

HYALITE RURAL FIRE DISTRICT BOARD OF TRUSTEES PUBLIC MEETING

DATE: OCTOBER 30, 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

HYALITE CONSENT AGENDA *[Supporting Information Attached]*

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of September 18, 2018 Meeting Synopsis

REGULAR AGENDA

1. Discussion – Financial Dashboard
2. Discussion and Decision – Updated Board and Operating Policies *[Supporting Information Attached]*
3. Discussion and Decision – Public Information Request Policy *[Supporting Information Attached]*
4. Discussion and Decision – Command and Utility Vehicle Replacement Plan
5. Discussion and Decision – Budget Allocation to Capital Reserve Funds *[Supporting Information Attached]*
6. Fire Chief Report *[Supporting Information Attached]*
7. Trustees' Activities
 - a. Information Summary from 2018 Fire Trustees' Conference attended by Trustee Shrauger *[Supporting Information Attached]*
8. Announcements

ADJOURNMENT

WORKING SESSION

Devoted to continuing discussion and development of HRFD organization goals. No decisions will be made. The board will be happy to answer questions upon the completion of the work session.

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.

Consent Agenda

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

| | Sep 30, 18 |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 100000 · Cash/Investments | 1,663,168.01 |
| Total Checking/Savings | 1,663,168.01 |
| Accounts Receivable | |
| 110000 · Accounts Receivable | 3,312.04 |
| Total Accounts Receivable | 3,312.04 |
| Other Current Assets | 50,985.02 |
| Total Current Assets | 1,717,465.07 |
| 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 | -2,366,613.13 |
| Total 180000 · Capital Assets | 4,388,192.94 |
| Total Fixed Assets | 4,388,192.94 |
| TOTAL ASSETS | 6,105,658.01 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 44,792.38 |
| Credit Cards | -92.01 |
| Other Current Liabilities | |
| 206240 · 2013 GO bond issue | 175,000.00 |
| 220000 · Payroll Liabilities | -5,379.38 |
| Total Other Current Liabilities | 169,620.62 |
| Total Current Liabilities | 214,320.99 |
| Long Term Liabilities | 2,053,283.50 |
| Total Liabilities | 2,267,604.49 |
| Equity | |
| 241000 · Unrestricted Fund Balance | 887,260.02 |
| 241001 · General fixed asset acct group | 4,388,192.94 |
| 241002 · General LT debt account group | -2,228,283.40 |
| 241100 · Reserved Fund Balance | |
| 241101 · Restricted for Debt Service | 112,075.35 |
| 241102 · Reserved for Capital Reserve | 773,360.78 |
| Total 241100 · Reserved Fund Balance | 885,436.13 |
| 241200 · Assigned to vol firefighters | 2,513.52 |
| Net Income | -97,065.69 |
| Total Equity | 3,838,053.52 |
| TOTAL LIABILITIES & EQUITY | 6,105,658.01 |

2:18 PM

10/23/18

Accrual Basis

Hyalite Rural Fire District

Profit & Loss Budget vs. Actual

July through September 2018 (25%)

| | Jul - Sep 18 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|--------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 310000 · Taxes | 46,285.61 | 0.00 | 46,285.61 | 100.0% |
| 316000 · Entitlement Share | 0.00 | 36,000.00 | -36,000.00 | 0.0% |
| 320000 · Firefighter fundraising event | -1,193.13 | 0.00 | -1,193.13 | 100.0% |
| 360000 · Miscellaneous Revenues | 3,306.11 | 1,003.00 | 2,303.11 | 329.6% |
| 365000 · Contributions and Donations | 0.00 | 0.00 | 0.00 | 0.0% |
| 370000 · Investment Earnings | 3,849.61 | 4,997.00 | -1,147.39 | 77.0% |
| Total Income | 52,248.20 | 42,000.00 | 10,248.20 | 124.4% |
| Gross Profit | 52,248.20 | 42,000.00 | 10,248.20 | 124.4% |
| Expense | | | | |
| 420000 · Public Safety Expenses | 5,452.42 | 10,003.00 | -4,550.58 | 54.5% |
| 420100 · Personnel Services | 57,756.34 | 87,497.00 | -29,740.66 | 66.0% |
| 420200 · Supplies | 5,033.01 | 5,503.00 | -469.99 | 91.5% |
| 420220 · Meals/Incentives | 2,178.86 | 2,747.00 | -568.14 | 79.3% |
| 420240 · Fuel | 6,317.27 | 9,000.00 | -2,682.73 | 70.2% |
| 420310 · Election Costs | 0.00 | 1,753.00 | -1,753.00 | 0.0% |
| 420320 · Professional Subscription/Dues | 370.01 | 1,003.00 | -632.99 | 36.9% |
| 420330 · Community Outreach/Education | 449.54 | 2,503.00 | -2,053.46 | 18.0% |
| 420340 · Utility Services | 10,053.02 | 13,003.00 | -2,949.98 | 77.3% |
| 420350 · Professional Services | 5,569.50 | 10,003.00 | -4,433.50 | 55.7% |
| 420390 · Firefighter Physicals | 589.00 | 3,750.00 | -3,161.00 | 15.7% |
| 420400 · Training/Travel - Trustees | 0.00 | 750.00 | -750.00 | 0.0% |
| 420420 · Facilities | 6,558.74 | 8,747.00 | -2,188.26 | 75.0% |
| 420500 · Insurance | 27,037.04 | 6,250.00 | 20,787.04 | 432.6% |
| 420930 · Safety Equipment | 6,081.53 | 17,503.00 | -11,421.47 | 34.7% |
| 420940 · Apparatus | 11,946.78 | 17,503.00 | -5,556.22 | 68.3% |
| 420970 · Capital outlay | 3,833.68 | | | |
| 490100 · Debt Services | 0.00 | 0.00 | 0.00 | 0.0% |
| 66000 · Payroll Expenses | -0.02 | | | |
| 669100 · Other Charges | 87.17 | 126.00 | -38.83 | 69.2% |
| Total Expense | 149,313.89 | 197,644.00 | -48,330.11 | 75.5% |
| Net Ordinary Income | -97,065.69 | -155,644.00 | 58,578.31 | 62.4% |
| Net Income | -97,065.69 | -155,644.00 | 58,578.31 | 62.4% |

Hyalite Rural Fire District

Transaction List by Vendor

September 2018

| Type | Date | Num | Memo | Account | Clr | Split | Amount |
|--|------------|----------------|--|--|-----|--|-----------|
| Alex Richard | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802184 | Catapalooza 8/24/2018 Alex and Collin | 101000 · General Fund | | 202100 · Accounts Payable | -35.70 |
| Allegra | | | | | | | |
| Bill | 09/12/2018 | 260317 | Operation Supplies | 202100 · Accounts Payable | | 420205 · Operation Supplies | -152.80 |
| Bill Pmt -Check | 09/20/2018 | 7802185 | Operation Supplies | 101000 · General Fund | | 202100 · Accounts Payable | -152.80 |
| Ashley Furniture | | | | | | | |
| Credit Card Charge | 09/08/2018 | No receipt | Furniture | 210550 · Costco Citi Card-Revisky 3990 | X | 420202 · Facility Supplies | -4,442.84 |
| BALCO | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802186 | Uniform Pants for Sean Komora | 101000 · General Fund | | 202100 · Accounts Payable | -96.00 |
| Best Rate Diesel Repair Inc. | | | | | | | |
| Bill | 09/17/2018 | 16850 | R-6 | 202100 · Accounts Payable | | 420949 · R-6 | -914.52 |
| Bill | 09/17/2018 | 16817 | E-6-2 | 202100 · Accounts Payable | | 420941 · E-6-2 | -822.40 |
| Big Sky Fire Equipment | | | | | | | |
| Bill | 09/28/2018 | 0388466 | E-6-1 | 202100 · Accounts Payable | | 420952 · E-6-1 | -540.88 |
| Blackfoot Communications | | | | | | | |
| Bill | 09/01/2018 | 166532 | Final Bill- partial month | 202100 · Accounts Payable | | 420342 · Phones | -40.89 |
| Bill Pmt -Check | 09/20/2018 | 7802187 | 166532 | 101000 · General Fund | | 202100 · Accounts Payable | -40.89 |
| BlueCross BlueShield of Montana | | | | | | | |
| Bill | 09/11/2018 | 3032 | Health Insurance for 10-01-2018 to 11-01-2018 | 202100 · Accounts Payable | | -SPLIT- | -5,377.80 |
| Bill Pmt -Check | 09/20/2018 | 7802188 | Health Insurance for 10-01-2018 to 11-01-2018 | 101000 · General Fund | | 202100 · Accounts Payable | -5,377.80 |
| Bound Tree Medical | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802189 | Glucose, gloves, supreno EC, etc | 101000 · General Fund | | 202100 · Accounts Payable | -128.48 |
| Bozeman Chronicle | | | | | | | |
| Bill | 09/14/2018 | 1812084 | Notice for 9/18 meeting, | 202100 · Accounts Payable | | 420353 · Legal Services | -26.00 |
| Century Link | | | | | | | |
| Bill | 09/01/2018 | Aug 2018 | Cottonwood 1 line + internet | 202100 · Accounts Payable | | -SPLIT- | -120.42 |
| Bill | 09/04/2018 | Aug 2018 | Rae- 1 line | 202100 · Accounts Payable | | 420342 · Phones | -37.67 |
| Bill | 09/10/2018 | 4065874149951B | Sept/Oct phones. | 202100 · Accounts Payable | | 420342 · Phones | -35.85 |
| Bill Pmt -Check | 09/20/2018 | 7802190 | | 101000 · General Fund | | 202100 · Accounts Payable | -158.09 |
| Charter Communications | | | | | | | |
| Bill | 09/01/2018 | 0672244090118 | Tv, Internet and voice | 202100 · Accounts Payable | | -SPLIT- | -267.13 |
| Bill Pmt -Check | 09/20/2018 | 7802191 | 8313200110672244 | 101000 · General Fund | | 202100 · Accounts Payable | -267.13 |
| Citi Card | | | | | | | |
| Bill Pmt -Check | 09/05/2018 | 7802176 | | 101000 · General Fund | | 202100 · Accounts Payable | -479.99 |
| Bill | 09/08/2018 | 3990 | September statement | 200000 · Short-Term Payables | | 210550 · Costco Citi Card-Revisky 3990 | -5,407.37 |
| Costco Wholesale | | | | | | | |
| Credit Card Charge | 09/06/2018 | No receipt | Facility supplies. | 210550 · Costco Citi Card-Revisky 3990 | X | 420202 · Facility Supplies | -344.78 |
| Davis Johnson | | | | | | | |
| Bill | 09/13/2018 | 70039 | D Johnson, Pickett, Vale, Richard and Marsh | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -161.65 |
| Bill Pmt -Check | 09/20/2018 | 7802192 | | 101000 · General Fund | | 202100 · Accounts Payable | -192.57 |
| DirectTV | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802193 | 029404001 | 101000 · General Fund | | 202100 · Accounts Payable | -155.98 |
| FURS | | | | | | | |
| Liability Check | 09/05/2018 | ACH | | 101000 · General Fund | | -SPLIT- | -5,074.22 |
| General Distributing Co. | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802194 | 56625 | 101000 · General Fund | | 202100 · Accounts Payable | -97.00 |
| Bill | 09/30/2018 | 00683993 | CO2 Beverages, Cuft | 202100 · Accounts Payable | | 420203 · Medical Supplies | -60.00 |
| Google | | | | | | | |
| Credit Card Charge | 09/01/2018 | 3493631287 | Google cloug - GSuite | 210550 · Costco Citi Card-Revisky 3990 | X | 420343 · Website Fees | -100.00 |
| Grass Monkeys Lawn Care | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802195 | August law care | 101000 · General Fund | | 202100 · Accounts Payable | -400.00 |
| House of Clean | | | | | | | |
| Bill | 09/06/2018 | 217631 | Detergent for turnouts and paper towels for bathroom ... | 202100 · Accounts Payable | | 420202 · Facility Supplies | -203.25 |
| Bill Pmt -Check | 09/20/2018 | 7802196 | Detergent for turnouts and paper towels for bathroom ... | 101000 · General Fund | | 202100 · Accounts Payable | -203.25 |
| Industrial Comm & Elec of Bozeman | | | | | | | |
| Bill Pmt -Check | 09/05/2018 | 7802177 | Headsets with shipping | 101000 · General Fund | | 202100 · Accounts Payable | -1,650.00 |
| Ingersoll Rand Inc. | | | | | | | |
| Credit Card Charge | 09/08/2018 | 24563798 | Auto Drain for Compressor at Sourdough. | 210550 · Costco Citi Card-Revisky 3990 | X | 420932 · Safety Equipment Maintenance | -19.48 |
| J&H INC | | | | | | | |
| Bill | 09/21/2018 | 540785 | Coper maintenance and toner. | 202100 · Accounts Payable | | 420201 · Office Supplies and Materials | -67.38 |

