

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

DATE: JUNE 16, 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**

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

**HYALITE CONSENT AGENDA**

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of May 19, 2020 Meeting Synopsis  
*[Consent Agenda Attached]*

**REGULAR AGENDA**

1. Discussion and Decision – Solar Grant Project Contract Approval  
*(See Attachments)*
2. Discussion, Review and Decision of Board Policies
  - a. Maintenance Captain Job Description
  - b. Administrative Assistant Job Description
  - c. Procurement Policy-Draft  
*(See Attachments)*
3. Discussion and Decision – Contract Agreement with DNRC  
*(See Attachments)*
4. Discussion – Ambulance Transport Proposal
5. Fire Chief's Report
6. Trustees' Activities
7. Announcements

**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.

# Consent Agenda

# Dashboard for May 2020



At a glance...

General Fund Cash Balance  
Taxes Receivable  
Short-term payables

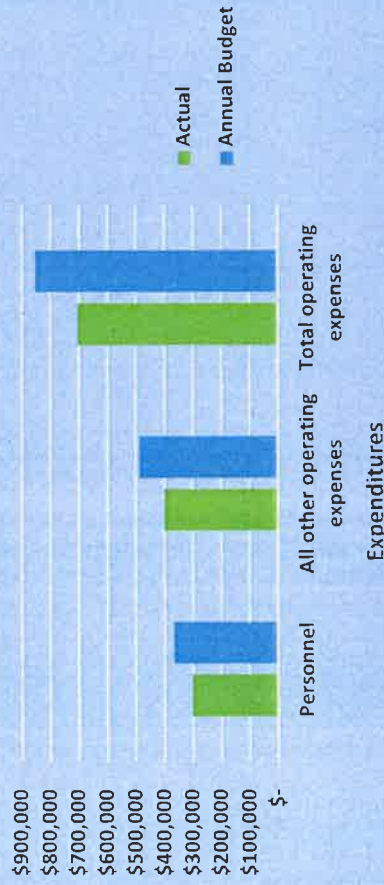
	Current month	Prior year
General Fund Cash Balance	\$ 1,393,572	\$ 1,066,028
Taxes Receivable	\$ 618,450	\$ 87,318
Short-term payables	\$ -	\$ -

Number of Calls  
Number of Volunteers  
Number of Training Sessions  
Number of Training Hours

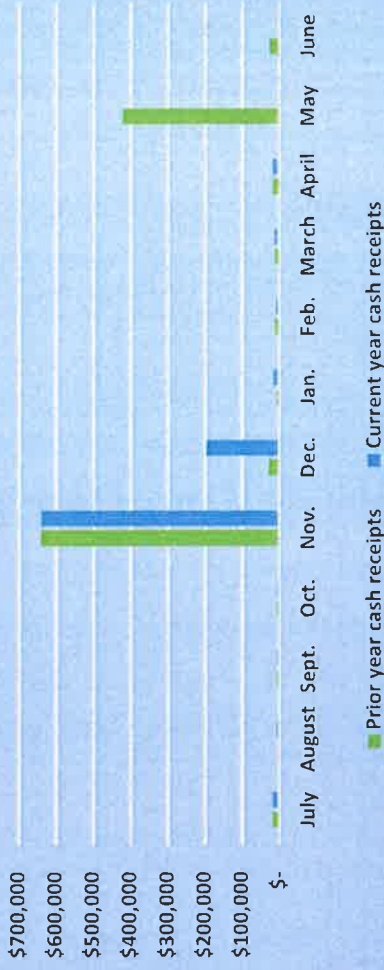
Calendar YTD	
195	
48	
13	
1,352	

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.

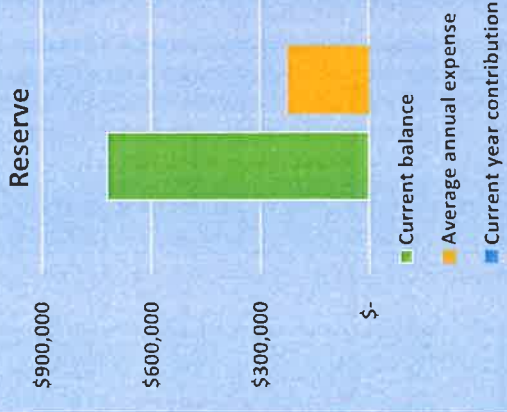
## Budgetary Comparisons - for year to date



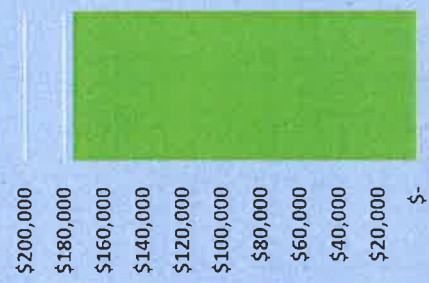
## Timing of Cash Receipts



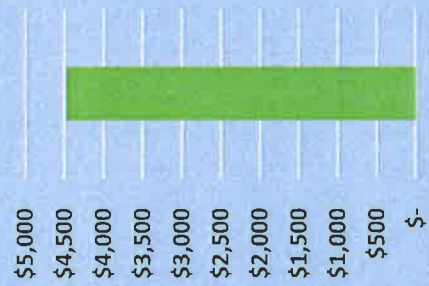
## Apparatus and Equipment Reserve



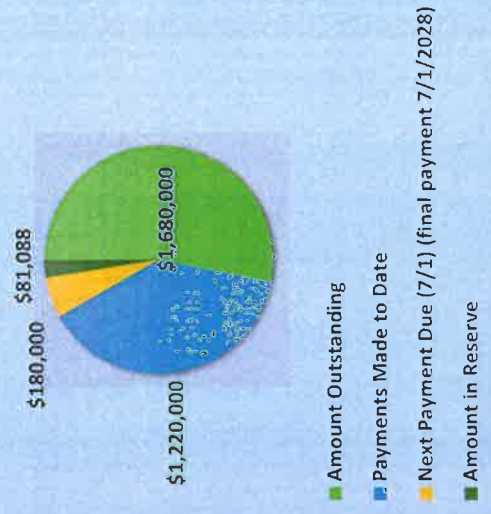
## Capital Improvement Reserve



## Building Repair/Replacement Reserve



## Station Debt



# Hyalite Rural Fire District

## STATEMENT OF FINANCIAL POSITION

As of May 31, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	\$2,375,138.56
Accounts Receivable	\$2,894.90
Other Current Assets	\$718,581.71
<b>Total Current Assets</b>	<b>\$3,096,615.17</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	(2,782,749.55)
<b>Total 180000 Capital Assets</b>	<b>4,074,912.11</b>
<b>Total Fixed Assets</b>	<b>\$4,074,912.11</b>
<b>TOTAL ASSETS</b>	<b>\$7,171,527.28</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$9,053.72
Credit Cards	\$0.00
Other Current Liabilities	\$180,000.00
<b>Total Current Liabilities</b>	<b>\$189,053.72</b>
Long-Term Liabilities	\$1,927,219.86
<b>Total Liabilities</b>	<b>\$2,116,273.58</b>
Equity	
241000 Unrestricted Fund Balance	1,123,600.64
241001 General fixed asset acct group	4,074,912.11
241002 General LT debt account group	(2,007,087.76)
241100 Reserved Fund Balance	
241101 Restricted for Debt Service	81,087.85
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>981,566.36</b>
241200 Assigned to vol firefighters	6,599.36
Net Revenue	875,662.99
<b>Total Equity</b>	<b>\$5,055,253.70</b>

**Hyalite Rural Fire District**  
**STATEMENT OF FINANCIAL POSITION**  
As of May 31, 2020

	TOTAL
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,171,527.28</b>

# Hyalite Rural Fire District

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

July 2019 - May 2020 (91.67%)

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
310000 Taxes	1,504,967.86	1,477,629.00	27,338.86	101.85 %
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	13,888.58	4,000.00	9,888.58	347.21 %
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	
Total Revenue	\$1,578,912.60	\$1,540,629.00	\$38,283.60	102.48 %
GROSS PROFIT	\$1,578,912.60	\$1,540,629.00	\$38,283.60	102.48 %
Expenditures				
420000 Public Safety Expenses	17,780.71	40,000.00	(22,219.29)	44.45 %
420100 Personnel Services	302,323.64	365,000.00	(62,676.36)	82.83 %
420200 Supplies	29,807.66	22,000.00	7,807.66	135.49 %
420220 Meals/Incentives	9,460.04	11,000.00	(1,539.96)	86.00 %
420240 Fuel	20,946.42	36,000.00	(15,053.58)	58.18 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	4,434.12	4,000.00	434.12	110.85 %
420330 Community Outreach/Education	4,044.62	10,000.00	(5,955.38)	40.45 %
420340 Utility Services	39,203.31	52,000.00	(12,796.69)	75.39 %
420350 Professional Services	26,104.25	40,000.00	(13,895.75)	65.26 %
420390 Firefighter Physicals	7,936.00	15,000.00	(7,064.00)	52.91 %
420400 Training/Travel - Trustees		3,000.00	(3,000.00)	
420420 Facilities	16,279.32	35,000.00	(18,720.68)	46.51 %
420500 Insurance	70,458.66	70,000.00	458.66	100.66 %
420930 Safety Equipment	42,506.74	70,000.00	(27,493.26)	60.72 %
420940 Apparatus	52,880.32	70,000.00	(17,119.68)	75.54 %
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 %
Total Expenditures	\$703,249.60	\$1,092,475.00	\$ (389,225.40)	64.37 %
NET OPERATING REVENUE	\$875,663.00	\$448,154.00	\$427,509.00	195.39 %
NET REVENUE	\$875,663.00	\$448,154.00	\$427,509.00	195.39 %

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

May 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
406 Compressor Service & Repair LLC						
05/13/2020	Bill	2103	Yes	Hubdoc - 121531016 - INV2103	202100 Accounts Payable	1,150.00
Alert-All Corp.						
05/05/2020	Credit Card Expenditure		Yes	cappy firedog bags, stick on badges	210550 Costco Citi Card-Revisky 3990	300.00
Amazon						
05/02/2020	Credit Card Expenditure		Yes	side release buckles	210560 Costco Citi Card-Eaton 2172	34.41
05/06/2020	Credit Card Expenditure		Yes	wildland packs	210560 Costco Citi Card-Eaton 2172	19.98
Anderson ZurMuehlen						
05/20/2020	Bill	392952/142167.700	Yes	Hubdoc - 121531014 - INV392952/142167.700	202100 Accounts Payable	2,600.00
Best Rate Diesel Repair Inc.						
05/07/2020	Bill Payment (Check)	7803074	Yes		101000 Cash/Investments:General Fund	-1,150.00
BlueCross BlueShield of Montana						
05/01/2020	Bill	X6A680/5.1.20	Yes	Hubdoc - 116064103 - INVX6A680/5.1.20	202100 Accounts Payable	4,115.39
05/19/2020	Bill Payment (Check)	7803090	Yes		101000 Cash/Investments:General Fund	-4,115.39
Century Link						
05/01/2020	Bill	4066024041528B/5.1.20	Yes	Hubdoc - 119628217 - INV4066024041528B/5.1.20	202100 Accounts Payable	131.34
05/04/2020	Bill	4065876270585B/5.4.20	Yes	Hubdoc - 119628208 - INV4065876270585B/5.4.20	202100 Accounts Payable	42.24
05/10/2020	Bill	4065874149951B/5.10	Yes	Hubdoc - 121531019 - INV4065874149951B/5.10	202100 Accounts Payable	38.13
05/19/2020	Bill Payment (Check)	7803091	Yes		101000 Cash/Investments:General Fund	-173.58
Charter Communications						
05/09/2020	Bill	0672244050920	Yes	Hubdoc - 119628211 - INV0672244050920	202100 Accounts Payable	281.80
05/19/2020	Bill Payment (Check)	7803092	Yes	8313200110672244	101000 Cash/Investments:General Fund	-281.80
Citi Card						
05/18/2020	Bill	3990/5.18.20	Yes	Hubdoc - 119755910 - INV3990/5.18.20	202100 Accounts Payable	5,097.70
05/19/2020	Bill Payment (Check)	7803101	Yes		101000 Cash/Investments:General Fund	-5,097.70
Connect Telephone and Computer Group						
05/26/2020	Bill	103368	Yes	Hubdoc - 121531012 - INV103368	202100 Accounts Payable	973.06
Conner Killeen.						
05/06/2020	Bill	031020	Yes	Hubdoc - 118050098 - INV031020	202100 Accounts Payable	171.89
05/07/2020	Bill Payment (Check)	7803075	Yes		101000 Cash/Investments:General Fund	-171.89
Costco Wholesale						
05/04/2020	Credit Card Expenditure		Yes	To be reimbursed, personal purchase	210550 Costco Citi Card-Revisky 3990	64.76
Custom Logo						
05/28/2020	Bill	18950	Yes	Hubdoc - 121531022 - INV18950	202100 Accounts Payable	811.20
Delta Dental						
05/01/2020	Bill	17272-51213/4.25.20	Yes	Hubdoc - 114476989 - INV17272-51213/4.25.20	202100 Accounts Payable	175.28
05/07/2020	Bill Payment (Check)	7803076	Yes		101000 Cash/Investments:General Fund	-175.28
Diesel Pros						
05/15/2020	Credit Card Expenditure		Yes		210560 Costco Citi Card-Eaton 2172	1,165.61
DirectTV						
05/13/2020	Bill	37433403619	Yes	Hubdoc - 119628213 - INV37433403619	202100 Accounts Payable	167.99
05/19/2020	Bill Payment (Check)	7803093	Yes	029404001	101000 Cash/Investments:General Fund	-167.99

