

**HYALITE RURAL FIRE DISTRICT
BOARD OF TRUSTEES
PUBLIC MEETING**

DATE: October 18, 2016 TIME: 7:00 p.m.
PLACE: Sourdough Fire Station, 4541 S. 3rd.
BY: Hyalite Rural Fire District Board of Trustees.

**Call to Order of Hyalite Rural Fire District
REMINDER TO PUBLIC THAT MEETINGS ARE BEING RECORDED**

PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA

HYALITE CONSENT AGENDA -

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of Minutes

REGULAR AGENDA

1. Discussion and Decision on Hyalite Fire Recommendations for developers
2. Discussion and Decision on the Review of the Board of Trustees including Chief input
3. Discussion and Decision on Staff Health Insurance
4. Discussion and Decision on Workers Comp coverage of Chief (SRT activities)
5. Chief Revisky Report
6. Trustee's activities
 - a. Update on 2016 MFTA Conference
7. Announcements
8. Adjourn

This notice is posted on the door of the Administrative Building of the Sourdough Fire Station, the Rae Fire Station, The Cottonwood Fire Station and posted on the Hyalite website and/or Facebook Page at least 48 hours prior to the meeting. Notice of the meeting is published in the Bozeman Daily Chronicle at least 48 hours prior to the meeting.

1:01 PM

10/13/16

Hyalite Rural Fire District

Missing Checks

September 17 through October 13, 2016

Type	Date	Num	Name	Memo	Account	Split	Amount
Bill Pmt -Check	09/23/2016	7801112	Owenhouse-Ace Ha...		100000 · Cash/Inves...	200000 · Short...	-89.24
Bill Pmt -Check	09/23/2016	7801113	Wex Bank	0203-00-1097...	100000 · Cash/Inves...	200000 · Short...	-260.75
Check	10/05/2016	7801114	Capital One Comme...		100000 · Cash/Inves...	Costco Credit	-401.91
Bill Pmt -Check	10/05/2016	7801115	MasterCard		100000 · Cash/Inves...	200000 · Short...	-5,870.47
Bill Pmt -Check	10/05/2016	7801116	Montana Fire Truste...	MFTA Confre...	100000 · Cash/Inves...	200000 · Short...	-470.00
Bill Pmt -Check	10/07/2016	7801117	Fairmont Hot Spring...		100000 · Cash/Inves...	200000 · Short...	-474.80

Hyalite Rural Fire District

Transaction List by Vendor

September 17 through October 13, 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
Amazon							
Credit Card Charge	09/23/2016			MC Revisky 8043		420204 · Shop ...	-198.75
Credit Card Charge	09/29/2016			MC Revisky 8043		420204 · Shop ...	-22.51
American red Cross							
Credit Card Charge	09/21/2016			MC Eaton 8174		420384 · Traini...	-27.00
Batteries Plus							
Credit Card Charge	09/24/2016			MC Eaton 8174		420204 · Shop ...	-150.00
Bozeman Chronical							
Bill	09/18/2016	1518835		200000 · Short-Ter...		420333 · Form...	-21.00
Capital One Commercial							
Check	10/05/2016	7801114		100000 · Cash/Inves...		Costco Credit	-401.91
Costco Wholesale							
Credit Card Charge	09/28/2016			Costco Credit		420240 · Fuel	-37.07
Custom Logo							
Bill	09/22/2016	14806		200000 · Short-Ter...		420209 · Clothi...	-1,826.64
Eckroth Music							
Credit Card Charge	09/29/2016			MC Eaton 8174		420205 · Oper...	-59.28
Fairmont Hot Springs and Resort							
Bill	10/07/2016			200000 · Short-Ter...		420385 · Traini...	-474.80
Bill Pmt -Check	10/07/2016	7801117		100000 · Cash/Inves...		200000 · Short...	-474.80
First Interstate							
Credit Card Charge	09/21/2016			MC Nickolay 4850	X	66910 · Other ...	-10.00
Credit Card Charge	09/21/2016			MC Eaton 8174	X	66910 · Other ...	-10.00
Credit Card Charge	09/21/2016			MC Eaton 8174	X	66910 · Other ...	-49.19
Credit Card Charge	09/21/2016			MC Revisky 8043	X	66910 · Other ...	-29.02
Interwest Tire Factory							
Bill	09/25/2016	1-FC2...		200000 · Short-Ter...		420942 · E-6-3	-21.76
J&H INC							
Bill	09/22/2016	484405		200000 · Short-Ter...		420201 · Office...	-32.05
MasterCard							
Bill	09/21/2016			200000 · Short-Ter...		MC Nickolay 4...	-1,873.69
Bill	09/22/2016			200000 · Short-Ter...		MC Eaton 8174	-2,723.23
Bill Pmt -Check	10/05/2016	7801115		100000 · Cash/Inves...		200000 · Short...	-5,870.47
Michaels							
Credit Card Charge	09/28/2016			MC Revisky 8043		420200 · Suppl...	-66.37
Montana Fire Trustees Association							
Bill	10/07/2016		MFTA Confre...	200000 · Short-Ter...		420384 · Traini...	-470.00
Bill Pmt -Check	10/07/2016	7801116	MFTA Confre...	100000 · Cash/Inves...		200000 · Short...	-470.00
Montana Firemen's Association							
Liability Check	10/13/2016	To Print		100000 · Cash/Inves...		131300 · Payro...	-145.66
NAPA Auto Parts							
Credit	09/24/2016	126377		200000 · Short-Ter...		420204 · Shop ...	66.77
Northwestern Energy							
Bill	09/28/2016			200000 · Short-Ter...		-SPLIT-	-1,069.94

