

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

DATE: MAY 19, 2020

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3<sup>rd</sup> Rd., Bozeman, MT

**If you are unable to attend the meeting in person, please join the meeting via telephone by calling:**

**(800) 884-9450**

**Conference Passcode: 655 453**

**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**

**OATHS OF OFFICE FOR TRUSTEES GEDDES AND ZIDACK**

**ELECTION OF BOARD OFFICERS – CHAIR, VICE CHAIR, TREASURER, SECRETARY**

**HYALITE CONSENT AGENDA**

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of March 17, 2020 Meeting Synopsis  
*[Consent Agenda Attached]*

**REGULAR AGENDA**

1. Annual Meeting Topics
  - a. Introduction of District Trustees, Staff, and Volunteers
  - b. Recent HRFD News Stories
  - c. Board Presentation and Discussion of Current and Possible District Finances, Issues, and Concerns
  - d. Review of Bylaws  
*(See Attachment)*
  - e. Review of Board Policies
    - i. Fire Chief Job Description
    - ii. Assistant Fire Chief Job Description  
*(See Attachments)*
2. Discussion and Decision – FY 2021 Preliminary Budget  
*(See Attachments)*
3. Discussion and Decision – Capital Replacement Expenditure – New SBCAs.
4. Discussion – Status of RFP for Solar Project.

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.

5. Discussion – Website Update
6. Fire Chief's Report
7. Trustees' Activities
8. Announcements

**EXECUTIVE SESSION – This portion of the meeting may be closed pursuant to § 2-3-203(3), MCA.**

1. Fire Chief's 2019 Performance Evaluation

**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.

# **Regular Agenda Item 1**

## **d. Review of HRFD Bylaws**



# Hyalite Rural Fire District

## Bylaws

### DOCUMENT INFORMATION

<b>Document Type:</b>	Board Governance
<b>Document Number:</b>	2016-950

### VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees	June 20, 2016	<ul style="list-style-type: none"> <li>Original, unknown document number.</li> </ul>
2.0	Board of Trustees	September 18, 2018	<ul style="list-style-type: none"> <li>Document number assigned.</li> <li>Modified section 3.5 to reflect use of recorded minutes.</li> <li>Standard formatting applied.</li> </ul>

### ARTICLE ONE

#### Creation of District

**Section 1.1 Statutory Authority.** The Hyalite Rural Fire District is established under Montana law in accordance with [7-33-2120 MCA](#).

### ARTICLE TWO

#### Board of Trustees

**Section 2.1 Authority.** Members of the Board of Trustees, five (5) in number, are elected or appointed pursuant to [7-33-2106 MCA](#). (Use of "Board" or "Trustees" is synonymous with Board of Trustees.)

**Section 2.2 Powers and Duties.** Powers and Duties of the Board of Trustees are pursuant to [7-33-2105 MCA](#), or as set forth in these bylaws.

The Fire Chief serves under the direction of the Board of Trustees. Powers and duties of the Fire Chief are specified by [7-33-2001 MCA](#). The Board of Trustees shall require that the Fire Chief maintain job descriptions of all positions, both compensated and volunteer, and shall direct the Fire Chief to maintain an Organizational Chart which clearly delineates the chain of authority/responsibility among all District positions.

**Section 2.3 Conflict of Interest.** A decision in which one or more Trustees have a conflict of interest may be approved by an affirmative vote of a quorum of Trustees. This vote is made only after the material facts of the conflict of interest have been disclosed. Trustees who have the conflict will abstain from

voting. Names of Trustees that are in conflict, as well as the name and vote of each voting Trustee shall be recorded in the minutes.

A Trustee of the Hyalite Rural Fire District may not concurrently serve as a compensated employee or as an active volunteer firefighter as this is considered an inherent conflict of interest.

**Section 2.4 Officers of the Board of Trustees.** Trustees shall elect Board officers at the Annual meeting in May of each year. Officers shall serve until the next annual meeting. Officers of the Board elected to fill vacancies shall serve until the next Annual meeting.

- A. **Chair.** The Board shall elect a Chair who shall conduct all meetings of the Board. The Chair, being a co-equal member of the Board, shall in addition to presiding, have a right to make motions, participate in debate and vote on all motions.
- B. **Vice Chair.** The Board shall elect a Vice-Chair who shall conduct all meetings of the Board in the absence of the Chair.
- C. **Treasurer.** The Board shall elect a Treasurer who shall be responsible for financial transactions and financial records of the District utilizing the Budgetary Accounting and Reporting System for Montana Cities, Towns, and Counties (BARS 2-7-501, subsection 5 MCA). Audits of the District's finances by a qualified accountant will be made pursuant to 2-7-503 MCA. Results of the most recent audit will be presented at the first Regular meeting after the completion of the audit.
- D. **Secretary.** The Board shall elect a Secretary who shall be responsible for the recording of minutes of all Board Meetings in accordance with 2-3-212 MCA. The Secretary shall be responsible for posting all meeting notices in accordance with the provisions of these Bylaws and as required by Montana Law. The Secretary is responsible for having a copy of District's Bylaws, a printed copy of the Montana codes cited in the bylaws, and a copy of Robert's Rules of Order at every meeting. The secretary shall also be responsible for having these bylaws listed on the Hyalite RFD website with all Montana Code Annotated references accessible as a Hyperlink.
- E. **Concurrent Officers.** With the exception of the Chair, the Board may elect one of its members to hold any two (2) officer positions.

**ARTICLE THREE****Meetings**

**Section 3.1.** The Board of Trustees of this District shall conduct all meetings in accordance with Montana Code and in conformance with Robert's Rules of Order. Meetings shall be held at the Hyalite Rural Fire District Station located at 4541 South Third Road unless previously indicated by public notice.

**Section 3.2. Notice of Meetings.** The Secretary shall notify all Trustees of all meetings either in person, telephonically, electronically or in writing. Public notice of any meeting shall be in accordance with Montana law and these Bylaws. The Board of Trustees shall select a day, time and location for Regular meetings and this will be included in all Meeting Notices. All meeting notices including the agenda shall be published on the District's Website and posted on the door of each District Fire Station and published as a legal notice no later than 48 hours prior to each meeting.

**Section 3.3. Quorum.** Three Trustees constitute a quorum for all meetings. If there is less than a quorum, those Trustees present may take testimony, Trustee and staff reports, and discuss District business matters that do not require a vote. Minutes must be taken, reviewed, and approved at the next Board meeting.

If a Trustee is not able to attend a Board Meeting in person, that Trustee may participate as part of the quorum by audible means as long as all written testimony and other pertinent documents are provided to that Trustee before such meeting or read aloud at the meeting for that Trustee to consider.

**Section 3.4. Open Meeting Requirements.** All meetings of the Board of Trustees are open to the public in accordance with the Open Meeting laws of the State of Montana. The Chair may close the meeting where the demands of individual privacy clearly exceed the merits of public disclosure or to discuss a strategy to be followed with respect to litigation as described 2-3-203 MCA.

**Section 3.5. Minutes.** Minutes of all Board of Trustee meetings shall be kept by the Secretary or designee in accordance with 2-3-212 MCA. All meetings shall be audio recorded and these recordings are designated as the official minutes. A written record (synopsis) must also be made according to 2-3-212 MCA, subsection 2. A copy of Official minutes and the synopsis shall be available at the Fire District Administrative office and on the District's Website within 5 business days after the meeting. The written synopsis shall be signed by the Secretary and by the Chair after approval at the next regular meeting.

**Section 3.6. Regular Meetings.** At least eight (8) Regular Meetings shall be held each year to conduct the usual and necessary business of the District with a quorum of Trustees present. The order of business of the Regular Meetings, as far as possible, shall be:

- (a) Opening of Meeting
- (b) Public comment in accordance with 2-3-103 MCA
- (c) Consent Agenda (including approval of minutes and acceptance of financial report)
- (d) New business
- (e) Trustees and Staff Reports
- (f) Announcements
- (g) Adjournment

**Section 3.7 Annual Meeting.** The Annual meeting shall be the first Regular meeting after the 2<sup>nd</sup> Monday of May. The agenda will include but is not limited to, these items:

- (a) Introduction of District Trustees, Staff, and Volunteers
- (b) Installation new Trustees
- (c) Election of Board Officers
- (d) Board Presentation and discussion of current and possible future District finances, issues, and concerns.
- (e) Review of Bylaws
- (f) Review of Board Policies

**Section 3.8 Special Meetings.** Special meetings may be called by the Chair or by the request of three Trustees to consider District business that cannot wait until a Regular Meeting. Special meetings may be held at other locations within the community. Special Meeting notices shall conform to Section 3.2 of these Bylaws.

**Section 3.9 Emergency Meetings.** An emergency meeting may be called to deal with an emergency situation affecting public health, welfare, or safety (2-3-112 MCA). This meeting may be called by any trustee. All reasonable effort shall be made to notify all Trustees. Any action requiring a vote shall be made by a quorum of those Trustees present. Any vote conducted during an emergency meeting shall be ratified during the next regularly scheduled Board meeting.

#### **ARTICLE FOUR**

##### **Warrant Signatory Authority for Budgeted Expenditures**

**Section 4.1 Warrant Signing.** Will comply with board policy and will be subject to public review.

#### **ARTICLE FIVE**

##### **Changes to Bylaws**

**Section 5.1** These Bylaws may be altered, amended, updated or repealed. Motions to change these Bylaws shall be made only at a regular scheduled meeting. Such proposals shall be continued until the next Regular monthly meeting which shall be advertised for Public comment on the proposal to change Bylaws. Voting on motions to change Bylaws may take place no sooner than the first Regular monthly meeting after the meeting designated for Public Comment. Sixty (60) days shall be the minimum period required for proposal, public hearing, and voting to change these Bylaws. An affirmative vote of four (4) Trustees shall be required to pass changes to Bylaws.

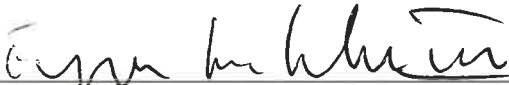


## Hyalite Rural Fire District

### Document Approval Form

Document Name:	HRFD Bylaws
Document Type:	Governance
Document Number:	2016-950
Version Number:	2.0
Date Approved:	Sept. 18, 2018

☒ Approved by motion of the Hyalite Rural Fire District Board of Trustees, as reflected in the Board Meeting minutes of Sept. 18, 2018.

  
Chair Signature

Eugene M. Geddes, III  
Printed Name

☐ Approved by the Hyalite Rural Fire District Fire Chief.

\_\_\_\_\_  
Fire Chief Signature

Jason Revisky  
Printed Name



# **Regular Agenda Item 1**

## **e. Review of Board Policies**

### **i. Fire Chief's Job Description**

# **Hyalite Rural Fire District**

## **Fire Chief**

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### **GENERAL STATEMENT OF POSITION:**

The Fire Chief position is responsible for the management and operation of the Hyalite Rural Fire District, and the delivery of all of its services and activities. This position must be proficient at managing and leading a combination of paid and volunteer members in order to provide safe and effective emergency fire, medical, and rescue services to the community. The Fire Chief position requires a great deal of managerial skill, teamwork, self-discipline, and effective decision-making abilities to ensure the fire departments readiness to respond to any type of event. The Fire Chief position is a full time, exempt position and works under the general supervision of the Board of Trustees.

### **ESSENTIAL FUNCTIONS:**

- Responsible for safe and effective operations during structural and wildland fire suppression, rescue services, emergency medical services, hazardous materials response, fire prevention efforts, public education, community hazard reduction, and duties necessary to protect the life safety and property of the community.
- Maintains positive relationships with Fire Department constituents including residents, homeowners associations, mutual aid partners, non-profit groups, the business community, and other local, state, and federal agencies. Conducts business transparently, ethically, and honestly.
- Communicates well and works cooperatively with staff, members, and the Board of Trustees to establish annual goals and objectives for the Department and communicates progress widely. Consults with the Boards of Trustees on policy matters and keeps them informed regarding key issues.
- Directs the work of staff and volunteer members, regularly evaluates performance, and provides for training and development of the staff and members.
- Manages the Department's operations within applicable laws, regulations, policies, and standard operating procedures.
- Prepares annual budget for approval by the Board of Trustees and administers it accordingly. Develops capital replacement plans as required. Manages the department's budgets, ensures adequate funding, and seeks additional funding through various sources, as approved by the Board. Enters into, administers, and terminates contracts as approved by the Board.
- Works under the supervision of the Board of Trustees independently on day to day activities. Attends regular and special meetings of the Board of Trustees.
- Supervises grant applications and grant administration for federal, state, and local grants.
- Ensures compliance with county, state, and federal requirements. Manages legal risk to the Department. Evaluates the implementation of best practices standards.

- Reviews residential and commercial development and building plans as required by the Gallatin County Planning Department to ensure compliant and safe development in the community.
- Manages mutual aid agreements and maintains effective working relationships with local jurisdictions. Represents the Department as necessary at Gallatin County Commission meetings and other agency committees the Gallatin County Fire Council and their subcommittees.
- Cultivates and manages community relations in a healthy and productive manner.
- Responds to emergency incidents and participates in Incident Command as needed. Delegates command to staff and members as necessary. Ensures that the department is capable of responding in his/her absence.
- Develops appropriate specifications for purchase of apparatus, equipment, and outside services, follows standard competitive bidding process as required, and makes major purchase recommendations to the Board of Trustees. Assures the maintenance of all apparatus, equipment, and facilities.
- Serves as the public representative of the Department and responds to community questions and comments in a courteous and timely manner exercising discretion and sound judgment.
- Attends community related functions.

## REQUIRED KNOWLEDGE & ABILITIES

### Knowledge:

- Supervisory, management, and leadership techniques.
- Industry Standards of Good Practice for fire suppression, EMS, and rescue training and operations.
- Firefighting principles, practices and procedures.
- Safe operation of fire and rescue apparatus.
- The geographical layout of Response Areas, including fill sites and hydrant locations.
- Emergency medical services.
- Vehicle rescue methods.
- Fire salvage and overhaul operations.
- Hazardous materials first responder operations.
- Natural gas and propane emergencies.
- Fire Departments' policies, procedures, guidelines, rules and regulations.
- Incident Command Systems.

### Abilities:

- Maintain managerial control under extremely stressful conditions.
- Work cooperatively and courteously with Trustees, staff, volunteer members, the public and peers.
- Be a dependable and an effective team member.
- Effectively communicate with customers, volunteers and the public using a telephone or in a one to one or group setting.
- Understand and follow verbal and written instructions.
- Write accurate reports concerning the use and condition of apparatus, related equipment, and supplies.
- Move objects 20-50 pounds short distances (20 feet or more).
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions.
- Remain in a standing position or sitting position for extended periods which could be several hours at a time.

- Stand and operate on uneven and unsteady surfaces, including up, down and across severe grades on ice, snow and wet slippery surfaces.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work safely without presenting a direct threat to self or others.
- Understand apparatus limitations as related to apparatus response and fire suppression activities.
- Identify critical incident scene safety factors and address them appropriately.
- Train and instruct members in modern fire suppression, EMS, and rescue principles, practices, and procedures.
- Learn emergency service related material through structured lectures and reading and through oral instruction and observation.
- Obey and comply with all of the procedures, guidelines, rules, regulations and policies established by the Rae and Sourdough Fire Departments.
- Understand and operate within the Incident Command Management System.