Ecolab

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

May 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/22/2020	Bill	6255655705	Yes	Hubdoc - 121531026 - INV6255655705	202100 Accounts Payable	292.54
Ensemble Care for Heroes (ECMS)						
05/26/2020	Bill	INV391466	Yes	Hubdoc - 121531023 - INVINV391466	202100 Accounts Payable	387.53
ExxonMobile						
05/03/2020	Credit Card Expenditure		Yes		210560 Costco Citi Card-Eaton 2172	13.15
Fire Safety Education						
05/05/2020	Credit Card Expenditure		Yes	A Visit to the Fire Station activity books	210550 Costco Citi Card-Revisky 3990	144.00
Firehouse Subs						
05/01/2020	Credit Card Expenditure		Yes	recruit training	210560 Costco Citi Card-Eaton 2172	108.48
05/15/2020	Credit Card Expenditure		Yes	recruit training	210560 Costco Citi Card-Eaton 2172	119.48
FURS						
05/08/2020	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-5,196.14
General Distributing Co.						
05/07/2020	Bill Payment (Check)	7803077	Yes	56625	101000 Cash/Investments:General Fund	-64.20
Grass Monkeys Lawn Care						
05/14/2020	Bill	3	Yes	Hubdoc - 119628214 - INV3	202100 Accounts Payable	935.00
05/19/2020	Bill Payment (Check)	7803094	Yes		101000 Cash/Investments:General Fund	-935.00
J&H INC						
05/07/2020	Bill Payment (Check)	7803078	Yes	13753	101000 Cash/Investments:General Fund	-122.22
05/21/2020	Bill	584897	Yes	Hubdoc - 121531020 - INV584897	202100 Accounts Payable	78.24
Kamp Implement Co.						
05/07/2020	Bill Payment (Check)	7803079	Yes		101000 Cash/Investments:General Fund	-562.55
Kenyon Noble						
05/25/2020	Bill	789918-000/5.25.20	Yes	Hubdoc - 121531029 - INV789918-000/5.25.20	202100 Accounts Payable	167.26
L.N. Curtis and Sons						
05/08/2020	Bill	INV387483	Yes	Hubdoc - 119628207 - INVINV387483	202100 Accounts Payable	3,402.43
05/19/2020	Bill Payment (Check)	7803095	Yes		101000 Cash/Investments:General Fund	-3,402.43
Mama Macs Bakery						
05/03/2020	Credit Card Expenditure		Yes	recruit training	210560 Costco Citi Card-Eaton 2172	184.00
05/09/2020	Credit Card Expenditure		Yes	recruit training	210560 Costco Citi Card-Eaton 2172	196.00
Matts Saw Shop						
05/01/2020	Credit Card Expenditure		Yes		210580 Costco Citi Card - Prato 2005	32.50
Montana Dept. of Revenue						
05/08/2020	Check	FIB e-pay	Yes	6442692-002-WTH	101000 Cash/Investments:General Fund	-909.00
Montana Firemen's Association						
05/08/2020	Check	7803089	Yes		101000 Cash/Investments:General Fund	-207.35
Montana Occupational Health						
05/05/2020	Bill	11028	Yes	Hubdoc - 119628203 - INV11028	202100 Accounts Payable	496.00
05/05/2020	Bill	11027	Yes	Hubdoc - 119628201 - INV11027	202100 Accounts Payable	496.00
05/05/2020	Bill	11026	Yes	Hubdoc - 121531005 - INV11026	202100 Accounts Payable	100.00
05/06/2020	Bill	11035	Yes	Hubdoc - 121531006 - INV11035	202100 Accounts Payable	657.00
05/07/2020	Bill	11036	Yes	Hubdoc - 121531011 - INV11036	202100 Accounts Payable	481.00
05/14/2020	Bill	11058	Yes	Hubdoc - 121531013 - INV11058	202100 Accounts Payable	596.00

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

May 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/18/2020	Bill	11064	Yes	Hubdoc - 121531000 - INV11064	202100 Accounts Payable	581.00
05/19/2020	Bill Payment (Check)	7803096	Yes		101000 Cash/Investments:General Fund	-2,184.00
05/19/2020	Bill	11069	Yes	Hubdoc - 121531007 - INV11069	202100 Accounts Payable	649.00
05/19/2020	Bill	11068	Yes	Hubdoc - 121530999 - INV11068	202100 Accounts Payable	872.00
05/20/2020	Bill	11072	Yes	Hubdoc - 121531009 - INV11072	202100 Accounts Payable	496.00
05/21/2020	Bill	11078	Yes	Hubdoc - 121530997 - INV11078	202100 Accounts Payable	496.00
NAPA Auto Parts						
05/07/2020	Bill Payment (Check)	7803080	Yes	12342	101000 Cash/Investments:General Fund	-198.96
Northwestern Energy						
05/08/2020	Bill	3091809-8/5.8.20	Yes	Hubdoc - 119628221 - INV3091809-8/5.8.20	202100 Accounts Payable	900.65
05/08/2020	Bill	0180737-9/5.8.20	Yes	Hubdoc - 119628220 - INV0180737-9/5.8.20	202100 Accounts Payable	163.06
05/08/2020	Bill	1196979-7/5.8.20	Yes	Hubdoc - 119628219 - INV1196979-7/5.8.20	202100 Accounts Payable	385.32
05/08/2020	Bill	3252724-4/5.8.20	Yes	Hubdoc - 119628215 - INV3252724-4/5.8.20	202100 Accounts Payable	99.89
05/11/2020	Bill	0180089-5/5.11.20	Yes	Hubdoc - 119628224 - INV0180089-5/5.11.20	202100 Accounts Payable	91.98
05/19/2020	Bill Payment (Check)	7803097	Yes		101000 Cash/Investments:General Fund	-1,640.90
Owenhouse-Ace Hardware						
05/07/2020	Bill Payment (Check)	7803081	Yes		101000 Cash/Investments:General Fund	-694.15
05/27/2020	Bill	191619/5.27.20	Yes	Hubdoc - 121531038 - INV191619/5.27.20	202100 Accounts Payable	429.04
Padholdr Products						
05/14/2020	Credit Card Expenditure		Yes	universal med duty mount, Edge Classic	210580 Costco Citi Card - Prato 2005	84.64
People Facts						
05/01/2020	Bill	2020040978	Yes	Hubdoc - 118050078 - INV2020040978	202100 Accounts Payable	16.67
05/07/2020	Bill Payment (Check)	7803082	Yes		101000 Cash/Investments:General Fund	-16.67
PERS						
05/08/2020	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-497.77
RAE Water						
05/07/2020	Bill Payment (Check)	7803083	Yes		101000 Cash/Investments:General Fund	-128.78
05/22/2020	Bill	FIRE-00/5.22.20	Yes	Hubdoc - 114476985 - INV FIRE-00	202100 Accounts Payable	88.25
05/22/2020	Bill	GH 5370-00/5.22.20	Yes		202100 Accounts Payable	44.55
Republic Services						
05/07/2020	Bill Payment (Check)	7803084	Yes		101000 Cash/Investments:General Fund	-422.19
05/28/2020	Bill	0886-001577704	Yes	Hubdoc - 121531021 - INV0886-001577704	202100 Accounts Payable	284.92
05/28/2020	Bill	0886-001577002	Yes	Hubdoc - 121531018 - INV0886-001577002	202100 Accounts Payable	134.39
Ressler						
05/07/2020	Bill Payment (Check)	7803085	Yes	56595	101000 Cash/Investments:General Fund	-324.13
05/19/2020	Bill Payment (Check)	7803098	Yes	56595	101000 Cash/Investments:General Fund	-21.59
Rosas Pizza						
05/06/2020	Credit Card Expenditure		Yes	no receipt - driver said he did not have it	210560 Costco Citi Card-Eaton 2172	108.00
05/13/2020	Credit Card Expenditure		Yes		210560 Costco Citi Card-Eaton 2172	175.00
RW & JW Enterprises						
05/07/2020	Bill Payment (Check)	7803086	Yes		101000 Cash/Investments:General Fund	-1,669.55
Sidewinders						
05/04/2020	Credit Card Expenditure		Yes	lunch for dispatcher retirement	210570 Costco Citi Card-Nickolay 7029	89.00
Thai Basil						
05/07/2020	Credit Card Expenditure		Yes		210550 Costco Citi Card-Revisky 3990	121.00

The UPS Store

# Hyalite Rural Fire District

## TRANSACTION LIST BY VENDOR

May 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/19/2020	Bill Payment (Check)	7803099	Yes		101000 Cash/Investments:General Fund	-21.24
Town and Country						
05/01/2020	Bill	5820666/5.1.20	Yes	Hubdoc - 119628222 - INV5820666/5.1.20	202100 Accounts Payable	59.11
05/19/2020	Bill Payment (Check)	7803100	Yes		101000 Cash/Investments:General Fund	-59.11
Town Pump						
05/04/2020	Credit Card Expenditure		Yes	E-6	210100 Conoco	14.98
05/06/2020	Credit Card Expenditure		Yes	E-6	210100 Conoco	13.17
05/07/2020	Credit Card Expenditure		Yes	Missing receipt - C-6-2	210100 Conoco	26.20
05/10/2020	Credit Card Expenditure		Yes	E-6-2	210100 Conoco	37.38
05/13/2020	Credit Card Expenditure		Yes		210100 Conoco	26.50
05/15/2020	Credit Card Expenditure		Yes	QRU-6	210100 Conoco	23.01
United States Treasury						
05/08/2020	Check	FIB e-pay	Yes	81-2360037	101000 Cash/Investments:General Fund	-1,949.88
Urban Armor Gear						
05/14/2020	Credit Card Expenditure		Yes	ipad	210580 Costco Citi Card - Prato 2005	46.95
USPS						
05/07/2020	Credit Card Expenditure		Yes		210550 Costco Citi Card-Revlsky 3990	7.75
Verizon						
05/07/2020	Bill Payment (Check)	7803087	Yes		101000 Cash/Investments:General Fund	-242.79
05/23/2020	Bill	9855273562	Yes	Hubdoc - 121531033 - INV9855273562	202100 Accounts Payable	695.52
Wex Bank						
05/07/2020	Bill Payment (Check)	7803088	Yes	0203-00-109722-9	101000 Cash/Investments:General Fund	-397.37
05/23/2020	Bill	65585812	Yes	Hubdoc - 121531037 - INV65585812	202100 Accounts Payable	241.76

