117,406.14
	Total Uncleared Transactions	<u>-117,406.14</u>
3	Register Balance as of 03/31/2026	<u><u>3,563,241.41</u></u> ✓
	New Transactions	
	Checks and Payments - 179 items	-1,369,037.50
	Deposits and Credits - 48 items	83,609.27
	Total New Transactions	<u>-1,285,428.23</u>
4	Ending Balance	<u><u>2,277,813.18</u></u>

Verified by:
Wittwer *gaw 5.7.26*
Bloem *deb 5/7/26*
Honatke smh 5/4/26

- 1) Beginning Balance: This is the beginning checking account balance according to the County on 3/1/2026.
- 2) Cleared Balance: This is the ending checking account balance according to the County on 3/31/2026.
- 3) Register Balance: This is the ending checking account balance according to QuickBooks on 3/31/2026. 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 4/22/2026.

Central Valley Fire Expenditure Detail Report

Accrual Basis

April 2026

VERIFIED BY:

DATE:

Check Number

Vendor

Amount

VERIFIED BY:	DATE:	Check Number	Vendor	Amount
		2134713	AirNote, LLC (IT Consultant)	3,724.81 ✓
Wittwer	2/26/2026	2134714	Allegiance Benefit Plan Management (HRA Mgmt)	241.50 ✓
Bloem	5/7/2026	2134715	American Welding & Gas (Medical Supplies)	1,074.23 ✓
Honatke	SMH 5/4/2026	2134716	Balcer Ambulance Sales Corp (Apparatus Maint)	56.44 ✓
		2134717	Balco Uniform Co., Inc.	1,427.65 ✓
Prior Month		2134718	Belgrade Auto Parts, Inc.	2,609.62 ✓
Ending Check #	2134712	2134719	Belgrade Sales & Service, Inc. (Apparatus Maint)	29.30 ✓
		2134720	Benchmark Public Affairs, LLC (Professional Service)	5,000.00 ✓
Beginning Check #	2134713	2134721	Big Sky Fire Equip (Fleet Billable/App Maint)	10,423.33 ✓
Ending Check #	2134796	2134722	Big Sky Propane	595.27 ✓
		2134723	Blanton Contracting, LLC (Shop Building)	659,727.73 ✓
Voided Checks		2134724	Bozeman Chronicle	55.00 ✓
2134795		2134725	Egbert Plumbing, Inc. (St. 4 Remodel)	2,604.41 ✓
2134793		2134726	ESCI (GIS Services)	4,050.00 ✓
		2134727	Flow Tech, LLC (St. 2 Repair)	214.50 ✓
		2134728	Four Corners County W & S District	307.14 ✓
		2134729	Global Net (Internet)	238.00 ✓
		2134730	Hillyard (Station Supplies)	281.12 ✓
		2134731	Hyalite Engineers, PLLC (Shop Building)	158.00 ✓
		2134732	Interwest Tire Factory (Apparatus Maint)	2,935.40 ✓
		2134733	JDS Architects, Inc. (Shop Building)	395.00 ✓
		2134734	Kamp Implement Co (Apparatus Maint)	168.84 ✓
		2134735	Kendall Ford Lincoln of Bozeman	122.65 ✓
		2134736	Kenyon Noble Lumber Co (Shop Building)	485.05 ✓
		2134737	Life-Assist, Inc. (Medical Supplies)	7,271.76 ✓
		2134738	LN Curtis - Intermountain Division (Equip Repairs)	6,875.95 ✓
		2134739	MES Service Company, LLC (PPE)	2,907.00 ✓
		2134740	Montana Doorways Plus, Inc. (St. 1 Offices)	1,937.00 ✓
		2134741	Montana Linen	282.65 ✓
		2134742	Montana Occupational Health (Physicals)	8,519.00 ✓
		2134743	Montana Oil Supply, Inc.	699.00 ✓
		2134744	NAPA Auto Parts	142.95 ✓
		2134745	NorthWestern Energy, Inc.	73.32 ✓
		2134746	Paladin Background Screening (Hiring Expense)	207.00 ✓
		2134747	Peak CMS, LLC (Telephone System)	148.45 ✓
		2134748	Pintler Billing Services (EMS Billing)	8,420.66 ✓
		2134749	SAFEbuilt, LLC (Plan Review)	1,890.00 ✓
		2134750	U S Bancorp	26,045.57 ✓
		2134751	UPS Store #2899	106.18 ✓
		2134752	Vanguard Safety Wear (PPE)	167.99 ✓
		2134753	WEX Fleet Universal (Fuel)	9,879.48 ✓
		2134754	Alpha Overhead Door, Inc. (St. 1 Repair)	1,030.00 ✓
		2134755	Campbell Electrical Service, Inc. (St. 4 Remodel)	8,010.57 ✓
		2134756	RCN Communications, LLC (Craddlepoint)	4,183.68 ✓
		2134757	Belgrade Ace Hardware, Inc.	111.97 ✓
		2134758	MSU Fire Services Training School (Fire Instructor)	95.00 ✓