### MINIMUM REQUIRED QUALIFICATIONS:

- 18 years of age or older.
- Must have a high school diploma or GED.
- Eight years of experience in the fire service including five years in management positions.
- Specialized training and relevant experience in fire services administration and emergency incident command. Has relevant leadership and supervisory training.
- Successfully pass a background check.
- Possess and maintain a valid Montana driver's license and have a good driving record.
- Possess and maintain National Registry and State of Montana Emergency Medical Technician certification.
- Possess and maintain CPR certification.
- Possess and maintain a State of Montana Firefighter 1 certification.
- Excellent written and verbal communication skills, even temperament, self-disciplined, and flexibility in order to accomplish the duties and functions of the position while maintaining good relationships with the members and the community in emergent and non-emergent conditions.
- Ability to identify safety issues on scene and correct them immediately.
- Ability to identify the needs of the operations on scene of different types of emergencies and ensure all needs are filled.
- Ability to perform other essential or marginal functions depending upon work assignment, location and/or staffing.

### DESIRED QUALIFICATIONS:

- Bachelor's degree from an accredited university or college.
- Experience with wildland-urban interface issues (planning, training, mitigation, and prevention).
- Fire Officer I and II certifications.
- Experience and training in fire prevention programs and commercial structure inspections and pre-plan development.

# **Regular Agenda Item 1**

## **e. Review of Board Policies**

### **ii. Assistant Fire Chief's Job Description**

# **Hyalite Rural Fire District**

## **Assistant Fire Chief**

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### **GENERAL STATEMENT OF POSITION:**

The Assistant Fire Chief position is a responsible administrative and operational position that assists in the management, training, and supervision of the members of the Hyalite Rural Fire District. The Assistant Fire Chief directly manages the Training Programs and is responsible for curriculum development, review, and revision to ensure the maximum effectiveness of those programs. He/she will perform the duties of a Fireground Incident Commander, Firefighter, Driver Operator, and Emergency Medical Technician (EMT). The Assistant Fire Chief position requires a great deal of managerial skill, teamwork, self-discipline, and effective decision-making abilities to ensure the fire departments readiness to respond to any type of event. The Assistant Fire Chief position is a full time, exempt position and works under the general supervision of the Fire Chief.

### **ESSENTIAL FUNCTIONS:**

- Responsible for safe and effective operations during structural and wildland fire suppression, rescue services, emergency medical services, hazardous materials response, fire prevention efforts, public education, community hazard reduction, and duties necessary to protect the life safety and property of the community.
- Manages the Department's operations within applicable laws, regulations, policies, and standard operating procedures.
- Manages the Department's Training Program in order to ensure that the operational effectiveness and safety of the members is supported as a top priority.
- Directs the work of the members, assists the Fire Chief with the recruitment of members, regularly evaluates the performance of members. Works with the members to resolve issues, enforce policies consistently, and foster positive morale, discipline, and productivity.
- Assists the Fire Chief in developing, reviewing, and implementing standard operation procedures and ensuring the adherence of such policies by the members.
- Supports the Fire Chief by maintaining positive relationships with Fire Department constituents including residents, homeowners associations, mutual aid partners, non-profit groups, the business community, and other local, state, and federal agencies. Conducts business transparently, ethically, and honestly.
- Assists the Fire Chief in developing appropriate specifications for the purchase of apparatus, equipment, and outside services and assists in ensuring proper maintenance of all department apparatus, equipment, and facilities.
- Supports and develops the members in a respectful and cooperative environment while maintaining good order and discipline. Communicates well and works cooperatively with members to monitor

performance and provide regular feedback and coaching to create an effective and safe working environment.

- Assists the Fire Chief as a public representative of the Department and responds to community questions and comments in a courteous and timely manner, exercising discretion and sound judgment.
- Responds to emergency calls while on duty as a Firefighter/EMT, driver/operator, crew leader or incident commander.
- Performs other tasks, duties, and/or assignments as directed by the Fire Chief.
- Attends weekly fire department trainings, command trainings, and specialized trainings throughout the year as assigned.
- Attends community related functions.
- Performs in the duties of the Fire Chief in his/her absence.

## REQUIRED KNOWLEDGE & ABILITIES

### Knowledge:

- Supervisory, management, and leadership techniques.
- Industry Standards of Good Practice for fire suppression, EMS, and rescue training and operations.
- Firefighting principles, practices and procedures.
- Safe operation of fire and rescue apparatus.
- The geographical layout of Response Areas, including fill sites and hydrant locations.
- Emergency medical services.
- Vehicle rescue methods.
- Fire salvage and overhaul operations.
- Hazardous materials first responder operations.
- Natural gas and propane emergencies.
- Fire Departments' policies, procedures, guidelines, rules and regulations.
- Incident Command Systems.

### Abilities:

- Maintain managerial control under extremely stressful conditions.
- Work cooperatively and courteously with management, subordinates, the public and peers.
- Be a dependable and an effective team member.
- Effectively communicate with customers, volunteers and the public using a telephone or in a one to one or group setting.
- Understand and follow verbal and written instructions.
- Write accurate reports concerning the use and condition of apparatus, related equipment, and supplies.
- Move objects 20-50 pounds short distances (20 feet or more).
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions.
- Remain in a standing position or sitting position for extended periods which could be several hours at a time.
- Stand and operate on uneven and unsteady surfaces, including up, down and across severe grades on ice, snow and wet slippery surfaces.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Work safely without presenting a direct threat to self or others.
- Understand apparatus limitations as related to apparatus response and fire suppression activities.

- Identify critical incident scene safety factors and address them appropriately.
- Train and instruct members in modern fire suppression, EMS, and rescue principles, practices, and procedures.
- Learn emergency service related material through structured lectures and reading and through oral instruction and observation.
- Obey and comply with all of the procedures, guidelines, rules, regulations and policies established by the Rae and Sourdough Fire Departments.
- Understand and operate within the Incident Command Management System.

### MINIMUM REQUIRED QUALIFICATIONS:

- 18 years of age or older.
- Must have a high school diploma or GED.
- Eight years of experience in the fire service including five years in management positions.
- Specialized training and relevant experience in fire services administration and emergency incident command. Has relevant leadership and supervisory training.
- Successfully pass a background check.
- Possess and maintain a valid Montana driver's license and have a good driving record.
- Possess and maintain National Registry and State of Montana Emergency Medical Technician certification.
- Possess and maintain CPR certification.
- Possess and maintain a State of Montana Firefighter 1 certification.
- Achieve and maintain a State of Montana Firefighter 2 certification.
- Excellent written and verbal communication skills, even temperament, self-disciplined, and flexibility in order to accomplish the duties and functions of the position while maintaining good relationships with the members and the community in emergent and non-emergent conditions.
- Complete an annual physical as specified by the fire department.
- Qualify every quarter (3 months) on donning and the use of structural personal protective equipment to meet current standards.
- Qualify every quarter (3 months) on donning and use of a SCBA to meet current standards;
- Ability to identify safety issues on scene and correct them immediately.
- Ability to identify the needs of the operations on scene of different types of emergencies and ensure all needs are filled.
- Ability to perform other essential or marginal functions depending upon work assignment, location and/or staffing.

### DESIRED QUALIFICATIONS:

- Bachelor's degree from an accredited university or college.
- Experience with wildland-urban interface issues (planning, training, mitigation, and prevention).
- Fire Officer I and II certifications.
- Experience and training in fire prevention programs and commercial structure inspections and pre-plan development.



# **Regular Agenda Item 2**

**FY 2021 Preliminary Budget**

# MEMORANDUM

TO: Gallatin County Special Districts & County Libraries

FROM: Justine Swanson, Finance Director

DATE: March 23, 2020

SUBJECT: Fiscal Year 2020-2021 Budget Preparation

Enclosed are your expenditure and revenue budget request forms for use in submitting your FY 2021 requested budgets.

**Please note that forms are to be sent directly to:**

**Finance Office  
311 West Main Street, Room 304A  
Bozeman, MT 59715**

**Or scanned and emailed to [finance@gallatin.mt.gov](mailto:finance@gallatin.mt.gov)**

**Please return all completed forms by May 22, 2020**

Your budget request must meet each of the requirements listed below for the County Commissioners to consider your FY 2021 Budget Request. The requirements are:

1. **Expenditure and revenue forms must be completed in detail.**
  - Complete the form showing Current Year (FY 20) Budget, Estimated Year-End Expenses and your Requested FY 2021 Budget. Please include all debt payments in the lines shown.
  - If you plan to use money set aside in prior years from capital reserves or fire impact fees, you must indicate the reason, amount and a description of how the cash is to be used. Utilization of Fire Impact Fees should include how the purchase will enhance the department's capabilities, as outlined in the County Impact Policy.
2. **The submitted budget must be signed by a quorum of the board members, if applicable, or the Director of the Agency.** Please inform the Finance Office if you are requesting changes to fees or Mill Levies.

If you have questions regarding the preparation of your budget request or if this budget packet was sent to the wrong individual or mailing address, please contact Finance Director, Justine Swanson at 582-3002. **Please return all forms (except Outstanding Warrant Listing) by May 22, 2020.**

**Reminder: If you write your own warrants, a list of warrants outstanding at the end of JUNE 2020, will need to be sent to the Finance Office **no later than July 20, 2020** or within 5 days of receipt of your June 2020 Treasurer's Report.**

GALLATIN COUNTY  
SPECIAL DISTRICT & LIBRARY BUDGET FORM  
**FY 2020-2021**

FUND NUMBER 7720

DISTRICT NAME Hyalite Rural Fire District

**ANNUAL EXPENDITURE REQUESTED BUDGET**

DESCRIPTION	FY 19-20 CURRENT BUDGET	FY 19-20 ESTIMATED YEAR END	FY 2020-2021 REQUEST	COMMENT
Salaries & Wages	365,000	355,000	366,500	
Employer Contributions				
<b><u>subtotal</u></b>	365,000	355,000	366,500	
Office / Operating Supplies	117,000	107,000	127,000	
Oil & Gas	36,000	27,000	36,000	
Utilities	52,000	47,000	52,000	
Repair & Maintenance	105,000	76,000	95,000	
Travel	3,000	500	3,000	
Training	51,000	40,000	54,000	
Professional Services	121,500	118,000	121,500	
Contract/Donations				
Debt Payment – Principal	180,000	180,000	190,000	
Debt Payment – Interest	61,975	61,975	56,575	
<b><u>Subtotal</u></b>	727,475	657,475	735,075	
<b><u>USE OF FIRE IMPACT FEES</u></b>				
<b><u>Subtotal</u></b>				
Capital Outlay (spend this yr.)		28,068		
Capital Reserve (future yr.)	445,654	539,064	453,632	
<b><u>Subtotal</u></b>	445,654	567,132	453,632	
<b>TOTAL</b>	1,538,129	1,579,607	1,555,207	

**BOARD APPROVAL:**

We hereby submit for your review and approval our Fiscal Year 2020-2021 budget request.

Chairman \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

**GALLATIN COUNTY  
SPECIAL DISTRICT & LIBRARY BUDGET FORM  
FY 2020-2021**

FUND NUMBER 7720

DISTRICT NAME Hyalite Rural Fire District

**ANNUAL REVENUE ESTIMATES**

DESCRIPTION	FY 19-20 CURRENT BUDGET	FY 19-20 ESTIMATED YEAR END	FY 2020-2021 REQUEST	COMMENT
Interest	20,000	20,000	20,000	
Fire Insurance Comp				
2 % Motor Vehicle Tax				
Contributions/Donations	500	1,200	500	
Fire Impact Fees				
Contracts				
Penalty & Interest on Taxes				
Miscellaneous Revenue	4,000	30,500	4,000	Includes used equip sales and other misc.
Loan or Bond Revenue				
Other income	36,000	37,800	36,000	State entitlement
Gallatin County Contribution				
<b><u>Subtotal</u></b>	60,500	89,500	60,500	
Per Unit Fee \$/unit				
Real Property Taxes	1,235,654	1,248,132	1,248,132	Includes personal prop. Taxes
Personal Property Taxes				
Mill Levy	241,975	241,975	246,575	
<b><u>Subtotal</u></b>	1,477,629	1,490,107	1,494,707	
<b>TOTAL</b>	1,538,129	1,579,607	1,555,207	

**BOARD APPROVAL:**

We hereby submit for your review and approval our Fiscal Year 2020-2021 budget request.

Chairman \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

Trustee \_\_\_\_\_ Phone \_\_\_\_\_

**GALLATIN COUNTY  
FY 2021 REQUEST FORM  
CAPITAL RESERVE CODE 905**

Definition of Capital Reserve (Object Code 905): Your "Savings Account". Capital reserve is established for the replacement and acquisition of property or equipment costing in excess of \$5,000 with a life expectancy of two (2) years or more.

**Dollars budgeted in code 905 may not be spent in this fiscal year.**

**FOR ITEMS TO BE PURCHASED IN FUTURE YEARS**

District or Library Name					
Fund Number					
Box 1 - FY 2020 Capital Reserve Budget					
Box 2 - Capital Reserves being used in FY 2021					
Requested Item/Project Description	Estimated Total Cost	Estimated Purchase Date	Reserved To Date	FY 2021 Requested Increase	
				a)	
				b)	
				c)	
				d)	
				e)	
Box 3 - Total FY 2021 Requested Increase (Sum a-e)					
Box 4 - Total Capital Reserve Budget for FY 2021 (Box 1 minus box 2 plus box 3)					
Justification / Reason					
Signature				Date	

**GALLATIN COUNTY**  
**FY 2021 CAPITAL OUTLAY REQUEST FORM**  
**(910's, 915's, 920's, 930's, 940's, 950's)**

Definition of Capital Outlay: Each item must have a value of \$5,000 or more and a life expectancy of over two (2) years. 910 is for land; 915 is for software; 920 is for buildings; 930 is for improvements to land, ie: sidewalks, lawn sprinkling systems, etc.; 940's are for equipment or machinery; and 950 is for construction project in progress.

Items to be purchased in FY 2021

District or Library Name			
Fund Number			
Requested Item/Project Description	Replacement Equipment? (Yes/No)	Justification / Reason	Estimated Total Cost
Total FY 2021 Requested			
Signature			Date

(Insert Additional Rows as Needed)

# CONTACT INFORMATION FORM

To be completed each year

<b>NAME OF ORGANIZATION</b>	<b>Hyalite Rural Fire District</b>
<b>MAILING ADDRESS</b>	<b>Sourdough Fire Station 4541 S. 3<sup>rd</sup> Bozeman, MT</b>
<b>BUDGET DOCUMENTS</b> – Budget Documents will be forwarded to the following Primary Contact. If budget documents are unable to be delivered to the Primary Contact, they will be sent to the Secondary Contact person.	
<b>1) Name of Primary Contact Person</b>	<b>Sheryl Wyman</b>
<b>Title</b>	<b>Administrative Assistant</b>
<b>Phone Number</b>	<b>406-586-3770</b>
<b>Email Address</b>	<b>admin@hyalitefire.org</b>
<b>Mailing Address (If different than above)</b>	
<b>2) Name of Secondary Contact Person</b>	<b>Walter Zidack</b>
<b>Title</b>	<b>Treasurer</b>
<b>Phone Number</b>	<b>406-539-4358</b>
<b>Email Address</b>	<b>wzidack@hyalitefire.org</b>
<b>Mailing Address (If different than above)</b>	
<b>SIGNING AUTHORITY INFORMATION</b> - Should a contract be awarded, the following signatory(s) will be designated in the contract.	
<b>Name of Primary Signatory</b>	<b>Jason Revisky</b>
<b>Title</b>	<b>Chief – HRFD</b>
<b>Name of Secondary Signatory</b>	<b>Walter Zidack</b>
<b>Title</b>	<b>Treasurer - HRFD</b>

\*In order to help us expedite the administrative process, please submit the completed form with your budget request to the Gallatin County Finance Office, 311 West Main Street, Room 304A, Bozeman, MT, 59715, or by e-mail to [finance@gallatin.mt.gov](mailto:finance@gallatin.mt.gov).