Hyalite Rural Fire District

Transaction List by Vendor

September 2018

| Type | Date | Num | Memo | Account | Clr | Split | Amount |
|--------------------------------------|------------|-----------------|---|--|-----|--|-----------|
| Kenyon Noble | | | | | | | |
| Bill | 09/06/2018 | 6737909 | Stock and Compressor at Sourdough | 202100 · Accounts Payable | | 420204 · Shop Supplies | -5.99 |
| Bill | 09/07/2018 | 6738735 | Burn Buddy Deck | 202100 · Accounts Payable | | 420423 · Building & Site | -121.28 |
| Bill | 09/12/2018 | 6747462 | Deck at Cottonwood | 202100 · Accounts Payable | | 420423 · Building & Site | -690.30 |
| Bill | 09/13/2018 | 6749217 | CW deck. | 202100 · Accounts Payable | | 420423 · Building & Site | -352.00 |
| Bill | 09/13/2018 | 6749118 | CW Deck | 202100 · Accounts Payable | | 420423 · Building & Site | -1,428.02 |
| Bill | 09/13/2018 | 6750240 | CW Deck. | 202100 · Accounts Payable | | 420423 · Building & Site | -85.66 |
| Bill | 09/15/2018 | 6752656 | CW Deck. | 202100 · Accounts Payable | | 420423 · Building & Site | -74.15 |
| Credit | 09/15/2018 | 6752694 | VOID: Door for CW deck. | 202100 · Accounts Payable | X | 420423 · Building & Site | 0.00 |
| Bill | 09/15/2018 | 6752694 | Door for CW deck. | 202100 · Accounts Payable | | 420423 · Building & Site | -175.00 |
| Bill | 09/15/2018 | 6753590 | Wood deck. | 202100 · Accounts Payable | | 420423 · Building & Site | -109.84 |
| Bill | 09/19/2018 | 6759858 | CW Deck. | 202100 · Accounts Payable | | 420423 · Building & Site | -174.20 |
| Credit | 09/19/2018 | 6759911 | CW Deck. | 202100 · Accounts Payable | | 420423 · Building & Site | 37.51 |
| Bill | 09/20/2018 | 6762634 | Pancake breakfast signs. | 202100 · Accounts Payable | | 320010 · Firefighter fundraising expense | -19.88 |
| Mama Macs Bakery | | | | | | | |
| Credit Card Charge | 09/09/2018 | 100000 | Training. | 210550 · Costco Citi Card-Revisky 3990 | X | 420386 · Training Meals | -125.00 |
| MasterCard | | | | | | | |
| Bill Pmt -Check | 09/05/2018 | 7802178 | | 101000 · General Fund | | 202100 · Accounts Payable | -1,922.17 |
| Bill | 09/08/2018 | 4850 | Brian's credit card payment for the period ended 9/21/... | 202100 · Accounts Payable | | 210400 · MC Nickolay 4850 | -798.86 |
| Bill | 09/08/2018 | | Jason's credit card payment for the period ended 7/22/... | 202100 · Accounts Payable | | 210500 · MC Revisky 8043 | -3,707.98 |
| MICHAEL HILBERT | | | | | | | |
| Bill | 09/04/2018 | TM2287 | Tuesday Night dinner | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -36.96 |
| Bill | 09/11/2018 | TM2280 | Tuesday night dinner | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -37.85 |
| Bill | 09/18/2018 | TM2299 | Station night food | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -25.96 |
| Montana Dept. of Revenue | | | | | | | |
| Liability Check | 09/05/2018 | ACH | 6442692-002-WTH | 101000 · General Fund | | 220035 · Montana withholding | -762.00 |
| Montana Firemen's Association | | | | | | | |
| Liability Check | 09/05/2018 | 7802183 | | 101000 · General Fund | | 220030 · MT Firemens' Association dues | -404.98 |
| Montana Occupational Health | | | | | | | |
| Bill | 09/19/2018 | 8419 | Doug Fout | 202100 · Accounts Payable | | 420390 · Firefighter Physicals | -100.00 |
| Montana Party Rentals | | | | | | | |
| Credit Card Charge | 09/18/2018 | 29948 | Pancake Breakfast 2018-Oct 5th | 210400 · MC Nickolay 4850 | X | 320010 · Firefighter fundraising expense | -521.40 |
| Montana State Fund | | | | | | | |
| Bill | 09/17/2018 | 12733418 | 17/18 workers' compensation. | 202100 · Accounts Payable | | 420511 · Worker's Comp Insurance | -4,157.90 |
| Montana State University | | | | | | | |
| Bill | 09/26/2018 | 161-81 | 9 rolls excelsior. | 202100 · Accounts Payable | | 420385 · Training Supplies | -270.00 |
| Murdochs | | | | | | | |
| Credit Card Charge | 09/08/2018 | 699783 | Safety Equipment for Extrication | 210400 · MC Nickolay 4850 | X | 420385 · Training Supplies | -79.86 |
| NAPA Auto Parts | | | | | | | |
| Bill | 09/01/2018 | 1187-00-0029675 | E-6-2 | 202100 · Accounts Payable | | 420941 · E-6-2 | -3.46 |
| Bill Pmt -Check | 09/20/2018 | 7802197 | 12342 | 101000 · General Fund | | 202100 · Accounts Payable | -342.04 |
| Bill | 09/28/2018 | 035573 | NFD oil dry for RAE | 202100 · Accounts Payable | | 420204 · Shop Supplies | -41.52 |
| Northwestern Energy | | | | | | | |
| Bill | 09/11/2018 | 0180737-9 | 5400 Gooch Hill Rd | 202100 · Accounts Payable | | 420341 · Gas & Electric | -106.47 |
| Bill | 09/11/2018 | 3252724-4 | 5370 Gooch Hill Rd | 202100 · Accounts Payable | | 420341 · Gas & Electric | -66.77 |
| Bill | 09/11/2018 | 1196979-7 | 10200 Cottonwood Rd | 202100 · Accounts Payable | | 420341 · Gas & Electric | -303.13 |
| Bill | 09/11/2018 | 3091809-8 | 4541 S. 3rd Rd | 202100 · Accounts Payable | | 420341 · Gas & Electric | -617.63 |
| Bill | 09/12/2018 | 0180089-5 | 4541 S 3rd South | 202100 · Accounts Payable | | 420341 · Gas & Electric | -47.56 |
| Bill Pmt -Check | 09/20/2018 | 7802198 | | 101000 · General Fund | | 202100 · Accounts Payable | -1,141.56 |
| Owenhouse-Ace Hardware | | | | | | | |
| Bill Pmt -Check | 09/05/2018 | 7802179 | | 101000 · General Fund | | 202100 · Accounts Payable | -350.39 |
| Bill | 09/06/2018 | 465312/2 | Compressor at Sourdough Station | 202100 · Accounts Payable | | 420932 · Safety Equipment Maintenance | -10.36 |
| Credit | 09/06/2018 | 465317/2 | Compressor at Sourdough Station | 202100 · Accounts Payable | | 420932 · Safety Equipment Maintenance | 0.60 |
| Bill | 09/13/2018 | 465831/2 | Cw station | 202100 · Accounts Payable | | 420423 · Building & Site | -15.97 |
| Bill | 09/14/2018 | 994413/1 | Cw Deck | 202100 · Accounts Payable | | 420423 · Building & Site | -14.96 |
| Bill | 09/18/2018 | 466208/2 | Cw facility-building | 202100 · Accounts Payable | | 420423 · Building & Site | -27.98 |
| Credit | 09/19/2018 | 466243/2 | Cw facility-building | 202100 · Accounts Payable | | 420423 · Building & Site | 10.00 |
| Bill | 09/19/2018 | 466291/2 | New Recruits | 202100 · Accounts Payable | | 420385 · Training Supplies | -55.93 |
| Bill | 09/26/2018 | 466728/2 | O-rings | 202100 · Accounts Payable | | 420204 · Shop Supplies | -4.74 |
| People Facts | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802199 | August 2018 | 101000 · General Fund | | 202100 · Accounts Payable | -16.67 |
| Bill | 09/30/2018 | 2018091345 | September services. | 202100 · Accounts Payable | | 420335 · Subscriptions | -16.67 |
| PERS | | | | | | | |
| Liability Check | 09/05/2018 | ACH | | 101000 · General Fund | | -SPLIT- | -329.36 |
| Pilot | | | | | | | |
| Credit Card Charge | 09/16/2018 | 1376157 | Good for extrication training. | 210550 · Costco Citi Card-Revisky 3990 | X | 420386 · Training Meals | -25.39 |

