

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

DATE: MAY 18, 2021

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd., Bozeman, MT

If you are unable to attend the meeting in person, please join the meeting either by Zoom or telephone by calling:

ZOOM MEETING

<https://zoom.us/j/99434173980?pwd=VDd2VGZyS0lwME1LdXludkVUZFMvUT09>

Meeting ID: 5994 3417 3980; Passcode: 218315

**PHONE: (800) 884-9450
Conference Passcode: 655 453**

CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT

Reminder to the public that meetings are being recorded.

PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA

OATHS OF OFFICE FOR TRUSTEES JUSTIN MILLER AND KEN BEIDEMAN

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

HYALITE CONSENT AGENDA

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of April 13, 2021 Meeting Synopsis
[Consent Agenda Attached]

REGULAR AGENDA

1. Annual Meeting Topics
 - a. Introduction of District Trustees, Staff, and Volunteers
 - b. Recent HRFD News Stories
 - c. Board Presentation and Discussion of Current and Possible District Finances, Issues, and Concerns
 - d. Review of Bylaws
(See Attachment)
 - e. Review of Board Policies
 - i. Fire Chief's Job Description – Correction on Page 3
2. Discussion and Decision – Report and Recommendation from Fire Chief Search Committee
3. Discussion and Decision – Capital Replacement Expenditures – Command Vehicle; Chainsaws; Extrication Equipment

4. Discussion and Decision – Capital Improvement Expenditures for Cottonwood Station
5. Discussion and Decision – FY 2022 Preliminary Budget
(See Attachments)
6. Discussion and Decision – RFP for Audit
(See Attachment)
7. Discussion and Decision – Hiring of Full Time Training Captain
(See Attachment)
8. Fire Chief's Report
9. Trustees' Activities
10. Announcements
 - a. June board meeting to be held at Cottonwood Station
 - b. Wildland BBQ scheduled for June 30, 2021

ADJOURNMENT

Consent Agenda



Dashboard for April 2021

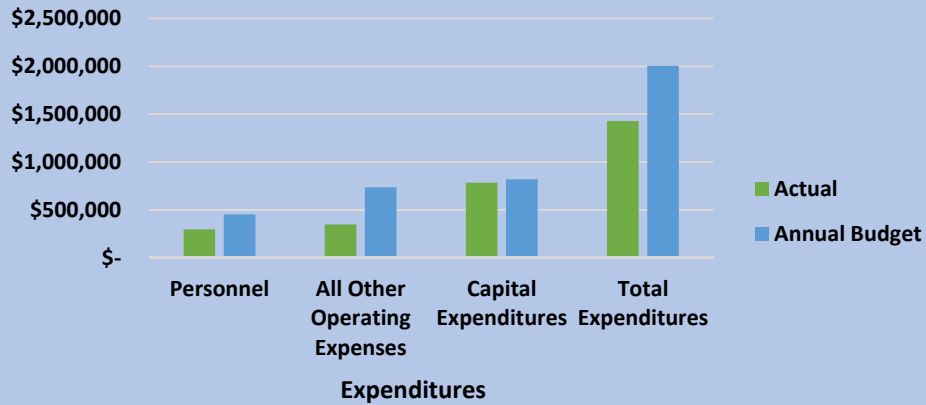
At a glance...

*Pending County Reports

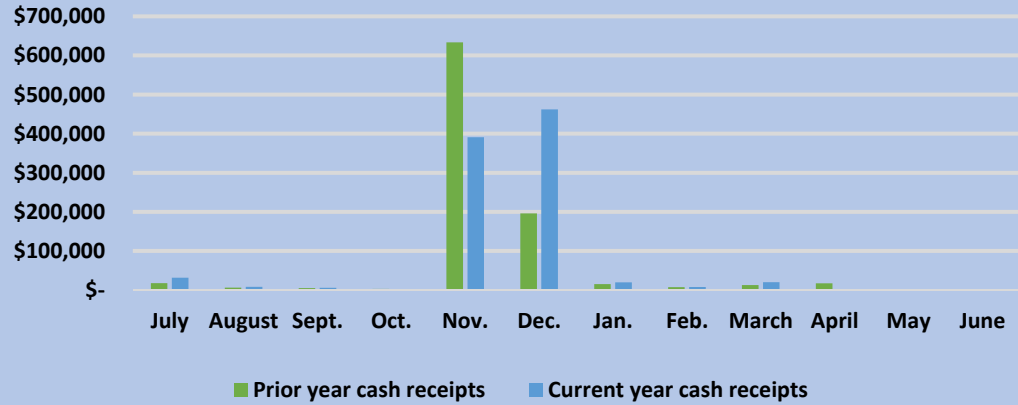
	Current month*	Prior year		Calendar YTD
General Fund Cash Balance	\$ 1,539,199	\$ 1,443,120	Number of Calls	233
Taxes Receivable	\$ 626,231	\$ 618,450	Number of Volunteers	43
Short-term payables	\$ -	\$ -	Number of Training Sessions	30
			Number of Training Hours	2,948

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

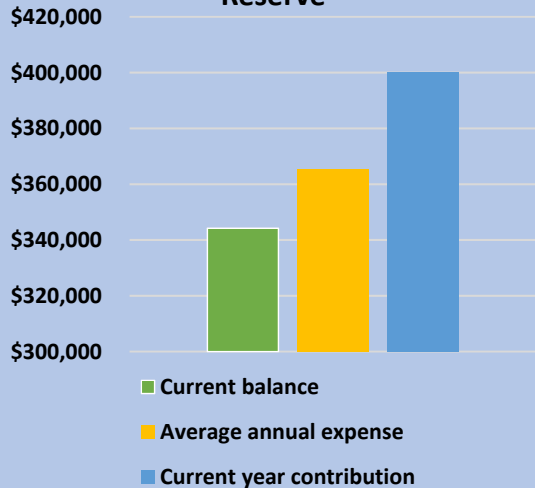
Budgetary Comparisons - for year to date



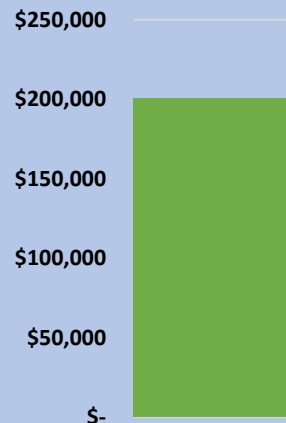
Timing of Cash Receipts



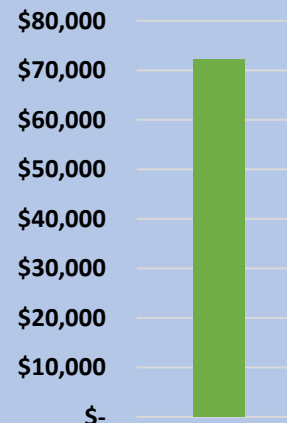
Apparatus and Equipment Reserve



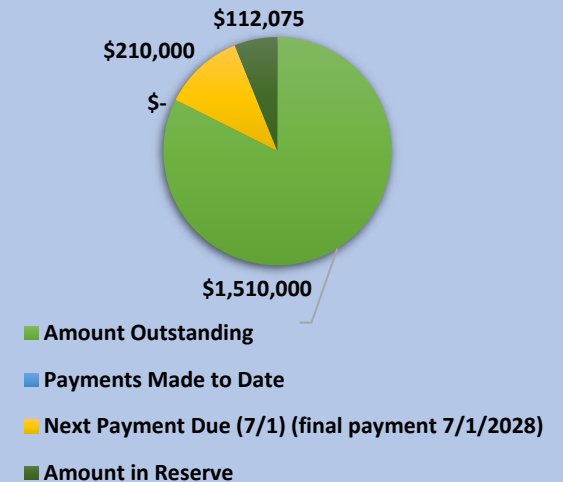
Capital Improvement Reserve



Building Repair/Replacement Reserve



Station Debt



Hyalite Rural Fire District

Statement of Financial Position

As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$2,268,833.50
Accounts Receivable	\$43,595.60
Other Current Assets	\$776,991.76
Total Current Assets	\$3,089,420.86
Fixed Assets	
180000 Capital Assets	
181000 Land	361,201.00
182000 Buildings & Improvements	3,998,808.80
186000 Machinery & Equipment	3,164,437.92
186100 Accumulated Depreciation	(3,122,545.21)
Total 180000 Capital Assets	4,401,902.51
Total Fixed Assets	\$4,401,902.51
TOTAL ASSETS	\$7,491,323.37
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$11,972.89
Credit Cards	\$41.24
Other Current Liabilities	\$238,813.44
Total Current Liabilities	\$250,827.57
Long-Term Liabilities	\$1,739,950.06
Total Liabilities	\$1,990,777.63
Equity	
241000 Unrestricted Fund Balance	2,024,640.04
241001 General fixed asset acct group	4,401,902.51
241002 General LT debt account group	(1,825,803.48)
241100 Reserved Fund Balance	
241101 Restricted for Debt Service	112,075.35
241102 Reserved for Capital Reserve	0.00
241103 Capital improvements	200,388.00
241104 Capital replacement	0.00
241105 Apparatus replacement	344,227.25
241106 Building repair/replacement	72,263.20
Total 241104 Capital replacement	416,490.45
Total 241102 Reserved for Capital Reserve	616,878.45
Total 241100 Reserved Fund Balance	728,953.80
241200 Assigned to vol firefighters	8,077.80
Net Revenue	162,775.07
Total Equity	\$5,500,545.74

Hyalite Rural Fire District

Statement of Financial Position

As of April 30, 2021

	TOTAL
TOTAL LIABILITIES AND EQUITY	\$7,491,323.37

Hyalite Rural Fire District

Budget vs. Actuals: FY_2020_2021 - FY21 P&L

July 2020 - April 2021 **(83.33%)**

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
310000 Taxes	1,534,097.65	1,519,758.00	14,339.65	100.94 %
315000 On-behalf payment from State		86,000.00	(86,000.00)	
316000 Entitlement Share	38,837.57	36,000.00	2,837.57	107.88 %
320000 Firefighter fundraising event	1,619.07	2,500.00	(880.93)	64.76 %
360000 Miscellaneous Revenues	10,178.01	4,000.00	6,178.01	254.45 %
365000 Contributions and Donations	41,401.00	500.00	40,901.00	8,280.20 %
370000 Investment Earnings		30,000.00	(30,000.00)	
Total Revenue	\$1,626,133.30	\$1,678,758.00	\$ (52,624.70)	96.87 %
GROSS PROFIT	\$1,626,133.30	\$1,678,758.00	\$ (52,624.70)	96.87 %
Expenditures				
420000 Public Safety Expenses	13,408.27	40,000.00	(26,591.73)	33.52 %
420100 Personnel Services	295,533.46	452,500.00	(156,966.54)	65.31 %
420200 Supplies	24,338.94	32,000.00	(7,661.06)	76.06 %
420220 Meals/Incentives	2,667.79	14,000.00	(11,332.21)	19.06 %
420240 Fuel	14,102.52	36,000.00	(21,897.48)	39.17 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	8,677.05	4,000.00	4,677.05	216.93 %
420330 Community Outreach/Education	3,171.82	10,000.00	(6,828.18)	31.72 %
420340 Utility Services	36,195.29	52,000.00	(15,804.71)	69.61 %
420350 Professional Services	24,459.70	40,000.00	(15,540.30)	61.15 %
420390 Firefighter Physicals	14,723.00	15,000.00	(277.00)	98.15 %
420400 Training/Travel - Trustees		3,000.00	(3,000.00)	
420420 Facilities	31,272.42	25,000.00	6,272.42	125.09 %
420500 Insurance	72,587.97	70,000.00	2,587.97	103.70 %
420930 Safety Equipment	43,298.28	70,000.00	(26,701.72)	61.85 %
420940 Apparatus	59,358.89	70,000.00	(10,641.11)	84.80 %
420970 Capital outlay	783,600.06	818,584.00	(34,983.94)	95.73 %
490100 Debt Services	1,744,704.17	246,575.00	1,498,129.17	707.58 %
669100 Other Charges		500.00	(500.00)	
Total Expenditures	\$3,172,099.63	\$2,006,159.00	\$1,165,940.63	158.12 %
NET OPERATING REVENUE	\$ (1,545,966.33)	\$ (327,401.00)	\$ (1,218,565.33)	472.19 %
Other Revenue				
331000 Federal Grants	214.29		214.29	
381100 2021 GO Bond Proceeds	1,720,000.00		1,720,000.00	
Total Other Revenue	\$1,720,214.29	\$0.00	\$1,720,214.29	0.00%
NET OTHER REVENUE	\$1,720,214.29	\$0.00	\$1,720,214.29	0.00%
NET REVENUE	\$174,247.96	\$ (327,401.00)	\$501,648.96	(53.22 %)

