

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

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

**CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT
REMINDER TO PUBLIC THAT MEETINGS ARE BEING RECORDED**

PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA

HYALITE CONSENT AGENDA

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of November 20, 2018 Meeting Synopsis
[Supporting Information Attached]

REGULAR AGENDA

1. Discussion and Decision – 2019 Business Insurance Renewal
2. Discussion and Decision – Trustee Election
3. Discussion – Financial Dashboard Status
[Supporting Information Attached]
4. Fire Chief's Report
5. Trustees' Activities
6. Announcements

ADJOURNMENT

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 November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
100000 · Cash/Investments	1,584,841.46
Total Checking/Savings	1,584,841.46
Accounts Receivable	
110000 · Accounts Receivable	34,354.21
Total Accounts Receivable	34,354.21
Other Current Assets	1,220,811.90
Total Current Assets	2,840,007.57
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	-2,412,822.29
Total 180000 · Capital Assets	4,341,983.78
Total Fixed Assets	4,341,983.78
TOTAL ASSETS	7,181,991.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200000 · Short-Term Payables	25,053.68
Total Accounts Payable	25,053.68
Credit Cards	-665.13
Other Current Liabilities	
206240 · 2013 GO bond issue	175,000.00
220000 · Payroll Liabilities	-5,057.57
Total Other Current Liabilities	169,942.43
Total Current Liabilities	194,330.98
Long Term Liabilities	2,057,459.65
Total Liabilities	2,251,790.63
Equity	
241000 · Unrestricted Fund Balance	412,690.16
241001 · General fixed asset acct group	4,341,983.78
241002 · General LT debt account group	-2,232,459.55
241100 · Reserved Fund Balance	
241101 · Restricted for Debt Service	354,300.35
241102 · Reserved for Capital Reserve	
241103 · Capital improvements	175,388.00
241104 · Capital replacement	
241105 · Apparatus replacement	797,972.78
241106 · Building repair/replacement	29,973.32
Total 241104 · Capital replacement	827,946.10
Total 241102 · Reserved for Capital Reserve	1,003,334.10
Total 241100 · Reserved Fund Balance	1,357,634.45
241200 · Assigned to vol firefighters	4,885.06
Net Income	1,045,466.82
Total Equity	4,930,200.72
TOTAL LIABILITIES & EQUITY	7,181,991.35

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12/11/18

Accrual Basis

Hyalite Rural Fire District

Profit & Loss Budget vs. Actual

July through November 2018

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Taxes	1,227,992.87	1,193,716.00	34,276.87	102.9%
316000 · Entitlement Share	36,838.82	36,000.00	838.82	102.3%
320000 · Firefighter fundraising event	2,371.54	0.00	2,371.54	100.0%
360000 · Miscellaneous Revenues	7,458.32	4,000.00	3,458.32	186.5%
365000 · Contributions and Donations	100.00	1,700.00	-1,600.00	5.9%
370000 · Investment Earnings	7,755.46	20,000.00	-12,244.54	38.8%
Total Income	1,282,517.01	1,255,416.00	27,101.01	102.2%
Gross Profit	1,282,517.01	1,255,416.00	27,101.01	102.2%
Expense				
420000 · Public Safety Expenses	10,294.97	40,000.00	-29,705.03	25.7%
420100 · Personnel Services	96,205.11	350,000.00	-253,794.89	27.5%
420200 · Supplies	11,913.03	22,000.00	-10,086.97	54.2%
420220 · Meals/Incentives	3,395.89	11,000.00	-7,604.11	30.9%
420240 · Fuel	7,484.40	36,000.00	-28,515.60	20.8%
420310 · Election Costs	0.00	7,000.00	-7,000.00	0.0%
420320 · Professional Subscription/Dues	1,549.35	4,000.00	-2,450.65	38.7%
420330 · Community Outreach/Education	494.74	10,000.00	-9,505.26	4.9%
420340 · Utility Services	20,798.69	52,000.00	-31,201.31	40.0%
420350 · Professional Services	7,515.50	40,000.00	-32,484.50	18.8%
420390 · Firefighter Physicals	839.00	15,000.00	-14,161.00	5.6%
420400 · Training/Travel - Trustees	305.64	3,000.00	-2,694.36	10.2%
420420 · Facilities	7,321.05	35,000.00	-27,678.95	20.9%
420500 · Insurance	30,922.95	65,000.00	-34,077.05	47.6%
420930 · Safety Equipment	14,185.34	70,000.00	-55,814.66	20.3%
420940 · Apparatus	19,434.26	70,000.00	-50,565.74	27.8%
420970 · Capital outlay	3,833.68			
490100 · Debt Services	0.00	242,225.00	-242,225.00	0.0%
669100 · Other Charges	161.81	500.00	-338.19	32.4%
Total Expense	236,655.41	1,072,725.00	-836,069.59	22.1%
Net Ordinary Income	1,045,861.60	182,691.00	863,170.60	572.5%
Net Income	1,045,861.60	182,691.00	863,170.60	572.5%