Hyalite Rural Fire District

Transaction List by Vendor

September 17 through October 13, 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
Owenhouse-Ace Hardware							
Bill	09/19/2016	41434...		200000 · Short-Ter...		420204 · Shop ...	-12.31
Bill Pmt -Check	09/23/2016	7801112		100000 · Cash/Inves...		200000 · Shop ...	-89.24
Bill	09/28/2016	41504...		200000 · Short-Ter...		420204 · Shop ...	-64.68
Bill	10/03/2016	41541...		200000 · Short-Ter...		420204 · Shop ...	-47.97
Personalize It							
Credit Card Charge	09/30/2016			MC Revisky 8043		420209 · Clothi...	-90.04
Platt							
Credit Card Charge	09/26/2016			MC Nickolay 4850		420200 · Suppl...	-246.87
RAE Water							
Bill	09/23/2016			200000 · Short-Ter...		-SPLIT-	-125.90
Rosas Pizza							
Credit Card Charge	09/28/2016			MC Nickolay 4850		420386 · Traini...	-151.00
Credit Card Charge	09/30/2016			MC Eaton 8174		420386 · Traini...	-107.00
Rosauers							
Credit Card Charge	09/30/2016			MC Eaton 8174		420220 · Meal...	-50.01
RW & JW Enterprises							
Bill	09/21/2016	1061		200000 · Short-Ter...		420952 · E-6-1	-85.00
Staples							
Credit Card Charge	09/18/2016			MC Nickolay 4850	X	420201 · Office...	-93.56
Credit Card Charge	09/24/2016			MC Eaton 8174		420201 · Office...	-27.49
Story Distributing							
Bill	09/22/2016	74268		200000 · Short-Ter...		420341 · Gas ...	-2,908.82
Town and Country							
Bill	09/18/2016	09/18/...		200000 · Short-Ter...		420220 · Meal...	-46.13
Bill	09/19/2016	09/19/...		200000 · Short-Ter...		420220 · Meal...	-25.97
Bill	09/20/2016	09/20/...		200000 · Short-Ter...		420220 · Meal...	-46.02
Bill	09/22/2016	09/22/...		200000 · Short-Ter...		420220 · Meal...	-38.61
Bill	09/25/2016	09/25/...		200000 · Short-Ter...		420220 · Meal...	-24.93
Bill	09/26/2016	09/26/...		200000 · Short-Ter...		420220 · Meal...	-35.36
Bill	09/27/2016	09/27/...		200000 · Short-Ter...		420220 · Meal...	-36.12
Bill	09/28/2016	09/28/...		200000 · Short-Ter...		420220 · Meal...	-24.03
Bill	09/29/2016	09/29/...		200000 · Short-Ter...		420220 · Meal...	-26.95
Town Pump							
Credit Card Charge	09/17/2016			Conoco	X	420240 · Fuel	-18.90
Credit Card Charge	09/18/2016			Conoco	X	420240 · Fuel	-17.11
Credit Card Charge	09/23/2016			Conoco	X	420240 · Fuel	-78.00
Verizon							
Bill	09/23/2016	97725...		200000 · Short-Ter...		420342 · Phones	-174.91
Bill	09/23/2016	97725...		200000 · Short-Ter...		420342 · Phones	-62.92
Waterous Company							
Bill	09/26/2016	P2L16...		200000 · Short-Ter...		420941 · E-6-2	-278.01
Wex Bank							
Bill	09/23/2016	7801113	0203-00-1097...	200000 · Short-Ter...		Conoco	-260.75
Bill Pmt -Check	09/23/2016		0203-00-1097...	100000 · Cash/Inves...		200000 · Short...	-260.75

