



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: April 8, 2026
RE: April 14, 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, April 14, 2026, immediately following the Quarterly Meeting of the IFC Board of Appeals which begins at 5:30 PM. **Please note that these meetings will take place at Fire Station 2, 3650 Springhill Rd, Bozeman, Mt 59715 in the apparatus room.** The regular board meeting will consist of:

- Routine Business and Reports
- FY27 Budget Presentation
- 2nd review of Board Governance and Policy document, with Board adoption
- Invitation for all to attend Open House following the Board Meeting

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:

April 22nd – Volunteer Academy Graduation at 215 Wings Way, 6:00 pm – 8:00 pm

May 5th - 7th – Brainard Farm Fair

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

AGENDA: April 14, 2026

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

THESE MEETINGS WILL TAKE PLACE AT STATION 2
3650 SPRINGHILL ROAD, BOZEMAN, MT 59715
AND BE FOLLOWED BY AN OPEN HOUSE

QUARTERLY MEETING OF THE CVFD
INTERNATIONAL FIRE CODE BOARD OF APPEALS: 5:30 p.m.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

ROLL CALL:

MINUTES APPROVED: January 13, 2026

ORDER OF BUSINESS:

ANNOUNCEMENT: The next Appeals meeting date is July 14, 2026

ADJOURNMENT:

REGULAR MEETING OF THE CENTRAL VALLEY FIRE DISTRICT
BOARD OF TRUSTEES

CALL TO ORDER:

ROLL CALL:

MINUTES APPROVED: March 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

Local 4939 Report

Volunteer Association Report

Trustee Report

Reports approved

ORDER OF BUSINESS:

DISCUSSION ITEMS:

- FY27 Budget Presentation

ACTION ITEMS:

- Approval of Updated Board Governance and Meeting Policy Document

ANNOUNCEMENTS: Next regular meeting date is May 12, 2026

PRESENTATION

ADJOURNMENT and Invitation to Open House:



**CENTRAL VALLEY FIRE DISTRICT
INTERNATIONAL FIRE CODE
BOARD APPEALS 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: January 13, 2026

TIME: 5:30 p.m.

ATTENDANCE: (Present) (Absent)

Board Members:	Darren Wilkins, Chairman	X - virtual
	Ron Murray, Vice Chairman	X
	Mark MacLeod, Sec/Treas.	X
	Rob Holt	X
	Ramie Blakeman	X
Chief:	Jay Wittwer	X
Deputy Chief:	Jeff Hurley	X
Fire Marshal:	Jake Zlomie	X
Office Manager:	Deb Bloem	X

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

GUESTS/VISITORS: Jake Simpson, Jim Martin, Joe Doidge, Ryan Olson, Stephen
McAdams, Samantha Honatke, Chuck Romeo

Meeting was called to order at 5:30 p.m.
Vice Chairman Murray led the Pledge of Allegiance.

AGENDA: As presented.

MINUTES: Trustee MacLeod moved to approve the **October 14, 2025 minutes** as submitted. Trustee Holt seconded the motion. The motion was unanimously approved.

ORDER OF BUSINESS:

DISCUSSION: None.

ACTION ITEMS: None.

ANNOUNCEMENTS: The next meeting of the IFC Board of Appeals will be April 14, 2026.

ADJOURNMENT: The meeting was adjourned at 5:32.

Darren Wilkins, Chairman

Mark MacLeod, Secretary/Treasurer

ATTEST: _____
Debbie Bloem, Clerk



**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: March 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>	Samantha Honatke	X	

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

GUESTS/VISITORS: Dwight B Short, Peter Stump, Mo Holt, Joe Doidge, Stephen McAdams, Chris Cameron, Ann K, Anthony Stratman, Jason Anderson, Brinn Fiorentino, Jerry Zorechak, Tyler Samlowski, Cody

Lipperd, Will Roberts, Miranda Johnson, Nick Stinson, Pat Songer, via Zoom.

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 **March 10, 2026 minutes** as submitted. Trustee Murray seconded the motion. The motion was unanimously approved.

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

COMMUNICATIONS: CVFD, specifically A Shift, received a thank you for their care and gentleness in their response to an **EMS emergency and transport**. The **Belgrade Head Start Kids** sent pictures of fire trucks to say thank you to the department for all that they do. Invitations were received to the **Belgrade Community Library One Year Anniversary Celebration and to the Brainard Farm Fair**.

PUBLIC COMMENT: None.