Hyalite Rural Fire District

Transaction List by Vendor

September 2018

| Type | Date | Num | Memo | Account | Clr | Split | Amount |
|--|------------|----------------|---|--|-----|---------------------------------------|-----------|
| Pizza Hut | | | | | | | |
| Credit Card Charge | 09/16/2018 | 012282 | Food at extrication training. | 210550 · Costco Citi Card-Revisky 3990 | X | 420386 · Training Meals | -53.87 |
| RAE Water | | | | | | | |
| Bill Pmt -Check | 09/05/2018 | 7802180 | | 101000 · General Fund | | 202100 · Accounts Payable | -127.69 |
| Bill | 09/25/2018 | GH 5370-00 | Water for Rae House. | 202100 · Accounts Payable | | 420346 · Water/Sewer | -42.74 |
| Bill | 09/25/2018 | FIRE-00 | Water for Rae Station. | 202100 · Accounts Payable | | 420346 · Water/Sewer | -89.45 |
| Republic Services | | | | | | | |
| Bill | 09/28/2018 | 0886-001395746 | Sept/Oct pickup and rental services. | 202100 · Accounts Payable | | 420347 · Trash | -401.78 |
| Bill | 09/28/2018 | 0886-001395127 | Hyalite Station Oct pick-up services. | 202100 · Accounts Payable | | 420347 · Trash | -66.06 |
| Rosas Pizza | | | | | | | |
| Credit Card Charge | 09/12/2018 | 55791889628 | Wed training. | 210550 · Costco Citi Card-Revisky 3990 | X | 420386 · Training Meals | -158.87 |
| Rosie Barndt, CPA, PC | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802200 | Bookkeeping for August | 101000 · General Fund | | 202100 · Accounts Payable | -1,256.25 |
| Bill | 09/30/2018 | 125 | Bookkeeping for September | 202100 · Accounts Payable | | 420351 · Accounting & Auditing | -2,156.25 |
| Scenic City Enterprises, Inc. | | | | | | | |
| Bill | 09/10/2018 | 19722 | Septic Tank pump and disposal | 202100 · Accounts Payable | | 420346 · Water/Sewer | -545.00 |
| Bill Pmt -Check | 09/20/2018 | 7802201 | Septic Tank pump and disposal | 101000 · General Fund | | 202100 · Accounts Payable | -545.00 |
| Story Distributing | | | | | | | |
| Bill Pmt -Check | 09/20/2018 | 7802202 | 184000 | 101000 · General Fund | | 202100 · Accounts Payable | -2,670.53 |
| Susan Swimley | | | | | | | |
| Bill | 09/07/2018 | 8570 | Read, edit and finalized- 911 service agreement | 202100 · Accounts Payable | | 420353 · Legal Services | -223.25 |
| Bill Pmt -Check | 09/20/2018 | 7802203 | Read, edit and finalized- 911 service agreement | 101000 · General Fund | | 202100 · Accounts Payable | -223.25 |
| The UPS Store | | | | | | | |
| Bill | 09/28/2018 | 0990 | Sent AQ back (E-6-2) for service | 202100 · Accounts Payable | | 420932 · Safety Equipment Maintenance | -45.62 |
| The Viking Chef | | | | | | | |
| Bill | 09/30/2018 | Sept 2018 | Catering for August and September | 202100 · Accounts Payable | | 420386 · Training Meals | -1,850.00 |
| Thriftyway | | | | | | | |
| Credit Card Charge | 09/11/2018 | No receipt | Food after fire. | 210550 · Costco Citi Card-Revisky 3990 | X | 420220 · Meals/Incentives | -48.02 |
| Town and Country | | | | | | | |
| Bill | 09/03/2018 | 329 | Haworth, Perry, Robertson, Echert, and Shives | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -46.16 |
| Bill | 09/04/2018 | 607 | Wilcoxins | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -12.58 |
| Bill | 09/06/2018 | 485 | Suanders, Pickett, Killeen, Richard, Marsh, and Komora | 202100 · Accounts Payable | | 420200 · Supplies | -60.62 |
| Bill | 09/09/2018 | 222 | Eggers, Fout, Rose, Luckay | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -32.03 |
| Bill | 09/10/2018 | 449 | Names not in system | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -41.84 |
| Bill | 09/11/2018 | 618 | name not in system | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -13.78 |
| Bill | 09/16/2018 | 373 | Eggers, Fout, Rose and Luckay | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -24.71 |
| Bill | 09/17/2018 | 342 | Echert, Haworth, Perry, Robertson and Sairs | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -46.35 |
| Bill Pmt -Check | 09/20/2018 | 7802204 | | 101000 · General Fund | | 202100 · Accounts Payable | -446.96 |
| Bill | 09/20/2018 | 355 | DJ, Saunders, Richard, Vale, Marsh, Pickett, and Kom... | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -69.56 |
| Bill | 09/24/2018 | 297 | Richard, Haworth +3 | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -44.10 |
| Bill | 09/27/2018 | 455 | D. Johnson, Suanders, Richard, Marsh and Helland | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -51.94 |
| Bill | 09/30/2018 | 307 | Luckay, Vale, Richard and Rose | 202100 · Accounts Payable | | 420220 · Meals/Incentives | -40.45 |
| Town Pump | | | | | | | |
| Credit Card Charge | 09/09/2018 | 113857 | Ice and drinks for extrication training on 09/09/2018 | 210400 · MC Nickolay 4850 | X | 420386 · Training Meals | -17.00 |
| Credit Card Charge | 09/09/2018 | 160933 | E-6-3 | 210100 · Conoco | X | 420240 · Fuel | -29.32 |
| Credit Card Charge | 09/09/2018 | 160539 | R-6 | 210100 · Conoco | X | 420240 · Fuel | -30.73 |
| Credit Card Charge | 09/10/2018 | 99084268 | E-6-2 | 210100 · Conoco | X | 420240 · Fuel | -47.33 |
| Credit Card Charge | 09/10/2018 | 224832 | B-6 | 210100 · Conoco | X | 420240 · Fuel | -43.05 |
| Credit Card Charge | 09/11/2018 | 040355 | Wt-6 | 210100 · Conoco | X | 420240 · Fuel | -95.14 |
| Credit Card Charge | 09/11/2018 | 205157 | B-6 | 210100 · Conoco | X | 420240 · Fuel | -63.80 |
| Credit Card Charge | 09/11/2018 | 205601 | B-6 Gas Cans | 210100 · Conoco | X | 420240 · Fuel | -15.46 |
| Credit Card Charge | 09/13/2018 | 200745 | R-6 | 210100 · Conoco | X | 420240 · Fuel | -18.61 |
| Credit Card Charge | 09/13/2018 | 212014 | WT-6-1 Malone | 210100 · Conoco | X | 420240 · Fuel | -22.79 |
| Credit Card Charge | 09/15/2018 | 212800 | E-6-3 | 210100 · Conoco | X | 420240 · Fuel | -57.23 |
| Credit Card Charge | 09/15/2018 | 202808 | WT-6-1 | 210100 · Conoco | X | 420240 · Fuel | -26.90 |
| Credit Card Charge | 09/15/2018 | 203212 | WT-6-1 | 210100 · Conoco | X | 420240 · Fuel | -6.94 |
| Credit Card Charge | 09/16/2018 | 163311 | R-6 | 210100 · Conoco | X | 420240 · Fuel | -30.40 |
| Credit Card Charge | 09/16/2018 | 163728 | E-6-3 | 210100 · Conoco | X | 420240 · Fuel | -39.62 |
| Tracy Echert | | | | | | | |
| Bill | 09/06/2018 | 54079 | Tracy Echert station pant | 202100 · Accounts Payable | | 420209 · Clothing & Uniforms | -149.98 |
| Bill Pmt -Check | 09/20/2018 | 7802205 | Tracy Echert station pant | 101000 · General Fund | | 202100 · Accounts Payable | -149.98 |
| Unemployment Insurance Division | | | | | | | |
| Bill | 09/30/2018 | 3rd quarter | 3rd quarter Montana UI5 | 202100 · Accounts Payable | | 420010 · Payroll Employer Taxes | -165.00 |
| United States Treasury | | | | | | | |
| Liability Check | 09/05/2018 | ACH | 81-2360037 | 101000 · General Fund | | -SPLIT- | -1,573.02 |