1:00 PM

10/13/16

Accrual Basis

Hyalite Rural Fire District

Profit & Loss YTD Comparison

September 17 through October 13, 2016

	Sep 17 - Oct 13, 16	Jan 1 - Oct 13, 16
Ordinary Income/Expense		
Expense		
420000 · Public Safety Expenses		
420380 · Personnel Training Services		
420382 · Tuition	0.00	120.00
420384 · Training Classes	497.00	1,287.00
420385 · Training Supplies	474.80	928.49
420386 · Training Meals	258.00	3,799.50
Total 420380 · Personnel Training Services	1,229.80	6,134.99
420000 · Public Safety Expenses - Other	0.00	66.00
Total 420000 · Public Safety Expenses	1,229.80	6,200.99
420100 · Personnel Services		
420010 · Payroll Employer Taxes	0.00	1,127.16
420020 · Employer Paid FURS	0.00	4,183.40
420030 · Employer Paid PERS	0.00	562.46
420101 · Health Insurance Benefits	0.00	18,946.23
420110 · Salaries and Wages		
420114 · Admin / Bookkeeping	0.00	6,552.00
420117 · Asst Fire Chief	0.00	9,733.50
420118 · Fire Chief	0.00	11,666.66
420119 · Maintenance Captain	0.00	7,385.60
Total 420110 · Salaries and Wages	0.00	35,337.76
420100 · Personnel Services - Other	0.00	8,651.43
Total 420100 · Personnel Services	0.00	68,808.44
420200 · Supplies		
420201 · Office Supplies and Materials	153.10	464.39
420202 · Facility Supplies	0.00	4,431.91
420203 · Medical Supplies	0.00	1,101.86
420204 · Shop Supplies	429.45	10,162.61
420205 · Operation Supplies	59.28	3,160.02
420209 · Clothing & Uniforms	1,916.68	2,450.53
420200 · Supplies - Other	313.24	313.24
Total 420200 · Supplies	2,871.75	22,084.56
420220 · Meals/Incentives	354.13	2,831.61
420240 · Fuel	151.08	1,019.41

1:00 PM

10/13/16

Accrual Basis

Hyalite Rural Fire District

Profit & Loss YTD Comparison

September 17 through October 13, 2016

	Sep 17 - Oct 13, 16	Jan 1 - Oct 13, 16
420330 · Public Relations, Subs & Dues		
420333 · Formal & Legal Notices	21.00	951.00
420330 · Public Relations, Subs & Dues - Other	0.00	1,288.00
Total 420330 · Public Relations, Subs & Dues	21.00	2,239.00
420340 · Utility Services		
420341 · Gas & Electric	3,978.76	9,497.91
420342 · Phones	227.83	639.24
420343 · Website Fees	0.00	163.51
420344 · Phone Pager Subscriptions	0.00	99.46
420345 · TV/Internet Services	0.00	1,744.43
420346 · Water/Sewer	125.90	370.48
420347 · Trash	0.00	96.65
420340 · Utility Services - Other	0.00	1,629.01
Total 420340 · Utility Services	4,332.49	14,240.69
420390 · Health Program	0.00	3,204.00
420400 · Travel	0.00	3.50
420420 · Facilities		
420422 · Lawn/Snow Removal	0.00	650.00
Total 420420 · Facilities	0.00	650.00
420500 · Insurance		
420940 · Apparatus		
420941 · E-6-2	278.01	584.70
420942 · E-6-3	21.76	4,150.44
420943 · U-6	0.00	448.00
420945 · C6-1	0.00	6.31
420946 · U-6-1	0.00	180.56
420947 · E-6	0.00	1,096.25
420949 · R-6	0.00	613.79
420952 · E-6-1	85.00	2,060.49
420953 · QRU-6	0.00	3,043.91
420940 · Apparatus - Other	0.00	4,969.92
Total 420940 · Apparatus	384.77	17,154.37
420960 · Special Projects		
420961 · Rae House	0.00	5,097.84
Total 420960 · Special Projects	0.00	5,097.84