Central Valley Fire Expenditure Detail Report

2134759	Mutual of Omaha (EMS Overpayment Refund)	163.87 ✓
2134760	Montana State Firemens Association (Life Ins)	2,996.45 ✓
2134761	ADM Dirtworks (Snow Removal)	530.00 ✓
2134762	Allegiance Benefit Plan Management (HRA Mgmt)	267.75 ✓
2134763	Balcer Ambulance Sales Corp (Apparatus Maint)	1,701.45 ✓
2134764	Balco Uniform Co., Inc.	7,017.70 ✓
2134765	Black Stack Diesel (Fleet Billable)	4,120.00 ✓
2134766	Blackfoot Communications (Internet)	750.00 ✓
2134767	Blanton Contracting, LLC (Ballards)	2,500.00 ✓
2134768	BMB Emergency Medicine, LLC (Medical Officer)	1,000.00 ✓
2134769	Bridger Drilling, Inc. (Shop Building)	7,343.37 ✓
2134770	Consolidated Electrical Distributors (Shop Building)	57.64 ✓
2134771	Egbert Plumbing, Inc. (St. 4 Remodel)	536.80 ✓
2134772	FirstNet (Cell Phones)	574.33 ✓
2134773	Fisher's Technology (Copier Maint Agreement)	69.10 ✓
2134774	Four Corners County W & S District	307.14 ✓
2134775	Ghost Town Coffee Roasters, Inc.	105.60 ✓
2134776	Global Net (Internet)	79.00 ✓
2134777	Hillyard (Station Supplies)	210.31 ✓
2134778	Interwest Tire Factory (Apparatus Maint)	240.00 ✓
2134779	Kenyon Noble Lumber Co	2,296.83 ✓
2134780	L&L Site Services, Inc.	973.40 ✓
2134781	LN Curtis - Intermountain Division (Equip Repairs)	1,186.58 ✓
2134782	MES Service Company, LLC (PPE)	764.95 ✓
2134783	Montana Fiberglass, Inc. (Shop Building)	40,309.00 ✓
2134784	Montana Hose & Fittings (Shop Building)	1,056.68 ✓
2134785	Montana Occupational Health (Physicals)	4,709.00 ✓
2134786	Motor Power Equipment Co. (Apparatus Maint)	670.19 ✓
2134787	MSC Industrial Supply Co. (Apparatus Maint)	6,180.57 ✓
2134788	MSU Fire Services Training School (Fire Officer)	885.00 ✓
2134789	Northwest Fire Services, Inc. (Fleet Billable)	371.27 ✓
2134790	Northwest Safety Clean (PPE)	3,106.44 ✓
2134791	NorthWestern Energy, Inc.	6,548.64 ✓
2134792	Peak CMS, LLC (Telephone System)	148.45 ✓
2134794	Rattler Ranch, Inc. (Shop Building)	17,000.00 ✓
2134796	Scenic City Portables, Inc. (GVFA)	120.00 ✓
ACH	Navitas Credit Corp. (Telephone System)	372.95 -
ACH	Center for Public Safety Excellence (Accreditation)	4,064.00 -
ACH	TogetHR Consulting (HR Consultant)	5,982.60 -
ACH	Montana Dept. of Revenue (Shop Project)	6,663.92 -
ACH	RCN Communications (Cradlepoint)	4,445.80 -
ACH	Anderson, J. (Fire Officer Reimb)	600.00 -
ACH	White, D. (Employee Education Reimb)	1,380.00 -
ACH	Yung, B. (St. 1 Repair Reimb)	81.88 ✓
ACH	McClellan, C. (All Staff Meeting Exp Reimb)	364.55 ✓
Total		926,783.38

Central Valley Fire Expenditure Detail Report

4/3/26	Disbursed to Employees	144,074.89
	IRS	25,917.60
	St of MT	7,375.00
	MPERA	4,085.02
	FURS	39,736.51
	Mission Square	12,946.65
	Union	2,359.12
	CVF PAC & MT FF PAC	632.00
	Union Benevolence	382.56
	AFLAC	3,194.30
		<u>240,703.65</u>
4/17/2026	Disbursed to Employees	146,101.24
	IRS	27,553.36
	St of MT	7,698.00
	MPERA	3,843.29
	FURS	39,646.59
	Mission Square	13,263.80
	Unemployment	3,010.73
	Cigna	91,880.25
		<u>332,997.26</u>
	Operating Funds Account Balance 2/28/26	3,372,294.26
	March Revenue Deposited w/ Co. Treasurer	1,375,236.61
	March Expenditures	1,184,289.46
3	Operating Funds Account Balance 3/31/26	<u>3,563,241.41</u> ✓

Approved for Payment

Mark MacLeod, Sec/Treasurer

Date

Central Valley Fire
Payroll Summary
 April 2026

	Apr 26
Employee Wages, Taxes and Adjustments	
Gross Pay	
Base Wage	298,946.56
Holiday Pay (2)	1,510.06
Kelly Time	15,424.74
Sick Leave	5,604.96
Vacation Leave	17,566.36
Acting Captain	237.66
Acting Engineer	294.91
Additional Time	49,843.67
BC Acting Pay	692.08
Hourly	18,105.00
Hourly Overtime	1,130.59
Longevity Pay	3,978.98
OT - FLSA	1,076.40
Total Gross Pay	414,411.97
Deductions from Gross Pay	
457(b)	-12,335.12
AFLAC	-2,587.70
FURS Employee	-33,894.66
MPERA Employee	-3,690.85
Roth 457b Plan Emp.	-2,440.23
Total Deductions from Gross Pay	-54,948.56
Adjusted Gross Pay	359,463.41
Taxes Withheld	
Federal Withholding	-41,453.00
Medicare Employee	-6,008.98
MT - Withholding	-15,073.00
Total Taxes Withheld	-62,534.98
Deductions from Net Pay	
AFLAC.1	-606.60
CVF PAC	-508.00
MSFA Employee	-2,997.06
MT Pro FF PAC	-154.00
Union Dues	-2,359.12
UnionBenevolence	-127.52
Total Deductions from Net Pay	-6,752.30
Net Pay	290,176.13
Employer Taxes and Contributions	
Medicare Company	6,008.98
457(b) Company	11,435.10
FURS Employer	45,488.44
MPERA Employer	4,237.46
Unemployment - St of MT	1,036.04
Total Employer Taxes and Contributions	68,206.02