Hyalite Rural Fire District
Transaction List by Vendor
September 2018

| Type | Date | Num | Memo | Account | Clr | Split | Amount |
|----------------------------|------------|------------|---------------------------------------|--|-----|--|-----------|
| USPS | | | | | | | |
| Credit Card Charge | 09/10/2018 | 443698383 | Postage for mailing CitiCard payment. | 210550 · Costco Citi Card-Revisky 3990 | X | 420201 · Office Supplies and Materials | -13.40 |
| Verizon | | | | | | | |
| Bill Pmt -Check | 09/05/2018 | 7802181 | Phone bill for July 24 - Aug 23 | 101000 · General Fund | | 202100 · Accounts Payable | -241.53 |
| Bill | 09/23/2018 | 9815250349 | Phone Bill for September | 202100 · Accounts Payable | | 420342 · Phones | -241.49 |
| Wex Bank | | | | | | | |
| Bill Pmt -Check | 09/05/2018 | 7802182 | 0203-00-109722-9 | 101000 · General Fund | | 202100 · Accounts Payable | -408.88 |
| Bill | 09/08/2018 | | 0203-00-109722-9 | 202100 · Accounts Payable | | 210100 · Conoco | -610.36 |
| Whalen Tire Bozeman | | | | | | | |
| Bill | 09/14/2018 | 308843 | C-6-2 tires. | 202100 · Accounts Payable | | 420951 · C-6-2 | -675.95 |
| Bill Pmt -Check | 09/20/2018 | 7802206 | E-6-1 tires | 101000 · General Fund | | 202100 · Accounts Payable | -1,357.00 |

Hyalite Rural Fire District

Missing Checks

September 2018

| Type | Date | Num | Name | Memo | Amount |
|-----------------|------------|---------|-----------------------------------|---|-----------|
| Paycheck | 09/10/2018 | 7802175 | Jason Revisky | | -4,649.09 |
| Bill Pmt -Check | 09/05/2018 | 7802176 | Citi Card | | -479.99 |
| Bill Pmt -Check | 09/05/2018 | 7802177 | Industrial Comm & Elec of Bozeman | Headsets with shipping | -1,650.00 |
| Bill Pmt -Check | 09/05/2018 | 7802178 | MasterCard | | -1,922.17 |
| Bill Pmt -Check | 09/05/2018 | 7802179 | Owenhouse-Ace Hardware | | -350.39 |
| Bill Pmt -Check | 09/05/2018 | 7802180 | RAE Water | | -127.69 |
| Bill Pmt -Check | 09/05/2018 | 7802181 | Verizon | Phone bill for July 24 - Aug 23 | -241.53 |
| Bill Pmt -Check | 09/05/2018 | 7802182 | Wex Bank | 0203-00-109722-9 | -408.88 |
| Liability Check | 09/05/2018 | 7802183 | Montana Firemen's Association | | -404.98 |
| Bill Pmt -Check | 09/20/2018 | 7802184 | Alex Richard | Catapalooza 8/24/2018 Alex and Collin | -35.70 |
| Bill Pmt -Check | 09/20/2018 | 7802185 | Allegra | Operation Supplies | -152.80 |
| Bill Pmt -Check | 09/20/2018 | 7802186 | BALCO | Uniform Pants for Sean Komora | -96.00 |
| Bill Pmt -Check | 09/20/2018 | 7802187 | Blackfoot Communications | 166532 | -40.89 |
| Bill Pmt -Check | 09/20/2018 | 7802188 | BlueCross BlueShield of Montana | Health Insurance for 10-01-2018 to 11-01-2018 | -5,377.80 |
| Bill Pmt -Check | 09/20/2018 | 7802189 | Bound Tree Medical | Glucose, gloves, supreno EC, etc | -128.48 |
| Bill Pmt -Check | 09/20/2018 | 7802190 | Century Link | | -158.09 |
| Bill Pmt -Check | 09/20/2018 | 7802191 | Charter Communications | 8313200110672244 | -267.13 |
| Bill Pmt -Check | 09/20/2018 | 7802192 | Davis Johnson | | -192.57 |
| Bill Pmt -Check | 09/20/2018 | 7802193 | DirectTV | 029404001 | -155.98 |
| Bill Pmt -Check | 09/20/2018 | 7802194 | General Distributing Co. | 56625 | -97.00 |
| Bill Pmt -Check | 09/20/2018 | 7802195 | Grass Monkeys Lawn Care | August law care | -400.00 |
| Bill Pmt -Check | 09/20/2018 | 7802196 | House of Clean | Detergent for turnouts and paper towels for bathroom dispensers | -203.25 |
| Bill Pmt -Check | 09/20/2018 | 7802197 | NAPA Auto Parts | 12342 | -342.04 |
| Bill Pmt -Check | 09/20/2018 | 7802198 | Northwestern Energy | | -1,141.56 |
| Bill Pmt -Check | 09/20/2018 | 7802199 | People Facts | August 2018 | -16.67 |
| Bill Pmt -Check | 09/20/2018 | 7802200 | Rosie Barndt, CPA, PC | Bookkeeping for August | -1,256.25 |
| Bill Pmt -Check | 09/20/2018 | 7802201 | Scenic City Enterprises, Inc. | Septic Tank pump and disposal | -545.00 |
| Bill Pmt -Check | 09/20/2018 | 7802202 | Story Distributing | 184000 | -2,670.53 |
| Bill Pmt -Check | 09/20/2018 | 7802203 | Susan Swimley | Read, edit and finalized- 911 service agreement | -223.25 |
| Bill Pmt -Check | 09/20/2018 | 7802204 | Town and Country | | -446.96 |
| Bill Pmt -Check | 09/20/2018 | 7802205 | Tracy Echert | Tracy Echert station pant | -149.98 |
| Bill Pmt -Check | 09/20/2018 | 7802206 | Whalen Tire Bozeman | E-6-1 tires | -1,357.00 |

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

DATE: SEPTEMBER 18, 2018 TIME: 7:00 p.m.
LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd.
BY: Hyalite Rural Fire District Board of Trustees

In compliance with [MCA 2017 2-3-212](#) and the Hyalite Rural Fire District Bylaws, 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. The written synopsis serves to assist the public in accessing portions of the audio recording and is a good faith attempt to provide the public with another method to be informed about the actions of the Board. The minutes are available to the public at www.hyalitefire.org/board-meeting-minutes/ or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3rd Rd., Bozeman, MT, during its standard business hours.

TRUSTEES IN ATTENDANCE:

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

Not in Attendance:

Walt Zidack, Treasurer
Justin Miller, Trustee

STAFF IN ATTENDANCE:

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

PUBLIC IN ATTENDANCE:

Bob Ogren
Larry Thomas
Sandy Taylor
Betty McCoy

| | |
|---------|---|
| 0:00:00 | |
| 0:00:18 | CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT |

| | |
|---------|---|
| | Chair Geddes called the meeting to order and reminded the public that the meeting was being recorded. |
| 0:00:27 | PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA |
| | Chair Geddes asked for public comment on non-agenda items. There was no comment. |
| 0:00:30 | HYALITE CONSENT AGENDA Chair Geddes asked for any information that Trustees want removed from the consent agenda. There were no requests to remove items from the consent agenda. Motion: Trustee Tate made motion to approve consent agenda. Second: Trustee Shrauger seconded the motion. Vote: Unanimous approval [Trustees Zidack and Miller not present]. [Attachment A lists the Consent Agenda items from the September 18, 2018, Board Packet that were approved by the Board.] |
| 0:00:51 | Discussion – Status Report on Inventory and Update of Board Policies and Operating Policies Lonna Braverman had nothing to report, but is still making progress on the effort. Action Item: Lonna to continue working on policy inventory recommendations, and present to board when complete. |
| 0:01:12 | Discussion – Financial Dashboard Lonna reported there was no revised version of the dashboard from Rosie Barndt, bookkeeper, as Lonna was late in getting month end information to Rosie. Chair Geddes indicated the Board would take it up again at next meeting. Action Item: Chair Geddes requested that updated end-of-August dashboard be distributed to Board members prior to next meeting. |
| 0:01:45 | Discussion and Decision – Changes to Section 3.5 of Bylaws The Board meeting packet has the proposed changes to Section 3.5 related to minutes. There was confirmation that it is Section 3.5, not Section 5.3 as written in the agenda. Chair Geddes called for Board discussion. Trustee Shrauger stated the Board had put this before the public for their review and comment, for the amount of time outlined in the Bylaws. Unless the public has comment, the proposed changes were agreed to by the Board at the June Board meeting, there have been no other changes, and can be voted on by the Board. [Attachment B has the text of the proposed updated Section 3.5] Chair Geddes asked for public comment on the proposed change to Section 3.5 of the Bylaws. There was no public comment. |