Hyalite Rural Fire District

Transaction List by Vendor

April 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
ALLIED ADMINISTRATORS						
04/12/2021	Bill	09046/	Yes	Hubdoc - 179452809 - INV09046/	202100 Accounts Payable	175.28
04/14/2021	Bill Payment (Check)	7803495	Yes		101000 Cash/Investments:General Fund	-175.28
Anderson ZurMuehlen						
04/14/2021	Bill Payment (Check)	7803496	Yes	142167.700	101000 Cash/Investments:General Fund	-1,300.00
04/27/2021	Bill	409490/142167.700	Yes	Hubdoc - 183078328 - INV409490/142167.700	202100 Accounts Payable	1,300.00
04/30/2021	Bill Payment (Check)	7803515	Yes	142167.700	101000 Cash/Investments:General Fund	-1,300.00
Big Sky Fire Equipment						
04/21/2021	Bill	0500814	Yes	Hubdoc - 182825810 - INV0500814	202100 Accounts Payable	158.05
04/30/2021	Bill Payment (Check)	7803516	Yes		101000 Cash/Investments:General Fund	-158.05
BlueCross BlueShield of Montana						
04/09/2021	Bill	X6A680/5.1.21	Yes	Hubdoc - 179452822 - INVX6A680/5.1.21	202100 Accounts Payable	2,193.78
04/14/2021	Bill Payment (Check)	7803497	Yes		101000 Cash/Investments:General Fund	-2,193.78
Bozeman Chronicle						
04/14/2021	Bill Payment (Check)	7803498	Yes	347411	101000 Cash/Investments:General Fund	-22.00
Brian Nickolay.						
04/19/2021	Bill	Reimbursement	Yes	Hubdoc - 182825805 - INVReimbursement	202100 Accounts Payable	100.00
04/30/2021	Bill Payment (Check)	7803517	Yes		101000 Cash/Investments:General Fund	-100.00
BULLMANS WOOD FIRED PIZZA						
04/09/2021	Credit Card Expenditure		Yes	DINNER BNRC TRAINING	210570 Costco Citi Card-Nickolay 7029	20.75
Century Link						
04/01/2021	Bill	406-602-4041/4.1.21	Yes	Hubdoc - 179452829 - INV406-602-4041/4.1.21	202100 Accounts Payable	134.32
04/04/2021	Bill	4065876270585B/4.4	Yes	Hubdoc - 182825809 - INV4065876270585B/4.4	202100 Accounts Payable	46.13
04/10/2021	Bill	406-587-4149951B/4.10	Yes	Hubdoc - 182825807 - INV406-587-4149951B/4.10	202100 Accounts Payable	41.56
04/14/2021	Bill Payment (Check)	7803499	Yes		101000 Cash/Investments:General Fund	-134.32
04/30/2021	Bill Payment (Check)	7803518	Yes		101000 Cash/Investments:General Fund	-87.69
Charter Communications						
04/09/2021	Bill	0672244040921	Yes	Hubdoc - 179452812 - INV0672244040921	202100 Accounts Payable	273.32
04/14/2021	Bill Payment (Check)	7803511	Yes		101000 Cash/Investments:General Fund	-273.32
Citi Card						
04/16/2021	Bill	3990/4.16.21	Yes	Hubdoc - 182825835 - INV03/17/21-04/16/21	202100 Accounts Payable	5,261.58
04/30/2021	Bill Payment (Check)	7803519	Yes		101000 Cash/Investments:General Fund	-5,261.58
City Brew						
04/10/2021	Credit Card Expenditure		Yes	BREAKFAST DNRC TRAINING	210570 Costco Citi Card-Nickolay 7029	6.85
04/11/2021	Credit Card Expenditure		Yes	BREAKFAST FOR BNRC TRAINING	210570 Costco Citi Card-Nickolay 7029	10.90
Connect Telephone and Computer Group						
04/01/2021	Bill	109198	Yes	Hubdoc - 179452823 - INV109198	202100 Accounts Payable	60.00
04/14/2021	Bill Payment (Check)	7803500	Yes		101000 Cash/Investments:General Fund	-120.00
Delta Dental						
04/01/2021	Bill	17272-51213/3.25.21	Yes	Hubdoc - 170378960 - INV17272-51213/3.25.21	202100 Accounts Payable	175.28
DirectTV						
04/13/2021	Bill	029404001X210413	Yes	Hubdoc - 182825813 - INV029404001X210413	202100 Accounts Payable	182.24
04/30/2021	Bill Payment (Check)	7803520	Yes	029404001	101000 Cash/Investments:General Fund	-182.24
Farstad Oil						
04/14/2021	Bill Payment (Check)	7803501	Yes	184000	101000 Cash/Investments:General Fund	-302.26
Firehouse Subs						
04/02/2021	Credit Card Expenditure		Yes	Recruit training	210560 Costco Citi Card-Eaton 2172	120.00
04/09/2021	Credit Card Expenditure		Yes	MISSING RECEIPT - training	210560 Costco Citi Card-Eaton 2172	100.70
04/09/2021	Credit Card Expenditure		Yes	Recruit training	210560 Costco Citi Card-Eaton 2172	170.00

FURS

Hyalite Rural Fire District

Transaction List by Vendor

April 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
04/09/2021	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-5,362.47
General Distributing Co.						
04/14/2021	Bill Payment (Check)	7803502	Yes	56625	101000 Cash/Investments:General Fund	-83.70
04/21/2021	Bill	0000987087	Yes	Hubdoc - 182825818 - INV0000987087	202100 Accounts Payable	86.39
04/30/2021	Bill Payment (Check)	7803521	Yes	56625	101000 Cash/Investments:General Fund	-86.39
Harbor Freight						
04/02/2021	Credit Card Expenditure		Yes	MISSING RECEIPT - shop organization	210580 Costco Citi Card-Prato 2005	19.99
House of Clean						
04/14/2021	Bill Payment (Check)	7803503	Yes		101000 Cash/Investments:General Fund	-22.96
Kamp Implement Co.						
04/01/2021	Bill	HYAL01/4.1.21	Yes	Hubdoc - 179452842 - INVHYAL01/4.1.21	202100 Accounts Payable	8,506.94
04/14/2021	Bill Payment (Check)	7803504	Yes		101000 Cash/Investments:General Fund	-8,506.94
Kelley Connect						
04/19/2021	Bill	IN825517	Yes	Hubdoc - 182825816 - INVIN825517	202100 Accounts Payable	196.56
04/30/2021	Bill Payment (Check)	7803522	Yes		101000 Cash/Investments:General Fund	-196.56
MCDONALD'S						
04/11/2021	Credit Card Expenditure		Yes	LUNCH FOR DNRC TRAINING	210570 Costco Citi Card-Nickolay 7029	8.99
MICHAEL HILBERT						
04/24/2021	Bill	Reimbursement	Yes	Hubdoc - 182825815 - INVReimbursement	202100 Accounts Payable	117.00
04/30/2021	Bill Payment (Check)	7803523	Yes		101000 Cash/Investments:General Fund	-117.00
Montana Dept. of Revenue						
04/09/2021	Check		Yes	6442692-002-WTH	101000 Cash/Investments:General Fund	-943.00
Montana Firemen's Association						
04/09/2021	Check	7803494	Yes		101000 Cash/Investments:General Fund	-213.98
Montana Occupational Health						
04/02/2021	Bill	12382	Yes	Hubdoc - 182825811 - INV12382	202100 Accounts Payable	772.00
04/02/2021	Bill	12381	Yes	Hubdoc - 182825794 - INV12381	202100 Accounts Payable	496.00
04/05/2021	Bill	12389	Yes	Hubdoc - 182825800 - INV12389	202100 Accounts Payable	496.00
04/06/2021	Bill	12399	Yes	Hubdoc - 182825799 - INV12399	202100 Accounts Payable	772.00
04/07/2021	Bill	12406	Yes	Hubdoc - 182825796 - INV12406	202100 Accounts Payable	496.00
04/08/2021	Bill	12407	Yes	Hubdoc - 182825797 - INV12407	202100 Accounts Payable	496.00
04/12/2021	Bill	12418	Yes	Hubdoc - 182825801 - INV12418	202100 Accounts Payable	100.00
04/13/2021	Bill	12425	Yes	Hubdoc - 182825806 - INV12425	202100 Accounts Payable	100.00
04/14/2021	Bill Payment (Check)	7803505	Yes		101000 Cash/Investments:General Fund	-3,374.00
04/30/2021	Bill Payment (Check)	7803524	Yes		101000 Cash/Investments:General Fund	-7,051.00
Montana State Fund						
04/16/2021	Bill	13048248	Yes	Hubdoc - 182825808 - INV13048248	202100 Accounts Payable	3,658.35
04/30/2021	Bill Payment (Check)	7803525	Yes	03-134600-0	101000 Cash/Investments:General Fund	-3,658.35
NAPA Auto Parts						
04/14/2021	Bill Payment (Check)	7803506	Yes	12342	101000 Cash/Investments:General Fund	-404.17
Northwestern Energy						
04/09/2021	Bill	3252724-4/4.9.21	Yes	Hubdoc - 179452832 - INV3252724-4/4.9.21	202100 Accounts Payable	148.44
04/09/2021	Bill	3091809-8/4.9.21	Yes	Hubdoc - 179452830 - INV3091809-8/4.9.21	202100 Accounts Payable	1,308.14
04/09/2021	Bill	0180737-9/4.9.21	Yes	Hubdoc - 179452828 - INV0180737-9/4.9.21	202100 Accounts Payable	301.27
04/09/2021	Bill	1196979-7/4.9.21	Yes	Hubdoc - 179452831 - INV1196979-7/4.9.21	202100 Accounts Payable	586.79
04/12/2021	Bill	0180089-5/4.12.21	Yes	Hubdoc - 179727797 - INV0180089-5/4.12.21	202100 Accounts Payable	144.67
04/14/2021	Bill Payment (Check)	7803507	Yes		101000 Cash/Investments:General Fund	-2,489.31
Owenhouse-Ace Hardware						
04/27/2021	Bill	191619/4.28.21	Yes	Hubdoc - 183073252 - INV191619/4.28.21	202100 Accounts Payable	275.75
04/30/2021	Bill Payment (Check)	7803526	Yes		101000 Cash/Investments:General Fund	-275.75
Papa Johns						
04/04/2021	Credit Card Expenditure		Yes	FF2 TRAINING	210570 Costco Citi Card-Nickolay 7029	58.00

Hyalite Rural Fire District

Transaction List by Vendor

April 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
People Facts						
04/01/2021	Bill	2021031031	Yes	Hubdoc - 179452813 - INV2021031031	202100 Accounts Payable	16.67
04/14/2021	Bill Payment (Check)	7803508	Yes		101000 Cash/Investments:General Fund	-16.67
PERS						
04/09/2021	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-513.10
Qdoba Mexican Eats						
04/08/2021	Credit Card Expenditure		Yes	MISSING RECEIPT - training	210560 Costco Citi Card-Eaton 2172	88.00
RAE Water						
04/14/2021	Bill Payment (Check)	7803509	Yes		101000 Cash/Investments:General Fund	-132.79
Republic Services						
04/14/2021	Bill Payment (Check)	7803510	Yes		101000 Cash/Investments:General Fund	-387.53
Ressler						
04/13/2021	Credit Card Expenditure		Yes	INVOICE 2069791	210570 Costco Citi Card-Nickolay 7029	2,122.25
Rosas Pizza						
04/07/2021	Credit Card Expenditure		Yes		210560 Costco Citi Card-Eaton 2172	174.00
STACKED A MONTANA GRILL						
04/10/2021	Credit Card Expenditure		Yes	LUNCH FOR BNRC TRAINING	210570 Costco Citi Card-Nickolay 7029	12.00
The TRADING POST						
04/11/2021	Credit Card Expenditure		Yes	C-6-1	210100 Conoco	31.50
Town and Country						
04/01/2021	Bill	5820666/4.1.21	Yes	Hubdoc - 179452833 - INV5820666/4.1.21	202100 Accounts Payable	90.09
04/14/2021	Bill Payment (Check)	7803512	Yes		101000 Cash/Investments:General Fund	-90.09
Town Pump						
04/01/2021	Credit Card Expenditure		Yes	E-6	210100 Conoco	21.69
04/03/2021	Credit Card Expenditure		Yes	WT-6-1	210100 Conoco	31.19
04/03/2021	Credit Card Expenditure		Yes	E-6	210100 Conoco	30.17
04/04/2021	Credit Card Expenditure		Yes	E-6-3	210100 Conoco	47.13
04/07/2021	Credit Card Expenditure		Yes	C-6-1	210100 Conoco	59.05
04/07/2021	Credit Card Expenditure		Yes	E-6	210100 Conoco	27.28
04/07/2021	Credit Card Expenditure		Yes	R-6	210100 Conoco	36.44
04/10/2021	Credit Card Expenditure		Yes	WT6	210100 Conoco	25.14
04/14/2021	Credit Card Expenditure		Yes	R-6	210100 Conoco	35.67
04/19/2021	Credit Card Expenditure		Yes	E-6	210100 Conoco	33.25
04/22/2021	Credit Card Expenditure		Yes	WT6	210100 Conoco	41.24
Unemployment Insurance Division						
04/30/2021	Bill Payment (Check)	7803514	Yes		101000 Cash/Investments:General Fund	-106.62
United States Treasury						
04/09/2021	Check	FIB EPAY	Yes	81-2360037	101000 Cash/Investments:General Fund	-1,916.52
USPS						
04/02/2021	Credit Card Expenditure		Yes	SHIPMENT TO CITI CARDS	210550 Costco Citi Card-Revisky 3990	15.90
Verizon						
04/14/2021	Bill Payment (Check)	7803513	Yes		101000 Cash/Investments:General Fund	-356.66
Wex Bank						
04/23/2021	Bill	71395361	Yes	Hubdoc - 182825827 - INV71395361	202100 Accounts Payable	412.88
04/30/2021	Bill Payment (Check)	7803527	Yes	0203-00-109722-9	101000 Cash/Investments:General Fund	-412.88

