

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

DATE: APRIL 16, 2019 TIME: 7:00 p.m.
LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd., Bozeman, MT

CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT

Reminder to the 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 March 19, 2019 Meeting Synopsis

[Consent Agenda Items Attached]

REGULAR AGENDA

1. Rationale for Denial of Inclusion of an Agenda Item – Conference Room Sound System
[Supporting Information Attached]
2. Discussion and Decision – Proposal for Addition of Part-Time Maintenance Staff
[Supporting Information Attached]
3. Discussion – Preliminary FY2020 Budget
[Supporting Information Attached]
4. Discussion and Decision – Policies
 - a. Public Records Request Policy
 - b. Governance Policy*[Supporting Information Attached]*
5. Discussion and Decision – Updated Signage for HRFD Buildings
6. Discussion and Decision – Publicizing Annual May Meeting
7. Discussion – Policies Ready for Review
8. Fire Chief's Report
[Supporting Information Attached]
9. Trustees' Activities
10. Announcements

ADJOURNMENT

This notice is posted on the door of the Administrative Building of the Sourdough Fire Station, the Rae Fire Station, and the Cottonwood Fire Station, and is 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

HRFD April 16, 2019 Meeting

Hyalite Rural Fire District

Balance Sheet

As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	1,977,450.08
Accounts Receivable	2,807.42
Other Current Assets	530,783.19
Total Current Assets	2,511,040.69
Fixed Assets	
180000 · Capital Assets	
181000 · Land	361,201.00
182000 · Buildings & Improvements	3,951,562.68
186000 · Machinery & Equipment	2,485,839.83
186100 · Accumulated Depreciation	-2,539,995.60
Total 180000 · Capital Assets	4,258,607.91
Total Fixed Assets	4,258,607.91
TOTAL ASSETS	6,769,648.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202100 · Accounts Payable	-2,938.83
Total Accounts Payable	-2,938.83
Credit Cards	1,154.95
Other Current Liabilities	170,287.30
Total Current Liabilities	168,503.42
Long Term Liabilities	2,061,825.84
Total Liabilities	2,230,329.26
Equity	
241000 · Unrestricted Fund Balance	490,100.10
241001 · General fixed asset acct group	4,258,607.91
241002 · General LT debt account group	-2,236,825.74
241100 · Reserved Fund Balance	
241101 · Restricted for Debt Service	320,687.85
241102 · Reserved for Capital Reserve	
241103 · Capital improvements	175,388.00
241104 · Capital replacement	
241105 · Apparatus replacement	754,175.34
241106 · Building repair/replacement	29,973.32
Total 241104 · Capital replacement	784,148.66
Total 241102 · Reserved for Capital Reserve	959,536.66
Total 241100 · Reserved Fund Balance	1,280,224.51
241200 · Assigned to vol firefighters	4,885.06
Net Income	742,327.50
Total Equity	4,539,319.34
TOTAL LIABILITIES & EQUITY	6,769,648.60

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Accrual Basis

Hyalite Rural Fire District

Profit & Loss Budget vs. Actual

July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Taxes	1,226,601.77	1,193,716.00	32,885.77	102.8%
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	33,069.90	4,000.00	29,069.90	826.7%
365000 · Contributions and Donations	631.92	1,700.00	-1,068.08	37.2%
370000 · Investment Earnings	10,628.29	20,000.00	-9,371.71	53.1%
Total Income	1,310,142.24	1,255,416.00	54,726.24	104.4%
Gross Profit	1,310,142.24	1,255,416.00	54,726.24	104.4%
Expense				
420000 · Public Safety Expenses	16,312.61	40,000.00	-23,687.39	40.8%
420100 · Personnel Services	209,983.82	350,000.00	-140,016.18	60.0%
420200 · Supplies	19,425.22	22,000.00	-2,574.78	88.3%
420220 · Meals/Incentives	7,872.41	11,000.00	-3,127.59	71.6%
420240 · Fuel	19,963.50	36,000.00	-16,036.50	55.5%
420310 · Election Costs	0.00	7,000.00	-7,000.00	0.0%
420320 · Professional Subscription/Dues	3,561.85	4,000.00	-438.15	89.0%
420330 · Community Outreach/Education	2,916.08	10,000.00	-7,083.92	29.2%
420340 · Utility Services	34,980.28	52,000.00	-17,019.72	67.3%
420350 · Professional Services	18,991.00	40,000.00	-21,009.00	47.5%
420390 · Firefighter Physicals	1,543.00	15,000.00	-13,457.00	10.3%
420400 · Training/Travel - Trustees	948.04	3,000.00	-2,051.96	31.6%
420420 · Facilities	14,854.44	35,000.00	-20,145.56	42.4%
420500 · Insurance	73,595.71	65,000.00	8,595.71	113.2%
420930 · Safety Equipment	34,036.24	70,000.00	-35,963.76	48.6%
420940 · Apparatus	26,950.86	70,000.00	-43,049.14	38.5%
420970 · Capital outlay	47,555.40			
490100 · Debt Services	33,612.50	242,225.00	-208,612.50	13.9%
66000 · Payroll Expenses	-0.03			
669100 · Other Charges	711.81	500.00	211.81	142.4%
Total Expense	567,814.74	1,072,725.00	-504,910.26	52.9%
Net Ordinary Income	742,327.50	182,691.00	559,636.50	406.3%
Net Income	742,327.50	182,691.00	559,636.50	406.3%

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Hyalite Rural Fire District Transaction List by Vendor