# Hyalite Rural Fire District

## CHECK DETAIL

May 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000 Cash/Investments						
101000 General Fund						
05/07/2020	Bill Payment (Check)	7803074	Best Rate Diesel Repair Inc.			-1,150.00
05/07/2020	Bill Payment (Check)	7803075	Conner Killeen.			-171.89
05/07/2020	Bill Payment (Check)	7803076	Delta Dental			-175.28
05/07/2020	Bill Payment (Check)	7803077	General Distributing Co.	56625		-64.20
05/07/2020	Bill Payment (Check)	7803078	J&H INC	13753		-122.22
05/07/2020	Bill Payment (Check)	7803079	Kamp Implement Co.			-562.55
05/07/2020	Bill Payment (Check)	7803080	NAPA Auto Parts	12342		-198.96
05/07/2020	Bill Payment (Check)	7803081	Owenhouse-Ace Hardware			-694.15
05/07/2020	Bill Payment (Check)	7803082	People Facts			-16.67
05/07/2020	Bill Payment (Check)	7803083	RAE Water			-128.78
05/07/2020	Bill Payment (Check)	7803084	Republic Services			-422.19
05/07/2020	Bill Payment (Check)	7803085	Ressler	56595		-324.13
05/07/2020	Bill Payment (Check)	7803086	RW & JW Enterprises			-1,669.55
05/07/2020	Bill Payment (Check)	7803087	Verizon			-242.79
05/07/2020	Bill Payment (Check)	7803088	Wex Bank	0203-00-109722-9		-397.37
05/08/2020	Check	7803089	Montana Firemen's Association			-207.35
				Montana Firemen's Association		-207.35
05/08/2020	Check	ERIC	FURS			-5,196.14
				FURS-Employee		-2,218.62
				FURS-Employer		-2,977.52
05/08/2020	Check	ERIC	PERS			-497.77
				PERS-Employee		-237.32
				PERS-Employer		-260.45
05/08/2020	Check	FIB e-pay	United States Treasury	81-2360037		-1,949.88
				Federal Withholding		-1,314.00
				Medicare Company		-317.94
				Medicare Employee		-317.94
				Medicare Employee Addl Tax		0.00
05/08/2020	Check	FIB e-pay	Montana Dept. of Revenue	6442692-002-WTH		-909.00
				MT - Withholding		-909.00
05/19/2020	Bill Payment (Check)	7803090	BlueCross BlueShield of Montana			-4,115.39

# Hyalite Rural Fire District

## CHECK DETAIL

May 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/19/2020	Bill Payment (Check)	7803091	Century Link			-173.58
05/19/2020	Bill Payment (Check)	7803092	Charter Communications	8313200110672244		-281.80
05/19/2020	Bill Payment (Check)	7803093	DirectTV	029404001		-167.99
05/19/2020	Bill Payment (Check)	7803094	Grass Monkeys Lawn Care			-935.00
05/19/2020	Bill Payment (Check)	7803095	L.N. Curtis and Sons			-3,402.43
05/19/2020	Bill Payment (Check)	7803096	Montana Occupational Health			-2,184.00
05/19/2020	Bill Payment (Check)	7803097	Northwestern Energy			-1,640.90
05/19/2020	Bill Payment (Check)	7803098	Ressler	56595		-21.59
05/19/2020	Bill Payment (Check)	7803099	The UPS Store			-21.24
05/19/2020	Bill Payment (Check)	7803100	Town and Country			-59.11
05/19/2020	Bill Payment (Check)	7803101	Citi Card			-5,097.70

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

DATE: MAY 19, 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  
Justin Miller  
Nick Shrauger  
Jason Jarrett

**STAFF IN ATTENDANCE:**

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

**PUBLIC IN ATTENDANCE:**

Michael Buffington  
Chuck Wyman – Via Conference Call  
Pat Wilson – Via Conference Call  
Bob Ogren – Via Conference Call  
Betty McCoy – Via Conference Call

<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.  <b>ANNUAL PUBLIC MEETING</b> <b>a. Introduction of District Trustees and Staff</b>  Chair Geddes asked if there were any public comment on items not on the agenda. None requested.
<b>0:01:15</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 Jarrett made motion to approve consent agenda as presented. <b>Vote:</b> Unanimous approval

	<i>[See March 17, 2020 Board Packet for Consent Agenda items approved.]</i>
	<b>REGULAR AGENDA</b>
<b>0:01:40</b>	<b>Annual Meeting Topics:</b>
	<b>Recent HRFD News Stories</b> – Assistant Chief Nickolay discussed the recent community parade in April and the media attention the parade was given.
<b>0:04:11</b>	<b>Board Presentation and Discussion of Current and Possible District Finances, Issues, and Concerns. Introduction of District Trustees, Staff and Volunteers</b> – Chair Geddes provided an overview of the district. The district is in an excellent financial situation due to the board’s prudent fiscal management and desire to keep the tax burden as low as possible to the taxpayers of the district. We are fortunate to the volunteers that we have and the relationship that Jason and Brian have developed with Montana State University. Trustees gave their thoughts as well.  Chair Geddes asked for public comment. Comment provided by Chuck Wyman.
<b>0:11:04</b>	<b>Review of Bylaws</b> – Any changes to policy review will be prepared by the subcommittee and brought back to the board draft proposals. Trustees are asked to send any suggested changes for consideration to Pete and Nick.  Chair Geddes asked for board discussion. Trustee Jarrett gave comment. Chair Geddes asked for public comment – none given. Chair Geddes asked for further board discussion – none give.
<b>0:12:45</b>	<b>Review of Board Policies – Fire Chief and Assistant Fire Chief’s Job Description</b>  Chair Geddes asked for board discussion – none given. Chair Geddes asked for public comment – none given.  <b>Motion: Trustee Jarrett made a motion to approve the job descriptions for the Fire Chief and Assistant Fire Chief.</b> <b>Second:</b> Trustee Miller seconded the motion. <b>Vote:</b> Unanimous approval.  <i>[See Attachments A and B for Job Descriptions of Fire Chief and Assistant Fire Chief]</i>
<b>0:13:53</b>	<b>Discussion and Decision – FY 2021 Preliminary Budget</b>  Trustee Zidack prepared the preliminary budget to be turned in to the County.  Chair Geddes asked for board discussion - none given Chair Geddes asked for public comment – none given. Chair Geddes asked for comments from Chief – none given. Questions asked by Trustee Shraugher. Chair Geddes asked for further public comment – Michael Buffington, Volunteer Firefighter asked questions.

	<p><b>Motion:</b> Trustee Jarrett made a motion to approve the preliminary budget as presented.</p> <p><b>Second:</b> Trustee Miller seconded the motion.</p> <p><b>Vote:</b> Unanimous approval.</p> <p><i>[See Attachment C for Preliminary Budget Forms]</i></p>
0:20:00	<p><b>Discussion and Decision – Capital Replacement Expenditure – New SBCAs</b></p> <p>Assistant Fire Chief Nickolay presented a proposal to replace the SBCAs. Two quotes were provided.</p> <p>Chair Geddes asked for board discussion – Trustees Miller and Jarrett asked questions.</p> <p>Chair Geddes asked for public comment – none given.</p> <p>Chair Geddes asked for more board discussion – Trustees Miller and Geddes asked further questions.</p> <p>Chair Geddes asked for further public comment – none given.</p> <p>Chair Geddes asked for further board comments – Trustee Shrauger makes comments. Chair Geddes states and resident Wyman answers question that items do not need to go out to bid. Trustee Miller asked further questions.</p> <p>Chair Geddes asked for further board discussion – none given.</p> <p>Chair Geddes asked for further public comment – none given.</p> <p><b>Motion:</b> Trustee Miller made a motion to approve Big Sky Fire Equipment to purchase MSA SBCAs.</p> <p><b>Second:</b> Trustee Geddes seconded the motion.</p> <p><b>Vote:</b> Unanimous approval.</p> <p><i>[See Attachment D for Bid Comparison Chart]</i></p>
0:39:18	<p><b>Discussion – Status of RFP for Solar Project</b></p> <p>The request for bids was advertised in the Bozeman Daily Chronicle twice. To date no bids have been submitted. Bids are due June 3<sup>rd</sup> so a decision can be made at the June board meeting.</p>
0:39:58	<p><b>Chair Geddes is delaying the election of officers until the June board meeting so all trustees are in attendance.</b></p>
0:40:17	<p><b>Discussion – Website Maintenance</b></p> <p>Volunteer Firefighter Michael Buffington discussed the improvements made to the Website. Broken links fixed, updated content, added apparatus information. He also asked for more guidance on what the board would like to see on the website.</p> <p>Chair Geddes asks for board discussion. Trustees Miller and Shrauger made comments. Fire Chief makes comments about the future improvements on the website. Volunteer Firefighter Buffington makes more comments.</p> <p>Chair Geddes asks for public comment – none given.</p>

	Chair Geddes asks for further board comments – Trustees Shraugher and Jarrett makes comments. Chief Revisky and Chair Geddes makes comments.
<b>0:56:00</b>	<p><b>Discussion - Fire Chief's Report</b></p> <p>Spring recruit class training has started, although delayed due to COVID.</p> <p>Discussion held regarding how the department, as essential services, provided service to the district.</p> <p>Cottonwood Station staffing has ceased during this time period.</p> <p>Signage update – Project stopped due to COVID. Should be starting up again and Chief Revisky will work with Signs of Montana to get the signage updated.</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. Chief Revisky proposes the department enter into the ambulance transport business to provide the residents of the district this service.</p> <p>Questions asked by Chair Geddes regarding a revenue/cost perspective.</p> <p>Chief Revisky explained the current status of HRFD's ambulance (QRU-6). Although a great apparatus it is time for it to be replaced. Goal is not to make money but to cover costs. The department already goes on all medical calls. The difference is now we would be putting the patient in our ambulance to transport to the hospital rather than handing them off to a third party company.</p> <p>Chair Geddes makes comments regarding training and experience for volunteers, recruitment, retention, and having our residents having this higher level of service.</p> <p>Chair Geddes asked for board discussion – Trustees Jarrett and Shraugher asked questions.</p> <p>Chair Geddes asked for more board discussion – Trustee Miller asked questions.</p> <p>Chair Geddes asked for public comment – Michael Buffington makes comments.</p> <p>Chuck Wyman makes comments.</p> <p>Chair Geddes asked for further board comments – Chair Geddes asks about time constraints. A decision by end of summer would be optimal. Trustee Jarrett makes comments.</p> <p>Chair Geddes asked for more board discussion – none given.</p> <p>Chair Geddes asked for more public comment – none given.</p> <p>This topic will be added to the June agenda as a discussion item.</p> <p><i>[See Attachment E for Fire Chief's Report]</i></p>
<b>1:26:26</b>	<p><b>Trustees' Activities</b></p> <p>None Reported</p>

1:26:36	<b>Announcements</b> <ul style="list-style-type: none"> <li>• Wildland BBQ scheduled for June 24, 2020 from 4:00 – 8:00, Cottonwood Fire Station</li> </ul>
1:27:05	<b>ADJOURNMENT</b>
1:27:05	<b>EXECUTIVE SESSION ON FIRE CHIEF 2019 PERFORMANCE EVALUATION -</b> <b>This portion of the meeting was closed pursuant to § 2-3-203(3), MCA.</b>  A recording serves as the official minutes of this Executive Session. These official minutes are not generally available for inspection in accordance with <b><u>§ 2-3-212(4), MCA.</u></b>

# **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 I 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.

## **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.

## 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).

## Draft 4/20/2020 HRFD

## 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
<b>Ordinary Income/Expense</b>							
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 constant
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		
<b>Expense</b>							
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	\$11,292.02	(\$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)	\$950,500.00	\$482,815.38	(\$367,684.62)	\$855,000.00	\$4,500.00	56.77%	
420970 - Capital outlay	\$0.00	\$28,068.75					
Total Expense (oper. and capital outlay)		\$510,884.13					
<b>Operation Over/Under</b>							
			<b>\$453,632.66</b>				
<b>Restricted Income</b>							
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		