## BUDGET WORKSHEET FOR FY2021 (Preliminary)

	FY 2020 Budget	Actual Jul '19 - Feb '20 (67% of FY 2020)	\$ Over Budget	Est of FY 2021	FY 2020 budget vs FY 21 estimate	FY 2020 % of Budget	Comments
Ordinary Income/Expense							
Income							** No expected changes to mill rate.
310000 - Taxes (operations)	\$1,235,654.00	\$1,248,132.66	\$12,478.66	\$1,248,132.66	\$12,478.66		** FY2021 based on previous year. \$1,490,107 total oper and restricted rev.
316000 - Entitlement Share	\$36,000.00	\$37,861.86	\$1,861.86	\$36,000.00	\$0.00		
360000 - Miscellaneous Revenues	\$4,000.00	\$10,495.67	\$6,495.67	\$4,000.00	\$0.00		
365000 - Contributions and Donations	\$500.00	\$1,148.30	\$648.30	\$500.00	\$0.00		
370000 - Investment Earnings	\$20,000.00	\$0.00	(\$20,000.00)	\$20,000.00	\$0.00		Interest earned in County Funds should remain consistant
380000 - Proceeds from Equip. Sale	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00		
Total Income	\$1,296,154.00	\$1,317,638.49	\$21,484.49	\$1,308,632.66	\$12,478.66		
Expense							
420000 - Public Safety Expenses	\$40,000.00	\$14,664.53	(\$25,335.47)	\$40,000.00	\$0.00	36.66%	
420100 - Personnel Services	\$365,000.00	\$212,250.63	(\$152,749.37)	\$366,500.00	\$1,500.00	58.15%	Dental coverage of \$1500 was approved in FY20
420200 - Supplies	\$22,000.00	\$38,292.09	\$16,292.09	\$32,000.00	\$10,000.00	174.05%	Turn-outs miscoded, approx \$13K
420220 - Meals/Incentives	\$11,000.00	\$7,565.22	(\$3,434.78)	\$14,000.00	\$3,000.00	68.77%	
420240 - Fuel	\$36,000.00	\$16,977.74	(\$19,022.26)	\$36,000.00	\$0.00	47.16%	
420310 - Election Costs	\$7,000.00	\$0.00	(\$7,000.00)	\$7,000.00	\$0.00	0.00%	** no election costs in 2020. Trustees approved by acclamation
420320 - Professional Subscription/Dues	\$4,000.00	\$2,981.13	(\$1,018.87)	\$4,000.00	\$0.00	74.53%	
420330 - Community Outreach/Education	\$10,000.00	\$3,529.62	(\$6,470.38)	\$10,000.00	\$0.00	35.30%	
420340 - Utility Services	\$52,000.00	\$26,459.42	(\$25,540.58)	\$52,000.00	\$0.00	50.88%	
420350 - Professional Services	\$40,000.00	\$20,904.25	(\$19,095.75)	\$40,000.00	\$0.00	52.26%	
420390 - Firefighter Physicals	\$15,000.00	\$724.00	(\$14,276.00)	\$15,000.00	\$0.00	4.83%	
420400 - Training/Travel - Trustees	\$3,000.00	\$0.00	(\$3,000.00)	\$3,000.00	\$0.00	0.00%	
420420 - Facilities	\$35,000.00	\$11,282.02	(\$23,717.98)	\$25,000.00	(\$10,000.00)	32.23%	Shift \$10K from this item to supplies
420500 - Insurance	\$70,000.00	\$66,400.21	(\$3,599.79)	\$70,000.00	\$0.00	94.86%	
420930 - Safety Equipment	\$70,000.00	\$24,295.93	(\$45,704.07)	\$70,000.00	\$0.00	34.71%	
420940 - Apparatus	\$70,000.00	\$36,461.05	(\$33,538.95)	\$70,000.00	\$0.00	52.09%	
66910 - Other Charges	\$500.00	\$27.54	(\$472.46)	\$500.00	\$0.00	5.51%	
Total Expense (operations)	\$850,500.00	\$482,815.38	(\$367,684.62)	\$855,000.00	\$4,500.00	56.77%	
420970 - Capital outlay		\$28,068.75					
Total Expense (oper. and capital outlay)		\$510,884.13					
Operation Over/Under				\$453,632.66			
Restricted Income							
110200 - General Obligation Bond	\$241,975.00	\$241,975.00	\$0.00	\$246,575.00	\$4,600.00		Construction bond for Sourdough Station
320000 - Firefighter fundraising event (net)	\$2,500.00	\$1,046.00	(\$1,454.00)	\$2,500.00	\$0.00		
Grants							
Transfer to Cap. Res. (building)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Transfer to Cap. Res. (apparatus)	\$200,000.00	\$200,000.00	\$0.00	\$400,000.00	\$200,000.00		
Transfer to Cap. Res. (improvement)				\$0.00			
Total							
Restricted Expenses							
490100 - Debt Services	\$241,975.00	\$30,987.50	(\$210,987.50)	\$246,575.00	\$4,600.00		
Grant Liability							
Capital Reserve (building)				\$0.00	\$0.00		
Capital Reserve (apparatus)	\$50,000.00	\$28,068.75	(\$21,931.25)	\$650,000.00	\$600,000.00		FY21 est. capital exp. based on replacement plan pending Board approval
Capital Reserve (improvement)				\$0.00	\$0.00		



# **Regular Agenda Item 6**

## **FIRE CHIEF'S REPORT**

# **Hyalite Rural Fire District**

## **Fire Chief's Report**

**May 2020**

Prepared by: Fire Chief Jason Revisky

1. The Hyalite Fire Department has responded to 156 calls in 2020 (as of 5/01/2020).
2. Our current roster is at 47 members (effective 5/01/2020).
3. We currently have 8 resident firefighters living at the Sourdough Fire Station.
4. We have suspended staffing at the Cottonwood Fire Station due to the COVID-19 state and local guidelines.
5. We still have 3 resident renters at the Rae house.
6. We have started a new recruit class with 5 recruits.
7. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.
8. Apparatus update.
9. Station Signage update.
10. Possible ambulance transport information.

# **Consent Agenda**

# **MARCH FINANCIAL REPORTS**



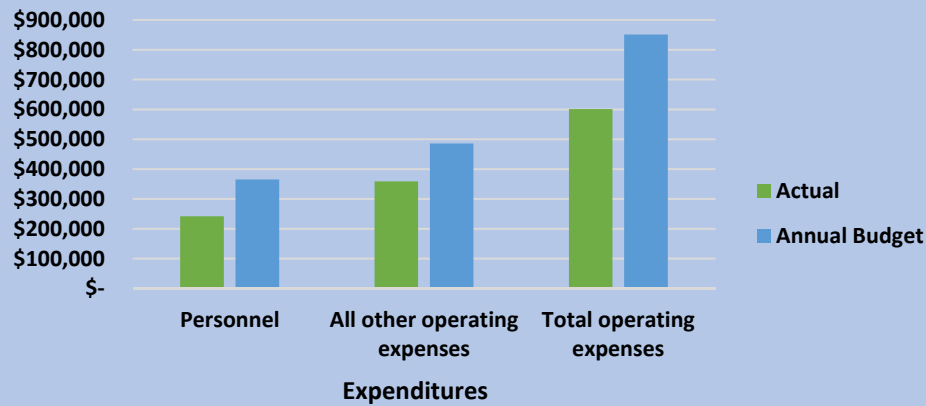
## Dashboard for March 2020

### At a glance...

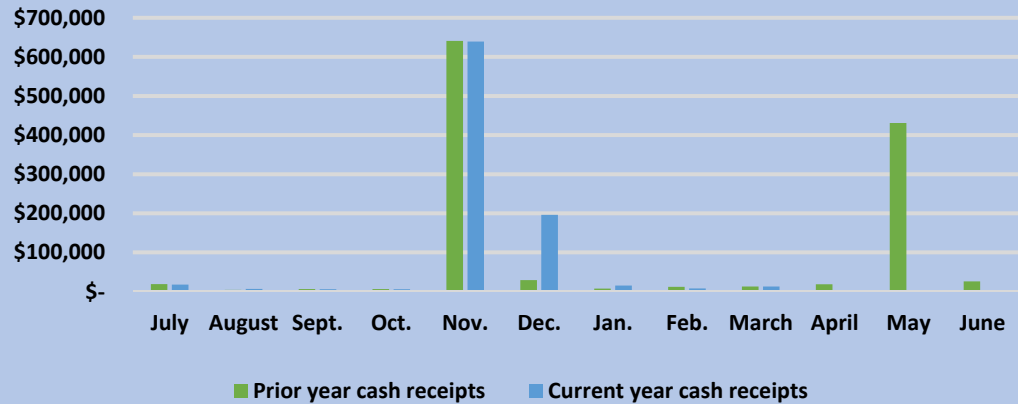
	Current month	Prior year		Calendar YTD
General Fund Cash Balance	\$ 1,476,684	\$ 715,647	Number of Calls	114
Taxes Receivable	\$ 620,710	\$ 517,984	Number of Volunteers	45
Short-term payables	\$ -	\$ -	Number of Training Sessions	9
			Number of Training Hours	1,020

The inconsistent nature of our cash flows dictates that we maintain a minimum cash balance of \$400,000. See the graph, which shows the timing of cash receipts below.

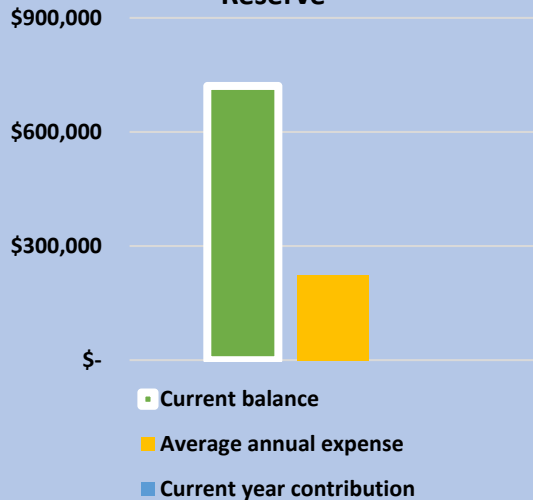
### Budgetary Comparisons - for year to date



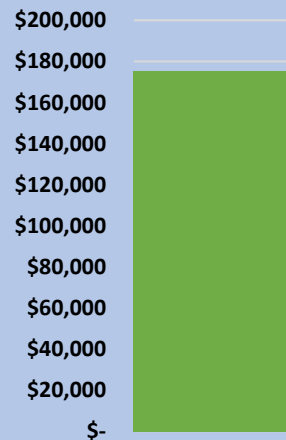
### Timing of Cash Receipts



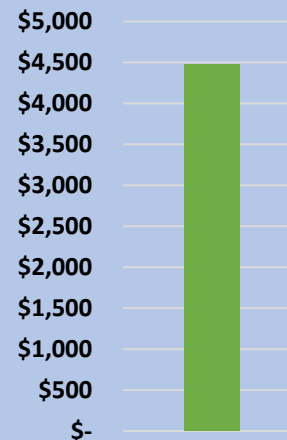
### Apparatus and Equipment Reserve



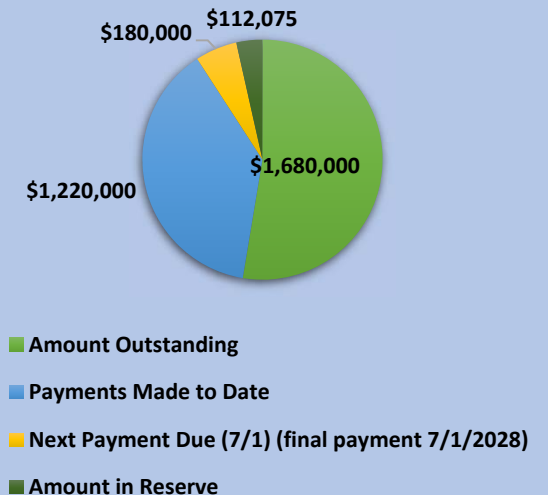
### Capital Improvement Reserve



### Building Repair/Replacement Reserve



### Station Debt



# Hyalite Rural Fire District

## STATEMENT OF FINANCIAL POSITION

As of March 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	\$2,458,250.44
Accounts Receivable	\$2,698.72
Other Current Assets	\$720,842.00
<b>Total Current Assets</b>	<b>\$3,181,791.16</b>
Fixed Assets	
180000 Capital Assets	
181000 Land	361,201.00
182000 Buildings & Improvements	3,977,062.68
186000 Machinery & Equipment	2,519,397.98
186100 Accumulated Depreciation	(2,758,251.97)
<b>Total 180000 Capital Assets</b>	<b>4,099,409.69</b>
<b>Total Fixed Assets</b>	<b>\$4,099,409.69</b>
<b>TOTAL ASSETS</b>	<b>\$7,281,200.85</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$5,151.95
Credit Cards	\$2,105.26
Other Current Liabilities	\$180,000.00
<b>Total Current Liabilities</b>	<b>\$187,257.21</b>
Long-Term Liabilities	\$1,925,414.10
<b>Total Liabilities</b>	<b>\$2,112,671.31</b>
Equity	
241000 Unrestricted Fund Balance	1,092,613.14
241001 General fixed asset acct group	4,099,409.69
241002 General LT debt account group	(2,005,282.00)
241100 Reserved Fund Balance	
241101 Restricted for Debt Service	112,075.35
241102 Reserved for Capital Reserve	0.00
241103 Capital improvements	175,388.00
241104 Capital replacement	0.00
241105 Apparatus replacement	720,617.19
241106 Building repair/replacement	4,473.32
<b>Total 241104 Capital replacement</b>	<b>725,090.51</b>
<b>Total 241102 Reserved for Capital Reserve</b>	<b>900,478.51</b>
<b>Total 241100 Reserved Fund Balance</b>	<b>1,012,553.86</b>
241200 Assigned to vol firefighters	6,599.36
Net Revenue	962,635.49
<b>Total Equity</b>	<b>\$5,168,529.54</b>

# Hyalite Rural Fire District

## STATEMENT OF FINANCIAL POSITION

As of March 31, 2020

	TOTAL
TOTAL LIABILITIES AND EQUITY	\$7,281,200.85

# Hyalite Rural Fire District

## BUDGET VS. ACTUALS: FY\_2019\_2020 - FY20 P&L

July 2019 - March 2020 (75.0%)