Central Valley Fire Budget vs. Actual July 2025 through April 2026

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Operating Income/Expense				
Income				
4000 · INCOME				
Tax Income (through 3/31/26)				
4600 · 20.30 Mills Base Levy	2,338,305.29	3,874,567.00	-1,536,261.71	60.4%
4601 · 10.000 Mills Voted Levy	1,151,896.84	1,908,127.00	-756,230.16	60.4%
4602 · 4.56 Mills Group Benefits	555,015.13	919,229.00	-364,213.87	60.4%
Total Tax Income	4,045,217.26	6,701,923.00	-2,656,705.74	60.4%
Non-Tax Income				
4203 · EMS Transport	978,642.73	850,000.00	128,642.73	115.1%
4220 · Burn Permits	72.00	500.00	-428.00	14.4%
4235 · Entitlement Payment	167,976.18	169,556.00	-1,579.82	99.1%
4300 · Investment Interest	243,804.04	157,000.00	86,804.04	155.3%
4310 · Miscellaneous	2,706.22	1,500.00	1,206.22	180.4%
4315 · Penalty and Interest	18,784.14	8,000.00	10,784.14	234.8%
4320 · Deployment/Standby Fees	352,056.30	250,000.00	102,056.30	140.8%
4325 · Subd. Review/ Inspection Fees	11,955.00	5,000.00	6,955.00	239.1%
4326 · Impact Fees	1,172.00	100.00	1,072.00	1,172.0%
4328 · CPR Training	1,345.00	2,500.00	-1,155.00	53.8%
4329 · Fleet Services	166,125.12	100,000.00	66,125.12	166.1%
4400 · Sale of Assets	5,023.99	2,500.00	2,523.99	201.0%
4012 · Donations	2,664.00	500.00	2,164.00	532.8%
4500 · Grants	0.00	100.00	-100.00	0.0%
Total Non-Tax Income	1,952,326.72	1,547,256.00	405,070.72	126.2%
Total 4000 · INCOME	5,997,543.98	8,249,179.00	-2,251,635.02	72.7%
Total Income	5,997,543.98	8,249,179.00	-2,251,635.02	72.7%
Gross Profit	5,997,543.98	8,249,179.00	-2,251,635.02	72.7%
Expense				
5200 · PERSONNEL				
5210 · PAID STAFF				
5211 · Payroll Expenses				
5213 · FURS/PERS/457b	643,234.18	766,467.00	-123,232.82	83.9%
5214 · Health Insurance	955,574.33	1,403,390.00	-447,815.67	68.1%
5215 · HRA disbursements to employees	39,946.75	128,800.00	-88,853.25	31.0%
5216 · Medicare	63,261.09	77,359.00	-14,097.91	81.8%
5218 · MT St Unemployment Insurance	10,907.09	13,338.00	-2,430.91	81.8%
5231 · Career Workers Comp	173,508.23	290,000.00	-116,491.77	59.8%
Total 5211 · Payroll Expenses	1,886,431.67	2,679,354.00	-792,922.33	70.4%
5220 · Salary & Wages	3,755,785.61	4,567,169.00	-811,383.39	82.2%
5224 · Longevity Pay	38,755.96	48,651.00	-9,895.04	79.7%
5229 · Acting Pay	22,270.10	44,285.00	-22,014.90	50.3%
5225 · Overtime	544,478.80	675,000.00	-130,521.20	80.7%

Central Valley Fire Budget vs. Actual July 2025 through April 2026

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
5233 · Recruitment & Retention	3,207.30	5,000.00	-1,792.70	64.1%
5235 · HIRING EXPENSES	5,643.86	10,000.00	-4,356.14	56.4%
Total 5210 · PAID STAFF	6,256,573.30	8,029,459.00	-1,772,885.70	77.9%
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	2,430.00	4,000.00	-1,570.00	60.8%
Total 5250 · VOLUNTEER STAFF	2,430.00	51,000.00	-48,570.00	4.8%
5270 · HEALTH & WELLNESS/OSHA				
5271 · Fitness	1,971.36	3,500.00	-1,528.64	56.3%
5272 · Physicals	23,314.00	20,000.00	3,314.00	116.6%
5273 · Health & Safety	11,892.76	13,791.00	-1,898.24	86.2%
Total 5270 · HEALTH & WELLNESS/OSHA	37,178.12	37,291.00	-112.88	99.7%
Total 5200 · PERSONNEL	6,296,181.42	8,117,750.00	-1,821,568.58	77.6%
5300 · OPERATIONS				
5301 · Customer Credit Card Usage Fee	2,755.39	3,500.00	-744.61	78.7%
5310 · ELECTIONS	0.00	30,000.00	-30,000.00	0.0%
5320 · INSURANCE	60,118.00	67,800.00	-7,682.00	88.7%
5400 · APPARATUS				
5411 · Fuel & Oil	70,773.24	80,000.00	-9,226.76	88.5%
5412 · Fleet Services - Billable	67,812.85	33,000.00	34,812.85	205.5%
5420 · Apparatus R & M	77,398.07	105,000.00	-27,601.93	73.7%
5460 · Apparatus R & M Labor	0.00	3,000.00	-3,000.00	0.0%
5455 · Equipment Annual Testing	20,744.63	25,000.00	-4,255.37	83.0%
5456 · Equipment R & M	5,887.54	13,600.00	-7,712.46	43.3%
5457 · Shop Tools	5,807.72	5,000.00	807.72	116.2%
Total 5400 · APPARATUS	248,424.05	264,600.00	-16,175.95	93.9%
5500 · FACILITIES R & M				
5510 · Buildings & Grounds	48,949.99	91,000.00	-42,050.01	53.8%
5520 · Communication				
5521 · Cell Phone Service	14,289.63	16,200.00	-1,910.37	88.2%
5522 · Equipment	0.00	100.00	-100.00	0.0%
5525 · Telephone Lines	5,214.00	6,300.00	-1,086.00	82.8%
5526 · Internet/Cable	14,472.07	17,000.00	-2,527.93	85.1%
Total 5520 · Communication	33,975.70	39,600.00	-5,624.30	85.8%
5530 · Leases	24,781.20	30,781.00	-5,999.80	80.5%
5541 · Electricity/Natural Gas/Propane	57,907.79	82,500.00	-24,592.21	70.2%
5542 · Garbage/Water/Sewer	12,502.20	15,500.00	-2,997.80	80.7%
Total 5500 · FACILITIES R & M	178,116.88	259,381.00	-81,264.12	68.7%
5600 · PROFESSIONAL SERVICES				
5601 · Attorney	200.00	12,000.00	-11,800.00	1.7%
5603 · Auditor	12,500.00	25,000.00	-12,500.00	50.0%

