

Printed Name

Hyalite Rural Fire District

Board Meeting Synopsis Approval Form

The written synopsis of the March 17, 2020	Hyalite Rural Fire District (HRFD)
Board of Trustees meeting was approved by motion o	of the HRFD Board of Trustees on
May 19, 2020	
	-
Chair Spinature	
Eugene M. Geddes, III	
Printed Name	- ×
Secretary Signature	-
Nick Shrauger	

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. 3rd Rd., Bozeman, MT

In compliance with <u>MCA 2017 2-3-212</u> 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 <u>www.hyalitefire.org/board-meeting-minutes/</u> or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3rd Rd., Bozeman, MT, during its standard business hours.

TRUSTEES IN ATTENDANCE:

Pete Geddes Walt Zidack Justin Miller Nick Shrauger

Iason 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 Gariepp Michael Buffington Cole Baker

Nathan Leahy

0:00:00	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT Chair Geddes called the meeting to order and reminded the public that the meeting was being recorded. Chair Geddes asked if there were any public comment on items not on the agenda. None requested.
0:00:19	HYALITE CONSENT AGENDA Chair Geddes asked if there were any requests to remove items from the Consent Agenda. There were no such requests. He asked for motion to approve the Consent Agenda.
	Motion: Trustee Zidack made motion to approve consent agenda as presented. Second: Trustee Miller seconded the motion. Vote: Unanimous approval

	[See January 21, 2020 Board Packet for Consent Agenda items approved.]
	REGULAR AGENDA
0:00:34	Discussion and Decision - Solar Panel Grant
	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.
	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).
	Chair Geddes asked for board discussion. Questions asked of Ms. Pardo.
	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.
	Motion: Trustee Shrauger made a motion to accept the grant. Second: Trustee Miller seconded the motion. Vote: Unanimous approval.
	Chair Geddes asked for public comment. Questions and statements made by the public.
	Chair Geddes asked for more board discussion. More questions asked of Ms. Pardo.
	Motion: Trustee Geddes made a motion to accept the grant and proceed with
	the small system. Second: Trustee Zidack seconded the motion.
	Vote: Trustee Zidack Seconded the motion. Vote: Trustees Zidack, Geddes, Jarrett and Miller vote for; Trustee Shrauger opposed. Motion passes.
	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.
0:36:47	Discussion - May 5, 2020 Trustee Election
	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.

0:37:24 Discussion - Paying Off Bonds

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.

The schedules show for the replacement model for fiscal year 2020 there is a deficit of (\$324,383).

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.

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.

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.

Chairman Geddes asks for board discussion. None given.

Chairman Geddes asks for public comment. None given.

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.

[See Attachment A for Preliminary Spreadsheets for Capital Reserve–Apparatus Replacement balance; Capital Items Replacement Costs and Intervals; Capital Replacement Schedule; and Incident Charts]

1:02:46 Discussion - Policy Review

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.

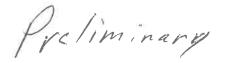
There are six policies awaiting board approval. Chairman Geddes suggests the board address two at a time at upcoming board meetings.

Chairman Geddes asks for more board discussion. None given.

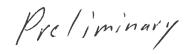
Chairman Geddes asks for public comment. None given.

	[See Attachment B for the Policy Inventory List]
1:05:26	Discussion - Website Maintenance
	Administrative Assistant Wyman discussed the changes made to the website with the help of Trustee Shrauger's suggestions.
	Discussion held about having a live feed of calls.
	Chairman Geddes requests thoughts from the Chief and the Board on what we want from the Website.
	Staff will work to link the Facebook page to the website.
	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.
	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.
	Motion: Trustee Jarrett moved to authorize the Fire Chief to spend up to \$3,000 to explore website development and design. Second: Trustee Geddes seconded the motion.
	Trustee Shrauger discusses whether the board or staff should be responsible for the website.
	[See Attachment C for comments from Pat Wilson]
4 22 22	 Action Items: Staff will work on putting bios for staff on the website. The training area will also be added.
1:23:38	Discussion - Fire Chief's Evaluation
	Chief Revisky provided questions from past evaluations as well as additional questions.
	Board discussion held.
	After review of the questions, the board agrees to combine the added questions to the Chief's Evaluation.
	Chairman Geddes asks for more board discussion. None given.
	Chairman Geddes asks for public comment. The questions to be given to the volunteers are read to the public.
	Action Items: The survey questions will be sent out to the board and volunteers will be sent out for the Chief's evaluation.

1:28:37	Fire Chief's Report
	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
	Trustee Jarrett explains the dynamic between the AMR and the City of Bozeman.
	Public asks questions and makes comments.
	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.
	Discussion held about what that would look like for licensing, equipment, and training.
1:48:06	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. Trustees' Activities
	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.
1:50:27	Announcements
	 Sheryl Wyman is now a notary for the State of Montana. Next board meeting scheduled for April 21, 2020.
1:52:03	ADJOURNMENT



