

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

DATE: JUNE 19, 2018    TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3<sup>rd</sup> Rd.

BY: Hyalite Rural Fire District Board of Trustees

*In compliance with [MCA 2017 2-3-212](#), the minutes of HRFD Board of Trustees open public meetings are comprised of an audio recording and a written synopsis. The audio recording is designated as the official record of a meeting, and is available to the public at [www.hyalitefire.org/board-meeting-minutes/](http://www.hyalitefire.org/board-meeting-minutes/) or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3<sup>rd</sup> Rd., Bozeman, MT, during its standard business hours. The written synopsis serves to assist the public in accessing portions of the audio recording.*

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**TRUSTEES IN ATTENDANCE:**

Pete Geddes, Chair  
Chuck Tate, Secretary and Vice Chair  
Justin Miller, Trustee  
Nick Shrauger, Trustee

[Not in Attendance: Walt Zidack, Treasurer]

**STAFF IN ATTENDANCE:**

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

**PUBLIC IN ATTENDANCE:**

Bob Ogren  
Craig White  
Pat Wilson

0:00:00	
0:00:00	<b>CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT</b> Trustee Geddes called the meeting to order and reminded the public that the meeting was being recorded.
0:00:05	<b>PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA</b> Trustee Geddes called for public comment on matters not included in the agenda. There was no public comment.

0:00:12	<p><b>HYALITE CONSENT AGENDA</b></p> <p>Trustee Geddes asked for any information that Trustees want removed from the consent agenda. There were no request to remove items from the consent agenda.</p> <p><b>Motion:</b> Trustee Miller made motion to approve consent agenda.  <b>Second:</b> Trustee Tate seconded the motion.  <b>Vote:</b> Unanimous approval [Trustee Zidack not present].</p>
0:00:30	<p><b>Discussion – Inventory of Approved Board Policies, Operating Policies, Other</b></p> <p>Lonna Braverman reported on the inventory of HRFD Board-approved documents, including Board policies, Operating policies, procedures, job descriptions, contracts and resolutions. We are missing many of the signed versions of these documents, and the numbering scheme is inconsistent. Some of them may be in archived files at the Cottonwood station, but they have not been searched yet. Travel Policy 2017-63 posted on the HRFD website (referenced by Pat Wilson at the 5/29/2018 Board meeting) is the approved version according to the 8/8/2017 Board meeting minutes, but we do not have a signed copy.</p> <p>Her recommendations to get this cleaned up are:</p> <ul style="list-style-type: none"> <li>• Search archives at Cottonwood station for signed versions.</li> <li>• The Board should determine which types of documents must have Board approval and which do not.</li> <li>• Define a consistent document format and numbering scheme.</li> <li>• Separate policies (static, mission-oriented) from procedures (evolving, step-by-step guide).</li> <li>• Have Board re-approve any items after they are cleaned up, such as reformatting, renumbering.</li> <li>• Post copies of all policies, with Board signatures where needed, on the HRFD website.</li> </ul>
0:04:30	<p>Trustee Shrauger asked if the intent was to fill in gaps if Board believes there are missing items. It is important to make sure we are adhering to Bylaws.</p> <p>Trustee Geddes suggested that Lonna keep working on this issue and bring inventory/status information to the Board. Unsigned policies should not be on the website, they should be taken down. Board should discuss each policy in a properly noticed meeting, then approve and sign as needed. Further, he would like to have a once-a-year policy review meeting, possibly in conjunction with Bylaws review, where all policies are reviewed. There are policies that Board approves, and there are Operating policies, the responsibility for which is delegated to the Chief – such as operating policies, job descriptions, and employee handbook. These should also be reviewed by the Board during that annual review.</p> <p>Trustee Geddes called for public comment. There was no public comment. There was no further Board discussion.</p> <p>Lonna Braverman will report back to Board at a subsequent meeting with her results.</p>
0:07:58	<p><b>Discussion – Financial Dashboard</b></p>