| | |
|---------|--|
| | <p>Motion: Trustee Tate made motion to approve changes to Section 3.5 of the Bylaws, as written.</p> <p>Second: Trustee Shrauger seconded the motion.</p> <p>Vote: Unanimous approval [Trustees Zidack and Miller not present].</p> |
| 0:04:33 | <p>Discussion and Decision – Fiscal Year 2019 Final Budget</p> <p>Jason Revisky indicated there was a delay in getting final revenue numbers from county. The final revenue numbers have now been provided by the county and those updated revenue numbers are reflected in the HRFD final budget, which is what the Board is being asked to approve.</p> <p>[Attachment C presents the final FY2019 budget presented to the Board for approval.]</p> <p>Trustee Shrauger questioned why some of the expenditure numbers had been increased when the actual expenditure in FY2018 had been less than projected. In particular, he questioned the Training budget and asked for an explanation.</p> <p>Assistant Chief Brian Nickolay explained there are some new state trainings available, such as Blue Card certification and driver/operator certifications, which we would like to have some of our volunteers and staff attend.</p> <p>Trustee Shrauger also questioned the Capital Reserve fund that went from approximately \$116,000 to approximately \$1.4 million.</p> <p>Chief Revisky explained this is a “formatting” issue. The monies have not actually increased by that much. We were only listing our contribution to the Capital Reserve fund in the past, but Ed Blackman requested we now include the entire amount of HRFD unappropriated funds in our account – capital reserve, capital improvement, any other cash carry-forward amounts. Therefore, there is a big change to the number shown in that category, due to what is now included versus what has been included in the past.</p> <p>Chair Geddes suggested that he and Trustee Shrauger meet with Ed Blackman to get an overview of the county budget process and the calculations.</p> <p>Chair Geddes asked for public comment. There was no public comment.</p> <p>Motion: Trustee Shrauger made motion to approve the final FY 2019 budget as presented.</p> <p>Second: Seconded by Trustee Tate.</p> <p>Vote: Unanimous approval [Trustees Zidack and Miller not present].</p> |
| 0:14:51 | <p>Discussion the Decision – Extension of agreement between Hyalite Fire District and Gallatin County for a temporary duty assignment within the 911 Dispatch Center</p> <p>Chief Jason Revisky indicated Jim Anderson will likely not return full-time to his role as 911 Director until about November 1. He asked that Board decide if they want to extend the agreement for another month (until end of October).</p> |

| | |
|---------|--|
| | <p>There was discussion between Board members, Chief Revisky, and Assistant Chief Nickolay.</p> <p>Chair Geddes called for public comment. There was no public comment.</p> <p>Motion: Trustee Tate made motion to extend agreement to November 1, 2018.</p> <p>Second: Trustee Shrauger seconded the motion.</p> <p>Vote: Unanimous approval [Trustees Zidack and Miller not present].</p> |
| 0:24:12 | <p>Fire Chief's Report</p> <p>Brian Nickolay presented the Chief's Report, starting with a review of his recent visit to Pierce factory to review final design and make necessary minor changes. Build should start in about January 2019, with 3-4 month build time.</p> <p>Brian specifically mentioned vehicle fire and extrication training in September, and the county assistance provided by HRFD on the Horseshoe Fire near Clarkston.</p> <p>[Attachment D contains Chief's Report.]</p> <p>Chair Geddes called for public comment on the Chief's report. There was no public comment.</p> <p>Action Item: Send letter to Best Rate Towing thanking them for providing vehicles for our training.</p> |
| 0:37:02 | <p>Trustees' Activities</p> <p>Board received information on upcoming conference presented by the Montana Fire Trustees Association. We are not currently members of the organization, but can still attend the conference. Chair Geddes indicated if any Board members would like to attend, they should attend.</p> |
| 0:37:50 | <p>Announcements</p> <p>Trustee Shrauger asked if the acoustic panels that have been placed in the conference room are helping. Members of the public and the Board agreed they have helped. He suggested that a thank you letter be written to the community member who build them.</p> <p>There will not be a work session tonight, since two Board members are not in attendance.</p> <p>The next regular meeting will be Tuesday, October 30, 2018.</p> <p>October 6, 2018 is the HRFD Pancake Breakfast.</p> <p>Action Items: Prepare thank you letter to Jason Shrauger for Board signature at next meeting. Prepare printed materials for work session at next meeting.</p> |
| 0:42:45 | <p>Regular Meeting Adjourned</p> |

Attachment A

Approved Consent Agenda Items

- **August 14, 2018 Meeting Synopsis**
- **August Financial Reports**
- **August Warrants**

Attachment B

Approved Change to Section 3.5 of Bylaws

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.

Attachment C

Final FY2019 Budget

**GALLATIN COUNTY
SPECIAL DISTRICT & LIBRARY BUDGET FORM
FY 2018-2019**

FUND NUMBER 7220

DISTRICT NAME Hyalite Rural Fire District

ANNUAL REVENUE ESTIMATES

| DESCRIPTION | FY 17-18 CURRENT YEAR BUDGET | FY 17-18 ESTIMATED YEAR END | FY 2018-2019 REQUEST | COMMENT |
|----------------------------------|---------------------------------------|-----------------------------------|-------------------------|--|
| Interest | 500 | 17,500 | 20,000 | |
| Fire Insurance Comp | | | | |
| 2 % Motor Vehicle Tax | | | | |
| Contributions/Donations | | 1,700 | 1,700 | |
| Fire Impact Fees | | | | |
| Contracts | | | | |
| Penalty & Interest on Taxes | | | | |
| Miscellaneous Revenue | 4,000 | 11,500 | 4,000 | |
| Loan or Bond Revenue | | | | |
| Other income | 36,000 | 36,300 | 36,000 | |
| Gallatin County Contribution | | | | |
| <u>Subtotal</u> | 40,500 | 67,000 | 61,700 | |
| | | | | |
| Cash net of operating reserve | | | 1,221,167 | |
| Real Property Taxes | 1,100,000 | 985,400 | 951,491 | Includes Personal Property Tax |
| Personal Property Taxes | | | | |
| Mill Levy | 245,000 | 245,700 | 242,225 | |
| <u>Subtotal</u> | 1,345,000 | 1,231,100 | 2,414,883 | |
| TOTAL | 1,385,500 | 1,298,100 | 2,476,583 | Note that previous budgets did not include Cash Net of Operating reserve |

BOARD APPROVAL:

We hereby submit for your review and approval our fiscal year 2018-2019 budget request.

[Signature] 406 539-5042
Chairman Phone

[Signature] 2106-589-5552
Trustee Phone

[Signature] 406 - 586-3770
Trustee Phone

Trustee Phone

Trustee Phone

Trustee Phone

*Note: Trustees Wait Zidack and Justin Miller
were not in attendance for vote*

**GALLATIN COUNTY
SPECIAL DISTRICT & LIBRARY BUDGET FORM
FY 2018-2019**

FUND NUMBER 7220

DISTRICT NAME Hyalite Rural Fire District

ANNUAL *EXPENDITURE* REQUESTED BUDGET

| DESCRIPTION | FY 17-18 CURRENT BUDGET | FY 17-18 ESTIMATED YEAR END | FY 2018-2019 REQUEST | COMMENT |
|---|-------------------------------|-----------------------------------|-------------------------|-----------------------------|
| Salaries & Wages | 350,000 | 322,000 | 350,000 | |
| Employer Contributions | | | | |
| <u>subtotal</u> | 350,000 | 322,000 | 350,000 | |
| Office / Operating Supplies | 117,000 | 107,000 | 117,000 | |
| Oil & Gas | 36,000 | 22,000 | 36,000 | |
| Utilities | 42,000 | 47,000 | 52,000 | |
| Repair & Maintenance | 105,000 | 95,000 | 105,000 | |
| Travel | 3,000 | 0 | 3,000 | |
| Training | 40,000 | 31,000 | 51,000 | |
| Professional Services | 101,000 | 105,000 | 116,500 | |
| Contract/Donations | | | | |
| Debt Payment – Principle | 175,000 | 175,000 | 175,000 | |
| Debt Payment – Interest | 70,725 | 70,725 | 67,225 | |
| <u>Subtotal</u> | 689,725 | 652,725 | 722,725 | |
| <u>USE OF FIRE IMPACT FEES</u> | | | | |
| | | | | |
| <u>Subtotal</u> | | | | |
| Capital Outlay (spend this yr.) | 345,775 | 323,375 | | |
| Capital Reserve (future yr.) | | | 1,403,858 | Note – total budget reserve |
| <u>Subtotal</u> | | | | |
| TOTAL | 1,385,500 | 1,298,100 | 2,476,583 | FY2019 is total budget |

BOARD APPROVAL:

We hereby submit for your review and approval our fiscal year 2018-2019 budget request.

Exp. Miller 406 589-7042
Chairman Phone

Chad 406 581-5552
Trustee Phone

Richard K. Shroyer 406 586-3770
Trustee Phone

Trustee Phone

Trustee Phone

Trustee Phone

Note: Trustees Walt Zidack and Justin Miller were not in attendance for vote.

Attachment D

Hyalite Rural Fire District

Fire Chief's Report

September, 2018

Prepared by: Assistant Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 360 calls in 2018.
2. Our current roster is at 48 members.
3. We currently have 8 resident firefighters living at Sourdough station.
4. We still are staffing the Cottonwood Fire Station with our sleeper program Sunday – Thursday nights with a crew of 5 each night.
5. We still have 3 resident renters at the Rae house.
6. We continue to perform regular training every Wednesday night at 7pm.
7. We continue to perform our twice a month command training. Command trainings are the second and last Monday of each month at 7pm at Sourdough station.
8. Our fall vehicle rescue extrication training has begun this month. The training is broken into four sessions which train on Sundays from 7am to 5pm. The training is again being performed in Belgrade at Best Rate Towing. Best Rae Towing has been a huge help in getting this training put on. Best Rate will in all provide us with 25 vehicles to train on during this fall session. Each firefighter on the department attends one session.
9. We have completed our recruiting process for the fall firefighter recruit academy. We had great interest in the fire department and ended up bringing on seven new recruit firefighters. We will have a recruit class of eight with one of our current driver/operators joining the firefighter academy. The recruit academy will begin training this Wednesday September 19th.
10. The fire district assisted in the Clarkston wildfire last week. On Monday evening when the fire started we sent one command, one brush truck, one structure engine and one water tender to assist. Crews the first day spend three hours on the fire with the exception of the water tender with a crew of two which spend the night at the fire working. We sent our co-op brush truck back the second day with a crew of three. The brush truck crew put in a full 14 hour day in on the fire. Assistant chief Nickolay was the

deputy county fire warden for the fire from the time of dispatch on Monday till the county assist team took over the fire on Tuesday evening. Since the event was extended beyond the first operational period and a county assist was done with the DNRC, firefighters and apparatus that worked after Monday at 2000 will be compensated through the DNRC. The fire district should get compensated for water tender 6's time the first night and command 6-2's time spend on the fire Tuesday and Wednesday. We will not receive compensation for the brush truck since it is a co-op apparatus.