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
310000 Taxes	1,490,286.26	1,477,629.00	12,657.26	100.86 %
316000 Entitlement Share	37,861.86	36,000.00	1,861.86	105.17 %
320000 Firefighter fundraising event	1,046.00	2,500.00	(1,454.00)	41.84 %
360000 Miscellaneous Revenues	12,959.57	4,000.00	8,959.57	323.99 %
365000 Contributions and Donations	1,148.30	500.00	648.30	229.66 %
370000 Investment Earnings		20,000.00	(20,000.00)	
380000 Proceeds From Sale of Equipment	20,000.00		20,000.00	
<b>Total Revenue</b>	<b>\$1,563,301.99</b>	<b>\$1,540,629.00</b>	<b>\$22,672.99</b>	<b>101.47 %</b>
<b>GROSS PROFIT</b>	<b>\$1,563,301.99</b>	<b>\$1,540,629.00</b>	<b>\$22,672.99</b>	<b>101.47 %</b>
Expenditures				
420000 Public Safety Expenses	16,422.72	40,000.00	(23,577.28)	41.06 %
420100 Personnel Services	241,816.16	365,000.00	(123,183.84)	66.25 %
420200 Supplies	27,158.19	22,000.00	5,158.19	123.45 %
420220 Meals/Incentives	8,464.18	11,000.00	(2,535.82)	76.95 %
420240 Fuel	20,446.28	36,000.00	(15,553.72)	56.80 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	4,305.78	4,000.00	305.78	107.64 %
420330 Community Outreach/Education	3,529.62	10,000.00	(6,470.38)	35.30 %
420340 Utility Services	31,894.92	52,000.00	(20,105.08)	61.34 %
420350 Professional Services	23,504.25	40,000.00	(16,495.75)	58.76 %
420390 Firefighter Physicals	824.00	15,000.00	(14,176.00)	5.49 %
420400 Training/Travel - Trustees		3,000.00	(3,000.00)	
420420 Facilities	12,283.11	35,000.00	(22,716.89)	35.09 %
420500 Insurance	66,400.21	70,000.00	(3,599.79)	94.86 %
420930 Safety Equipment	38,350.52	70,000.00	(31,649.48)	54.79 %
420940 Apparatus	46,182.77	70,000.00	(23,817.23)	65.98 %
420970 Capital outlay	28,068.75		28,068.75	
490100 Debt Services	30,987.50	241,975.00	(210,987.50)	12.81 %
669100 Other Charges	27.54	500.00	(472.46)	5.51 %
<b>Total Expenditures</b>	<b>\$600,666.50</b>	<b>\$1,092,475.00</b>	<b>\$ (491,808.50)</b>	<b>54.98 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$962,635.49</b>	<b>\$448,154.00</b>	<b>\$514,481.49</b>	<b>214.80 %</b>
<b>NET REVENUE</b>	<b>\$962,635.49</b>	<b>\$448,154.00</b>	<b>\$514,481.49</b>	<b>214.80 %</b>



# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

March 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
1A Auto Inc						
03/04/2020	Credit Card Expenditure		Yes		210580 Costco Citi Card - Prato 2005	85.95
AHA ShopCPR						
03/03/2020	Credit Card Expenditure		Yes	HeartCode ACLS	210550 Costco Citi Card-Revisky 3990	132.00
Albertsons						
03/09/2020	Credit Card Expenditure		Yes	command meeting dinner	210570 Costco Citi Card-Nickolay 7029	6.99
American Red Cross						
03/11/2020	Credit Card Expenditure		Yes	Eaton - CPR recert	210560 Costco Citi Card-Eaton 2172	30.00
03/20/2020	Credit Card Expenditure		Yes	CPR/AED for Professional Rescuers	210560 Costco Citi Card-Eaton 2172	180.00
03/20/2020	Credit Card Expenditure		Yes	CPR/AED for Professional Rescuers	210560 Costco Citi Card-Eaton 2172	180.00
03/20/2020	Credit Card Expenditure		Yes	CPR/AED for Professional Rescuers	210560 Costco Citi Card-Eaton 2172	180.00
03/20/2020	Credit Card Expenditure		Yes	CPR/AED for Professional Rescuers	210560 Costco Citi Card-Eaton 2172	180.00
Anderson ZurMuehlen						
03/12/2020	Bill Payment (Check)	7803001	Yes	142167.700	101000 Cash/Investments:General Fund	- 1,300.00
03/19/2020	Bill	388057/142167.700	Yes	Hubdoc - 112688151 - INV388057/142167.700	202100 Accounts Payable	1,300.00
03/24/2020	Bill Payment (Check)	7803027	Yes	142167.700	101000 Cash/Investments:General Fund	- 1,300.00
BALCO						
03/09/2020	Bill	57290	Yes	Hubdoc - 111074602 - INV57290	202100 Accounts Payable	292.20
03/12/2020	Bill Payment (Check)	7803002	Yes		101000 Cash/Investments:General Fund	-292.20
Best Rate Diesel Repair Inc.						
03/12/2020	Bill Payment (Check)	7803003	Yes		101000 Cash/Investments:General Fund	-575.00
Big Sky Fire Equipment						
03/12/2020	Bill	0390376	Yes	Hubdoc - 112688156 - INV0390376	202100 Accounts Payable	43.86
03/24/2020	Bill Payment (Check)	7803028	Yes		101000 Cash/Investments:General Fund	-43.86
Billion Auto Group						
03/27/2020	Credit Card Expenditure		Yes	Oil, Filter	210560 Costco Citi Card-Eaton 2172	47.47
BlueCross BlueShield of Montana						
03/01/2020	Bill	X6A680/3.1.20	Yes	Hubdoc - 107685761 - INVX6A680/3.1.20	202100 Accounts Payable	1,942.89
03/24/2020	Bill Payment (Check)	7803029	Yes		101000 Cash/Investments:General Fund	- 4,115.39
Bound Tree Medical						
03/04/2020	Bill	83529854	Yes	Hubdoc - 112688160 - INV83529854	202100 Accounts Payable	108.60
03/12/2020	Bill Payment (Check)	7803004	Yes		101000 Cash/Investments:General Fund	-176.44
03/24/2020	Bill Payment (Check)	7803030	Yes		101000 Cash/Investments:General Fund	-108.60

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

March 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Bozeman Chronicle						
03/13/2020	Bill	2001905	Yes	Hubdoc - 114477005 - INV2001905	202100 Accounts Payable	26.00
Century Link						
03/01/2020	Bill	4066024041 528B/3.1	Yes	Hubdoc - 111074608 - INV4066024041 528B/3.1	202100 Accounts Payable	121.71
03/04/2020	Bill	4065876270585B/3.20	Yes	Hubdoc - 112688159 - INV4065876270585B/3.20	202100 Accounts Payable	42.45
03/10/2020	Bill	4065874149951B/3.20	Yes	Hubdoc - 112688155 - INV4065874149951B/3.20	202100 Accounts Payable	38.29
03/12/2020	Bill Payment (Check)	7803005	Yes		101000 Cash/Investments:General Fund	-121.71
03/24/2020	Bill Payment (Check)	7803031	Yes		101000 Cash/Investments:General Fund	-80.74
Charter Communications						
03/12/2020	Bill Payment (Check)	7803006	Yes	8313200110672244	101000 Cash/Investments:General Fund	-281.80
Citi Card						
03/17/2020	Bill	3990/3.17.20	Yes	Hubdoc - 112688173 - INV3990/3.17.20	202100 Accounts Payable	1,537.21
03/24/2020	Bill Payment (Check)	7803036	Yes		101000 Cash/Investments:General Fund	- 1,537.21
Custom Logo						
03/04/2020	Bill	18837	Yes	Hubdoc - 111074607 - INV18837	202100 Accounts Payable	40.70
03/12/2020	Bill Payment (Check)	7803007	Yes		101000 Cash/Investments:General Fund	-40.70
Delta Dental						
03/01/2020	Bill	17272-51213/2.25	Yes	Hubdoc - 102848683 - INV17272-51213/2.2020	202100 Accounts Payable	175.28
03/12/2020	Bill Payment (Check)	7803008	Yes		101000 Cash/Investments:General Fund	-175.28
DirectTV						
03/13/2020	Bill	37260034669	Yes	Hubdoc - 112688158 - INV37260034669	202100 Accounts Payable	167.99
03/24/2020	Bill Payment (Check)	7803032	Yes	029404001	101000 Cash/Investments:General Fund	-167.99
Document Destroyers						
03/30/2020	Bill	5738	Yes	Hubdoc - 114476994 - INV5738	202100 Accounts Payable	180.00
Durabak Company						
03/04/2020	Credit Card Expenditure		Yes	durabak 18 truck bed liner outdoor UV (2) (Cottonwood station shower)	210580 Costco Citi Card - Prato 2005	102.72
Ensemble Care for Heroes (ECMS)						
03/24/2020	Bill	INV373277	Yes	Hubdoc - 114476988 - INVINV373277	202100 Accounts Payable	209.48
Ferguson Ent						
03/27/2020	Credit Card Expenditure		Yes	silicone fct grease, p/bal unit/cap serv kit	210560 Costco Citi Card-Eaton 2172	129.76
FURS						
03/10/2020	Check	ERIC	Yes		101000 Cash/Investments:General Fund	- 5,196.13
Gallatin County						
03/17/2020	Bill	03172020NMLHFD	Yes	Hubdoc - 114476984 - INV03172020NMLHFD	202100 Accounts Payable	76.98
General Distributing Co.						
03/12/2020	Bill Payment (Check)	7803009	Yes	56625	101000 Cash/Investments:General Fund	-119.96

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

March 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/31/2020	Bill	861030	Yes	Hubdoc - 114476999 - INV861030	202100 Accounts Payable	66.34
Google						
03/31/2020	Credit Card Expenditure		Yes		210550 Costco Citi Card-Revisky 3990	120.00
House of Clean						
03/31/2020	Bill	85935/3.31	Yes	Hubdoc - 114477012 - INV85935/3.31	202100 Accounts Payable	295.47
IMS Alliance						
03/06/2020	Credit Card Expenditure		Yes	Passport Name Tag (Blank) - White/Black Text (30)	210570 Costco Citi Card-Nickolay 7029	40.61
J&H INC						
03/19/2020	Bill	581005	Yes	Hubdoc - 114476995 - INV581005	202100 Accounts Payable	80.27
JA Gear						
03/12/2020	Bill Payment (Check)	7803010	Yes		101000 Cash/Investments:General Fund	-260.00
Kamp Implement Co.						
03/12/2020	Bill Payment (Check)	7803011	Yes		101000 Cash/Investments:General Fund	-20.34
Kenyon Noble						
03/03/2020	Credit Card Expenditure		Yes	2000psi elec pressure washer	210580 Costco Citi Card - Prato 2005	259.99
Metta Sairs						
03/20/2020	Bill	032020	Yes	Hubdoc - 114476991 - INV032020	202100 Accounts Payable	74.99
Mike Hilbert						
03/12/2020	Bill Payment (Check)	7803012	Yes		101000 Cash/Investments:General Fund	-38.26
Montana Dept. of Revenue						
03/10/2020	Check	FIB	Yes	6442692-002-WTH	101000 Cash/Investments:General Fund	-972.00
Montana Firemen's Association						
03/10/2020	Check	7803000	Yes		101000 Cash/Investments:General Fund	-207.35
Montana Occupational Health						
03/12/2020	Bill Payment (Check)	7803013	Yes		101000 Cash/Investments:General Fund	-100.00
Montana State University						
03/27/2020	Bill	161-94	Yes	Hubdoc - 114476983 - INV161-94	202100 Accounts Payable	285.00
Municipal Emergency Services						
03/04/2020	Bill	IN1434123	Yes	Hubdoc - 111074606 - INVIN1434123	202100 Accounts Payable	338.74
03/12/2020	Bill Payment (Check)	7803014	Yes		101000 Cash/Investments:General Fund	-384.36
NAPA Auto Parts						
03/12/2020	Bill Payment (Check)	7803015	Yes	12342	101000 Cash/Investments:General Fund	-16.76
03/16/2020	Bill	1187-00-140910	Yes	Hubdoc - 114477006 - INV1187-00-140910	202100 Accounts Payable	95.16

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

March 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Nathan Barnes						
03/12/2020	Bill Payment (Check)	7803016	Yes		101000 Cash/Investments:General Fund	-20.00
Northwestern Energy						
03/10/2020	Bill	3252724-4/3.10.20	Yes	Hubdoc - 112688164 - INV3252724-4/3.10.20	202100 Accounts Payable	157.29
03/10/2020	Bill	3091809-8/3.10.20	Yes	Hubdoc - 112688169 - INV3091809-8/3.10.20	202100 Accounts Payable	1,337.43
03/10/2020	Bill	1196979-7/3.10.20	Yes	Hubdoc - 112688166 - INV1196979-7/3.10.20	202100 Accounts Payable	643.29
03/10/2020	Bill	0180737-9/3.10.20	Yes	Hubdoc - 112688165 - INV0180737-9/3.10.20	202100 Accounts Payable	288.88
03/11/2020	Bill	0180089/5/3.11.20	Yes	Hubdoc - 112688161 - INV0180089/5/3.11.20	202100 Accounts Payable	151.89
03/24/2020	Bill Payment (Check)	7803033	Yes		101000 Cash/Investments:General Fund	- 2,578.78
NREMT						
03/13/2020	Credit Card Expenditure		Yes	NREMT recertification application	210550 Costco Citi Card-Revisky 3990	25.00
OEDRO						
03/27/2020	Credit Card Expenditure		Yes	running boards	210580 Costco Citi Card - Prato 2005	215.99
Overhead Door Co. of SW MT						
03/27/2020	Credit Card Expenditure		Yes	Sourdough station - transmitter	210580 Costco Citi Card - Prato 2005	74.48
Owenhouse-Ace Hardware						
03/12/2020	Bill Payment (Check)	7803017	Yes		101000 Cash/Investments:General Fund	-592.79
03/27/2020	Bill	191619/3.27	Yes	Hubdoc - 114477016 - INV191619/3.27	202100 Accounts Payable	508.35
People Facts						
03/11/2020	Bill	2020021061	Yes	Hubdoc - 111074592 - INV2020021061	202100 Accounts Payable	16.67
03/12/2020	Bill Payment (Check)	7803018	Yes		101000 Cash/Investments:General Fund	-16.67
PERS						
03/10/2020	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-443.25
RAE Water						
03/12/2020	Bill Payment (Check)	7803019	Yes		101000 Cash/Investments:General Fund	-140.86
03/24/2020	Bill	FIRE-00/3.24	Yes	Hubdoc - 114476985 - INVFIRE-00	202100 Accounts Payable	88.25
03/26/2020	Bill	GH 5370-00/3.23	Yes	Hubdoc - 114476986 - INVGH 5370-00/3.23	202100 Accounts Payable	32.47
Republic Services						
03/12/2020	Bill Payment (Check)	7803020	Yes		101000 Cash/Investments:General Fund	-348.09
03/28/2020	Bill	3-0886-001561478/3.28	Yes	Hubdoc - 114476992 - INV3-0886-001561478/3.28	202100 Accounts Payable	217.12
03/28/2020	Bill	0886-001562142/3.28	Yes	Hubdoc - 114476993 - INV0886-001562142/3.28	202100 Accounts Payable	470.60
Roost Fried Chicken						
03/01/2020	Credit Card Expenditure		Yes	lunch for extended d/o training	210570 Costco Citi Card-Nickolay 7029	64.11
03/09/2020	Credit Card Expenditure		Yes	lunch for d/o training on Sunday 3/9 (missing receipt)	210570 Costco Citi Card-Nickolay 7029	74.75

