



Hyalite Rural Fire District

Board Meeting Synopsis Approval Form

The written synopsis of the August 20, 2019 Hyalite Rural Fire District (HRFD)
Board of Trustees meeting was approved by motion of the HRFD Board of Trustees on
September 24, 2019.

[Signature]
Vice Chair Signature
Eugene M. Geddes, III Justin Miller
Printed Name

[Signature]
Secretary Signature
Nick Shrauger
Printed Name

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

DATE: AUGUST 20, 2019 TIME: 7:00 p.m.
LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd., Bozeman, MT

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
Nick Shrauger
Justin Miller
Jason Jarrett

STAFF IN ATTENDANCE:

Jason Revisky, Fire Chief
Brian Nickolay, Assistant Fire Chief
Sheryl Wyman, Administrative Assistant

PUBLIC IN ATTENDANCE:

None

0:00:00	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.
0:00:20	HYALITE CONSENT AGENDA Chair Geddes asked if there were any requests to remove items from the Consent Agenda. There were no such requests. He asked for motion to approve the Consent Agenda. Motion: Trustee Jarrett made motion to approve consent agenda as presented. Second: Trustee Miller seconded the motion. Vote: Approved <i>[See August 20, 2019 Board Packet for Consent Agenda items approved.]</i>

	REGULAR AGENDA
0:00:31	<p>Discussion and Decision – Governance Policy</p> <p>Chair Geddes thanks board members for their comments and suggestions. Minor changes were made based on Trustee Jarrett’s suggestions.</p> <p>Chair Geddes asked for public comment. There was none.</p> <p>He asked for motion to approve the Governance Policy.</p> <p>Motion: Trustee Shrauger made motion to approve Governance policy with discussed changes. Second: Trustee Miller seconded the motion. Vote: Approved</p> <p><i>[See Attachment A for the revised Governance Policy presented]</i></p>
0:11:32	<p>Discussion and Decision — Final Budget</p> <p>Chair Geddes requests guidance on the final documents to be signed. Chief Revisky advises board that we received the final numbers from the County to finalize the budget.</p> <p>Approval of Trustee Zidak’s final budget numbers as well as the resolution requesting max mills from the county.</p> <p>Chair Geddes called for Board discussion.</p> <p>Motion: Trustee Jarrett made motion to accept final budget and max mills. Second: Trustee Miller seconded the motion. Vote: Approved</p> <p><i>[See Attachment B for the Resolution and Final Budget]</i></p>
0:14:14	<p>Discussion and Decision — Sound System in Conference Room</p> <p>Trustee Shrauger thanked for all his work on this project.</p> <ul style="list-style-type: none"> • Chief Revisky met with Gino at Music Villa, he was advised the wired system would be the most robust. The wireless system may not work due to the fact that if people talk over each other one person will not be picked up. A conventional wired system would be his recommendation. <p>Chair Geddes called for Board discussion.</p> <ul style="list-style-type: none"> • Trustee Miller questioned if recording is possible through the system. Trustee Shrauger will check with Music Villa if this is a possible feature to the system. <p>Chair Geddes asked for public comment on the sound system. There was none.</p> <p>Motion: Trustee Jarrett made motion to accept Music Villa sound system. Second: Trustee Shrauger seconded the motion. Vote: Approved</p>
0:22:07	<p>Discussion — Reader Board Signs</p>

	<p>No further information.</p> <p>Trustee Jarrett moves to table.</p> <p>Chair Geddes asked for public comment on reader board signs. There was none.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Include topic with Chief's Report on next meeting agenda.
0:22:33	<p>Discussion and Decision —Solar Grants</p> <p>Trustee Shrauger provides background on possible solar energy at stations and available grants and upcoming deadlines. Trustee Shrauger put together charts of kWh usage of the districts five meters.</p> <p>John Palm was present to provide information on needs for each station and the USB grant program.</p> <ul style="list-style-type: none"> • October 31 is deadline for next cycle of grant awards for program. • Mr. Palm discussed other entities that have received grants. • He writes and helps with the presentation of the grant. • He gave information on what the needs would be for each station. • Questions of managing the grant time costs • After/if grant is received bids would be put out for installation. • Chief Revisky will look into the process. • Trustee Shrauger volunteers to help with the grant process. <p>Action Items:</p> <ul style="list-style-type: none"> • Board will be seeking public input on the solar project by presenting information and a petition at a Board booth at the Pancake breakfast. • Include topic on next meeting agenda.
0:55:28	<p>Discussion and Decision — Increasing Number of Bedrooms at Rae House</p> <p>Chair Geddes asked for discussion requiring additional rooms at the Rae Station.</p> <ul style="list-style-type: none"> • Trustee Jarrett advises that is where the district's growth will be coming from. How do we deliver our service where we are having the most growth. • Chief Revisky explained the residential, sleeper and rental programs with the fire stations. • Chief Revisky will bring to the board the number of calls and staffing of calls. <p>Action Items:</p> <ul style="list-style-type: none"> • Include preliminary data gathering with Chief's Report on next meeting agenda. • Data gathering for growth in the district • Preliminary planning for new Rae Station to be added to September Board Meeting agenda (Discussion)
1:14:47	<p>Recognition – A. Richard and D. Johnson and Lonna Braverman</p> <p>Chief Revisky presents the newspaper article from the Bozeman Chronicle which chronicled two HRFD firefighters who went on their own and time and helped a local citizen who had a cat stuck in a tree.</p>