1:00 PM

10/13/16

Accrual Basis

Hyalite Rural Fire District
Profit & Loss YTD Comparison
September 17 through October 13, 2016

	Sep 17 - Oct 13, 16	Jan 1 - Oct 13, 16
66000 · Payroll Expenses	0.00	514.50
66900 · Reconciliation Discrepancies	0.00	34.00
66901 · *Reconciliation Discrepancies	21.73	-180.17
66910 · Other Charges	-1,990.25	-2,017.87
Total Expense	7,376.50	146,511.07
Net Ordinary Income	-7,376.50	-146,511.07
Net Income	-7,376.50	-146,511.07

**HYALITE FIRE DISTRICT BOARD OF TRUSTEES
PUBLIC MEETING
MINUTES**

DATE: September 20, 2016 TIME: 7:00 p.m.

PLACE: Sourdough Fire Station, 4541 S. 3rd.

BY: Hyalite Fire District Board of Trustees

Call to Order of Hyalite Rural Fire District by Chairman Kraft at 7:01pm

Members Present: Kraft, Geddes, Tate, Zidack, Wyman

Members Absent: None

Staff Members present: Fire Chief-Jason Revisky, Assistant Fire Chief-Brian Nickolay Bookkeeper/Office Administrator-Rebeka Godfrey

Public Present: Nick Shrauger

Public Comment: Mr. Shrauger wanted to stop by and see how the Hyalite Board was coming along as well as requested all email addresses. He was directed to the website for that information.

Consent Agenda

- A motion to approve the consent Agenda items was called by Trustee Geddes and seconded by Trustee Zidack. Vote was approved unanimously by Kraft, Geddes, Tate and Zidack.

Trustee Wyman entered the meeting at 7:03, just after the consent agenda was approved.

Regular Agenda

1) Discussion and Decision on Policies

a) Policy # 2016002

- i) Trustee Wyman stated that the current process is that the Secretary puts together the Agenda based on the last meetings input and from the Chairman. It then gets sent out. If a chairman does not want something on the Agenda he has the authority to not include it. He opened up discussion on how many trustees would be needed to agree on an agenda item in order for it to be on the agenda without the approval of the chairman.
 - (1) Trustee Geddes thought the bar should be low so that anything can get on the agenda, but still give authority to the chair to be able to say no.
 - (2) Trustee Wyman suggested 3 so it makes it a little harder.
 - (3) Trustee Zidack added that 3 would give protection to the chairman and the board when others are representing Hyalite.
 - (4) Trustee Tate asked if the vice chair would be the one to set agenda items if the chairman was not available, and if so, should it be added to the policy? It was agreed that it was understood since this was the role of the vice chair as stated in the governance policy and not needed to be added to this policy.
 - (5) Trustee Wyman suggested that a 14 day notification period was too much, that 8 days should suffice.
 - (6) Trustee Geddes suggested that it should be a notice window of 9 days and that the number of trustees should be 3 or more.