March 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount
29 Pines Restaurant							
Credit Card Charge	03/08/2019	355129	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-73.00
Amazon							
Credit Card Charge	03/28/2019	2782631	AED	210560 · Costco Citi Card-Eaton 2172		420203 · Medical Supplies	-79.95
B and L Quality Repair LLC							
Bill Pmt -Check	03/07/2019	7802442	Plow truck - heater box cover.	101000 · General Fund		202100 · Accounts Payable	-142.00
Blackiron Grill							
Credit Card Charge	03/09/2019	343482	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-46.55
Blue Door Pub							
Credit Card Charge	03/08/2019	308225208	Pick-up and drive the new truck from WI to MT.	210550 · Costco Citi Card-Revisky 3990	X	420972 · Capital outlay - rese...	-58.69
BlueCross BlueShield of Montana							
Bill	03/20/2019			202100 · Accounts Payable		-SPLIT-	-4,712.70
Bill Pmt -Check	03/20/2019	7802474		101000 · General Fund		202100 · Accounts Payable	-4,712.70
Bozeman Chronicle							
Bill	03/15/2019	102606	Notice for 3/19/19 meeting.	202100 · Accounts Payable		420333 · Formal & Legal Noti...	-26.00
Cameron Ash							
Bill Pmt -Check	03/07/2019	7802443		101000 · General Fund		202100 · Accounts Payable	-19.39
Cenex Zip Trip #59							
Credit Card Charge	03/09/2019	01031397	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-120.05
Century Link							
Bill	03/01/2019	4066024041 528B	Cottonwood Jan/Feb	202100 · Accounts Payable		-SPLIT-	-121.25
Bill	03/04/2019	4065876270 585B	Rae phone	202100 · Accounts Payable		420342 · Phones	-40.15
Bill	03/10/2019	4065874149951B	SD phone.	202100 · Accounts Payable		420342 · Phones	-36.04
Bill Pmt -Check	03/20/2019	7802460		101000 · General Fund		202100 · Accounts Payable	-161.40
Charter Communications							
Bill	03/01/2019	0672244030119	March/April services.	202100 · Accounts Payable		-SPLIT-	-270.27
Bill Pmt -Check	03/20/2019	7802461	8313200110672244	101000 · General Fund		202100 · Accounts Payable	-270.27
Citi Card							
Bill	03/18/2019		Jan/Feb statement.	202100 · Accounts Payable		210570 · Costco Citi Card-Nic...	-1,063.74
Bill	03/20/2019		Jan/Feb statement	202100 · Accounts Payable		210550 · Costco Citi Card-Re...	-587.72
Bill	03/20/2019		Jan/Feb statement	202100 · Accounts Payable		210560 · Costco Citi Card-Eat...	-626.19
Bill	03/20/2019		VOID: Jan/Feb statement.	202100 · Accounts Payable	X	210570 · Costco Citi Card-Nic...	0.00
Bill Pmt -Check	03/20/2019	7802473		101000 · General Fund		202100 · Accounts Payable	-2,277.65
Colin Prato [vendor]							
Bill	03/15/2019	41513Z/9020032	Supplies for new R-6.	202100 · Accounts Payable		420949 · R-6	-110.19
Bill	03/16/2019	01614Z/8013995	Rubber roll for new R-6.	202100 · Accounts Payable		420949 · R-6	-27.76
Copper Horse Restaurant							
Credit Card Charge	03/05/2019	314734	Pick-up and drive the new truck from WI to MT.	210550 · Costco Citi Card-Revisky 3990	X	420972 · Capital outlay - rese...	-25.24
Culver's							
Credit Card Charge	03/08/2019	298805G	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-23.30
David Krohn							
Bill	03/06/2019	64001184032	Albertsons - Wednesday training.	202100 · Accounts Payable		420389 · Food	-30.67
Bill	03/12/2019	84001182163	Albertsons - Wednesday training	202100 · Accounts Payable		420389 · Food	-130.54
Bill	03/17/2019	732427	Sunday night dinner supplies.	202100 · Accounts Payable		420222 · Food	-26.07
Bill Pmt -Check	03/20/2019	7802462		101000 · General Fund		202100 · Accounts Payable	-229.46
Delaware North							
Credit Card Charge	03/05/2019	331352	Pick-up and drive the new truck from WI to MT.	210550 · Costco Citi Card-Revisky 3990	X	420972 · Capital outlay - rese...	-92.16
DirectTV							
Bill	03/13/2019	36027524079	March/April.	202100 · Accounts Payable		420345 · TV/Internet Services	-160.98
Bill Pmt -Check	03/20/2019	7802463	029404001	101000 · General Fund		202100 · Accounts Payable	-160.98
Eau Claire Travel							
Credit Card Charge	03/08/2019	02690414	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-91.50
FURS							
Credit	03/03/2019	Credit	Credit for penalties paid.	202100 · Accounts Payable		420020 · Employer Paid FURS	10,160.00
Liability Check	03/07/2019	ERIC		101000 · General Fund		-SPLIT-	-5,196.13

