



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: March 4, 2026
RE: March 10, 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, March 10, 2026, 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
- FY27 Budget Process Update
- Discussion and approval of location options for Board Meetings and Open Houses
- Updating Board of Trustee Meeting Processes

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:

March 8th – Leukemia & Lymphoma Society Firefighter Stairclimb, Seattle, Washington
April 3rd – Open house at Belgrade Library, for one year Anniversary Celebration
April 14th – 5:30pm Board Meeting and Open House at Station 2
May 5th - 7th – Brainard Farm Fair

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

AGENDA: March 10, 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

ROLL CALL:

MINUTES APPROVED: February 10, 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

Operations Report

Fire Prevention Report

Local 4939 Report

CVFD Volunteer Association Report

Trustee Report

Reports approved

ORDER OF BUSINESS:

DISCUSSION ITEMS:

- FY27 Budget Process Update
- Location Options for Combining Board Meetings with Station Open Houses

ACTION ITEMS:

- Discussion and Possible Action Regarding Board of Trustees Meeting Processes

ANNOUNCEMENTS: Next regular meeting date is: April 14, 2026, immediately following the Quarterly Meeting of the IFC Board of Appeals

ADJOURNMENT:



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

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

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

DATE: February 10, 2026

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	

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

GUESTS/VISITORS: Stephen McAdams, Becca Locke, Ryan Olson, Samantha Honatke, Justin Monroe, Dylan White, Olivia George, Jeff Royce, Deanna Yung, Collin Brozka, Sean Rodino II, Michael Hilbert, Nick Stinson

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

Chairman Wilkins led the Pledge of Allegiance.

AGENDA: As presented.

MINUTES: Trustee Holt moved to approve the **January 13, 2026 minutes** as submitted. Trustee Murray seconded the motion. The motion was unanimously approved.

Trustee Holt inquired whether the move from T-Mobile to AT&T was savings related or service related. Fire Marshal Zlomie responded that it was due to priority bandwidth.

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

COMMUNICATIONS: Central Valley Fire District received a thank you for the use of the Training Classroom by the **4H Beef Project**. The department also received a thank you from the 18-21 Transitions class for their **tour of Station 1** and noting that they particularly enjoyed the jaws of life and “driving” the fire truck.

PUBLIC COMMENT: None.

FIRE CHIEF REPORT: As submitted.

Chief Jay Wittwer reported that the new EMS Division Chief, Pat Songer will begin employment with the department on April 15th. A social media post will follow soon.

Chief Wittwer asked BC White and BC Monroe to come forward. Each of the three BC’s, including BC Stratman have completed Fire Officer III which is unusual. BC White and BC Monroe have both worked hard to achieve the **Chief Fire Officer** designation through CPSE. This is a significant step to Executive Leadership. BC Monroe thanked Chief Wittwer for his vision in encouraging this pursuit. BC White added that most CFO’s are in larger, busier departments

and appreciated the support of the leadership as well as his crew in this accomplishment.

Chief Wittwer reported that the new **Streamline website** is almost ready to be put online with some community testing coming up soon. Regularly scheduled **open houses** rotating through each of the stations, beginning with Station 2, will begin in February or March. CPSE **Community Risk Assessment/Standards of Cover** classes, working towards accreditation, are now rescheduled for February 18th and 19th.

Revenue enhancement processes continue.

OPERATIONS REPORT: As submitted.

Deputy Chief Jeff Hurley reported on **incident responses** and that Medic 5-2 calls have increased off this month. **BC Stratman** has slowed his CFO process to head up the EMS Division until the new EMS Division Chief, Pat Songers is able to begin with the department in April.

He also reported on the **specialty teams** and the outreach that the teams provide through multiple agency training while also enhancing the capabilities of the crew in emergency responses. In answer to a question from Chairman Wilkins, DC Hurley replied that the while the **seasonal Wildland Team** will begin in May, the department has members who have wildland certifications and are prepared to report for a deployment at any time. **Captain Anderson** continues to be very active in developing the Wildland Division and he and FM Zlomie are working on defense communication for rural residents.

FIRE PREVENTION REPORT: As submitted.

Fire Marshal Zlomie presented the system reporting from last year compared to January of 2026. **Fire Inspector Dyas** has officially retired as February 6th with well wishes from the department. FM Zlomie reported that work on the **new website** continues with plans for it to go live on April 1st. The department has migrated **from T-Mobile to AT&T FirstNet** as mentioned

during the Financial Reports. There are additional services available through FirstNet for large incidents as needed.

LOCAL 4939 REPORT:

As submitted.

Union President Nick Stinson reported on outreach efforts from the Union to the community with **two scholarships for high school seniors**. The Stairclimb Team is hosting a fundraiser at the Picklr for the **Leukemia & Lymphoma Society**. Union members are actively supporting the development of the **EMS Reserve program**. He recognized Chief White and Chief Monroe for their accomplishment in achieving Chief Fire Officer. President Stinson extended an invitation to participate in a **ride along** to get a clearer view of what the department does each day.

VOLUNTEER REPORT:

As submitted.

Volunteer Becca Locke reported that a new **volunteer fire academy** began on February 4th with fourteen participants, eleven of which are EMS members along with three new volunteers. Three current volunteer members are participating in the **LLS Stairclimb in Seattle** on March 8th. Volunteers also are active in assisting with **community outreach**, such as supporting CPR classes through the library.

TRUSTEE REPORT:

Trustee Ramie Blakeman reported that after further research, the practice of having **individual conversations between elected officials and the public** is supported by the Montana Constitution. If this was not the case, it could be construed as a gag order, preventing unofficial conversations when trustees are out in the community. One on one conversations may not include commitments to policy decisions by a board member, but policies may be explained one on one. Three or more members are a quorum and may not gather to discuss business or to make decisions. If three or more trustees meet to discuss business or make decisions, an open meeting notice must be published and minutes must be recorded. **Public comment opportunities are only required in relationship to action items or board decisions**. In this way the public has an opportunity to weigh in before action

is taken. These findings are referenced in Montana Constitution article 2, section 8; article 2, section 9; article 13, section 35; article 2, section 3, 201; 2, 3, 202; 2, 3, 203; the DOJ on open meetings with the Attorney General on four rulings and the Montana Supreme Court regarding four cases, with special attention to Flint and Hancock.