Big Sky Fire Equipment - Lewistown, MT

MSA			
Quantity	Item	Price per unit	Amount
45	MSA G1 SCBA includes - (1) 4500psi 45 minutes SCBA bottle, (1) alkaline battery pack and (1) mask facepiece	\$5,851.34	\$263,310.30
45	Emergency buddy breather setup	\$ 751.00	\$ 33,795.00
32	MSA 4500psi 45minute SCBA bottles (spare bottles)	\$ 995.00	\$ 31,840.00
10	MSA Mask Facepiece	\$ 295.00	\$ 2,950.00
4	MSA G1 RIT system includes bottle	\$5,495.00	\$ 21,980.00
			<b>\$ 353,875.30</b>

MES Fire Equipment - Denver, CO

Scott			
Quantity	Item	Price per unit	Amount
45	Scott X3 Pro SCBA includes emergency buddy breather setup	\$6,818.00	\$306,810.00
32	Scott 4500psi 45 minute SCBA bottles (spare bottles)	\$1,250.00	\$ 40,000.00
55	Scott Mask Facepiece	\$ 320.00	\$ 17,600.00
4	Scott RIT-pak system	\$2,600.00	\$ 10,400.00
4	Scott RIT 30 minute bottle	\$1,030.00	\$ 4,120.00
			<b>\$ 378,930.00</b>

## **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 End**

# **Regular Agenda Item 1**

**Solar Grant Project Contract Approval**

## REQUEST FOR BIDS (cont.)

### BID FORM

#### LUMP SUM PRICING

In submitting this Proposal, I agree:

1. To perform all the scope of work and meet the qualifications described in this RFP.
2. To hold my Proposal open 30 consecutive calendar days.
3. To meet Hyalite Rural Fire District's minimum insurance requirements for construction.
4. I certify that I am not presently working beyond the contract time including and authorized extensions of time on any previously awarded public contract in the State of Montana.

I will perform the scope of work for the Hyalite Rural Fire District Solar PV project for the lump sum price of

Fifty one thousand two hundred and fifty dollars (\$ 51,250.00)

Respectfully Submitted:

Date: 6/3/20

By: John Palm, Bozeman Green Build

Contractor

  
Signature

Owner/President

Title

350 Heidner Lane Bozeman, MT 59718

Business Address

10196

Mont. Public Contractor's License No  
(Seal - if by a Corporation)

81-0480276

FEDERAL ID NUMBER



**NABCEP Certified Solar PV Installer**  
**350 Heidner Lane, Bozeman, Montana 59718**  
**P: 406.580.6068 F: 406.388.8828**  
**e-mail: [info@bozemangreenbuild.com](mailto:info@bozemangreenbuild.com)**

**PROPOSAL QUALIFICATIONS**  
**Hyalite Rural Fire District**  
**Sourdough Station Solar PV Installation**  
**June 3, 2020**

**Firm Information**

**Name:** Bozeman Green Build  
**Mailing address:** 350 Heidner Lane  
Bozeman, MT 59718  
**Website:** [www.bozemangreenbuild.com](http://www.bozemangreenbuild.com)  
**Primary contact:** John Palm, CEO  
**Email:** [info@bozemangreenbuild.com](mailto:info@bozemangreenbuild.com)  
**Contact Phone:** Tel: 406-580-6068  
Fax: 406-388-8828

**A. Registered Contractor in the State of Montana**

Yes, Contractor License #: 10196

**B. NorthWestern Energy approved Photovoltaic Installer**

Yes.

**C. Prime Contractor shall have completed in the last two years at least three Photovoltaic Grid-Tie Systems of similar size to this project.**

### **Company Profile**

Bozeman Green Build, founded by John Palm in 1991, has been designing, engineering and installing Solar PV Systems in Montana for 29 years. From small, stand-alone battery systems to large grid-tie systems, we have been responsible for the installation of over 2 Megawatts of renewable electrical generating capacity.

Bozeman Green Build prides itself on leading the state in the design and installation of solar PV systems at school and nonprofits. To date we have developed and implemented systems at 27 schools across the state. Our project, "Hi-Line Solar Schools" brought educational solar PV systems to eight schools from Valier to Glasgow. In the last two years alone Bozeman Green Build has installed 50 KW systems at eight schools. We have also implemented solar PV systems at three of the state's libraries including a 50 KW system at the Lewis and Clark Library in Helena, and a 30 kW system at the Billings Public Library.

BGB has a wide array of experience implementing complex engineering and design solutions for several projects. For example, at the Watson Irrigation project we faced the problem of installing a 50 KW system on the roof of a lean-to shed lacking structural soundness. We worked with our structural engineer to arrive at a solution that allowed us to preserve the storage building and superimpose a steel pipe and I-beam support structure through and above the existing roof. The solution involved custom fabrication and welding of the steel components. We have found that our depth of experience makes us especially well-suited to solving complex engineering and design challenges.

## Project Experience

**Sacajawea Middle School**  
49.83 kW Roof Mount  
System  
Modules: (151) Canadian  
Solar 330 Watt  
Inverter: SMA Sunny Core 1  
Tripower 50 kW  
Racking: Unirac Ballasted  
System  
Location: Bozeman, MT  
Owner: Bozeman School  
District  
GC: Bozeman Green Build  
Date of Commissioning: June  
26<sup>th</sup>, 2018



*Photo Credit: Bozeman Chronicle*

Bozeman Green Build provided installation for the  
Sacajawea Middle School project.



**Hyalite Elementary School**  
52.85 KW Roof Mount System  
USB (NorthWestern Energy) Grant  
Modules: (151) Canadian Solar 350  
Watt  
Inverter: SMA Sunny Core 1 Tripower  
50 kW  
Racking: Unirac Ballasted System  
Location: Bozeman, MT  
Owner: Bozeman School District  
GC: Bozeman Green Build  
Date of Commissioning: July 8, 2019

**Meadowlark Elementary**

52.85 KW Roof Mount System  
USB (NorthWestern Energy) Grant  
Modules: (151) Canadian Solar  
350 Watt  
Inverter: SMA Sunny Core 1  
Tripower 50 kW  
Racking: Unirac Ballasted System  
Location: Bozeman, MT  
Owner: Bozeman School District  
GC: Bozeman Green Build  
Date of Commissioning: July 8,  
2019

Bozeman Green Build provided  
installation for the Hyalite and  
Meadowlark Elementary projects.



*In Progress Ballast Bay Installation*

**The Market**

50.74 kW Roof Mount System  
USDA REAP Grant  
Modules: (172) SolarWorld 295 Watt  
Inverters: (3) SE 14.4 K & (1) SE 9 K  
Racking: Unirac Ballasted System  
Location: Bozeman, MT  
Owner: Matt Paine  
GC: Bozeman Green Build  
Date of Commissioning: 2018

Bozeman Green Build provided grant  
writing services, design of the system,  
engineering, and installation for The  
Market project.

**NABCEP Certified Solar PV Installer**

350 Heidner Lane, Bozeman, Montana 59718 P: 406.580.6068 F: 406.388.8828  
e-mail: [info@bozemangreenbuild.com](mailto:info@bozemangreenbuild.com)

**Support Services**

56.09 KW Roof Mount System  
USB (Northwestern Energy) Grant  
Modules: (158) REC 355 Watt  
Inverter: SMA Sunny Tripower Core 1 50 KW  
Racking: Iron Ridge Roof Flush Mount  
Location: Bozeman, MT  
Owner: Bozeman School District  
Engineers: Scott Elders, CDSI  
Engineering & Scott Higinbotham, AE  
Dynamics  
GC: Bozeman Green Build  
Date of Commissioning: August 19, 2019

Bozeman Green Build provided system design of the system and installation for the Support Services project.

**Lavina School**

50.05 KW Roof Mount System  
USB (NorthWestern Energy) Grant  
Modules: (154) Jinko Solar 325 Watt  
Inverter: SMA Sunny Core 1 Tripower 50 KW  
Racking: Iron Ridge Roof Flush Mount  
Location: Lavina, MT  
Owner: Lavina School District  
GC: Bozeman Green Build  
Date of Commissioning: March 11, 2020

Bozeman Green Build provided grant writing services, design of the system, engineering, and installation for the Lavina School project.

**Montana Ale Works**

50.25 kW Roof Mount System

USDA REAP Grant

Modules: (134) Trina Solar 375 Watt

Inverter: SMA Sunny Core 1

Tripower 50 KW

Racking: Iron Ridge Roof Mount  
Flush

& Unirac Ballasted Racking

Location: Bozeman, MT

Owner: Mark Tache

Engineer: Tim Patterson, DCI  
Engineers

GC: Bozeman Green Build

Date of Commissioning: January 23,  
2020



BGB provided grant writing services, design of the system, and installation for the Montana Ale Works project.

**Additional Projects:**

**Note: All of the projects listed below, with the exception of the 2010 RTI Building project, were designed and constructed by Bozeman Green Build, including all required structural and electrical engineering**

- Gardiner Comfort Inn: 50.05 KW Roof Mount System, 2019
- Billings Senior High School: 50.05 KW Roof Mount System, 2019
- Cashman Nursery: 28 KW Roof Mount System, 2019
- Iverson Ranch in Winnett, MT: 55 KW Ground Mount System, 2019
- RTI Building, Fort Harrison, Re-Install: 50 KW Roof Mount System, 2018
- White Sulfur Springs School: 52.2 KW Roof Mount System, 2018
- Timeless Seeds: 49.88 KW Roof Mount System, 2018
- Tongue River Electric Co-Op: 51.5 Ground Mount, 2017
- Lewis and Clark Library: 50 KW Roof Mount System, 2017
- Nine Quarter Circle Ranch: 50 KW Ground Mount System, 2016
- Watson Irrigation: 50 KW Roof Mount System, 2015
- Billings Public Library: 30 KW Roof Mount System, 2013
- Troop Medical Clinic: 35 KW Roof Mount System, 2011
- Great Falls Armed Forces Reserve Center: 60 KW Roof Mount System, 2011
- RTI Building, Fort Harrison: 50 KW Roof Mount System, 2010 & Reinstall: 2019

**NABCEP Certified Solar PV Installer**

350 Heidner Lane, Bozeman, Montana 59718 P: 406.580.6068 F: 406.388.8828  
e-mail: [info@bozemangreenbuild.com](mailto:info@bozemangreenbuild.com)

### **Design-Only Projects:**

BGB was hired to complete the design, engineering and preparation of the solicitation package for the following projects:

- Central School, Helena School District
- Bryant School, Helena School District
- Jim Darcy School, Helena School District

BGB was hired to complete the design and engineering for:

- Jake Jabs College of Business and Entrepreneurship, Montana State University

### **LEED Certified Projects:**

- SXS Building: 6.5 kW Roof Mount System, 2016
- Billings Public Library: 30 KW Roof Mount System, 2013

### **D. Project Personnel:**

#### **John Palm, Project Engineer / Designer; Lead Installer**

Certifications & Training:

- NABCEP Certified Solar PV Installation Professional
- LEED AP (Accredited Professional)
- NorthWestern Energy Renewable Energy Qualified Installer
- NCAT HERS Rater Training, 45-hour course
- Northwest Energy Star Rater
- 30 hour OSHA Safety Training in:
  - Electrical safety
  - Fall protection
  - Lock-out/Tag-out
  - Machine guarding
  - Personal protective equipment

#### **Chelsea Pardo, Project Coordinator / Designer**

Responsible for the design and management of numerous large commercial and residential projects.