Hyalite Rural Fire District Transaction List by Vendor

March 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount
General Distributing Co.							
Bill Pmt -Check	03/07/2019	7802444	56625	101000 · General Fund		202100 · Accounts Payable	-165.60
Holiday Stationstore							
Credit Card Charge	03/08/2019	53395	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-110.60
J&H INC							
Bill Pmt -Check	03/07/2019	7802445	13753	101000 · General Fund		202100 · Accounts Payable	-164.71
Bill	03/21/2019	554449	Monthly maintenance for Canon IR C2225 copier.	202100 · Accounts Payable		420201 · Office Supplies and ...	-77.55
JA Gear							
Bill Pmt -Check	03/07/2019	7802446	Repair turnouts.	101000 · General Fund		202100 · Accounts Payable	-115.00
Bill	03/07/2019	283375	Repair turnouts.	202100 · Accounts Payable		420932 · Safety Equipment M...	-45.00
Kenyon Noble							
Bill Pmt -Check	03/07/2019	7802447	Training at Cottonwood.	101000 · General Fund		202100 · Accounts Payable	-123.90
Bill	03/08/2019	6996534	Elec pressure washer for Sourdough.	202100 · Accounts Payable		420205 · Operation Supplies	-259.99
Bill	03/14/2019	7004590	Supplies for new R-6.	202100 · Accounts Payable		420949 · R-6	-17.99
L.N. Curtis and sons							
Bill	03/12/2019	INV264201	Line valve kit.	202100 · Accounts Payable		420932 · Safety Equipment M...	-59.92
Lonna Braverman [vendor]							
Bill Pmt -Check	03/07/2019	7802448	Coffee pods for the office	101000 · General Fund		202100 · Accounts Payable	-63.98
Montana Department of labor and Industry							
Credit Card Charge	03/25/2019	761890	State EMT license renewal.	210570 · Costco Citi Card-Nickolay 70...		420331 · Dues & Licenses	-50.00
Montana Dept. of Revenue							
Liability Check	03/06/2019	ACH	6442692-002-WTH	101000 · General Fund		220035 · Montana withholding	-800.00
Montana Firemen's Association							
Liability Check	03/07/2019	7802459		101000 · General Fund		220030 · MT Firemens' Assoc...	-207.35
Montana Occupational Health							
Bill	03/04/2019	9206	Tracy Echert.	202100 · Accounts Payable		420390 · Firefighter Physicals	-115.00
Bill Pmt -Check	03/20/2019	7802464	Tracy Echert.	101000 · General Fund		202100 · Accounts Payable	-115.00
Municipal Emergency Services							
Bill Pmt -Check	03/07/2019	7802449	Disinfectant etc.	101000 · General Fund		202100 · Accounts Payable	-158.02
Bill	03/25/2019	IN1323694	Leather bunker boots.	202100 · Accounts Payable		420931 · Safety Equipment	-305.75
NAPA Auto Parts							
Bill Pmt -Check	03/07/2019	7802450	12342	101000 · General Fund		202100 · Accounts Payable	-784.22
Bill	03/09/2019	1187-00-067492	Wash supplies.	202100 · Accounts Payable		420204 · Shop Supplies	-34.96
Nathan Barnes							
Bill	03/05/2019	20293	Tuesday station night.	202100 · Accounts Payable		420222 · Food	-34.45
Bill Pmt -Check	03/07/2019	7802451		101000 · General Fund		202100 · Accounts Payable	-77.94
Bill	03/12/2019	20308	Tuesday station night.	202100 · Accounts Payable		420222 · Food	-30.95
Bill Pmt -Check	03/20/2019	7802465		101000 · General Fund		202100 · Accounts Payable	-65.40
Bill	03/26/2019	TM2326	Tuesday station night meal.	202100 · Accounts Payable		420222 · Food	-34.45
Nathan Leahy [vendor]							
Bill	03/11/2019	20270	Qdoba meal for Richard, Leahy, Ash, Shives, Haw...	202100 · Accounts Payable		420222 · Food	-40.45
Bill Pmt -Check	03/20/2019	7802466	Qdoba meal for Richard, Leahy, Ash, Shives, Haw...	101000 · General Fund		202100 · Accounts Payable	-40.45
Bill	03/24/2019	024023	Reimbursement for Sunday night meal at Qdoba.	202100 · Accounts Payable		420222 · Food	-15.66
Northwestern Energy							
Bill	03/11/2019	1196979-7	10200 Cottonwood Road Feb/March	202100 · Accounts Payable		420341 · Gas & Electric	-707.53
Bill	03/11/2019	3091809-8	4541 S 3rd Road Feb/March	202100 · Accounts Payable		420341 · Gas & Electric	-1,981.52
Bill	03/11/2019	0180737-9	5400 Gooch Hill Road	202100 · Accounts Payable		420341 · Gas & Electric	-366.72
Bill	03/11/2019	3252724-4	5370 Gooch Hill Road Feb/March	202100 · Accounts Payable		420341 · Gas & Electric	-223.30
Bill	03/12/2019	0180089-5	4541S 3rd South Feb/March	202100 · Accounts Payable		420341 · Gas & Electric	-262.40
Bill	03/12/2019	0180089-5	VOID: 4541 S 3rd Rd South Feb/March	202100 · Accounts Payable	X	420341 · Gas & Electric	0.00
Bill Pmt -Check	03/20/2019	7802467		101000 · General Fund		202100 · Accounts Payable	-3,541.47

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Hyalite Rural Fire District Transaction List by Vendor

March 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount
Owenhouse-Ace Hardware							
Bill	03/03/2019	476628/2	Scrapper for C-6-2	202100 · Accounts Payable		420951 · C-6-2	-18.99
Bill	03/03/2019	476649/2	Sourdough station supplies.	202100 · Accounts Payable		420202 · Facility Supplies	-116.87
Bill Pmt -Check	03/07/2019	7802452		101000 · General Fund		202100 · Accounts Payable	-294.58
Bill	03/08/2019	477016/2	Screwdriver for Cottonwood and torch head for E-6-2	202100 · Accounts Payable		-SPLIT-	-44.98
Bill	03/13/2019	477309/2	Pegboard for new R-6.	202100 · Accounts Payable		420949 · R-6	-3.39
Bill	03/13/2019	011522/1	Pegboard for new R-6.	202100 · Accounts Payable		420949 · R-6	-9.18
Bill	03/14/2019	477401/2	Supplies for new R-6.	202100 · Accounts Payable		420949 · R-6	-25.46
Bill	03/15/2019	477443/2	Supplies for new R-6.	202100 · Accounts Payable		420949 · R-6	-7.00
Bill	03/15/2019	477493/2	Extrication board for new R-6.	202100 · Accounts Payable		420949 · R-6	-165.06
Bill	03/15/2019	477520/2	Extrication board for new R-6.	202100 · Accounts Payable		420949 · R-6	-89.19
Bill	03/20/2019	477786/2	Tool box etc for new R-6.	202100 · Accounts Payable		420949 · R-6	-59.73
Bill	03/21/2019	477847/2	Titan strap for new R-6.	202100 · Accounts Payable		420949 · R-6	-37.47
Bill	03/23/2019	477931/2	Titan strap for new R-6.	202100 · Accounts Payable		420949 · R-6	-46.96
Bill	03/27/2019	478184/2	Titan strap for new R-6. Titan strap for recruits.	202100 · Accounts Payable		-SPLIT-	-59.20
Bill	03/28/2019	478282/2	Flag pole/flag.	202100 · Accounts Payable		420423 · Building & Site	-107.96
PayneWest Insurance							
Bill	03/13/2019	226172	Endorsement A: 2019 Pierce Pumper Truck 02013...	202100 · Accounts Payable		420510 · Liability Insurance	-1,095.00
Bill Pmt -Check	03/20/2019	7802468	Endorsement A: 2019 Pierce Pumper Truck 02013...	101000 · General Fund		202100 · Accounts Payable	-1,095.00
People Facts							
Bill Pmt -Check	03/07/2019	7802453	Addons.	101000 · General Fund		202100 · Accounts Payable	-16.67
PERS							
Liability Check	03/08/2019	ACH		101000 · General Fund		-SPLIT-	-253.47
Check	03/11/2019	ACH		101000 · General Fund		669100 · Other Charges	-200.00
RAE Water							
Bill Pmt -Check	03/07/2019	7802454		101000 · General Fund		202100 · Accounts Payable	-124.99
Bill	03/22/2019	GH 5370-00	5370 Gooch Hill Road	202100 · Accounts Payable		420346 · Water/Sewer	-42.74
Bill	03/22/2019	FIRE-00	5400 Gooch Hill Road	202100 · Accounts Payable		420346 · Water/Sewer	-82.25
Ramada							
Credit Card Charge	03/09/2019	37988	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-93.08
Credit Card Charge	03/09/2019	37984	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-93.08
Credit Card Charge	03/09/2019	37987	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-93.08
Republic Services							
Bill Pmt -Check	03/07/2019	7802455		101000 · General Fund		202100 · Accounts Payable	-167.14
Bill	03/28/2019	0886001452110	April services for 4541 S 3rd Road.	202100 · Accounts Payable		420347 · Trash	-72.76
Bill	03/28/2019	0886001452702	April services for 10200 Cottonwood.	202100 · Accounts Payable		420347 · Trash	-100.16
Rosie Barndt, CPA, PC							
Bill Pmt -Check	03/20/2019	7802469	February services.	101000 · General Fund		202100 · Accounts Payable	-1,406.25
Sammy Saunders							
Bill Pmt -Check	03/07/2019	7802456		101000 · General Fund		202100 · Accounts Payable	-930.88
Bill	03/28/2019	106	Wednesday night training food for March 2019.	202100 · Accounts Payable		-SPLIT-	-582.94
SCS Unlimited, Inc.							
Credit Card Charge	03/28/2019	156308	Strips for new C-6-2.	210560 · Costco Citi Card-Eaton 2172		420951 · C-6-2	-1,025.00
Stamart 15 Travel Center							
Credit Card Charge	03/09/2019	00054352	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-108.16
Credit Card Charge	03/09/2019	01016156	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-13.23
Story Distributing							
Bill	03/15/2019	84144	Diesel.	202100 · Accounts Payable		420240 · Fuel	-2,882.85
Bill Pmt -Check	03/20/2019	7802470	184000	101000 · General Fund		202100 · Accounts Payable	-4,982.87
Bill Pmt -Check	03/20/2019	7802472	184000	101000 · General Fund		202100 · Accounts Payable	-5,691.19
The National Reg of Emerg Med Tech							
Credit Card Charge	03/12/2019	61611953664	EMT renewal.	210570 · Costco Citi Card-Nickolay 70...	X	420331 · Dues & Licenses	-15.00