FIRE CHIEF REPORT: As submitted.
Fire Chief Wittwer noted that paramedic members are vital, along with all our members to the Advanced Life Support EMS services that the department provides. Chief Wittwer recognized **Miranda Johnson, Tyler Samlowski, Briana Scherrer, Will Roberts and Ashley Coulthard** and their different paths to becoming paramedics in the past year. Ashley Coulthard was not able to attend.
Chief Wittwer reviewed the value of personal credentialing which adds a level of professionalism to the fire service overall and the department in particular. **Fire Marshal Jake Zlomie and Deputy Chief Jeff Hurley** were recognized for their completion of

Company Fire Marshal Officer and Company Fire Officer Credentialing, respectively. Fire Marshal Zlomie thanked the department for its support. **Pat Songer, the newly hired EMS Division Chief** was introduced via Zoom and has been approved for his Chief EMS Officer credentials. Chief Songer shared that the process was very rewarding and appreciated the recognition. He looks forward to meeting everyone next month. **Captain Mitch Davis** has received his Fire Officer credentials and **Chief Wittwer** has renewed his CFO credentialing.

Chief Wittwer confirmed the continuing involvement of staff in **community outreach** with classes and participation in meetings throughout the community. The **new CVFD website** will go live next month, and open houses are being planned for the various stations in the District. Efforts continue on revenue enhancement processes and the county-wide EMS system development.

Chief Wittwer attended a planning meeting for the **City of Belgrade** and shared some traffic control updates and confirmed that the department will be prepared to navigate those changes. The City is staying on top of water supply and is working towards being designated as a tree city and converting the Quaw building to the Justice Center.

OPERATIONS REPORT:

As submitted.

Deputy Chief Hurley reported on call volume for the month. In February the EMS Reserve crew completed 48 transports and DC Hurley added appreciation for BC Stratman for managing that program. **Large animal rescue and water rescue** teamed up to help rescue a horse stuck in a creek last month. This highlighted the importance of continuing to train and expand members abilities in order to be ready for various scenarios. **Seasonal wildland firefighters** will onboard in the first week of May, with Captain Anderson facilitating that program. Training Officer McAdams is running the **Volunteer Firefighter Academy** and preparing for the **company officer promotional process**.

FIRE PREVENTION REPORT: As submitted.

Fire Marshal Zlomie reported on the current compliance rate. The department will be focusing on a preplan program for the various

buildings in the District. He confirmed that the website will be going live next month.

LOCAL 4939 REPORT:

As submitted.

President Nick Stinson reported on meetings and trainings that Union members participated in, including the Jason Baker Educational Conference and an executive board meeting. The rescue teams have been active and effective in animal rescue and extrication this past month. President Stinson reported that the Seattle Stairclimb Team raised over \$5,500 for the Blood Cancer United organization, with over three million dollars raised in total. He once again extended an invitation to anyone to ride along with the crew.

**Volunteer Association
Report:**

Volunteer PJ Stump reported that the Volunteer Academy is going well with fourteen members. The Academy will be completed on April 22nd; graduation details will follow.

TRUSTEE REPORT:

Trustee Ron Murray announced that former Fire Chief Brett Waters passed away on February 2nd of cancer. He had a large impact in this area and others in the fire service. Chief Wittwer added that Chief Waters was highly respected in the wildland fire service in Nevada and Chief Wittwer appreciates the accomplishments that he made that we now benefit from at CVFD.

PUBLIC COMMENT:

Resident **Dwight Short** expressed his appreciation for the great resource that the paramedics are for the department.

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

ORDER OF BUSINESS:

DISCUSSION ITEMS: FY27 Budget Process Update

Chief Wittwer introduced Financial Manager Samantha Honatke to provide the FY27 budget process update. She reported that budget requests have been received from members and are being reviewed by the executive team. At the end of March, that process will be completed, and Budget Presentations will begin in April, with a presentation for the Board during the April meeting.

Location Options for Combining Board Meetings with Station Open Houses

Chief Wittwer explained that the Community Outreach Team has been exploring ways to communicate better with the residents of the District. **Trustee Blakeman** reported that the idea of holding meetings at various CVFD facilities, followed by open houses, presented a way to give the community insights into the workings of the department, the challenges faced, and how the department is funded. Using this plan, the board reaches out into the community and meets them where they are at. Chief Wittwer suggested that this plan be implemented next month by moving the board meeting to Station 2, followed by an open house. This was agreed to by the Board. The word will be spread to the HOA's with a letter and on the website.

ACTION ITEMS: Discussion and Possible Action Regarding Board of Trustees Meeting Processes.

Trustee Ramie Blakeman explained the desire to provide a concrete structure for board members to follow for board meetings. It is also important to help the public understand how board meetings are run and when they are able to make comments. Some discussion followed regarding adding communications to the typical meeting flow. Trustee Blakeman pointed out that it is the Roberts Rules of Order, *revised edition* which will be utilized.