Rosenbauer South Dakota, LLC

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

March 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/17/2020	Bill	0000086090	Yes	Hubdoc - 112688154 - INV0000086090	202100 Accounts Payable	321.12
03/24/2020	Bill Payment (Check)	7803034	Yes		101000 Cash/Investments:General Fund	-321.12
RW & JW Enterprises						
03/12/2020	Bill Payment (Check)	7803021	Yes		101000 Cash/Investments:General Fund	- 2,219.59
Safeway						
03/09/2020	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	15.02
Sammy Saunders						
03/10/2020	Bill		Yes	Hubdoc - 111074611	202100 Accounts Payable	711.14
03/12/2020	Bill Payment (Check)	7803022	Yes		101000 Cash/Investments:General Fund	- 1,515.14
Sheryl Wyman.						
03/12/2020	Bill Payment (Check)	7803023	Yes		101000 Cash/Investments:General Fund	-25.00
Signature Hardware						
03/20/2020	Credit Card Expenditure		Yes	neo-angle solid brass shower rod and ceiling support	210560 Costco Citi Card-Eaton 2172	129.95
Staples						
03/07/2020	Credit Card Expenditure		Yes	sharpies, binders, flex 11in col	210560 Costco Citi Card-Eaton 2172	25.44
03/10/2020	Credit Card Expenditure		Yes	Sourdough station supplies	210570 Costco Citi Card-Nickolay 7029	35.98
State of Montana						
03/17/2020	Credit Card Expenditure		Yes	Paramedic renewal	210550 Costco Citi Card-Revisky 3990	100.00
StengelBros						
03/03/2020	Credit Card Expenditure		Yes	Cat's Eyes dual tire pressure equalization system stainless steel hoses	210580 Costco Citi Card - Prato 2005	270.90
03/23/2020	Credit Card Expenditure		Yes	cat's eyes dual tire pressure equalization system 75 psi (QRU6), 110psi (WT6)	210580 Costco Citi Card - Prato 2005	424.60
Story Distributing						
03/12/2020	Bill Payment (Check)	7803024	Yes	184000	101000 Cash/Investments:General Fund	- 1,580.10
03/23/2020	Bill	89482	Yes	Hubdoc - 114482814 - INV89482	202100 Accounts Payable	1,440.50
The UPS Store						
03/09/2020	Bill	9391	Yes	Hubdoc - 114476998 - INV9391	202100 Accounts Payable	15.53
Thriftway						
03/07/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	25.00
03/28/2020	Credit Card Expenditure		Yes	C-6	210100 Conoco	29.98
03/30/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	19.85
Town and Country						
03/01/2020	Bill	5820666/3.1.2020	Yes	Hubdoc - 111074627 - INV5820666/3.1.2020	202100 Accounts Payable	677.44
03/12/2020	Bill Payment (Check)	7803025	Yes		101000 Cash/Investments:General Fund	-677.44

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

March 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Town Pump						
03/03/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	55.00
03/06/2020	Credit Card Expenditure		Yes	C-6	210100 Conoco	40.25
03/06/2020	Credit Card Expenditure		Yes	C-6	210100 Conoco	14.43
03/11/2020	Credit Card Expenditure		Yes	S-6	210100 Conoco	8.23
03/11/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	59.45
03/15/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	14.84
03/23/2020	Credit Card Expenditure		Yes	WT-6	210100 Conoco	10.34
03/23/2020	Credit Card Expenditure		Yes	E-6	210100 Conoco	22.08
03/25/2020	Credit Card Expenditure		Yes	E-6-3	210100 Conoco	28.16
03/26/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	32.60
Unemployment Insurance Division						
03/31/2020	Bill		Yes	UI account #206 2145	202100 Accounts Payable	108.21
United States Treasury						
03/10/2020	Check	FIB	Yes	81-2360037	101000 Cash/Investments:General Fund	- 2,101.34
USPS						
03/16/2020	Credit Card Expenditure		Yes		210550 Costco Citi Card-Revisky 3990	7.75
Verizon						
03/12/2020	Bill Payment (Check)	7803026	Yes		101000 Cash/Investments:General Fund	-243.62
03/23/2020	Bill	9851152571	Yes	Hubdoc - 114477009 - INV9851152571	202100 Accounts Payable	243.47
Waterous Company						
03/12/2020	Bill	P2P2977	Yes	Hubdoc - 112688157 - INV2P2977	202100 Accounts Payable	544.54
03/24/2020	Bill Payment (Check)	7803035	Yes	53869000	101000 Cash/Investments:General Fund	-544.54
Wex Bank						
03/23/2020	Bill	0203-00-109722-9/3.23	Yes	Hubdoc - 114477014 - INV0203-00-109722-9/3.23	202100 Accounts Payable	304.93
Whalen Tire Bozeman						
03/05/2020	Bill	318736	Yes	Hubdoc - 114477000 - INV318736	202100 Accounts Payable	4,088.00

# Hyalite Rural Fire District

## CHECK DETAIL

March 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000	Cash/Investments					
101000	General Fund					
				Montana Firemen's Association		-207.35
				Federal Withholding		-1,438.00
				Medicare Company		-331.67
				Medicare Employee		-331.67
				Medicare Employee Addl Tax		0.00
				FURS-Employee		-2,218.63
				FURS-Employer		-2,977.50
				Pennies adjustment		-0.03
				MT - Withholding		-972.00
				PERS-Employee		-211.33
				PERS-Employer		-231.92
03/12/2020	Bill Payment (Check)	7803006	Charter Communications	8313200110672244		-281.80
03/12/2020	Bill Payment (Check)	7803012	Mike Hilbert			-38.26
03/12/2020	Bill Payment (Check)	7803015	NAPA Auto Parts	12342		-16.76
03/12/2020	Bill Payment (Check)	7803016	Nathan Barnes			-20.00
03/24/2020	Bill Payment (Check)	7803029	BlueCross BlueShield of Montana			-4,115.39
03/24/2020	Bill Payment (Check)	7803031	Century Link			-80.74
03/24/2020	Bill Payment (Check)	7803036	Citi Card			-1,537.21

# **APRIL FINANCIAL REPORTS**





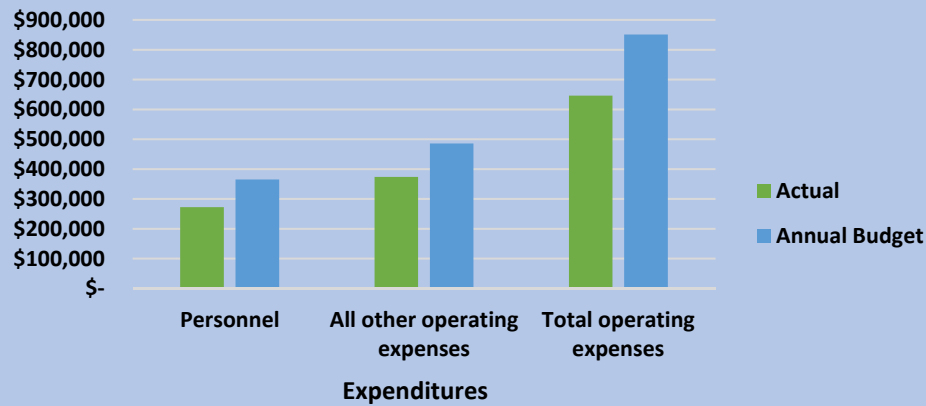
## Dashboard for April 2020

### At a glance...

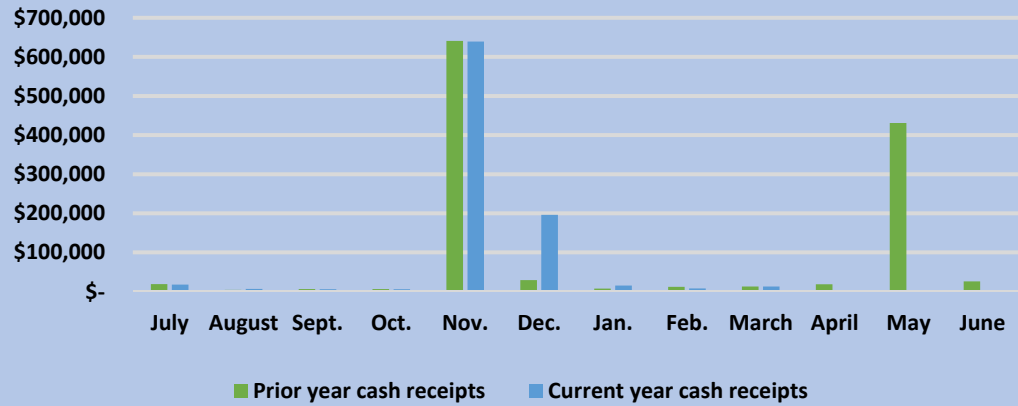
	Current month	Prior year		Calendar YTD
General Fund Cash Balance	\$ 1,426,178	\$ 691,050	Number of Calls	153
Taxes Receivable	\$ 620,710	\$ 513,327	Number of Volunteers	45
Short-term payables	\$ -	\$ -	Number of Training Sessions	9
			Number of Training Hours	1,020

The inconsistent nature of our cash flows dictates that we maintain a minimum cash balance of \$400,000. See the graph, which shows the timing of cash receipts below.

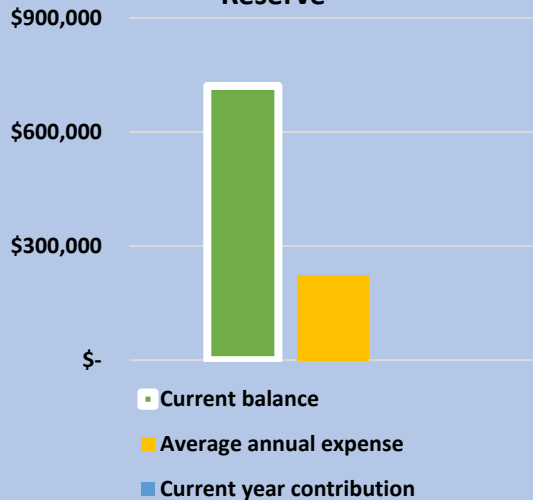
### Budgetary Comparisons - for year to date



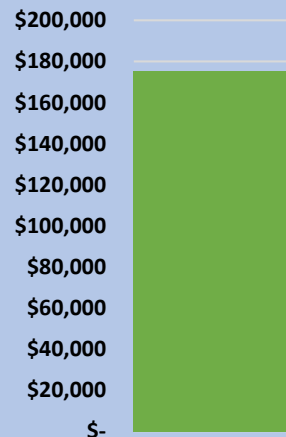
### Timing of Cash Receipts



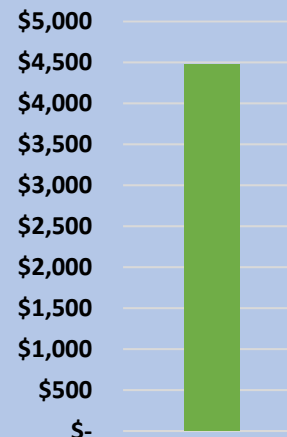
### Apparatus and Equipment Reserve



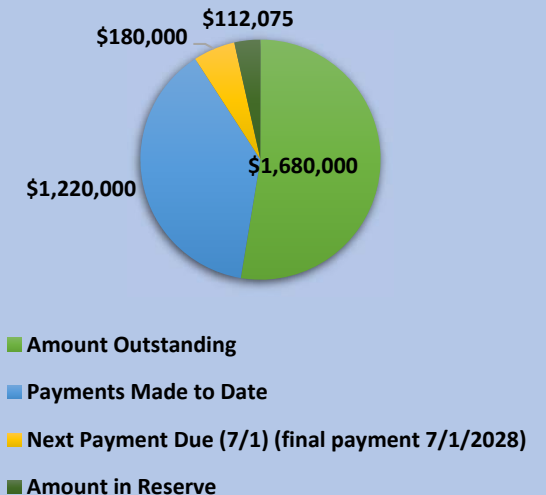
### Capital Improvement Reserve



### Building Repair/Replacement Reserve



### Station Debt



# Hyalite Rural Fire District

## STATEMENT OF FINANCIAL POSITION

As of April 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	\$2,407,744.24
Accounts Receivable	\$2,612.01
Other Current Assets	\$720,842.00
<b>Total Current Assets</b>	<b>\$3,131,198.25</b>
Fixed Assets	
180000 Capital Assets	
181000 Land	361,201.00
182000 Buildings & Improvements	3,977,062.68
186000 Machinery & Equipment	2,519,397.98
186100 Accumulated Depreciation	(2,775,537.97)
<b>Total 180000 Capital Assets</b>	<b>4,082,123.69</b>
<b>Total Fixed Assets</b>	<b>\$4,082,123.69</b>
<b>TOTAL ASSETS</b>	<b>\$7,213,321.94</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$1,686.22
Credit Cards	\$0.00
Other Current Liabilities	\$180,000.00
<b>Total Current Liabilities</b>	<b>\$181,686.22</b>
Long-Term Liabilities	\$1,925,414.10
<b>Total Liabilities</b>	<b>\$2,107,100.32</b>
Equity	
241000 Unrestricted Fund Balance	1,092,613.14
241001 General fixed asset acct group	4,082,123.69
241002 General LT debt account group	(2,005,282.00)
241100 Reserved Fund Balance	
241101 Restricted for Debt Service	112,075.35
241102 Reserved for Capital Reserve	0.00
241103 Capital improvements	175,388.00
241104 Capital replacement	0.00
241105 Apparatus replacement	720,617.19
241106 Building repair/replacement	4,473.32
<b>Total 241104 Capital replacement</b>	<b>725,090.51</b>
<b>Total 241102 Reserved for Capital Reserve</b>	<b>900,478.51</b>
<b>Total 241100 Reserved Fund Balance</b>	<b>1,012,553.86</b>
241200 Assigned to vol firefighters	6,599.36
Net Revenue	917,613.57
<b>Total Equity</b>	<b>\$5,106,221.62</b>

# Hyalite Rural Fire District

## STATEMENT OF FINANCIAL POSITION

As of April 30, 2020

	TOTAL
TOTAL LIABILITIES AND EQUITY	\$7,213,321.94

# Hyalite Rural Fire District

## BUDGET VS. ACTUALS: FY\_2019\_2020 - FY20 P&L

July 2019 - April 2020 **(83.33%)**

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
310000 Taxes	1,490,286.26	1,477,629.00	12,657.26	100.86 %
316000 Entitlement Share	37,861.86	36,000.00	1,861.86	105.17 %
320000 Firefighter fundraising event	1,046.00	2,500.00	(1,454.00)	41.84 %
360000 Miscellaneous Revenues	13,444.16	4,000.00	9,444.16	336.10 %
365000 Contributions and Donations	1,148.30	500.00	648.30	229.66 %
370000 Investment Earnings		20,000.00	(20,000.00)	
380000 Proceeds From Sale of Equipment	20,000.00		20,000.00	
<b>Total Revenue</b>	<b>\$1,563,786.58</b>	<b>\$1,540,629.00</b>	<b>\$23,157.58</b>	<b>101.50 %</b>
<b>GROSS PROFIT</b>	<b>\$1,563,786.58</b>	<b>\$1,540,629.00</b>	<b>\$23,157.58</b>	<b>101.50 %</b>
<b>Expenditures</b>				
420000 Public Safety Expenses	16,422.72	40,000.00	(23,577.28)	41.06 %
420100 Personnel Services	272,550.58	365,000.00	(92,449.42)	74.67 %
420200 Supplies	27,856.30	22,000.00	5,856.30	126.62 %
420220 Meals/Incentives	9,140.04	11,000.00	(1,859.96)	83.09 %
420240 Fuel	20,680.76	36,000.00	(15,319.24)	57.45 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	4,417.45	4,000.00	417.45	110.44 %
420330 Community Outreach/Education	3,750.62	10,000.00	(6,249.38)	37.51 %
420340 Utility Services	35,943.27	52,000.00	(16,056.73)	69.12 %
420350 Professional Services	23,504.25	40,000.00	(16,495.75)	58.76 %
420390 Firefighter Physicals	824.00	15,000.00	(14,176.00)	5.49 %
420400 Training/Travel - Trustees		3,000.00	(3,000.00)	
420420 Facilities	12,432.72	35,000.00	(22,567.28)	35.52 %
420500 Insurance	70,458.66	70,000.00	458.66	100.66 %
420930 Safety Equipment	38,350.52	70,000.00	(31,649.48)	54.79 %
420940 Apparatus	50,757.33	70,000.00	(19,242.67)	72.51 %
420970 Capital outlay	28,068.75		28,068.75	
490100 Debt Services	30,987.50	241,975.00	(210,987.50)	12.81 %
669100 Other Charges	27.54	500.00	(472.46)	5.51 %
<b>Total Expenditures</b>	<b>\$646,173.01</b>	<b>\$1,092,475.00</b>	<b>\$ (446,301.99)</b>	<b>59.15 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$917,613.57</b>	<b>\$448,154.00</b>	<b>\$469,459.57</b>	<b>204.75 %</b>
<b>NET REVENUE</b>	<b>\$917,613.57</b>	<b>\$448,154.00</b>	<b>\$469,459.57</b>	<b>204.75 %</b>