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Hyalite Rural Fire District Transaction List by Vendor

March 2019

Type	Date	Num	Memo	Account	Clr	Split	Amount
Town and Country							
Bill	03/04/2019	398	Haworth, Ash, Lehy, Richard, Shives.	202100 · Accounts Payable		420222 · Food	-41.62
Bill	03/10/2019	437	Wolly, Rose, Ash, Schever, Lympus.	202100 · Accounts Payable		420222 · Food	-51.41
Bill	03/14/2019	397	Pickett, Deezy, Vale, March, Elliot, Killeen.	202100 · Accounts Payable		420222 · Food	-62.28
Bill	03/18/2019	370	Shives, Krohn, Richard.	202100 · Accounts Payable		420222 · Food	-43.44
Bill	03/19/2019	439	Eggers, Shives, Marsh, Taylor, Richard.	202100 · Accounts Payable		420222 · Food	-46.86
Bill Pmt -Check	03/20/2019	7802471		101000 · General Fund		202100 · Accounts Payable	-494.09
Bill	03/21/2019	117	Elliott, Buffington, Komora, March, Vale.	202100 · Accounts Payable		420222 · Food	-45.25
Bill	03/27/2019	228	Water for CW station.	202100 · Accounts Payable		420202 · Facility Supplies	-7.50
Town Pump							
Credit Card Charge	03/02/2019	095257	QRU-6	210100 · Conoco	X	420240 · Fuel	-31.85
Credit Card Charge	03/04/2019	183426	E-6-3	210100 · Conoco	X	420240 · Fuel	-17.64
Credit Card Charge	03/08/2019	052925	QRU-6	210100 · Conoco	X	420240 · Fuel	-31.46
Credit Card Charge	03/08/2019	093137	R-6	210100 · Conoco	X	420240 · Fuel	-19.38
Credit Card Charge	03/09/2019	184024	Pick-up and drive the new truck from WI to MT.	210570 · Costco Citi Card-Nickolay 70...	X	420972 · Capital outlay - rese...	-95.00
Credit Card Charge	03/09/2019	160011	E-6	210100 · Conoco	X	420240 · Fuel	-63.43
Credit Card Charge	03/12/2019	193004	E-6-3	210100 · Conoco	X	420240 · Fuel	-19.24
Bill	03/14/2019	083533	VOID: C-6-2	202100 · Accounts Payable	X	420240 · Fuel	0.00
Credit Card Charge	03/14/2019	083533	C-6-2.	210100 · Conoco	X	420240 · Fuel	-36.00
Bill	03/19/2019	190457	VOID: C-6	202100 · Accounts Payable	X	420240 · Fuel	0.00
Credit Card Charge	03/19/2019	190457	C-6.	210100 · Conoco	X	420240 · Fuel	-22.51
Bill	03/20/2019	150904	VOID: C-6-2	202100 · Accounts Payable	X	420240 · Fuel	0.00
Credit Card Charge	03/20/2019	150904	C-6-2	210100 · Conoco	X	420240 · Fuel	-36.30
Bill	03/21/2019	085218	VOID: E-6	202100 · Accounts Payable	X	420240 · Fuel	0.00
Credit Card Charge	03/21/2019	085218	E-6.	210100 · Conoco	X	420240 · Fuel	-22.50
Bill	03/23/2019	164722	VOID: C-6.	202100 · Accounts Payable	X	420240 · Fuel	0.00
Bill	03/24/2019	164212	VOID: E-6-3	202100 · Accounts Payable	X	420240 · Fuel	0.00
Bill	03/24/2019	135647	VOID: E-6.	202100 · Accounts Payable	X	420240 · Fuel	0.00
United States Treasury							
Liability Check	03/06/2019	ACH	81-2360037	101000 · General Fund		-SPLIT-	-1,693.52
Verizon							
Bill Pmt -Check	03/07/2019	7802457	January/February.	101000 · General Fund		202100 · Accounts Payable	-242.75
Bill	03/23/2019	9826829513	March/April.	202100 · Accounts Payable		420342 · Phones	-242.63
Wex Bank							
Bill Pmt -Check	03/07/2019	7802458	0203-00-109722-9	101000 · General Fund		202100 · Accounts Payable	-433.76
Bill	03/10/2019		0203-00-109722-9	202100 · Accounts Payable		210100 · Conoco	-433.76
Bill	03/21/2019		0203-00-109722-9	202100 · Accounts Payable		210100 · Conoco	-513.07