Trustee Holt moved to approve the Board of Trustees Meeting Practices Policy with the addition of Communications in the agenda. Trustee Blakeman 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 **April 14, 2026, immediately following the Quarterly IFC Board of Appeals Meeting.** These meetings will take place at Station 2.

ADJOURNMENT:

The meeting was adjourned at 6:36 p.m.

Darren Wilkins, Chairman

Mark MacLeod, Secretary/Treasurer

ATTEST: _____

Debbie Bloem, Clerk

Central Valley Fire
Reconciliation Summary
 1100 · CVFD Checking, Period Ending 02/28/2026

		Feb 28, 26
1	Beginning Balance	4,561,422.59
	Cleared Transactions	
	Checks and Payments - 184 items	-1,226,717.52
	Deposits and Credits - 66 items	183,837.23
	Total Cleared Transactions	-1,042,880.29
2	Cleared Balance	3,518,542.30
	Uncleared Transactions	
	Checks and Payments - 27 items	-146,248.04
	Total Uncleared Transactions	-146,248.04
3	Register Balance as of 02/28/2026	3,372,294.26
	New Transactions	
	Checks and Payments - 113 items	-741,105.63
	Deposits and Credits - 26 items	40,948.02
	Total New Transactions	-700,157.61
4	Ending Balance	2,672,136.65

Verified by:
 Wittwer
 Bloem
 Honatke smh 4/8/26

- 1) Beginning Balance: This is the beginning checking account balance according to the County on 2/1/2026.
- 2) Cleared Balance: This is the ending checking account balance according to the County on 2/28/2026.
- 3) Register Balance: This is the ending checking account balance according to QuickBooks on 2/28/2026. 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 3/17/2026.

Central Valley Fire Expenditure Detail Report

Accrual Basis		March 2026		
VERIFIED BY:	DATE:	Check Number	Vendor	Amount
		2134637	Petty Cash	1,151.52
Wittwer		2134638	AirNote, LLC (IT Consultant)	2,500.00
Bloem		2134639	Allegiance Benefit Plan Management (HRA Mgmt)	241.50
Honatke	<i>SMH 4/8/2026</i>	2134640	Balco Uniform Co., Inc.	289.50
		2134641	Belgrade Auto Parts, Inc. (Shop Equipment)	35,656.81
Prior Month		2134642	Big Sky Fire Equip (Apparatus Repair/Fleet Billable)	1,494.72
Ending Check #	2134636	2134643	Blackfoot Communications (St. 1 Internet)	750.00
		2134644	BMB Emergency Medicine, LLC (Medical Officer)	1,000.00
Beginning Check #	2134637	2134645	Brindlee Mountain Fire Apparatus (Type 3 Tank)	9,821.58
Ending Check #	2134712	2134646	ESO Solutions, Inc. (Data Access)	562.75
		2134647	Fisher's Technology (Copier Maint. Agreement)	69.10
Voided Checks		2134648	Floyd's Truck Center (Fleet Billable)	733.88
2134659		2134649	Ghost Town Coffee Roasters, Inc.	151.20
		2134650	Global Net (Internet)	397.00
		2134651	JDS Architects, Inc. (Shop Project)	830.00
		2134652	Kamp Implement Co (Apparatus Repair)	398.68
		2134653	Kenyon Noble Lumber Co (Apparatus Maint)	231.78
		2134654	Kruse Enterprises, Inc. (St. 4 Bathroom Project)	3,156.27
		2134655	L&L Site Services, Inc.	495.00
		2134656	Linda Lane (EMS Overpayment Reimb)	1,000.00
		2134657	LN Curtis - Intermountain Division (PPE)	5,152.84
		2134658	Master Medical Equipment (EMS Equipment)	6,181.96
		2134660	Montana Linen	223.40
		2134661	Montana Occupational Health (Physical)	480.00
		2134662	Motor Power Equipment Co. (Apparatus Maint)	462.50
		2134663	MSU Fire Services Training School (Training)	415.00
		2134664	Northwest Safety Clean (PPE Cleaning)	156.21
		2134665	Pacific Steel & Recycling, Inc. (Type 3 Tank)	1,252.05
		2134666	Paladin Background Screening	275.69
		2134667	Pintler Billing Services (EMS Billing Service)	6,868.71
		2134668	U S Bancorp	20,398.72
		2134669	Vanguard Safety Wear (PPE)	132.02
		2134670	W.S. Darley & Co. (Apparatus Repair)	148.69
		2134671	Waterous Company, Inc. (Fleet Billable)	1,026.27
		2134672	WEX Fleet Universal (Fule)	4,043.18
		2134673	Montana State Firemens Association (Life Ins)	2,994.62
		2134674	Benchmark Insurance Company (Workers Comp)	1,456.00
		2134675	Blanton Contracting, LLC (Shop Project)	364,394.88
		2134676	Four Corners County W & S District	307.14
		2134677	Hillyard (Supplies)	980.81
		2134678	Hyalite Engineers, PLLC (Shop Project)	1,232.00
		2134679	Kamp Implement Co (Apparatus Repair)	6.33
		2134680	Life-Assist, Inc. (Medical Supplies)	11,168.79
		2134681	UPS Store #2899	567.17

