

**HYALITE RURAL FIRE DISTRICT
POLICY REVIEW SUBCOMMITTEE OF THE BOARD OF TRUSTEES
OPEN MEETING**

DATE: DECEMBER 21, 2018 TIME: 8:00 a.m.
LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd., Bozeman, MT
BY: Hyalite Rural Fire District Board of Trustees Policy Review Subcommittee

**CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT POLICY REVIEW
SUBCOMMITTEE MEETING**

REMINDER TO PUBLIC THAT MEETINGS ARE BEING RECORDED

PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA

AGENDA

1. Review, Discuss, and Make Recommendations for Revisions to the following HRFD policies:
 - a. HRD Invoice Processing Policy
 - b. HRFD Board Meeting Agenda Policy
 - c. HRFD No Alcohol Policy
 - d. HRFD Gratuity Policy

[Supporting Information Attached]

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.



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. Complete a Missing Receipt Form for any known missing receipts.
 - d. 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.)
 - a. Ensure all items to be paid and/or entered into the Quickbooks system have been approved by the Fire Chief or Assistant Fire Chief.
 - b. Reconcile periodic statements for payment
 - i. Reconcile statement with approved receipts and invoices.
 - ii. Fill out a Missing Receipt Form for any missing receipt, and continue working with appropriate department member to get a copy of the missing receipt.
 - iii. Attach approved receipts and invoices and Missing Receipt Forms to the statement.
 - c. Clearly mark items to be paid and items to be entered into the Quickbooks system but paid at a later date.
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.
7. Administrative Assistant files for later processing all approved receipts and invoices that have been entered into the Quickbooks system, but not yet paid. (These will be reconciled with a future statement.)



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">• Changes specified by Board in October 30, 2018 Board Meeting minutes.• Updated document formatting for consistency.

POLICY

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

Any Board member, the Fire Chief, and any member of the public may request an item to be placed on the agenda of a meeting. Any request for an item to be placed on the agenda of a meeting must:

- Be made to the HRFD Administrative Assistant (admin@hyalitefire.org, 406-586-3770, or in person at the Sourdough Fire Station during standard business hours).
- Include a description of the item and if the item is for discussion or discussion and decision by the Board of Trustees.
- Be made at least seven business days prior to the meeting.

The Chairperson can deny the request for an agenda item unless he/she receives a request from three or more Board members requesting that agenda item.

PROCEDURE

- Seven business days prior to a meeting, the HRFD Administrative Assistant sends a preliminary draft agenda to all Board members and the Fire Chief for review and changes. The draft agenda will include follow-up items from the previous meeting, periodic and annually recurring items, and items requested by Board members, the Fire Chief, and members of the public.
- The Administrative Assistant reflects feedback from the Board members and the Fire Chief into a final draft agenda.

- At least five business days prior to the meeting, the Administrative Assistant attains approval of a final agenda from the Chairperson.
- The Administrative Assistant arranges legal posting of the final agenda in accordance with Montana law and HRFD Bylaws.

DRAFT



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:	2018-003

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.