Hyalite Rural Fire District

Check Detail

April 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000 Cash/Investments						
101000 General Fund						
04/09/2021	Check	7803494	Montana Firemen's Association	Montana Firemen's Association		-213.98
						-213.98
04/09/2021	Check	FIB EPAY	United States Treasury	81-2360037		-1,916.52
				Federal Withholding		-1,237.00
				Medicare Company		-339.76
				Medicare Employee		-339.76
04/09/2021	Check		Montana Dept. of Revenue	6442692-002-WTH		-943.00
				MT - Withholding		-943.00
04/09/2021	Check	ERIC	PERS	PERS-Employee		-513.10
				PERS-Employer		-243.16
						-269.94
04/09/2021	Check	ERIC	FURS	FURS-Employee		-5,362.47
				FURS-Employer		-2,289.64
						-3,072.83
04/14/2021	Bill Payment (Check)	7803495	ALLIED ADMINISTRATORS			-175.28
04/14/2021	Bill Payment (Check)	7803496	Anderson ZurMuehlen	142167.700		-1,300.00
04/14/2021	Bill Payment (Check)	7803497	BlueCross BlueShield of Montana			-2,193.78
04/14/2021	Bill Payment (Check)	7803498	Bozeman Chronicle	347411		-22.00
04/14/2021	Bill Payment (Check)	7803499	Century Link			-134.32
04/14/2021	Bill Payment (Check)	7803500	Connect Telephone and Computer Group			-120.00
04/14/2021	Bill Payment (Check)	7803501	Farstad Oil	184000		-302.26
04/14/2021	Bill Payment (Check)	7803502	General Distributing Co.	56625		-83.70
04/14/2021	Bill Payment (Check)	7803503	House of Clean			-22.96
04/14/2021	Bill Payment (Check)	7803504	Kamp Implement Co.			-8,506.94
04/14/2021	Bill Payment (Check)	7803505	Montana Occupational Health			-3,374.00
04/14/2021	Bill Payment (Check)	7803506	NAPA Auto Parts	12342		-404.17
04/14/2021	Bill Payment (Check)	7803507	Northwestern Energy			-2,489.31
04/14/2021	Bill Payment (Check)	7803508	People Facts			-16.67
04/14/2021	Bill Payment (Check)	7803509	RAE Water			-132.79
04/14/2021	Bill Payment (Check)	7803510	Republic Services			-387.53
04/14/2021	Bill Payment (Check)	7803511	Charter Communications			-273.32
04/14/2021	Bill Payment (Check)	7803512	Town and Country			-90.09
04/14/2021	Bill Payment (Check)	7803513	Verizon			-356.66
04/30/2021	Bill Payment (Check)	7803514	Unemployment Insurance Division			-106.62

Hyalite Rural Fire District

Check Detail

April 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/30/2021	Bill Payment (Check)	7803515	Anderson ZurMuehlen	142167.700		-1,300.00
04/30/2021	Bill Payment (Check)	7803516	Big Sky Fire Equipment			-158.05
04/30/2021	Bill Payment (Check)	7803517	Brian Nickolay.			-100.00
04/30/2021	Bill Payment (Check)	7803518	Century Link			-87.69
04/30/2021	Bill Payment (Check)	7803519	Citi Card			-5,261.58
04/30/2021	Bill Payment (Check)	7803520	DirectTV	029404001		-182.24
04/30/2021	Bill Payment (Check)	7803521	General Distributing Co.	56625		-86.39
04/30/2021	Bill Payment (Check)	7803522	Kelley Connect			-196.56
04/30/2021	Bill Payment (Check)	7803523	MICHAEL HILBERT			-117.00
04/30/2021	Bill Payment (Check)	7803524	Montana Occupational Health			-7,051.00
04/30/2021	Bill Payment (Check)	7803525	Montana State Fund	03-134600-0		-3,658.35
04/30/2021	Bill Payment (Check)	7803526	Owenhouse-Ace Hardware			-275.75
04/30/2021	Bill Payment (Check)	7803527	Wex Bank	0203-00-109722-9		-412.88

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

DATE: APRIL 13, 2021

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd., Bozeman, MT

In compliance with [MCA 2017 2-3-212](#) and the Hyalite Rural Fire District Bylaws, the minutes of HRFD Board of Trustees open public meetings are comprised of an audio recording and a written synopsis. The audio recording is designated as the official record of a meeting. The written synopsis serves to assist the public in accessing portions of the audio recording and is a good faith attempt to provide the public with another method to be informed about the actions of the Board. The minutes are available to the public at www.hyalitefire.org/board-meeting-minutes/ or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3rd Rd., Bozeman, MT, during its standard business hours.

TRUSTEES IN ATTENDANCE:

Pete Geddes
Justin Miller
Nick Shrauger
Walt Zidack
Jason Jarrett

STAFF IN ATTENDANCE:

Brian Nickolay, Interim Fire Chief
Sheryl Wyman, Administrative Assistant

PUBLIC IN ATTENDANCE:

Ken Beideman
Michael Buffington, Volunteer Firefighter
Reid Templeton, Volunteer Firefighter
Will Charlton, Volunteer Firefighter

0:00:00	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT Chair Geddes called the meeting to order and reminded the public that the meeting was being recorded. Chair Geddes asked for any public comment on non-agenda items. Volunteer Firefighter Buffington provided the board with a letter signed by several volunteer firefighters in support of hiring Brian Nickolay as the fire chief. Trustee Shrauger asks if he was recommending the board not seek competition for the position. Buffington responds that although he understands there were other applicants his feeling was that the board had a fantastic person on staff and knows his experience. He feels there isn't any reason to search further. <i>[See Attachment A for Letter from Firefighters]</i>
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0:03:14	<p>HYALITE CONSENT AGENDA</p> <p>Chair Geddes points out the board will be approving two consent agendas. The February agenda was held over to this meeting. He asks if there are any requests to pull anything from either of the Consent Agendas. No requests are moved.</p> <p>Motion: Chair Geddes asks for a motion to approve the consent agendas. Trustee Zidack moves to approve the consent agendas as presented.</p> <p>Trustee Miller seconded the motion.</p> <p>Vote: Jarrett-Yes; Zidack-Yes; Shrauger-Yes; Miller-Yes; Geddes-Yes. Unanimous approval.</p> <p><i>[See February 16, 2021 and March 16, 2021 Board Packet for Consent Agenda items Approved]</i></p>
	<p>REGULAR AGENDA</p>
0:04:49	<p>Discussion and Decision – Interim Chief’s Compensation</p> <p>Trustee Zidack gives background on salaries. No increase in salaries since July 1, 2017. Trustee Zidack states the current salary for the Fire Chief is \$98,160 and the salary for the Assistant Fire Chief is \$82,230. He suggests that given no change in salaries has occurred since 2017 and precedent exists when Brian acted as Interim Chief as far as pay for Brian. He proposes for discussion that the board consider providing Brian with the same salary as the Chief was receiving. He further suggests when a new Chief is in place the board address a compensation package for all employees.</p> <p>Chair Geddes asks for board discussion. Trustee Jarrett concurs. Trustee Shrauger asks if the numbers include benefits. Trustee Zidack answers that those are the base salary amounts and provides further numbers as to the compensation.</p> <p>Chair Geddes asks for any more board discussion. None given. Chair Geddes asks for any public comment. None given.</p> <p>Motion: Trustee Zidack moves to compensate Brian Nickolay as the Interim Chief at the current Chief’s base salary of \$98,160.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p> <p>Interim Chief Nickolay asks a question regarding timing.</p> <p>Trustee Zidack amends his motion to compensate Brian Nickolay as the Interim Chief at the current Chief’s base salary of \$98,160 retroactive to when he assumed Chief duties (March 16, 2021).</p> <p>Second: Trustee Miller seconded the motion.</p> <p>Vote: Jarrett-Yes; Zidack-Yes; Shrauger-Yes; Miller-Yes; Geddes-Yes-Unanimous approval.</p>

<p>0:09:25</p>	<p>Update on Fire Chief's Search</p> <p>Chair Geddes gives information on the search being conducted for the fire chief. Advertising for the position is currently being done in the Bozeman Daily Chronicle through the month of April. The advertisement is on the website. A survey has gone out to the volunteer firefighters.</p> <p>To date two applications have been received.</p> <p>Chair Geddes asks for board discussion. Trustee Zidack agrees with Trustee Shrauger that it is the responsibility of the trustees to consider other applicants.</p> <p>Chair Geddes also brought to the boards attention that a compensation review needs to be done more regularly. 2017 was too long not to have had the review. A standing agenda item will be placed on the January agenda for a compensation review.</p> <p>Chair Geddes asks for public comment. Will Charlton, Captain with HRFD since 2014, gives a vote of confidence in the hiring of Brian Nickolay as the fire chief. He makes the point that one qualification that is hard to access for is the preserving culture of the fire department. He believes this culture has been fostered by the leadership of Brian Nickolay. He asks that the board consider not only the institutional knowledge but also the ability to work with the volunteer base that exists and the standing wonderful culture that keeps people around.</p> <p>Chair Geddes and Trustee Zidack agree that the culture is a most important factor.</p>
<p>0:15:17</p> <p>0:21:13</p>	<p>Fire Chief's Report</p> <p>Interim Chief Nickolay goes over items on the Chief's Report. An operational change will be made regarding sleeper shifts at Cottonwood. The department has evolved along with the resident program. In an effort to utilize the non-resident volunteers time the staffing model will be changed. Non-resident volunteers will now take one six hour shift per week. This will give non-residents a chance to receive more experience. The shifts would be six hour shifts either 7:00am-1:00pm or 1:00pm-7:00pm. This would also guarantee an ambulance crew during the day.</p> <p>Interim Chief Nickolay proposes the Cottonwood Station becomes part of the resident program by putting four residents into the Cottonwood Station. Same rules and regulations would apply at both Sourdough and Cottonwood. Interim Chief Nickolay describes the shifts and coverage. He states without paying a single firefighter there will be staffing 24/hour 7/week for the district. Discussion was held regarding items and improvements needed for the station, i.e. beds, stove, desks, armoires for the rooms without closets. A storage unit will need to be purchases for the residents use. This would be brought to the board as an agenda item.</p> <p>Interim Chief discusses other items on the Chief's report.</p> <p>Chair Geddes asks for board discussion. Trustee Jarrett asks about sustainability of residents at Cottonwood. Interim Chief Nickolay provides comments and feels there will be no issue in keeping residents at Cottonwood.</p> <p>Chair Geddes asks for more board discussion. Trustee Zidack asks if there is a number for costs for items requested. Interim Chief Nickolay doesn't feel it will be too much but</p>

	<p>doesn't have exact numbers. Chair Geddes feels it would be a benefit to make sure the amenities are enough to attract people. He would like to see Cottonwood on a regular facilities upgrade schedule. He suggests having a board meeting at the Cottonwood Station.</p> <p>Trustees Zidack and Shrauger asks questions and makes comments. Discussion is held to have a board member along with Brian to go through the station to get a sense of what is needed. Trustee Zidack asks if there will be any issues with residents along with having Cottonwood as the main training station. Interim Chief Nickolay doesn't feel like there will be any issues and minimal impact.</p> <p>Chair Geddes asks for any public comment on the Chief's Report. None given. Chair Geddes asks for any more board discussion. None given.</p> <p><i>[See Attachment B for Fire Chief's Report]</i></p>
0:44:44	<p>Trustees' Activities</p> <p>Chair Geddes thanks Trustee Shrauger for his service to our community.</p>
0:45:00	<p>Announcements</p> <ul style="list-style-type: none"> • Solar Panel Project has begun. • RFP for Audit Services has been sent out to authorized auditors. • Annual Meeting will be held May 18, 2021. • Chair Geddes would like the June regular meeting to be held at the Cottonwood Fire Station. <p>Chair Geddes asks for any public comment on the announcements. None given.</p> <p>Trustee Shrauger asks about the ambulance. Chief Nickolay states the ambulance was ordered in January and is set to be delivered in May.</p>
0:47:47	<p>ADJOURNMENT</p>

4541 S 3rd Road

Bozeman, MT 59715

April 13th, 2021

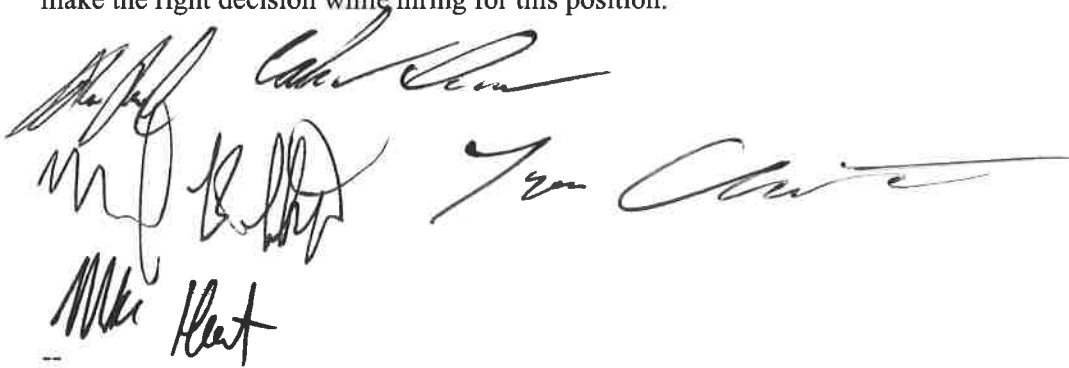
Hyalite Rural Fire District Board of Trustees,

It is in the board's best interest to hire Brian Nickolay as Chief of our fire department. You should all be familiar of his professional background and his long history within this organization, so I want to speak about my personal experience working with him over the past three years.