	<p>The board also wants to recognize Lonna Braverman for her good work and service to HRFD.</p> <p>Action Items:</p> <ul style="list-style-type: none"> Chief Revisky will draft a letter of commendation for A. Richard and D. Johnson and Lonna Braverman which will be presented along with a gift card.
1:18:42	<p>Fire Chief's Report</p> <p>Chief Revisky highlighted:</p> <ul style="list-style-type: none"> Sheryl Wyman was selected for the Administrative Assistant position. Lonna has been helping with training and transition. Colin Prato hired as part time maintenance assistant. Discussion held on training opportunities for Prato. Discussion of significant structure fire. Assistant Chief Nickolay gave details of fire and structures involved and how well the firefighters performed. He recognized IC Hilbert for his outstanding work after being cleared for incident command just three weeks prior. Three structure fires this summer and all structures have been saved. Discussion of incident of drowning in Hyalite and how great the effort was with an unfortunate outcome. Discussion of vehicle usage Another recruiting academy will be starting in September. Attending Catapalooza <p><i>[See Attachment C for Fire Chief's Report.]</i></p>
1:26:49	<p>Trustees' Activities</p> <p>Thanks to Trustee Shrauger for his work on the sound system and solar grant projects.</p>
1:27:04	<p>Announcements</p> <ul style="list-style-type: none"> Pancake breakfast is scheduled for October 5, 2019. Saunders and Prato are heading up the organization. The board will have a table set up and sign in sheet at the pancake breakfast Next meeting scheduled for September 24, 2019 at 7:00
1:29:10	ADJOURNMENT



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		No approval	<ul style="list-style-type: none"> Document number assigned. Standard formatting applied.
3.0	Board of Trustees	July, 2019	<ul style="list-style-type: none"> Policy subcommittee revisions.

MISSION STATEMENT

The Board of Trustees of the Hyalite Rural Fire District (HRFD) exists to exercise financial oversight, provide policy leadership, and create a culture of trust and accountability among district taxpayers and the staff and volunteers who provide emergency services.

GOALS

- Continue to engage the public, leading to better understanding of and support for the HRFD.
- Align community expectations with the HRFD budget.
- Continue to plan for and support the district's capital replacement funds.
- Remain well informed of growth patterns in the district.
- Maintain positive and productive relationships with other emergency service providers/agencies within our community.

BOARD PROCESS

The HRFD Board approaches 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, and proactivity rather than reactivity. More specifically, the Board will:

- Operate in all ways mindful of its public trusteeship obligation to the residents of the HRFD.
- Represents the district tax payers. The Fire Chief is the CEO responsible for the department's operations. The Board balances the needs of the department with the expectations and desires of district residents.
- The Board collaborates with the Fire Chief to establish Broad strategy and objectives then establishes policy as necessary to be implemented by the Fire Chief. The Board monitors and evaluates the Fire Chiefs implantation of strategy and objectives and works to remove barriers to success.
- Delegate all Board authority to staff 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.
- Speak with one voice in personnel dealings with the Fire Chief. No individual Board member has authority over the Fire Chief.
- Make an annual evaluation of the Fire Chief during the month of January. The evaluation of the Fire Chief is based solely on performance in making progress towards accomplishing departmental goals as established by the Fire Chief.

AUTHORITY FOR POWERS AND DUTIES OF TRUSTEES

7-33-2105. Powers and duties of trustees. (1) The trustees:

- (a) shall prepare and adopt suitable bylaws;
- (b) have the authority to provide adequate and standard firefighting and emergency response apparatus, equipment, personnel, housing, and facilities, including real property and emergency medical services and equipment, for the protection of the district;
- (c) may appoint and form fire companies that have the same duties, exemptions, and privileges as other fire companies for retirement purposes only;
- (d) shall prepare annual budgets and request special levies for the budgets. The budget laws relating to county budgets must, as far as applicable, apply to fire districts.