Hyalite Rural Fire District

Missing Checks

November 2018

Type	Date	Num	Name	Memo	Amount
Paycheck	11/10/2018	7802256	Jason Revisky		-9,643.69
Bill Pmt -Check	11/08/2018	7802257	Batteries Plus	QRU-6	-18.00
Bill Pmt -Check	11/08/2018	7802258	Best Rate Diesel Repair Inc.	E-6-2	-2,348.36
Bill Pmt -Check	11/08/2018	7802259	Century Link	Sourdough 1 phone lin	-43.05
Bill Pmt -Check	11/08/2018	7802260	Custom Logo	flag logos	-2,475.49
Bill Pmt -Check	11/08/2018	7802261	DirectTV	029404001	-155.98
Bill Pmt -Check	11/08/2018	7802262	General Distributing Co.	56625	-62.00
Bill Pmt -Check	11/08/2018	7802263	J&H INC	13753	-100.73
Bill Pmt -Check	11/08/2018	7802264	JA Gear		-130.00
Bill Pmt -Check	11/08/2018	7802265	Kenyon Noble	Kenyon Noble statement	-1,093.45
Bill Pmt -Check	11/08/2018	7802266	Malcolm Malone (vendor)	Reimbursement- Malone, Fout, Richard, ...	-36.71
Bill Pmt -Check	11/08/2018	7802267	Marita Designs	Logo for command coats	-150.00
Bill Pmt -Check	11/08/2018	7802268	Meta Sairs (Vendor)	Reimbursement-dinner at Qdoba	-30.92
Bill Pmt -Check	11/08/2018	7802269	Montana Occupational Health	Douglas Fout	-75.00
Bill Pmt -Check	11/08/2018	7802270	Montana State Fund	03-134600-0	-3,885.91
Bill Pmt -Check	11/08/2018	7802271	Municipal Emergency Services		-723.40
Bill Pmt -Check	11/08/2018	7802272	NAPA Auto Parts	12342	-149.33
Bill Pmt -Check	11/08/2018	7802273	Overhead Door Co. of SW MT	Sourdough Station Garage door opener	-35.00
Bill Pmt -Check	11/08/2018	7802274	Owenhouse-Ace Hardware		-469.68
Bill Pmt -Check	11/08/2018	7802275	People Facts		-16.67
Bill Pmt -Check	11/08/2018	7802276	Physio-Control, INC.	21195601	-74.00
Bill Pmt -Check	11/08/2018	7802277	RAE Water		-124.99
Bill Pmt -Check	11/08/2018	7802278	Ressler	56595	-145.15
Bill Pmt -Check	11/08/2018	7802279	Rosauers	Food for Pancake breakfast	-1,749.64
Bill Pmt -Check	11/08/2018	7802280	Town and Country		-623.57
Bill Pmt -Check	11/08/2018	7802281	Citi Card		-2,595.86
Bill Pmt -Check	11/08/2018	7802282	MasterCard	Brian's credit card payment for the period ...	-152.60
Bill Pmt -Check	11/08/2018	7802283	Wex Bank	0203-00-109722-9	-637.48
Bill Pmt -Check	11/25/2018	7802284	BlueCross BlueShield of Montana	December health insurance.	-5,377.80
Bill Pmt -Check	11/25/2018	7802285	Bozeman Chronicle	347411	-26.00
Bill Pmt -Check	11/25/2018	7802286	Century Link		-197.22
Bill Pmt -Check	11/25/2018	7802287	Charter Communications	8313200110672244	-267.13
Bill Pmt -Check	11/25/2018	7802288	Colin Prato [vendor]	Reim for station night meal on 11/5/2018.	-22.38
Bill Pmt -Check	11/25/2018	7802289	Connect Telephone and Compu...	Repair of Sourdough phone system.	-484.37
Bill Pmt -Check	11/25/2018	7802290	Custom Logo	12 caps.	-214.20
Bill Pmt -Check	11/25/2018	7802291	DirectTV	029404001	-160.23
Bill Pmt -Check	11/25/2018	7802292	Ensemble Care for Heros (ECMS)	Install knee padding and repairs.	-325.25
Bill Pmt -Check	11/25/2018	7802293	Grass Monkeys Lawn Care		-440.00
Bill Pmt -Check	11/25/2018	7802294	Kamp Implement Co.		-1,462.65
Bill Pmt -Check	11/25/2018	7802295	Katie Webster	Reim for pancake breakfast.	-92.19
Bill Pmt -Check	11/25/2018	7802296	MICHAEL HILBERT	Various reimbursements.	-247.40
Bill Pmt -Check	11/25/2018	7802297	Montana DPHHS	EMS Service License #336.	-35.00
Bill Pmt -Check	11/25/2018	7802298	Montana Occupational Health	Conner Killeen.	-75.00
Bill Pmt -Check	11/25/2018	7802299	Montana State University		-390.00
Bill Pmt -Check	11/25/2018	7802300	Municipal Emergency Services		-5,008.07
Bill Pmt -Check	11/25/2018	7802301	Northwestern Energy		-2,096.13
Bill Pmt -Check	11/25/2018	7802302	Republic Services		-798.38
Bill Pmt -Check	11/25/2018	7802303	Ressler	56595	-287.00
Bill Pmt -Check	11/25/2018	7802304	Rosie Barndt, CPA, PC	October bookkeeping services.	-1,875.00
Bill Pmt -Check	11/25/2018	7802305	The Viking Chef	October meals (4 meals)	-1,225.00
Bill Pmt -Check	11/25/2018	7802306	Verizon	Cell phones for Oct/Nov.	-242.71