Hyalite Rural Fire District

Missing Checks

March 2019

Type	Date	Num	Name	Memo	Amount
General Journal	03/31/2019	FY 2019.39		Adjust capital reserve accounts for expenditure.	-43,797.44
*** Missing numbers here ***					
Paycheck	03/10/2019	7802441	Jason Revisky		-5,425.75
Bill Pmt -Check	03/07/2019	7802442	B and L Quality Rep...	Plow truck - heater box cover.	-142.00
Bill Pmt -Check	03/07/2019	7802443	Cameron Ash		-19.39
Bill Pmt -Check	03/07/2019	7802444	General Distributing ...	56625	-165.60
Bill Pmt -Check	03/07/2019	7802445	J&H INC	13753	-164.71
Bill Pmt -Check	03/07/2019	7802446	JA Gear	Repair turnouts.	-115.00
Bill Pmt -Check	03/07/2019	7802447	Kenyon Noble	Training at Cottonwood.	-123.90
Bill Pmt -Check	03/07/2019	7802448	Lonna Braverman [v...	Coffee pods for the office	-63.98
Bill Pmt -Check	03/07/2019	7802449	Municipal Emergenc...	Disinfectant etc.	-158.02
Bill Pmt -Check	03/07/2019	7802450	NAPA Auto Parts	12342	-784.22
Bill Pmt -Check	03/07/2019	7802451	Nathan Barnes		-77.94
Bill Pmt -Check	03/07/2019	7802452	Owenhouse-Ace Har...		-294.58
Bill Pmt -Check	03/07/2019	7802453	People Facts	Addons.	-16.67
Bill Pmt -Check	03/07/2019	7802454	RAE Water		-124.99
Bill Pmt -Check	03/07/2019	7802455	Republic Services		-167.14
Bill Pmt -Check	03/07/2019	7802456	Sammy Saunders		-930.88
Bill Pmt -Check	03/07/2019	7802457	Verizon	January/February.	-242.75
Bill Pmt -Check	03/07/2019	7802458	Wex Bank	0203-00-109722-9	-433.76
Liability Check	03/07/2019	7802459	Montana Firemen's ...		-207.35
Bill Pmt -Check	03/20/2019	7802460	Century Link		-161.40
Bill Pmt -Check	03/20/2019	7802461	Charter Communicat...	8313200110672244	-270.27
Bill Pmt -Check	03/20/2019	7802462	David Krohn		-229.46
Bill Pmt -Check	03/20/2019	7802463	DirectTV	029404001	-160.98
Bill Pmt -Check	03/20/2019	7802464	Montana Occupation...	Tracy Echert.	-115.00
Bill Pmt -Check	03/20/2019	7802465	Nathan Barnes		-65.40
Bill Pmt -Check	03/20/2019	7802466	Nathan Leahy [vendo]	Qdoba meal for Richard, Leahy, Ash, Shives, Haworth	-40.45
Bill Pmt -Check	03/20/2019	7802467	Northwestern Energy		-3,541.47
Bill Pmt -Check	03/20/2019	7802468	PayneWest Insurance	Endorsement A: 2019 Pierce Pumper Truck 020136 - new R-6 insur...	-1,095.00
Bill Pmt -Check	03/20/2019	7802469	Rosie Barndt, CPA, ...	February services.	-1,406.25
Bill Pmt -Check	03/20/2019	7802470	Story Distributing	184000	-4,982.87
Bill Pmt -Check	03/20/2019	7802471	Town and Country		-494.09
Bill Pmt -Check	03/20/2019	7802472	Story Distributing	184000	-5,691.19
Bill Pmt -Check	03/20/2019	7802473	Citi Card		-2,277.65
Bill Pmt -Check	03/20/2019	7802474	BlueCross BlueShiel...		-4,712.70

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

DATE: MARCH 19, 2019 TIME: 7:00 p.m.
LOCATION: Sourdough Fire Station, 4541 S. 3rd 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
Chuck Tate, Vice Chair and Secretary
Walt Zidack, Treasurer
Nick Shrauger, Trustee
Justin Miller, Trustee

STAFF IN ATTENDANCE:

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

PUBLIC IN ATTENDANCE:

Larry Thomas
Bob Ogren

0:00:00	
0:00:01	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.
0:00:07	PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA Chair Geddes asked for public comment on non-agenda items. There was no comment.
0:00:12	HYALITE CONSENT AGENDA Chair Geddes asked for motion to approve the Consent Agenda. Trustee Schrauger asked for an explanation of Miscellaneous Revenue on the P&L statement. Chair Geddes suggested the Consent Agenda be tabled, then come back to it after Agenda Item 1 is completed.
	REGULAR AGENDA

<p>0:00:38</p> <p>0:09:55</p> <p>0:26:45</p> <p>0:31:35</p>	<p>Presentation and Discussion – Overview of HRFD Financial Reports with Q&A, Rosie Barndt, CPA</p> <p>Ms. Barndt gave background on how the District’s bookkeeping is impacted by outside entities and why the financial statements are structured in a certain way.</p> <p>She explained there are 4 entities that affect the District’s bookkeeping:</p> <ol style="list-style-type: none"> 1. MT Dept. of Administration. They require an audit and they monitor the results of the audit. They also require that all bookkeeping, accounting, and financial statements of local governments look the same – by following their Chart of Accounts (BARS nomenclature) and by following Governmental Accounting Standards Board (GASB) standards. 2. GASB. National Board sets standards for all local governments. Note: Mt Dept. of Administration may be making some changes to make compliance easier for small local governments. 3. Montana law, through Montana Code Annotated (MCA). Requires all fire districts adopt a budget. Also requires, our funds held by the county Treasurer and the county produces a monthly statement for us, used to reconcile the District’s cash. 4. Gallatin County. They post tax receipts. <p>Ms. Barndt stressed that it’s so important that all of the District’s financial reports come directly out of the Quickbooks (QB) software program, since that’s where the reconciliation is done and that’s where the HRFD Treasurer reviews. Also, the Chart of Accounts has been set up in QB according to the standards set by MT Dept. of Administration.</p> <p>Ms. Barndt reviewed the financial statements and answered specific Trustee questions. She showed expanded balance sheet, showing detail of some items. She indicated portions of the balance sheet could be expanded to help clarify what comprises some particular accounts. Trustee Zidack stated we should be judicious in what gets expanded in order to maintain readability at an overview level.</p> <p>Ms. Barndt explained how tax revenue is handled in the P&L statement.</p> <p>Chair Geddes asked Ms. Barndt if she had any further suggestions for making the Financial Dashboard. She indicated there is already work underway on providing more detail on the reserves, but she believes the most important information already appears on the Dashboard.</p> <p>There was discussion about the ability and advisability of providing financial information at a very detailed level – such as all costs associated with a specific building or all costs associated with a specific vehicle.</p> <p>Ms. Barndt also presented how robust our invoice processing procedure is, ensuring checks and balances.</p> <p>No further Board discussion. No public comment.</p> <p>The Board thanked Ms. Barndt for the presentation and answering all questions.</p> <p>Action Item: On Dashboard, rename “General Obligation Bond” to something like “Station Mortgage (Gnl Obligation Bond)”</p>
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0:48:12	<p>HYALITE CONSENT AGENDA Chair Geddes call for motion to accept the Consent Agenda.</p> <p>Motion: Trustee Tate made motion to approve consent agenda as presented. Second: Trustee Zidack seconded the motion. Vote: Unanimous approval.</p> <p>[See Board Packet for the Consent Agenda items approved.]</p>
0:48:24	<p>Discussion – Update on Trustee Election Lonna Braverman indicated there had been one Candidate form submitted by Jason Jarrett, but it was not valid because it was not given to the Election Dept. before the deadline. He then submitted a Request to be Appointed as a Trustee. The Election Department indicated he would most likely be appointed by the County commissioners.</p> <p>No public comment.</p>
0:49:30	<p>Discussion – Update on Replacement of Command Vehicle C-6-2 and New Rescue Truck Chief Revisky reported that new C-6-2 has lights and striping, but waiting for radios to be installed. The striping will be redone, since the original work was not done well.</p> <p>The new R-6 truck is in the equipment bay, still getting equipped. So far, very pleased with the truck.</p> <p>No Board discussion, no public comment.</p>
0:51:12	<p>Discussion and Decision – Capital Expenditure for New Extrication Tools for New Rescue-6 Vehicle Chief Revisky presented a proposal for purchasing new extrication equipment for the new R-6. It is for Holmatro hydraulic tools that HRFD has used for the past few years. The old R-6 vehicle is equipped by 15-year old TNT tools – they have issues and are difficult to retrofit to the new R-6. The cost for the Holmatro extrication tool set is \$23,599. This would be a demo set, at a reduced cost from a new set.</p> <p>Trustee Shrauger asked about what would be done with the old tools. Chief Revisky said typically they are donated to smaller fire departments in county or state.</p> <p>Trustee Shrauger asked what will be done with old R-6. Chief Revisky indicated new R-6 replaces the capabilities of both old R-6 and an engine. Since old R-6 has a portable air cascade system which new R-6 does not have. The plan is to sell E-6-1 – Pierce is already looking for a buyer. Old R-6 will be repurposed into a support vehicle to be used only for structure fires, where SCBA bottles have to be refilled.</p> <p>Chair Geddes asked which funds would be used for the extrication tool purchase. Chief Revisky stated it would come from the Apparatus and Equipment Reserve of the Capital Reserve fund.</p> <p>No public comment.</p>