Proficiencies at Expert level in:

- "Helioscope" production modeling
- "Helioscope" system layout and site analysis
- "PV Watts" production modeling

**NABCEP Certified Solar PV Installer**  
**350 Heidner Lane, Bozeman, Montana 59718 P: 406.580.6068 F: 406.388.8828**  
**e-mail: [info@bozemangreenbuild.com](mailto:info@bozemangreenbuild.com)**

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

John Palm  
dba Bozeman Green Build  
350 Heidner Lane  
Bozeman, MT 59718

### SURETY:

(Name, legal status and principal place of business)

Westchester Fire Insurance Company  
436 Walnut Street, PO Box 1000  
Philadelphia, PA 19106

### Mailing Address for Notices

Westchester Fire Insurance Company  
436 Walnut Street, PO Box 1000  
Philadelphia, PA 19106

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

Hyalite Rural Fire District  
4541 S. 3rd Rd  
Bozeman, MT 59715

**BOND AMOUNT:** \$Ten Percent of the Total Amount of the Bid (10% of Amount Bid)

### PROJECT:

(Name, location or address, and Project number, if any)

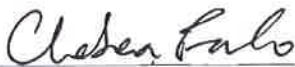
Hyalite Rural Fire District, Solar Photovoltaic System  
Bozeman, Montana

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3 day of June, 2020

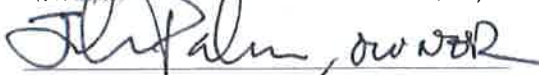


(Witness)

John Palm dba Bozeman Green Build

(Principal)

(Seal)



(Title)



(Witness) Marci Stoppel  
Account Manager

Westchester Fire Insurance Company

(Surety)

(Seal)



(Title) Julie A. Bennett  
Attorney-in-Fact

S-0054/AS 8/10

This bid bond is null and void in the event the performance and payment bond requirements obligate Westchester Fire Insurance Company to warranty / maintenance provisions that exceed one year.

## Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company  
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Julie A. Bennett, Mark Collins, Tyler P. Delaney, Richard B. Deming, Robert Deming, Shauna Diehl, Bryan D. Hall and Marci J. Stoppel of Bozeman, Montana -----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in nature thereof (other than bail bonds), not to exceed Two Million Five Hundred Thousand and 00/100 Dollars (\$ 2,500,000.00), given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY have each executed and attested these presents and affixed their corporate seals on this 30<sup>th</sup> day of January, 2020.

*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

*Stephen M. Haney*

Stephen M. Haney, Vice President



STATE OF NEW JERSEY  
County of Hunterdon

SS

On this 30<sup>th</sup> day of January, 2020 before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



KATHERINE J. ADELAAR  
NOTARY PUBLIC OF NEW JERSEY  
No. 2316885  
Commission Expires July 10, 2024

*Katherine J. Adelaar*

Notary Public

### CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this

June 3, 2020



*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:  
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com



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**NABCEP Certified Solar Thermal Installer**  
350 Heidner Lane, Bozeman, Montana 59718  
P: 406.580.6068 F: 406.388.8828  
e-mail: [info@bozemangreenbuild.com](mailto:info@bozemangreenbuild.com)

## CONSTRUCTION CONTRACT

This Contract is made this \_\_\_ day of June 2020 by and between Contractor and Owner as follows:

CONTRACTOR:	John Palm Bozeman Green Build 350 Heidner Ln. Bozeman, MT 59718 Phone: 580-6068 E-Mail: <a href="mailto:info@bozemangreenbuild.com">info@bozemangreenbuild.com</a>
OWNER:	Hyalite Rural Fire District 4541 S 3rd Rd Bozeman, MT 59715 Email: <a href="mailto:admin@hyalitefire.org">admin@hyalitefire.org</a>

Contractor and Owner, in consideration of the mutual covenants hereinafter set forth, agree as follows:

### ARTICLE 1: The Work of this Contract

#### Description

The Contractor will provide and install a grid-tied solar PV system with the following characteristics:

- DC Nameplate Rating: 28,400 Watts
- Location: South-facing Station Roof
- Mounting Type: Iron Ridge Roof Flush Mount Racking & Iron Ridge Tilt Legs
- Module Make and Model: (71) Hanwha Q Cell 400-Watt Modules  
**Note: BGB reserves the right to substitute PV modules of equivalent quality at its sole discretion.**
- Inverter Make and Model: (1) Fronius PRIMO 12.5 & (1) Fronius PRIMO 15.0

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**Note: BGB reserves the right to substitute Inverter of equivalent quality at its sole discretion.**

- Optimizers: (71) TIGO TS4-A-O
- Data Monitoring: Fronius Solar.web

**Note:** The ability of the data monitoring system to function properly is contingent upon the presence of a multi-cast capable modem/router.

If Owner's modem/router is unable to support the Fronius communication protocols, Owner is solely responsible for the provision of any additional equipment that may be necessary to facilitate data monitoring. Cellular "Hotspots" are known to provide inconsistent and unreliable data transmission.

This Contract includes the following data monitoring labor limits:

- (2) man hours to complete initial set up of the data monitoring. Any additional hours will be billed at \$75/hour.
- (1) man hour to for Post-Installation troubleshooting. Any additional hours will be billed at \$75/hour.

The Contractor will provide the following services for completion of the solar PV installation:

- System design including site plan schematic and one-line diagram
- Provision of all primary equipment and materials for completion of the electrical generating system including the solar PV equipment listed above
- Provision of all electrical labor including installation and wiring of solar PV modules, inverters, AC disconnect and utility intertie
- Provision of required cabling for data monitoring set up
- Provision of State of Montana Electrical Permit

The Contractor will provide the following administrative services:

- Provide 7-day notice to Owner in advance of shutting off power required to complete grid-tie work

## **ARTICLE 2: Date of Commencement and Substantial Completion**

The Period of Performance of this contract begins September 1st. The Contractor shall achieve substantial completion no later than October 30th.

## **ARTICLE 3: Cost of the Work**

The Owner shall pay the Contractor for the cost of the Work for the Contract Sum of **\$51,250.00** to be paid as set forth in Article 5. The Construct Sum includes the Cost of the Work to be provided by the Contractor as listed in this Contract, including all equipment, materials and labor necessary to complete the installation of a roof-mounted, grid-tied 28.4 KW solar PV system.

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#### **ARTICLE 4: Subcontracts**

Contractor may subcontract with subcontractors to perform those portions of the Work that Contractor does not customarily perform with its own personnel. The Owner shall communicate with subcontractors only through the Contractor.

#### **ARTICLE 5: Financing and Schedule of Payment**

**Financing:** Owner represents that Owner has arranged sufficient financing to comply with this Contract. Before commencing work under this Contract or at any time during the progress of the work, Contractor may request from Owner or its Project financier evidence in writing (acceptable to Contractor) of financing for the work.

##### **Schedule of Payments:**

Initial Payment*: Due within 14 days of execution of this contract	\$ 26,614.00
Second Payment*: Due upon completion of system commissioning	\$ 23,386.00
Final Payment: ** Due upon approval by State Electrical inspector and installation of Net Meter by NorthWestern Energy	\$ 1,250.00
<b>TOTAL:</b>	<b>\$51,250.00</b>
*Note: If Owner terminates this Contract prior to the start of construction, Contractor shall be entitled to retain all of the Initial Payment as liquidated damages for lost profit and lost business opportunity, and not as a penalty. If Owner terminates this Contract after the start of construction, Contractor shall be entitled to retain all of the Initial Deposit as liquidated damages, in addition to any payments due based on status of completion of the Work.	

Following the Initial Payment, all payments are due within (5) business days of receipt of invoice. Payments shall be considered late after (5) business days. Interest shall accrue on late payments at a rate of 18% per annum.

#### **ARTICLE 6: Changes in Scope of the Work**

During the course of the Work, Owner may increase the Scope of Work by requesting Contractor to perform additional work. The changes shall be executed by the Contractor on a time and material basis. The Contract Sum shall be increased accordingly.

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## **ARTICLE 7: Insurance**

**General Liability:** Contractor has a current Commercial General Liability policy, which it will carry at all times during the prosecution of this Project.

**Workers Compensation:** Contractor shall maintain a worker's compensation insurance policy at all times during the prosecution of this Project.

**Personal Liability:** Owner may choose to carry at his/her expense a liability policy extending liability protection on Owner's behalf to the Project and premises with limits of liability to be determined by Owner. Each party shall issue a certificate of insurance to the other prior to construction. Contractor and Owner hereby waive all claims against each other for fire damages or damages from other perils covered by the insurance provided for in this Article. Contractor is not financially responsible for damage to construction work in place or materials on the jobsite, or for damage to Owner's items left in work areas, or for delays to schedule due to Force Majeure events.

## **ARTICLE 8: Warranties**

Contractor provides to Owner and Owner only a nontransferable limited warranty for this PV Installation as follows:

- 15-year warranty against defects in installation workmanship including assumption of 100% of the repair and replacement costs of any system components that fail to perform due to faulty installation.
- All equipment failures will be warranted by the respective manufacturers.

**OWNER UNDERSTANDS THAT THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. ANY IMPLIED WARRANTY THAT EXISTS DESPITE THIS DISCLAIMER IS LIMITED TO A PERIOD OF ONE (1) YEAR. THIS LIMITED WARRANTY EXCLUDES CONSEQUENTIAL AND INCIDENTAL DAMAGES AND LIMITS THE DURATION OF IMPLIED WARRANTIES TO THE FULLEST EXTENT PERMISSIBLE UNDER STATE AND FEDERAL LAW.**

## **ARTICLE 8: Right to Cure**

Contractor, at Contractor's discretion, shall have the right to cure by repair or replacement of any defective components of the Project that do not meet the conditions of the Contract, or fail to perform to industry standards and function in accordance with its intended purpose. Owner shall give Contractor written notice of such defects. Contractor shall have a reasonable opportunity to correct such defects.

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## **ARTICLE 9: Dispute Resolution**

Any dispute that arises between the parties shall be submitted to mediation by an attorney with significant construction law experience. Attorney shall be selected as follows if the parties cannot mutually agree to a mediator: The Owner shall nominate a third party and the Contractor shall nominate a third party; the nominated parties shall then agree to the selection of the mediator. The nomination and selection of the mediator shall occur not later than twenty days after one party demands mediation of the other.

Once the mediator has been identified, mediation shall be held within 60 days or later but as soon as reasonably possible if necessary to accommodate the mediator's schedule.

If mediation fails and the dispute is of such significance that the parties are no longer able to proceed on the Project, the parties shall proceed to litigation in a court venued where the Project is located.

If the mediation fails and the dispute has not prevented the parties from continuing to perform on the Project, the parties may delay litigation until after the Project is completed or substantially completed, subject to time limits applicable by law, so that all disputes not successfully mediated might be resolved in one action.

Any mediation or litigation procedure that arises under this contract is governed by Montana law.

Costs of mediation shall be shared equally by the parties. In the event of litigation, the prevailing party is entitled to recover from the other party for its reasonable attorney fees and costs of litigation.

## **ARTICLE 10: Contractor's Right to Suspend Performance and Terminate Contract**

Contractor shall have the right to stop all work on the Project if payments are not made to Contractor in accordance with the Payment Schedule in this Contract. Simultaneous with suspending work on the Project, Contractor shall give Owner written notice of the nature of Owner's default and must give Owner a 10-day period in which to cure this default.

If Owner fails to cure the default within ten days following Contractor's notice of suspension, then Contractor may give Owner notice of termination. Twenty days thereafter, if the Owner continues to fail to cure the default, Contractor may terminate

this Contract. In such event, Contractor is relieved from all other contractual duties, including warranty work.

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Neither the suspension of Work nor the termination of Work in accordance with this Article shall be deemed to be a breach of contract.

#### **ARTICLE 11: Owner's Right to Suspend Construction and Terminate Contract**

The Owner may terminate this Contract if the Contractor materially breaches this Contract.

When the Owner has a reason to terminate the Contract, the Owner, after giving the Contractor seven days' written notice to cure, may terminate the Contractor and may finish the Work by whatever means the Owner deems expedient.

In such case, the Contractor shall not be entitled to receive further payment until the Work is completed, and then, shall only be entitled to such payment after setoff by the Owner of the costs incurred by the Owner to complete the Contractor's work.

The Owner may suspend the Work for such time as the Owner may determine. In such cases, the Contract Sum and the Contract Time shall be adjusted by Change Order or, if the parties fail to agree to an adjustment, for an equitable time.

The Owner may, at any time, terminate this Contract for the Owner's convenience.

If the Owner terminates this Contract for its convenience, the Owner shall pay the Contractor as set forth in Article 4.