Central Valley Fire Expenditure Detail Report

2134682	AED One-Stop Shop	2,257.00
2134683	Allegiance Benefit Plan MGMT (HRA Funding)	29,800.00
2134684	Allegiance COBRA Services, Inc. (Health Ins)	40.00
2134685	American Welding & Gas (Medical Supplies)	199.29
2134686	Balco Uniform Co., Inc.	893.35
2134687	Belgrade Ace Hardware, Inc.	399.93
2134688	Department of Justice (Background Checks)	90.00
2134689	Durham Brothers, LLC (St. 6 Lease)	2,478.12
2134690	Emerald Services (Oil Disposal)	423.90
2134691	FirstNet (Cell Service)	597.09
2134692	Gallatin County 911 Dispatch (ESChat License)	78.52
2134693	Ghost Town Coffee Roasters, Inc.	105.60
2134694	Heritage Fine Finishing (St 1 Painting)	1,490.00
2134695	Hillyard (Supplies)	746.15
2134696	L&L Site Services, Inc.	459.00
2134697	LiftOff, LLC (Microsoft Licenses)	25,059.60
2134698	LN Curtis - Intermountain Division (PPE)	5,072.05
2134699	MES Service Company, LLC (PPE)	5,249.20
2134700	Montana Occupational Health (Physicals)	5,324.00
2134701	MSU Fire Services Training School (Training)	190.00
2134702	Northwest Safety Clean (PPE Cleaning)	922.68
2134703	NorthWestern Energy, Inc.	7,181.27
2134704	Pediatric Emergency Standards (EMS Supplies)	1,558.22
2134705	Quill Corporation (Office Supplies)	246.53
2134706	RCN Communications, LLC (Apparatus Equipment)	263.12
2134707	Streamline (Website)	8,820.00
2134708	Stryker Sales Corporation (EMS Supplies)	290.25
2134709	Williams Plumbing & Heating, Inc. (St 1 HVAC)	525.67
2134710	BMB Emergency Medicine, LLC (Medical Officer)	1,000.00
2134711	Gallatin Gleam (Shop Project)	3,959.00
2134712	MFPC, Inc. (Shop Project)	8,146.10
ACH	Center for Public Safety Excellence (Accreditation)	12,192.00
ACH	TogetHR Consulting (HR Consultant)	3,525.84
ACH	Volunteer Reimbursement ACH (Certification)	37.00
ACH	Samantha Mize-Honatke (Office Supplies)	23.96
ACH	Navitas Credit Corp. (Telephone System)	372.95
ACH	Montana Dept. of Revenue (Shop Project)	3,680.76
ACH	Wittwer, Jay C (Travel Reimb - Ignite)	728.08
ACH	MacIntyre, Thomas (Training Reimb)	81.14
ACH	Yung, Deanna (Paramedic School Reimb)	97.79
ACH	Volunteer Reimbursement ACH (Certification)	25.00
	Total	625,886.43

Central Valley Fire Expenditure Detail Report

3/6/26	Disbursed to Employees	138,597.74
	IRS	24,240.58
	St of MT	6,945.00
	MPERA	4,203.99
	FURS	39,681.51
	Mission Square	12,871.91
	Union	2,359.12
	CVF PAC & MT FF PAC	382.00
	AFLAC	3,194.30
		<u>232,476.15</u>
		<u>232,476.15</u>
3/20/2026	Disbursed to Employees	141,071.56
	IRS	24,706.00
	St of MT	7,119.00
	MPERA	4,134.45
	FURS	40,007.41
	Mission Square	13,088.89
	Cigna	95,425.33
		<u>325,552.64</u>
		<u>325,552.64</u>
	Operating Funds Account Balance 1/31/26*	4,510,406.36
	Feb. Revenue Deposited w/ Co. Treasurer	183,837.23
	Feb. Expenditures	1,321,949.33
3	Operating Funds Account Balance 2/28/26	<u>3,372,294.26</u>

Approved for Payment

Darren Wilkins, Chairman

Date

*The 1/31/26 beginning bank balance is off by \$174.34 from the prior report due to an EMS deposit adjustment.