Trustee Blakeman contacted the Election Office to obtain information regarding how the last **Mill Levy Election results were reflected according to precinct**. One observation is that the further the voter resides from Stations 1 and 3, the increased percentage of no votes. Station 2 area voted no at an increased rate. In 2023 the District's precinct map changed. This type of information should help inform where further outreach is needed. Trustee Blakeman also noted that there has been seventy percent growth in the District since Covid and impact fees and additional revenue is not being realized with that growth.

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

ORDER OF BUSINESS:

DISCUSSION ITEMS:

FY27 Budget process update.

Chief Wittwer distributed a timeline for the FY27 Budget process. The preliminary budget process is moving forward.

ACTION ITEMS:

Consideration and Adoption of Resolution 252610 updating the Reimbursement of Expenditures for the Fleet Services Facility Loan.

Chief Wittwer thanked Financial Manager Samantha Honatke for her extraordinary efforts to work with the attorney to make sure that the necessary resolutions for the loan processes were completed. Financial Manager Honatke explained that this resolution simply updates the previous loan resolution to expand the timeline for submitting expenses in order to access funds from the loan for the Fleet Facility.

Trustee MacLeod moved to adopt **Resolution 252610**. Trustee Holt seconded the motion. The motion was unanimously approved.

ANNOUNCEMENTS: The next regular meeting of the Central Valley Fire District Board of Trustees is scheduled for **March 10, 2026**.

ADJOURNMENT: The meeting was adjourned at 6:14 p.m.

Darren Wilkins, Chairman

Mark MacLeod, Secretary/Treasurer

ATTEST: _____
Debbie Bloem, Clerk

Central Valley Fire
Reconciliation Summary
 1100 · CVFD Checking, Period Ending 01/31/2026

		Jan 31, 26
1	Beginning Balance	4,734,544.42
	Cleared Transactions	
	Checks and Payments - 197 items	-2,333,673.87
	Deposits and Credits - 74 items	2,160,552.04
	Total Cleared Transactions	-173,121.83
2	Cleared Balance	4,561,422.59
	Uncleared Transactions	
	Checks and Payments - 16 items	-51,190.57
	Total Uncleared Transactions	-51,190.57
3	Register Balance as of 01/31/2026	4,510,232.02
	New Transactions	
	Checks and Payments - 175 items	-1,182,080.10
	Deposits and Credits - 21 items	36,304.91
	Total New Transactions	-1,145,775.19
4	Ending Balance	3,364,456.83

Verified by:
 Wittwer
 Bloem
 Honatke smh 3/6/26

- 1) Beginning Balance: This is the beginning checking account balance according to the County on 1/1/2026.
- 2) Cleared Balance: This is the ending checking account balance according to the County on 1/31/2026.
- 3) Register Balance: This is the ending checking account balance according to QuickBooks on 1/31/2026. 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 2/23/2026.

Central Valley Fire Expenditure Detail Report

Accrual Basis				Feb 2026
VERIFIED BY:	DATE:	Check Number	Vendor	Amount
		2134569	Montana State Firemens Association (Life Insurance)	2,992.82
Wittwer		2134570	Advanced Pump & Equipment, Inc. (Apparatus maint)	199.68
Bloem		2134571	AirNote, LLC (IT Consultant)	6,190.32
Honatke	<i>SMH 3/6/2026</i>	2134572	Allegiance Benefit Plan Management (HRA Mgmt)	236.25
		2134573	American Welding & Gas (Medical Supplies)	523.36
Prior Month		2134574	Balco Uniform Co., Inc.	429.00
Ending Check #	2134568	2134575	Belgrade Auto Parts, Inc.	3,153.94
		2134576	Big Sky Fire Equip (SCBA Testing/Apparatus Maint)	7,711.09
Beginning Check #	2134569	2134577	Big Sky Propane	94.95
Ending Check #	2134636	2134578	Blackfoot Communications (St 1 Internet)	750.00
		2134579	Blanton Contracting, LLC (Shop Construction)	470,411.74
Voided Checks		2134580	BMB Emergency Medicine, LLC (Medical Officer)	1,000.00
2134612		2134581	Churchill Equipment (St 1 Repair)	196.00
		2134582	Department of Justice (Background Checks)	90.00
		2134583	Durham Brothers, LLC (St 6 Rent)	7,434.36
		2134584	ECOLAB Pest Elim Div.	457.00
		2134585	Fisher's Technology (Copier Maint. Agreement)	69.10
		2134586	Fitness Repair (St 1 Equipment Maint/Repair)	391.00
		2134587	Floyd's Truck Center (Apparatus Maint)	1,889.50
		2134588	Four Corners County W & S District	307.14
		2134589	General Distributing Company (Medical Supplies)	17.73
		2134590	Ghost Town Coffee Roasters, Inc.	226.80
		2134591	Global Net (Internet)	397.00
		2134592	Hughes Fire Equipment, Inc. (Fleet Billable)	965.28
		2134593	Hyalite Engineers, PLLC (Shop engineering)	4,792.50
		2134594	Interwest Tire Factory (Apparatus Maint)	4,847.64
		2134595	JDS Architects, Inc. (Shop project)	1,292.50
		2134596	Kenyon Noble Lumber Co (Facility Maint/Repair)	807.86
		2134597	L&L Site Services, Inc.	459.00
		2134598	Lamplighter Cafe Services (St 3 Repair)	34.50
		2134599	Lexipol (Fire/EMS Training)	5,884.72
		2134600	Life-Assist, Inc. (Medical Supplies)	3,507.99
		2134601	Locality Media, Inc. (Microsoft Subscription)	23,276.95
		2134602	Montana Linen	223.40
		2134603	Montana Occupational Health (Physicals)	2,004.00
		2134604	MSU Fire Services Training School (Training)	190.00
		2134605	Northwest Pipe Fittings, Inc. (St. 1 Repair)	799.43
		2134606	Northwest Safety Clean (PPE Cleaning/Inspection)	1,964.43
		2134607	Peak CMS, LLC (Telephone System)	148.45
		2134608	Pintler Billing Services (EMS Billing Service)	7,667.52
		2134609	Rudd & Company, PLLC (Audit)	10,000.00
		2134610	Slopeside CPAs & Advisors (1099 Filing)	106.00
		2134611	Strictly Drywall (St. 1 New Office)	1,656.00
		2134613	U S Bancorp	24,618.49
		2134614	Waterous Company, Inc. (Fleet Billable)	6,052.43
		2134615	WEX Fleet Universal (Fuel)	4,738.60