Hyalite Rural Fire District

Transaction List by Vendor

November 2018

Type	Date	Num	Memo	Cir	Split	Amount
Alex Richard						
Bill	11/20/2018	180691	Meal at Qdoba.		420220 · Meals/Incentives	-23.96
Batteries Plus						
Bill	11/01/2018	P6771...	QRU-6		420955 · C-6	-18.00
Bill Pmt -Check	11/08/2018	7802257	QRU-6		202100 · Accounts Payable	-18.00
Best Rate Diesel Repair Inc.						
Bill Pmt -Check	11/08/2018	7802258	E-6-2		202100 · Accounts Payable	-2,348.36
BlueCross BlueShield of Montana						
Bill	11/15/2018	Decem...	December health insurance.		-SPLIT-	-5,377.80
Bill Pmt -Check	11/25/2018	7802284	December health insurance.		202100 · Accounts Payable	-5,377.80
Bound Tree Medical						
Bill	11/09/2018	83032...	Gloves.		420203 · Medical Supplies	-875.65
Bozeman Chronicle						
Bill	11/15/2018	1828503	Notice for 10/30 meeting.		420333 · Formal & Legal Notices	-26.00
Bill	11/16/2018	1836982	Notice for meeting on 11/20.		420353 · Legal Services	-26.00
Bill Pmt -Check	11/25/2018	7802285	347411		202100 · Accounts Payable	-26.00
Century Link						
Bill Pmt -Check	11/08/2018	7802259	Sourdough 1 phone lin		202100 · Accounts Payable	-43.05
Bill	11/15/2018	40658...	SD - one phone line. Nov/Dec.		420342 · Phones	-36.05
Bill	11/15/2018	40658...	Rae phone.		420342 · Phones	-40.18
Bill	11/15/2018	40660...	Cottonwood station. Oct/Nov servi...		-SPLIT-	-120.99
Bill Pmt -Check	11/25/2018	7802286			202100 · Accounts Payable	-197.22
Charter Communications						
Bill	11/15/2018	06722...	Nov/Dec services.		-SPLIT-	-267.13
Bill Pmt -Check	11/25/2018	7802287	8313200110672244		202100 · Accounts Payable	-267.13
Citi Card						
Bill	11/07/2018				210560 · Costco Citi Card-Eaton 2172	-2,011.99
Bill	11/07/2018				210570 · Costco Citi Card-Nickolay 7...	-49.69
Bill Pmt -Check	11/08/2018	7802281			200000 · Short-Term Payables	-2,595.86
Bill	11/16/2018		September statement		210550 · Costco Citi Card-Revisky 39...	-757.36
Colin Prato [vendor]						
Bill	11/15/2018	Reim	Reim for station night meal on 11/...		420220 · Meals/Incentives	-22.38
Bill Pmt -Check	11/25/2018	7802288	Reim for station night meal on 11/...		202100 · Accounts Payable	-22.38
Connect Telephone and Computer Group						
Bill	11/15/2018	94018	Repair of Sourdough phone system.		420342 · Phones	-484.37
Bill Pmt -Check	11/25/2018	7802289	Repair of Sourdough phone system.		202100 · Accounts Payable	-484.37
Custom Logo						
Bill Pmt -Check	11/08/2018	7802260	flag logos		202100 · Accounts Payable	-2,475.49
Bill	11/15/2018	17216	12 caps.		420209 · Clothing & Uniforms	-214.20
Bill	11/19/2018	17241	Emb caps.		420209 · Clothing & Uniforms	-29.95
Bill Pmt -Check	11/25/2018	7802290	12 caps.		202100 · Accounts Payable	-214.20
Dana Safety Supply						
Credit Card Charge	11/07/2018	No Re...		X	420932 · Safety Equipment Maintena...	-61.71
DirectTV						
Bill Pmt -Check	11/08/2018	7802261	029404001		202100 · Accounts Payable	-155.98
Bill	11/15/2018	35416...	Nov/Dec services.		420345 · TV/Internet Services	-160.23
Bill Pmt -Check	11/25/2018	7802291	029404001		202100 · Accounts Payable	-160.23
Dominoe's Pizza						
Credit Card Charge	11/14/2018	966896	Training.	X	420386 · Training Meals	-317.00
Credit Card Charge	11/28/2018	963656	Normal training.	X	420386 · Training Meals	-320.00
Credit Card Charge	11/28/2018	957460		X	420386 · Training Meals	-111.00
Ensemble Care for Heros (ECMS)						
Bill	11/15/2018	INV23...	Install knee padding and repairs.		420209 · Clothing & Uniforms	-325.25
Bill Pmt -Check	11/25/2018	7802292	Install knee padding and repairs.		202100 · Accounts Payable	-325.25
Firehouse Subs						
Credit Card Charge	11/28/2018	301146	Recruit training.	X	420386 · Training Meals	-174.98
FURS						
Liability Check	11/07/2018	ERIC			-SPLIT-	-8,024.97
General Distributing Co.						
Bill Pmt -Check	11/08/2018	7802262	56625		202100 · Accounts Payable	-62.00
Bill	11/21/2018	00699...	Retest cylinder.		420203 · Medical Supplies	-70.00
Grass Monkeys Lawn Care						
Bill	11/15/2018	433600	September mowing and trimming.		420422 · Lawn/Snow Removal	-250.00
Bill	11/15/2018	434010	October mowing and trimming.		420422 · Lawn/Snow Removal	-190.00
Bill Pmt -Check	11/25/2018	7802293			202100 · Accounts Payable	-440.00
J&H INC						
Bill Pmt -Check	11/08/2018	7802263	13753		202100 · Accounts Payable	-100.73
Bill	11/20/2018	545218	Sourdough monthly printing.		420201 · Office Supplies and Materials	-90.04
Bill	11/21/2018	545360	Sourdough printer upgrade/setup.		420354 · Other Professional Services	-45.00
JA Gear						
Bill Pmt -Check	11/08/2018	7802264			202100 · Accounts Payable	-130.00
Jiffy Lube						
Credit Card Charge	11/16/2018	23796...	Plow truck.		420954 · Plow truck	-61.97
Kamp Implement Co.						
Bill	11/15/2018	WO56...	Service truck.		420948 · WT-6	-688.69
Bill	11/15/2018	WO56...	Service mack truck.		420950 · WT-6-2	-773.96
Bill Pmt -Check	11/25/2018	7802294			202100 · Accounts Payable	-1,462.65