- (7) Trustee Wyman added that legal notice needed to be 6 days before.
- (8) Chairman Kraft wanted to ask about Emergency Protocol after a meeting has been noticed and Trustee Zidack reminded the board that it is covered by the special meeting protocol in the by-laws.
- ii) Public Comment: Mr. Shrauger wanted to know what the process was for the public to add to the agenda
 - (1) Trustee Wyman said that per the policy, he needed to talk with the chair, or any trustee or to ask at a meeting for it to be included in the next meeting.
- iii) Trustee Geddes made a motion to approve the policy # 2016002 based on the edits discussed above. It was seconded by trustee Wyman and voted to be approved, unanimously.
- iv) Chairman Kraft asked if discussion was needed on the other policies (Governance Policy, 2016001-Invoice Processing Policy, Employee Manual, Staff job descriptions).
 - (1) Trustee Wyman made a motion to approve the policies listed above as written. It was seconded by Trustee Geddes and it was voted to be approved, unanimously.
- 2) Discussion and Decision on attending the Montana Fire District Trustee Meeting
 - a) There is a trustee meeting in Fairmont in October. Chairman Kraft reminded everyone that we had voted in a previous meeting not to join the association, however, we could still go to the meeting.
 - b) Trustee Wyman added that the meeting is Friday October 14th-Sunday October 16th. He made a motion, that if any trustee would like to attend, the board would pay for all accommodations, "full boat". The motion was seconded by Trustee Zidack and the vote was unanimous in favor.
- 3) Chief Revisky's Report
 - a) Chief Revisky reviewed the attached chief's report.
 - b) Trustee Wyman asked if there was anyone signed up for the Board Leadership training for September 22, 2016 and strongly encouraged Beka Godfrey go.
- 4) Trustee Activities
 - a) Trustee Geddes wanted to recognize the department for 2 calls that he was witness to for their outstanding customer service.
 - b) Chairman Kraft asked for a resident update. Chief Revisky said that there were currently 3 residents at the Rae house and 6 at the Sourdough Station. The residents at the Rae station have already made a difference in response times. He also mentioned that the Cottonwood sleeper program during the week is still continuing with 5 volunteers a night.
 - c) One of the apparatus water tanks has sprung a leak. This is being looked at and repaired. It was noted that this was supposed to be a lifetime tank, so repairs will remain under warranty.
 - d) Chairman Kraft asked how training was doing and if training facilities were needed at the Sourdough Station. Chief Revisky said that training is still happening at the Cottonwood Station and it is going well. At this time there is not a need for a second training facility. Later this week the department will be conducting interviews to fill 6 spots in the new recruit training class. Chief Revisky also mentioned that he would forward an article that he just read about the need for volunteers all over the state, but mentioned that Hyalite is still doing a great job recruiting, training and retaining volunteers.
 - e) Trustee Geddes asked how AMR was doing. Chief Revisky said that they were doing well and that our relationship with AMR is great.
 - f) Trustee Wyman wanted to make sure that Hyalite Fire was utilizing the land fire truck on loan to us and Chief Revisky confirmed that we are fulfilling our promise.

- g) Chairman Kraft asked for a status on the home 40 development. Chief Revisky reiterated that he was uncomfortable asking the developers for anything additional (than what is recommended by the county) unless we are going to set a standard moving forward for all subdivision developments.
 - i) Trustee Wyman stated that we know the city, state and federal standards do not work well in certain areas and asked if it would be prudent for our board to create some standards.
 - (1) Trustee Geddes agreed that it could benefit the board to do it and help keep us above the curve.
 - (2) Trustee Zidack added that it could eventually help change the county standards.
 - (a) Trustee Geddes suggested going to the county meeting to give them a heads up.
 - ii) Chief Revisky will draft some suggested requirements to have at the next meeting for discussion.
- 5) Announcements
- a) Next Joint Board Meeting is Tuesday October 18, 2016
- 6) Adjourn
- a) Meeting adjourned at 8:23pm

**Hyalite Rural Fire District
Fire Chief's Report
October 18, 2016**

1. Total emergency responses for 2016 to date are 400.
2. We currently have 48 volunteer members on our roster.
3. At this time, we have 6 Resident Fire Fighters in the Sourdough Station. We still have the Sleeper Program at Cottonwood with the Residents supporting the Sleepers with leadership and driver/operator capabilities.
4. We now have 3 Fire Fighters living in the Rae House. There has been a noticeable improvement in response out of the Rae Station.
5. We have started our Fall Recruit Academy with 6 new Recruit Fire Fighters. We are also interviewing a number of other potential volunteers interested in EMS and/or Driver-Operator roles.
6. We continue to offer command trainings twice each month. This has yielded significant returns in the proficiency of our members.
7. We had a very successful Pancake Breakfast this year. We served breakfast to over 1,000 people this year, which is an all-time record for the breakfast. Along with recognizing all of the volunteers and staff who made the breakfast so successful, Larkin Scott deserves our appreciation for the excellent planning and management of the event.
8. All of our apparatus are in service at this time.
9. I have been working with Barton Fabrication to get estimates on modifying the Maltese Cross portion of the signage at Sourdough Station. He will also offer some options for creating signage for above the bays that face the street.
10. We have experienced no fire fighter injuries or significant apparatus/equipment damages in this past month.