#### **ARTICLE 12: Assignment**

In the event one or more persons or entities are identified herein as Owners, then they shall be jointly and severally liable and the terms hereof shall bind the heirs, executors, successors, assigns, and legal representatives of the parties hereto. The signature of one Owner shall be binding on all Owners with respect to any changes in the Contract Documents.

#### **ARTICLE 13: Additional Owner's Responsibilities**

Owner shall make the Project area accessible during normal business hours.

Owner shall verify and inform Contractor of all easements and encroachments on the property. Owner shall verify compliance with county development regulations or covenants.

Owner shall be responsible for any engineering fees, including electrical and structural, and including for P.E. stamped drawings, unless provided under separate agreement.

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#### ARTICLE 14: Notice

**Notices:** All notices required by this Contract shall be sent to the addresses listed above for the appropriated parties unless otherwise modified in writing. Email is an acceptable form of giving notice.

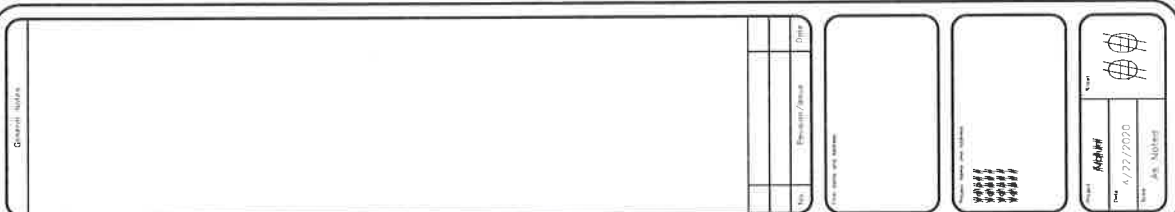
IN WITNESS WHEREOF, Owner and Contractor have executed this Contract as of the day, month and year set forth above.

Owner and Contractor have signed copies of this Contract.

Owner signature acknowledges the contents of the pages to this Contract and that they have read such content (each page to be initialed by Owner).

<b>CONTRACTOR:</b>  By _____ John Palm, Bozeman Green Build	<b>OWNER:</b>  By _____  Its _____ Hyalite Rural Fire District
--	---

1. Sub-arrays Nos. 2, 3 and 4, located to north of ridge line, will be installed at a tilt of 15 degrees from roof slope
2. Basis of Design:  
Honwha Q Peak Duo L G7.3 400 Watt Modules
3. Spacing between Sub-arrays Nos. 2, 3 and 4 shall be a minimum of 4'-0"
4. System size shall be a minimum of 28.4 KW



# **Regular Agenda Item 2**

## **a. Maintenance Captain's Job Description**

# Hyalite Rural Fire District

## Maintenance Captain

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### GENERAL STATEMENT OF POSITION:

The Maintenance Captain position is responsible for the maintenance of facilities, apparatus, and equipment owned by the Hyalite Rural Fire District. The Maintenance Captain position performs preventable maintenance checks and manages/performs required maintenance and repair procedures to facilities, apparatus and equipment. He/she will prepare reports on the condition of facilities, apparatus, and equipment and provides incident command coverage when requested while on duty. The Maintenance Captain position requires a great deal of managerial skill, teamwork, and effective decision-making abilities to ensure the fire departments ability to respond to any type of event. The Maintenance Captain position is a full time, non-exempt position and works under the general supervision of the Fire Chief.

### ESSENTIAL FUNCTIONS:

- Perform all the functions of a Hyalite Rural Fire District Captain job description;
- Respond to emergency calls while on duty as a firefighter/EMT, driver/operator, crew leader or incident commander;
- Perform preventable maintenance on facilities, apparatus, and equipment including but not limited to changing engine/transmission/differential/transfer case/radiator fluids, lubrication of chassis components, coordination with vendors for DOT inspections of apparatus, manage annual mechanical inspections for facilities, maintaining generators/fans/extrication power plants/chainsaws/small motors, SCBA inspection/maintenance, etc.;
- Perform and/or manage needed repairs to facilities, apparatus, and equipment including but not limited to fire pump repair, general apparatus repair, small motor repair, minor structural repair of apparatus/equipment/facilities, SCBA repair, compressor/cascade system repair, facility repairs, etc.
- Maintain complete and accurate maintenance files at the fire station on all facilities, apparatus, and equipment;
- Conduct training for members of the Fire Department as directed;
- Act as a point of contact for the fire dept when needed while on duty;
- Perform other tasks, duties, and/or assignments as directed by the Fire Chief or his/her designee;
- Attend weekly fire department trainings;
- Attend monthly command trainings;
- Attend specialized trainings throughout the year when assigned;
- Demonstrate continuous effort to improve operations; and
- Attends community related functions.

## REQUIRED KNOWLEDGE & ABILITIES

### Knowledge:

- Required maintenance and repair standards and practices for fire apparatus, facilities, and equipment;
- Supervisory, management, and leadership techniques;
- 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 Department policies, procedures, guidelines, rules and regulations; and
- Incident Command System.

### 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 firefighters in modern firefighting 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 Hyalite Rural Fire District; and
- Understand and operate within the Incident Command Management System.

## ADDITIONAL REQUIREMENTS:

- 18 years of age or older;
- Must have a high school diploma or GED;
- Successfully pass a background check;
- Possess a valid 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;
- Gain and maintain a State of Montana Firefighter 2 certification;
- 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;
- Attend all trainings throughout the year which includes weekly training nights, monthly command trainings and two rescue training weekends;
- 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 and;
- Ability to perform other essential or marginal functions depending upon work assignment, location and/or staffing.

# **Regular Agenda Item 2**

## **b. Administrative Assistant's Job Description**

## **Hyalite Fire Department**

### **Administrative Assistant Duties and Responsibilities**

#### **General:**

- Always maintain a pro-active approach for all duties and responsibilities. Strive to recognize potential liabilities and issues prior to an event and mitigate in a prudent fashion.
- Always ask questions and seek clarification as opposed to making assumptions regarding duties and responsibilities.
- Create and maintain meticulous and organized systems for all duties and responsibilities.
- All systems and processes must be documented and mapped so that another person could easily assume the duties and responsibilities in the event of an absence of the position. This should be in the form of a simple to follow algorithm including contacts, passwords, and any pertinent schedule considerations.
- All filing and record keeping must be timely and highly organized.
- If there will be a scheduled leave of absence, a plan must be created to ensure that the duties and responsibilities of the position will be accomplished during the absence. This will include coordination with the Fire Chief and Board Treasurer.
- The office should be kept neat and orderly at all times, including general cleaning.

#### **Processing of invoices:**

- Invoices and bills are received by mail, email, and hand-delivery. These must be stamped for approval by the Fire Chief or Asst. Fire Chief. All invoices must be accompanied by a receipt. Once approved, these will be compiled for the Bookkeeper.
- When the Bookkeeper has created checks for the invoices and bills, the Administrative Assistant will prepare them for mail-out and ensure that they are mailed.

#### **Management of Board Meetings:**

- On the Monday, 8 days prior to a scheduled Board Meeting, the Administrative Assistant will contact the Board Secretary to inquire about the agenda for the upcoming meeting. A list of potential items for the next meeting should be maintained throughout the month.
- Once the agenda is received, it must be sent to the Bozeman Chronicle on Tuesday so that it appears in the paper on the Friday prior to the Board Meeting.
- The agenda is also posted on all 3 fire stations, on our website, and on Facebook.
- The Board Packet will be completed on the Thursday prior to the Board Meeting. The packet includes the agenda, financial reports, Chief's Report, and any supporting documents for the meeting. The packet will be emailed on Friday to all Board Members, the Fire Chief, and the Asst. Fire Chief, as well as being posted on the website.
- The conference room will be set up prior to the meeting and include preparation of recording devices, public sign-up sheet, and paper copies of the Board Packet for the public. Each Board Member will be provided with a paper copy of the Board Packet for the meeting.
- The Administrative Assistant will monitor the recording devices during the meeting and take notes of Board Discussions and Decisions with time stamps for each.
- The morning after the Board Meeting, the Administrative Assistant will create the written summary of the meeting. The summary and the audio minutes will be posted that day on our

website. A copy of the summary, a copy of the audio file, and a copy of the public sign-up will be provided to Gallatin County.

**Data Entry:**

- The Administrative Assistant will enter run data and training data into the Emergency Reporting software system. This will be performed on a daily and weekly basis to keep the system current with our responses and trainings.

**Billing:**

- Create and manage the billing of our Resident/Renter program.

**Human Resource Management:**

- Manage and organize background checks, volunteer retirement data, personnel files, firefighter wellness records, employee timecards, employee and volunteer performance review records, and any other related functions.

**Conference Room Management:**

- Manage and maintain the calendar for the use by the Department and the public of the Conference Room.
- Manage Conference Room Use Agreements.

**Event Management:**

- Planning, coordination, and organization of Fire Department events such as the Pancake Breakfast, Summer Barbeque, and Night with Santa.
- Maintain summary documentation after each event as a reference for the following year's event with improvement suggestions noted.

# **Regular Agenda Item 2**

## **c. Procurement Policy-Draft**

## **Hyalite Rural Fire District**

### **Procurement Policy Draft #3 June 2, 2020**

#### **PURPOSE**

The purpose of this policy is to maintain transparency and accountability for all financial expenditures by Hyalite Rural Fire District (HRFD).

#### **BACKGROUND**

Hyalite Rural Fire District creates annual budgets for revenues generated from a mill levy on taxable property according to Montana Code Annotated 2019. The annual operating budget supports HRFD emergency services in a budget approved by the Board of Directors. The Fire Chief is delegated the responsibility for making budgeted expenditures according to Montana Code, HRFD bylaws and this procurement policy. All HRFD expenditures are available to the Public in monthly financial reports approved by the Board.

HRFD operates on a surplus budget which is developed using the current maximum mill levy. Taxing at the maximum mill levy allows yearly unspent budget funds to be placed in restricted accounts for expenditure in future years based on MCA 7-6-616 to wit:

MCA 7-6-616 Capital improvement funds (1) A county, municipal, or special district governing body may establish a capital improvement fund for the replacement, improvement, and acquisition of property, facilities, or equipment that costs in excess of \$5,000 and that has a life expectancy of 5 years or more.

(2) A capital improvement plan for the fund must be formally adopted by the county, municipal, or special district governing body.

(3) The capital improvement fund may receive money from any source, including funds that have been allocated in any year but have not been expended or encumbered by the end of the fiscal year.

(4) Money in the capital improvement fund must be invested as provided by law, and interest and income from the investment of the capital improvement fund must be credited to the fund.

#### **HRFD PROCURMENT POLICY**

All HRFD expenditures, from funds in the annual budget and/or restricted capital improvement accounts are to be made on a competitive basis. The purchase of any vehicle, apparatus, appliance, equipment or materials or supplies or for District repairs or maintenance costing more than \$7,500 but less than \$79,999 can be made using two or more competitive proposals.

All single expenditures greater than \$80,000 may not be entered into by HRFD without formal bids by first publishing a public notice calling for bids in such manner as provided under MCA 7-5-2301.

All competitive proposals and/or bids shall be evaluated to select the most responsible competitive proposal or bid as determined by the Hyalite Rural Fire District Board at a public meeting.

### Draft #3 Procurement Policy statements from three HRFD Taxpayer/Owners

Wayne Gipp:

"I appreciate your continued efforts to ensure transparency and accountability in the management of HRFD funds and activities. In the earlier days of the Sourdough District the budget was small, the expenditure items were specified in a fair degree of detail within the annual budget, and therefore there was not a lot of flexibility for unapproved significant purchases. Within the framework of this smaller organization and smaller budget there was little opportunity or incentive for purchases or activities that were not in the best interest or in agreement with the wishes of the total organization.

The current organization is much larger, the needs of the organization are greater and the budget is several magnitudes larger. The budget process is also different in that the annual budget request is based on the maximum mills allowed rather than on the annual operations needs of the District. This allows the build-up of a large surplus available for use without additional taxpayer approval for specific large items. Large organization, large sums of money, and diverse views creates the need for greater regulation or at least greater oversight. You are correct in your concern, that although in the past and in the present the trust given to the Chief and officials of the District has not been abused, this does not assure that this will always be true.