Central Valley Fire
Payroll Summary
 March 2026

	Mar 26
Employee Wages, Taxes and Adjustments	
Gross Pay	
Base Wage	292,656.35
Holiday Pay (2)	4,625.88
Kelly Time	20,394.22
Sick Leave	5,235.08
Vacation Leave	16,141.15
Acting Additional Pay	27.96
Acting Captain	447.36
Acting Engineer	502.56
Additional Time	28,994.16
ALS Preceptor	211.20
BC Acting Pay	1,285.92
BLS Preceptor	28.08
Hourly	20,072.50
Hourly Overtime	1,579.88
Longevity Pay	3,948.84
OT - FLSA	2,697.20
Total Gross Pay	398,848.34
Deductions from Gross Pay	
457(b)	-12,095.51
AFLAC	-2,796.15
FURS Employee	-34,025.24
MPERA Employee	-3,881.77
Roth 457b Plan Emp.	-2,431.39
Total Deductions from Gross Pay	-55,230.06
Adjusted Gross Pay	343,618.28
Taxes Withheld	
Federal Withholding	-37,380.00
Medicare Employee	-5,783.29
MT - Withholding	-14,064.00
Total Taxes Withheld	-57,227.29
Deductions from Net Pay	
AFLAC.1	-606.60
CVF PAC	-488.00
MSFA Employee	-2,996.45
MT Pro FF PAC	-144.00
Union Dues	-2,359.12
UnionBenevolence	-127.52
Total Deductions from Net Pay	-6,721.69
Net Pay	279,669.30
Employer Taxes and Contributions	
Medicare Company	5,783.29
457(b) Company	11,433.90
FURS Employer	45,663.68
MPERA Employer	4,456.67
Unemployment - St of MT	997.14
Total Employer Taxes and Contributions	68,334.68

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

	Amount Utilized Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget Utilized
Operating Income/Expense				
Income				
4000 · INCOME				
Tax Income (through 2/28/26)				
4600 · 20.30 Mills Base Levy	2,293,751.06	3,874,567.00	-1,580,815.94	59.2%
4601 · 10.000 Mills Voted Levy	1,129,948.51	1,908,127.00	-778,178.49	59.2%
4602 · 4.56 Mills Group Benefits	544,439.83	919,229.00	-374,789.17	59.2%
Total Tax Income	3,968,139.40	6,701,923.00	-2,733,783.60	59.2%
Non-Tax Income				
4203 · EMS Transport	868,084.66	850,000.00	18,084.66	102.1%
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	159,179.71	157,000.00	2,179.71	101.4%
4310 · Miscellaneous	2,706.22	1,500.00	1,206.22	180.4%
4315 · Penalty and Interest	15,992.15	8,000.00	7,992.15	199.9%
4320 · Deployment/Standby Fees	352,056.30	250,000.00	102,056.30	140.8%
4325 · Subd. Review/ Inspection Fees	11,355.00	5,000.00	6,355.00	227.1%
4326 · Impact Fees	1,172.00	100.00	1,072.00	1,172.0%
4328 · CPR Training	670.00	2,500.00	-1,830.00	26.8%
4329 · Fleet Services	146,079.59	100,000.00	46,079.59	146.1%
4400 · Sale of Assets	988.99	2,500.00	-1,511.01	39.6%
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	1,728,996.80	1,547,256.00	181,740.80	111.7%
Total 4000 · INCOME	5,697,136.20	8,249,179.00	-2,552,042.80	69.1%
Total Income	5,697,136.20	8,249,179.00	-2,552,042.80	69.1%
Gross Profit	5,697,136.20	8,249,179.00	-2,552,042.80	69.1%
Expense				
5200 · PERSONNEL				
5210 · PAID STAFF				
5211 · Payroll Expenses				
5213 · FURS/PERS/457b	582,073.18	766,467.00	-184,393.82	75.9%
5214 · Health Insurance	863,426.33	1,403,390.00	-539,963.67	61.5%
5215 · HRA disbursements to employees	39,946.75	128,800.00	-88,853.25	31.0%
5216 · Medicare	57,252.11	77,359.00	-20,106.89	74.0%
5218 · MT St Unemployment Insurance	9,871.05	13,338.00	-3,466.95	74.0%
5231 · Career Workers Comp	173,508.23	290,000.00	-116,491.77	59.8%
Total 5211 · Payroll Expenses	1,726,077.65	2,679,354.00	-953,276.35	64.4%
5220 · Salary & Wages	3,398,615.94	4,567,169.00	-1,168,553.06	74.4%
5224 · Longevity Pay	34,776.98	48,651.00	-13,874.02	71.5%
5229 · Acting Pay	21,045.45	44,285.00	-23,239.55	47.5%

