

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

DATE: APRIL 10, 2019      TIME: 7:45 a.m.

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

## Governance Policy

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### **DOCUMENT INFORMATION**

|                         |            |
|-------------------------|------------|
| <b>Document Type:</b>   | Governance |
| <b>Document Number:</b> | 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"><li>• Original, document number unknown.</li></ul>                               |
| 2.0     |                   |               | <ul style="list-style-type: none"><li>• Document number assigned.</li><li>• Standard formatting applied.</li></ul> |

### **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.