	<p>Motion: Trustee Zidack made motion to approve purchase of new extrication tool set, as presented.</p> <p>Second: Trustee Miller seconded the motion.</p> <p>Vote: Unanimous approval.</p> <p>[See Attachment A for extrication tool proposal.]</p>
0:59:00	<p>Discussion and Decision – Travel Expense Policy</p> <p>Policy subcommittee did some work to simplify the previous version. It still prevents use of HRFD funds for alcohol.</p> <p>Trustee Shrauger likes the policy overall, except for allowing gratuities up to 15% for meals. He does want HRFD to reimburse for gratuities.</p> <p>No public comment.</p> <p>Motion: Trustee Zidack made motion to approve the Travel Expense Policy, as presented.</p> <p>Second: Trustee Tate seconded the motion.</p> <p>Vote: Aye by Geddes, Tate, Zidack, and Miller. Nay by Shrauger.</p> <p>[See Attachment B for approved Travel Expense Policy.]</p>
1:03:46	<p>Discussion – Policy Review Status</p> <p>Lonna Braverman reviewed the master list of policies. 5 policies have been approved by the Board, some are ready for Board review. The Gratuity Policy will be deleted, since it handled in the Travel Expense policy. The Governance Policy is a large document, needs to be reviewed. Others are in process of being updated with format and correctness.</p> <p>Trustees Shrauger and Geddes will review the Public Records Request Policy in early April.</p> <p>No public comment.</p> <p>[See Board Packet for policy master list.]</p>
1:06:24	<p>Fire Chief's Report</p> <p>Fire Chief Jason Revisky presented the Fire Chief report.</p> <p>He added there was a structure fire earlier in the day, and the automatic suppression system put out the fire before HRFD arrived.</p> <p>No public comment.</p> <p>[See Board Packet for the Fire Chief's report.]</p>

1:08:49	Trustees' Activities Trustee Zidack said ongoing work on Dashboard continues.
1:09:42	Announcements Items for next meeting: <ul style="list-style-type: none"> • Updated signage for HRFD buildings. Trustee Shrauger would like to consider signs that could display changing information. • Publicizing annual May meeting to increase attendance. Next Board meeting: Tuesday, April 16, 2019, 7:00pm at Sourdough station.
1:15:25	ADJOURNMENT

Attachment A

Extrication Tool Proposal

Heiman Fire Equipment

Holmatro Tool Quote

Demo Tool Set

11-2-18

1-SR20PC2 Duo Pump	\$5817.00
1-5240 Spreader	\$4925.70
1-5050 Cutter	\$4243.20
1-5350 Telescopic Ram	\$3307.85
1-32'Core Hose Black	\$604.50
1-32'Core Hose Green	\$604.50
1-4350 Telescopic Ram	\$3816.25
Freight	\$280.00
Total	\$23,599.00

Set Includes New Tool Warranty

Thank You,

Bill Wegner

Attachment B

Approved Travel Expense Policy



Hyalite Rural Fire District

Travel Expense 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		Not approved	<ul style="list-style-type: none">• Changed Meals and Incidentals per diem reimbursement amount from 120% to 100% of the GSA rates per motion at June 19, 2018 Board meeting.• Changes to reflect applicability to Staff, Volunteers, and Trustees.• Standard formatting applied.
3.0	Board of Trustees	March 19, 2019	<ul style="list-style-type: none">• Re drafting for clarity.• Renamed to "Travel Expense Policy" from "Travel and Meal Reimbursement Policy".

PURPOSE

The purpose of this policy is to provide guidance and accountability for travel and meal reimbursement for approved business travel related to the operations and governance of the Hyalite Rural Fire District (HRFD). This policy applies to Trustees, Staff, and Volunteers. This policy does not apply to food and meals provided to staff and volunteers in the course of regular training activities and fire operations.

The expectation is that expenses incurred during approved travel will be made in the interest of efficiency and with parsimony to district taxpayers. Those contemplating authorized business travel may find the [GSA website](#) a useful resource for trip planning.

Trustees exercise control over business-related travel expenses through the annual budgeting process and by prior approval and post trip reporting at regular board meetings.

POLICY

- Upcoming business-related travel for staff and trustees will be presented during regular board meetings; staff travel noted in the Chief's Report and trustee travel noted under Trustee Activities.