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

	Amount Utilized Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget Utilized
5225 · Overtime	492,428.14	675,000.00	-182,571.86	73.0%
5233 · Recruitment & Retention	3,207.30	5,000.00	-1,792.70	64.1%
5235 · HIRING EXPENSES	5,383.86	10,000.00	-4,616.14	53.8%
Total 5210 · PAID STAFF	5,681,535.32	8,029,459.00	-2,347,923.68	70.8%
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	7,509.00	20,000.00	-12,491.00	37.5%
5273 · Health & Safety	11,892.76	13,791.00	-1,898.24	86.2%
Total 5270 · HEALTH & WELLNESS/OSHA	21,373.12	37,291.00	-15,917.88	57.3%
Total 5200 · PERSONNEL	5,705,338.44	8,117,750.00	-2,412,411.56	70.3%
5300 · OPERATIONS				
5301 · Customer Credit Card Usage Fee	2,312.90	3,500.00	-1,187.10	66.1%
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	59,388.82	80,000.00	-20,611.18	74.2%
5412 · Fleet Services - Billable	58,882.62	33,000.00	25,882.62	178.4%
5420 · Apparatus R & M	66,668.85	105,000.00	-38,331.15	63.5%
5460 · Apparatus R & M Labor	0.00	3,000.00	-3,000.00	0.0%
5455 · Equipment Annual Testing	18,623.63	25,000.00	-6,376.37	74.5%
5456 · Equipment R & M	6,667.54	13,600.00	-6,932.46	49.0%
5457 · Shop Tools	3,508.34	5,000.00	-1,491.66	70.2%
Total 5400 · APPARATUS	213,739.80	264,600.00	-50,860.20	80.8%
5500 · FACILITIES R & M				
5510 · Buildings & Grounds	40,733.99	91,000.00	-50,266.01	44.8%
5520 · Communication				
5521 · Cell Phone Service	13,715.30	16,200.00	-2,484.70	84.7%
5522 · Equipment	0.00	100.00	-100.00	0.0%
5525 · Telephone Lines	4,692.60	6,300.00	-1,607.40	74.5%
5526 · Internet/Cable	12,282.76	17,000.00	-4,717.24	72.3%
Total 5520 · Communication	30,690.66	39,600.00	-8,909.34	77.5%
5530 · Leases	22,303.08	30,781.00	-8,477.92	72.5%
5541 · Electricity/Natural Gas/Propane	51,285.83	82,500.00	-31,214.17	62.2%
5542 · Garbage/Water/Sewer	10,761.46	15,500.00	-4,738.54	69.4%
Total 5500 · FACILITIES R & M	155,775.02	259,381.00	-103,605.98	60.1%

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

	Amount Utilized Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget Utilized
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%
5605 · Business Subscript/Memberships	6,502.80	7,500.00	-997.20	86.7%
5606 · Billing Services Med. Transport	60,877.68	68,000.00	-7,122.32	89.5%
5609 · HR Consultant	3,759.76	10,000.00	-6,240.24	37.6%
5611 · IT Consultant	24,915.13	30,000.00	-5,084.87	83.1%
5613 · Medical Control Officer	9,000.00	12,000.00	-3,000.00	75.0%
5616 · Accreditation	32,248.00	53,800.00	-21,552.00	59.9%
5614 · Other Professional Consultants	16,396.00	100,350.00	-83,954.00	16.3%
Total 5600 · PROFESSIONAL SERVICES	166,399.37	318,650.00	-152,250.63	52.2%
5630 · PUBLIC OUTREACH				
5631 · Advert/Notices/Public Rel.	1,030.19	5,000.00	-3,969.81	20.6%
5632 · Meetings	6,636.78	5,500.00	1,136.78	120.7%
5633 · Fire Prevention/Education	5,468.94	15,000.00	-9,531.06	36.5%
5635 · Awards, Ceremonies, Gifts	3,882.02	12,000.00	-8,117.98	32.4%
Total 5630 · PUBLIC OUTREACH	17,017.93	37,500.00	-20,482.07	45.4%
5650 · SUPPLIES				
5651 · IT Supplies	94,670.79	95,000.00	-329.21	99.7%
5652 · Medical Supplies	43,929.02	82,000.00	-38,070.98	53.6%
5653 · Office Supplies	6,523.09	10,000.00	-3,476.91	65.2%
5654 · Operating Supplies(consumables)	10,658.62	25,500.00	-14,841.38	41.8%
5656 · PPE consumables	15,397.50	15,000.00	397.50	102.7%
5659 · Uniforms	27,000.98	45,000.00	-17,999.02	60.0%
5660 · Hazmat Supplies	199.35	5,500.00	-5,300.65	3.6%
5661 · Deployment expenses to be reimb	43,551.31	0.00	43,551.31	100.0%
Total 5650 · SUPPLIES	241,930.66	278,000.00	-36,069.34	87.0%
5670 · TRAINING/EDUCATION				
5671 · Education - Out of District	5,618.86	32,550.00	-26,931.14	17.3%
5672 · Employee Education Reimbmnt	0.00	16,000.00	-16,000.00	0.0%
5673 · Supplies	3,104.11	13,125.00	-10,020.89	23.7%
5674 · Training - In District	26,567.44	39,375.00	-12,807.56	67.5%
5675 · Training - Administration	6,015.02	14,000.00	-7,984.98	43.0%
5677 · GVFA	230.00	13,000.00	-12,770.00	1.8%
5678 · Paramedic Assistance Program	31,512.16	120,575.00	-89,062.84	26.1%
Total 5670 · TRAINING/EDUCATION	73,047.59	248,625.00	-175,577.41	29.4%
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	2,261.47	3,175.00	-913.53	71.2%
5705 · Tools & Equipment	8,394.59	16,000.00	-7,605.41	52.5%