Hyalite Rural Fire District

Transaction List by Vendor

November 2018

Type	Date	Num	Memo	Cir	Split	Amount
Katie Webster						
Bill	11/15/2018	Reim.	Reim for pancake breakfast.		320010 · Firefighter fundraising expen...	-92.19
Bill Pmt -Check	11/25/2018	7802295	Reim for pancake breakfast.		202100 · Accounts Payable	-92.19
Kenyon Noble						
Bill	11/03/2018	6835568	Sourdough station supplies		420202 · Facility Supplies	-21.99
Bill Pmt -Check	11/08/2018	7802265	Kenyon Noble statement		202100 · Accounts Payable	-1,093.45
Bill	11/10/2018	6846040	Roof prop.		420385 · Training Supplies	-13.54
Bill	11/14/2018	6852555	Cottonwood.		420385 · Training Supplies	-79.29
Credit Card Charge	11/14/2018	0021	18" steel form stakes (4x)	X	420336 · Public Relations	-19.74
Malcolm Malone (vendor)						
Bill Pmt -Check	11/08/2018	7802266	Reimbursement- Malone, Fout, Ri...		202100 · Accounts Payable	-36.71
Mama Macs Bakery						
Credit Card Charge	11/28/2018	200010	Recruit training.	X	420386 · Training Meals	-192.50
Marita Designs						
Bill Pmt -Check	11/08/2018	7802267	Logo for command coats		202100 · Accounts Payable	-150.00
MasterCard						
Bill Pmt -Check	11/08/2018	7802282	Brian's credit card payment for th...		202100 · Accounts Payable	-152.60
Meta Sairs (Vendor)						
Bill Pmt -Check	11/08/2018	7802268	Reimbursement-dinner at Qdoba		202100 · Accounts Payable	-30.92
MICHAEL HILBERT						
Bill	11/15/2018	Reim	Various reimbursements.		-SPLIT-	-247.40
Bill Pmt -Check	11/25/2018	7802296	Various reimbursements.		202100 · Accounts Payable	-247.40
Montana Dept. of Revenue						
Liability Check	11/07/2018	ACH	6442692-002-WTH		220035 · Montana withholding	-1,419.00
Montana DPHHS						
Bill	11/15/2018	336	EMS Service License #336.		420331 · Dues & Licenses	-35.00
Bill Pmt -Check	11/25/2018	7802297	EMS Service License #336.		202100 · Accounts Payable	-35.00
Montana Occupational Health						
Credit Card Charge	11/01/2018	8650	VOID: Douglas Fout	X	420390 · Firefighter Physicals	0.00
Bill	11/01/2018	8650	Douglas Fout		420390 · Firefighter Physicals	-75.00
Bill Pmt -Check	11/08/2018	7802269	Douglas Fout		202100 · Accounts Payable	-75.00
Bill	11/15/2018	8732	Conner Killeen.		420390 · Firefighter Physicals	-75.00
Bill Pmt -Check	11/25/2018	7802298	Conner Killeen.		202100 · Accounts Payable	-75.00
Montana State Fund						
Bill Pmt -Check	11/08/2018	7802270	03-134600-0		202100 · Accounts Payable	-3,885.91
Montana State University						
Bill	11/15/2018	161-83	Certifications.		420331 · Dues & Licenses	-190.00
Bill	11/15/2018	161-82	Essentials of Firefighting texts.		420385 · Training Supplies	-200.00
Bill Pmt -Check	11/25/2018	7802299			202100 · Accounts Payable	-390.00
Bill	11/29/2018	161-84	Firefighter 1 certification.		420331 · Dues & Licenses	-95.00
Municipal Emergency Services						
Bill Pmt -Check	11/08/2018	7802271			202100 · Accounts Payable	-723.40
Bill	11/15/2018	IN127...	SCBA maintenance.		420932 · Safety Equipment Maintena...	-213.02
Bill	11/15/2018	IN127...	SCBA maintenance and repair.		420932 · Safety Equipment Maintena...	-4,795.05
Bill Pmt -Check	11/25/2018	7802300			202100 · Accounts Payable	-5,008.07
Bill	11/26/2018	IN128...	Leather bunker boot.		420932 · Safety Equipment Maintena...	-305.75
NAPA Auto Parts						
Bill	11/07/2018	1187-0...	U-6		420943 · U-6	-177.37
Bill Pmt -Check	11/08/2018	7802272	12342		202100 · Accounts Payable	-149.33
Northwestern Energy						
Bill	11/15/2018	01800...	4541 S 3rd Rd SO Oct/Nov.		420341 · Gas & Electric	-105.79
Bill	11/15/2018	11969...	10200 Cottonwood Road. Oct/Nov		420341 · Gas & Electric	-515.25
Bill	11/15/2018	30918...	4541 S 3rd Road. Oct/Nov.		420341 · Gas & Electric	-1,197.67
Bill	11/15/2018	01807...	5400 Gooch Hill Road. Oct/Nov.		420341 · Gas & Electric	-185.62
Bill	11/15/2018	32527...	Rae House. Oct/Nov.		420341 · Gas & Electric	-91.80
Bill Pmt -Check	11/25/2018	7802301			202100 · Accounts Payable	-2,096.13
Overhead Door Co. of SW MT						
Bill Pmt -Check	11/08/2018	7802273	Sourdough Station Garage door o...		202100 · Accounts Payable	-35.00
Owenhouse-Ace Hardware						
Bill	11/01/2018	46913...	Non-burn; building - window.		420385 · Training Supplies	-28.16
Bill	11/04/2018	46928...	Sourdough station supplies		420202 · Facility Supplies	-83.53
Bill	11/04/2018	46929...	Sourdough Station supplies		420202 · Facility Supplies	-99.75
Bill	11/07/2018	46955...	Cottonwood station.		420204 · Shop Supplies	-116.90
Bill Pmt -Check	11/08/2018	7802274			202100 · Accounts Payable	-469.68
Bill	11/08/2018	46962...	Dremel tool.		420204 · Shop Supplies	-37.97
Bill	11/14/2018	47000...	WT-6-1		420944 · WT 6-1	-20.98
Bill	11/18/2018	47022...	Kitchen sink Sourdough		420423 · Building & Site	-40.53
Credit	11/18/2018	47022...	Kitchen sink Sourdough		420423 · Building & Site	4.10
Bill	11/19/2018	46969...	V-6		420204 · Shop Supplies	-12.99
Bill	11/21/2018	47049...	Anti-freeze for engines. Salt soft...		-SPLIT-	-73.03
Bill	11/25/2018	47061...	Paper towels and tissues.		420202 · Facility Supplies	-16.98
Panda Security						
Credit Card Charge	11/09/2018	No rec...	Security software auto renewal for...	X	420201 · Office Supplies and Materials	-65.99
People Facts						
Bill Pmt -Check	11/08/2018	7802275			202100 · Accounts Payable	-16.67
Bill	11/30/2018	20181...	Addon.		420335 · Subscriptions	-16.67
PERS						
Liability Check	11/07/2018	ERIC			-SPLIT-	-311.37