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

April 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Amazon						
04/08/2020	Credit Card Expenditure		Yes	csi/speco G86TG 8 speaker w 70/25 volt transform	210580 Costco Citi Card - Prato 2005	24.90
Best Rate Diesel Repair Inc.						
04/10/2020	Bill	153314	Yes	Hubdoc - 118050093 - INV153314	202100 Accounts Payable	1,150.00
04/21/2020	Bill Payment (Check)	7803060	Yes		101000 Cash/Investments:General Fund	-535.50
BlueCross BlueShield of Montana						
04/01/2020	Bill	X6A680/4.1.20	Yes	Hubdoc - 112688167 - INVX6A680/4.1.20	202100 Accounts Payable	4,115.39
04/21/2020	Bill Payment (Check)	7803061	Yes		101000 Cash/Investments:General Fund	-4,115.39
Bozeman Chronicle						
04/07/2020	Bill Payment (Check)	7803037	Yes	347411	101000 Cash/Investments:General Fund	-26.00
Century Link						
04/01/2020	Bill	4066024041528B/4.1.20	Yes	Hubdoc - 116064092 - INV4066024041528B/4.1.20	202100 Accounts Payable	121.50
04/04/2020	Bill	4065876270585B/4.4.20	Yes	Hubdoc - 116064089 - INV406-587-6270 585B	202100 Accounts Payable	42.24
04/10/2020	Bill	4065874149951B/4.10	Yes	Hubdoc - 116194504 - INV4065874149951B/4.10	202100 Accounts Payable	38.13
04/21/2020	Bill Payment (Check)	7803062	Yes		101000 Cash/Investments:General Fund	-201.87
Charter Communications						
04/09/2020	Bill	0672244040920	Yes	Hubdoc - 116064088 - INV0672244040920	202100 Accounts Payable	281.82
04/21/2020	Bill Payment (Check)	7803063	Yes	8313200110672244	101000 Cash/Investments:General Fund	-281.82
Citi Card						
04/17/2020	Bill		Yes	3990	202100 Accounts Payable	2,528.70
04/21/2020	Bill Payment (Check)	7803064	Yes		101000 Cash/Investments:General Fund	-2,528.70
Dan Lympus						
04/08/2020	Bill	040820	Yes	Hubdoc - 116064091 - INV040820	202100 Accounts Payable	59.96
04/21/2020	Bill Payment (Check)	7803065	Yes		101000 Cash/Investments:General Fund	-59.96
Delta Dental						
04/01/2020	Bill	17272-51213/3.25.20	Yes	Hubdoc - 111074600 - INV17272-51213/3.25.20	202100 Accounts Payable	175.28
04/07/2020	Bill Payment (Check)	7803038	Yes		101000 Cash/Investments:General Fund	-175.28
DirectTV						
04/13/2020	Bill	37347750239	Yes	Hubdoc - 116064094 - INV37347750239	202100 Accounts Payable	167.99
04/21/2020	Bill Payment (Check)	7803066	Yes	029404001	101000 Cash/Investments:General Fund	-167.99
Document Destroyers						
04/07/2020	Bill Payment (Check)	7803039	Yes		101000 Cash/Investments:General Fund	-180.00
04/09/2020	Bill	5755	Yes	Hubdoc - 116064087 - INV5755	202100 Accounts Payable	167.50
04/21/2020	Bill Payment (Check)	7803067	Yes		101000 Cash/Investments:General Fund	-167.50
Ensemble Care for Heroes (ECMS)						
04/07/2020	Bill Payment (Check)	7803040	Yes		101000 Cash/Investments:General Fund	-209.48
FURS						
04/10/2020	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-5,196.13
Gallatin County						
04/07/2020	Bill Payment (Check)	7803041	Yes		101000 Cash/Investments:General Fund	-76.98
General Distributing Co.						
04/07/2020	Bill Payment (Check)	7803042	Yes	56625	101000 Cash/Investments:General Fund	-66.34
04/30/2020	Bill	870848	Yes	Hubdoc - 118050090 - INV870848	202100 Accounts Payable	64.20

HL Supply

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

April 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
04/09/2020	Credit Card Expenditure		Yes	OEM Honda GX160, GX200 fuel tank	210560 Costco Citi Card-Eaton 2172	59.11
House of Clean						
04/07/2020	Bill Payment (Check)	7803043	Yes		101000 Cash/Investments:General Fund	-295.47
04/17/2020	Bill	253994A	Yes	Hubdoc - 116064099 - INV253994A	202100 Accounts Payable	12.33
04/21/2020	Bill Payment (Check)	7803068	Yes		101000 Cash/Investments:General Fund	-12.33
J&H INC						
04/07/2020	Bill Payment (Check)	7803044	Yes	13753	101000 Cash/Investments:General Fund	-80.27
04/21/2020	Bill	583071	Yes	Hubdoc - 118050089 - INV583071	202100 Accounts Payable	122.22
Kamp Implement Co.						
04/20/2020	Bill	CT19478	Yes	Hubdoc - 118050097 - INVCT19478	202100 Accounts Payable	562.55
Matts Saw Shop						
04/14/2020	Credit Card Expenditure		Yes		210580 Costco Citi Card - Prato 2005	8.60
Metta Sairs						
04/07/2020	Bill Payment (Check)	7803045	Yes		101000 Cash/Investments:General Fund	-74.99
Mike Hilbert						
04/17/2020	Bill	55554	Yes	Hubdoc - 116064093 - INV55554	202100 Accounts Payable	119.98
04/21/2020	Bill Payment (Check)	7803069	Yes		101000 Cash/Investments:General Fund	-119.98
Montana Dept. of Revenue						
04/10/2020	Check	FIB e-Pay	Yes	6442692-002-WTH	101000 Cash/Investments:General Fund	-955.00
Montana Firemen's Association						
04/10/2020	Check	7803058	Yes		101000 Cash/Investments:General Fund	-207.35
Montana Party Rentals						
04/03/2020	Bill	33123	Yes	Hubdoc - 114477010 - INV33123	202100 Accounts Payable	221.00
04/07/2020	Bill Payment (Check)	7803046	Yes		101000 Cash/Investments:General Fund	-221.00
Montana State Fund						
04/16/2020	Bill	12929184	Yes	Hubdoc - 116194505 - INV12929184	202100 Accounts Payable	4,058.45
04/21/2020	Bill Payment (Check)	7803070	Yes	03-134600-0	101000 Cash/Investments:General Fund	-4,058.45
Montana State University						
04/07/2020	Bill Payment (Check)	7803047	Yes		101000 Cash/Investments:General Fund	-285.00
04/07/2020	Bill	161-95	Yes	Hubdoc - 116064085 - INV161-95	202100 Accounts Payable	95.00
04/21/2020	Bill Payment (Check)	7803071	Yes		101000 Cash/Investments:General Fund	-95.00
NAPA Auto Parts						
04/07/2020	Bill Payment (Check)	7803048	Yes	12342	101000 Cash/Investments:General Fund	-95.16
04/09/2020	Credit Card Expenditure		Yes	fuel pump , duct tape	210580 Costco Citi Card - Prato 2005	66.53
04/30/2020	Bill	12342/4.30.20	Yes	Hubdoc - 118050099 - INV12342/4.30.20	202100 Accounts Payable	198.96
Northwestern Energy						
04/09/2020	Bill	3252724-4/4.9.20	Yes	Hubdoc - 116064100 - INV3252724-4/4.9.20	202100 Accounts Payable	152.13
04/09/2020	Bill	0180737-9/4.9.20	Yes	Hubdoc - 116064102 - INV0180737-9/4.9.20	202100 Accounts Payable	270.53
04/09/2020	Bill	1196979-7/4.9.20	Yes	Hubdoc - 116064097 - INV1196979-7/4.9.20	202100 Accounts Payable	566.61
04/09/2020	Bill	3091809-8/4.9.20	Yes	Hubdoc - 116064090 - INV3091809-8/4.9.20	202100 Accounts Payable	1,303.46
04/10/2020	Bill	0180089-5/4.10.20	Yes	Hubdoc - 116064096 - INV0180089-5/4.10.20	202100 Accounts Payable	142.68
04/21/2020	Bill Payment (Check)	7803072	Yes		101000 Cash/Investments:General Fund	-2,435.41
Owenhouse-Ace Hardware						
04/07/2020	Bill Payment (Check)	7803049	Yes		101000 Cash/Investments:General Fund	-508.35
04/27/2020	Bill	191619/4.27.20	Yes	Hubdoc - 118050111 - INV191619/4.27.20	202100 Accounts Payable	694.15

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

April 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
People Facts						
04/01/2020	Bill	2020031033	Yes	Hubdoc - 116064086 - INV2020031033	202100 Accounts Payable	16.67
04/21/2020	Bill Payment (Check)	7803073	Yes		101000 Cash/Investments:General Fund	-16.67
PERS						
04/10/2020	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-642.42
RAE Water						
04/07/2020	Bill Payment (Check)	7803050	Yes		101000 Cash/Investments:General Fund	-120.72
04/24/2020	Bill	GH 5370-00/4.24	Yes	Hubdoc - 114476986 - INVGH 5370-00/3.23	202100 Accounts Payable	44.54
04/24/2020	Bill	FIRE-00/4.24	Yes	Hubdoc - 114476985 - INVFIRE-00	202100 Accounts Payable	84.24
Republic Services						
04/07/2020	Bill Payment (Check)	7803051	Yes		101000 Cash/Investments:General Fund	-687.72
04/28/2020	Bill	0886-001569286	Yes	Hubdoc - 118050084 - INV0886-001569286	202100 Accounts Payable	135.48
04/28/2020	Bill	0886-001569966	Yes	Hubdoc - 118050086 - INV0886-001569966	202100 Accounts Payable	286.71
Ressler						
04/27/2020	Bill	1045041	Yes	Hubdoc - 118050094 - INV1045041	202100 Accounts Payable	324.13
Rosas Pizza						
04/10/2020	Credit Card Expenditure		Yes		210550 Costco Citi Card-Revisky 3990	153.00
RW & JW Enterprises						
04/23/2020	Bill	1226	Yes	Hubdoc - 118050081 - INV1226	202100 Accounts Payable	1,669.55
Staples						
04/03/2020	Credit Card Expenditure		Yes	sharpies, post its, brother tze	210560 Costco Citi Card-Eaton 2172	86.96
Story Distributing						
04/07/2020	Bill Payment (Check)	7803052	Yes	184000	101000 Cash/Investments:General Fund	-1,440.50
The UPS Store						
04/07/2020	Bill Payment (Check)	7803053	Yes		101000 Cash/Investments:General Fund	-15.53
Thriftway						
04/03/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	21.00
Town and Country						
04/01/2020	Bill		Yes	Hubdoc - 114477015	202100 Accounts Payable	533.78
04/07/2020	Bill Payment (Check)	7803054	Yes		101000 Cash/Investments:General Fund	-533.78
Town Pump						
04/01/2020	Credit Card Expenditure		Yes	E-6-3	210100 Conoco	11.38
04/10/2020	Credit Card Expenditure		Yes	C-6-2	210100 Conoco	43.50
04/11/2020	Credit Card Expenditure		Yes	E-6	210100 Conoco	6.86
04/11/2020	Credit Card Expenditure		Yes	R-6	210100 Conoco	26.15
04/14/2020	Credit Card Expenditure		Yes	E-6	210100 Conoco	29.65
04/14/2020	Credit Card Expenditure		Yes	WT-6-1	210100 Conoco	20.94
04/16/2020	Credit Card Expenditure		Yes	E-6	210100 Conoco	19.88
Unemployment Insurance Division						
04/24/2020	Bill Payment (Check)	7803059	Yes		101000 Cash/Investments:General Fund	-108.21
Unifire						
04/14/2020	Credit Card Expenditure		Yes	rubber feet soft (10)	210560 Costco Citi Card-Eaton 2172	159.60
United States Treasury						

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

April 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
04/10/2020	Check	FIB e-Pay	Yes	81-2360037	101000 Cash/Investments:General Fund	-2,058.22
USPS						
04/14/2020	Credit Card Expenditure		Yes		210550 Costco Citi Card-Revisky 3990	7.75
Verizon						
04/07/2020	Bill Payment (Check)	7803055	Yes		101000 Cash/Investments:General Fund	-243.47
04/23/2020	Bill	9853221473	Yes	Hubdoc - 118050104 - INV9853221473	202100 Accounts Payable	242.79
Wex Bank						
04/07/2020	Bill Payment (Check)	7803056	Yes	0203-00-109722-9	101000 Cash/Investments:General Fund	-304.93
04/10/2020	Credit Card Expenditure		Yes		210100 Conoco	75.00
04/23/2020	Bill	65059113	Yes	Hubdoc - 118050109 - INV65059113	202100 Accounts Payable	397.37
Whalen Tire Bozeman						
04/07/2020	Bill Payment (Check)	7803057	Yes		101000 Cash/Investments:General Fund	-4,088.00