	<p>A proposed Financial Dashboard for May was displayed on the monitor in the conference room [copy attached]. Trustee Geddes stated the Financial Dashboard is a way to provide important financial information about the important areas of operation, for public and the Board, in an easy-to-see format displayed on the website. This is meant to evolve, and we should get input from public and staff on what information to provide. He explained the main areas of the dashboard displayed.</p> <p>He indicated that Jason Revisky and Lonna Braverman own the task of developing this.</p> <p>Trustee Geddes called for Board discussion. Trustees Tate, Shrauger, and Miller made minor comments.</p> <p>Trustee Geddes called for public comment. Craig White asked if tax receipts give indication of number of people, homes, businesses that are in the district. Chief Revisky stated, in general, the tax receipts correspond to district customers – if tax receipts increase, that’s indicative of increased number of structures. But, it’s difficult to correlate it to the district workload.</p> <p>Trustee Geddes asked that Lonna send a copy of the dashboard to the Board members, who should review it and provide feedback to her. He suggested that for the Capital Improvement section, he would like to be able to see the total capital load over time and how we are funding that. He and Jason can also work on reference information on the taxing structure. The timing of how often information is updated still needs to be determined.</p> <p>This should be an agenda item at the next meeting.</p>
0:23:00	<p><b>Discussion and Decision – Board Travel Policy</b> Travel Policy 2017-63 was posted on website, but was unsigned. There was concern expressed by Pat Wilson at the last meeting about the per diem rate stated in the policy, so the Board is reconsidering the issue.</p> <p>Trustee Shrauger stated the 120% of GSA standard rate is unwarranted, and should be set at 100%.</p> <p>Trustee Geddes called for public comment. Pat Wilson appreciated that this issue was back on agenda. He is in support of training the entire department, whether that be volunteers or Board members. He totally supports changing the per diem amount to 100% of published GSA rates.</p> <p><b>Motion:</b> Trustee Geddes presented a motion [prepared by Trustee Zidack], stating: As recommended by the CPA for Hyalite Rural Fire District, I move to amend Board Policy #2017-63 regarding reimbursement for Trustee meals and incidentals from a per diem rate of 120% of the GSA rates for the area to which they are traveling, as posted on <a href="http://www.gsa.gov">www.gsa.gov</a>, to 100% of the same stated GSA rates (reference 6th bullet item in Policy #2017-63 adopted August 8, 2017).</p> <p><b>Second:</b> Trustee Tate seconded the motion.</p> <p><b>Vote:</b> Unanimous approval [Trustee Zidack not present].</p>

0:28:10	<p><b>Discussion – Suggested Changes to Bylaws</b></p> <p>Trustees Tate and Shrauger distributed copies of their proposed change to section 3.5 of the HRFD Bylaws [copy attached]. Trustee Shrauger indicated in the past, the Board decided that meetings would be recorded and a synopsis of the meeting would be prepared. But, the Board did not approve the content of the synopsis. The intent of this proposed change is to change the bylaws to indicate recordings of Board meetings are the official meeting record, and a written synopsis of the meeting must also be made. The synopsis should be approved at the next Board meeting, so that any needed corrections can be made to its content.</p> <p>The Board cannot vote on changing the bylaws at this meeting, but can adopt that the Board accept the proposed changes be brought to the public at the next meeting.</p> <p>Trustee Tate stated the Minutes section of the Bylaws should be changed and approving/signing of previous meeting’s synopsis should be added to Consent Agenda portion of the regular Board meeting agenda.</p> <p>Trustee Miller asked if the Board had approved minutes in the past. Chief Revisky and Trustee Tate indicated the Board had approved minutes in the past, when minutes were in written form. Chief Revisky cautioned that, as written in the proposed changes, we would be putting a synopsis on the website that has not yet been approved by the Board.</p> <p>Lonna Braverman also indicated that if the Board is going to approve the synopsis, the Board should develop guidelines on what the content should be.</p> <p>Trustee Geddes summarized these changes are proposed:</p> <ol style="list-style-type: none"> <li>1. Change bylaws Section 3.5 to indicate meetings are recorded.</li> <li>2. Add approval of synopsis from previous meeting into the Consent Agenda.</li> <li>3. After a Board meeting is adjourned, the Board should sign the approved synopsis of the previous meeting, which is then posted.</li> </ol> <p>Trustee Geddes suggested that this topic be brought to next Board meeting, with best practices from Lonna and a summary of proposed changes from Trustee Shrauger.</p> <p>Trustee Geddes asked for public comment.</p> <p>Pat Wilson thanked Trustees Tate and Shrauger for working on this, likes the current format and content of the synopsis, and supports the proposed changes.</p>
0:43:02	<p><b>Fire Chief’s Report</b></p> <p>Brian Nickolay presented the Chief’s Report.</p> <ul style="list-style-type: none"> <li>• 213 calls YTD, 48 volunteers, 8 residents at Sourdough, 3 renters at Rae</li> <li>• Recruit academy is just finishing up – finished state testing, will be responding to calls beginning next week</li> <li>• Mutual aid to Gallatin Gateway on recent structure fire.</li> <li>• Wildfire Awareness BBQ next Wednesday, June 27.</li> </ul>