Central Valley Fire Budget vs. Actual July 2025 through April 2026

	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
5605 · Business Subscript/Memberships	6,577.80	7,500.00	-922.20	87.7%
5606 · Billing Services Med. Transport	78,262.68	68,000.00	10,262.68	115.1%
5609 · HR Consultant	11,310.58	10,000.00	1,310.58	113.1%
5611 · IT Consultant	28,540.13	30,000.00	-1,459.87	95.1%
5613 · Medical Control Officer	10,000.00	12,000.00	-2,000.00	83.3%
5616 · Accreditation	37,354.80	53,800.00	-16,445.20	69.4%
5614 · Other Professional Consultants	27,786.00	100,350.00	-72,564.00	27.7%
Total 5600 · PROFESSIONAL SERVICES	212,531.99	318,650.00	-106,118.01	66.7%
5630 · PUBLIC OUTREACH				
5631 · Advert/Notices/Public Rel.	1,685.19	5,000.00	-3,314.81	33.7%
5632 · Meetings	7,158.60	5,500.00	1,658.60	130.2%
5633 · Fire Prevention/Education	6,610.29	15,000.00	-8,389.71	44.1%
5635 · Awards, Ceremonies, Gifts	4,011.22	12,000.00	-7,988.78	33.4%
Total 5630 · PUBLIC OUTREACH	19,465.30	37,500.00	-18,034.70	51.9%
5650 · SUPPLIES				
5651 · IT Supplies	95,628.38	95,000.00	628.38	100.7%
5652 · Medical Supplies	58,784.41	82,000.00	-23,215.59	71.7%
5653 · Office Supplies	7,735.36	10,000.00	-2,264.64	77.4%
5654 · Operating Supplies(consumables)	13,168.86	25,500.00	-12,331.14	51.6%
5656 · PPE consumables	18,790.98	15,000.00	3,790.98	125.3%
5659 · Uniforms	36,041.93	45,000.00	-8,958.07	80.1%
5660 · Hazmat Supplies	396.64	5,500.00	-5,103.36	7.2%
5661 · Deployment expenses to be reimb	46,256.18	0.00	46,256.18	100.0%
5662 · Transport Expense	182.62	0.00	182.62	100.0%
Total 5650 · SUPPLIES	276,985.36	278,000.00	-1,014.64	99.6%
5670 · TRAINING/EDUCATION				
5671 · Education - Out of District	6,798.36	32,550.00	-25,751.64	20.9%
5672 · Employee Education Reimbmnt	1,380.00	16,000.00	-14,620.00	8.6%
5673 · Supplies	4,040.87	13,125.00	-9,084.13	30.8%
5674 · Training - In District	28,693.44	39,375.00	-10,681.56	72.9%
5675 · Training - Administration	6,015.02	14,000.00	-7,984.98	43.0%
5677 · GVFA	350.00	13,000.00	-12,650.00	2.7%
5678 · Paramedic Assistance Program	34,632.65	120,575.00	-85,942.35	28.7%
Total 5670 · TRAINING/EDUCATION	81,910.34	248,625.00	-166,714.66	32.9%
5700 · NON-CAPITAL EQUIPMENT				
5701 · Fire Hose	198.37	10,000.00	-9,801.63	2.0%
5702 · IT/Communications	3,114.00	17,500.00	-14,386.00	17.8%
5704 · SCBA	2,773.47	3,175.00	-401.53	87.4%
5705 · Tools & Equipment	8,394.59	16,000.00	-7,605.41	52.5%
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	17,625.58	26,650.00	-9,024.42	66.1%

