

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

DATE: MAY 29, 2018 TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd.

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

RECOGNITION OF NEW TRUSTEES

ELECTION OF BOARD OFFICERS

HYALITE CONSENT AGENDA

1. Approval of Financial Report
2. Approval of Warrants

REGULAR AGENDA

1. Presentation of Firefighters award to Dave Kraft by Firefighters
2. Introduction of new Staff, Volunteers
3. Discussion and Decision – Bylaws
4. Discussion and Decision – Board policies
5. Discussion and Decision – Audit Firm Bids for FY2018 with possible additional 2 year extension
6. Board Presentation and Discussion of Current and Possible Future District Finances, Issues, and Concerns
7. Chief Revisky Report
8. Trustees' Activities
 - a. Committee work for wage evaluation
9. Announcements

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.

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

DATE: APRIL 24, 2018 TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd.

BY: Hyalite Rural Fire District Board of Trustees

TRUSTEES IN ATTENDANCE:

Dave Kraft, Chair
Walk Zidack, Treasurer
Chuck Tate, Secretary
Chuck Wyman, Trustee
Pete Geddes, Vice Chair

STAFF IN ATTENDANCE:

Jason Revisky, Fire Chief
Brian Nickolay, Assistant Fire Chief
Lonna Braverman, Administrative Assistant

PUBLIC IN ATTENDANCE:

Nick Shrauger
Pat Wilson
Sandy Taylor
Sheryl Wyman
Sheri Seguardt
Larry Thomas

0:00:00	
0:00:18	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT Chair DK called the meeting to order and reminded the public that the meeting was being recorded.
0:00:22	PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA Chair DK called for public comment on matters not included in the agenda. There was no public comment.
0:00:28	HYALITE CONSENT AGENDA Chair DK asked for any discussion on consent agenda. There was no discussion. Motion: Trustee PG made motion to approve consent agenda. Motion was seconded. Vote: Unanimous approval.
0:00:42	Discussion and Decision – 2019 Preliminary Budget Trustee WZ presented the preliminary 2019 budget prepared by the budget committee. County Treasurer office has not yet provided updated levy information. The budget committee projected Total Income of a little over \$1,000,000. Expenses are increased by \$25,500 from FY2018 budget, with these increased categories -- \$10,000 for Utilities, \$10,000 for Professional Services, \$5,000 for Insurance, \$500 for Other Charges.

0:08:11	<p>Trustee WZ presented information related to the Personnel Services budget line item, which is employee wages and benefits. Employees are facing increases in their dependent health care coverage costs. Trustee WZ stated the Board may want to consider a Cost Of Living Adjustment (COLA) for employees. The \$350,000 for personnel services is unchanged from FY2018 budget, but it still has some room for a wage increase in FY2019.</p> <p>Chair DK asked for public comment on the FY2019 preliminary budget as presented. There was no public comment.</p>
0:14:45	<p>There was further Board discussion on COLA increase for employees. Trustee CW stated he would like to see any wage increases based on merit, not COLA. He does not want to establish a precedent for an annual COLA, where it becomes expected. Trustee PG stated that, on principle, HRFD employee compensation should be at high end of marketplace salaries in the Gallatin valley, and agrees that setting COLA precedent is not desired. Trustee CW stated, that compared to other fire departments in the valley, HRFD compensation is below marketplace, in particular compared to Big Sky and Central Valley. Trustee PG stated he wants the Board to be unified in supporting the employees, and likes the idea of merit-based pay increases rather than COLA increases. Board members agreed they could approve the preliminary budget without a specific recommendation on compensation increases.</p> <p>Motion: Trustee PG made motion to approve the FY2019 preliminary budget as presented. Motion was seconded.</p> <p>Vote: Unanimous approval.</p>
0:30:49	<p>Discussion and Decision – Bids for New Rescue Apparatus</p> <p>Chief Revisky gave background that the specification for a new rescue vehicle was prepared for a 2-wheel drive vehicle, but asked vendors to also provide option for 4-wheel drive vehicle. Only one bid was received, from Pierce– Suthkin did not call back after multiple attempts to reach their sales staff and Rosenbauer was too busy to respond to the RFP.</p>
0:32:15	<p>Chief Revisky provided a description of a rescue vehicle and how HRFD uses it and the basic specs of the rescue vehicle HRFD wants to purchase. Chief Revisky summarized the pricing including all of the available discounts available, with the exception of waiving the performance bond. The bid for the 2-wheel drive vehicle was \$580,015, the bid for the 4-wheel drive option is \$595,043 – cost of performance bond is included in both bid amounts. Both bids are under the budget amount of \$600,000. Based on the bids, Chief Revisky recommends purchasing the 4-wheel drive vehicle. Build time would be 10-13 months. This expense is in the FY218 budget.</p> <p>Chair DK asked for public comment on bids for new rescue apparatus. There was no public comment.</p> <p>Motion: Trustee PG made motion to approve purchase of the 4-wheel drive option of rescue truck, as presented by the Chief. Motion was seconded.</p> <p>Vote: Unanimous approval.</p>

0:53:16	<p>Discussion – Upcoming Trustee terms ending and beginning Trustee terms for Dave Kraft and Chuck Wyman end May 7, 2018. Trustee terms for Justin Miller and Nick Shrauger begin May 8, 2018.</p> <p>Chair DK asked for public comment. There was no public comment.</p>
0:54:25	<p>Chief Revisky Report Chief Revisky included a complete written report in the Board packet. Highlights include:</p> <ol style="list-style-type: none"> 1. We have 3 Fire Fighters moving into the Rae House – Colin Prato, Allen Eggers, and Matt Johnson. 2. At this time, we have 8 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. 3. Our Spring Recruit Academy includes 6 new members and is going very well and on schedule. 4. Our crews have responded to 4 cardiac arrests in the last month. The feedback from our Medical Control Physician was extremely positive as they were able to resuscitate 3 out of the 4 patients. This is far above national standards, and is due to response times and training. 5. Our Fire Fighters have been performing our biannual vehicle extrication training during the weekends of April. We are very thankful for our relationship with Best Rate Towing and the junk vehicles that they provide to the fire department. <p>Chief Revisky recognized Dave Kraft’s 27 years as a board member and requested he attend the next Board meeting for a recognition presentation.</p> <p>Chair DK asked for public comment to the Chief’s report. There was no public comment.</p>
1:03:39	<p>Trustee’s Activities Trustee CW stated this was his last meeting as Trustee and thanked all of the Board members. He asked all Board members to stay as educated as possible. He also thanked the staff and stated he believes HRFD has finest staff in the state. Trustee WZ thanked Chuck Wyman and Dave Kraft for their service, which benefited the community. Trustee PG also thanked Chuck Wyman and Dave Kraft and presented a plaque to Dave Kraft recognizing his service. Trustee DK recapped the progress over his 27 years on the Board, and stated he enjoyed that time and wished the department good luck going forward. Chief Revisky stated he’s never worked with Trustees that put as much effort and time into the role, and thanked Chuck Wyman and Dave Kraft for being great Trustees. Assistant Chief Brian Nickolay thanked Chuck Wyman and Dave Kraft for their support during department struggles and for bringing the department to the level it is now.</p>
1:11:37	<p>Announcements The next Board meeting will be held Tuesday, May 29, 2018 at 7:00pm</p>
1:12:42	<p>ADJOURN</p>