Central Valley Fire Expenditure Detail Report

	2134616 FirstNet (Cell service)	794.67
	2134617 Allegiance COBRA Services, Inc. (Insurance)	40.00
	2134618 Balco Uniform Co., Inc.	428.60
	2134619 Belgrade Ace Hardware, Inc.	4,703.75
	2134620 Bozeman Daily Chronicle, Inc. (Subscription)	417.00
	2134621 Dept. of Labor & Industry (St. 3 Boiler Cert)	36.00
	2134622 Ghost Town Coffee Roasters, Inc.	105.60
	2134623 Jackson Murdo & Grant, PC (Loan Bonds)	10,000.00
	2134624 James Zenahlik (EMS Refund)	144.50
	2134625 Krisher Electric (St. 1 Repair)	1,350.00
	2134626 LN Curtis - Intermountain Division (Heavy Rescue)	12,497.00
	2134627 MES Service Company, LLC (Turnouts)	28,231.11
	2134628 Montana Occupational Health (Physicals)	695.00
	2134629 Montana State Fund (Workers Comp)	67,870.23
	2134630 MSU Fire Services Training School (Training)	190.00
	2134631 NorthWestern Energy, Inc.	8,097.62
	2134632 Peak CMS, LLC (Telephone System)	296.90
	2134633 Pediatric Emergency Standards, Inc. (EMS Supplies)	228.83
	2134634 Quill Corporation (Office Supplies)	414.65
	2134635 Town & Country Foods (Holiday Vouchers)	1,965.44
	2134636 Vanguard Safety Wear (PPE)	1,905.95
	ACH Navitas (Telephone System)	327.95
	ACH TogetHR (Harassment Training0	2,843.92
	ACH MT Dept of Revenue (Gross Receipts Tax - Shop)	4,751.63
	ACH J. Monroe (CFO Cert. Reimb)	395.00
	Total	759,937.82
2/6/26	Disbursed to Employees	137,741.00
	IRS	23,638.64
	St of MT	6,726.00
	MPERA	4,657.59
	FURS	39,822.42
	Mission Square	12,933.83
	Union	2,359.12
	CVF PAC & MT FF PAC	208.00
	AFLAC	3,194.30
		231,280.90
2/20/2026	Disbursed to Employees	145,258.80
	IRS	26,581.56
	St of MT	7,334.00
	MPERA	5,692.22
	FURS	39,686.59
	Mission Square	12,999.71
	Cigna	92,881.68
		330,434.56

Central Valley Fire Expenditure Detail Report

	Operating Funds Account Balance 12/31/25	4,707,423.89
	Jan. Revenue Deposited w/ Co. Treasurer	2,160,552.04
	Jan. Expenditures	<u>2,357,743.91</u>
3	Operating Funds Account Balance 1/31/26	<u>4,510,232.02</u>

Approved for Payment

Darren Wilkins, Chairman

Date

Central Valley Fire
Payroll Summary
 February 2026

	Feb 26
Employee Wages, Taxes and Adjustments	
Gross Pay	
Base Wage	298,848.90
Holiday Pay (2)	4,954.69
Kelly Time	18,520.19
Sick Leave	9,765.77
Vacation Leave	12,145.66
Acting Additional Pay	167.76
Acting Captain	111.84
Acting Engineer	335.04
Additional Time	22,574.58
ALS Preceptor	454.08
BC Acting Pay	1,009.09
BLS Preceptor	28.08
Hourly	18,625.00
Hourly Annual Leave Rate	7,283.13
Hourly Overtime	1,298.47
Hourly Sick Leave Rate	1,150.15
Longevity Pay	3,733.54
OT - FLSA	2,517.10
Total Gross Pay	403,523.07
Deductions from Gross Pay	
457(b)	-11,882.66
AFLAC	-2,677.85
FURS Employee	-33,948.43
MPERA Employee	-4,818.11
Roth 457b Plan Emp.	-2,440.58
Total Deductions from Gross Pay	-55,767.63
Adjusted Gross Pay	347,755.44
Taxes Withheld	
Federal Withholding	-38,518.00
Medicare Employee	-5,851.10
MT - Withholding	-14,060.00
Total Taxes Withheld	-58,429.10
Deductions from Net Pay	
AFLAC.1	-461.28
CVF PAC	-300.00
MSFA Employee	-2,994.62
MT Pro FF PAC	-84.00
Union Dues	-2,359.12
Union Benevolence	-127.52
Total Deductions from Net Pay	-6,326.54
Net Pay	282,999.80
Employer Taxes and Contributions	
Medicare Company	5,851.10
457(b) Company	11,610.30
FURS Employer	45,560.58
MPERA Employer	5,531.70
Unemployment - St of MT	1,008.86
Total Employer Taxes and Contributions	69,562.54