Central Valley Fire Budget vs. Actual July 2025 through April 2026

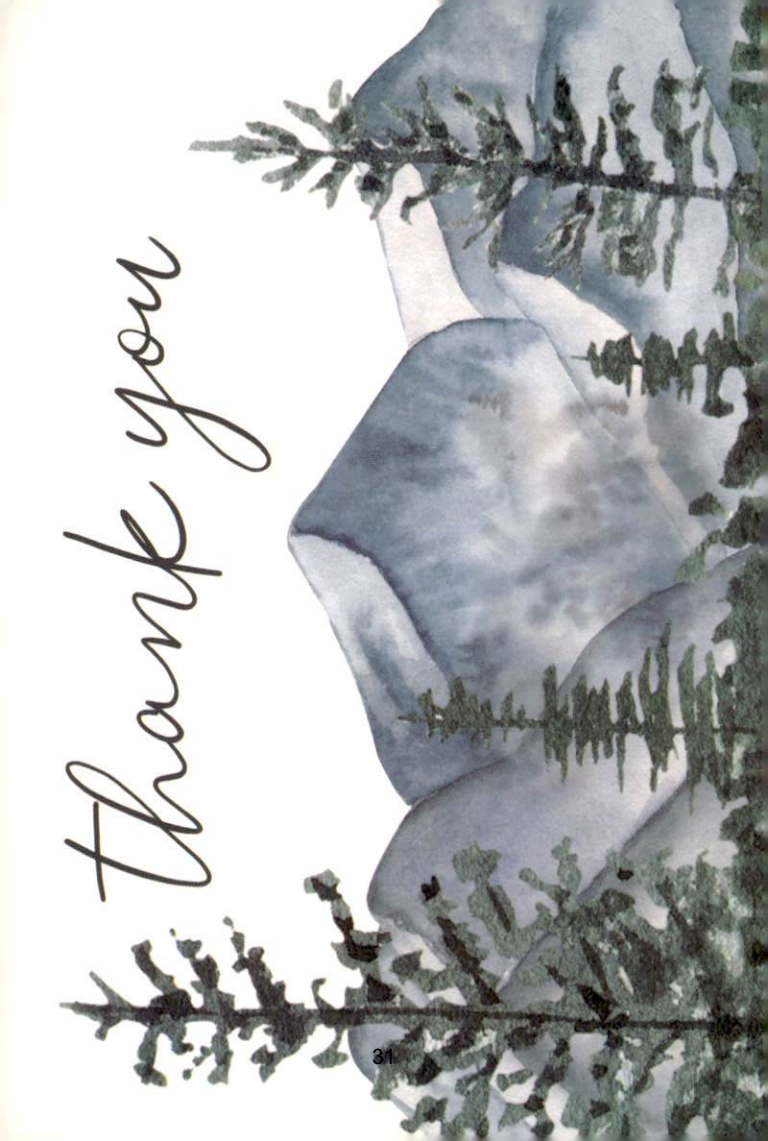
	Jul '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Total 5706 · EMS Equipment	47,975.58	57,000.00	-9,024.42	84.2%
5707 · Wildland Tools & Equipment	4,648.58	12,000.00	-7,351.42	38.7%
Total 5700 · NON-CAPITAL EQUIPMENT	67,104.59	115,675.00	-48,570.41	58.0%
9998 · Uncoded CCD/Vendor Invoices	22,857.35	0.00	22,857.35	100.0%
Total 5300 · OPERATIONS	1,170,269.25	1,623,731.00	-453,461.75	72.1%
Total Expense	7,466,450.67	9,741,481.00	-2,275,030.33	76.6%
Net Operating Income	-1,468,906.69	-1,492,302.00	23,395.31	98.4%
Reserve Income/Expense				
Reserve Income				
4603 · 14 Mills Voted Levy (through 3/31/26)	1,612,429.24	2,671,053.00	-1,058,623.76	60.4%
4450 · Loan Proceeds	4,174,156.57	0.00	4,174,156.57	100.0%
Total Reserve Income	5,786,585.81	2,671,053.00	3,115,532.81	216.6%
Reserve Expense				
5000 · CAPITAL IMPROVEMENT				
5120 · CAPITAL RESERVE				
5121 · Apparatus	1,580,781.82	1,552,500.00	28,281.82	101.8%
5122 · Facilities	3,333,342.79	572,875.00	2,760,467.79	581.9%
5123 · Equipment	280,307.00	280,003.00	304.00	100.1%
Total 5120 · CAPITAL RESERVE	5,194,431.61	2,405,378.00	2,789,053.61	216.0%
Total 5000 · CAPITAL IMPROVEMENT	5,194,431.61	2,405,378.00	2,789,053.61	216.0%
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	5,618,736.38	2,829,683.00	2,789,053.38	198.6%
Net Reserve Income	167,849.43	-158,630.00	326,479.43	-105.8%
Net Income	-1,301,057.26	-1,650,932.00	349,874.74	78.8%

Reserve Balances as of 3/31/2026

Apparatus Reserves	\$1,578,943.43
Facility Reserves	\$1,254,838.23
Equipment Reserves	\$71,710.38
Undesignated Reserves	\$397,353.36
Total	\$3,302,845.40

Operating Cash Balance as of 4/30/26 \$2,191,331.33

Thank you



4/28/2026

Dear Chief Jay and Central
Valley Fire Department,
Thank you all for the
very touching ceremony
honoring my husband,
Brett Waters. I can not
tell you how much I
appreciate the time and
effort you put into
that day. You have a
beautiful station and it
is so nice to see
Central Valley Fire going
in a good direction.

Very Sincerely,
Landy Waters

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P.S. I remember most everyone, but my

daughters remembered Everyone.
Sheena especially remembered
you, P.J.

April 28, 2026

Dear Chief Jay and Central Valley Fire Department,

Thank you all for the very touching ceremony honoring my husband, Brett Waters. I can not tell you how much I appreciate the time and effort you put into that day. You have a beautiful station and it is so nice to see Central Valley Fire going in a good direction.