11. We assisted two mutual aid partners last week with two structure fires. One was on Thursday evening September 13th to the Central Valley Fire District for a single residential structure fire. We send one command, one engine and one water tender to that event. The other was to the Amsterdam Rural Fire District for an agriculture barn structure fire. We sent one command, one engine, one rescue and one water tender to that event.
12. All of our apparatus are in service at this time.
13. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.

Regular Agenda Item 2



Hyalite Rural Fire District

Invoice Processing Policy

DOCUMENT INFORMATION

| | |
|-------------------------|--------------|
| Document Type: | Board Policy |
| Document Number: | 2016-001 |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|---------|-------------------|---------------|---|
| 1.0 | Board of Trustees | July, 2016 | <ul style="list-style-type: none">• Original. |
| 2.0 | Board of Trustees | | <ul style="list-style-type: none">• Added policy statement.• Updated procedure to reflect separate Bookkeeper and Administrative Assistant roles.• Standard formatting applied. |

POLICY

This Hyalite Rural Fire District (HRFD) policy establishes a uniform procedure for receiving, recording, and remitting payments for goods and services used in the ordinary course of HRFD operation.

It is HRFD's policy to:

- Make timely, accurate payment of appropriate invoices and reimbursed expenses
- Maintain accountability by using appropriate checks and balances during the payment process.
- Retain appropriate documentation of payments made.

PROCEDURE

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

1. All invoices and receipts will be presented to the HRFD Administrative Assistant for payment.
 - a. The HRFD employee or volunteer responsible for the purchase will label the invoices or receipt, including his/her name(s) and the purpose of the purchase, to allow for proper coding of the invoice or receipt.
 - b. If reimbursement is requested, it must be stated on the invoice or receipt.
2. Administrative Assistant prepares the invoice or receipt for approval by the Fire Chief or Assistant Fire Chief.

- a. Review the invoice or receipt for completeness of information and gather additional information, if needed.
 - b. Stamp the invoice or receipt with date of service and proper chart of account coding.
 - c. Place coded invoices and receipts into the appropriate folder for approval by the Fire Chief or Assistant Fire Chief.
3. Administrative Assistant prepares biweekly packet of approved invoices and receipts for the Bookkeeper. (Bookkeeper generally picks up the packet from the Sourdough Fire Station after 3pm on the 1st and 3rd Tuesday of each month.)
4. Bookkeeper processes the invoices and receipts for payment.
 - a. Enter the approved invoices and receipts into the QuickBooks system.
 - b. Create and print the warrants (checks).
 - c. Return the packet of printed warrants and the entered invoices and receipts to the Administrative Assistant. (Bookkeeper generally returns the packet to the Sourdough Fire Station after 3pm on Thursday following the Tuesday pickup.)
5. Administrative Assistant processes warrants for mailing or delivery.
 - a. Make alternate arrangements with HRFD Treasurer if he/she is not able to sign the warrants on the Friday after the checks have been returned to the Sourdough Fire Station by the Bookkeeper. (In the event that the HRFD Treasurer is unavailable, the HRFD Chairperson will sign the warrants. If neither the Treasurer nor the Chairperson is available to sign checks, this may be performed by any other member of the HRFD Board of Trustees.)
 - b. Mail checks via USPS. (Arrange alternate delivery, if needed, such as priority mail to meet payment deadline or hand delivery to an employee, volunteer member, or Trustee.)
6. Administrative Assistant files copies of processed payments, along with the appropriate warrant stub, in the HRFD A/P files.



Hyalite Rural Fire District

Board of Trustees Meeting Agenda Policy

DOCUMENT INFORMATION

| | |
|-------------------------|--------------|
| Document Type: | Board Policy |
| Document Number: | 2016-002 |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|----------------|--------------------|----------------------|--|
| 1.0 | Board of Trustees | September 20, 2016 | <ul style="list-style-type: none">• Original, document number assigned. |
| 2.0 | Board of Trustees | | <ul style="list-style-type: none">• Updated document formatting for consistency. |

POLICY

The agenda for every regular and/or special Hyalite Rural Fire District Board of Trustees meeting will be established by the current Chairperson.

PROCEDURE

- 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.
- The Secretary shall create, finalize, and send the meeting agenda to the Administrative Assistant for legal noticing at least 6 days prior to the meeting.



Hyalite Rural Fire District

Bylaws

DOCUMENT INFORMATION

| | |
|------------------|------------------|
| Document Type: | Board Governance |
| Document Number: | 2016-950 |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|---------|-------------------|--------------------|---|
| 1.0 | Board of Trustees | June 20, 2016 | <ul style="list-style-type: none">• Original, unknown document number. |
| 2.0 | Board of Trustees | September 18, 2018 | <ul style="list-style-type: none">• Document number assigned.• Modified section 3.5 to reflect use of recorded minutes.• Standard formatting applied. |

ARTICLE ONE

Creation of District

Section 1.1 Statutory Authority. The Hyalite Rural Fire District is established under Montana law in accordance with [7-33-2120 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, subsection 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](#). 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 MCA, 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.

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
- (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:

- (a) Introduction of District Trustees, Staff, and Volunteers
- (b) Installation new Trustees
- (c) Election of Board Officers
- (d) Board Presentation and discussion of current and possible future District finances, issues, and concerns.
- (e) Review of Bylaws
- (f) 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

Governance Policy

DOCUMENT INFORMATION

| | |
|-------------------------|------------|
| Document Type: | Governance |
| Document Number: | 2016-xxx |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|---------|-------------------|---------------|--|
| 1.0 | Board of Trustees | July, 2016 | <ul style="list-style-type: none">• Original, document number unknown. |
| 2.0 | Board of Trustees | | <ul style="list-style-type: none">• Document number assigned.• Standard formatting applied. |

MISSION STATEMENT

The Hyalite Rural Fire District (HRFD) 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

- (1) Residents of HRFD enjoy peace of mind regarding delivery of emergency and community services, which:
 - Is timely
 - Is consistent
 - Is professional and competent
 - Is 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 HRFD have all available resources to make informed decisions in a natural or man-made disaster or emergency. They have access to:
 - Information that is timely and accurate.
 - Training to deal with the consequences of an emergency.

EXECUTIVE LIMITATIONS

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 HRFD Board will approach its task with a style that 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.
- (5) Read packet material prior to each meeting.
- (6) 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.
- (7) 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.
- (8) Board members will treat each other, staff, members, and the public with courtesy, dignity, and fairness.
- (9) 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.
- (10) Deliberation will be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.
- (11) 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.
- (12) 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

Trustee Education Expense Reimbursement Policy

DOCUMENT INFORMATION

| | |
|-------------------------|--------------|
| Document Type: | Board Policy |
| Document Number: | 2017-063 |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|----------------|--------------------|----------------------|--|
| 1.0 | Board of Trustees | August 8, 2017 | <ul style="list-style-type: none">• Original (original Document Number=2017-63) |
| 2.0 | Board of Trustees | | <ul style="list-style-type: none">• Changed Meals and Incidentals per diem reimbursement amount from 120% to 100% of the GSA rates.• Standard formatting applied. |

POLICY

WHEREAS, the Board of Trustees of the Hyalite Rural Fire District finds that Trustee participation in continuing educational programs is an important component of leadership, desirable, and serves the public interest by allowing Trustees 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; and

WHEREAS, 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.

NOW THEREFORE BE it is resolved that the Hyalite Rural Fire District enacts the following policy of the Board to encourage Trustee participation in such continuing educational programs by reimbursing expenses consistent with the direction below.

- Annually, the District shall budget Trustee(s) training and travel, which shall be adopted and monitored consistent with standard District practices.
- Before attending any program or event for which a Trustee may claim reimbursement, the Board of Trustees shall approve attendance and expenditure of funds at a properly noticed meeting of the Board. The information provided to the Board of Trustees at the meeting must include, but not be limited to, 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 paid mileage at the rate determined by the current rate on www.gsa.gov. Trustees shall present the District Fire Chief with a written record of the mileage traveled.
- Recognizing Trustees do not have identification which entitles them to a state or federal reduced lodging rate, lodging will be paid or reimbursed for actual room rate and taxes incurred while traveling. Trustees will stay at the event venue hotel, if existing and available. Advance booking may be paid by the District. The Trustee will provide a final receipt for the room and taxes.
- Trustees will be paid a Meals and Incidentals per diem equal to 100% of the GSA rates for the area to which they are traveling as posted on www.gsa.gov. Trustees may obtain the per diem prior to traveling. In the event the travel does not take place the Trustee is responsible to reimburse the District.
- Trustee(s) tuition costs and registration fees associated with the approved activity will be paid by the District. In order for the District to pay the tuition or registration fees, trustees shall present the District Fire Chief with proper documentation prior to the event.
- Trustees attending board approved 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 Rural Fire District

No Alcohol Policy

DOCUMENT INFORMATION

| | |
|-------------------------|--------------|
| Document Type: | Board Policy |
| Document Number: | 2017-809 |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|----------------|--------------------|----------------------|--|
| 1.0 | Board of Trustees | August 8, 2017 | <ul style="list-style-type: none">• Original document. |
| 2.0 | Board of Trustees | | <ul style="list-style-type: none">• Standard formatting applied. |

POLICY

It is the policy of the Board of Trustees of Hyalite Rural Fire District (HRFD) that HRFD does not buy or condone the consumption of alcohol for any function or event of the Hyalite Fire Department or hosted by HRFD.