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

	<u>Amount Utilized Jul '25 - Feb 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Operating Income/Expense			
Income			
4000 - INCOME			
Tax Income (through 1/31/26)			
4600 - 20.30 Mills Base Levy	2,265,331.86	3,874,567.00	-1,609,235.14
4601 - 10.000 Mills Voted Levy	1,115,948.63	1,908,127.00	-792,178.37
4602 - 4.56 Mills Group Benefits	537,694.31	919,229.00	-381,534.69
Total Tax Income	<u>3,918,974.80</u>	<u>6,701,923.00</u>	<u>-2,782,948.20</u>
Non-Tax Income			
4203 - EMS Transport	742,326.94	850,000.00	-107,673.06
4220 - Burn Permits	72.00	500.00	-428.00
4235 - Entitlement Payment	167,976.18	169,556.00	-1,579.82
4300 - Investment Interest	143,786.58	157,000.00	-13,213.42
4310 - Miscellaneous	2,706.22	1,500.00	1,206.22
4315 - Penalty and Interest	15,261.28	8,000.00	7,261.28
4320 - Deployment/Standby Fees	352,056.30	250,000.00	102,056.30
4325 - Subd. Review/ Inspection Fees	10,555.00	5,000.00	5,555.00
4326 - Impact Fees	1,172.00	100.00	1,072.00
4328 - CPR Training	670.00	2,500.00	-1,830.00
4329 - Fleet Services	130,116.96	100,000.00	30,116.96
4400 - Sale of Assets	988.99	2,500.00	-1,511.01
4012 - Donations	2,664.00	500.00	2,164.00
4500 - Grants	0.00	100.00	-100.00
Total Non-Tax Income	<u>1,570,352.45</u>	<u>1,547,256.00</u>	<u>23,096.45</u>
Total 4000 - INCOME	<u>5,489,327.25</u>	<u>8,249,179.00</u>	<u>-2,759,851.75</u>
Total Income	<u>5,489,327.25</u>	<u>8,249,179.00</u>	<u>-2,759,851.75</u>
Gross Profit	5,489,327.25	8,249,179.00	-2,759,851.75
Expense			
5200 - PERSONNEL			
5210 - PAID STAFF			
5211 - Payroll Expenses			
5213 - FURS/PERS/457b	520,518.93	766,467.00	-245,948.07
5214 - Health Insurance	767,719.50	1,403,390.00	-635,670.50
5215 - HRA disbursements to employees	39,946.75	128,800.00	-88,853.25
5216 - Medicare	51,468.82	77,359.00	-25,890.18
5218 - MT St Unemployment Insurance	8,873.99	13,338.00	-4,464.01
5231 - Career Workers Comp	172,052.23	290,000.00	-117,947.77
Total 5211 - Payroll Expenses	<u>1,560,580.22</u>	<u>2,679,354.00</u>	<u>-1,118,773.78</u>
5220 - Salary & Wages	3,039,251.48	4,567,169.00	-1,527,917.52
5224 - Longevity Pay	30,828.14	48,651.00	-17,822.86
5229 - Acting Pay	18,809.61	44,285.00	-25,475.39

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

	Amount Utilized Jul '25 - Feb 26	Budget	\$ Over Budget
5225 · Overtime	459,128.94	675,000.00	-215,871.06
5233 · Recruitment & Retention	3,207.30	5,000.00	-1,792.70
5235 · HIRING EXPENSES	5,293.86	10,000.00	-4,706.14
Total 5210 · PAID STAFF	5,117,099.55	8,029,459.00	-2,912,359.45
5250 · VOLUNTEER STAFF			
5251 · Volunteer Reimbursements	0.00	7,000.00	-7,000.00
5252 · Volunteer Staffing Retirement	0.00	40,000.00	-40,000.00
5253 · Volunteer Shift Meals	2,415.00	4,000.00	-1,585.00
Total 5250 · VOLUNTEER STAFF	2,415.00	51,000.00	-48,585.00
5270 · HEALTH & WELLNESS/OSHA			
5271 · Fitness	1,644.42	3,500.00	-1,855.58
5272 · Physicals	1,666.00	20,000.00	-18,334.00
5273 · Health & Safety	11,556.58	13,791.00	-2,234.42
Total 5270 · HEALTH & WELLNESS/OSHA	14,867.00	37,291.00	-22,424.00
Total 5200 · PERSONNEL	5,134,381.55	8,117,750.00	-2,983,368.45
5300 · OPERATIONS			
5301 · Customer Credit Card Usage Fee	2,061.85	3,500.00	-1,438.15
5310 · ELECTIONS	0.00	30,000.00	-30,000.00
5320 · INSURANCE	60,118.00	67,800.00	-7,682.00
5400 · APPARATUS			
5411 · Fuel & Oil	48,384.97	80,000.00	-31,615.03
5412 · Fleet Services - Billable	52,547.77	33,000.00	19,547.77
5420 · Apparatus R & M	60,718.35	105,000.00	-44,281.65
5460 · Apparatus R & M Labor	0.00	3,000.00	-3,000.00
5455 · Equipment Annual Testing	18,623.63	25,000.00	-6,376.37
5456 · Equipment R & M	4,554.46	13,600.00	-9,045.54
5457 · Shop Tools	3,367.99	5,000.00	-1,632.01
Total 5400 · APPARATUS	188,197.17	264,600.00	-76,402.83
5500 · FACILITIES R & M			
5510 · Buildings & Grounds	38,900.95	91,000.00	-52,099.05
5520 · Communication			
5521 · Cell Phone Service	12,418.22	16,200.00	-3,781.78
5522 · Equipment	0.00	100.00	-100.00
5525 · Telephone Lines	4,171.20	6,300.00	-2,128.80
5526 · Internet/Cable	11,044.77	17,000.00	-5,955.23
Total 5520 · Communication	27,634.19	39,600.00	-11,965.81
5530 · Leases	22,303.08	30,781.00	-8,477.92
5541 · Electricity/Natural Gas/Propane	43,509.29	82,500.00	-38,990.71
5542 · Garbage/Water/Sewer	9,448.18	15,500.00	-6,051.82
Total 5500 · FACILITIES R & M	141,795.69	259,381.00	-117,585.31
5600 · PROFESSIONAL SERVICES			