Very sincerely,

Sandy Waters

P.S. I remember most everyone, but my daughters remembered Everyone. Sheen especially remembered you, P.J.



Often the crews hear words of appreciation from individuals while they are out in the community doing normal business. Recently B Shift was at the grocery store purchasing food for their shift and a resident named Lonnie, stopped Captain Polzin and insisted that the crew accept a \$200 donation. Her father was a fire chief, and she loved growing up around the fire service.



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: May 12, 2026

RE: April 2026 – Fire Chief’s Report

Operations Report

- a. Operation has one member that resigned on May 6, to take a job out of state. The entry level Firefighter who is filling that position, is well into our joint fire academy that started on April 13th. Positive reports are being received from academy staff concerning the CVFD personnel.

- b. Wildland Team
 - i. Processes for 2026 season have been updated.
 - ii. Wildland Teams are finishing their wildland refresher certifications. We are working with local and state resources for Red Cards on our deployable personnel.
 - iii. Onboarding 3 seasonals including an engine boss.
 - iv. Team was deployed for 7 days to Eastside Wildland Fire near Red Lodge

- c. Equipment updates
 - i. Wildland Radios - new purchase using the Grant from Fire House Sub.
 - ii. Surplusage of unused radios
 - iii. Updates to system wide radios throughout March and April

- d. Incident Response
 - i. EMS Incidents: 139
 - ii. Total Incidents: 246 - total

Training Division Report

- a. During the month of April there was a heavy lift to support the joint fire academy that started on April 13th.
- b. New vendor (Bozeman Health) for our BLS and CPR Certifications has been established with many requirements to meet their processes.
- c. First outside CPR class was taught on April 26 using this new vendor's processes. 14 People attended the training at Lewis & Clark Caverns State Park.
- d. Wildland training - Red Card and other certs to take place throughout April.
- e. During the month of April, personnel participated in a variety of training activities focused on enhancing operational readiness, technical rescue capabilities, and leadership development.
- f. Swiftwater rescue training - all new members and current members re-certified with swim test
- g. High angle rescue training is on-going
- h. Company-level training throughout the month of April.
- i. Overall, April training efforts reflected a continued commitment to operational excellence, safety, and professional development across all levels of the organization.

Fire Prevention Report

- a. Fire Prevention has one vacancy that will not be filled at this time.
- b. Deputy Fire Marshal Yung worked on more Fleet Building check off lists throughout April.
- c. Fire Prevention facilitated 3 tours.
- d. Staff continued to facilitate assistance with the District's budget process.
- e. Fleet Building - movement of tools, equipment, and final of the fleet services facility.

EMS Division Report

- a. EMS Division Chief Pat Songer started on April 13.
- b. SAMSHA Grant is now open.
- c. Total EMS calls for April: 139
- d. Breakdown of new 12-hour Ambulance unit: M5-2: 49 April incidents, including 11 Interfacility Transports
 - i. Preliminary April numbers:

1. 49 calls for service, part of 139 calls listed above.
2. 11 IFTs are part of the 49 transports.

April EMS Activity Summary for Board Report

During my first three weeks as EMS Chief, I have been focused on understanding the current EMS system, reviewing available data, evaluating operational processes, and identifying the key areas that need continued attention. This is still an early assessment, but the initial review has helped identify several priorities around staffing, deployment, documentation, revenue, policy, and quality improvement.

EMS activity remained steady in April, with 139 EMS related incidents, representing approximately 56.5% of total response activity. Nearly half of EMS incidents were dispatched at Charlie, Delta, or Echo acuity levels, which reinforces the importance of maintaining ALS readiness, reliable deployment, and strong clinical documentation.

Medic 5-2, the District's reserve medic unit, responded to 49 April incidents, including 11 Interfacility Transports. The unit is currently staffed daily for 12 hours to support interfacility transports, flight team activity, and backup coverage for the 911 system during peak demand. This additional capacity is helping support current operations while we continue to evaluate overall EMS demand, transport volume, overlapping call activity, and future staffing needs.

Staffing and reserve capacity planning remained a focus in April. Work continued on EMT and paramedic postings, reserve staffing review, and temporary coverage planning. Initial review shows the need to strengthen reserve depth and clarify the reserve model to better support peak demand, vacancies, special events, and periods of overlapping EMS calls.

Financial review also continued around EMS revenue opportunities, rescue billing, resident fees, ambulance rate adjustments, Life Flight contract considerations, and medical cost allocation. This work is intended to build a clearer picture of EMS cost recovery and long-term operational sustainability.

Operational readiness work included review of current EMS SOGs, standardizing formatting, identifying needed reserve SOGs, developing an EMS turn down log, and improving documentation processes within FirstDue. These efforts are focused on improving consistency, accountability, and day-to-day EMS reliability.

Quality improvement work included participation in state EMS quality discussions focused on QA structure, measurement, goal setting, PDSA testing, monthly QI reporting, dashboards, and Board level QA measures. The goal is to continue moving EMS performance review toward a more structured, data driven process that supports clinical quality and operational improvement.