Hyalite Rural Fire District

Transaction List by Vendor

November 2018

Type	Date	Num	Memo	Cir	Split	Amount
Physio-Control, INC.						
Bill Pmt -Check	11/08/2018	7802276	21195601		202100 · Accounts Payable	-74.00
RAE Water						
Bill Pmt -Check	11/08/2018	7802277			202100 · Accounts Payable	-124.99
Bill	11/27/2018	FIRE-00	Rae Station water.		420346 · Water/Sewer	-82.25
Bill	11/27/2018	GH-53...	Rae House water.		420346 · Water/Sewer	-42.74
Republic Services						
Bill	11/15/2018	3-0886...	Cottonwood trash		-SPLIT-	-663.36
Bill	11/15/2018	3-0886...	SD station trash.		-SPLIT-	-135.02
Bill Pmt -Check	11/25/2018	7802302			202100 · Accounts Payable	-798.38
Bill	11/28/2018	0886-0...	4541 S 3rd Rd trash pickup service		420347 · Trash	-68.96
Bill	11/28/2018	0886-0...	10200 Cottonwood Rd pickup trac...		420347 · Trash	-254.75
Ressler						
Bill	11/07/2018	375318	U-6 Starter.		420943 · U-6	-3.50
Bill Pmt -Check	11/08/2018	7802278	56595		202100 · Accounts Payable	-145.15
Bill	11/15/2018	296172	U-6 replaced sheared off starter b...		420943 · U-6	-287.00
Bill	11/21/2018	187463	C-6-1.		420945 · C-6-1	-104.98
Bill Pmt -Check	11/25/2018	7802303	56595		202100 · Accounts Payable	-287.00
Rosauers						
Bill Pmt -Check	11/08/2018	7802279	Food for Pancake breakfast		202100 · Accounts Payable	-1,749.64
Rosie Barndt, CPA, PC						
Bill	11/15/2018	October	October bookkeeping services.		420351 · Accounting & Auditing	-1,875.00
Bill Pmt -Check	11/25/2018	7802304	October bookkeeping services.		202100 · Accounts Payable	-1,875.00
Staples						
Credit Card Charge	11/02/2018	97929...	Supplies	X	420201 · Office Supplies and Materials	-39.58
Credit Card Charge	11/16/2018	06235G	Cottonwood and Sourdough.		420201 · Office Supplies and Materials	-67.94
State Treasurer						
Bill	11/19/2018	FY18	Filing fee for FY18.		420331 · Dues & Licenses	-800.00
The UPS Store						
Credit Card Charge	11/16/2018	5482	AQ repair of E-6-2.		420932 · Safety Equipment Maintena...	-48.76
The Viking Chef						
Bill	11/15/2018	October	October meals (4 meals)		420386 · Training Meals	-1,225.00
Bill Pmt -Check	11/25/2018	7802305	October meals (4 meals)		202100 · Accounts Payable	-1,225.00
Town and Country						
Bill Pmt -Check	11/08/2018	7802280			202100 · Accounts Payable	-623.57
Town Pump						
Credit Card Charge	11/02/2018	173942	WT-6-2	X	420240 · Fuel	-37.30
Credit Card Charge	11/02/2018	224607	E-6-3	X	420240 · Fuel	-25.11
Credit Card Charge	11/04/2018	113248	E-6	X	420240 · Fuel	-32.98
Credit Card Charge	11/08/2018	200004	C-6	X	420240 · Fuel	-34.42
Credit Card Charge	11/09/2018	001613	E-6-3	X	420240 · Fuel	-19.37
Credit Card Charge	11/11/2018	213711	E-6-3	X	420240 · Fuel	-21.74
Credit Card Charge	11/11/2018	074234	QRU-6	X	420240 · Fuel	-19.41
Credit Card Charge	11/13/2018	212255	C-6	X	420240 · Fuel	-36.03
Credit Card Charge	11/16/2018	193321	E-6-3	X	420240 · Fuel	-21.06
Credit Card Charge	11/18/2018	034051	QRU-6	X	420240 · Fuel	-23.39
United States Treasury						
Liability Check	11/07/2018	ACH	81-2360037		-SPLIT-	-3,722.76
USPS						
Credit Card Charge	11/28/2018	44840...	Express mail Citicard payment.	X	420201 · Office Supplies and Materials	-6.70
Credit Card Charge	11/28/2018	44840...	Express mailing Conoco payment.	X	420201 · Office Supplies and Materials	-6.70
Verizon						
Bill	11/15/2018	98171...	Cell phones for Oct/Nov.		420342 · Phones	-242.71
Bill	11/23/2018	98190...	November/December.		420342 · Phones	-242.33
Bill Pmt -Check	11/25/2018	7802306	Cell phones for Oct/Nov.		202100 · Accounts Payable	-242.71
Wex Bank						
Bill Pmt -Check	11/08/2018	7802283	0203-00-109722-9		202100 · Accounts Payable	-637.48
Bill	11/11/2018		0203-00-109722-9		210100 · Conoco	-423.11