Hyalite Rural Fire District
Balance Sheet
As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Checking/Savings	
100000 · Cash/Investments	2,283,222.15
Total Checking/Savings	2,283,222.15
Accounts Receivable	
110000 · Accounts Receivable	3,312.04
Total Accounts Receivable	3,312.04
Other Current Assets	480,373.87
Total Current Assets	2,766,908.06
Fixed Assets	
180000 · Capital Assets	
181000 · Land	361,201.00
182000 · Buildings & Improvements	3,951,562.68
186000 · Machinery & Equipment	2,442,042.39
186100 · Accumulated Depreciation	-2,241,076.58
Total 180000 · Capital Assets	4,513,729.49
Total Fixed Assets	4,513,729.49
TOTAL ASSETS	7,280,637.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200000 · Short-Term Payables	617,324.22
Total Accounts Payable	617,324.22
Credit Cards	816.59
Other Current Liabilities	169,668.92
Total Current Liabilities	787,809.73
Long Term Liabilities	
200100 · Net Pension Liability	162,962.00
206110 · Accrued Vacation/Sick	49,666.65
23101 · 2013 GO bond issue	2,035,000.00
260000 · Bond Premium Liability	11,377.98
Total Long Term Liabilities	2,259,006.63
Total Liabilities	3,046,816.36
Equity	
241000 · Unrestricted Fund Balance	969,661.00
241001 · General fixed asset acct group	4,513,729.49
241002 · General LT debt account group	-2,434,006.63
241100 · Reserved Fund Balance	
241101 · Restricted for Debt Service	322,437.85
241102 · Reserved for Capital Reserve	773,360.78
Total 241100 · Reserved Fund Balance	1,095,798.63
Net Income	88,638.70
Total Equity	4,233,821.19
TOTAL LIABILITIES & EQUITY	7,280,637.55

9:10 PM

05/20/18

Accrual Basis

Hyalite Rural Fire District

Profit & Loss Budget vs. Actual

July 2017 through April 2018 (83.33%)

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
110200 · Debt Service Property Tax	245,700.00	245,700.00	0.00	100.0%
310000 · Taxes	992,464.14	924,300.00	68,164.14	107.4%
316000 · Entitlement Share	36,298.83	36,000.00	298.83	100.8%
320000 · Firefighter fundraising event	4,164.46			
360000 · Miscellaneous Revenues	11,587.86	4,000.00	7,587.86	289.7%
365000 · Contributions and Donations	1,729.51	100.00	1,629.51	1,729.5%
370000 · Investment Earnings	22,197.77			
Total Income	<u>1,314,142.57</u>	<u>1,210,100.00</u>	<u>104,042.57</u>	<u>108.6%</u>
Gross Profit	1,314,142.57	1,210,100.00	104,042.57	108.6%
Expense				
420000 · Public Safety Expenses	17,201.54	40,000.00	-22,798.46	43.0%
420100 · Personnel Services	254,589.21	350,000.00	-95,410.79	72.7%
420200 · Supplies	29,130.79	22,000.00	7,130.79	132.4%
420220 · Meals/Incentives	8,476.58	11,000.00	-2,523.42	77.1%
420240 · Fuel	11,551.93	36,000.00	-24,448.07	32.1%
420310 · Election Costs	0.00	7,000.00	-7,000.00	0.0%
420320 · Professional Subscription/Dues	3,086.06	4,000.00	-913.94	77.2%
420330 · Community Outreach/Education	7,912.34	10,000.00	-2,087.66	79.1%
420340 · Utility Services	43,720.54	42,000.00	1,720.54	104.1%
420350 · Professional Services	22,561.50	30,000.00	-7,438.50	75.2%
420390 · Firefighter Physicals	12,446.00	15,000.00	-2,554.00	83.0%
420400 · Training/Travel - Trustees	0.00	3,000.00	-3,000.00	0.0%
420420 · Facilities	10,057.71	35,000.00	-24,942.29	28.7%
420500 · Insurance	51,600.78	60,000.00	-8,399.22	86.0%
420930 · Safety Equipment	23,624.91	70,000.00	-46,375.09	33.7%
420940 · Apparatus	33,163.71	70,000.00	-36,836.29	47.4%
420970 · Capital outlay	656,425.22			
490100 · Debt Services	35,362.50	245,700.00	-210,337.50	14.4%
66910 · Other Charges	4,592.55			
Total Expense	<u>1,225,503.87</u>	<u>1,050,700.00</u>	<u>174,803.87</u>	<u>116.6%</u>
Net Ordinary Income	<u>88,638.70</u>	<u>159,400.00</u>	<u>-70,761.30</u>	<u>55.6%</u>
Net Income	<u><u>88,638.70</u></u>	<u><u>159,400.00</u></u>	<u><u>-70,761.30</u></u>	<u><u>55.6%</u></u>

Hyalite Rural Fire District

Transaction List by Vendor

April 2018

Type	Date	Num	Memo	Account	Cir	Split	Amount
ADVANCED WASTEWATER SPECIALISTS							
Bill	04/24/2018	13886	Repair septic system issue at Cottonwood Station	202100 · Accounts Payable		420423 · Building & Site	-2,399.17
Alert-All Corp.							
Bill Pmt -Check	04/26/2018	7801979	VOID: Sourdough alarm system	101000 · General Fund	X	202100 · Accounts Payable	0.00
Alert Technologies							
Bill	04/17/2018	180418A	Sourdough alarm system	202100 · Accounts Payable		420423 · Building & Site	-921.00
Bill Pmt -Check	04/26/2018	7801997	Sourdough alarm system	101000 · General Fund		202100 · Accounts Payable	-921.00
American Medical Response, Inc.							
Bill Pmt -Check	04/12/2018	7801949	Glucometer and test strip	101000 · General Fund	X	202100 · Accounts Payable	-40.08
American red Cross							
Credit Card Charge	04/25/2018	22931698	Adult CPR course; Rif will reimburse.	210300 · MC Eaton 8174		420331 · Dues & Licenses	-28.00
Batteries Plus							
Bill	04/07/2018	254-319598	R-6 GenSet	202100 · Accounts Payable		420949 · R-6	-14.58
Bill Pmt -Check	04/26/2018	7801980	R-6 GenSet	101000 · General Fund		202100 · Accounts Payable	-14.58
Best Rate Diesel Repair Inc.							
Bill Pmt -Check	04/12/2018	7801950	E-6	101000 · General Fund	X	202100 · Accounts Payable	-198.28
Big Sky Fire Equipment							
Bill	04/30/2018	0387751	Gen set up lights for vehicles-as supplies	202100 · Accounts Payable		420205 · Operation Supplies	-89.72
Blackfoot Communications							
Bill	04/01/2018	166532	Internet and Phones for March	202100 · Accounts Payable		-SPLIT-	-172.23
Bill Pmt -Check	04/12/2018	7801951	166532	101000 · General Fund	X	202100 · Accounts Payable	-172.23
BlueCross BlueShield of Montana							
Bill	04/11/2018	X6A680	Health Insurance for May	202100 · Accounts Payable		-SPLIT-	-5,377.80
Bill Pmt -Check	04/26/2018	7801981	Health Insurance for May	101000 · General Fund		202100 · Accounts Payable	-5,377.80
Bound Tree Medical							
Bill Pmt -Check	04/12/2018	7801952	Medical supplies	101000 · General Fund	X	202100 · Accounts Payable	-132.42
Bozeman Chronicle							
Bill	04/01/2018	1747008	Request for competitive sealed proposals	202100 · Accounts Payable		420333 · Formal & Legal Notices	-44.00
Bill Pmt -Check	04/26/2018	7801982	347411	101000 · General Fund		202100 · Accounts Payable	-44.00
Century Link							
Bill	04/10/2018	951B	Phone Services	202100 · Accounts Payable		420342 · Phones	-33.05
Bill Pmt -Check	04/26/2018	7801983	Phone Services	101000 · General Fund		202100 · Accounts Payable	-33.05
Charter Communications							
Bill	04/01/2018	40118	Phone and Internet	202100 · Accounts Payable		-SPLIT-	-312.05
Bill Pmt -Check	04/12/2018	7801953	8313200110672244	101000 · General Fund	X	202100 · Accounts Payable	-312.05
Connect Telephone and Computer Group							
Bill	04/18/2018	90436	Assistance with phone system changes- Sourdough and Co...	202100 · Accounts Payable		420342 · Phones	-210.00
Bill Pmt -Check	04/26/2018	7801984	Assistance with phone system changes- Sourdough and Co...	101000 · General Fund		202100 · Accounts Payable	-210.00
Costco Wholesale							
Bill Pmt -Check	04/12/2018	7801954	VOID: Reimburse Mike Hilbert- Sourdough Station cleaning ...	101000 · General Fund	X	202100 · Accounts Payable	0.00
Curtis							
Bill	04/06/2018	383894	Turn outs	202100 · Accounts Payable		420209 · Clothing & Uniforms	-12,580.00
Bill	04/16/2018	398059	Gifts for outgoing Board Chair- Trustee Kraft	202100 · Accounts Payable		420336 · Public Relations	-111.54
Bill Pmt -Check	04/26/2018	7801985		101000 · General Fund		202100 · Accounts Payable	-12,691.54
Custom Logo							
Bill Pmt -Check	04/12/2018	7801955	Volunteer Shirts	101000 · General Fund	X	202100 · Accounts Payable	-200.00
Dairy Queen							
Credit Card Charge	04/29/2018	042918	Food for extrication training 4/29/18.	210400 · MC Nickolay 4850		420386 · Training Meals	-27.92
DirectTV							
Bill	04/13/2018	33972378249	10200 Cottonwood Rd 59718	202100 · Accounts Payable		420345 · TV/Internet Services	-155.98
Bill Pmt -Check	04/26/2018	7801986	029404001	101000 · General Fund		202100 · Accounts Payable	-155.98
Dominoe's Pizza							
Credit Card Charge	04/18/2018	4182018	Training Food	210300 · MC Eaton 8174	X	420386 · Training Meals	-115.50
Firehouse Subs							
Credit Card Charge	04/13/2018	61524E	Recruit Training 4/14/18	210300 · MC Eaton 8174	X	420386 · Training Meals	-169.98
Credit Card Charge	04/20/2018	4202018	Recruit training food	210300 · MC Eaton 8174	X	420386 · Training Meals	-189.33
Credit Card Credit	04/27/2018	255256	Credit for 4/20/2018 charge.	210300 · MC Eaton 8174		420386 · Training Meals	189.33
FURS							
Liability Check	04/10/2018	ACH		101000 · General Fund	X	-SPLIT-	-1,170.96
Gallatin County							
Credit Card Charge	04/16/2018	0610-048531	G.C. Burn permit	210400 · MC Nickolay 4850	X	420423 · Building & Site	-15.00
General Distributing Co.							
Bill Pmt -Check	04/12/2018	7801956	56625	101000 · General Fund	X	202100 · Accounts Payable	-140.97
Global Star							
Bill	04/16/2018	10011394	Final bill-contract cancelled 5/15/2018-original activation wa...	202100 · Accounts Payable		420344 · Phone Pager Subscriptions	-86.81