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

	Amount Utilized Jul '25 - Feb 26	Budget	\$ Over Budget
5601 - Attorney	5,200.00	12,000.00	-6,800.00
5603 - Auditor	12,500.00	25,000.00	-12,500.00
5605 - Business Subscript/Memberships	5,267.80	7,500.00	-2,232.20
5606 - Billing Services Med. Transport	60,877.68	68,000.00	-7,122.32
5609 - HR Consultant	3,759.76	10,000.00	-6,240.24
5611 - IT Consultant	21,190.32	30,000.00	-8,809.68
5613 - Medical Control Officer	8,000.00	12,000.00	-4,000.00
5616 - Accreditation	32,248.00	53,800.00	-21,552.00
5614 - Other Professional Consultants	16,396.00	100,350.00	-83,954.00
Total 5600 - PROFESSIONAL SERVICES	165,439.56	318,650.00	-153,210.44
5630 - PUBLIC OUTREACH			
5631 - Advert/Notices/Public Rel.	975.19	5,000.00	-4,024.81
5632 - Meetings	4,924.89	5,500.00	-575.11
5633 - Fire Prevention/Education	5,444.37	15,000.00	-9,555.63
5635 - Awards, Ceremonies, Gifts	3,882.02	12,000.00	-8,117.98
Total 5630 - PUBLIC OUTREACH	15,226.47	37,500.00	-22,273.53
5650 - SUPPLIES			
5651 - IT Supplies	59,305.90	95,000.00	-35,694.10
5652 - Medical Supplies	32,023.11	82,000.00	-49,976.89
5653 - Office Supplies	5,556.42	10,000.00	-4,443.58
5654 - Operating Supplies(consumables)	8,104.88	25,500.00	-17,395.12
5656 - PPE consumables	11,999.66	15,000.00	-3,000.34
5659 - Uniforms	26,107.63	45,000.00	-18,892.37
5660 - Hazmat Supplies	199.35	5,500.00	-5,300.65
5661 - Deployment expenses to be reimb	43,551.31	0.00	43,551.31
Total 5650 - SUPPLIES	186,848.26	278,000.00	-91,151.74
5670 - TRAINING/EDUCATION			
5671 - Education - Out of District	5,537.72	32,550.00	-27,012.28
5672 - Employee Education Reimbmnt	0.00	16,000.00	-16,000.00
5673 - Supplies	2,086.29	13,125.00	-11,038.71
5674 - Training - In District	24,388.50	39,375.00	-14,986.50
5675 - Training - Administration	5,275.02	14,000.00	-8,724.98
5677 - GVFA	230.00	13,000.00	-12,770.00
5678 - Paramedic Assistance Program	31,414.37	120,575.00	-89,160.63
Total 5670 - TRAINING/EDUCATION	68,931.90	248,625.00	-179,693.10
5700 - NON-CAPITAL EQUIPMENT			
5701 - Fire Hose	198.37	10,000.00	-9,801.63
5702 - IT/Communications	3,114.00	17,500.00	-14,386.00
5704 - SCBA	2,261.47	3,175.00	-913.53
5705 - Tools & Equipment	8,394.59	16,000.00	-7,605.41
5706 - EMS Equipment			

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

	Amount Utilized Jul '25 - Feb 26	Budget	\$ Over Budget
5706.1 · EMS Annual Maintenance Contract	30,350.00	30,350.00	0.00
5706.2 · EMS R & M parts and accessories	17,335.33	26,650.00	-9,314.67
Total 5706 · EMS Equipment	47,685.33	57,000.00	-9,314.67
5707 · Wildland Tools & Equipment	4,370.69	12,000.00	-7,629.31
5700 · NON-CAPITAL EQUIPMENT - Other	1,905.95	0.00	1,905.95
Total 5700 · NON-CAPITAL EQUIPMENT	67,930.40	115,675.00	-47,744.60
9998 · Uncoded CCD/Vendor Invoices	13,601.95	0.00	13,601.95
Total 5300 · OPERATIONS	910,151.25	1,623,731.00	-713,579.75
Total Expense	6,044,532.80	9,741,481.00	-3,696,948.20
Net Operating Income	-555,205.55	-1,492,302.00	937,096.45
Reserve Income/Expense			
Reserve Income			
4603 · 14 Mills Voted Levy	1,562,108.82	2,671,053.00	-1,108,944.18
4450 · Loan Proceeds	3,118,458.97	0.00	3,118,458.97
Total Reserve Income	4,680,567.79	2,671,053.00	2,009,514.79
Reserve Expense			
5000 · CAPITAL IMPROVEMENT			
5120 · CAPITAL RESERVE			
5121 · Apparatus	1,571,335.02	1,552,500.00	18,835.02
5122 · Facilities	2,177,455.19	572,875.00	1,604,580.19
5123 · Equipment	255,982.09	280,003.00	-24,020.91
Total 5120 · CAPITAL RESERVE	4,004,772.30	2,405,378.00	1,599,394.30
Total 5000 · CAPITAL IMPROVEMENT	4,004,772.30	2,405,378.00	1,599,394.30
5100 · LOANS			
5110 · Stockman Bank	424,304.77	424,305.00	-0.23
Total 5100 · LOANS	424,304.77	424,305.00	-0.23
Total Reserve Expense	4,429,077.07	2,829,683.00	1,599,394.07
Net Reserve Income	251,490.72	-158,630.00	410,120.72
Net Income	-303,714.83	-1,650,932.00	1,347,217.17

Reserve Balances as of 1/31/2025

Apparatus Rerves	\$ 1,576,819.67
Facility Reserves	\$ 1,426,568.50
Equipment Reserves	\$ 125,693.66
Undesignated Reserves	\$ 535,528.90
Total	\$ 3,664,610.73

Operating Cash Balance as of 2/28/26 \$ 3,292,885.24

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

	% of Budget Utilized
Operating Income/Expense	
Income	
4000 - INCOME	
Tax Income (through 1/31/26)	
4600 - 20.30 Mills Base Levy	58.5%
4601 - 10.000 Mills Voted Levy	58.5%
4602 - 4.56 Mills Group Benefits	58.5%
Total Tax Income	58.5%
Non-Tax Income	
4203 - EMS Transport	87.3%
4220 - Burn Permits	14.4%
4235 - Entitlement Payment	99.1%
4300 - Investment Interest	91.6%
4310 - Miscellaneous	180.4%
4315 - Penalty and Interest	190.8%
4320 - Deployment/Standby Fees	140.8%
4325 - Subd. Review/ Inspection Fees	211.1%
4326 - Impact Fees	1,172.0%
4328 - CPR Training	26.8%
4329 - Fleet Services	130.1%
4400 - Sale of Assets	39.6%
4012 - Donations	532.8%
4500 - Grants	0.0%
Total Non-Tax Income	101.5%
Total 4000 - INCOME	66.5%
Total Income	66.5%
Gross Profit	66.5%
Expense	
5200 - PERSONNEL	
5210 - PAID STAFF	
5211 - Payroll Expenses	
5213 - FURS/PERS/457b	67.9%
5214 - Health Insurance	54.7%
5215 - HRA disbursements to employees	31.0%
5216 - Medicare	66.5%
5218 - MT St Unemployment Insurance	66.5%
5231 - Career Workers Comp	59.3%
Total 5211 - Payroll Expenses	58.2%
5220 - Salary & Wages	66.5%
5224 - Longevity Pay	63.4%
5229 - Acting Pay	42.5%