Hyalite Rural Fire District

Gratuity Policy

DOCUMENT INFORMATION

| | |
|-------------------------|--------------|
| Document Type: | Board Policy |
| Document Number: | 2018-xxx |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|---------|-------------------|---------------|--|
| 1.0 | Board of Trustees | Unknown | <ul style="list-style-type: none">• Original, document number unknown. |
| 2.0 | Board of Trustees | | <ul style="list-style-type: none">• Document number assigned.• Standard formatting applied. |

POLICY

Hyalite Rural Fire District (HRFD) 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.

Regular Agenda Item 3



Hyalite Rural Fire District

Public Record Request Policy

DOCUMENT INFORMATION

| | |
|-------------------------|--------------|
| Document Type: | Board Policy |
| Document Number: | 2018-xxx |

VERSION CONTROL

| Version | Approved By | Approved Date | Summary of Changes |
|----------------|--------------------|----------------------|-------------------------------------|
| 1.0 | Board of Trustees | | Original, document number assigned. |

POLICY

The purpose of this Public Records Request Policy is to provide guidance on how Hyalite Rural Fire District (HRFD) is to properly coordinate and respond to public records requests from any individual or entity, in accordance with [MCA Title 2, Chapter 6, Part 10](#).

Public Records

Public records of HRFD means information prepared, owned, used, or retained by HRFD relating to the transaction of official business, regardless of form – paper, electronic, or other format., All records kept by HRFD are public information, so the public has the right to examine and obtain a copy except for confidential information that must be protected against public disclosure under applicable law.

HRFD can define which information the public can see and what format to provide it in – for example, HRFD could provide the requested information in written format with private information redacted.

Employees' Privacy Interest

Before asserting any privacy interest on its employees' (including volunteer members of HRFD) behalf, HRFD must communicate with employees, asking them if they have an issue with their private information (such as social security number or date of birth) being made public. Only if the employee asserts their privacy interest in their private information can HRFD then redact the information on behalf of the employee.

Requests and Fees

The person(s) making a public records request should make the request in writing to HRFD, indicating the information they want to see. HRFD must respond promptly, in writing, with an estimate of how long it will take to produce the information and any fee associated with producing the information. In accordance with [2-6-1006\(3\) MCA](#), the fee may not exceed the actual costs directly incident to fulfilling the request in the most cost efficient and timely manner possible. HRFD may require payment of the estimated fee prior to identifying and gathering the requested information.

HRFD cannot honor “standing” public records requests that demand future copying or production (i.e., “please forward all future meeting minutes...”).

Records Manager

The HRFD Fire Chief is designated as the Records Manager, responsible for coordinating the efficient and effective management of the agency's public records and information. The Records Manager should confer with the Gallatin County Attorney’s Office to clarify any questions about responding to a public information request.

PROCEDURE

When HRFD receives a public records request, the following procedures shall be followed:

1. The HRFD employee receiving the public records request will:
 - a. Capture as much information as possible about the request, such as contact information, what documents are being requested, and any specific information such as dollar amount threshold, delivery expectations, time expectations, etc. (NOTE: While a public records request does not have to be in writing as a prerequisite for completing a request, a written request is preferable.)
 - b. Forward the request to the HRFD Administrative Assistant.
2. The Administrative Assistant will:
 - a. Confer with the Records Manager and other appropriate resources to determine effort, resources, and time needed to meet the request and any fees associated with meeting the request. This determination should consider how any confidential information will be handled.
 - b. Respond promptly, in writing, to the requester with what information will be produced, what format the information will be in, an estimate of how long it will take to produce the information, and any fee associated with producing the information.
 - c. Arrange for payment of any fees due from the requester, if needed.
 - d. File hard and electronic copies of the original request and the response in HRFD files.
 - e. If needed, coordinate communication with employees regarding assertion of their privacy information, and retain documentation of communication to and from the employees.
 - f. Coordinate compilation and review of the information.
 - g. Obtain the approval of the Records Manager to release the compiled information.
 - h. Provide the compiled information to the requester.
 - i. File hard and electronic copies of the compiled information and associated correspondence in HRFD files.

Regular Agenda Item 5

Summary of Reserves at June 30, 2018

Calculation of reserves for operations:

| | | |
|--------------------------------------|----|------------|
| Budgeted operating expenses for FY19 | \$ | 830,500.00 |
| Reserve at 80% of operating expenses | \$ | 664,400.00 |

Summary of reserves:

| | | |
|------------------------------------|----|-------------------|
| Total cash at June 30, 2018 | \$ | 1,779,809.45 |
| Less: | | |
| Reserves for capital improvements* | \$ | (175,388.00) |
| Reserves for capital replacement* | \$ | (597,972.78) |
| Reserve for debt service | \$ | (112,075.35) |
| Reserve for operations | \$ | (664,400.00) |
| Remaining cash | \$ | <u>229,973.32</u> |

* Approved by the Board through June 30, 2018

Regular Agenda Item 6

Hyalite Rural Fire District

Fire Chief's Report

October 2018

Prepared by: Assistant Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 419 calls in 2018 (as of 10/24/2018).
2. Our current roster is at 47 members.
3. We currently have 8 resident firefighters living at Sourdough station.
4. We still are staffing the Cottonwood Fire Station with our sleeper program Sunday – Thursday nights with a crew of 5 each night.
5. We still have 3 resident renters at the Rae house.
6. We continue to perform regular training every Wednesday night at 7pm.
7. We continue to perform our twice a month command training. Command trainings are the second and last Monday of each month at 7pm at Sourdough station.
8. We had a very successful pancake breakfast on October 6th. We served just over 700 people. Everyone had great things to say about the department and the event.
9. The fall firefighter recruit academy is going very well. The academy just completed their first round of firefighter 1 testing with the state fire school. Firefighters were evaluated on exterior and interior firefighting. All recruits passed their testing on their first attempt.
10. On September 29th we had a mobile home structure fire on Elmwood Dr. Firefighters spend 5 hours putting the fire out. The home received severe fire damage. We had great help from our mutual aid partners. We were able to respond to the fire with one command, three engines, two water tenders, one rescue and the QRU ambulance.
11. The fire department assisted the Gallatin Gateway Fire District with a structure fire on September 23rd. We sent one engine, two water tenders and one command to assist with the fire.
12. All of our apparatus are in service at this time.
13. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.

Regular Agenda Item 7

Information Summary from 2018 Fire Trustees' Conference

Nick Shrauger, Hyalite Rural Fire Trustee

October 8, 2018

The theme of this year's conference was to provide information useful to fire board members. There were three major topics:

1. Core Duties of board members including governance practices, meeting preparation and facilitation, and strategic planning. Ned Cooney was the presenter.
2. Identification of communication issues, risk management, and public expectations by presenter Don Cox.
3. Legal Issues for Trustees: Legal pitfalls and how these issues may be addressed. Catherine "Kate" Dinwiddie was the presenter.

Attendance was a mixture of Trustees, Chiefs, and firefighters. While a goal of these topics was to train new board members, the diverse questions showed that conference information was useful to both experienced and inexperienced fire service members.

These three topics covered many subjects. This report will identify some that may be relevant to HRFD.

1. Board Member Duties

Presenter Ned Cooney has many years of work on, and educating others about nonprofit boards. While his fire board experience is limited, he is an expert on volunteer board issues. He provided several appropriate handouts applicable to volunteer boards.

CORE DUTIES FOR BOARD MEMBERS

Duty of Care: Trustees must prepare for each meeting by reviewing minutes, financial, and other issue reports or material. This allows them to prepare relevant questions before hand to help them to exercise independent judgement and good governance.

Mr. Cooney explained that "Good governance requires the board to balance its role as an oversight body with its role as a force supporting the organization. The difference between *responsible* and *exceptional* boards lies in thoughtfulness and intentionality, action and engagement, knowledge and communication." He provided a handout "Twelve Principles of Governance that Power Exceptional Boards."

Duty of Loyalty: Serve in the best interests of the organization and avoid conflicts of interest.

Duty of Obedience: Serve to support the core purposes of the organization, its governing policies, rules, bylaws, and applicable laws and regulations.

Fiduciary Duty: A duty to act in a position of trust and responsibility not only financially, but also for the good of the District.

Discussion of Duties included several questions and topics which may be germane to HRFD, and to current evaluation of Board and Operational Policies and strategic planning process:

- Policies must be enforceable
- Assessing Board Performance
- Enhancing Board's public image
- Use of Social Media (e.g. Facebook, by Board, by staff, by volunteers)
- Board member attendance; consistent meeting date/location
- Job descriptions/Staff evaluations
- Handling of closed session minutes
- Public comment time limits
- Use of consent agenda
- Strategic Planning including time lines for future needs listing (development and regular review). This includes Listing and refining community issues (current and future) which might effect HRFD
- Use of Robert's rules

2. Risk Management

Presenter Don Cox is an Education Specialist for Volunteer Firefighter Insurance (VFIS). Don has served as a Fire Chief and in other fire service capacities. His educational work throughout the country causes him to be aware of risk issues to the fire service throughout the U.S).

This presentation began with a tour of the web site of VFIS (www.vfis.com, and www.uvfis.com). This firm offers many packages for training, some are free, and some have a cost.

The word risk encompasses all facets of Emergency Service Organizations (ESOs) including fire districts. Risk Control was defined as any "Any conscious effort to act (or not) to manage probable damage.

Several (new-to-me) fire district risk possibilities were noted:

- Media Focus: Constant presence and use of live cam feeds, cell phone videos monitor all activities
- Scandals
- Risk defense is data driven. These are types of data that attorneys may seek in a law suit: Documentation of response times, training, age of tires, need for volunteer CDLs, how many volunteers are active vs how many answer calls; how much is made from donations and how are donations handled; accurate call logs to provide accurate "show me data" such as cardiac arrests, most common emergencies.
- Data driven Decision Making; Computer dispatching
- Terrorism responses
- Communications risks: Blogs, Tweets, Flaming, Emails
- Sexual harassment, opioids, PTSD, Suicide prevention (fire service suicides are 10x the national rate),
- Fire District accreditation
- Community Risk Reduction
- Fire fighter arson
- Documentation of District's Standard of Response. (Use of National Grid system of response zones)

All Boards should:

1. Identify all main risks; 2. Evaluate and Prioritize; 3. Identify Risk Control Measures; 4. Implement Controls; 5. Monitor Risk Control results

His final admonition to all was "Don't ever think that any type of risk will not happen, or cannot happen to your District".

