



Hyalite Rural Fire District

Board Meeting Synopsis Approval Form

The written synopsis of the September 24, 2019 Hyalite Rural Fire District (HRFD) Board of Trustees meeting was approved by motion of the HRFD Board of Trustees on October 15, 2019.

Chair Signature

Eugene M. Geddes, III

Printed Name

Secretary Signature

Nick Shrauger

Printed Name

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

DATE: SEPTEMBER 24, 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:

Justin Miller
Nick Shrauger
Walt Zidack
Jason Jarrett

STAFF IN ATTENDANCE:

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

PUBLIC IN ATTENDANCE:

Bob Ogren
Pat Wilson
Steve White
Alan Harper

0:00:00	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT Vice Chair Miller called the meeting to order and reminded the public that the meeting was being recorded.
0:00:20	HYALITE CONSENT AGENDA Vice Chair Miller 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 Zidack seconded the motion. Vote: Approved [See September 24, 2019 Board Packet for Consent Agenda items approved.]

	REGULAR AGENDA
0:00:43	Final Review and Approval – Governance Policy Vice Chair Miller is reviewed for changes made and finalized Vice Chair Miller asked for public comment. There was none. He asked for motion to approve the Governance Policy. Motion: Trustee Jarrett made motion to approve Governance policy. Second: Trustee Zidack seconded the motion. Vote: Approved <i>[See Attachment A for Governance Policy presented]</i>
0:01:24	Update – Sound System in Conference Room Trustee Shrauger addresses board. Sound system installed. Set up for 12 channels but using 11. Permanent microphone will be at the podium. System will allow for recording. Working on making set up and tear down easy. Trustee Shrauger thanked for all his work on this project.
0:03:46	Discussion — MPERA Audit Administrative Assistant Wyman reported that a representative from MPERA came to the station and looked at employee records. MPERA concluded the Hyalite Rural Fire District is in compliance with the State of Montana’s statutes and administrative rules for employer reporting to MPERA. No action necessary.
0:04:33	Discussion — Audit 2019 Trustee Zidack reported that the 2019 Audit has begun with the firm of Tangaro & Company who performed the audit in 2018 and has a three year contract. October 8, 2019 will be field work at the station. No action necessary.
0:08:13	Discussion and Decision – Reader Board Signs No Update
0:08:25	Discussion and Decision —Solar Grants Fire Chief Revisky met with a representative (Chelsea Pardo of Bozeman Green Build) and toured buildings. An engineer will be coming to the station to further evaluate the possibility of installing solar panels. Trustee Shrauger adds that a sign-up sheet will be available during the pancake breakfast to garner the community’s support for this project.

	Action Items: <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.
0:13:20	Discussion — Updated Signage for HFRD Buildings No update. Action Items: <ul style="list-style-type: none"> Chief Revisky will go forward with this project and report back at the next meeting.
0:13:37	Discussion – Preliminary Planning for new Rae Fire Station Public Comment: <ul style="list-style-type: none"> Guest Steve White asks questions and requests more information on what the plan may be for the Rae Station <ul style="list-style-type: none"> Response from Trustees Jarrett, Zidack and Chief Revisky responds that no plan is in place. The board is looking to understand and determine how the Hyalite Rural Fire District continues to provide service for this area. Guest White also informs the board about pasture north of the Rae House. <ul style="list-style-type: none"> Discussion held regarding zoning. Guest Pat Wilson adds comments on any increase in taxes to build another fire station. Action Items: <ul style="list-style-type: none"> Chief Revisky will continue to gather service call and growth data and provide a needs assessment. Agenda item will be taken off future agendas until more growth information and data gathering has been done.
0:45:35	Fire Chief's Report Chief Revisky highlighted: <ul style="list-style-type: none"> Apparatus Updates <ul style="list-style-type: none"> Rescue 6 – Went back for warranty work and alignment now being corrected. SCVAs need to be replaced. Twins – Both at end of life (almost 20 years old) <ul style="list-style-type: none"> E-6-3 – Tank Failure E-6-2 – Did not pass pump test and will need pump rebuild. U-6 – Will need to be replaced soon. 20+yrs old <p><i>[See Attachment B for Fire Chief's Report.]</i></p>
0:55:05	Trustees' Activities <ul style="list-style-type: none"> Trustee Zidack will be working on Audit with a meeting October 8, 2019. Trustees will be manning a table at the Pancake Breakfast October 5, 2019 to provide information and obtain signatures for the solar grant project.
0:56:10	ADJOURNMENT



Hyalite Rural Fire District

Document Approval Form

Document Name:	Governance Policy
Document Type:	Governance
Document Number:	2016-951
Version Number:	3.0
Date Approved:	9/24/2019

- ☐ Approved by motion of the Hyalite Rural Fire District Board of Trustees, as reflected in the Board Meeting minutes of _____

Vice _____
Chair Signature

~~Eugene M. Geddes, III~~ Justin Miller
Printed Name

OR

- ☐ Approved by the Hyalite Rural Fire District Fire Chief.

Fire Chief Signature

Jason Revisky
Printed Name

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.

Hyalite Rural Fire District

Fire Chief's Report

September 2019

Prepared by: Fire Chief Jason Revisky

1. The Hyalite Fire Department has responded to 382 calls in 2019 (through 9/18/2019).
2. Our current roster is at 43 members (effective 9/18/2019).
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 Fall 2019 firefighter recruit academy began on September 18, 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.