The question becomes what is the appropriate amount of regulation and what body is responsible for oversight.

1. I agree procurement policy should apply to all expenditures of taxpayer dollars.
2. I agree that budget approval as currently practiced is not "tacit" approval of all expenditures.
3. I agree that we do not want to micromanage the Chief. However a requirement to follow reasonable procurement procedures is not micromanagement.
4. I do think that prior Board approval for specific individual purchases or aggregate costs for a single specific project above a specific amount, perhaps your \$7500 proposal or even \$10,000 should be required. The upper dollar limit for this requirement before formal bid requirement kicks in could be your suggested \$79,999, or perhaps even \$99,999.
5. Documentation and justification for the specific vendor/vendors and specific dollar cost shall be provided by the Chief at the time of the request is presented to the Board. It shall be the Board's responsibility to make the determination if the Chief's request and justification complies with the best interests of the District. The Board can determine if specific non-formal competitive bids are necessary to meet this requirement.

I don't think a requirement for the Board requirement for a **specific expenditure from a specific vendor** that has not been previously approved in a taxpayer approved budget is micromanaging the Chief when the amounts are between \$10,000 and \$100,000."

#####

Bill Quinn:

"My opinion is that the proposed procurement plan is reasonable and not overly intrusive for the operation of the fire department. Clearly stated policies for operations provide the fire chiefs with a consistent framework whereas lack of such policies can cause complaints and/or suspicion by a few disgruntled members of the public when least expected. It has always been somewhat more cumbersome to operate within the public sphere especially where tax dollars are spent. A standardized procurement policy gives the fire chief protection from such criticisms and is not overly burdensome within the \$7500-79,999 guidelines."

#####

Tony Wastcoat:

"Nick, in a quick review of the comments, I concur with your thoughts. My experience indicates that very few review a budget, thus many items are overlooked."

VOLUME NO. 36

Opinion No. 73

**FIRE DISTRICTS — Credit purchases, budgets, warrants; Support and maintenance of, levy for, limitation on; BUDGETS — Fire Districts, rural; Sections 11-2010 and 16-1803, Revised Codes of Montana 1947.**

**HELD: 1. The trustees of a fire district incorporated under Chapter 20 of Title 11, R.C.M. 1947, have the authority and power to submit a proposed budget for capital outlay to the county under Chapter 19 of Title 16.**

**2. It is advisable that the trustees of such a fire district solicit bids by advertising for the purchase of equipment.**

April 21, 1976

Mr. Ronald W. Smith  
Hill County Attorney  
Havre, Montana 59501

Dear Mr. Smith:

You have requested my opinion on the following questions:

1. Do the trustees of a fire district established under Chapter 20 of Title 11, R.C.M. 1947, have the power to submit a proposed budget to the Board of County Commissioners for capital outlay?
2. Are the trustees of such a fire district bound by the three-year contract and call-for-bid requirements of section 16-1803, R.C.M. 1947?

Chapter 20 of Title 11, R.C.M. 1947, authorizes the Board of County Commissioners to establish fire districts in any unincorporated territory, town or village. Section 11-2010(a) authorizes the Board of County Commissioners to appoint a five-member board of trustees to govern and manage the affairs of the fire district. Section 11-2010(b) authorizes the trustees to organize and prepare annual budgets and request special levies for those annual budgets. That subsection further provides that "[t]he budget laws relating to county budgets, shall, as far as applicable, apply to fire districts."

I have concluded that the above-quoted language, along with the authorization to prepare an annual budget and "request special levies therefor," authorizes the board of trustees of a fire district to submit a budget under Chapter 19 of Title 16, R.C.M. 1947. Specifically included within the estimate of expenditures which each county official is to submit under Chapter 19 is an estimate of expenditures for "capital outlay". Section 16-1902(2)(c). I have therefore concluded that the trustees of a fire district established under Chapter 20 of Title 11 may submit a proposed budget for capital outlay to the county pursuant to Chapter 19 of Title 16.

In your letter, you refer my attention to Vol. 18, **Opinions of the Attorney General**, No. 118, in which Attorney General Freebourn held that a fire district established in an unincorporated town was limited to a tax levy of two mills per dollar of assessed valuation of property in the district. That opinion was based on Chapter 26, Laws of 1927, which is now codified as Chapter 19, Title 11. The

particular section upon which Attorney General Freebourn based his opinion is presently section 11-1909. That section provides as follows:

For the purpose of supporting volunteer fire departments in any city or town which does not have a paid fire department, and for the purpose of purchasing the necessary equipment therefor, the council in any city or town, may assess and levy, in addition to other levies permitted by law, a special tax not exceeding two (2) mills on each dollar of assessed valuation of taxable property of the city or town....

Although the language of section 11-1909 clearly limits that section's applicability to incorporated cities or towns, Attorney General Freebourn nevertheless chose to apply the two mill limitation to fire districts in unincorporated towns, probably because the unincorporated fire district law "makes provision for the levy of taxes for the purpose of buying apparatus and maintaining the fire department in such district but makes no limit as to the amount of levy." 18 **Opinions of the Attorney General**, p. 136.

However, in section 2, Chapter 75, Laws of 1953, the legislature provided that the budget laws of the county are applicable to fire districts in unincorporated areas. This had the effect of taking the Chapter 20 fire districts out of the realm of city finance law, changing the law upon which Attorney General Freebourn's opinion was based, and rendering that opinion obsolete.

With regard to your second question, you have concluded that a fire district incorporated under Chapter 20 of Title 11 is bound by the three-year contract and call-for-bid requirements of section 16-1803. However, in 26 **Opinions of the Attorney General**, No. 84, Attorney General Olson considered this question and reached an opposite conclusion. At page 137, he stated:

Boards of county commissioners in purchasing automobiles must observe the restrictions of section 16-1803, R.C.M. 1947, which limits installment contracts to a period of three years and also requires solicitation of bids by newspaper advertisements. This code section is not a part of the budget act and does not apply to fire districts. However, it does establish a guide for a good procedure to follow by the trustees of fire districts.

The reasoning of Attorney General Olson's opinion appears to be sound, and I see no reason to modify or overrule it at the present time.

**THEREFORE, IT IS MY OPINION:**

1. The trustees of a fire district incorporated under Chapter 20 of Title 11, R.C.M. 1947, have the authority and power to submit a proposed budget for capital outlay to the county under Chapter 19 of Title 16.
2. It is advisable that the trustees of such a fire district solicit bids by advertising for the purchase of equipment.

Very truly yours,

ROBERT L. WOODAHL  
Attorney General

# **Regular Agenda Item 3**

**Contract Agreement with DNRC**

COOPERATIVE AGREEMENT  
Between  
HYALITE RURAL FIRE DISTRICT  
And the  
STATE OF MONTANA,  
DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION  
CENTRAL LAND OFFICE – BOZEMAN UNIT

This Cooperative Agreement is made and entered into by and between the Hyalite Rural Fire District, hereinafter called the HRFD and the Montana Department of Natural Resources & Conservation, Forestry Division, hereinafter called the DNRC, and effective the 16<sup>th</sup> day of June 2020. This agreement is in effect until June 30, 2021.

The purpose of this agreement, when signed by both parties, is to acknowledge their acceptance of the equipment typing, personnel qualifications, fire business management practices, pay rates and standard operating procedures contained in the current Standards for Interagency Incident Business Management (SIIBM), NRCG Supplements and the NRCG Mobilization of Local Government Firefighting Resources guidelines, and provides reimbursement authority for HRFD.

HRFD agrees that it will be ordered through the national dispatch system. If HRFD accepts an assignment, it will perform the duties as detailed in the resource order at the time of dispatch.

HRFD will invoice and be reimbursed for personnel costs at the employee's actual rates plus fringe benefits.

Backfill costs will not be reimbursed.

The HRFD will invoice for all other direct costs associated with the resource order, i.e. travel, per diem, lodging and applicable miscellaneous expenses.

All employees under employment of HRFD are covered under Workers Compensation Insurance.

This agreement does not apply to the normal, day-to-day operations of either HRFD or the DNRC, but only when HRFD enters into pay status, as that term is employed in the SIIBM, NRCG Supplements and/or the NRCG Mobilization of Local Government Firefighting Resources guidelines for the DNRC.

This agreement does not affect the terms of the DNRC and HRDF Initial Attack Wildland Fire Agreement.

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Craig Campbell, Unit Manager  
Central Land Office – Bozeman Unit  
2273 Boot Hill Ct, Suite 110  
Bozeman, MT 59715

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Chairman, Board of Trustees  
Hyalite Rural Fire District  
4541 S. 3<sup>rd</sup> Road  
Bozeman, MT 59715

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Date:

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Date

### Option 3 - LGFF Cooperative Agreement Personnel Billing Rate Form

**MONTANA DNRC LOCAL GOVERNMENT FIRE FORCES  
INCIDENT RENTAL AGREEMENT  
UNOPERATED – OPTION 3**

<b>1. Montana DNRC Land or Unit Office a. Name and Address:</b> Montana DNRC - Central Land Office Bozeman Unit 2273 Boot Hill Court. #110 Bozeman, MT 59715  <b>b. Phone Number:</b> 406-586-5243 <b>c. FAX Number:</b> 406-587-9726		<b>2. AGREEMENT NUMBER</b> (Must appear on all documents relating to this agreement): 20-CLO-BU-5 <b>3. EFFECTIVE DATES OF AGREEMENT:</b> a. Beginning <u>June 16, 2020</u> b. Ending <u>June 30, 2021</u>  c. Specific incident only: Incident Name: _____ Incident Number: _____	
<b>4. Local Government Fire Force a. Name and Address:</b> Hyalite Rural Fire District 4541 S. 3 <sup>rd</sup> Road Bozeman, MT 59715  <b>d. EMAIL Address:</b> <u>admin@hyalitefire.org</u> <b>e. Telephone Number (day):</b> 406-586-3770 <b>Telephone Number (night):</b> 406-586-3770 <b>Cell Phone Number:</b> _____ <b>FAX:</b> _____		<b>5. POINT OF HIRE</b> (Location when hired if different than Block 4):  <b>6. ORDERING DISPATCH CENTER</b> MT-BZC  <b>7. THE FOLLOWING EQUIPMENT IS BEING PROVIDED:</b> <input type="checkbox"/> FULLY OPERATED <input checked="" type="checkbox"/> UNOPERATED	
<b>8. LGFF Authorized Commissary:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>9. ITEM DESCRIPTION:</b> Equipment (include VIN, make, model, year, serial no., accessories or other identifying features).	<b>10. NO. OF OPERATORS PER SHIFT</b>	<b>11. HRLY/DAILY/MILEAGE/SHIFT BASIS (SS/SS; ref. Cl 6)</b> Rate Unit	<b>12. SPECIAL RATE</b>
COMMAND 6-2, Off Road 3/4 ton Command Vehicle 2019 Dodge 2500 LIC#: 6-09359C VIN: 3C6UR5CJ8JG336170	1	\$100.00 DAILY	
COMMAND 6-1, Off Road 1/2 Ton Command Vehicle 2006 Toyota Tundra LIC#: 6-13518C VIN: 5TBDT44146S502687	1	\$100.00 DAILY	
COMMAND 6, Off Road 3/4 ton Command Vehicle 2011 Chevrolet Suburban LIC#: 6-13516C VIN: 1GNWK5EGXBR211042	1	\$100.00 DAILY	
<b>14. SPECIAL PROVISIONS, GENERAL CLAUSES AND GUIDING DOCUMENT:</b> a) The current year version of Chapter 50, Northern Rockies Supplement to the Standards for Interagency Business Management (SIIBM) is the guiding document for this agreement: <a href="http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information">http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information</a> . The specifications, rules and guidelines of Chapter 50 are incorporated herein by reference in addition to the LGFF General Clauses to the IRA that are attached hereto and incorporated herein by reference. In the event of a disagreement between the LGFF General Clauses attached and Ch 50, Ch 50 for the year of the agreement will preside and supersede the attached general clauses (i.e. 2020 Ch 50 & 2020 Agreement.) b) This agreement <u>is valid</u> outside the Northern Rockies Geographic Area. c) Year-to-year agreements (single year) are the preferred agreement method but a Land or Unit office may decide to initiate a multi-year agreement for up to a three (3) year period. If a multi-year agreement is in place, the agreement is bound by the version and rates of Chapter 50 for the year the agreement was initiated for the duration of the agreement or until the agreement is cancelled or amended. Multi-year agreements may be amended to reflect current year Chapter 50 rates but must be signed by the Land or Unit office representative (or designee) that initiated the agreement. Rate changes must also be initialed. d) All equipment under this agreement must be owned and titled by the LGFF or County listed in box 4 above. No leased vehicles are allowed unless the lease was initiated to fulfill the department's normal duties as established under the Montana Codes Annotated. e) ORIGINALS of all forms (Emergency Firefighter Time Reports (OF-288), Crew Time Reports (SF-261), Emergency Equipment Use Invoices (OF-286), Emergency Equipment Shift Tickets (OF-297) or Combined Shift Ticket (DNRC297) shall be given to the resource at time of release from the incident. Only COPIES of the documentation shall remain with the incident Finance Section.			
<b>15. FIRE CHIEF OR AUTHORIZED AGENT'S SIGNATURE</b>	<b>16. DATE</b>	<b>19. LAND OFFICE REPRESENTATIVE SIGNATURE</b>	<b>20. DATE</b>
<b>17. PRINT NAME AND TITLE</b>	<b>18. DATE</b>	<b>21. a. PRINT NAME AND TITLE</b>  <b>b. Phone Number:</b> _____ <b>c. FAX:</b> _____	