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

	% of Budget Utilized
5225 · Overtime	68.0%
5233 · Recruitment & Retention	64.1%
5235 · HIRING EXPENSES	52.9%
Total 5210 · PAID STAFF	63.7%
5250 · VOLUNTEER STAFF	
5251 · Volunteer Reimbursements	0.0%
5252 · Volunteer Staffing Retirement	0.0%
5253 · Volunteer Shift Meals	60.4%
Total 5250 · VOLUNTEER STAFF	4.7%
5270 · HEALTH & WELLNESS/OSHA	
5271 · Fitness	47.0%
5272 · Physicals	8.3%
5273 · Health & Safety	83.8%
Total 5270 · HEALTH & WELLNESS/OSHA	39.9%
Total 5200 · PERSONNEL	63.2%
5300 · OPERATIONS	
5301 · Customer Credit Card Usage Fee	58.9%
5310 · ELECTIONS	0.0%
5320 · INSURANCE	88.7%
5400 · APPARATUS	
5411 · Fuel & Oil	60.5%
5412 · Fleet Services - Billable	159.2%
5420 · Apparatus R & M	57.8%
5460 · Apparatus R & M Labor	0.0%
5455 · Equipment Annual Testing	74.5%
5456 · Equipment R & M	33.5%
5457 · Shop Tools	67.4%
Total 5400 · APPARATUS	71.1%
5500 · FACILITIES R & M	
5510 · Buildings & Grounds	42.7%
5520 · Communication	
5521 · Cell Phone Service	76.7%
5522 · Equipment	0.0%
5525 · Telephone Lines	66.2%
5526 · Internet/Cable	65.0%
Total 5520 · Communication	69.8%
5530 · Leases	72.5%
5541 · Electricity/Natural Gas/Propane	52.7%
5542 · Garbage/Water/Sewer	61.0%
Total 5500 · FACILITIES R & M	54.7%
5600 · PROFESSIONAL SERVICES	

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

	% of Budget Utilized
5601 - Attorney	43.3%
5603 - Auditor	50.0%
5605 - Business Subscript/Memberships	70.2%
5606 - Billing Services Med. Transport	89.5%
5609 - HR Consultant	37.6%
5611 - IT Consultant	70.6%
5613 - Medical Control Officer	66.7%
5616 - Accreditation	59.9%
5614 - Other Professional Consultants	16.3%
Total 5600 - PROFESSIONAL SERVICES	51.9%
5630 - PUBLIC OUTREACH	
5631 - Advert/Notices/Public Rel.	19.5%
5632 - Meetings	89.5%
5633 - Fire Prevention/Education	36.3%
5635 - Awards, Ceremonies, Gifts	32.4%
Total 5630 - PUBLIC OUTREACH	40.6%
5650 - SUPPLIES	
5651 - IT Supplies	62.4%
5652 - Medical Supplies	39.1%
5653 - Office Supplies	55.6%
5654 - Operating Supplies(consumables)	31.8%
5656 - PPE consumables	80.0%
5659 - Uniforms	58.0%
5660 - Hazmat Supplies	3.6%
5661 - Deployment expenses to be reimb	100.0%
Total 5650 - SUPPLIES	67.2%
5670 - TRAINING/EDUCATION	
5671 - Education - Out of District	17.0%
5672 - Employee Education Reimbmnt	0.0%
5673 - Supplies	15.9%
5674 - Training - In District	61.9%
5675 - Training - Administration	37.7%
5677 - GVFA	1.8%
5678 - Paramedic Assistance Program	26.1%
Total 5670 - TRAINING/EDUCATION	27.7%
5700 - NON-CAPITAL EQUIPMENT	
5701 - Fire Hose	2.0%
5702 - IT/Communications	17.8%
5704 - SCBA	71.2%
5705 - Tools & Equipment	52.5%
5706 - EMS Equipment	

Central Valley Fire Budget vs. Actual

July 2025 through February 2026

	% of Budget Utilized
5706.1 · EMS Annual Maintenance Contract	100.0%
5706.2 · EMS R & M parts and accessories	65.0%
Total 5706 · EMS Equipment	83.7%
5707 · Wildland Tools & Equipment	36.4%
5700 · NON-CAPITAL EQUIPMENT - Other	100.0%
Total 5700 · NON-CAPITAL EQUIPMENT	58.7%
9998 · Uncoded CCD/Vendor Invoices	100.0%
Total 5300 · OPERATIONS	56.1%
Total Expense	62.0%
Net Operating Income	37.2%
Reserve Income/Expense	
Reserve Income	
4603 · 14 Mills Voted Levy	58.48%
4450 · Loan Proceeds	100.0%
Total Reserve Income	175.23%
Reserve Expense	
5000 · CAPITAL IMPROVEMENT	
5120 · CAPITAL RESERVE	
5121 · Apparatus	101.21%
5122 · Facilities	380.09%
5123 · Equipment	91.42%
Total 5120 · CAPITAL RESERVE	166.49%
Total 5000 · CAPITAL IMPROVEMENT	166.49%
5100 · LOANS	
5110 · Stockman Bank	100.0%
Total 5100 · LOANS	100.0%
Total Reserve Expense	156.52%
Net Reserve Income	-158.54%
Net Income	18.4%

Reserve Balances as of 1/31/2025

Apparatus Rerves

Facility Reserves

Equipment Reserves

Undesignated Reserves

Total

Operating Cash Balance as of 2/28/26



PO Box 2458,
Eureka, MT 59917
406-297-1627 (Office)
406-297-8794 (Direct)
norma@pintlerbillingservices.com
www.pintlerbillingservices.com

February 19, 2026

Central Valley Fire Dept.
215 Wings Way
Belgrade, MT 59714-9998

To all your wonderful people at the Fire Dept.:

We recently received this in the mail, but the note is clearly to all of you.