HYALITE RURAL FIRE DISTRICT BOARD OF TRUSTEES PUBLIC MEETING SYNOPSIS

DATE: NOVEMBER 20, 2018 TIME: 7:00 p.m.

LOCATION: Cottonwood Fire Station, 10200 Cottonwood Rd., Bozeman

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
Walt Zidack, Treasurer
Nick Shrauger, Trustee
Justin Miller, Trustee

Not in attendance:

Chuck Tate, Vice Chair and Secretary

STAFF IN ATTENDANCE:

Brian Nickolay, Assistant Fire Chief
Lonna Braverman, Administrative Assistant

PUBLIC IN ATTENDANCE:

Bob Ogren

0:00:00	
0:00:05	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.
0:00:48	PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA Chair Geddes asked for public comment on non-agenda items. There was no comment.
0:01:00	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 Zidack made motion to approve consent agenda as presented. Second: Trustee Miller seconded the motion. Vote: Unanimous approval.

	[See Board Packet for the Consent Agenda items approved.]
	REGULAR AGENDA
0:01:16	<p>Discussion and Decision –FY2018 Audit Presentation (Sydni Tangaro from Tangaro Lofgren CPAs)</p> <p>Sydni Tangaro of Tangaro Lofgren CPAs presented the FY2018 audit results. Required communications and findings include:</p> <ul style="list-style-type: none"> • The annual financial report was prepared by Rosie Barndt CPA, the third party provider of accounting services to HRFD. • Management is responsible for the preparation and presentation of the basic financial statements included in the annual financial report, for governmental activities and major funds of the District. • Tangaro Lofgren CPAs responsibility is to express opinions on the basic financial statements that are included in the financial report, based on their audit. • There were no new accounting standards adopted or required to be adopted. • Included in the financial statements are significant estimates, which includes deferred pension liability, based on audited pension schedules provided by MRERA. • During the audit, there were no difficulties encountered – all information was provided as requested. • During the audit, there no disagreements with management. • No audit adjustments were proposed to journal entries this year. • One past adjustment, which management determined to be immaterial – one invoice for capital outlay of a little over \$21K for 9 individual items; technically, since none of the items was above \$5K capitalization policy, they should not have been capitalized. • Independent auditor's report is issuing an unmodified (clean) opinion for FY2018. • Report on internal controls and compliance, in accordance with government standards, no findings are reported. • A few highlights: <ul style="list-style-type: none"> ○ Overall a stable year – a little growth in tax revenue, a little growth in expenses ○ The only significant outlay is was for the new fire apparatus of a little over \$600K ○ Some bank reconciliation items are quite old, amounting to around \$1,700 – technically, these are considered abandoned property in Montana. ○ Reserves reported in QB aren't tying exactly to past audits and Board minutes and resolutions, she recommends they get lined up. <p>Ms. Tangaro reported she has final quality control procedures to complete in order to finalize the audit, she hopes to issue final by mid-December. The final audit must be submitted to state of Montana by December 31, 2018. She has no concerns about meeting that date.</p> <p>Trustee Zidack indicated the reserve amount discrepancies are being addressed and should be in alignment in the next audit.</p>

<p>0:08:19</p> <p>0:11:12</p>	<p>Trustee Zidack asked about the capitalization amount. Ms. Tangaro indicated capitalization policy should be followed. Outlays for small items can be taken from capital funds, but those items shouldn't be capitalized on financial statements.</p> <p>Chair Geddes called for Board discussion. There was Board discussion.</p> <p>Chair Geddes called for public comment. There was no public comment.</p> <p>Motion: Trustee Zidack made motion to approve the audit as presented. Second: Trustee Miller seconded the motion. Vote: Unanimous approval.</p> <p>[See Board Packet for the draft audit presented.]</p>
<p>0:11:26</p>	<p>Discussion and Decision – Compensation Adjustment for Assistant Fire Chief During his Tenure as Acting Fire Chief</p> <p>Chair Geddes indicated he had discussion with each Board member about this issue. Since Brian Nickolay has been acting as Fire Chief while Chief Revisky was temporarily acting as 911 Center Director for 3 months, the Board wants to increase Brian's salary to the same amount as the Chief's salary during the 3 month period. Since Gallatin County is reimbursing HRFD for Chief Revisky's salary during that 3 month period, there will be no adverse impact to the HRFD operating budget.</p> <p>Chair Geddes called for public comment. There was no public comment.</p> <p>Motion: Trustee Miller made motion to pay Brian Nickolay at the Fire Chief's pay rate during the 3 months he acted as Fire Chief. Second: Trustee Zidack seconded the motion. Vote: Unanimous approval.</p>
<p>0:14:34</p>	<p>Discussion and Decision – 2018 Fire Chief Performance Evaluation</p> <p>Lonna Braverman indicated an evaluation of the Fire Chief was done last February (for calendar year 2017), and asked if the Board would like to use a similar process for the 2018 review. She would like to know if the Board wants to make changes to the form used last year or changes to the list of people asked to provide input. The timeline she presented was to gather evaluation input through an online survey tool during December and early January, and have the evaluation data available to the Board for the January, 2019 board meeting.</p> <p>There was discussion on the evaluators. The Board members were open to having more evaluators.</p> <p>Chair Geddes suggested an Executive Session be held with the Chief to go over his evaluation, then come out of Executive Session to formally adopt the results.</p> <p>Trustee Zidack thinks some modifications should be made to the existing review instrument. Some questions could be added to tie it to duties of Chief as reflected in Montana Code Annotated. Chair Geddes suggested we use the current form for this evaluation, but use a committee to revise the form for subsequent evaluation periods.</p> <p>Chair Geddes also suggested we have link on the HRFD website so the public can comment. And, can we send evaluation to other fire departments for input.</p>