	<p>Trustee Shrauger indicated there seems to be a higher number of accidents at Blackwood and Gooch Hill, asked if Chief Revisky should talk to the county about trying to mitigate further accidents. Chief Revisky indicated it would probably be more effective if individual citizens made requests directly to the county.</p> <p>Chief Revisky indicated he has prepared an org chart in response to Trustee Shrauger's request at the last meeting [copy attached].</p> <p>Trustee Geddes called for public comment. No public comment.</p>
0:49:00	<p><b>Trustees' Activities</b></p> <p>There will be a Board Working Session on June 26, 2018, devoted to discussion of an approach to develop and monitor organization goals. No decisions will be made. Members of the public are welcome to attend and the board will be happy to answer questions upon the completion of the work session.</p> <p>Background materials on the approach for the meeting will be placed on the website. The meeting will last about 1 hour.</p> <p>Trustee Tate indicated the Board typically does not have a July meeting, and he suggests continue that schedule.</p> <p>No public comment.</p>
0:51:27	<p><b>Announcements</b></p> <p>The June 26 work session will be noticed as any other meeting, and meeting documents will be on the website.</p>
0:52:26	<p><b>Meeting Adjourned</b></p>

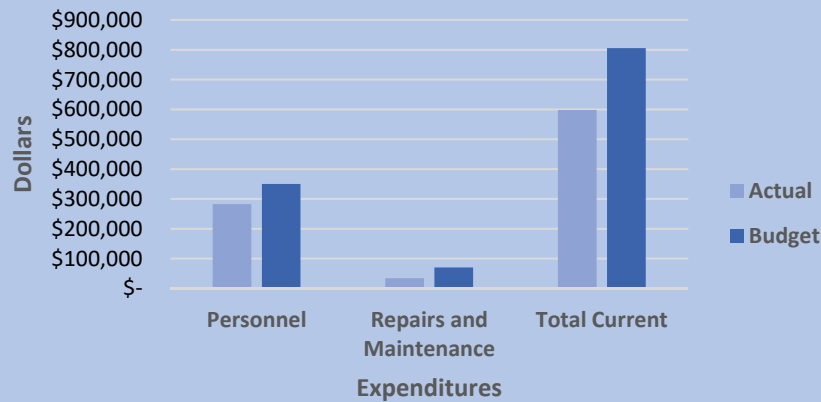


# Dashboard for May 2018 (91% of fiscal year)

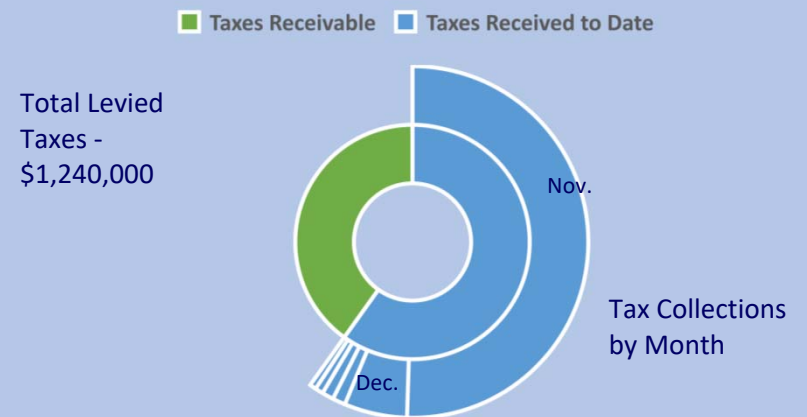
At a glance...

	Current period	Prior period		Current period
General Fund Cash Balance	\$ 529,164	\$ 832,164	Number of Calls	22
Taxes Receivable	\$ 480,374	\$ 182,256	Number of Volunteers	44
Short-term payables	\$ 24,025	\$ 86,085	Number of Training Sessions	11
			Number of Training Hours	871:30

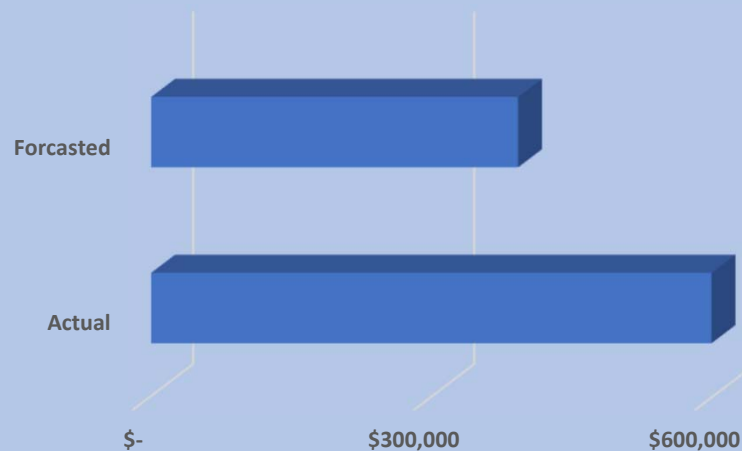
## Budgetary Comparisons



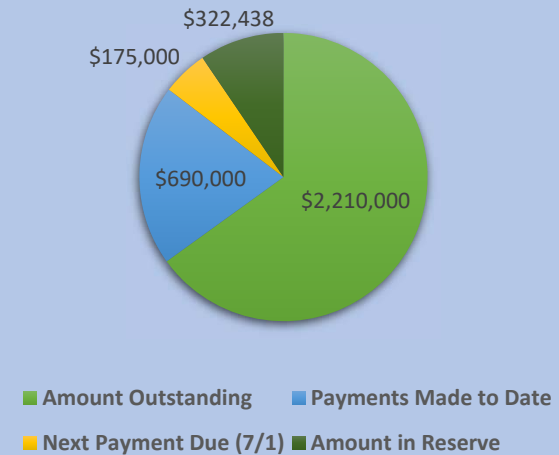
## Tax Receipts



## Capital Improvement Plan



## General Obligation Bond



## Approved bylaw

**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.

Suggested change to reflect that official minutes are recordings

**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](#),. All meetings shall be audio recorded and these recordings are designated as the official minutes. A written record (synopsis) must also be made according to 2-3-212 subsection 2. A copy of Official minutes and the synopsis shall be available at the Fire District Administrative office and on the District's Website within 5 business days after the meeting. The written synopsis shall be signed by the Secretary and by the Chair after approval at the next regular meeting.

# Hyalite Rural Fire District Organization Chart