Keep up all the wonderful services you provide. You are appreciated!

Have a great day!

A handwritten signature in blue ink, appearing to read 'Norma Salminen', is written over the typed name.

Norma Salminen
Operations & Staff Manager



Thank you to the crew who responded in the early morning of 12-30. I appreciate the care and gentleness you showed John. It was a major trauma for him. You made him feel safe.

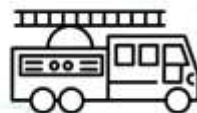
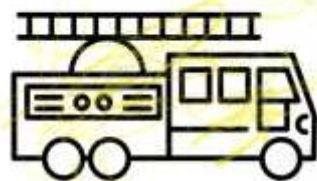
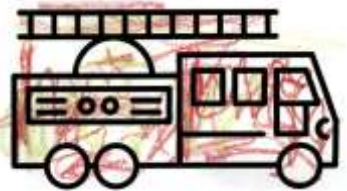
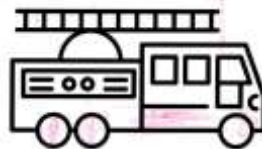
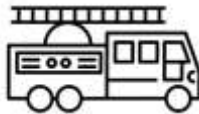
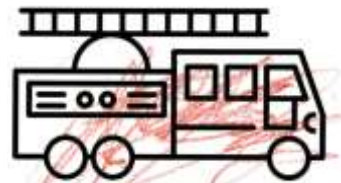
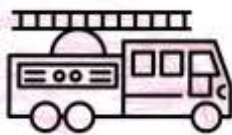
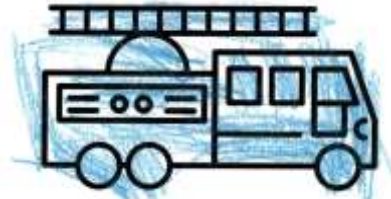
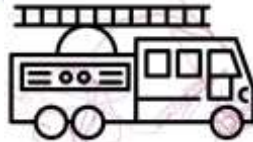
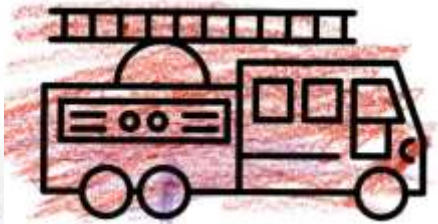
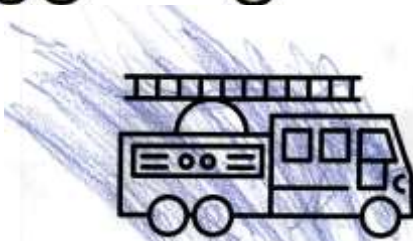
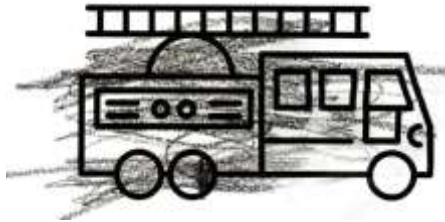
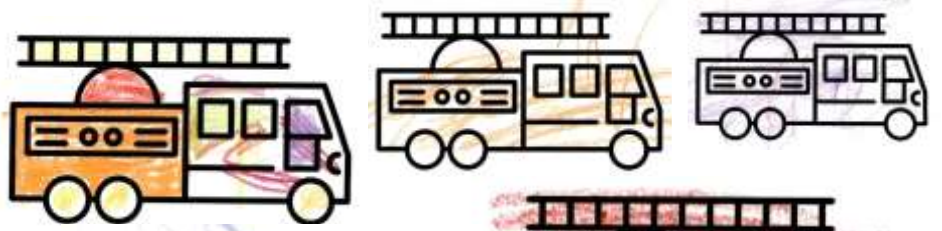
Bluette Phillips

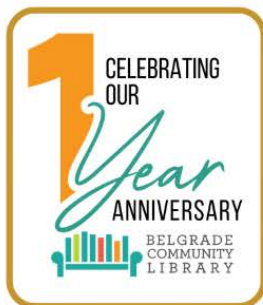
A Shift EMS Transport

THANK YOU TO THE CREW WHO
RESPONDED IN THE EARLY
MORNING OF 12-30. I
APPRECIATE THE CARE &
GENTLENESS YOU SHOWED
JOHN. IT WAS A MAJOR
TRAUMA FOR HIM. YOU
MADE HIM FEEL SAFE.

Bluette Phillips

Thank you for
all that you do!
From,
Belgrade Head
Start Kiddos





**Belgrade Community Library
1-Year Anniversary Celebration
April 3: 11AM-4PM**



11-11:15am: Exclusive “baskets”/tote bags @ Info Desk

11:15am-12pm: Spring Egg-Stravaganza Hunt & Live Outdoor Music

12:15-1pm: Drum Circle (Stormi Ocean) on Library Lawn & Police Car/Fire Truck Tours

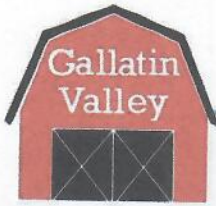
*Food Trucks 11AM-2PM (Ms. Sippi's Southern Cuisine)

1:15-2pm: Community Room: The Yellowstone Wildlife Sanctuary – Amphibians salamanders & toads)

2:15-3pm: Crafts (Sand Art Bug Craft & String Art)



3:15-4pm: Passive programs – Photo Booth (all day), Coloring Stations, Face Painting, Balloon Animals



**Brainard Farm Fair
& Ag Banquet, Inc.**

February 20, 2026

Dear Board of Trustees & Jay Wittwer, Fire Chief CVFD,

We are very proud to be continuing the 20+ year legacy of Ed Brainard and the Gallatin Valley Brainard Farm Fair in 2026. Thank you so much for your generous support of the Gallatin Farm Fair. The Gallatin Valley Brainard Farm Fair & Ag Committee is dependent on individuals and organizations such as yours to provide an educational field trip for 4th grade students to learn about agriculture, where their food comes from, and the environment around them.