Hyalite Rural Fire District
Transaction List by Vendor
April 2018

Type	Date	Num	Memo	Account	Cir	Split	Amount
J&H INC							
Bill	04/23/2018	529200	Monthly Maintenance- Canon IR C2225 copier (includes ton...	202100 · Accounts Payable		420201 · Office Supplies and Materi...	-95.37
Keller Supply							
Credit Card Charge	04/27/2018	11830728.00	Toilet for Rae House.	210300 · MC Eaton 8174		420423 · Building & Site	-98.07
Kenyon Noble							
Bill	04/25/2018	6480484	Recruit Training Non- Burn Building at Cottonwood Station	202100 · Accounts Payable		420385 · Training Supplies	-239.60
MasterCard							
Bill	04/03/2018		Jason's credit card payment for the period ended 4/22/18.	202100 · Accounts Payable		210500 · MC Revisky 8043	-319.68
Bill	04/07/2018		Chris' credit card payment for period ending 4/22/18.	200000 · Short-Term Payables		210300 · MC Eaton 8174	-1,164.38
Bill	04/07/2018		Brian's credit card payment for the period ended 4/22/18.	202100 · Accounts Payable		210400 · MC Nickolay 4850	-952.18
Bill Pmt -Check	04/26/2018	7801987		101000 · General Fund		202100 · Accounts Payable	-1,271.86
Bill Pmt -Check	04/26/2018	7801996	Chris' credit card payment for period ending 4/22/18.	101000 · General Fund		200000 · Short-Term Payables	-1,164.38
Matt Johnson							
Bill	04/28/2018	1004013	cleaning supplies RAE House-Reimburse Matt Johnson	202100 · Accounts Payable		420202 · Facility Supplies	-21.99
MICHAEL HILBERT							
Bill	04/03/2018	20266	Tuesday night CW-crew paid for by Hilbert	202100 · Accounts Payable		420220 · Meals/Incentives	-27.08
Bill	04/07/2018	89	Reimburse Mike Hilbert- Sourdough Station cleaning supplies	202100 · Accounts Payable		420202 · Facility Supplies	-43.47
Bill Pmt -Check	04/12/2018	7801977		101000 · General Fund		202100 · Accounts Payable	-160.41
Moline							
Bill	04/13/2018	0387732	E-6-2	202100 · Accounts Payable		420941 · E-6-2	-127.67
Bill Pmt -Check	04/26/2018	7801988	E-6-2	101000 · General Fund		202100 · Accounts Payable	-127.67
Montana Dept. of Revenue							
Liability Check	04/10/2018	ACH	6442692-002-WTH	101000 · General Fund	X	220035 · Montana withholding	-193.00
Montana Occupational Health							
Credit Card Charge	04/03/2018	7634	VOID: Sean Komora	210500 · MC Revisky 8043	X	420390 · Firefighter Physicals	0.00
Bill	04/03/2018	7634	Sean Komora	202100 · Accounts Payable		420390 · Firefighter Physicals	-615.00
Credit Card Charge	04/11/2018	7673	VOID: Colin Prato	210500 · MC Revisky 8043	X	420390 · Firefighter Physicals	0.00
Bill	04/11/2018	7673	Colin Prato	202100 · Accounts Payable		420390 · Firefighter Physicals	-524.00
Bill Pmt -Check	04/12/2018	7801957		101000 · General Fund	X	202100 · Accounts Payable	-6,658.00
Credit Card Charge	04/12/2018	7686	VOID: Doug Fout	210500 · MC Revisky 8043	X	420390 · Firefighter Physicals	0.00
Bill	04/12/2018	7686	Doug Fout	202100 · Accounts Payable		420390 · Firefighter Physicals	-100.00
Bill	04/20/2018	7749	Nicholas Vale	202100 · Accounts Payable		420390 · Firefighter Physicals	-115.00
Bill Pmt -Check	04/26/2018	7801989		101000 · General Fund		202100 · Accounts Payable	-1,239.00
Montana State Fund							
Bill	04/16/2018	12682879	Workman's comp payment	202100 · Accounts Payable		420511 · Worker's Comp Insurance	-3,474.43
Bill Pmt -Check	04/26/2018	7801990	03-134600-0	101000 · General Fund		202100 · Accounts Payable	-3,474.43
Montana State University							
Bill Pmt -Check	04/12/2018	7801958	FF1 certification fee	101000 · General Fund	X	202100 · Accounts Payable	-95.00
Credit Card Credit	04/12/2018	378774241	Refund of MSU career fair costs	210400 · MC Nickolay 4850	X	420384 · Training Classes	217.50
Bill	04/25/2018	161-79	3 Essentials manuals	202100 · Accounts Payable		420385 · Training Supplies	-286.22
NAPA Auto Parts							
Bill Pmt -Check	04/12/2018	7801959	12342	101000 · General Fund	X	202100 · Accounts Payable	-90.26
Nathan Barnes							
Bill	04/01/2018	122067	Eggers, Fout, Barnes, Killeen	202100 · Accounts Payable		420220 · Meals/Incentives	-32.65
Bill Pmt -Check	04/12/2018	7801960	Eggers, Fout, Beret, Killeen	101000 · General Fund	X	202100 · Accounts Payable	-32.65
Northwestern Energy							
Bill	04/10/2018	1196979-7	10200 Cottonwood Rd 59718	202100 · Accounts Payable		420341 · Gas & Electric	-546.17
Bill	04/10/2018	3252724-4	5370 Gooch Hill Rd 59715	202100 · Accounts Payable		420341 · Gas & Electric	-142.04
Bill	04/10/2018	0180737-9	5400 Gooch Hill Rd 59715	202100 · Accounts Payable		420341 · Gas & Electric	-257.58
Bill	04/10/2018	3091809-8	4541 S 3rd Rd Fire 59715	202100 · Accounts Payable		420341 · Gas & Electric	-1,301.60
Bill	04/11/2018	0180089-5	4541 3rd Rd Soth 59715	202100 · Accounts Payable		420341 · Gas & Electric	-124.79
Bill Pmt -Check	04/26/2018	7801991		101000 · General Fund		202100 · Accounts Payable	-2,372.18
Owenhouse-Ace Hardware							
Bill	04/03/2018	453480/2	Safety Equipment	202100 · Accounts Payable		420932 · Safety Equipment Mainten...	-66.93
Bill	04/04/2018	453556/2	Cottonwood Station	202100 · Accounts Payable		420202 · Facility Supplies	-170.83
Bill	04/13/2018	454115/2	Sourdough station (24.99); E-6-1 Hose bed cover (23.93); a...	202100 · Accounts Payable		-SPLIT-	-67.91
Bill	04/22/2018	454717/2	Sourdough Station Supplies- Sean Komora	202100 · Accounts Payable		420202 · Facility Supplies	-97.88
Credit	04/27/2018	455096/2	RAE House	202100 · Accounts Payable		420385 · Training Supplies	18.99
Bill	04/27/2018	455096/2	RAE House	202100 · Accounts Payable		420423 · Building & Site	-20.75
Bill	04/27/2018	455165/2	Miscellaneous Supplies	202100 · Accounts Payable		-SPLIT-	-22.96
PARTS TREE							
Credit Card Charge	04/06/2018	2685128	R-6 Vent Chain Saw	210300 · MC Eaton 8174	X	420932 · Safety Equipment Mainten...	-81.93
People Facts							
Bill	04/01/2018	2018031578	Addons	202100 · Accounts Payable		420335 · Subscriptions	-16.67
Bill Pmt -Check	04/12/2018	7801961	Addons	101000 · General Fund	X	202100 · Accounts Payable	-16.67