Community Involvement & Education

- a. On-going CPR and First Aid Classes continue to be held at CVFD and the Belgrade Library. Future CPR & AED class to be offered at Reese Creek Community Building in early Summer, date TBD.
- b. AED program prep for the AED donation (local business donations covered the costs, working close with the Volunteer FF Association) presented to the Belgrade Little League Baseball organization on April 11, along with the display of the large American flag using the ladder truck as a pole. We did this again on April 19, with the flag. This celebrates the opening of the seasons for each the levels in this community baseball program.
- c. COT (Community Outreach Team). Bimonthly meetings have produced a new vendor for our CVFD Website; Streamline was selected. March held the finishing touches to the transition, go-live date of took place on April 13. The vendor is set up for beta users to forward ideas and comments through the site, that should assist us with enhancing processes on our website.
- d. April prep for open house events at each fire station during 2026. The first was a success at Fire Station 2 on April 14. There were 11 community members that attended. Following this Board meeting, we focused on sharing information, plans and provide education to the public.
- e. The next Board Meeting / Open House at Fire Station 3 to will take place on June 9, 2026.

Accreditation Process - Center for Public Safety Excellence – Based on Quality Improvement

- a. Accreditation Officer, Battalion Chief White:

Executive Summary

Over the past month, we have made solid progress on our accreditation efforts. We established seven planning zones within the district to better organize and analyze our data, and we completed our initial critical tasking to determine the Effective Response Force for each call type, with continued work underway to refine and standardize those ERFs. The Accreditation Manager attended the Quality Improvement for Fire and Emergency Services course and is currently enrolled in the Peer Assessor Program to support our preparation for future site visits and the Commission interview. Chief Zlomie is also assisting with obtaining and organizing data through ESCI to support our analysis. We remain on track to complete the Community Risk Assessment and Standards of Cover by August, with a goal of sitting for the Commission within one year of completion. Chief Songer has integrated quickly into the process and is already providing valuable experience, mentorship, and guidance to our accreditation efforts.

1. Establishment of Planning Zones

- Developed seven (7) planning zones within the district.
- These zones will allow for more accurate analysis of:
 - Response times.
 - Call distribution.
 - Resource deployment.
- This framework supports a more precise and data-driven Community Risk Assessment and Standards of Cover (CRA/SOC).

2. Effective Response Force (ERF) Development

- Completed initial critical task analysis for various incident types.
- Established baseline Effective Response Force (ERF) requirements based on operational needs.
- Currently refining ERF models to ensure:
 - Alignment with district capabilities

- Consistency across call types
- Defensible, standards-based deployment decisions

3. Professional Development and Accreditation Readiness

- Accreditation Manager completed the Quality Improvement for Fire and Emergency Services course.
- Currently enrolled in the Peer Assessor Program to:
 - Prepare for future site visits.
 - Strengthen internal understanding of CFAI expectations.
 - Enhance readiness for Commission review.

4. Leadership Engagement

- Chief Songer has integrated into the accreditation process and is actively contributing.
- His experience has provided valuable mentorship, perspective, and guidance as we continue to develop our accreditation framework.

Current Focus / Next Steps:

- Continue refinement and validation of ERF models.
- Advance development of the Community Risk Assessment and Standards of Cover (CRA/SOC).
- Continue internal data collection and analysis within established planning zones.

Strategic Timeline

- CRA/SOC Completion Target: August 2026
- CFAI Commission Readiness Goal: Within 12 months of CRA/SOC completion

Summary

The district is making steady, measurable progress toward accreditation. Recent efforts have strengthened our operational analysis, improved our data capabilities, and enhanced our internal expertise. These steps position the organization well to complete the CRA/SOC and move confidently toward Commission review.

Revenue Enhancement Process

- a. The District's strategic plan, continues to be a guide for our processes.
- b. A number of efforts have increased revenues within the EMS Division. M5-2 continues to be successful in providing a high level of service to our communities and our partners in the Gallatin area.
- c. Administration continues to provide a reporting document to keep the Board informed on a monthly basis with tracking the programs that are in place. We are currently working on identifying best practices across the nation, to address operations and reporting efforts.

County Wide EMS System

- a. The County wide Administration and Operational groups continue working to establish a plan that will bring a sustainable EMS system to the greater Gallatin area.
- b. Trustee Holt, Chiefs Wittwer, Hurley and Songer have been and will join the monthly meetings. An operational plan has been submitted, that should be forwarded to the EMS Administration group for a review and edits, by early April.

Report on City of Belgrade and District development projects

Oral report regarding projects within the District and the City of Belgrade, highlighting how these will affect CVFD with our service model.



INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 4939



To: CVFD Board of Trustees
From: IAFF Local 4939 Central Valley Firefighters
Date: May 6, 2026
Re: Local 4939 Report for May 12, 2026

Trustees,

This past month has highlighted the efforts that labor can have on an organization. Local 4939 members remained engaged with the public through the month of April and the effect of that work has been shown on the regional and local levels.

On May 1st, the Scholarship Committee of Central Valley Firefighters awarded 2 \$500 scholarships to high school seniors that live within the District. Multiple essays with a focus on leadership were submitted by future graduates and graded by our committee. This is a great example of how the labor group remains invested in the future of our communities

Local 4939 members that stand on the Wildland teams were deployed both nationally and locally. A team was sent to Nebraska, a region experiencing historical wildfires, and were utilized by local resources to prepare for fire starts. More recently, a team of 2 members responded to the East Side Fire outside of Red Lodge. These members worked alongside other resources from the Gallatin Valley and performed work on active fire suppression. Labor members are always ready to help a neighbor in need, both near and far.

Central Valley Firefighters were also present for the raising of the flag on opening day for both “major league” and “minor league” children’s baseball. Members were able to interact with community members and honored a long tradition in respecting the flag for this local event.