I would like to take this opportunity to invite you to attend one day or a partial day of the Farm Fair. The 2026 Farm Fair will be held May 5th, 6th and 7th, from 9:30 a.m. to 2:30 p.m. at the Ed and Punky Brainard Ranch, northwest of Belgrade. Nearly 1200 students from Gallatin County schools have registered to attend the 2026 event. It takes nearly 2000 students, teachers, presenters and volunteers to make this program happen. We couldn't do it without our generous sponsors and without you, so thank you!

The purpose of the 3-day event is to provide a hands-on agricultural education program for 4th grade students, teachers, school administrators, and community leaders. The 16 education stations consist of beef cows, dairy cows, goats, sheep/wool, water cycle, bees, Gallatin valley crops, farm safety, making "tin can" ice cream, forestry, weed identification, horses, swine, 4H, wheat (farm to table), and potatoes. In addition to the 16 stations, there is a wagon ride through nearby fields to learn about different irrigation systems, water cycle, and the heritage of draft horses.

Please join us for a delicious lunch consisting of local Gallatin County beef hamburgers on buns made with Montana wheat. All students, teachers, and attendees are provided a free lunch thanks to generous supporters of Farm Fair.

Should you have questions or need further information, please feel free to contact me at (406) 581-3809 or barbsellsmontana@gmail.com. A committee member will be your host during your visit. **Please R.S.V.P., by Wednesday April 22, 2026** to the above phone number or email address.

Save the date! THANK YOU for your support and hope to see you at Farm Fair!

Sincerely,


Barb Kent
Farm Fair Media Chair

"If you are eating, you are involved in Agriculture."



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: March 10, 2026
RE: February 2026 – Fire Chief’s Report

Hiring and Employee Updates

- a. Operations, Administration, and Fleet Services remain fully staffed. Fire Prevention has one vacancy, that will not be filled at this time.
- b. Presentation to the Board of Trustees on achievements of employees.

Community Involvement & Education

- a. On-going CPR and First Aid Classes continue to be held at CVFD and the Belgrade Library. Also, deliveries of same programs to outside agencies.
- b. COT (Community Outreach Team). Bimonthly meetings have produced a new vendor for our CVFD Website; Streamline was selected. The transition is almost completed, go-live date of April 1. The vendor is set up for beta users to forward ideas and comments through the site, that may assist us with enhancing processes on our website.
- c. Open houses at each fire station during 2026. Focus will be to share information, plans and provide education to the public.

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

- a. Training took place on February 18th and 19th. Battalion Chief White is doing great work with keeping our team focused on the mission of gathering data for the accreditation process.

Revenue Enhancement Process

- a. Administration Staff continues working to evaluate existing programs and building alignment with the District's strategic plan.
- b. Two more contracts with other agencies have been signed, this will keep our 12 hour crews busy with the increased workload.
- c. Administration has developed a reporting process to keep the Board informed on a monthly and quarterly basis with tracking costs and revenue from programs that are in place. We are currently working on identifying best practices across the nation on what other fire agencies utilize to enhance this monthly report.

County Wide EMS System

- a. Administration and Operational groups continue working to establish a plan to provide a plan that will bring a sustainable EMS system to the great Gallatin area.
- b. Trustee Holt, Chiefs Wittwer and Hurley are actively attending monthly meetings. An operational plan has been submitted to the operational group, that should be forwarded to the administration group for a review and edits, by early April.

Report on City of Belgrade and District development projects

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



CENTRAL VALLEY FIRE DISTRICT
215 Wings Way Belgrade, MT 59714
Phone: 406-388-4480 Fax: 406-388-6270

To: CVFD Board of Trustees

From: Jeff Hurley, Operations Chief

Date: March 10, 2026

RE: February 2026 Operations Report

Incident Response

- Total Incidents: 195 (7% in Station 2's area)
- Overlapping Calls: N/A
- Mutual Aid Calls (Received): 2
- Medic 5-2 48 calls

EMS Division

- EMS Chief starts 4/15
- Progressing nicely with the SAMSHA grants.

Specialty Teams:

- Water Rescue Team:
 - N/A
 -
- Heavy Rescue (Rescue 5):
 - Crews continue to train with regional volunteer agencies.
 - Two extrication calls
 - Continuing regional training for rope/high angle rescue certifications.
- Wildland Team:
 - Moving up the start dates for our seasonal FF's
 - Attending regional meetings
 - Increasing the pursuit of wildland grants
- Training Division:
 - Developing the Company Officer Promotional process
 - 2026 Volunteer Fire Academy is up and running (14 volunteer FF's)



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: March 10th, 2026
RE: February 2026 – Fire Marshal Report

Inspection, Testing, & Maintenance Reports:

	February 2025	February 2026	Change
Total Reports	18	25	+39%
Compliant Systems	14	24	+71%
Deficient Systems	4	1	-75%
Compliance Rate	77.78%	96%	+23%
Data As of 03/05/2026			

Information Technology Updates:

- Work with Streamline continues to progress with the migration and build of our updated website. Currently on pace to meet a go-live date of April 1.



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: March 10, 2026

RE: February 2026 – CVFD Volunteer Association Report

Members of the Board,

-The new volunteer fire academy is going well. Recruits have been studying hard and working through the classroom portion of the course. All are excited to get out and start working on the hands-on portion of their learning. The expected graduation date for this class is April 22nd.



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. General Public Comment (time limited)
6. Consent Agenda
7. Fire Chief Report
8. Stakeholder / Expert Reports (as applicable)
9. Trustee Reports
10. Information Items
11. Discussion Items
12. Action Items with Action Item Specific Public Comment (time limited)
13. Board Comments and Future Agenda Planning
14. Executive Session (if authorized)
15. 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.