Hyalite Rural Fire District

Transaction List by Vendor

April 2018

Type	Date	Num	Memo	Account	Cir	Split	Amount
Perkins							
Bill	04/26/2018	6913	E-6-1, Hilbert, M. Johnson, Eggers, Davis, Sairs; E6, Hyhor...	202100 · Accounts Payable		420220 · Meals/Incentives	-101.75
PERS							
Liability Check	04/10/2018	ACH		101000 · General Fund	X	-SPLIT-	-62.99
Pickle Barrel							
Credit Card Charge	04/08/2018	000007	Lunch 4/8 Extrication Training	210500 · MC Revisky 8043	X	420386 · Training Meals	-194.70
Credit Card Charge	04/15/2018	15	Extrication training lunch 4/15/2018	210400 · MC Nickolay 4850	X	420386 · Training Meals	-115.00
Credit Card Charge	04/22/2018	10	Lunch for extrication training 4/22/2018.	210400 · MC Nickolay 4850		420386 · Training Meals	-161.95
Credit Card Charge	04/29/2018	4	Lunch for extrication training 4/29/18.	210400 · MC Nickolay 4850		420386 · Training Meals	-115.25
Pierce Manufacturing Inc.							
Bill	04/30/2018	M 53500	1 Pierce Pumper Mounted on an Enforcer Chassis	202100 · Accounts Payable		420972 · Capital outlay - reserve fu...	-595,043.00
Pita Pit							
Credit Card Charge	04/07/2018	63196E	Wildland Class 4/7 & 4/8	210300 · MC Eaton 8174	X	420386 · Training Meals	-60.60
Qdoba Mexican Eats							
Bill Pmt -Check	04/12/2018	7801962	VOID:	101000 · General Fund	X	202100 · Accounts Payable	0.00
RAE Water							
Bill	04/24/2018	FIRE-00	5400 Gooch Hill Rd	202100 · Accounts Payable		420346 · Water/Sewer	-79.25
Bill	04/24/2018	GH 5370-00	5370 Gooch Hill Rd	202100 · Accounts Payable		420346 · Water/Sewer	-41.24
Republic Services							
Bill Pmt -Check	04/12/2018	7801963		101000 · General Fund	X	202100 · Accounts Payable	-312.35
Bill	04/28/2018	1348181	4541 S 3rd Rd	202100 · Accounts Payable		420347 · Trash	-88.05
Bill	04/28/2018	1348750	10200 Cottonwood Rd	202100 · Accounts Payable		420347 · Trash	-90.80
Rosas Pizza							
Credit Card Charge	04/21/2018	11	Recruit training.	210300 · MC Eaton 8174		420386 · Training Meals	-110.00
Rosauers							
Bill Pmt -Check	04/12/2018	7801964	Pancake Breakfast 2017	101000 · General Fund	X	202100 · Accounts Payable	-1,650.94
Credit Card Charge	04/25/2018	60159E	Water for Cottonwood.	210300 · MC Eaton 8174		420205 · Operation Supplies	-16.74
Rosie Barndt, CPA, PC							
Bill Pmt -Check	04/12/2018	7801965	March Bookkeeping	101000 · General Fund	X	202100 · Accounts Payable	-1,875.00
Scenic City Enterprises, Inc.							
Bill	04/18/2018	18785	Pump out septic tank so waste water could fix the pump on t...	202100 · Accounts Payable		420423 · Building & Site	-450.00
Bill Pmt -Check	04/26/2018	7801992	Pump out septic tank so waste water could fix the pump on t...	101000 · General Fund		202100 · Accounts Payable	-450.00
Sensit Technologies LLC							
Bill	04/06/2018	0255572-IN	AQ Monitor Maintenance	202100 · Accounts Payable		420932 · Safety Equipment Mainten...	-342.92
Bill Pmt -Check	04/26/2018	7801993	AQ Monitor Maintenance	101000 · General Fund		202100 · Accounts Payable	-342.92
Staples							
Credit Card Charge	04/05/2018	69274E	Supplies- paperclips and sharpies	210300 · MC Eaton 8174	X	420201 · Office Supplies and Materi...	-16.77
Credit Card Charge	04/09/2018	9785683653	Office supplies	210400 · MC Nickolay 4850	X	420201 · Office Supplies and Materi...	-59.43
Credit Card Charge	04/13/2018	64467E	Move land line to my desk	210300 · MC Eaton 8174	X	420423 · Building & Site	-18.98
Credit Card Charge	04/17/2018	9785999255	Office Supplies	210400 · MC Nickolay 4850	X	-SPLIT-	-79.84
Credit Card Charge	04/30/2018	62461E	Station cleaning supplies.	210400 · MC Nickolay 4850		420202 · Facility Supplies	-17.97
The Garage Soup Shack and Grill							
Credit Card Charge	04/08/2018	4610	Training meals	210300 · MC Eaton 8174	X	420386 · Training Meals	-90.50
The Home Depot							
Credit Card Charge	04/16/2018	WA16057443	Batteries for Extrication Sawzalls	210400 · MC Nickolay 4850	X	420932 · Safety Equipment Mainten...	-258.00
Credit Card Charge	04/25/2018	67509E/3021	Rae House maintenance - 1 toilet and 3 faucets.	210300 · MC Eaton 8174		420423 · Building & Site	-236.29
Credit Card Charge	04/30/2018	WA19295911	Safety equipment - extrication sawzall blades.	210400 · MC Nickolay 4850		420932 · Safety Equipment Mainten...	-186.78
The UPS Store							
Bill Pmt -Check	04/12/2018	7801966		101000 · General Fund	X	202100 · Accounts Payable	-62.18
The Viking Chef							
Bill Pmt -Check	04/12/2018	7801967	4 meals in March	101000 · General Fund	X	202100 · Accounts Payable	-1,150.00
Bill	04/30/2018	04302018	April 2018	202100 · Accounts Payable		420386 · Training Meals	-1,150.00
Town and Country							
Bill	04/02/2018	347	Haworth, Wolly, Robertson, Echert, Prato	202100 · Accounts Payable		420220 · Meals/Incentives	-43.73
Bill	04/04/2018	129	Cottonwood and Sourdough stations	202100 · Accounts Payable		420202 · Facility Supplies	-63.94
Bill	04/05/2018	460	Saunders Marsh, Richard, Vale, D. Johnson	202100 · Accounts Payable		420220 · Meals/Incentives	-647.06
Bill	04/08/2018	283	Lipperd, Vale, Eggers, M. Johnson	202100 · Accounts Payable		420220 · Meals/Incentives	-699.56
Bill	04/08/2018	233	Sourdough station cleaning supplies.	202100 · Accounts Payable		420202 · Facility Supplies	-8.45
Bill	04/09/2018	472	Robertson, Luceno, Wotterstoff, Haworth, Eckert	202100 · Accounts Payable		420220 · Meals/Incentives	-39.65
Bill	04/10/2018	396	Kileen, Barnes, Pickett, Lucky, Hilbert	202100 · Accounts Payable		420220 · Meals/Incentives	-51.57
Bill	04/11/2018	424	Water for Cottonwood.	202100 · Accounts Payable		420202 · Facility Supplies	-15.00
Bill Pmt -Check	04/12/2018	7801968		101000 · General Fund	X	202100 · Accounts Payable	-503.55
Bill	04/12/2018	447	Richard, Saunders, DJ, Vale, March	202100 · Accounts Payable		420220 · Meals/Incentives	-44.64
Bill	04/16/2018	479	Haworth, Echert, Wolly, Prato, Robertson	202100 · Accounts Payable		420220 · Meals/Incentives	-41.88
Bill	04/19/2018	409	Saunders, Richard, Vale, Marsh, D Johnson, Charlton	202100 · Accounts Payable		420220 · Meals/Incentives	-62.25
Bill	04/21/2018	3	Cottonwood station supplies.	202100 · Accounts Payable		420205 · Operation Supplies	-5.00