- The Chief or Assistant Chief must pre-approve travel for volunteers and notify the District Administrative Assistant of the approved travel.
- Reimbursement requests for approved business travel and meals will be submitted in a standard format prepared by the District Administrative Assistant. At a minimum, the format prepared will include a statement of the purpose for travel. This document will be retained per District policy.
- HRFD credit cards, rather than personal cards or cash, will be used whenever possible.
- In order to receive reimbursement, itemized receipts for all reimbursable expense must be presented to the District Administrative Assistant.
- Vehicle mileage reimbursement for personal vehicles will be at 100% of the current Federal rate.
- When possible, airline tickets should be purchased 21 days in advance of departure.
- Lodging should be selected to facilitate efficient execution of district business.
- Meals will be reimbursed and gratuity may be made up to 15% of the total meal cost.
- The HRFD will not reimburse the purchase of alcohol.



☒ Approved by motion of the Hyalite Rural Fire District Board of Trustees, as reflected in the Board Meeting minutes of March 19, 2019.

Eugene M. Geddes, III

Printed Name

OR

☐ Approved by the Hyalite Rural Fire District Fire Chief.

Fire Chief Signature _____

Jason Revisky

Printed Name

End of Consent Agenda

Regular Agenda Item 1

Consistent with Hyalite Fire District Board Policy, the following is the Chair's rationale for denying inclusion of an agenda item, "Conference Room Sound System."

Hi Nick:

Here's my thinking:

(1) In my 20+ years in this business getting the public more involved in the workings of the department has been a challenge. We have spent lots of taxpayers dollars in pursuit of this elusive Unicorn. The only time I have seen ANY significant attendance is during times of crisis, e.g., the RAE meltdown, or when we have a mil levy request before the voters.

(2) I feel we do an excellent job via the synopsis, recordings and web page, providing opportunities for participation and for the public to be aware and involved in our decision making. Additionally, I am open to changing the seating such that all presenters face the public. As you note we invited those at Rosie's presentation to move and they chose not to. I also think we need to improve the use of our TV or discontinue it. As it is, it serves no useful purpose.

(3) I am in favor of more thinking about how we can capitalize and leverage public information at events which do draw significant numbers of residents, e.g., the package bfast and Evening with Santa.

(4) In short, I am not in favor of spending more \$\$ to make regular meetings more accessible to the very few people who seem interested in attending.

Pete

Regular Agenda Item 2

Hyalite Rural Fire District

Calculation of compensation for new employee

Hourly rate	\$	18.00
Number hours/week		20
Gross wages per week	\$	360.00
Additional employer costs:		
Medicare		5.22
FURS		51.70
Unemployment		1.26
Weekly cost	\$	<u>418.18</u>
Annual cost	\$	<u>21,745.15</u>

Regular Agenda Item 3

DRAFT 4/11/2019

BUDGET WORKSHEET FOR FY2020 (Preliminary)

	FY 2019 Budget	Actual Jul '18 - Feb '19 (67% of FY 2019)	\$ Over Budget	Est of FY 2020	FY 2019 budget vs FY 20 estimate	FY 2019 % of Budget	Comments
Ordinary Income/Expense							
Income							** No expected changes to mill rate.
310000 · Taxes	\$985,430.02	\$984,262.51	(\$1,167.51)	\$984,262.51	(\$1,167.51)		** FY2020 based on previous year. 1,226,487.51 total oper and restricted rev.
316000 · Entitlement Share	\$36,000.00	\$36,838.82	\$838.82	\$36,000.00	\$0.00		
360000 · Miscellaneous Revenues	\$4,000.00	\$23,872.97	\$19,872.97	\$4,000.00	\$0.00		One time rev. in FY2019 such as MPERA refund that will not occur in FY2020
365000 · Contributions and Donations	\$100.00	\$631.92	\$531.92	\$500.00	\$400.00		
370000 · Investment Earnings	\$20,000.00	\$10,628.29	(\$9,371.71)	\$20,000.00	\$0.00		Interest earned in County Funds should remain consistant
Total Income	\$1,045,530.02	\$1,056,234.51	\$10,704.49	\$1,044,762.51	(\$767.51)		
Expense							
420000 · Public Safety Expenses	\$40,000.00	\$15,580.27	(\$24,419.73)	\$40,000.00	\$0.00	38.95%	
420100 · Personnel Services	\$350,000.00	\$182,081.59	(\$167,918.41)	\$365,000.00	\$15,000.00	52.02%	** Board decision regarding half-time maintenance employee?
420200 · Supplies	\$22,000.00	\$21,178.20	(\$821.80)	\$22,000.00	\$0.00	96.26%	
420220 · Meals/Incentives	\$11,000.00	\$7,676.09	(\$3,323.91)	\$11,000.00	\$0.00	69.78%	
420240 · Fuel	\$36,000.00	\$10,778.95	(\$25,221.05)	\$36,000.00	\$0.00	29.94%	
420310 · Election Costs	\$7,000.00	\$0.00	(\$7,000.00)	\$7,000.00	\$0.00	0.00%	** no election costs in 2019. Trustees appointed by County Commissioners.
420320 · Professional Subscription/Dues	\$4,000.00	\$3,424.98	(\$575.02)	\$4,000.00	\$0.00	85.62%	
420330 · Community Outreach/Education	\$10,000.00	\$1,882.34	(\$8,117.66)	\$10,000.00	\$0.00	18.82%	
420340 · Utility Services	\$52,000.00	\$30,169.58	(\$21,830.42)	\$52,000.00	\$0.00	58.02%	
420350 · Professional Services	\$40,000.00	\$17,584.75	(\$22,415.25)	\$40,000.00	\$0.00	43.96%	** Audit = \$6,400, Accounting = \$24,000, Legal contingency = \$7,000.
420390 · Firefighter Physicals	\$15,000.00	\$1,428.00	(\$13,572.00)	\$15,000.00	\$0.00	9.52%	
420400 · Training/Travel - Trustees	\$3,000.00	\$948.04	(\$2,051.96)	\$3,000.00	\$0.00	31.60%	
420420 · Facilities	\$35,000.00	\$9,732.64	(\$25,267.36)	\$35,000.00	\$0.00	27.81%	
420500 · Insurance	\$65,000.00	\$72,500.71	\$7,500.71	\$70,000.00	\$5,000.00	111.54%	
420930 · Safety Equipment	\$70,000.00	\$34,941.07	(\$35,058.93)	\$70,000.00	\$0.00	49.92%	
420940 · Apparatus	\$70,000.00	\$25,275.75	(\$44,724.25)	\$70,000.00	\$0.00	36.11%	
66910 · Other Charges	\$500.00	\$161.81	(\$338.19)	\$500.00	\$0.00	32.36%	
Total Expense (operations)	\$830,500.00	\$435,344.77	(\$395,155.23)	\$850,500.00	\$20,000.00	52.42%	
420970 · Capital outlay		\$46,418.68					
Total Expense (oper. and capital outlay)		\$481,763.45					
Operation Over/Under				\$194,262.51			
Restricted Income							
110200 · Debt Service Property Tax	\$242,225.00	\$242,225.00	\$0.00	\$241,975.00	(\$250.00)		
320000 · Firefighter fundraising event (net)	\$2,500.00	\$2,371.54	(\$128.46)	\$2,500.00	\$0.00		
Grants							
Transfer to Cap. Res. (building)	\$50,000.00	\$29,973.32	(\$20,026.68)	\$0.00	(\$50,000.00)		
Transfer to Cap. Res. (apparatus)	\$165,000.00	\$200,000.00	\$35,000.00	\$200,000.00	\$35,000.00		
Transfer to Cap. Res. (improvement)				\$0.00			
Total							
Restricted Expenses							
490100 · Debt Services	\$242,225.00	\$33,612.50	(\$208,612.50)	\$241,975.00	(\$250.00)		
Grant Liability							
Capital Reserve (building)				\$0.00	\$0.00		
Capital Reserve (apparatus)	\$50,000.00	\$46,418.68	(\$3,581.32)	\$0.00	(\$50,000.00)		Command vehicle
Capital Reserve (improvement)				\$0.00	\$0.00		