Every day I work with Nickolay, whether on a call, during training, or spending time at the station, he shows me how I can be a better firefighter. He leads by example by approaching all of his work with a level of passion and personal ownership that drives him to make thoughtful and effective decisions. He fosters a work environment where he encourages all volunteers to develop and grow professionally.

Anytime I have questions about the work we do, Nickolay answers with honesty, humility, and with an unbelievable depth of knowledge on not only fire, rescue, and EMS operations – but more importantly, with the insight of what our district and its residents truly need.

There is no one I would trust more to be our fire chief than Brian Nickolay and I hope that this board will make the right decision while hiring for this position.

The block contains five handwritten signatures in black ink. The signatures are written in a cursive style. The first signature is on the left, followed by a second signature to its right. Below the first signature is a third signature. To the right of the second signature is a fourth signature. Below the fourth signature is a fifth signature.

Proud volunteers of HRFD

Hyalite Rural Fire District

Fire Chief's Report

April 2021

Prepared by: Interim Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 51 calls in 2021 (as of 3/31/2021).
2. Our current roster is at 46 members (effective 4/01/2021).
3. We currently have 8 resident firefighters living at the Sourdough Fire Station.
4. We will soon begin non-resident firefighter staffing again. We are adopting a new staffing model for non-resident firefighters. Prior to COVID restrictions our firefighters were filling overnight shifts at the Cottonwood Fire Station. This staffing was done 5 nights a week for 12 hours from 7pm to 7am. Our firefighters will now fill a 6 hour shift once a week at the Sourdough Fire Station. We will fill 2 shifts per day, Monday through Friday. One shift running from 7am to 1pm and the other running from 1pm to 7pm. This staffing model will better support our soon to come ambulance transport plan. We are not abandoning our staffing of the Cottonwood Fire Station. Attached to this Fire Chief's report is my plan for staffing of the Cottonwood Fire Station.
5. We have 3 resident renters at the Rae house.
6. Our spring firefighter recruit academy is moving forward. Our 6 new firefighters are doing great and recently completed their exterior and interior fire attack tactics with the MSU Fire Services Training School.
7. We have 6 firefighters who are beginning their firefighter 2 training and testing with the MSU Fire Services Training School.
8. In the last month we have responded to several wildland fires. Two fires were located within the Hyalite Fire District. One was a 8-10 acre grass fire off Jagar Lane on 4/4. Another was a 5 acre grass fire off Gooch Hill Road on 4/7. On both of these incidents we received automatic aid from mutual aid partners. We also assisted the Gallatin Gateway Fire District with a 25 acre grass fire on 4/3.
9. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.

	JANUARY	FEBRUARY	MARCH
TOTAL HRFD EMS Calls (Including MVAs)	33	44	33
Calls Resulting in Transport	13	25	19
Refusals/No Transport Needed	20	19	14
TYPES OF EMS CALLS DISPATCHED BY 911			
A – Least Severe	4	9	11
B	7	9	3
C	8	8	4
D – Most Severe	6	6	5
E – Rarely Used			1

Proposal for the Hyalite Fire Department - Cottonwood Fire Station Resident Firefighter Program

Since the opening of the Sourdough Fire Station and the purchase of the Rae Fire Station house, our resident firefighter programs have proven to be dramatic features of our operations. Response times from both stations have dramatically decreased from 15 - 20 minutes to under 5 minutes on a majority of our call volume. Our experience and competency of our resident firefighters has shown to be a benefit in creating leadership within our fire department. The interest in our resident program only continues to grow within the fire department as we now hold a waitlist of firefighters wanting to live at the fire stations.

Given the success of the program and the growing interest, I am proposing the establishment of a resident program at the Cottonwood Fire Station. We currently have firefighters willing and interested in moving into the Cottonwood Fire Station. Having firefighters live at Cottonwood will benefit the residents and businesses in the area. Currently we only have 1 volunteer firefighter assigned to the Cottonwood Fire Station. This creates a near zero response currently from Cottonwood. This has negative effects on residents and businesses including the Anderson School. Response is required to come from either Rae or Sourdough stations.

I would like to move 4 firefighters into Cottonwood as that is what the station can currently hold. The Cottonwood resident program would mirror the Sourdough program currently. The same rules and regulations that are currently in place at Sourdough would be in place at Cottonwood. Firefighters will live rent free with utilities including electric, gas, trash, internet and wi-fi paid for by the fire district. In Exchange for living rent free firefighters will be required to fill two week night shifts from 7pm - 7am. I would divide the 4 firefighters into two (2) person crews. One shift will cover Monday and Tuesday nights and the other shift will cover Wednesday and Thursday nights. **This staffing along with our current weekend staffing at Sourdough via residents and week day staffing via non-resident will bring staffing levels to 24 hours a day, 7 days a week with at least a two person crew.** I would assume from our current success in the resident program that staffing would be above base requirements. I firefighters living at the stations love going on calls!

The Cottonwood resident program does have the potential to slightly increase utility cost for the fire district. I believe given we have previously staffed Cottonwood at night these utility increases will fit into our current budget line item for utilities. I would like to do some improvements to Cottonwood that are needed and will better fit a resident program. These items are listed below.

1. Replace the current kitchen stove and oven. The current appliance is the original in the fire station which is 17 years old. It is in poor condition with the stove top delaminating.
2. Replace the beds in the bedrooms. The beds are the originals and worn out.
3. Purchase a reasonably costing desk for each bedroom. Given most of our firefighters are college students, having a desk in their room where they can study is an important feature.
4. Purchase 2 armoires for the 2 bedrooms at Cottonwood that do not have closets for clothing storage.

5. Purchase a portable storage shed to place behind the fire station to allow for outdoor recreation storage. Similar to what the old bay at Sourdough is used for, having a place for residents to store bikes, skis and such is important to avoiding clutter in the fire station.

Items 1 - 4 I am comfortable using funds from the facility budget line item. Item 5 may be better coming from our capital improvement fund. I would bring quotes for the board to review and approve using capital improvement funds.

I feel this plan for residents at all three Hyalite Fire Stations will have positive results for our fire department. I see this as only improving firefighters' experience and creating more appeal to potential new volunteers. This plan will put us in a better place in keeping our fire department utilizing volunteers. As our area continues to grow, the more we can secure good volunteers the more we will avoid the need for paid firefighters in the future.

Consent Agenda End

Regular Agenda Item 1d

Bylaws



Hyalite Rural Fire District

Bylaws

DOCUMENT INFORMATION

Document Type:	Board Governance
Document Number:	2016-950

VERSION CONTROL

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

ARTICLE ONE

Creation of District

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

ARTICLE TWO

Board of Trustees

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

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

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

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

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

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

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

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

ARTICLE THREE

Meetings

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE FOUR

Warrant Signatory Authority for Budgeted Expenditures

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

ARTICLE FIVE

Changes to Bylaws

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

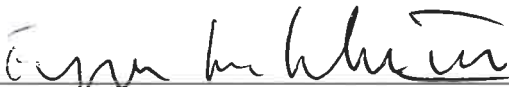


Hyalite Rural Fire District

Document Approval Form

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

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


Chair Signature

Eugene M. Geddes, III
Printed Name

☐ Approved by the Hyalite Rural Fire District Fire Chief.

Fire Chief Signature

Jason Revisky
Printed Name

Regular Agenda Item 1e

Fire Chief's Job Description

Hyalite Rural Fire District Fire Chief

GENERAL STATEMENT OF POSITION:

The Fire Chief is considered the highest ranking officer in the agency, is responsible for the operation of the Hyalite Fire Department and serves under the direction of the trustees. The Chief is responsible for the duties contained in MCA 7-33-2001 resulting in the delivery of timely and high-quality emergency fire, medical, and rescue services to the community. The Chief is responsible for building and maintaining a positive organizational culture ensuring Hyalite Fire is both forward-thinking and a highly desirable place for staff to work and for volunteers to serve. This position requires above all leadership skills and additionally a great deal of managerial, teamwork, self-discipline, and effective decision-making abilities. The Fire Chief position is a full-time, exempt position.

OTHER ESSENTIAL FUNCTIONS:

- Conforms to the Hyalite Employees Personnel Manual and assures compliance of all members.
- 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.
- 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 and psychological evaluation.
- Possess and maintain a valid Montana driver's license and have a good driving record.
- Possess and maintain National Registry and State of Montana Emergency Medical Technician certification.
- Possess and maintain CPR certification.
- Possess and maintain a State of Montana Firefighter 1 certification.
- Excellent written and verbal communication skills, even temperament, self-disciplined, and flexibility in order to accomplish the duties and functions of the position while maintaining good relationships with the members and the community in emergent and non-emergent conditions.
- Ability to identify safety issues on scene and correct them immediately.
- Ability to identify the needs of the operations on scene of different types of emergencies and ensure all needs are filled.
- Ability to perform other essential or marginal functions depending upon work assignment, location and/or staffing.

DESIRED QUALIFICATIONS:

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

Fire Chief -- Powers And Duties

7-33-2001. Fire chief -- powers and duties. (1) A fire chief of a governmental fire agency organized under this chapter must be considered the highest ranking officer in the agency and is responsible for the operation of the agency, including but not limited to:

- (a) development and implementation of agency programs and procedures;
- (b) performance of agency personnel;
- (c) preventing outbreak of fires;
- (d) minimizing danger to persons and damage to property caused by fires; and
- (e) providing and managing emergency services that are established by the agency and that are consistent with national standards. These services may include but are not limited to:
 - (i) fire suppression;
 - (ii) medical aid;
 - (iii) hazardous materials response;
 - (iv) ambulance service; and
 - (v) extrication from vehicles.
- (2) In development of agency regulations, programs, and procedures, the fire chief is subject to applicable laws and ordinances.
- (3) The fire chief serves under the direction of the trustees, if trustees have been designated to manage the fire agency under the provisions of this chapter. If the governing body retains management, then the fire chief serves under the direction of the governing body.
- (4) The fire chief shall develop organizational and operational procedures and shall implement those procedures by issuing written administrative regulations and operational guidelines.
- (5) In the event of a fire or other emergency involving the protection of life or property, the fire chief has the authority to direct any operation necessary to extinguish or control the fire or perform a rescue in coordination with other authorities having jurisdiction.
- (6) The fire chief may investigate suspected or reported fires, gas leaks, or other hazardous conditions and may take any action necessary to protect public health and safety and protect property or mitigate damage to property in the exercise of the chief's duties.
- (7) In the exercise of the authority provided in subsections (5) and (6), the fire chief may:
 - (a) enter any property;
 - (b) prohibit any person, vehicle, or thing from approaching the scene;

(c) remove or cause to be removed from the scene of the fire or other emergency any person, vehicle, or thing that the chief determines may interfere with the operations of the agency.

(8) (a) Subject to [50-3-102](#)(1)(c), the fire chief may investigate the cause, origin, and circumstances of every fire that occurs in the chief's jurisdiction that involves the loss of life, injury to a person, destruction of property, or damage to property.