Hyalite Rural Fire District

Transaction List by Vendor

April 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount
Bill	04/22/2018	382	Echert, Eggers, Malone, Lipperd	202100 · Accounts Payable		420220 · Meals/Incentives	-31.28
Bill	04/23/2018	227	Haworth, Wolly, Lipperd, Echea, Robertson	202100 · Accounts Payable		420220 · Meals/Incentives	-49.59
Bill	04/26/2018	417	Saunders, Marsh, Richard, Eggers, Vale, Rif	202100 · Accounts Payable		420220 · Meals/Incentives	-51.80
Bill	04/26/2018	584	Cottonwood cleaning supplies.	202100 · Accounts Payable		420202 · Facility Supplies	-22.74
Town Pump							
Credit Card Charge	04/01/2018	221048	E-6-3	210100 · Conoco	X	420240 · Fuel	-13.13
Credit Card Charge	04/08/2018	122133	Lunch 4/8 Extrication Training	210500 · MC Revisky 8043	X	420386 · Training Meals	-24.98
Credit Card Charge	04/08/2018	165536	E-6-2	210100 · Conoco	X	420240 · Fuel	-51.16
Credit Card Charge	04/08/2018	165622	R-6	210100 · Conoco	X	420240 · Fuel	-38.71
Credit Card Charge	04/11/2018	111152	WT-6-1	210100 · Conoco	X	420240 · Fuel	-28.00
Credit Card Charge	04/11/2018	214016	E-6-2	210100 · Conoco	X	420240 · Fuel	-26.50
Credit Card Charge	04/11/2018	213333	E-6-3	210100 · Conoco	X	420240 · Fuel	-41.82
Credit Card Charge	04/15/2018	123847	Extrication training lunch 4/15/2018	210400 · MC Nickolay 4850	X	420386 · Training Meals	-11.77
Credit Card Charge	04/15/2018	171014	E-6-1	210100 · Conoco	X	420240 · Fuel	-47.46
Credit Card Charge	04/15/2018	170311	R-6	210100 · Conoco	X	420240 · Fuel	-37.55
Credit Card Charge	04/19/2018	194912	C-6	210100 · Conoco	X	420240 · Fuel	-15.50
Credit Card Charge	04/22/2018	161221	R-6	210100 · Conoco	X	420240 · Fuel	-43.35
Credit Card Charge	04/22/2018	161711	E-6-2	210100 · Conoco	X	420240 · Fuel	-54.00
Credit Card Charge	04/22/2018	075034	Ice for cooler at extrication training 4/22.	210400 · MC Nickolay 4850		420386 · Training Meals	-4.69
Credit Card Charge	04/24/2018	190606	E-6-3	210100 · Conoco		420240 · Fuel	-15.60
Credit Card Charge	04/25/2018	224404	R-6	210100 · Conoco		420240 · Fuel	-28.34
Credit Card Charge	04/25/2018	224610	E-6	210100 · Conoco		420240 · Fuel	-28.30
Credit Card Charge	04/26/2018	065414	E-6	210100 · Conoco		420240 · Fuel	-25.70
Credit Card Charge	04/27/2018	161557	QRU-6	210100 · Conoco		420240 · Fuel	-25.97
Credit Card Charge	04/29/2018	153053	E-6-3	210100 · Conoco		420240 · Fuel	-51.49
Credit Card Charge	04/29/2018	153531	R-6	210100 · Conoco		420240 · Fuel	-18.87
TW Enterprises, Inc.							
Bill Pmt -Check	04/26/2018	7801994	Generator maintenance Cottonwood and Sourdough	101000 · General Fund		202100 · Accounts Payable	-1,133.31
Unemployment insurance Contributions							
Bill	04/05/2018	033118	Quarterly payment- First quarter 2018	202100 · Accounts Payable		420010 · Payroll Employer Taxes	-181.90
Bill Pmt -Check	04/05/2018	7801948	2062145	101000 · General Fund	X	202100 · Accounts Payable	-181.90
United States Treasury							
Liability Check	04/10/2018	ACH	81-2360037	101000 · General Fund	X	-SPLIT-	-414.50
USPS							
Credit Card Charge	04/09/2018	04092018	Identification verification fee when changing Cottonwood ad...	210400 · MC Nickolay 4850	X	420202 · Facility Supplies	-1.00
Verizon							
Bill Pmt -Check	04/12/2018	7801969	Phone bill	101000 · General Fund	X	202100 · Accounts Payable	-242.27
Bill	04/23/2018	9805979510	March/April	202100 · Accounts Payable		420342 · Phones	-241.99
Wex Bank							
Bill	04/11/2018		0203-00-109722-9	202100 · Accounts Payable		210100 · Conoco	-523.98
Bill Pmt -Check	04/26/2018	7801995	0203-00-109722-9	101000 · General Fund		202100 · Accounts Payable	-523.98
Whalen Tire Bozeman							
Bill Pmt -Check	04/12/2018	7801970	E-6-2	101000 · General Fund	X	202100 · Accounts Payable	-2,365.96