	<p>Trustee Shrauger would like to see the evaluation tied to goals, so performance is more measurable. Chair Geddes indicated the goals the Board is now working on will help with that.</p> <p>Trustee Shrauger indicated review of Chief might be incorporated into an overall policy of reviewing the Board, the Chief, and the District. Chair Geddes indicated that should be included in the policy review process already underway.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Include an Executive session for the Chief evaluation on January meeting agenda, and have verbiage for closing the Executive Session to the public, if needed. • Use current form for 2018 evaluation. • Create committee to modify the evaluation form for subsequent evaluations. • Include Gallatin Gateway and Bozeman fire departments this year. (Include Central Valley and Ft. Ellis next year). Chair Geddes will draft a note to include with requests. • Determine if Survey Monkey allows including a link to the Chief job description – if so, include the link. • Allow members of public to provide input by providing a link to the survey tool on the website. • Allow all volunteers to provide input. <p>[See Board Packet for the current evaluation form to use for the 2018 Chief evaluation.]</p>
0:29:32	<p>Discussion and Decision – Procedure to Review and Approve Board Policies</p> <p>Chair Geddes had sent all Board members a proposal to form a committee to review policies, then present clean drafts to the full Board for review and final approval. Review by the full Board would be noticed to public.</p> <p>Trustee Shrauger suggested having multiple committees of two Board members each, so that work is spread out among the Board. Chair Geddes suggested one committee of three people to do the work, as long as no decision are made. The committee would prepare draft policies for full Board discussion and decision at a noticed meeting.</p> <p>Committee to consist of Chair Pete Geddes, Trustee Nick Shrauger, and Secretary/Vice Chair Chuck Tate. The work sessions will be posted on door of fire stations, so public can attend the meetings if they choose to.</p> <p>Action Item: Schedule first committee meeting to work on draft policies for full Board review.</p>
0:33:40	<p>Fire Chief Report</p> <p>Assistant Fire Chief Brian Nickolay presented the Fire Chief report.</p> <p>There was discussion about sleeper schedule, Brian explained the general staffing approach and schedule.</p> <p>Night with Santa scheduled December 12, 2018, at Sourdough station. HRFD holiday party – for employees, volunteers, Trustees, and their guests is Friday, December 7, 2018, at Triple Tree owner's center.</p>

	<p>Chair Geddes asked for public comment on the Chief's report. There was no public comment.</p> <p>Chair Geddes asked for any further Board discussion on the Chief's report. There was no further Board discussion.</p> <p>Action Item: Lonna will send invitation to Trustees for Holiday Party.</p> <p>[Attachment A shows the Fire Chief report presented.]</p>
0:40:17	<p>Trustees' Activities</p> <p>Trustee Zidack brought up the December 8, 2018, Staff and Commander seminar in Great Falls. Trustees Shrauger and Zidack are interested in attending.</p> <p>Trustee Shrauger has talked to several HRFD employees about getting more detailed operating data from the Quickbooks system, particularly more details on the cost of operating each station and using an app for submitting invoices. He suggests choosing one area and come up with what is wanted as a breakdown, then determine how difficult it would be to implement.</p> <p>Chair Geddes understands that Trustee Shrauger would like to be able to see a more fine-grained analysis of the operating expenses. Trustee Shrauger responded he would like to be able to see a comparison of expenses over time, to see trends over time.</p> <p>Trustee Zidack stated that it is possible to record that detailed level of data, but cautions that we could overwhelm ourselves with data. Accurately entering more detailed data will take much more time. Any changes should be geared to a specifically defined end goal.</p> <p>Chair Geddes suggested we consider what Jason Revisky and Brian Nickolay would like to see in order for them to efficiently run the operations.</p> <p>Trustee Shrauger would like to see a monthly report on the maintenance costs of the command vehicles, since we will be replacing C-6-2 soon. Trustee Zidack asked Brian Nickolay to include maintenance information on C-6-2 when the replacement proposal is brought to the Board.</p> <p>Chair Geddes asked if there was any further Board discussion. There was no further Board discussion.</p> <p>Action Item: Any Trustee interested in attending the December 8 seminar should let Lonna know and she will arrange registration.</p>
1:06:10	<p>Announcements</p> <p>Next Board meeting: Tuesday, December 18, 2018, at Sourdough station.</p> <p>Chair Geddes suggested the working session not be held at this meeting.</p> <p>Chair Geddes asked for any public comment. Bob Ogren stated he liked the way the meetings are being run by the current Board. Chair Geddes thanked him for that input.</p>