3. Legal

Kate Dinwiddie, JD has been practicing law for 16 years including 6 years as a Gallatin County deputy attorney. During this period one of her duties was to provide legal advice to fire districts and service areas.

This session began with legal questions from the audience. These ranged from taking and archiving executive session minutes, who can close a meeting, District hiring practices, permission to record sessions, public comment policies, documents, money received by districts, showing invoices in public meetings, children in fire stations (attractive nuisance) to name a few. She also cited a number of negligence cases against fire services since January 2018.

Kate supplied a handout of Legal Pitfalls which is attached.

It is my opinion that based on conference presentations, questions, and discussions, that HRFD is currently working in a prudent and reasonable manner to deal with Governance, Risk, Legal, and other issues. Even though this Board is proactive in updating policies, doing future planning, and studying ways of collecting and using data, additional effort is needed to insure continued improvement.

Attachments:

1. Twelve Principles of Governance That Power Exceptional Boards
2. Legal Pitfalls Handout

ⁱ Twelve Principles of Governance that Power Exceptional Boards. Washington, DC: BoardSource 2005, www.boardsource.org

The Source:

Twelve Principles of Governance That Power Exceptional Boards

Exceptional boards add significant value to their organizations, making a discernible difference in their advance on mission. Good governance requires the board to balance its role as an oversight body with its role as a force supporting the organization. The difference between *responsible* and *exceptional* boards lies in thoughtfulness and intentionality, action and engagement, knowledge and communication. The following twelve principles offer **chief executives** a description of an empowered board that is a strategic asset to be leveraged. They provide **board members** with a vision of what is possible and a way to add lasting value to the organization they lead.

CONSTRUCTIVE PARTNERSHIP¹

Exceptional boards govern in constructive partnership with the chief executive, recognizing that the effectiveness of the board and chief executive are interdependent. They build this partnership through trust, candor, respect, and honest communication.

MISSION DRIVEN²

Exceptional boards shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values. They treat questions of mission, vision, and core values not as exercises to be done once, but as statements of crucial importance to be drilled down and folded into deliberations.

STRATEGIC THINKING³

Exceptional boards allocate time to what matters most and continuously engage in strategic thinking to hone the organization's direction. They not only align agendas and goals with strategic priorities, but also use them for assessing the chief executive, driving meeting agendas, and shaping board recruitment.

CULTURE OF INQUIRY⁴

Exceptional boards institutionalize a culture of inquiry, mutual respect, and constructive debate that leads to sound and shared decision making. They seek more information, question assumptions, and challenge conclusions so that they may advocate for solutions based on analysis.

INDEPENDENT-MINDEDNESS⁵

Exceptional boards are independent-minded. They apply rigorous conflict-of-interest procedures, and their board members put the interests of the organization above all else when making decisions. They do not allow their votes to be unduly influenced by loyalty to the chief executive or by seniority, position, or reputation of fellow board members, staff, or donors.

ETHOS OF TRANSPARENCY⁶

Exceptional boards promote an ethos of transparency by ensuring that donors, stakeholders, and interested members of the public have access to appropriate and accurate information regarding finances, operations, and results. They also extend transparency internally, ensuring that every board member has equal access to relevant materials when making decisions.

COMPLIANCE WITH INTEGRITY⁷

Exceptional boards promote strong ethical values and disciplined compliance by establishing appropriate mechanisms for active oversight. They use these mechanisms, such as independent audits, to ensure accountability and sufficient controls; to deepen their understanding of the organization; and to reduce the risk of waste, fraud, and abuse.

SUSTAINING RESOURCES⁸

Exceptional boards link bold visions and ambitious plans to financial support, expertise, and networks of influence. Linking budgeting to strategic planning, they approve activities that can be realistically financed with existing or attainable resources, while ensuring that the organization has the infrastructure and internal capacity it needs.

RESULTS-ORIENTED⁹

Exceptional boards are results-oriented. They measure the organization's progress towards mission and evaluate the performance of major programs and services. They gauge efficiency, effectiveness, and impact, while simultaneously assessing the quality of service delivery, integrating benchmarks against peers, and calculating return on investment.

INTENTIONAL BOARD PRACTICES¹⁰

Exceptional boards purposefully structure themselves to fulfill essential governance duties and to support organizational priorities. Making governance intentional, not incidental, exceptional boards invest in structures and practices that can be thoughtfully adapted to changing circumstances.

CONTINUOUS LEARNING¹¹

Exceptional boards embrace the qualities of a continuous learning organization, evaluating their own performance and assessing the value they add to the organization. They embed learning opportunities into routine governance work and in activities outside of the boardroom.

REVITALIZATION¹²

Exceptional boards energize themselves through planned turnover, thoughtful recruitment, and inclusiveness. They see the correlation between mission, strategy, and board composition, and they understand the importance of fresh perspectives and the risks of closed groups. They revitalize themselves through diversity of experience and through continuous recruitment.

LEGAL PITFALLS HANDOUT

Questions Board Trustees Should Ask

- Ask your fire chief to give you a tour of the fire station and describe the apparatus, what they do, when they go out on a call and what equipment you own.
- Ask how the fire department receives a call and the priority that is assigned to each call.
- Ask about the leading causes of injury and death of firefighters.
- Ask for and read all bylaws, policies, procedures and guidelines for the fire department.
- Get copies of the budgets and ask questions.
- Ask what laws and constitutional provisions you need to follow.
- Ask how Board meetings are publically posted, how public comment is incorporated into the decision making process and when you are supposed to “close” a public meeting.
- Ask about how the department recruits and retains volunteers.
- Ask how a trustee is to react when they receive a call from a member of the public, a volunteer or an employee.
- Ask for the department chain of command.
- Ask about insurance coverage.
- Ask about benefits.

Agreements

- Enter into written agreements signed by the parties
- Retain the agreements and file in multiple locations for future use
- Periodically review the agreements to see if they need to be revised.

Budgets

What do you anticipate doing in the upcoming year?

- Emergency responses
- Prevention and education programs
- Training
- Change in services or service level

What capital needs to be replaced or bought this year?

- Facility upgrades or replacement
- Equipment replacement
- Apparatus replacement

What resources do you need to accomplish what you want to do? For example:

- Personnel/Volunteer Incentives
- Administration – Bookkeeper
- Firefighting and EMS supplies

- Communications
- Apparatus operation, maintenance and upgrades
- Facilities operation, maintenance and upgrades
- New equipment or apparatus

Internal Controls

- Segregation of duties
- Two signatures on warrants
- Inventories
- Price checks and comparisons
- Review and approval of expenditures
- Policies – Credit card, grants, purchasing

Policies

- Anti-harassment, safe workplace and anti-discrimination
- Probationary period (one year?)
- Posting of positions (promotions)
- Discipline & grievance
- Compensation, benefits, insurance and employee classification
- Alcohol & drug-free workplace
- Cell phone and electronic device usage
- Social media guidelines
- Information security policies: computers, e-mail, and voicemail;
- Annual physicals

Board Policies

- Duties and Responsibilities of Officers/Trustees
- Compliance with Open Meeting Laws
- Public Participation
- Procedure for Hiring or Appointing a Fire Chief
- Code of Conduct, Ethics & Conflicts of Interest
- Purchasing
- Warrant Signatory Authority and Amounts
- Reimbursement for Actual Expenses
- Evaluations
- Credit Card Guidelines

Statutes

Montana Human Rights Act

49-1-102 Freedom from discrimination

49-2-303 Discrimination in employment

49-2-308 Discrimination by the state

49-3-201 Employment of state and local government personnel

49-3-205 Governmental services

Fire Protection

7-33-2001 Fire chief -- powers and duties

7-33-2101 et. seq. Rural Fire Districts

7-33-2201 et. seq. Rural Fire Protection

7-33-2301 et. seq. Fire Protection in Unincorporated Places

7-33-2401 et. seq. Fire Service Areas

Ethics and Conduct

2-2-105 Ethical Requirements for Public Officers and Public Employees

2-2-121 Rules of Conduct for Public Officers and Public Employees

Cases

Bull Lake Fire Dist. v. Lincoln County 2013 MT 342

Zunski v. Frenchtown Rural Fire Department Board of Trustees, 2013 MT 258.

Constitution

Article II Section 8 Right of participation.

Article II Section 9 Right to know.

Article II Section 10 Right of privacy.

Attorney General Opinions

46 Op. Att'y. Gen. No.8 (1995)

Resources

- CDC - Fire Fighter Fatality Investigation and Prevention Program
www.cdc.gov/niosh/fire
- National Fire Service Library
www.fireservicelibrary.com

- International Association of Fire Chiefs
www.iafc.org
- Law Office of Catherine Locke Dinwiddie, PLLC
Kate Dinwiddie
Katelawoffice@earthlink.net
406-577-2353

Example of Agenda

BULL THORN FIRE DISTRICT BOARD OF TRUSTEES PUBLIC MEETING

DATE: Thursday, October 4, 2018
TIME: 7:30 P.M.
PLACE: FIRE STATION, 845 Thorpe Road, Sidney
BY: Bull Thorn Fire District Board of Trustees

Call to Order and Roll

PUBLIC COMMENT

REGULAR AGENDA

1. Discussion and Decision on Warrants and Financial Report.
2. Approval of Minutes for Regular Board Meeting held on September 6, 2018.
3. Consideration of Fire Chief Report.
4. Discussion and Decision on the Adoption of Credit Card Usage Policy.
5. Discussion and Decision on Preliminary FY19 Budget.
6. Update from Engine 8-1 Replacement Committee.
7. Announcements.