9:23 PM
05/20/18

Hyalite Rural Fire District

Missing Checks

April 2018

Type	Date	Num	Name	Memo	Amount
General Journal	04/30/2018	FY 2018.07		Adjust capital reserve accounts for expenditure.	-595,043.00
*** Missing numbers here ***					
Bill Pmt -Check	04/05/2018	7801948	Unemployment insurance Contri...	2062145	-181.90
Bill Pmt -Check	04/12/2018	7801949	American Medical Response, Inc.	Glucometer and test strip	-40.08
Bill Pmt -Check	04/12/2018	7801950	Best Rate Diesel Repair Inc.	E-6	-198.28
Bill Pmt -Check	04/12/2018	7801951	Blackfoot Communications	166532	-172.23
Bill Pmt -Check	04/12/2018	7801952	Bound Tree Medical	Medical supplies	-132.42
Bill Pmt -Check	04/12/2018	7801953	Charter Communications	8313200110672244	-312.05
Bill Pmt -Check	04/12/2018	7801954	Costco Wholesale	VOID: Reimburse Mike Hilbert- Sourdough Statio...	0.00
Bill Pmt -Check	04/12/2018	7801955	Custom Logo	Volunteer Shirts	-200.00
Bill Pmt -Check	04/12/2018	7801956	General Distributing Co.	56625	-140.97
Bill Pmt -Check	04/12/2018	7801957	Montana Occupational Health		-6,658.00
Bill Pmt -Check	04/12/2018	7801958	Montana State University	FF1 certification fee	-95.00
Bill Pmt -Check	04/12/2018	7801959	NAPA Auto Parts	12342	-90.26
Bill Pmt -Check	04/12/2018	7801960	Nathan Barnes	Eggers, Fout, Beret, Killeen	-32.65
Bill Pmt -Check	04/12/2018	7801961	People Facts	Addons	-16.67
Bill Pmt -Check	04/12/2018	7801962	Qdoba Mexican Eats	VOID:	0.00
Bill Pmt -Check	04/12/2018	7801963	Republic Services		-312.35
Bill Pmt -Check	04/12/2018	7801964	Rosauers	Pancake Breakfast 2017	-1,650.94
Bill Pmt -Check	04/12/2018	7801965	Rosie Barndt, CPA, PC	March Bookkeeping	-1,875.00
Bill Pmt -Check	04/12/2018	7801966	The UPS Store		-62.18
Bill Pmt -Check	04/12/2018	7801967	The Viking Chef	4 meals in March	-1,150.00
Bill Pmt -Check	04/12/2018	7801968	Town and Country		-503.55
Bill Pmt -Check	04/12/2018	7801969	Verizon	Phone bill	-242.27
Bill Pmt -Check	04/12/2018	7801970	Whalen Tire Bozeman	E-6-2	-2,365.96
*** Missing numbers here ***					
Bill Pmt -Check	04/12/2018	7801977	MICHAEL HILBERT		-160.41
Paycheck	04/10/2018	7801978	Jason Revisky		-1,419.98
Bill Pmt -Check	04/26/2018	7801979	Alert-All Corp.	VOID: Sourdough alarm system	0.00
Bill Pmt -Check	04/26/2018	7801980	Batteries Plus	R-6 GenSet	-14.58
Bill Pmt -Check	04/26/2018	7801981	BlueCross BlueShield of Montana	Health Insurance for May	-5,377.80
Bill Pmt -Check	04/26/2018	7801982	Bozeman Chronicle	347411	-44.00
Bill Pmt -Check	04/26/2018	7801983	Century Link	Phone Services	-33.05
Bill Pmt -Check	04/26/2018	7801984	Connect Telephone and Comput...	Assistance with phone system changes- Sourdou...	-210.00
Bill Pmt -Check	04/26/2018	7801985	Curtis		-12,691.54
Bill Pmt -Check	04/26/2018	7801986	DirectTV	029404001	-155.98
Bill Pmt -Check	04/26/2018	7801987	MasterCard		-1,271.86
Bill Pmt -Check	04/26/2018	7801988	Moline	E-6-2	-127.67
Bill Pmt -Check	04/26/2018	7801989	Montana Occupational Health		-1,239.00
Bill Pmt -Check	04/26/2018	7801990	Montana State Fund	03-134600-0	-3,474.43
Bill Pmt -Check	04/26/2018	7801991	Northwestern Energy		-2,372.18
Bill Pmt -Check	04/26/2018	7801992	Scenic City Enterprises, Inc.	Pump out septic tank so waste water could fix th...	-450.00
Bill Pmt -Check	04/26/2018	7801993	Sensit Technologies LLC	AQ Monitor Maintenance	-342.92
Bill Pmt -Check	04/26/2018	7801994	TW Enterprises, Inc.	Generator maintenance Cotttonwood and Sourdo...	-1,133.31
Bill Pmt -Check	04/26/2018	7801995	Wex Bank	0203-00-109722-9	-523.98
Bill Pmt -Check	04/26/2018	7801996	MasterCard	Chris' credit card payment for period ending 4/22/...	-1,164.38
Bill Pmt -Check	04/26/2018	7801997	Alert Technologies	Sourdough alarm system	-921.00

HYALITE RURAL FIRE DISTRICT BYLAWS

ARTICLE ONE Creation of District

Section 1.1 Statutory Authority.

The Hyalite Rural Fire District is established under Montana law in accordance with [Title 7, Chapter 33, and Part 2120 of the Montana Code Annotated \("MCA"\)](#).

ARTICLE TWO Board of Trustees

Section 2.1 Authority. Members of the Board of Trustees, five (5) in number are elected or appointed pursuant to [7-33-2106 MCA](#). (Use of "Board" or "Trustees" is synonymous with Board of Trustees.)

Section 2.2 Powers and Duties.

Powers and Duties of the Board of Trustees are pursuant to [7-33-2105 MCA](#), or as set forth in these bylaws.

The Fire Chief serves under the direction of the Board of Trustees. Powers and duties of the Fire Chief are specified By [7-33-2001 MCA](#). The Board of Trustees shall require that the Fire Chief maintain job descriptions of all positions, both compensated and volunteer, and shall direct the Fire Chief to maintain an Organizational Chart which clearly delineates the chain of authority/responsibility among all District positions.

Section 2.3 Conflict of Interest. A decision in which one or more Trustees have a conflict of interest may be approved by an affirmative vote of a quorum of Trustees. This vote is made only after the material facts of the conflict of interest have been disclosed. Trustees who have the conflict will abstain from voting. Names of Trustees that are in conflict, as well as the name and vote of each voting Trustee shall be recorded in the minutes.

A Trustee of the Hyalite Rural Fire District may not concurrently serve as a compensated employee or as an active volunteer firefighter as this is considered an inherent conflict of interest.

Section 2.4 Officers of the Board of Trustees. Trustees shall elect Board officers at the Annual meeting in May of each year. Officers shall serve until the next annual meeting. Officers of the Board elected to fill vacancies shall serve until the next Annual meeting.

- A. Chair.** The Board shall elect a Chair who shall conduct all meetings of the Board. The Chair, being a co-equal member of the Board, shall in addition to presiding, have a right to make motions, participate in debate and vote on all motions.
- B. Vice Chair.** The Board shall elect a Vice-Chair who shall conduct all meetings of the Board in the absence of the Chair.
- C. Treasurer.** The Board shall elect a Treasurer who shall be responsible for financial transactions and financial records of the District utilizing the Budgetary Accounting and Reporting System for Montana Cities, Towns, and Counties ([BARS](#)) ([2-7-501 5 MCA](#)). Audits of the District's finances by a qualified accountant will be made pursuant to [2-7-503 MCA](#). Results of the most recent audit will be presented at the first Regular meeting after the completion of the audit.

D. Secretary. The Board shall elect a Secretary who shall be responsible for the recording of minutes of all Board Meetings in accordance with [2-3-212 MCA](#). The Secretary shall be responsible for posting all meeting notices in accordance with the provisions of these Bylaws and as required by Montana Law. The Secretary is responsible for having a copy of District's Bylaws, a printed copy of the Montana codes cited in the bylaws, and a copy of Robert's Rules of Order at every meeting. The secretary shall also be responsible for having these bylaws listed on the Hyalite RFD website with all Montana Code Annotated references accessible as a Hyperlink.