				Capital Reserve - Apparatus Replacement Start Balance (2/2020)	\$720,617	
Fiscal	Projected	Replacement	Inflation			Total Cost
Year	Cap. Cont 2%	Cost	Indexed 3%	Description	Balance	unadjusted
1001				T6-2, U6, U6-1, Plow Truck, (44) SCBA's, 68 Portable Radios, 36		
2020	\$375,000	\$1,420,000	1.00	Mobile Radios, 4 Base Station Radios	(\$324,383)	\$1,420,000
2020	42.0,000			AED's, 2 1/2" Hose, Rescue Chainsaws, Vent Fans, E6-1 Extrication		
2021	\$382,500	\$126,649	1.03	Equip, E6-2 Extrication Equip	(\$68,532)	\$122,960
2022	\$390,150	\$726,717		C6-1, E6-3	(\$405,098)	\$685,000
2023	\$397,953	\$935,374		C6, E6-2, QRU6, Portable Generators, AQ Monitors	(\$942,520)	\$856,000
2024	\$405,912	\$365,790		AED's, S6	(\$902,398)	\$325,000
				Plow Truck, SCBA Compressor, SCBA Fill Station, TIC's, E6 Extrication		
2025	\$414,030	\$159,980	1.16	Equip	(\$648,347)	\$138,000
				Little Giant Ladders, 14' Roof Ladders, 24'Ext. Ladders, Rescue Rotary		
2026	\$422,311	\$21,553	1.19	Saws	(\$247,589)	\$18,050
2027	\$430,757	\$0		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
				C6-2, Plow Truck, (44) SCBA's, 68 Portable Radios, 36 Mobile Radios,		
2030	\$457,123	\$1,417,832	1.34	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
				Plow Truck, E6-1, (44) SCBA's, SCBA Compressor, SCBA Fill Station, 68		
2040	\$557,230	\$3,048,716	1.81	Portable Radios, 36 Mobile Radios, 4 Base Station Radios	(\$702,754)	\$1,688,000
2041	\$568,375			T6-1, AED's, 2 ½" Hose	(\$898,886)	\$410,960
2042	\$579,742			E6-3	(\$1,545,450)	\$640,000
2043	\$591,337			E6-2, QRU6	(\$2,513,246)	\$790,000
2044	\$603,164			AED's	(\$1,960,902)	\$25,000
2045	\$615,227			U6, U6-1, Plow Truck, E6 Extrication	(\$1,638,804)	\$140,000



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

Items	# of units	Cos	t (Todays Price)	Lifespan (In Years)	ge Value er Unit		Year Cost er Unit	year cost 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	\$ 1	\$	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	\$ Ŧ	\$	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	\$ 3,18
AEDs	10	\$	2,500	10	\$ -	\$	250	\$ 2,50
2 1/2" 50' Hose	76	\$	210	10	\$ -	\$	21	\$ 1,59
5" 100' Hose	55	\$	600	10	\$ -	\$	60	\$ 3,30
Little Giant Ladders	6	\$	570	20	\$	\$	29	\$ 17
14' Roof Ladders	6	\$	290	20	\$	\$	15	\$ 8
24' Ext. Ladders	6	\$	615	20	\$ -	\$	31	\$ 18
Portable Generators	6	\$	1,000	15	\$ 50	_	63	\$ 38
Extrication Equip Engine	3	\$	30,000	10	\$ 2,000	\$	2,800	\$ 8,40
Extrication Equip Rescue	1	\$	30,000	10	\$ 5,000	\$	2,500	\$ 2,50
Rescue Chainsaws	5	\$	2,000	15	\$ 50	\$	130	\$ 65
Rotary Saws	4	\$	2,300	20	\$ 50	_	113	\$ 45
Ventilation Fans	6	\$	2,000	15	\$	\$	133	\$ 80

TOTAL PER YEAR COST ALL EQUIPMENT

341,154



Hyalite Rural Fire District Capital Replacement Schedule (version 03172020)

Year	Items
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 1/2" 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

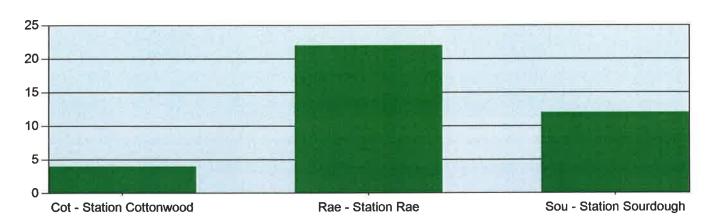
Bozeman, MT

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
TOTAL	38

Hyalite Fire Department

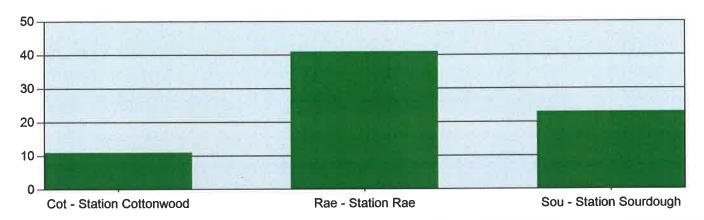
Bozeman, MT

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
TOTAL:	75

Policy Inventory List

dentifier	Item Type	Approver	Description	Status	Approved Date	Approval By	On web	Comment
016-001 v2.0		Board	Invoice Processing Policy	APPROVED, SIGNED	1/22/2019	Board	γes	Signed version on Google Drive
2016-002 v2.0		Board	Board Meeting Agenda policy	APPROVED, SIGNED	1/22/2019	Board	yes	Signed version on Google Drive
	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	Travel Expense Policy	APPROVED, SIGNED	3/19/2019	Board	yes	Signed version on Google Drive
	Board Policy	Board	Public Records Request Policy	APPROVED, SIGNED	4/16/2019	Board	yes	Signed version on Google Drive
	Governance	Board	By Laws	APPROVED, SIGNED	9/18/2018	Board	yes	Signed version on Google Drive
2016-951 v3.0		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 <bookkeeper@hyalitefire.org>

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

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