- (e) may enter into contracts as provided in [7-33-2107](#); and
 - (f) may pledge income to secure financing of the district as provided in [7-33-2109](#).
- (2) All money received by the trustees must be deposited in the county treasurer's office and credited to the fire district.

**Board of Trustees for the Hyalite Rural Fire District
Resolution No. 2019-01**

**Resolution of the Board of Trustees to the Gallatin County Board of
Commissioners Providing the Estimated Annual Fiscal Year 2020 Budget for
the Hyalite Rural Fire District and Authorizing the Maximum Mill Levy and
Additional Mills to Include Debt Service as Authorized by the Voters.**

This resolution was introduced and moved by Trustee Jason Jarrett,
seconded by Trustee Justin Miller. The Resolution was adopted by a vote of
4-0.

WHEREAS, pursuant to MCA 7-33-2105, the Hyalite Rural Fire District Board of Trustees have the authority to provide adequate and standard firefighting and emergency response apparatus, equipment, personnel, housing, and facilities, including real property, for the protection of the fire district; and

WHEREAS, MCA 7-33-2105 requires the Board of Trustees to prepare annual budgets and request special levies for the budgets of Fire Districts; and

WHEREAS, on August 15, 2019, the Hyalite Rural Fire District posted and published notice of the meeting and a copy of the agenda in which the budget for Fiscal Year 2020 was to be considered, and

WHEREAS, on August 20, 2019, a meeting of the Board of Trustees of Hyalite Rural Fire District was held to consider the Estimated Fiscal Year 2020 budget, and

WHEREAS, a quorum of the Board was present; and

WHEREAS, the Board of Trustees allowed the public to comment on the Estimated Fiscal Year 2020 budget in the form of written comment and oral testimony; and

WHEREAS, the Board of Trustees seeks to receive the same amount of tax money in Fiscal Year 2020 as in Fiscal Year 2019, plus the money on newly taxable property, inclusive of the inflationary adjustment authorized by state law, and the Fiscal Year 2020 revenue should be over and above all cash carryovers from Fiscal Year 2019; and

WHEREAS, in determining whether to levy the full maximum mills, the Board of Trustees considered that there has been no significant decrease in calls for service during the last fiscal year, fire calls and mutual aid calls have increased and therefore an additional appreciation in the total number of calls is anticipated in Fiscal Year 2020; and

WHEREAS, the Board of Trustees also considered the number of critical apparatus, equipment and structures owned by the District are in need of repair or replacement; and

WHEREAS, the Board of Trustees has determined that the maximum number of mills allowed by state law is necessary to adequately fund the ongoing public health, safety and welfare duties and activities of the District in order to meet their statutory obligations; and

WHEREAS, the Hyalite Fire District has assumed the debt from the Sourdough Fire District bond in the amount of two million, nine hundred thousand dollars (\$2,900,000) requiring the payment of principal and interest in Fiscal Year 2020.

NOW THEREFORE, IT IS HEREBY RESOLVED:

1. The Estimated Fiscal Year 2020 budget has been established and is hereby presented as described in Exhibit "A".
2. The Board of Trustees request the Gallatin County Commission levy the maximum number of mills allowed by current state statute, based on updated certified taxable values from the State of Montana, Department of Revenue.
3. The Gallatin County Commissioners include the cost of debt service of \$241,975 as an additional tax as authorized by the voters.
4. A copy of this Resolution and attached exhibits shall be forwarded to the Gallatin County Finance Director.
5. If needed, the Finance Director is authorized to balance our preliminary budget calculations by either increasing or reducing our future year Capital reserve to meet expected revenue.

Dated this 20th day of August, 2019.



Pete Geddes, Chairman
E. Geddes



Justin Miller, Vice-Chairman



Nick Shrauger, Secretary



Jason Jarrett, Trustee

Walt Zidack, Treasurer

Hyalite Rural Fire District

Fire Chief's Report

August 2019

Prepared by: Fire Chief Jason Revisky

1. The Hyalite Fire Department has responded to 334 calls in 2019 (through 8/12/2019).
2. Our current roster is at 43 members (effective 8/12/2019).
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 completed on June 19, 2019 with 6 recruits.
9. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.
10. The Pancake Breakfast is set for October 5 at Sourdough Station, 7-11am
11. All of our apparatus are in service at this time.
12. Sheryl Wyman was selected for the Administrative Assistant position. She started on August 5th. Sheryl and Lonna have been working on the transition.