E. Concurrent Officers. With the exception of the Chair, the Board may elect one of its members to hold any Two (2) officer positions.

ARTICLE THREE

Meetings

Section 3.1. The Board of Trustees of this District shall conduct all meetings in accordance with Montana Code and in conformance with Robert's Rules of Order. Meetings shall be held at the Hyalite Rural Fire District Station located at [4541 South Third Road](#) unless previously indicated by public notice.

Section 3.2. Notice of Meetings. The Secretary shall notify all Trustees of all meetings either in person, telephonically, electronically or in writing. Public notice of any meeting shall be in accordance with Montana law and these Bylaws. The Board of Trustees shall select a day, time and location for Regular meetings and this will be included in all Meeting Notices. All meeting notices including the agenda shall be published on the District's Website and posted on the door of each District Fire Station and published as a legal notice no later than 48 hours prior to each meeting

Section 3.3. Quorum. Three Trustees constitute a quorum for all meetings. If there is less than a quorum, those Trustees present may take testimony, Trustee and staff reports, and discuss District business matters that do not require a vote. Minutes must be taken, reviewed, and approved at the next Board meeting.

If a Trustee is not able to attend a Board Meeting in person, that Trustee may participate as part of the quorum by audible means as long as all written testimony and other pertinent documents are provided to that Trustee before such meeting or read aloud at the meeting for that Trustee to consider.

Section 3.4. Open Meeting Requirements. All meetings of the Board of Trustees are open to the public in accordance with the Open Meeting laws of the State of Montana. The Chair may close the meeting where the demands of individual privacy clearly exceed the merits of public disclosure or to discuss a strategy to be followed with respect to litigation as described [2-3-203 MCA](#).

Section 3.5. Minutes. Minutes of all Board of Trustee meetings shall be kept by the Secretary or designee in accordance with [2-3-212 MCA](#), and shall be signed by the Secretary and by the Chair after approval. Minutes of all open meetings shall be made available for inspection by the public. All approved minutes shall be available for review at the Fire District Administrative offices and on the District's Website within 5 business days after the meeting at which they were approved.

Section 3.6. Regular Meetings. At least eight (8) Regular Meetings shall be held each year to conduct the usual and necessary business of the District with a quorum of Trustees present. The order of business of the Regular Meetings, as far as possible, shall be:

- (a) Opening of Meeting
- (b) Public comment in accordance with [2-3-103, MCA](#)
- (c) Consent Agenda (including approval of minutes and acceptance of financial report)
- (d) New business
- (e) Trustees and Staff Reports
- (f) Announcements

Approved-June 20, 2016

(g) Adjournment

Section 3.7 Annual Meeting. The Annual meeting shall be the first Regular meeting after the 2nd Monday of May. The agenda will include but is not limited to, these items:

Introduction of District Trustees, Staff, and Volunteers

Installation new Trustees

Election of Board Officers

Board Presentation and discussion of current and possible future District finances, issues, and concerns.

Review of Bylaws

Review of Board Policies

Section 3. 8 Special Meetings. Special meetings may be called by the Chair or by the request of three Trustees to consider District business that cannot wait until a Regular Meeting. Special meetings may be held at other locations within the community. Special Meeting notices shall conform to Section 3.2 of these Bylaws.

Section 3.9 Emergency Meetings An emergency meeting may be called to deal with an emergency situation affecting public health, welfare, or safety ([2-3-112 MCA](#)). This meeting may be called by any trustee. All reasonable effort shall be made to notify all Trustees. Any action requiring a vote shall be made by a quorum of those Trustees present. Any vote conducted during an emergency meeting shall be ratified during the next regularly scheduled Board meeting.

ARTICLE FOUR

Warrant Signatory Authority for Budgeted Expenditures

Section 4.1 Warrant Signing Will comply with board policy and will be subject to public review.

ARTICLE FIVE

Changes to Bylaws

Section 5.1 These Bylaws may be altered, amended, updated or repealed. Motions to change these Bylaws shall be made only at a regular scheduled meeting. Such proposals shall be continued until the next Regular monthly meeting which shall be advertised for Public comment on the proposal to change Bylaws. Voting on motions to change Bylaws may take place no sooner than the first Regular monthly meeting after the meeting designated for Public Comment. Sixty (60) days shall be the minimum period required for proposal, public hearing, and voting to change these Bylaws. An affirmative vote of four (4) Trustees shall be required to pass changes to Bylaws.

**HYALITE RURAL FIRE DISTRICT
TRUSTEE MEETING AGENDA POLICY**

Policy #2016002

The agenda for every regular and/or special Hyalite Rural Fire District Board of Trustees meeting will be established by the current Chairperson. Any Board member or the Fire Chief may request an item to be placed on the agenda of a meeting. This request must include a description of the item and must specify if the item is for discussion and/or decision by the Board of Trustees. The request for an agenda item must be submitted to the Chairperson in the form of an email at least 6 days prior to the meeting. The Chairperson can deny the request for an agenda item unless he/she receives a request from 3 or more Board members requesting that agenda item. Once the Chairperson has determined the items for the agenda of a meeting, he/she shall send the agenda items to the Secretary to create, finalize, and send to the Administrative Assistant/Bookkeeper for legal noticing at least 6 days prior to the meeting.

HYALITE RURAL FIRE DISTRICT GOVERNANCE POLICY

Adopted

July, 2016

MISSION STATEMENT

The Hyalite Rural Fire District exists to provide high quality and high value Fire, Rescue, Emergency Medical Services, and general assistance to our customers while nurturing a dedicated, honest, compassionate, and self-disciplined Team of Responders.

- Be Nice**
- Work Hard**
- Never sacrifice the safety of those that we serve or our Team.**

GOALS

HYALITE RURAL FIRE DISTRICT

(1) RESIDENTS OF HYALITE RURAL FIRE DISTRICT ENJOY PEACE OF MIND REGARDING DELIVERY OF EMERGENCY AND COMMUNITY SERVICES. IT IS:

- Timely
- Consistent
- Professional and competent
- Cost effective
- Meets community expectations
- Provides comfort
- Does not compromise the safety of our members
- Develops positive relationships with partners and residents

(2) RESIDENTS OF HYALITE RURAL FIRE DISTRICT HAVE ALL AVAILABLE RESOURCES TO MAKE INFORMED DECISIONS IN A NATURAL OR MAN-MADE DISASTER OR EMERGENCY.

- Residents have access to information that is timely and accurate.
- Residents have access to training to deal with the consequences of an emergency.

EXECUTIVE LIMITATIONS HYALITE RURAL FIRE DISTRICT

The Hyalite Fire Chief shall not cause or allow any practice, activity, decision or organizational circumstance which is either immoral, imprudent or in violation of commonly accepted business and professional ethics.

1. Dealings with staff, members, and residents shall not be inhumane, unfair or undignified.
2. Budgeting and operations for any fiscal period or the remaining part of any fiscal period shall not deviate materially from Board GOAL priorities, risk fiscal jeopardy or fail to show a generally acceptable level of foresight.
3. Information and advice to the Board will have no significant gaps in timeliness, completeness or accuracy.
4. Assets (both physical and human) may not be unprotected, inadequately maintained or unnecessarily risked.
5. The Fire Chief shall not cause or allow ongoing operations that are unduly unsafe or in violation of state or federal regulations.
6. The Fire Chief shall not fail to assure continuity of operations.
7. The Fire Chief shall not allow himself/herself or any staff member or volunteer to be scheduled routinely for excessive hours of work.