(b) Subject to [50-3-102](#)(1)(c), as part of the investigation, the fire chief may take immediate charge of all physical evidence relating to the cause of the fire and may pursue the investigation to its conclusion.

(c) The fire chief may investigate the cause, origin, and circumstances of unauthorized releases of hazardous materials.

(9) (a) The fire chief may establish and maintain a program applicable to every community in the chief's jurisdiction that provides for:

(i) regular examination of fire hazards; and

(ii) regular inspection of commercial property, after the property has been approved for occupancy by a certified city, county, or town building code jurisdiction or the department of labor and industry's bureau of building and measurement standards, with particular emphasis on occupancies identified as high risk to life and property.

(b) The fire chief may establish a formal fire inspection program as authorized by the department of justice under [50-61-102](#).

(10) The fire chief shall report all fires to the department of justice and shall use the national fire incident reporting system or other reporting method approved by the department of justice's fire prevention and investigation section.

(11) The fire chief is responsible for establishing and maintaining a training program for the agency and may use existing federal, regional, state, and local training resources. The agency's program must include training in all areas of emergency response in which the agency provides services.

(12) For the purposes of this section, "governmental fire agency" does not include municipal fire departments.

History: En. Sec. 1, Ch. 167, L. 2007; amd. Sec. 1, Ch. 171, L. 2009.

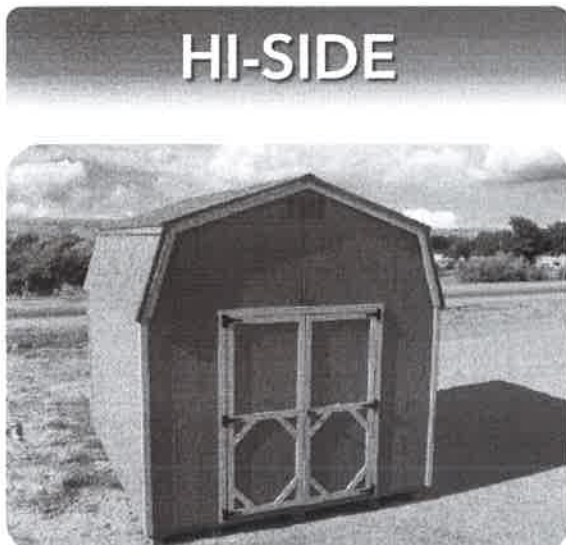
Regular Agenda Item 4

Capital Improvement

Expenditures

for

Cottonwood Station



Standard HI-SIDE BARN Features

- 4x4 Pressure Treated Runners
- 2 skids on 8' wide buildings
- 5 skids on 10' and 12' wide buildings (7 on 14' and 16')
- Painted Exterior (your choice of color)
- Contrasting Painted Trim color included
- Framing 16" O/C
- 5/8 ProStruct® T&G Floor Plywood
- 40 year Metal Roof tuff rib
- No Windows (Windows are optional)
- 1-5' Double Wood Door on sheds over 8' wide
- Roof Trusses 16" O/C
- Synthetic Roof felt
- Gambrel Style Roof
- 6'4 1/2" wall height
- 2 gable vents (8x16)

Options include: Siding options, windows, ramps, doors, custom paint available.

4' AND 6' WIDE BUILDINGS SPECS:

1. SINGLE TOP PLATE 6'3" WALL HEIGHT
2. 42" SINGLE WOOD DOOR
3. 2" O/C FRAMING
4. STANDARD EAVE OVERHANG

Size	Cash Price	RTO (36mo.)	Size	Cash Price	RTO (36mo.)
4x8	\$2,019.00	\$93.47	12x32	\$10,154.00	\$470.09
4x10	\$2,359.00	\$109.21	12x36	\$11,244.00	\$520.56
6x6	\$1,909.00	\$88.38	12x40	\$12,324.00	\$570.56
6x8	\$2,299.00	\$106.44	12x44	\$13,424.00	\$621.48
6x10	\$2,669.00	\$123.56	12x48	\$14,514.00	\$671.94
6x12	\$3,049.00	\$141.16	14x16	\$7,394.00	\$342.31
8x8	\$2,874.00	\$133.06	14x18	\$8,004.00	\$370.56
8x10	\$3,304.00	\$152.96	14x20	\$8,614.00	\$398.80
8x12	\$3,734.00	\$172.87	14x24	\$9,844.00	\$455.74
8x14	\$4,164.00	\$192.78	14x28	\$11,074.00	\$512.69
8x16	\$4,594.00	\$212.69	14x32	\$12,304.00	\$569.63
10x10	\$3,824.00	\$177.04	14x36	\$13,554.00	\$627.50
10x12	\$4,334.00	\$200.65	14x40	\$14,784.00	\$684.44
10x14	\$4,834.00	\$223.80	14x44	\$16,014.00	\$741.39
10x16	\$5,264.00	\$243.70	14x48	\$17,244.00	\$798.33
10x18	\$5,824.00	\$269.63	16x16	\$8,104.00	\$375.19
10x20	\$6,324.00	\$292.78	16x20	\$9,444.00	\$437.22
10x24	\$7,314.00	\$338.61	16x24	\$10,774.00	\$498.80
10x28	\$8,314.00	\$384.91	16x28	\$12,114.00	\$560.83
12x12	\$4,774.00	\$221.02	16x32	\$13,464.00	\$623.33
12x14	\$5,304.00	\$245.56	16x36	\$14,804.00	\$685.37
12x16	\$5,844.00	\$270.56	16x40	\$16,134.00	\$746.94
12x18	\$6,384.00	\$295.56	16x44	\$17,474.00	\$808.98
12x20	\$6,924.00	\$320.56	16x48	\$18,814.00	N/A
12x24	\$8,004.00	\$370.56	16x50	\$19,484.00	N/A
12x28	\$9,084.00	\$420.56	16x54	\$20,814.00	N/A
12x30	\$9,624.00	\$445.56			

FREE SHIPPING

- Free shipping in Montana and Wyoming from shop lot.
- Free shipping within 50 miles of lot for stock buildings.
- Include 1 hour of set up time, \$80.00 per hour thereafter.

After 50 free miles

10' wide \$4/mile • 12' wide \$4.50/mile • 14' wide \$5/mile
16' wide \$6/mile • Pilot car charges additional for wider buildings. Site needs to be accessible with MSC truck and trailer or Mule.

HI-SIDE GARAGE



Standard HI-SIDE GARAGE Features

- 4x4 Pressure Treated Runners
- 5 skids on 12' wide buildings (7 on 14' and 16')
- Painted Exterior (your choice of color)
- Contrasting Painted Trim color included
- Framing 16" O/C (Walls and Roof)
- Floor Joists 8" O/C
- 3/4" PerformMax® T&G Floor
- 40 year Metal Roof tuff rib
- Synthetic Roof felt
- One roll up door (See Notes)
- One 24x36" Aluminum window
- 1 House Style entry door (6 panel, NO glass)
- Roof Trusses 16" O/C
- Gambrel roof
- 7'4 1/2" wall height (measured interior)
- 2 gable vents (8x16)

Options include: Siding options, windows, ramps, doors, custom paint available.

Size	Cash Price	RTO (36 mo.)	Size	Cash Price	RTO (36 mo.)
12x16	\$7,423.00	\$343.66	14x32	\$14,620.00	\$676.85
12x18	\$8,021.00	\$371.34	14x36	\$16,002.00	N/A
12x20	\$8,619.00	\$399.03	14x40	\$17,364.00	N/A
12x24	\$9,805.00	\$453.94	14x44	\$18,726.00	N/A
12x28	\$11,001.00	\$509.31	14x48	\$20,088.00	N/A
12x30	\$11,599.00	\$536.99	16x16	\$9,966.00	\$461.39
12x32	\$12,187.00	\$564.21	16x20	\$11,454.00	\$530.28
12x36	\$13,383.00	\$619.58	16x24	\$12,942.00	\$599.17
12x40	\$14,589.00	\$675.42	16x28	\$14,420.00	\$667.59
12x44	\$15,795.00	N/A	16x32	\$15,928.00	N/A
12x48	\$17,001.00	N/A	16x36	\$17,416.00	N/A
14x16	\$9,182.00	\$425.09	16x40	\$18,904.00	N/A
14x18	\$9,858.00	\$456.39	16x44	\$20,392.00	N/A
14x20	\$10,534.00	\$487.69	16x48	\$21,870.00	N/A
14x24	\$11,896.00	\$550.74	16x50	\$22,614.00	N/A
14x28	\$13,258.00	\$613.80	16x54	\$24,102.00	N/A

NOTES:

Roll Up Door size standard:

12' wide building gets 8x7

14' & 16' wide building get 9x7

Openers available on roll up door.

FREE SHIPPING

- Free shipping in Montana and Wyoming from shop lot.
- Free shipping within 50 miles of lot for stock buildings.
- Include 1 hour of set up time, \$80.00 per hour thereafter.

After 50 free miles

10' wide \$4/mile • 12' wide \$4.50/mile • 14' wide \$5/mile
16' wide \$6/mile • Pilot car charges additional for wider buildings. Site needs to be accessible with MSC truck and trailer or Mule.

On Point Electric LLC

P.O Box 1631
Bozeman, MT 59711
603-508-1858

Estimate

Submitted on 05/07/2021

Invoice for

Colin Prato
Hyalite Fire District
4541 S 3rd Rd
Bozeman, MT, 59715

Project

Cottonwood Station Lighting

Description	Qty	Unit price	Total price
15" Diameter Light Fixture	2	\$50.00	\$100.00
11" Diameter Light Fixture	4	\$40.00	\$160.00
Sconce Light Fixtures	2	\$50.00	\$100.00
Labor Rate (1st hr)	1	\$100.00	\$100.00
Labor Rate (Additional hrs)	3	\$75.00	\$225.00
			\$0.00

Notes:

Subtotal

\$685.00

\$685.00



Hyalite Admin <bookkeeper@hyalitefire.org>

Fwd: Cottonwood fire station light upgrade.

1 message

Colin Prato <cprato@hyalitefire.org>
To: Hyalite Admin <admin@hyalitefire.org>

Tue, May 11, 2021 at 8:48 AM

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

From: **Craig Gariepy** <craig.gariepy406@gmail.com>
Date: Fri, May 7, 2021 at 4:55 PM
Subject: Cottonwood fire station light upgrade.
To: cprato@hyalitefire.org <cprato@hyalitefire.org>

Hey Prato, sorry I haven't been quicker with this, been super hectic lately. So my hrly rate is \$100 for the first hr, and then \$75.00 for each additional hr after that, in half hr increments. I don't see this taking more than four hrs, but there is always the uncertainty of who ever wore the station did a shit job and will make it harder on me, I don't foresee that but you never know.

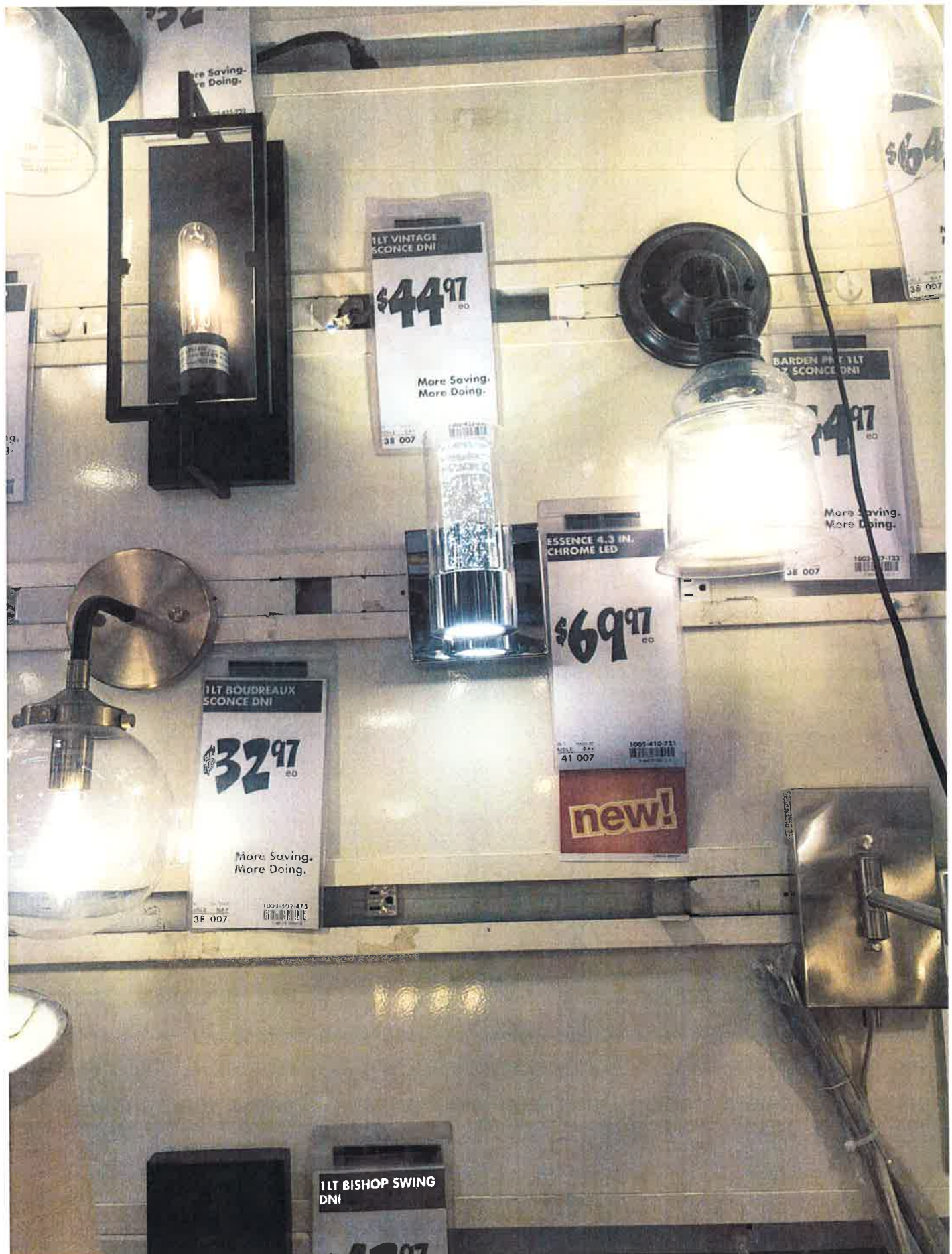
The large lights for the bigger bedroom and upstairs TV room (2 lights) are \$50.00 each, and those are 15" in diameter LED, with 3 different light settings.