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

	Amount Utilized Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget Utilized
5706 · EMS Equipment				
5706.1 · EMS Annual Maintenance Contract	30,350.00	30,350.00	0.00	100.0%
5706.2 · EMS R & M parts and accessories	17,625.58	26,650.00	-9,024.42	66.1%
Total 5706 · EMS Equipment	47,975.58	57,000.00	-9,024.42	84.2%
5707 · Wildland Tools & Equipment	4,370.69	12,000.00	-7,629.31	36.4%
Total 5700 · NON-CAPITAL EQUIPMENT	66,314.70	115,675.00	-49,360.30	57.3%
9998 · Uncoded CCD/Vendor Invoices	22,837.17	0.00	22,837.17	100.0%
Total 5300 · OPERATIONS	1,019,493.14	1,623,731.00	-604,237.86	62.8%
Total Expense	6,724,831.58	9,741,481.00	-3,016,649.42	69.0%
Net Operating Income	-1,027,695.38	-1,492,302.00	464,606.62	68.9%
Reserve Income/Expense				
Reserve Income				
4603 · 14 Mills Voted Levy (through 2/28/26)	1,581,705.90	2,671,053.00	-1,089,347.10	59.2%
4450 · Loan Proceeds	3,118,458.97	0.00	3,118,458.97	100.0%
Total Reserve Income	4,700,164.87	2,671,053.00	2,029,111.87	176.0%
Reserve Expense				
5000 · CAPITAL IMPROVEMENT				
5120 · CAPITAL RESERVE				
5121 · Apparatus	1,576,598.14	1,552,500.00	24,098.14	101.6%
5122 · Facilities	3,236,267.30	572,875.00	2,663,392.30	564.9%
5123 · Equipment	262,869.23	280,003.00	-17,133.77	93.9%
Total 5120 · CAPITAL RESERVE	5,075,734.67	2,405,378.00	2,670,356.67	211.0%
Total 5000 · CAPITAL IMPROVEMENT	5,075,734.67	2,405,378.00	2,670,356.67	211.0%
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	5,500,039.44	2,829,683.00	2,670,356.44	194.4%
Net Reserve Income	-799,874.57	-158,630.00	-641,244.57	504.2%
Net Income	-1,827,569.95	-1,650,932.00	-176,637.95	110.7%

Reserve Balances as of 2/28/2026

Apparatus Rerves	\$1,569,564.73
Facility Reserves	\$1,929,940.70
Equipment Reserves	\$82,752.27
Undesignated Reserves	\$397,353.36
Total	\$3,979,611.06

Operating Cash Balance as of 3/31/26 \$3,448,909.19



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: April 14, 2026
RE: March 2026 – Fire Chief’s Report

Operations Report

- a. Operations has one member that is resigning effective May 1, to take a job out of state. We were able offer an entry level Firefighter position to the first person on our hiring list. They started the joint fire academy on April 13th.
- b. Presentation to the Board of Trustees on achievements of employees.
- c. Wildland Team
 - i. Received a wildland Grant from Firehouse Subs for \$12,500
 - ii. Team was deployed to Nebraska for 8 days
- d. Equipment updates
 - i. Wildland Radios new purchase, Grant above to be used
 - ii. Surplusage of unused radios
 - iii. Updates to system wide radios throughout March
- e. Incident Response
 - i. Total Incidents: 234 - EMS & other
 - ii. Overlapping Calls: Data not available
 - iii. Mutual Aid Calls: 18 incidents / 11 received

Training Division Report

- a. During the month of March there was a heavy lift to prep for the joint fire academy that starts on April 13th.