8. The Fire Chief shall not fail to provide an organizational structure which results in exemplary customer service and assists staff to reach their potential.
9. The Fire Chief shall not fail to build and maintain a professional network for himself/herself and seek opportunities for the same for staff and members of the department.
10. The Fire Chief shall not fail to inform the Board what is needed to provide for adequate facilities and amenities for service area firefighters.
11. The Fire Chief shall not fail to inform the Board what is needed to provide for reimbursement and benefits to maintain staff.
12. The Fire Chief shall not provide affirmative comments regarding subdivisions in the Sourdough Fire District which are not in compliance with our governance policy.
13. The Fire Chief shall not fail to be engaged in the broader policy debate regarding issues relevant to Sourdough Fire District.

BOARD PROCESS

The Hyalite Rural Fire District Board will approach its task with a style which emphasizes outward vision rather than internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of Board and staff roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity.

More specifically, the Board will:

1. Operate in all ways mindful of its public trusteeship obligation to the residents of the Hyalite Rural Fire District.
2. Enforce upon itself and its members whatever discipline is needed to govern with excellence. Discipline will apply to matters such as providing inspiration, direction and control to management through establishment of broad organizational values (GOALS) and perspectives rather than micromanagement.
3. Use the strengths of individual members to enhance the ability of the Board as a body to make wise decisions.

4. At each October meeting and as requested by a Trustee, monitor and discuss the Board's own process and performance, including its relationship with appointed staff. Ensure the continuity of its governance capability through education and training. Read packet material prior to each meeting.

5. Be accountable to the residents of the district for competent, conscientious and effective accomplishment of its obligations as a body. It will allow no individual member of the Board to usurp this role or hinder this commitment.

6. Board members who vote in the minority are free to express their dissent, but must respect the majority decision and not undermine future Board action.

7. Board members will treat each other, staff, members and the public with courtesy, dignity and fairness.

8. The Board chair will assure that meeting discussion content will include only those issues which according to Board policy belong to the Board to decide, not the Fire Chief.

9. Deliberation will be timely, fair, orderly and thorough, but also efficient, limited to time and kept to the point.

10. Robert's Rules of Order Newly Revised are observed. The Board shall strictly adhere to provisions of the Open Meeting Act and any other State law applicable to fire district boards.

11. The Hyalite Rural Fire District Board of Trustees will at all times adhere to its Bylaws.

BOARD - STAFF RELATIONSHIP

The Board's job is generally confined to establishing the broadest policies and monitoring to assure that those policies are being accomplished.

Implementation of those policies and development of means to accomplish Board goals is delegated to the Fire Chief.

1. All Board authority delegated to staff is delegated through the Fire Chief. Accountability of the staff is the responsibility of the Fire Chief. The Board shall not undermine the authority of the Fire Chief through private conversations with staff and/or members.

2. No individual Board member has authority over the Fire Chief. In personnel dealings with the Fire Chief, the Board speaks with one voice.

3. The Board shall make an annual evaluation of the Fire Chief during the month of January. The evaluation of the Fire Chief shall be based solely on performance in making progress towards accomplishing GOALS established by the Board and on adherence to the Board's EXECUTIVE LIMITATIONS.

HYALITE RURAL FIRE DISTRICT INVOICE PROCESSING POLICY

Policy #2016001

All Hyalite Rural Fire District invoices will be processed in the following manner:

1. All invoices and receipts shall be presented to the District Administrative Assistant/Bookkeeper. The invoices and receipts will be labeled by the District employee or volunteer responsible for the purchase to include his/her name/s and the purpose of the purchase to allow for proper coding of the invoice or receipt. If reimbursement is requested, it must be stated on the invoice or receipt.
2. The Administrative Assistant/Bookkeeper shall open and review the invoice or receipt, and then place it into the appropriate folder for approval by the Fire Chief or Assistant Fire Chief.
3. The approved invoices and receipts will then be properly coded and entered into the books by the Administrative Assistant/Bookkeeper.
4. The Administrative Assistant/Bookkeeper will create and print the checks.
5. Every other Wednesday, or as specified due to unique circumstances, the District Treasurer will sign the checks.
6. In the event that the District Treasurer is unavailable, the District Chairperson will sign the checks. If neither the Treasurer nor the Chairman is available to sign checks, this may be performed by any other member of the District Board of Trustees.

HYALITE RURAL FIRE DISTRICT POLICY #2017-1
Concerning the Reimbursing of Expenses Incurred by Trustees Attending Approved
Educational Programs

WHEREAS the Board of Trustees of the Hyalite Rural Fire District finds that Trustee participation in continuing educational programs is important, desirable, and serves the public interest by allowing them to interact with colleagues and public safety providers from throughout Montana and in doing so learn and keep abreast of best practices regarding a variety of relevant issues, e.g., policy & governance, operations & personnel practices, and issues that may affect the District before the State Legislature, it is RESOLVED to be the policy of the Board to encourage Trustee participation in such programs by reimbursing expenses consistent with the direction below.

The purpose of this Policy is to provide transparency, accountability and guidance regarding reimbursement of expenses to Trustees participating in board sanctioned continuing education programs.

- In each District budget a line for Trustee training and travel will be created and monitored consistent with standard District practices.
- Before attending any program or event for which a Trustee may claim reimbursement, the Trustees shall approve attendance at a properly noticed meeting of the Board after receiving a description of the program and its purposes presented during the standing agenda item "Trustee Activities."
- When a quorum of Trustees will be in attendance at a program or event for which reimbursement is sought, public notice consistent with District policy shall be given and at a minimum shall include the location, date, time and title of the event and the names of the Trustees attending.
- Trustees will be reimbursed mileage at the rate determined by the current Montana State mileage reimbursement schedule. Trustees shall present the District Bookkeeper with a written record of the mileage traveled.
- Trustees will be reimbursed for lodging expenses. If the event has a preferred hotel, Trustees shall seek accommodation there. Trustees shall present the District Bookkeeper with a hotel receipt.
- Trustees will be reimbursed for meals and beverages. Trustees shall present the District Bookkeeper with a meals and beverages receipt.

- Trustees will be reimbursed tuition costs and registration fees associated with the approved activity. In order for the District to pay the tuition or registration fees, Trustees shall present the District Bookkeeper with proper documentation prior to the event.
- Consistent with the goal of encouraging participation of Trustees in continuing education programs, reimbursement will be provided for spouse's (or significant others) meal and beverage expenses and registration fees associated with the attendance of the approved activity.
- Trustees attending board sanctioned events for which they have received reimbursement shall in a reasonable time after event present (not to exceed sixty (60) days) report on the activity at a properly noticed meeting of the Board during the standing agenda item "Trustee Activities."

Hyalite Fire Department Gratuity Policy

Hyalite Fire Department staff and volunteers may provide up to a maximum of a 15% gratuity for sit-down meals that include wait-staff services.

For meals that are delivered, staff and volunteers may offer a flat-rate gratuity to a maximum of \$5.00 for the delivery service.

Hyalite Rural Fire District
Fire Chief's Report
May 29, 2018

1. The Fire Department has responded to 190 calls since January 1, 2018.
2. We currently have 48 volunteer members on our roster.
3. At this time, we have 8 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 have 3 Fire Fighter moving into the Rae House.
5. Our Spring Recruit Academy is going very well. We still have a full class of 6 new Recruits, and they are performing at a very high level.
6. We continue to offer command trainings twice each month.
7. The replacement apparatus for R6 has been ordered with Pierce Manufacturing. Brian and I will be travelling to their headquarters in the near future to approve the final drawings.
8. We responded to a commercial structure fire on Calico Drive. Our crews did a fabulous job of stopping the fire in the attic of the effected unit and preventing the spread of the fire to the attached commercial unit. We received our normal mutual aid response from our neighbors, and as always, it proved to be incredibly beneficial for our customer.
9. I am continuing to work with the 911 Center on the upgrades to the CAD system that the Dispatch Center uses.
10. We have experienced no fire fighter injuries or significant apparatus/equipment damages in this past month.