	WORKING SESSION Working session was not held.
1:07:14	ADJOURNMENT

NOT YET APPROVED BY HRFD BOARD

Attachment A

Fire Chief's Report

Hyalite Rural Fire District

Fire Chief's Report

November 2018

Prepared by: Assistant Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 458 calls in 2018 (as of 11/18/2018)
2. Our current roster is at 46 members.
3. We currently have 8 resident firefighters living at the Sourdough Fire 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. The fall firefighter recruit academy continues to move forward. We are expecting the academy to finish up in January.
9. We had a crew of five firefighters staffing the Cottonwood Fire Station on Friday October 26th and Saturday October 27th during the Anderson School Haunted House. The Haunted House each night brought in about 1100 people. We staff Cottonwood station to provide a quicker response to emergencies in the area during the event.
10. The Night With Santa has been scheduled for Wednesday December 12th at the Sourdough Fire Station.
11. The fire department holiday party will be on Friday December 7th at 6pm at Triple Tree Homeowner Center. Trustees are invited to join us. Montana Ale Works has offered again to cater the 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 3

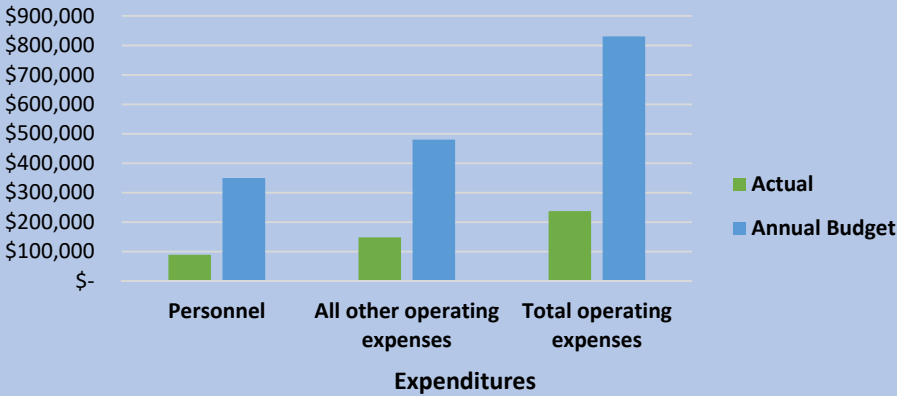


Dashboard for November 2018

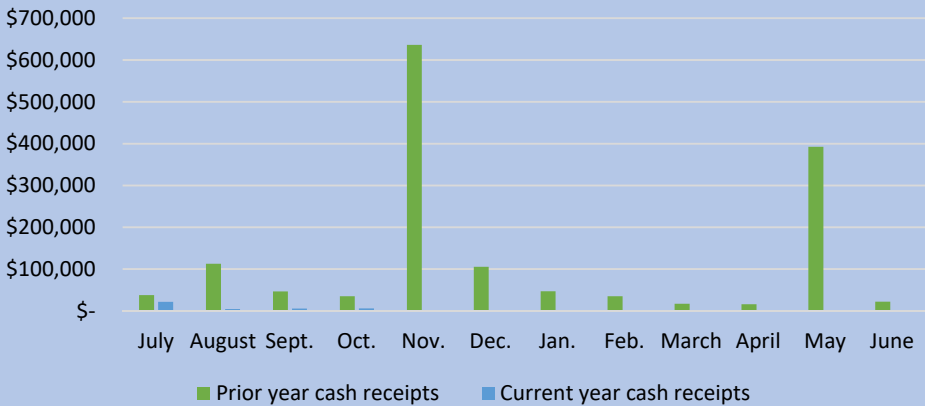
At a glance...

	Current month	Prior year		Calendar YTD
General Fund Cash Balance	\$ 227,207	\$ 991,877	Number of Calls	468
Taxes Receivable	\$ 1,220,677	\$ 593,912	Number of Volunteers	47
Short-term payables	\$ 25,054	\$ 32,490	Number of Training Sessions	95
The inconsistent nature of our cash flows dictates that we maintain a minimum cash balance of \$400,000. See the graph, which shows the timing of cash receipts below.			Number of Training Hours	7,562

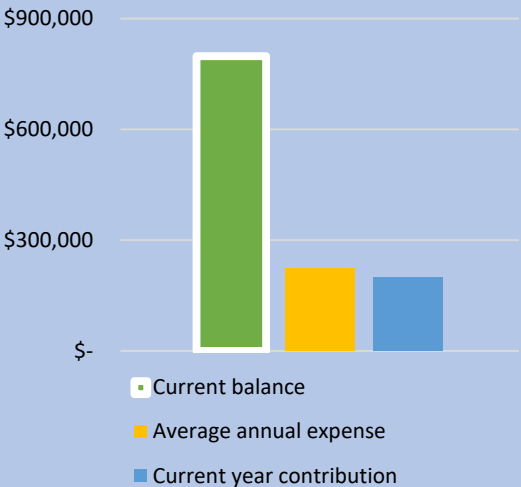
Budgetary Comparisons - for year to date



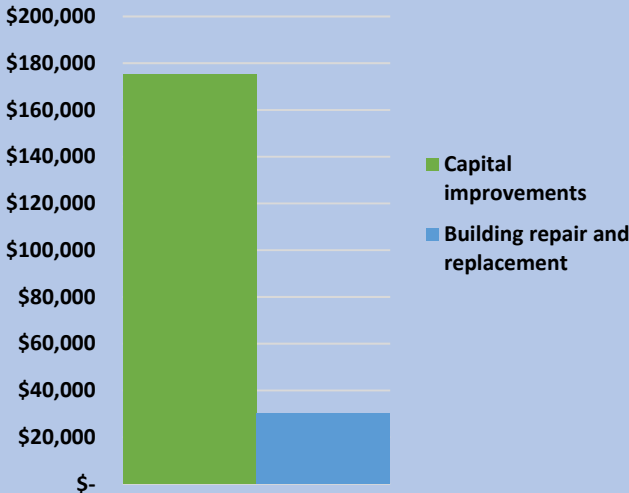
Timing of Cash Receipts



Apparatus Reserve



Other Reserves



General Obligation Bond