- b. Wildland training prep in March, Red Card and other certs to take place throughout April.
- c. During the month of March, personnel participated in a variety of training activities focused on enhancing operational readiness, technical rescue capabilities, and leadership development.
- d. Swiftwater rescue training was conducted to maintain and improve proficiency in moving water environments. Members practiced hazard recognition, victim extrication techniques, and equipment deployment in dynamic conditions.
- e. High angle rescue training was also completed, with the technical rescue team actively working toward awareness-level certification. Training emphasized rope systems, anchor selection, edge protection, and safe patient packaging and movement in elevated environments.
- f. A joint training exercise was conducted with Bozeman Fire, strengthening interagency coordination and communication. This training provided valuable opportunities to align tactics, improve interoperability, and build working relationships for future incidents.
- g. In support of leadership development, three members successfully completed the 40-hour Leadership I course as part of their ongoing efforts to obtain Fire Officer certification. This training enhances supervisory skills, decision-making, and organizational leadership within the department.
- h. Company-level training throughout the month focused on Rapid Intervention Team (RIT) operations. Members reviewed firefighter rescue techniques, practiced mayday scenarios, and reinforced skills related to locating, accessing, and removing downed firefighters in hostile environments.
- i. Overall, March 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. DFM Yung attended the Department of Labor & Industry's Building Codes Education Conference in Missoula.
- c. Fire Prevention facilitated smoke alarm installation for a hard of hearing resident with devices for those who are deaf and hard of hearing.

- d. Staff continue to facilitate assistance with the district's budget process, as well as the movement and final of the fleet services facility.

EMS Division Report

- a. EMS Div Chief Pat Songer started on April 13.
- b. SAMSHA Grant is now open.
- c. Total EMS calls for March: 179
- d. Breakdown of new 12-hour Ambulance unit: M5-2
 - i. Preliminary March numbers:
 - 1. 40 calls for service, part of 179 calls listed above.
 - 2. 35 total transports
 - 3. 29 IFTs are part of the 35 transports.

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. March 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 large American flag, using the ladder truck as a pole. We will do this again on April 18, with the flag. This celebrates the opening of the seasons for each the levels in their 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 first part of April. 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. March prep for open house events at each fire station during 2026. The first is today at Fire Station 2, following this Board meeting. 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. Accreditation Officer, Battalion Chief White is doing great work with keeping our team focused on the mission of gathering data for the accreditation process. The work continues through March.

Revenue Enhancement Process

- a. The District's strategic plan, continues to be a guide for our processes.
- b. A number of efforts has 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 to provide 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.

Central Valley

Firefighters L4939

215 Wings Way

Belgrade, MT 59714



April 14, 2026

To the Board of Directors of the Central Valley Fire District,

This past month, IAFF Local 4939 has remained committed to supporting our members while continuing to serve and protect the community we are proud to be a part of. The strength of our fire district is built on well-trained firefighters, strong leadership, and a shared dedication to public safety.

This April, members from local 4939 proudly participated in the Seattle Firefighter Stairclimb in Seattle, raising funds in support of Blood Cancer United. Their participation reflects the unity of our membership and a shared commitment to supporting causes that extend beyond emergency response and into the lives of those affected by serious illness.

We are also proud to recognize recent accomplishments within our membership that directly benefit the community and fire district:

- **New Fire Officer (FO) designations** have been earned, strengthening leadership and operational effectiveness.
- **Three members have completed 40 hours of leadership training** and are actively pursuing Fire Officer 1 certification, helping ensure the next generation of leaders is prepared to meet the evolving needs of our district.

These efforts reflect our ongoing investment in professional development, which translates directly into higher-quality service, improved safety, and stronger outcomes for our community.

IAFF Local 4939 will continue to advocate for our members and work in partnership with the community to ensure a strong, responsive, and professional fire service.

Respectfully,
IAFF Local 4939



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: April 14, 2026

RE: April 2026 – CVFD Volunteer Association Report

Members of the Board,

-The new volunteer fire academy has moved to the hands-on part of the training. The past few Saturdays the recruits have been learning about water supply, low angle rescue, search, and extrication. The academy is going well, and the volunteers appreciate the time and effort the career members have put into making this a successful experience for all. The expected graduation of this class is on 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. 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.