## Local Government Fire Forces (LGFF) GENERAL CLAUSES TO Montana DNRC Incident Rental Agreement

Since the equipment needs of the Government and availability of Local Government Fire Force's (LGFF) equipment during an emergency cannot be determined in advance, it is mutually agreed that, upon request of the Government, the LGFF shall furnish the equipment listed herein to the extent the LGFF is willing and able at the time of order. The following personnel are authorized to place orders against this agreement, Dispatchers, Buying Team Members, Finance Section Chiefs, Procurement Unit Leaders, Contracting Officers and Purchasing Agents. At the time of dispatch, a resource order number will be assigned. The LGFF shall furnish the assigned resource order number upon arrival and check in at the incident. The Incident Commander or responsible Government Representative is authorized to administer the technical aspects of this agreement. Equipment furnished under this agreement may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include but is not limited to unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions. As a result, by entering into this agreement, the LGFF agrees that what is considered wear and tear under this agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment. When such equipment is furnished to the Government, the following clauses shall apply:

**CLAUSE 1. Condition of Equipment:** All equipment furnished under this agreement shall be in acceptable condition. The Government reserves the right to reject equipment that is not in safe and operable condition. The Government may allow the LGFF to correct deficiencies within 24 hours. No payment for travel to an Incident or point of inspection, or return to the point of hire, will be made for equipment that does not pass inspection. No payment will be made for time that the equipment was not available.

**CLAUSE 2. Time Under Hire:** The time under hire shall start at the time the equipment begins traveling to the incident after being ordered by the Government, and end at the estimated time of arrival back to the point of hire after being released, except as provided in Clause 7 of these General Clauses.

**CLAUSE 3. Operating Supplies:** LGFF equipment will be reimbursed for fuel used to and from an incident and while assigned to a fire. Costs will be reimbursed with proper documentation (e.g. detailed receipt). Repairs and normal maintenance will be the LGFF's responsibility. All operating supplies including fuel & oil are to be furnished by the government to the LGFF (*dry*).

**CLAUSE 4. Repairs:** Repairs to equipment shall be made and paid for by the LGFF. The Government may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be determined by the Government and deducted from payment to the LGFF.

**CLAUSE 5. Timekeeping:** Time will be verified and approved by the Government Agent responsible for ordering and/or directing use of each piece of equipment. Time will be recorded to the nearest quarter hour worked for daily/hourly rate, or whole mile for mileage.

### CLAUSE 6. Payments:

**A. Rates of Payments** - Rates for equipment hired with LGFF furnished operator(s) shall include all operator(s) expenses. Payment will be at rates specified and, except as provided in Clause 7, shall be in accordance with the following:

1. **Work Rates:** (hourly/daily/mileage/shift basis) shall apply when equipment is under hire as ordered by the Government and on shift, including relocation of equipment under its own power.

**ON-SHIFT:** Includes time worked, time that equipment is held or directed to be in a state of readiness, and compensable travel (equipment traveling under its own power) that has a specific start and ending time.

2. **Special Rates:** (column 12) shall apply when specified.

3. **Hourly Rate:** Equipment paid at an hourly rate will be paid for time worked. Equipment is to be paid during meal breaks. Equipment in transport status (via heavy transport, not being driven) will be paid at 50% of the regular rate.

4. **Daily Rate:** (column 11) - Payment will be made on basis of calendar days (0001 - 2400). For fractional days at the beginning and ending of time under hire, payment will be based on 50% of the Daily Rate for periods less than 8 hours. Equipment hired under the Daily Rate may be staffed with or without operator. First or last day pro-rating is not applicable to automobiles, ie pickup/sedans.

#### (a) Shift Basis (Portion of calendar day)

- 1) **Single Shift** - (SS) is staffed with one operator or one crew
- 2) **Double Shift** - (DS) is staffed with two operators or two crews (one per shift. There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing by the host incident for the second shift. Normal hourly rates apply for time worked.

5. **Severity Rates:** Severity rates for LGFF equipment will be paid at 100% of the established hourly rate for all time under hire.

**B. Method of Payment.** Lump-sum payment will normally be processed at the end of the emergency assignment. However, partial payment may be authorized as approved by the incident agency. Payment for each calendar day will be made for actual units ordered and performed under Work or Daily, shift basis and/or Special rates.

### CLAUSE 7. Exceptions

**A. Daily Rate:** No further payment under Clause 6 will accrue during any period that equipment under hire is not in a safe or operable condition or when LGFF furnished operator(s) is not available for the assigned shift or portions of the assigned shift. Payment will be based on the hours the equipment was operational during the assigned shift, as documented on the shift ticket versus the designated shift shown on the Incident Action Plan. If the equipment was not operational for the full shift, the deduction from the daily rate is calculated by converting the length of shift from the IAP to determine the hourly rate and pay the LGFF for the total hours worked before equipment became nonoperational.

**B.** If the LGFF withdraws equipment and/or operator(s) prior to being released by the Government, no further payment under Clause 6 shall accrue and the LGFF shall bear all costs of returning equipment and/or operator(s) to the point of hire.

C. After inspection and acceptance for use, equipment and/or furnished operator(s) that cannot be replaced or equipment that cannot be repaired at the site of work by the LGFF or by the Government in accordance with Clause 4, within 24 hours, may be considered as being withdrawn by the LGFF in accordance with Paragraph B above, except that the Government will bear all costs of returning equipment and/or operator(s) to the point of hire as promptly as emergency conditions will allow.

D. No payment will accrue under Clause 6 when the LGFF is off shift in compliance with the mandatory "Work/Rest" and "Length of Commitment" provisions. As an option to rotating personnel, or taking a mandatory day off, without pay, the LGFF may be released from the incident.

**CLAUSE 8. Subsistence:** When host agency subsistence incident camps are available, meals and bedding for LGFF's operator(s) will be furnished without charge. The host incident agency will furnish meals and lodging without cost if hotel/restaurant subsistence is the approved camp for incident personnel. LGFFs may be paid per diem & lodging expenses to and from incidents by the agency responsible for payment. **Exception:** Travel expenses and travel time for crew swaps that occur within the tour of duty to meet LGFF department staffing needs are done so at the cost of such departments.

**CLAUSE 9. Loss, Damage, or Destruction:**

A. For equipment furnished under this MTDNRC IRA without operator, the Government will assume liability for any loss, damage or destruction of such equipment, except that no reimbursement will be made for loss, damage or destruction due to (1) ordinary wear or tear, (2) mechanical failure, or (3) the fault or negligence of the LGFF or the LGFF's agents or employees or Government employee owned and operated equipment.

B. For equipment furnished under this MTDNRC IRA with operator, the Government shall not be liable for any loss, damage or destruction of such equipment, except for loss, damage or destruction resulting from the negligence, or wrongful act(s) of Government employee(s) while acting within the scope of their employment. The operator is responsible for operating the equipment within its operating limits and responsible for safety of the equipment.

**CLAUSE 10. LGFF's Responsibility for Property and Personal Damages:** Except as provided in Clause 9, the LGFF will be responsible for all damages to property and to persons, including third parties, which occur as a result of LGFF or LGFF's agents or employee fault or negligence. The term "third parties" is construed to include employees of the Government.

**CLAUSE 11. Deductions:** Unless specifically stated elsewhere in this agreement the cost of any supplies, materials, or services, including commissary, provided for the LGFF by the Government may be deducted from the payment to the LGFF.

**CLAUSE 12. Personal Protective Clothing and Equipment:** The Government considers operators as fireline personnel who will use and wear specified articles of personal protective equipment.

A. The following mandatory items will be issued by the Government, when not required to be furnished by the LGFF, to operators performing within the scope of this agreement:

1. Clothing: (a) Flame resistant pants and shirts; (b) Gloves (Either Nomex or chrome tanned leather); (c) Hard hat; (d) Goggles or safety glasses.
2. Equipment: (a) Fire shelter; (b) Headlamp; (c) Individual First-Aid Kit;
3. Other items may be issued by the Government.

B. Operators shall wear the items of clothing issued and maintain the issued equipment in a usable and readily available condition. Upon completion of the assignment, all issued items of clothing or equipment shall be returned to the Government. Deductions will be made for all Government furnished protective clothing and equipment not returned by the LGFF.

**CLAUSE 13. Commercial Motor Vehicles:** All commercial motor vehicles must meet all DOT requirements. The regulations can be found at the following website: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

**CLAUSE 14. Claim Settlement Authority:** For the purpose of settling claims, the host incident agency as well as the Montana DNRC has the authority to settle claims under this agreement.

**CLAUSE 15. Changes:** Changes to Montana DNRC Incident Rental Agreement (MTDNRC IRA's), may only be made by the original signing DNRC official. If the original signing official is not available and adjustments are deemed appropriate, a new MTDNRC IRA shall be executed at the incident and shall be applicable **only** for the duration of that incident. The agreement will include name and location of the incident.

**CLAUSE 16. Firearm – Weapon Prohibition:** The possession of firearms or other dangerous weapons (18 USC 930 (g) (2)) are prohibited at all times while on Government Property and during performance of services, under this agreement. The term dangerous weapon does not include a pocket knife with a blade less than 2 ½ inches in length or a multi-purpose tool such as a Leatherman.

**SPECIAL PROVISIONS:**

- A. When equipment qualifies as more than one type, it will be paid at the rate ordered as documented on the resource order.
- B. Montana DNRC is the responsible agency for payment of local government fire forces from Montana. Send original payment package to Procurement Office listed in block 1.
- C. Upon demobilization from an Incident, an inspection form or statement of No Damage/No Claims must accompany this form for payment.
- D. This agreement **IS VALID** outside the Northern Rockies Geographic Area. **(Only Fully Operated and Unoperated – Option 3 IRA's are valid outside the Northern Rockies Geographic Area).**
- E. All operating supplies are to be furnished by the government.

# **Regular Agenda Item 5**

## **Fire Chief's Report**

# **Hyalite Rural Fire District**

## **Fire Chief's Report**

**June 2020**

Prepared by: Fire Chief Jason Revisky

1. The Hyalite Fire Department has responded to 199 calls in 2020 (as of 6/01/2020).
2. Our current roster is at 49 members (effective 6/01/2020).
3. We currently have 8 resident firefighters living at the Sourdough Fire Station.
4. We have re-instated staffing at the Cottonwood Fire Station.
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.