# Hyalite Rural Fire District

## CHECK DETAIL

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000	Cash/Investments					
101000	General Fund					
04/07/2020	Bill Payment (Check)	7803037	Bozeman Chronicle	347411		-26.00
04/07/2020	Bill Payment (Check)	7803038	Delta Dental			-175.28
04/07/2020	Bill Payment (Check)	7803039	Document Destroyers			-180.00
04/07/2020	Bill Payment (Check)	7803040	Ensemble Care for Heroes (ECMS)			-209.48
04/07/2020	Bill Payment (Check)	7803041	Gallatin County			-76.98
04/07/2020	Bill Payment (Check)	7803042	General Distributing Co.	56625		-66.34
04/07/2020	Bill Payment (Check)	7803043	House of Clean			-295.47
04/07/2020	Bill Payment (Check)	7803044	J&H INC	13753		-80.27
04/07/2020	Bill Payment (Check)	7803045	Metta Sairs			-74.99
04/07/2020	Bill Payment (Check)	7803046	Montana Party Rentals			-221.00
04/07/2020	Bill Payment (Check)	7803047	Montana State University			-285.00
04/07/2020	Bill Payment (Check)	7803048	NAPA Auto Parts	12342		-95.16
04/07/2020	Bill Payment (Check)	7803049	Owenhouse-Ace Hardware			-508.35
04/07/2020	Bill Payment (Check)	7803050	RAE Water			-120.72
04/07/2020	Bill Payment (Check)	7803051	Republic Services			-687.72
04/07/2020	Bill Payment (Check)	7803052	Story Distributing	184000		-1,440.50
04/07/2020	Bill Payment (Check)	7803053	The UPS Store			-15.53
04/07/2020	Bill Payment (Check)	7803054	Town and Country			-533.78
04/07/2020	Bill Payment (Check)	7803055	Verizon			-243.47
04/07/2020	Bill Payment (Check)	7803056	Wex Bank	0203-00-109722-9		-304.93
04/07/2020	Bill Payment (Check)	7803057	Whalen Tire Bozeman			-4,088.00
04/10/2020	Check	7803058	Montana Firemen's Association	Montana Firemen's Association		-207.35
04/10/2020	Check	FIB e-Pay	United States Treasury	81-2360037		-2,058.22
				Federal Withholding		-1,397.00
				Medicare Company		-330.61
				Medicare Employee		-330.61
				Medicare Employee Addl Tax		0.00
04/10/2020	Check	FIB e-Pay	Montana Dept. of Revenue	6442692-002-WTH		-955.00

# Hyalite Rural Fire District

## CHECK DETAIL

April 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				MT - Withholding		-955.00
04/10/2020	Check	ERIC	FURS			-5,196.13
				FURS-Employee		-2,218.61
				FURS-Employer		-2,977.52
				pennies adj		0.01
				pennies adj		-0.01
04/10/2020	Check	ERIC	PERS			-642.42
				PERS-Employee		-306.28
				PERS-Employer		-336.14
04/21/2020	Bill Payment (Check)	7803060	Best Rate Diesel Repair Inc.			-535.50
04/21/2020	Bill Payment (Check)	7803061	BlueCross BlueShield of Montana			-4,115.39
04/21/2020	Bill Payment (Check)	7803062	Century Link			-201.87
04/21/2020	Bill Payment (Check)	7803063	Charter Communications	8313200110672244		-281.82
04/21/2020	Bill Payment (Check)	7803064	Citi Card			-2,528.70
04/21/2020	Bill Payment (Check)	7803065	Dan Lympus			-59.96
04/21/2020	Bill Payment (Check)	7803066	DirectTV	029404001		-167.99
04/21/2020	Bill Payment (Check)	7803067	Document Destroyers			-167.50
04/21/2020	Bill Payment (Check)	7803068	House of Clean			-12.33
04/21/2020	Bill Payment (Check)	7803069	Mike Hilbert			-119.98
04/21/2020	Bill Payment (Check)	7803070	Montana State Fund	03-134600-0		-4,058.45
04/21/2020	Bill Payment (Check)	7803071	Montana State University			-95.00
04/21/2020	Bill Payment (Check)	7803072	Northwestern Energy			-2,435.41
04/21/2020	Bill Payment (Check)	7803073	People Facts			-16.67
04/24/2020	Bill Payment (Check)	7803059	Unemployment Insurance Division			-108.21

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

DATE: MARCH 17, 2020

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3<sup>rd</sup> 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/](http://www.hyalitefire.org/board-meeting-minutes/) or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3<sup>rd</sup> Rd., Bozeman, MT, during its standard business hours.*

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**TRUSTEES IN ATTENDANCE:**

Pete Geddes  
Walt Zidack  
Justin Miller  
Nick Shrauger  
Jason Jarrett

**STAFF IN ATTENDANCE:**

Jason Revisky, Fire Chief  
Sheryl Wyman, Administrative Assistant

**PUBLIC IN ATTENDANCE:**

Chelsea Pardo, Bozeman Green Build  
Alan Harper  
Andrew Couch  
Craig Gariapp  
Michael Buffington  
Cole Baker  
Nathan Leahy

<b>0:00:00</b>	<b>CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT</b> Chair Geddes called the meeting to order and reminded the public that the meeting was being recorded.  Chair Geddes asked if there were any public comment on items not on the agenda. None requested.
<b>0:00:19</b>	<b>HYALITE CONSENT AGENDA</b> 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.  <b>Motion:</b> Trustee Zidack made motion to approve consent agenda as presented. <b>Second:</b> Trustee Miller seconded the motion. <b>Vote:</b> Unanimous approval

	<i>[See January 21, 2020 Board Packet for Consent Agenda items approved.]</i>
	<b>REGULAR AGENDA</b>
<b>0:00:34</b>	<p><b>Discussion and Decision – Solar Panel Grant</b></p> <p>Chelsea Pardo from Bozeman Green Build presented information on the Solar Panel Grant project. She first congratulated HRFD on receiving \$41,000 in grant funding from Northwestern Energy. The discussion tonight would focus on if the Hyalite Rural Fire District wants to accept the grant; and if accepted, what size of project HRFD would like to pursue.</p> <p>Ms. Pardo discussed there are three projects to consider and their costs to HRFD: The small system (19.500 kW); the medium system (24.000 kW); and the large system (46.875 kW).</p> <p>Chair Geddes asked for board discussion. Questions asked of Ms. Pardo.</p> <p>Trustee Shrauger looked at the power usage for the Sourdough station and the benefits of the three systems. He also conducted a survey of 29 owner/taxpayers presenting the three systems. The majority preferred the larger system.</p> <p><b>Motion: Trustee Shrauger made a motion to accept the grant.</b>  <b>Second:</b> Trustee Miller seconded the motion.  <b>Vote:</b> Unanimous approval.</p> <p>Chair Geddes asked for public comment. Questions and statements made by the public.</p> <p>Chair Geddes asked for more board discussion. More questions asked of Ms. Pardo.</p> <p><b>Motion: Trustee Geddes made a motion to accept the grant and proceed with the small system.</b>  <b>Second:</b> Trustee Zidack seconded the motion.  <b>Vote:</b> Trustees Zidack, Geddes, Jarrett and Miller vote for; Trustee Shrauger opposed. Motion passes.</p> <p>To date the funding offer has not been accepted and no agreement has been entered into with NorthWestern Energy. Discussion held about listing the project for competitive bids. Trustee Shrauger will prepare a notice for bids on the project to be placed in the Bozeman Chronicle and on the website.</p>
<b>0:36:47</b>	<p><b>Discussion – May 5, 2020 Trustee Election</b></p> <p>Administrative Assistant Wyman reported only two candidates applied for the two open trustee positions. No election will be necessary. The letters of acclamation for Trustee Zidack and Trustee Geddes will be sent out later this week.</p>

<p><b>0:37:24</b></p>	<p><b>Discussion – Paying Off Bonds</b></p> <p>Trustee Zidack presented information regarding pre-payment of bond debt. The bond is scheduled to be paid off 2028. We currently have approximately 1.6 million left on the bond. Discussion has been held about the amount of money allocated for apparatus replacement and monies that are unallocated. Trustee Zidack provided three spreadsheets describing the Capital Reserve and Apparatus Replacement accounts. He explained how much money is currently available as well as the deposits and needs for the upcoming fiscal years. The charts also show replacement schedules and costs for apparatus and equipment at HRFD.</p> <p>The schedules show for the replacement model for fiscal year 2020 there is a deficit of (\$324,383).</p> <p>The numbers look like there is a large amount of money for possible bond payoff. When looking at the replacement costs there is not a lot of money for bond payoff. Trustee Zidack and Chief Revisky will continue to work with the numbers.</p> <p>Discussion was held regarding the payoff of the bond. Possible options are refinancing to lower the interest outlay; pre-payment of some of the bonds; or do nothing. Given the economic state of events we may not have a good idea yet what may be the best option. Trustee Zidack will continue to research the best options.</p> <p>Other projects that may be needed include expansion of the Rae Station. Chief Revisky passed out charts of incidents per station for 2020 and the Rae station area has the largest incident number of the three stations.</p> <p>Chairman Geddes asks for board discussion. None given.</p> <p>Chairman Geddes asks for public comment. None given.</p> <p>Item will be placed on next board meeting agenda for discussion only. Trustee Miller would like to hear from DA Davidson and their thoughts on handling the payoff of the bond.</p> <p>[See Attachment A for Preliminary Spreadsheets for Capital Reserve–Apparatus Replacement balance; Capital Items Replacement Costs and Intervals; Capital Replacement Schedule; and Incident Charts]</p>
<p><b>1:02:46</b></p>	<p><b>Discussion – Policy Review</b></p> <p>Administrative Assistant Wyman provided a policy inventory list. One item is in process, the Document Control and Retention Policy. A schedule for documents will be prepared using guidance from the Records Retention Schedules for Local Government, State and County.</p> <p>There are six policies awaiting board approval. Chairman Geddes suggests the board address two at a time at upcoming board meetings.</p> <p>Chairman Geddes asks for more board discussion. None given.</p> <p>Chairman Geddes asks for public comment. None given.</p>

	[See Attachment B for the Policy Inventory List]
<b>1:05:26</b>	<p><b>Discussion – Website Maintenance</b></p> <p>Administrative Assistant Wyman discussed the changes made to the website with the help of Trustee Shrauger’s suggestions.</p> <p>Discussion held about having a live feed of calls.</p> <p>Chairman Geddes requests thoughts from the Chief and the Board on what we want from the Website.</p> <p>Staff will work to link the Facebook page to the website.</p> <p>Discussion held regarding hiring outside help to handle the website. Pat Wilson could not get to the agenda packet within the 48 hours it should have been posted. A need is apparent to put resources towards enhancing the website.</p> <p>Recruitment is another area where the website would provide a valuable resource. Public comment was given that the website is where they went to find out information about Hyalite.</p> <p><b>Motion: Trustee Jarrett moved to authorize the Fire Chief to spend up to \$3,000 to explore website development and design.</b></p> <p><b>Second:</b> Trustee Geddes seconded the motion.</p> <p>Trustee Shrauger discusses whether the board or staff should be responsible for the website.</p> <p>[See Attachment C for comments from Pat Wilson]</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Staff will work on putting bios for staff on the website. The training area will also be added.</li> </ul>
<b>1:23:38</b>	<p><b>Discussion - Fire Chief's Evaluation</b></p> <p>Chief Revisky provided questions from past evaluations as well as additional questions.</p> <p>Board discussion held.</p> <p>After review of the questions, the board agrees to combine the added questions to the Chief's Evaluation.</p> <p>Chairman Geddes asks for more board discussion. None given.</p> <p>Chairman Geddes asks for public comment. The questions to be given to the volunteers are read to the public.</p> <p><b>Action Items:</b> The survey questions will be sent out to the board and volunteers will be sent out for the Chief's evaluation.</p>

<b>1:28:37</b>	<p><b>Fire Chief's Report</b></p> <p>Chief Revisky provided information regarding the state of AMR within Gallatin County. He provided history of AMR and their services in the valley. AMR is currently with Bozeman Fire for transport services within the city limits. This leaves the rest of the County without transport service. HRFD has provided three city limit transport services within the last month because no ambulances were available. HRFD, Bozeman Fire, and AMR are the only transport services available for 911 calls. The district has approximately 200 transport calls each year</p> <p>Trustee Jarrett explains the dynamic between the AMR and the City of Bozeman.</p> <p>Public asks questions and makes comments.</p> <p>Chief Revisky explained the current status of HRFD's ambulance (QRU-6). The Hyalite district has approximately 200 transports per year handled by AMR and/or Bozeman Fire. Should AMR or Bozeman Fire not be available our residents would have no options. The future looks like HRFD will need to enter into the ambulance transport business.</p> <p>Discussion held about what that would look like for licensing, equipment, and training.</p> <p>Chief Revisky will bring a plan (operations, costs, billing, etc.) to the next board meeting to be able to perform ambulance transport individuals in the Hyalite district.</p>
<b>1:48:06</b>	<p><b>Trustees' Activities</b></p> <p>Trustee Zidack presented a contract from Anderson Zuermuehlen to provide end of year financial statement service. This contract will be less than what was paid for the previous fiscal year's financial statements. Trustees had no concerns with Treasurer Zidack signing the letter of understanding from AZ to provide HRFD end of fiscal year financial statements.</p>
<b>1:50:27</b>	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Sheryl Wyman is now a notary for the State of Montana.</li> <li>• Next board meeting scheduled for April 21, 2020.</li> </ul>
<b>1:52:03</b>	<b>ADJOURNMENT</b>

Preliminary

Capital Reserve - Apparatus Replacement Start Balance (2/2020) \$720,617

Fiscal Year	Projected Cap. Cont. - 2%	Replacement Cost	Inflation Indexed 3%	Description	Balance	Total Cost unadjusted
2020	\$375,000	\$1,420,000	1.00	T6-2, U6, U6-1, Plow Truck, (44) SCBA's, 68 Portable Radios, 36 Mobile Radios, 4 Base Station Radios	(\$324,383)	\$1,420,000
2021	\$382,500	\$126,649	1.03	AED's, 2 ½" Hose, Rescue Chainsaws, Vent Fans, E6-1 Extrication Equip, E6-2 Extrication Equip	(\$68,532)	\$122,960
2022	\$390,150	\$726,717	1.06	C6-1, E6-3	(\$405,098)	\$685,000
2023	\$397,953	\$935,374	1.09	C6, E6-2, QRU6, Portable Generators, AQ Monitors	(\$942,520)	\$856,000
2024	\$405,912	\$365,790	1.13	AED's, S6	(\$902,398)	\$325,000
2025	\$414,030	\$159,980	1.16	Plow Truck, SCBA Compressor, SCBA Fill Station, TIC's, E6 Extrication Equip	(\$648,347)	\$138,000
2026	\$422,311	\$21,553	1.19	Little Giant Ladders, 14' Roof Ladders, 24' Ext. Ladders, Rescue Rotary Saws	(\$247,589)	\$18,050
2027	\$430,757	\$0	1.23	None	\$183,168	\$0
2028	\$439,372	\$0	1.27	None	\$622,540	\$0
2029	\$448,160	\$39,143	1.30	R6 Extrication Equip	\$1,031,557	\$30,000
2030	\$457,123	\$1,417,832	1.34	C6-2, Plow Truck, (44) SCBA's, 68 Portable Radios, 36 Mobile Radios, 4 Base Station Radios	\$70,848	\$1,055,000
2031	\$466,265	\$42,856	1.38	2 ½" Hose, AQ Monitors	\$494,257	\$30,960
2032	\$475,591	\$912,487	1.43	E6	\$57,361	\$640,000
2033	\$485,102	\$425,875	1.47	QRU6, U6, U6-1, TIC's	\$116,589	\$290,000
2034	\$494,805	\$105,881	1.51	C6-1, AED's	\$505,512	\$70,000
2035	\$504,701	\$148,007	1.56	C6, Plow Truck, E6 Extrication Equip	\$862,206	\$95,000
2036	\$514,795	\$35,304	1.60	Rescue Chainsaws, Vent Fans	\$1,341,697	\$22,000
2037	\$525,091	\$0	1.65		\$1,866,787	\$0
2038	\$535,592	\$554,993	1.70	T6, Portable Generators	\$1,847,387	\$326,000
2039	\$546,304	\$604,960	1.75	R6, R6 Extrication Equip, AQ Monitors	\$1,788,731	\$345,000
2040	\$557,230	\$3,048,716	1.81	Plow Truck, E6-1, (44) SCBA's, SCBA Compressor, SCBA Fill Station, 68 Portable Radios, 36 Mobile Radios, 4 Base Station Radios	(\$702,754)	\$1,688,000
2041	\$568,375	\$764,507	1.86	T6-1, AED's, 2 ½" Hose	(\$898,886)	\$410,960
2042	\$579,742	\$1,226,306	1.92	E6-3	(\$1,545,450)	\$640,000
2043	\$591,337	\$1,559,133	1.97	E6-2, QRU6	(\$2,513,246)	\$790,000
2044	\$603,164	\$50,820	2.03	AED's	(\$1,960,902)	\$25,000
2045	\$615,227	\$293,129	2.09	U6, U6-1, Plow Truck, E6 Extrication	(\$1,638,804)	\$140,000