Regular Agenda Item 4



Hyalite Rural Fire District

Public Record Request Policy

DOCUMENT INFORMATION

Document Type:	Board Policy
Document Number:	2019-001

VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees		New document, document number assigned. Incorporates review by Office of Gallatin County Attorney.

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 [Title 2, Chapter 6, Part 10, Montana Code Annotated \(MCA\)](#).

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. Public records exclude confidential information – information that is accorded confidential status or is prohibited from disclosure per applicable law. Examples of confidential information are confidential criminal justice information and attorney-client communications.

Except for confidential information, all records kept by HRFD are public information. The public has the right to examine and obtain a copy of all public records held by HRFD.

Safety & Security Exception

Pursuant to [§ 2-6-1003\(2\), MCA](#), HRFD may withhold public records from release regarding individual or public safety or the security of public facilities that, if released, would jeopardize the safety of facility personnel or the public.

Before disclosing public records, HRFD personnel shall determine if release of the information will jeopardize the safety of facility personnel or the public, or the security of public facilities. If the release will so jeopardize safety or security, the HRFD shall redact such information from the public records requested. The HRFD should not withhold from release any more information than is necessary to

protect individual or public safety or the security of public facilities. HRFD personnel may consult with the County Attorney's office to determine the extent of the information to be withheld or redacted.

Individual Privacy Interest Exception

HRFD also may withhold public records from release to protect an individual's privacy. Such information may be personal information (SSN, DOB, addresses, medical information, etc.) of its employees or volunteers, or members of the public.

When a request is made that concerns a person's privacy interest, HRFD shall examine the public documents responsive to the request and make an initial determination as to whether the public information should be disclosed. This determination must take into consideration the subject matter of the records and the nature of the information sought.

HRFD shall then contact the individual in question, inform them of the information requested, inform the individual of its decision, and ask whether the person is asserting their right of privacy over the information. If the individual does wish to assert their right of privacy, HRFD must further determine if the individual's privacy interest outweighs the interests of public disclosure. If the HRFD makes a final determination to disclose the information, it should provide the subject individual with at least two weeks advance notice prior to the disclosure. If the individual does not wish to assert their privacy interest, HRFD shall disclose the information as requested.

HRFD may consult with the County Attorney's Office to determine what privacy information may be withheld or disclosed.

Requests and Fees

The person(s) making a public records request should make the request in writing to HRFD, indicating the information they want produced. HRFD must respond within five business days, 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 will not honor "standing" public records requests that demand future copying or production (i.e., "please forward all future meeting minutes..."). HRFD is also not required to alter or customize public information, such as the format of the information, to meet a public record request. However, should HRFD agree to customize format for a requester, the cost of the customization may be included in the fees charged for the request.

Record Request Redactions and Denials

If the HRFD redacts or denies all or any portion of a public record request, the HRFD shall provide a written explanation for the redaction or denial as required by [§ 2-6-1009, MCA](#). The response shall: (1) provide a general description of the records withheld from production or redacted; and (2) explain the basis for the redaction or denial.

Records Manager

Pursuant to [§ 2-6-1002\(14\), MCA](#), 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 will confer with the Gallatin County Attorney's Office to clarify any questions or issues pertaining to 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 personnel 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 and any safety and security information will be handled.
 - b. Respond within five business days, in writing, to the requester with what information will be produced, what information is not being produced and why, 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 initial response in HRFD files.
 - e. If needed, coordinate communication with individuals regarding their privacy information, and retain documentation of communication to and from the individual.
 - f. If needed, consult with the County Attorney's Office to determine if any information needs to be redacted regarding individual or public safety and security, or privacy information.
 - g. Coordinate compilation and review of the information.
 - h. Perform any necessary redaction of confidential information.
 - i. Obtain the approval of the Records Manager to release the compiled information.
 - j. Provide the compiled information to the requester with a final response identifying the information that is produced. If any information is not produced or redacted, generally identify the category of records excluded from production and explain why the records are not being produced or were redacted.
 - k. File hard and electronic copies of the compiled information, final response, and associated correspondence in HRFD files.



Hyalite Rural Fire District

Governance Policy

DOCUMENT INFORMATION

Document Type:	Governance
Document Number:	2016-951

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			<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 HRFD 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 HRFD.
- (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 HRFD 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.

Regular Agenda Item 8

Hyalite Rural Fire District

Fire Chief's Report

April 2019

Prepared by: Fire Chief Jason Revisky

1. The Hyalite Fire Department has responded to 136 calls in 2019 (through 4/9/2019).
2. Our current roster is at 48 members (effective 4/9/2019).
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 Spring 2019 firefighter recruit academy began March 27, with 6 recruits
9. All of our apparatus are in service at this time, except for:
 - New Command 6-2, waiting for lights; striping was redone.
 - New Rescue 6 – update.
10. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.
11. HRFD received notice that Gallatin County Commission is considering rezoning property located north of Patterson, west of S. 3rd Ave. (from Agricultural Suburban to Public Lands and Institutions and Residential Suburban). Rezoning request made by Bozeman School District #7. HRFD has no opinion on rezoning effort.
12. Sourdough fire station septic system – update.