The smaller lights for the other rooms (4 lights) are \$40.00 each and are 11" in diameter LED, with 3 different light settings.

As for the sconces I saw a few different ones at Home Depot that I liked, just depends on the look and cost the board is willing to spend. I found some I like and will attach picture with the price to them, but up to you on the ones we go with. Let me know what you are thinking for sconces and everything else.

Thank You.





Craig M. Gariepy
On Point Electric, LLC





KO Concrete Coatings
 701 Oakwood Drive
 Belgrade, MT 59714
 koconcretecoatings@gmail.com

Customer Information

Colin Prato

10200 Cottonwood Rd
 Bozeman MT 59718
 (406)579-3087

(406)579-3087
 cprato@hyalitefire.org

Date: 05/04/2021

Rep: Reid Olinger
 Rep: (406) 580-6147
 Rep: koconcretecoatings@gmail.com

Locations INCLUDED in scope of work to be performed

Cottonwood station

Work to be Completed

**To be Completed
 Description**

Firestation

QTY

1

444 SQFT of concrete coatings in lower area.
 Coatings end at doorway of closets.
 35 SQFT bathroom coatings upstairs.
 Pt100 no smell product.
 5 year warranty



Additional Details

Please remove all coves prior to installation.

Totals

Subtotal for Project

\$4,100.00

Balance Due

\$4,100.00

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Image: 1.1



The logo for APEX ASPHALT. It features a stylized graphic on the left consisting of a dark blue road with white dashed lines curving into a yellow and orange sunburst shape. To the right of this graphic, the word "APEX" is written in a large, bold, dark blue sans-serif font. Below "APEX", the word "ASPHALT" is written in a smaller, bold, maroon sans-serif font.

APEX ASPHALT

A Higher Standard



TO Colin Prato
Hyalight Fire Dept
4541 S 3rd

Bozeman MT 59715

PCF 406-579-3087
cprato@hyalitefire.org

SITE: 10200 Cottonwood
Bozeman MT 59715

30 Years of Experience
PROPOSAL
www.apexgroupmt.com

AREA #1 PAVING	SubTotal Price	\$29,800.00
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- PAVE PARKING LOT WITH 3 INCHES OF HOT MIX ASPHALT. 29,800.00
- ITEMS INCLUDED IN OUR PRICING.
 - Import and placement of up to 130 tons of road mix material. Grading and compaction included. Price for additional road mix installed will be \$25.00 per ton.
 - Sterilization of area to be paved. (subject to attached exclusions)
 - Furnish and install 3 inches of hot mix asphalt to approximately 12,670 square feet. **2 YEAR WARRANTY!!** (Subject to attached exclusions)

AREA #2 PAVING	SubTotal Price	\$64,000.00
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- PAVE PARKING LOT WITH 3 INCHES OF HOT MIX ASPHALT. 64,000.00
- ITEMS INCLUDED IN OUR PRICING.
 - Import and placement of up to 330 tons of road mix material. Grading and compaction included. Price for additional road mix installed will be \$25.00 per ton.
 - Sterilization of area to be paved. (subject to attached exclusions)
 - Furnish and install 3 inches of hot mix asphalt to approximately 32,000 square feet. **2 YEAR WARRANTY!!** (Subject to attached exclusions)

Terms:

Proposal Total Price

93,800.00

Payment is due upon completion of work.
All returned checks will be charged an additional \$25.00. Major credit cards accepted.
Use of credit or debit card is subject up to 3% surcharge fee. Sales Tax Rates may vary.

Acceptance:
The process, specifications, and conditions as enumerated herein, including "Terms and Conditions" below are satisfactory and are hereby accepted. Apex Group, Inc. is authorized to proceed with the work as specified. Payment will be made according to the terms listed above. Apex Group, Inc., reserves the right to file a preliminary lien notice if required. This proposal is valid for 30 days from the date of the proposal. Due to volatile material pricing, all work is subject to an increase if it is not completed within 30 days from the date of this proposal.

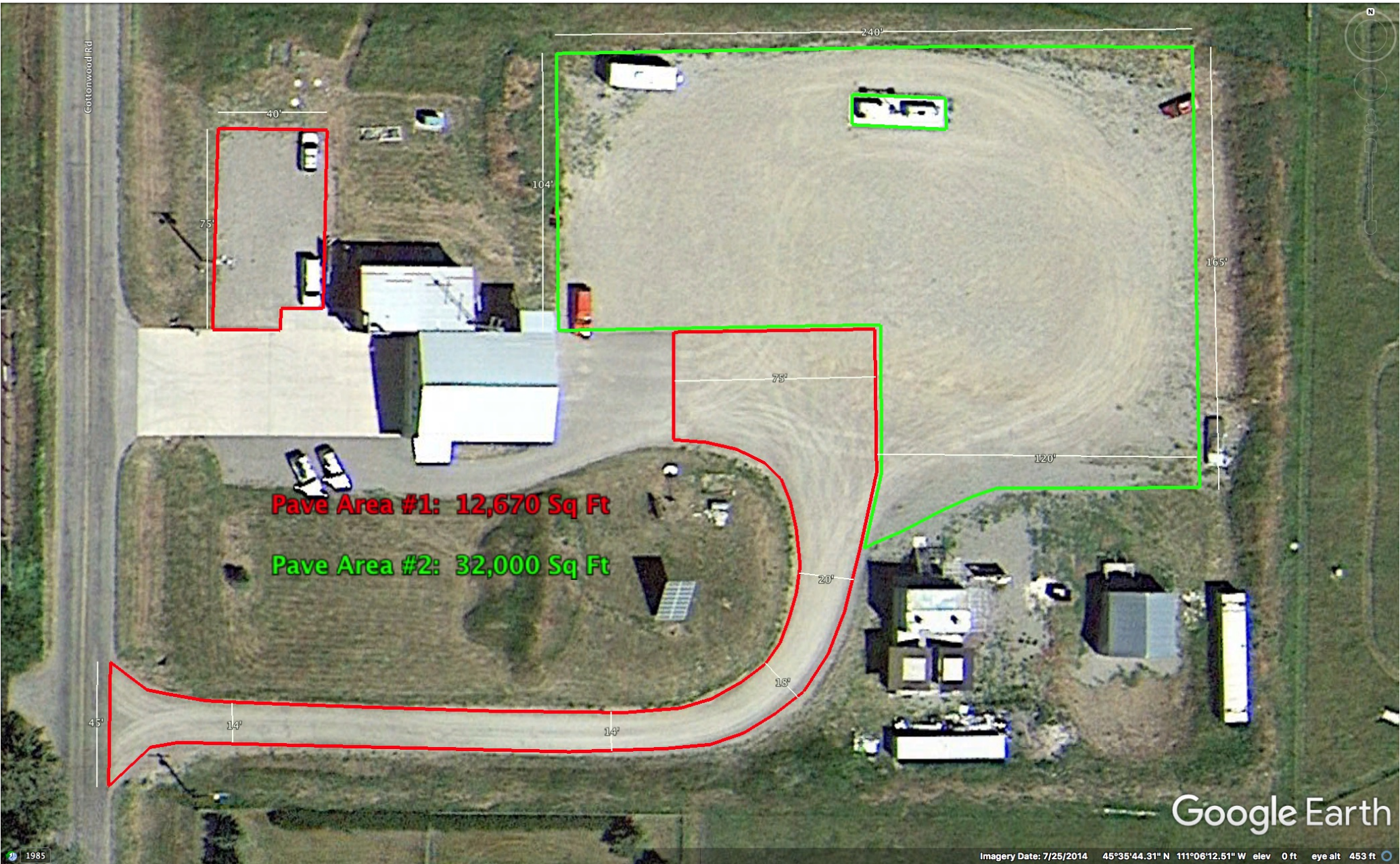
Authorized Signature_____ Title_____

Print Name_____ Date_____

Legal Property Owner _____ Email Address_____

Mailing Address _____ Contact Phone_____

See additional warranty/exclusions information following this proposal:





SPECIFIC EXCLUSIONS & WARRANTIES

Paving Warranty and Exclusions:

Warranty on paving is 2 Years except for the following exclusions: Proper drainage for any paving project is guaranteed only if a minimum of 2 inches every 10 feet exist prior to paving. Pooling or drainage issues may exist if minimum slope can't be achieved due to onsite conditions. Apex Group, Inc. will not be responsible if standing water and/or icing exists after paving work is completed. If any portion of the new pavement fails due to poor, inadequate, and/or base materials (sub-grade materials such as pit run, not road mix used from final grade) installed by others there will be no warranty on the failed areas. Sterilization of the ground will only be completed if weeds are present on the surface to be paved prior to preparation work being completed. In no case will Apex Group, Inc. be responsible if weeds grow through the asphalt surface after paving. Apex Group Inc. is not responsible for items typical of asphalt pavement such as cracking, settling, oxidation, edge deterioration and breakage, rutting, uneven surface and or appearance from rocks when hand raking takes place, scuff marks from power steering, softness at higher temperatures, visible seams, tracking, etc. If an asphalt overlay is completed there are no warranties on drainage. If it's required that we cross over or pave next to any type of concrete border, concrete sidewalk, concrete apron or concrete of any kind we are not responsible for any damage that may occur including, but not limited to cracking, discoloration, breakage, scuffing, staining or damage of any kind. This includes tire marks etc. Our total tonnage for road mix is based on proper elevation of the sub grade and is an estimate only. Pricing for this item takes into account the mobilization of our prep crew to the job site and our time to prep the project. A decrease in our import material does not decrease the pricing unless an agreement is made prior to our mobilization to the job site. Generally speaking if we have to mobilize our prep crew to the site there will be no decrease.

Concrete Exclusions:

Any and all winter conditions, construction staking, pump trucks, cold weather concrete and/or protection, hot water, chemicals, blanketing, concrete testing or any kind of ground thawing setup or equipment. Pricing assumes prep work will be completed to within plus or minus 1". No gravel included unless specified. Light towers to be provided by others for night work, No heat tubing work included (plumber must be onsite for each pour) No extra labor included for slick lining, No haul off of wash out materials, No special curing or hardeners included, no color, stain or stamp work included unless specified, safety railings by others. Insulation and/or vapor barrier by others unless specified, Pricing based on exact quantities as listed in the attached estimate. The estimated quantities and exclusions to be made part of any subcontract agreement.

Water/Sewer and Excavation Exclusions:

Unless specified in proposal all excavation for water and sewer pricing assumes that work will be completed in unfrozen ground. Pricing for excavation is based on favorable working conditions. If conditions such as rock formations, high water table or any other unforeseen problems requiring additional materials, time or labor, the customer will be notified and any additional costs will be added to the invoice. Unless specified, water and sewer price does not include any fees or permits that may be required for hookup. Cutting of asphalt or concrete and or associated patching or repairs where street cuts are required will be an extra charge unless they are specified in our proposal. Apex Group, Inc. does not assume responsibility for any utility lines such as water, electric, gas, phone, fiber optic, sprinkler, etc. which may lie within eighteen inches (18") of the surface. Layouts of locations must be furnished to Apex Group, Inc. if such lines are known to exist. In no case shall Apex Group, Inc. be responsible for damage to any of the above. Bedding material **is included** in our water and sewer pricing. Other Exclusions Include: Temporary Barricade & Fencing, Dust Control, Unforeseen Below Ground Demolition, Topsoil Import, Irrigation & Landscaping, Layout, Interior Pipe Work, Hazardous & Contaminated Waste Removal, Soils Testing, and Bonds.