Finally, the Political Action Committee (PAC) of Local 4939 was pleased to read the preliminary results from the CVFD Board of Trustees election. Firefighters endorsed both Joel Fassbinder and Ron Murray. Both of which were successful in their bids and will serve on the Board. PAC worked hard for these campaigns to be positive and we are all proud of their work. We look forward to working with Trustee Fassbinder and continuing to work with Trustee Murray to create a better organization that looks after its laborers and exceptionally serves the community.

In Solidarity, Nick Stinson, Local 4939 President



Central Valley Fire District Volunteer Association
215 Wings Way
Belgrade, MT 59714

To: CVFD Board of Trustees

From: Glenn Bradbury, CVFD Volunteer Association President

Date: May 12, 2026

RE: May 2026 – CVFD Volunteer Association Report

Members of the Board,

-The new volunteer fire academy has concluded and we have 11 new firefighters. Now that the academy has finished the volunteers will be focusing on completing the Montana FSTS Firefighter 1 certifications for those who do not currently have them.



MEMORANDUM
TO: Gallatin County Special Districts & Libraries
FROM: Aaron Mitchell, Chief Financial Officer
DATE: April 1, 2026
SUBJECT: Fiscal Year 2026-2027 Budget Preparation

Please see the attached Budget Request packet for Fiscal Year 2026-2027
Once completed, submit requests **electronically** to finance@gallatin.mt.gov or mail to:
Gallatin County Finance Department
311 West Main St Rm 304
Bozeman, MT 59715

PLEASE RETURN ALL COMPLETED FORMS BY FRIDAY, MAY 22, 2026

In order for your requests to be considered by the County Commissioners, please comply with the requirements below:

1. Revenue and Expenditure budget forms must be completed in detail.
 - * Include the Current Year Budget, Estimated Year-End and requests for the upcoming year.
 - * When completing the Revenue Budget Form, be sure to specify if you'd like to maximize mills, utilize a set number of mills, or list the specific dollar amount in mills requesting.
 - * Include all debt payments on the Expenditure Form.
 - * If plan to use money set aside in prior years for Capital Reserves or Fire Impact Fees, indicate the reason, amount and a description of how the cash is to be used.
 - * Utilization of Fire Impact Fees should include how the purchase will enhance the Department's capabilities, as outlined in the county Impact Policy.
2. The submitted Budget must be signed by a quorum of the board members, if applicable, or the Director of the Agency.

If you have questions regarding the preparation of the Budget Request or if this Budget Packet was sent to the wrong individual/ mailing address, please contact us @ 406-582-3094 or finance@gallatin.mt.gov.

REMINDER: Districts that write their own **warrants**, a list of **outstanding warrants** must be submitted to Finance by no later than **Friday, July 17, 2026**, or within 5 days of receiving June 2026 Treasurer's Report.

ANNUAL REVENUE ESTIMATES				
DESCRIPTION	FY 25-26 CURRENT BUDGET	FY 25-26 ESTIMATED YEAR END	FY 26-27 REQUESTS	COMMENT
INTEREST				
FIRE INSURANCE COMP				
2% MOTOR VEHICLE TAX				
CONTRIBUTIONS/DONATIONS				
FIRE IMPACT FEES				
CONTRACTS				
TAXES- PENALTY/INTEREST				
MISCELLANEOUS REVENUE				
LOAN/BOND REVENUE				
OTHER INCOME				
COUNTY CONTRIBUTION				
SUBTOTAL				
PER UNIT FEE @ \$ _____/UNIT				
REAL PROPERTY TAXES				
PERSONAL PROPERTY TAXES				
MILL LEVY				
SUBTOTAL				
TOTAL REVENUE				

FISCAL YEAR 2026-2027 **REQUESTED:** (select one only)

NUMBER OF MILLS	DOLLAR AMOUNT	MAXIMUM MILLS
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ANNUAL EXPENDITURE REQUESTS				
DESCRIPTION	FY 25-26 CURRENT BUDGET	FY 25-26 ESTIMATED YEAR END	FY 26-27 REQUESTS	COMMENT
SALARIES/WAGES				
EMPLOYER CONTRIBUTIONS				
SUBTOTAL				
OFFICE/OPERATING SUPPLIES				
OIL/GAS				
UTILITIES				
REPAIR /MAINTENANCE				
TRAVEL				
TRAINING				
PROFESSIONAL SERVICES				
CONTRACT/DONATIONS				
DEBT PAYMENT - PRINCIPAL				
DEBT PAYMENT - INTEREST				
SUBTOTAL				
USE OF FIRE IMPACT FEES				
SUBTOTAL				
CAPITAL OUTLAY (This year)				FROM OUTLAY FORM
CAPITAL RESERVE (Future)				FROM RESERVE FORM
SUBTOTAL				
TOTAL EXPENDITURES				

FY 2026-2027	DISTRICT NAME:	
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MAILING ADDRESS:	
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BUDGET DOCUMENTS WILL BE FORWARDED TO THE FOLLOWING PRIMARY CONTACT. IF DOCUMENTS ARE UNDELIVERABLE TO THE PRIMARY CONTACT, THEY WILL BE SENT TO THE SECONDARY CONTACT. **EMAIL IS PREFERRED** DELIVERY OF DOCUMENTS.

PRIMARY CONTACT PERSON:	
TITLE:	
PHONE NUMBER:	
E-MAIL ADDRESS:	
MAILING ADDRESS (if different than above):	

SECONDARY CONTACT PERSON:	
TITLE:	
PHONE NUMBER:	
E-MAIL ADDRESS:	
MAILING ADDRESS (if different than above):	

SIGNING AUTHORITY INFORMATION

#1 SIGNATORY:	
TITLE:	
#2 SIGNATORY:	
TITLE:	