Preliminary

Attachment A

Hyalite Rural Fire District (updated 03172020)  
Capital Items Replacement Costs & Intervals

Items	# of units	Cost (Today's Price)	Lifespan (In Years)	Salvage Value per Unit	Per Year Cost per Unit	Per year cost per all units
Commands	3	\$ 45,000	12	\$ 2,000	\$ 3,583	\$ 10,750
Engines	4	\$ 640,000	20	\$ 20,000	\$ 31,000	\$ 124,000
Water Tenders	3	\$ 320,000	25	\$ 10,000	\$ 12,400	\$ 37,200
Support	1	\$ 300,000	20	\$ 15,000	\$ 14,250	\$ 14,250
Ambulance (QRU)	1	\$ 150,000	10	\$ 15,000	\$ 13,500	\$ 13,500
Utility Vehicle	2	\$ 45,000	12	\$ 500	\$ 3,708	\$ 7,417
Plow Truck	1	\$ 20,000	5	\$ 500	\$ 3,900	\$ 3,900
SCBAs	44	\$ 7,500	10	\$ -	\$ 750	\$ 33,000
SCBA Compressor	1	\$ 30,000	15	\$ -	\$ 2,000	\$ 2,000
SCBA Fill Station	1	\$ 8,000	15	\$ -	\$ 533	\$ 533
Thermal Imaging Cameras	5	\$ 10,000	8	\$ -	\$ 1,250	\$ 6,250
Air Quality Monitors	6	\$ 2,500	8	\$ -	\$ 313	\$ 1,875
Portable Radios	68	\$ 5,000	10	\$ 50	\$ 495	\$ 33,660
Mobile Radios	36	\$ 8,000	10	\$ 50	\$ 795	\$ 28,620
Base Station Radios	4	\$ 8,000	10	\$ 50	\$ 795	\$ 3,180
AEDs	10	\$ 2,500	10	\$ -	\$ 250	\$ 2,500
2 1/2" 50' Hose	76	\$ 210	10	\$ -	\$ 21	\$ 1,596
5" 100' Hose	55	\$ 600	10	\$ -	\$ 60	\$ 3,300
Little Giant Ladders	6	\$ 570	20	\$ -	\$ 29	\$ 171
14' Roof Ladders	6	\$ 290	20	\$ -	\$ 15	\$ 87
24' Ext. Ladders	6	\$ 615	20	\$ -	\$ 31	\$ 185
Portable Generators	6	\$ 1,000	15	\$ 50	\$ 63	\$ 380
Extrication Equip Engine	3	\$ 30,000	10	\$ 2,000	\$ 2,800	\$ 8,400
Extrication Equip Rescue	1	\$ 30,000	10	\$ 5,000	\$ 2,500	\$ 2,500
Rescue Chainsaws	5	\$ 2,000	15	\$ 50	\$ 130	\$ 650
Rotary Saws	4	\$ 2,300	20	\$ 50	\$ 113	\$ 450
Ventilation Fans	6	\$ 2,000	15	\$ -	\$ 133	\$ 800

TOTAL PER YEAR COST ALL EQUIPMENT \$ 341,154

*Preliminary*

Attachment A

**Hyalite Rural Fire District Capital Replacement Schedule (version 03172020)**

<b>Year</b>	<b>Items</b>
2020	T6-2, U6, U6-1, Plow Truck, (44) SCBA's, 68 Portable Radios, 36 Mobile Radios, 4 Base Station Radios
2021	AED's, 2 ½" Hose, Rescue Chainsaws, Vent Fans, E6-1 Extrication Equip, E6-2 Extrication Equip
2022	C6-1, E6-3
2023	C6, E6-2, QRU6, Portable Generators, AQ Monitors
2024	AED's, S6
2025	Plow Truck, SCBA Compressor, SCBA Fill Station, TIC's, E6 Extrication Equip
2026	Little Giant Ladders, 14' Roof Ladders, 24' Ext. Ladders, Rescue Rotary Saws
2027	None
2028	None
2029	R6 Extrication Equip
2030	C6-2, Plow Truck, (44) SCBA's, 68 Portable Radios, 36 Mobile Radios, 4 Base Station Radios
2031	2 ½" Hose, AQ Monitors
2032	E6
2033	QRU6, U6, U6-1, TIC's
2034	C6-1, AED's
2035	C6, Plow Truck, E6 Extrication Equip
2036	Rescue Chainsaws, Vent Fans
2037	None
2038	T6, Portable Generators
2039	R6, R6 Extrication Equip, AQ Monitors
2040	Plow Truck, E6-1, (44) SCBA's, SCBA Compressor, SCBA Fill Station, 68 Portable Radios, 36 Mobile Radios, 4 Base Station Radios
2041	T6-1, AED's, 2 ½" Hose
2042	E6-3
2043	E6-2, QRU6
2044	AED's
2045	U6, U6-1, Plow Truck, E6 Extrication

# Hyalite Fire Department

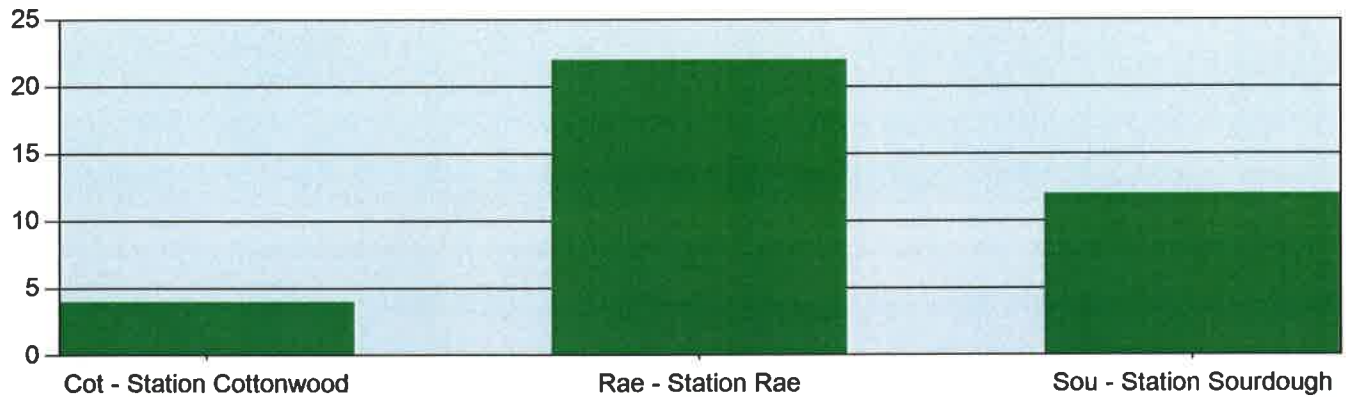
Bozeman, MT

This report was generated on 3/10/2020 5:08:27 PM



## Incidents per Station for Date Time Range for Station

Start Time: 00:00 | End Time: 23:00 | Incident Type(s): All Incident Types | Station: All Stations | Start Date: 02/01/2020 | End Date: 02/29/2020



STATION	COUNT
Cot - Station Cottonwood	4
Rae - Station Rae	22
Sou - Station Sourdough	12
<b>TOTAL:</b>	<b>38</b>

Only Reviewed Incidents included. This report totals the Incidents and groups by the Station specified in Basic 1. End Time menu returns all matches inside the chosen hour (ex: 23:00 returns all matching results from 23:00 - 23:59).

# Hyalite Fire Department

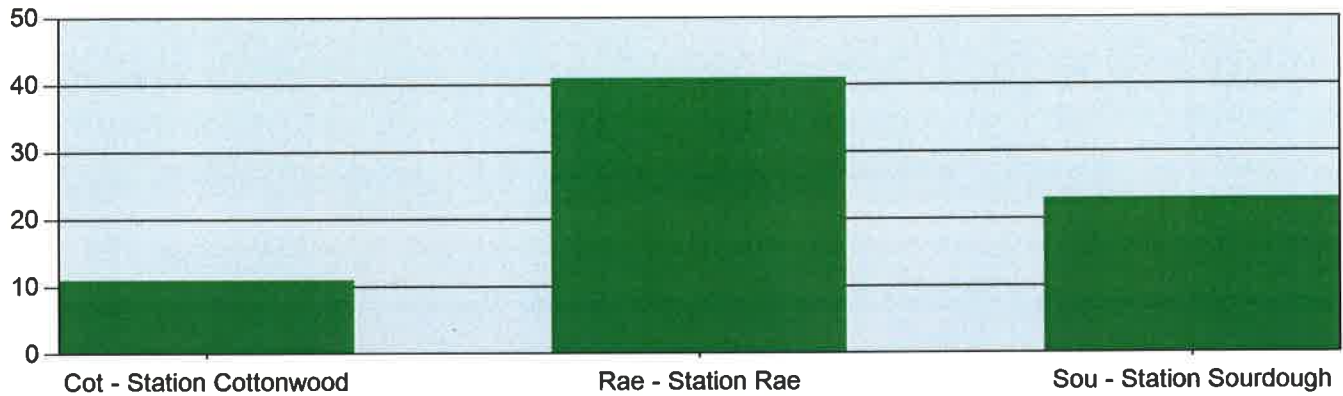
Bozeman, MT

This report was generated on 3/10/2020 5:07:06 PM



## Incidents per Station for Date Time Range for Station

Start Time: 00:00 | End Time: 23:00 | Incident Type(s): All Incident Types | Station: All Stations | Start Date: 01/01/2020 | End Date: 02/29/2020



STATION	COUNT
Cot - Station Cottonwood	11
Rae - Station Rae	41
Sou - Station Sourdough	23
<b>TOTAL:</b>	<b>75</b>

Only Reviewed Incidents included. This report totals the Incidents and groups by the Station specified in Basic 1. End Time menu returns all matches inside the chosen hour (ex: 23:00 returns all matching results from 23:00 - 23:59).

## Policy Inventory List

Identifier	Item Type	Approver	Description	Status	Approved Date	Approval By	On web	Comment
2016-001 v2.0	Board Policy	Board	Invoice Processing Policy	APPROVED, SIGNED	1/22/2019	Board	yes	Signed version on Google Drive
2016-002 v2.0	Board Policy	Board	Board Meeting Agenda policy	APPROVED, SIGNED	1/22/2019	Board	yes	Signed version on Google Drive
2017-809 v2.0	Board Policy	Board	Alcohol and Tobacco Use Policy	APPROVED, SIGNED	1/22/2019	Board	yes	Signed version on Google Drive
2017-063 v3.0	Board Policy	Board	Travel Expense Policy	APPROVED, SIGNED	3/19/2019	Board	yes	Signed version on Google Drive
2019-001 v1.0	Board Policy	Board	Public Records Request Policy	APPROVED, SIGNED	4/16/2019	Board	yes	Signed version on Google Drive
2016-950 v2.0	Governance	Board	By Laws	APPROVED, SIGNED	9/18/2018	Board	yes	Signed version on Google Drive
2016-951 v3.0	Governance	Board	Governance	APPROVED, SIGNED	9/24/2019	Board	yes	Signed version on Google Drive
	Board Policy	Board	Document Control and Retention Policy	NEW-In process			no	
	Operations	Board	Employee Manual	Completed			no	
	Operations	Board	Fire Chief job description	Completed			no	
	Operations	Board	Assistant Fire Chief job description	Completed			no	
	Operations	Board	Maintenance Captain job description	Completed			no	
	Operations	Board	Administrative Assistant job description	Completed			no	
	Operations	Chief	Resident-Renter Handbook and Agreement (Rae House)	Completed	12/31/2019		no	
	Operations	Chief	Resident Handbook and Agreement (Sourdough fire station)	Completed	12/31/2019		no	
	Operations	Chief	Volunteer Handbook	Completed	12/31/2019		no	
	Administration SOP	Chief	Bank Deposit Procedure	Completed	2/28/2018		no	



Hyalite Admin &lt;bookkeeper@hyalitefire.org&gt;

**Fwd: Tonight's trustee meeting**

1 message

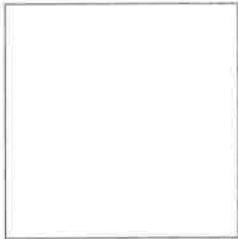
**Pete Geddes** <pete@americanprairie.org>  
To: Hyalite Admin <admin@hyalitefire.org>

Tue, Mar 17, 2020 at 8:05 PM

----- Forwarded message -----

From: **Pete Geddes** <pete@americanprairie.org>  
Date: Tue, Mar 17, 2020 at 4:11 PM  
Subject: Re: Tonight's trustee meeting  
To: Pat Wilson <patwilson@montana.com>

Thanks Pat. I will make sure your comments are recorded. The website as been suboptimal, in my opinion, for quite some time. We'll get it to a better place.



**Pete Geddes**  
*Vice President*  
*Chief External Relations Officer*  
American Prairie Reserve  
**Mobile** (406) 539-9042



On Tue, Mar 17, 2020 at 3:53 PM Pat Wilson <patwilson@montana.com> wrote:

As I will be unable to attend tonight's meeting, I am asking that my comments below be entered into record for regular agenda item 5, Discussion – Website Maintenance:

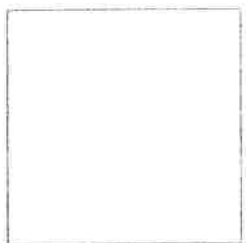
On the Hyalite Fire website, under "Public Meetings", then selecting "Our Next Meeting" in the drop down menu below "Public Meetings", it states: " The date of the next HRFD Board of Trustees Regular open meeting is March 17, 2020. The agenda for a Board of Trustees open meeting is published HERE (The word "HERE" is a hyperlink that takes the viewer to the meeting agenda and board packet.) at least 48 hours prior to the meeting, as well as posted at all 3 of our stations, Hyalite Rural Fire District's Facebook page, and the Bozeman Chronicle newspaper on the Friday before each meeting." I don't get the Chronicle, and don't drive around looking for postings at the three stations. I do look on the website. Granted, I do have some responsibility for seeing out information I am looking for, and publishing in the Chronicle and posting at the fire stations meets the legal notification requirements. However, I was not able to click on the "HERE" link to see the agenda until last evening, Monday, March 16, 2020. That was well inside the 48 hours prior to the meeting as stated on the website. I did try on both Sunday evening, March 15, and during the day on Monday, March 16 and was unable to be linked to the agenda. If the posting is not going to be made in the timeframes stated on the website, could you please correct the website to reflect the reality of how notifications will be made.

Thanks,

Pat Wilson

162 Meadowlark Drive

Bozeman, MT 59718



**Pete Geddes**

*Vice President*

*Chief External Relations Officer*

American Prairie Reserve

**Mobile (406) 539-9042**



**Consent Agenda End**