Crack Seal Warranty:

There is no warranty on crack sealing unless the cracks are routed to a width and depth of 3/4 inches and then sealed with a hot rubberized crack sealer. Cracks that run parallel to the edges of asphalt will not be sealed. Cracks between asphalt and concrete surfaces will not be sealed. Alligator areas and/or areas that need to be patched will not be crack sealed. Settling of hot or cold applied crack sealers will occur if cracks are more than 1/4 inch wide and 1/4 inch deep. Settling of the crack sealer is not a warranty issue and is no call for alarm. The crack remains sealed even if the sealant is not completely to the top of the crack.



SPECIFIC EXCLUSIONS & WARRANTIES

Sealcoating Warranty and Exclusions:

The work proposed herein is covered by a 2 year warranty on workmanship for asphalt sealing. Application of all warranty provisions is conditional upon full payment of contract price as specified in this agreement. Normal wear and tear, abuse, accidental damage and acts of God are excluded as well as areas that have oil and gas drippings, low spots that hold water, areas where snow is piled or extremely dirty areas. Other items that will void the warranty on seal coating are: salting, sanding or use of de-icing products such as magnesium chloride during the winter season.

Common Questions and Concerns:

1. When cars turn their power steering on fresh seal coat you will notice marks that appear to be tearing the asphalt emulsion. Because asphalt takes up to 6 weeks to cure, it remains soft when temperatures are hot. The power steering marks may continue for several weeks until the emulsion in the seal coat hardens.
2. You may notice small hairline cracks that develop in the seal coat, especially where the asphalt is rough or where cracks have been sealed. This is a normal asphalt emulsion trait where the sealer is thick. The asphalt emulsion contains some water and as that water evaporates you may develop shrinkage cracks.
3. If your asphalt surface has poor drainage and puddles of water exist, you may notice that the seal coat didn't bond well in those areas after the first winter. This is caused by freezing and thawing of the water in those areas. Ideally the low spots should be repaired prior to seal coating.

Additional Notes: Asphalt sealing proposal is based on a square foot price that includes a google earth photo(if available)of the existing asphalt surface area. If the area has been modified and/or increased in total square footage an additional charge will apply based on our square foot price.

Striping Exclusions and Notes:

Sweeping of parking lot, curb painting, bollard, pole or parking bumper painting. Re-striped stencils may not be an exact match if Apex Group, Inc. didn't do the initial striping. The moving of vehicles etc. is the responsibility of the owner. If additional mobilizations are required due to vehicles in our way an extra charge will apply.

Patching Warranty and Exclusions:

Warranty on patching is 2 Years except for the following exclusions: Proper drainage for any patching project is guaranteed only if a minimum of 2 inches every 10 feet exist prior to paving. Pooling or drainage issues may exist if minimum slope can't be achieved due to onsite conditions. Apex Group, Inc. will not be responsible if standing water and/or icing exists after patching work is completed. If any portion of the new pavement fails due to poor, inadequate, and/or base materials (sub-grade materials such as pit run, not road mix used from final grade) installed by others there will be no warranty on the failed areas. In no case will Apex Group, Inc. be responsible if weeds grow through the asphalt surface after paving. Apex Group Inc. is not responsible for items typical of asphalt pavement such as cracking, settling, oxidation, edge deterioration and breakage, rutting, uneven surface and or appearance from rocks when hand raking takes place, scuff marks from power steering, softness at higher temperatures, visible seams, tracking, etc. If it's required that we cross over or pave next to any type of concrete border, concrete sidewalk, concrete apron or concrete of any kind we are not responsible for any damage that may occur including, but not limited to cracking, discoloration, breakage, scuffing, staining or damage of any kind. This includes tire marks etc.



A Higher Standard

Standard Conditions/Warranties

General Conditions:

- This proposal is valid for 14 days, with final acceptance subject to approval by the credit department of Apex Group, Inc. and if executed by "customer" as a contract, is entered into by Apex Group, Inc. without liability for delay or cancellation from causes beyond Apex's control, including weather, acts of God, labor disturbances, shortages, war and acts of government.
- All surfaces to which material is to be applied shall be in a condition that is similar to the time at which the project was bid. Customer shall notify Apex Group in advance when the site is ready for the work to be performed, and shall give free and unobstructed access so that the work to be performed can be commenced promptly, and that once begun, may be completed without delay. Customer agrees to pay Apex Group, Inc. its reasonable charges for delays caused by customer or other subcontractors. Towing of vehicles, if necessary, shall be the responsibility of the customer.
- Traffic control will be provided by customer unless otherwise specified in estimate. It shall be the responsibility of the customer to maintain closures if required.
- A water supply source shall be furnished by the customer. If Apex Group, Inc. has to bring their own water source an additional charge will apply.
- Apex Group, Inc. does not assume responsibility for any utility lines such as water, electric, sprinkler, etc. which may lie within eighteen inches (18") of the surface. Layouts of locations must be furnished to Apex Group, Inc. if such lines are known to exist. In no case shall Apex Group, Inc. be responsible for damage to any of the above.
- Additional work can be performed either by verbal or written order by the owner or owners representative.

Terms:

- In addition to the terms and conditions listed in this estimate, customer agrees to pay a service charge of 2% per month on all accounts that are more than 5 days past due. Customer agrees to pay all reasonable attorney, collection and/or lien filing fees that may be incurred.
- Customers agrees that payment is due in full at the time the services are provided.

Indemnification:

- Apex Group, Inc. maintains adequate insurance and shall indemnify and hold harmless customer, owner, agents and employees of any of them from any claims, damages, losses and expenses arising out of or resulting from performance of the work to the extent caused by the negligent acts or omissions of Apex Group, Inc. or anyone for whose acts Apex Group, Inc. may be liable.

Disputes:

- If customer objects to any portion of the work, customer shall pay Apex Group, Inc. as per this agreement and notify Apex Group, Inc. within 7 calendar days, identify the cause of the disagreement.
- The parties hereby agree that, in any legal action arising from this agreement, venue for the action may properly be placed in the county of the Apex Group, Inc. office that issued this proposal and contract.
- The parties acknowledge that they are hereby relinquishing and waiving any rights they may have to establishing venue in any other county. This agreement shall be in accordance with and governed by the laws of the state in which it was drafted.

Our Environmental Commitment:

- Apex Group, Inc. believes in employing sustainable practices that are both socially responsible and commercially sound. From material recycling strategies to pollution prevention initiatives, we are committed to minimizing our environmental impact while improving the well being of the communities we serve.

Confidentiality:

- The information in this document is privileged and completely confidential. No part of this document may be reproduced and/or distributed to anyone other than the recipient that is specifically listed on this document without the written permission from Apex Group, Inc.

Regular Agenda Item 5

FY 2022 Preliminary Budget

Draft of Preliminary FY2022 Budget 4/6/2021 HRFD

BUDGET WORKSHEET FOR FY2022 (Preliminary)

	FY 2021 Budget	Actual Jul '20 - Feb '21 (67% of FY 2021)	\$ Over Budget	Est of FY 2022	FY 2021 budget vs FY 22 estimate	FY 2021 % of Budget	Comments
Ordinary Income/Expense							
Income							
310000 • Taxes	\$1,519,758.00	\$1,533,313.05	\$13,555.05	\$1,533,313.00	\$13,555.00	100.89%	Operations and bond
315000 • On-behalf payment from State	\$86,000.00	\$0.00	(\$86,000.00)	\$86,000.00	\$0.00	0.00%	FURS from State. Budget neutral offset reflected in "Personnel Services"
316000 • Entitlement Share	\$36,000.00	\$38,837.57	\$2,837.57	\$36,000.00	\$0.00	107.88%	
360000 • Miscellaneous Revenues	\$4,000.00	\$8,870.24	\$4,870.24	\$4,000.00	\$0.00	221.76%	
365000 • Contributions and Donations	\$500.00	\$41,401.00	\$40,901.00	\$500.00	\$0.00	8280.20%	Grant Funds ??? Received solar panel grant in FY2020???
370000 • Investment Earnings	\$30,000.00	\$0.00	(\$30,000.00)	\$30,000.00	\$0.00	0.00%	Interest earned in County Funds
380000 • Proceeds from Equip. Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Income	\$1,676,258.00	\$1,622,421.86	(\$53,836.14)	\$1,689,813.00	\$13,555.00	96.79%	
Expense							
420000 • Public Safety Expenses	\$40,000.00	\$8,575.45	(\$31,424.55)	\$40,000.00	\$0.00	21.44%	
420100 • Personnel Services	\$366,500.00	\$235,667.45	(\$130,832.55)	\$366,500.00	\$0.00	64.30%	
420100A • Personnel Services (on-behalf)	\$86,000.00	\$0.00	(\$86,000.00)	\$86,000.00	\$0.00	0.00%	budget neutral accounting includes \$86K "FURS On-behalf from State"
420200 • Supplies	\$32,000.00	\$22,569.94	(\$9,430.06)	\$32,000.00	\$0.00	70.53%	
420207 • Small items of Equipment	\$0.00	\$8,803.65	\$8,803.65	\$0.00	\$0.00	#DIV/0!	Will recode into Safety Equipment - 420930
420220 • Meals/Incentives	\$14,000.00	\$2,448.97	(\$11,551.03)	\$14,000.00	\$0.00	17.49%	
420240 • Fuel	\$36,000.00	\$11,474.99	(\$24,525.01)	\$36,000.00	\$0.00	31.87%	Low fuel prices in 2020 due to Covid pandemic!
420310 • Election Costs	\$7,000.00	\$0.00	(\$7,000.00)	\$7,000.00	\$0.00	0.00%	** no election costs in 2021. Trustees approved by acclamation
420320 • Professional Subscription/Dues	\$4,000.00	\$7,799.19	\$3,799.19	\$8,000.00	\$4,000.00	194.98%	
420330 • Community Outreach/Education	\$10,000.00	\$2,776.89	(\$7,223.11)	\$6,000.00	(\$4,000.00)	27.77%	
420340 • Utility Services	\$52,000.00	\$27,776.63	(\$24,223.37)	\$52,000.00	\$0.00	53.42%	
420350 • Professional Services	\$40,000.00	\$21,859.70	(\$18,140.30)	\$35,000.00	(\$5,000.00)	54.65%	
420390 • Firefighter Physicals	\$15,000.00	\$1,276.00	(\$13,724.00)	\$18,000.00	\$3,000.00	8.51%	
420400 • Training/Travel - Trustees	\$3,000.00	\$0.00	(\$3,000.00)	\$3,000.00	\$0.00	0.00%	
420420 • Facilities	\$25,000.00	\$28,512.75	\$3,512.75	\$25,000.00	\$0.00	114.05%	Had large one-time expenses in FY21 (signage and asphalt coating)
420500 • Insurance	\$70,000.00	\$68,929.62	(\$1,070.38)	\$70,000.00	\$0.00	98.47%	
420930 • Safety Equipment	\$70,000.00	\$18,120.41	(\$51,879.59)	\$70,000.00	\$0.00	25.89%	
420940 • Apparatus	\$70,000.00	\$48,013.57	(\$21,986.43)	\$70,000.00	\$0.00	68.59%	
420960 • Special Projects	\$0.00	\$16.98	\$16.98	\$0.00	\$0.00	#DIV/0!	Will be recoded into existing line item.
66910 • Other Charges	\$500.00	\$0.00	(\$500.00)	\$500.00	\$0.00	0.00%	
Total Expense (operations)	\$941,000.00	\$514,622.19	(\$426,377.81)	\$939,000.00	(\$2,000.00)	54.69%	
420970 • Capital outlay	\$818,584.00	\$783,600.06		\$115,000.00			FY 22 Cap. Exp. - Com Vehicle (\$55K), Chainsaws (\$30K), Extrication Equip (\$30K)
Total Expense (oper. and capital outlay)	\$1,759,584.00	\$1,298,222.25		\$1,054,000.00			
Total Expense (oper.+cap.+bond)	\$2,006,159.00	\$1,326,859.75		\$1,276,027.50			
Operation Over/Under				\$528,785.50			
Restricted Income							
110200 • General Obligation Bond	\$246,575.00	\$28,637.50	(\$217,937.50)	\$222,027.50	(\$24,547.50)	11.61%	Construction bond for Sourdough Station. Refinanced in 2021
320000 • Firefighter fundraising event (net)	\$2,500.00	\$1,619.07	(\$880.93)	\$2,500.00	\$0.00	64.76%	
Grants							
Transfer to Cap. Res. (building)	\$50,000.00	\$50,000.00	\$0.00	\$0.00	(\$50,000.00)		Need to determine capital reserve allocations by Board for FY22
Transfer to Cap. Res. (apparatus)	\$400,000.00	\$400,000.00	\$0.00	\$0.00	(\$400,000.00)		Need to determine capital reserve allocations by Board for FY22
Transfer to Cap. Res. (improvement)	\$50,000.00	\$50,000.00	\$0.00	\$0.00	(\$50,000.00)		Need to determine capital reserve allocations by Board for FY22
Total							
Restricted Expenses							
490100 • Debt Services	\$246,575.00	\$28,637.50	(\$217,937.50)	\$222,027.50	(\$24,547.50)	11.61%	
Grant Liability							
Capital Reserve (building)				\$0.00	\$0.00		Need to breakdown the \$783600.06 in capital expenses between capital accounts
Capital Reserve (apparatus)	\$783,600.06	\$818,584.00	\$34,983.94	\$115,000.00	(\$668,600.06)		Need to breakdown the \$783600.06 in capital expenses between capital accounts
Capital Reserve (improvement)				\$0.00	\$0.00		Need to breakdown the \$783600.06 in capital expenses between capital accounts

**GALLATIN COUNTY
SPECIAL DISTRICT/LIBRARY BUDGET REQUEST FORM**

**FISCAL YEAR
2021-2022**

DISTRICT NAME: Hyalite Rural Fire Departme

FUND NUMBER: _____

ANNUAL REVENUE ESTIMATES

DESCRIPTION	FY 20-21 CURRENT BUDGET	FY 20-21 ESTIMATED YEAR END	FY 21-22 REQUESTS	COMMENTS
INTEREST	20,000	30,000	30,000	
FIRE INSURANCE COMP				
2% MOTOR VEHICLE TAX				
CONTRIBUTIONS/DONATIONS	500	41,401	500	
FIRE IMPACT FEES				
CONTRACTS				
TAXES - PENALTY/INTEREST				
MISCELLANEOUS REVENUE	4,000	8,870.24	4,000	
LOAN/BOND REVENUE				
OTHER INCOME	36,000	38,838	122,000	State Entitlement+FURS On behalf payment
COUNTY CONTRIBUTION				
SUBTOTAL	60,500	119,109.24	156,500	

PER UNIT FEE AT \$____/UNIT				
REAL PROPERTY TAXES	1,248,132	1,273,183.00	1,286,906	
PERSONAL PROPERTY TAXES				
MILL LEVY	246,575	246,575	246,575	
SUBTOTAL	1,494,707	1,519,758	1,533,481	

TOTAL REVENUES 1,555,207 1,638,867.24 1,689,981.00

FOR FISCAL YEAR 2021-2022, WE REQUEST:

NUMBER OF MILLS _____

DOLLAR AMOUNT _____

MAXIMUM MILLS **XXX**

GALLATIN COUNTY
SPECIAL DISTRICT/LIBRARY BUDGET REQUEST FORM

FISCAL YEAR
2021-2022

DISTRICT NAME: Hyalite Rural Fire Departme

FUND NUMBER: _____

ANNUAL EXPENDITURE REQUESTS

DESCRIPTION	FY 20-21 CURRENT BUDGET	FY 20-21 ESTIMATED YEAR END	FY 21-22 REQUESTS	COMMENTS
SALARIES/WAGES	452,500	356,000	452,500	Includes \$86,000 FURS on behalf of State
EMPLOYER CONTRIBUTIONS				
SUBTOTAL	452,500	356,000	452,500	

OFFICE/OPERATING SUPPLIES	127,000	125,908	126,000	
OIL/GAS	36,000	17,818	36,000	
UTILITIES	52,000	42,708	52,000	
REPAIR & MAINTENANCE	95,000	100,538	95,000	
TRAVEL	3,000	0	3,000	
TRAINING	54,000	18,462	54,000	
PROFESSIONAL SERVICES	121,500	123,257	120,500	
CONTRACT/DONATIONS				
DEBT PAYMENT - PRINCIPAL	190,000	210,000	215,000.00	
DEBT PAYMENT - INTEREST	56,575	6,100	7,028.00	
SUBTOTAL	735,075	644,791	708,528	

USE OF FIRE IMPACT FEES				
SUBTOTAL				

CAPITAL OUTLAY (THIS YEAR)	818,584	783,600	115,000	
CAPITAL RESERVE (FUTURE)	1,299,048		TBD	
SUBTOTAL	2,117,632	783,600	115,000.00	

TOTAL EXPENDITURES 3,305,207

BOARD APPROVAL

WE HEREBY SUBMIT OUR FISCAL YEAR 2022 BUDGET REQUEST FOR YOUR REVIEW AND APPROVAL.

CHAIRMAN PHONE TRUSTEE PHONE

TRUSTEE PHONE TRUSTEE PHONE

TRUSTEE PHONE TRUSTEE PHONE

**GALLATIN COUNTY
SPECIAL DISTRICT/LIBRARY BUDGET REQUEST FORM
CAPITAL BUDGETING**

**FISCAL YEAR
2021-2022**

DEFINITION OF CAPITAL OUTLAY: EACH ITEM MUST HAVE A VALUE OF \$5,000 OR MORE AND A LIFE EXPECTANCY OF OVER (2) YEARS. CATEGORIES INCLUDE:

910 - LAND

915 - SOFTWARE

920 - BUILDINGS

930 - IMPROVEMENTS TO LAND, I.E. SIDEWALKS, LAWN SPRINKLING SYSTEMS, ETC.

940 - EQUIPMENT/MACHINERY

950 - CONSTRUCTION IN PROGRESS

DISTRICT/LIBRARY NAME		Hyalite Rural Fire Department	
FUND NUMBER		940	
REQUESTED ITEM/ PROJECT DESCRIPTION	REPLACING EQUIPMENT? YES/NO	JUSTIFICATION	ESTIMATED TOTAL COST
Command Vehicle	Yes	Planned Replacement	\$55,000
Chainsaws	Yes	Replacing Old Equipment	\$30,000
Extrication Equipment	Yes	Replacing Old Equipment	\$30,000
TOTAL FY 2022 CAPITAL REQUESTS			115,000

_____ SIGNATURE	_____ DATE
---------------------------	----------------------

Regular Agenda Item 7

**Hiring of Full Time Training
Captain Proposal**



Hyalite Fire Department

4541 S. 3rd Road

Bozeman, MT 59715

(406)586 – 3770

Hyalite Fire Department Training Captain Proposal

Purpose:

The intent of a fulltime Training Captain position for the Hyalite Fire Department is to fulfill a need for organization, planning and oversight of our volunteer recruitment academies and training. Given Hyalite's successful recruitment and recruit training procedures it is a mission critical objective to continue and improve our recruitment and recruit training procedures. The Training Captain would be directly responsible for these duties. The Training Captain would also be a Captain command level position. This will assist the fire department in staffing a command officer during week days when volunteer staffing is unavailable. Currently week day staffing of a command officer is being filled by the Fire Chief, Assistant Fire Chief and Maintenance Captain. The current schedule causes issues with paid staff not being able to take sick and vacation time or go out for additional training. By hiring a fourth command level position the fire department will be able to provide double coverage 5 days a week at the command level. This will allow one fulltime employee to be absent and not affect operations.

Background:

Since the Hyalite Fire Department has been created recruitment and training of volunteers has been an evolving position. For the last eight years many of these duties have been shared between the Fire Chief, Assistant Fire Chief and Maintenance Captain. When a prospective volunteer applies to the fire department, one of the mentioned positions reaches out to the interested party as time is available. Most times this occurs days, weeks or even months after the application is received. This creates a poor reach out to prospective volunteers.

Many of our recent large recruiting events such as Catapalooza would be staffed by random volunteers and at times the Maintenance Captain. By not having a committed group to the event(s) often times information for potential recruits would be lost. Our Maintenance Captain would provide amazingly helpful work to these events. This however would cause issues with our maintenance program.

Our Maintenance Captain for the last eight years has been running our Saturday recruit training. This causes the Maintenance Captain to lose a full work day each week to recruit training. The result is a backup of maintenance needs.

Goals:

The main job duties of the Training Captain would be:

- Research new ways to reach out to potential volunteers. Look into being more involved with groups and clubs at MSU and HOAs to increase our range of recruitment.

- Attend our main recruitment events such as Catapalooza and job fairs and provide consistency to our recruitment effort.
- Collect and contact potential recruits as applications come into the fire department. Reduce the loss of interest in potential new recruits.
- Organize recruitment meetings. Make sure we are contacting all those who are interested in the fire department and bringing them in for our information sessions.
- Schedule and oversee recruit interviews. Including organizing selection committees and creating an interview schedule.
- Follow up with interviews and line out the next recruit class. Issue PPE and ensure new volunteer needs are met.
- Organize and plan firefighter academies so training is performed in a reasonable time frame and objectives are met.
- Continue to be a support chain for apprentice firefighters out of academy to ensure they will be successful members of the fire department.
- Assist with incident command coverage during week days when volunteers are unavailable.

Costs:

With the Maintenance Captain fully committed to our maintenance program we can eliminate the part time maintenance technician. This would be an annual savings of roughly \$15,390.

The creation of the Training Captain would be a fulltime position which would include salary and benefits

- Our current salary range for a Captain position similar to the Maintenance Captain is \$68,000 per year.
- Overall, the new Training Captain position would cost an estimated \$100,000 per year including benefits.

Recruitment Plan:

The Training Captain position would be advertised as an external recruitment process. A position announcement would be posted twice a week in the Bozeman Daily Chronicle for a three-week period. The position announcement would also be posted in the Montana State University Fire Services Training School "Latest" news for a three-week period.

The Hyalite Fire Chief will select a selection committee to review applicants and perform interviews of qualified candidates. A standard scoring format will be used to score candidates during the interview process.

The Fire Chief will perform background checks and reference checks of final candidates. After successful completion of a background and reference check, the selection committee will select the final candidate.

A conditional job offer letter will be sent to the final candidate. The conditional job offer letter will include start date, salary and benefit package, conditions of employment and a probationary period.

The final selected candidate will be hired on a twelve-month probationary period.

Hyalite Fire Rural Fire District

Training Captain

GENERAL STATEMENT OF POSITION:

The Training Captain position is responsible for the training and recruitment of recruit volunteer firefighters, EMTs and Driver/Operators of the Hyalite Rural Fire District. The Training Captain position actively researches and seeks out potential volunteers within the community. Attends recruitment events including but not limited to job fairs, Montana State University events and community events. Performs recruit volunteer firefighters, EMTs and Driver/Operators interviews and participates in the selection of new members. He/she will attend, oversee and instruct firefighter recruitment academies including Saturday trainings. The Training 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 Training 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;
- Seek out and attend volunteer recruitment events throughout the year;
- Organize and oversee volunteer firefighter, EMT and Driver/Operator interviews;
- Participate in the selection of new volunteers;
- Oversee, instruct and attend spring and fall recruit firefighter academies;
- Provide leadership and direction to apprentice firefighters;
- Conduct other trainings 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;
- Attend monthly leadership meetings;
- Demonstrate continuous effort to improve operations; and
- Attends community related functions.

REQUIRED KNOWLEDGE & ABILITIES

Knowledge:

- Required training standards and practices for firefighters, EMTs and Driver/Operators;
- 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;
- 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.

MINIMUM REQUIRED QUALIFICATIONS:

- 18 years of age or older;
- Must have a high school diploma or GED;
- Five years of experience in the fire service;
- 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 a National Wildfire Coordinating Group Basic Wild Land Firefighter certification;
- Gain and maintain a State of Montana Firefighter 1 certification;
- Gain and maintain a State of Montana Firefighter 2 certification;
- Gain a National Wildfire Coordinating Group S-215 Wildland-Urban Interface 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.

DESIRED QUALIFICATIONS:

- 5 years of experience in an ambulance transport organization.
- 3 years of leadership experience in an emergency services organization.
- Experience with wildland-urban interface fire operations.
- Experience in instructing fire, rescue and EMS service trainings.

Regular Agenda Item 8

Fire Chief's Report

Hyalite Rural Fire District

Fire Chief's Report

May 2021

Prepared by: Interim Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 233 calls in 2021 (as of 5/01/2021).
2. Our current roster is at 43 members (effective 5/01/2021).
3. We currently have 8 resident firefighters living at the Sourdough Fire Station.
4. We currently have 4 resident firefighters living at the Cottonwood Fire Station.
Neighbors near the Cottonwood Fire Station have noticed the crew being there and are very happy about it.
5. We still have 3 resident renters at the Rae house.
6. Our spring recruit class completed their academy on May 5th. All six recruit firefighters completed their training and are now responding to calls.
7. Interim Fire Chief Nickolay met with the Mystic Heights HOA on Tuesday May 11th to begin a project to assist the HOA with addressing wildfire urban-interface concerns for their neighborhood.
8. Hyalite Fire responded to a residential structure fire on Leverich Road in the Hyalite Fire District on April 28th.
9. We assisted the Amsterdam Fire District with a residential structure fire on May 8th.
10. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.

Hyalite Fire Department

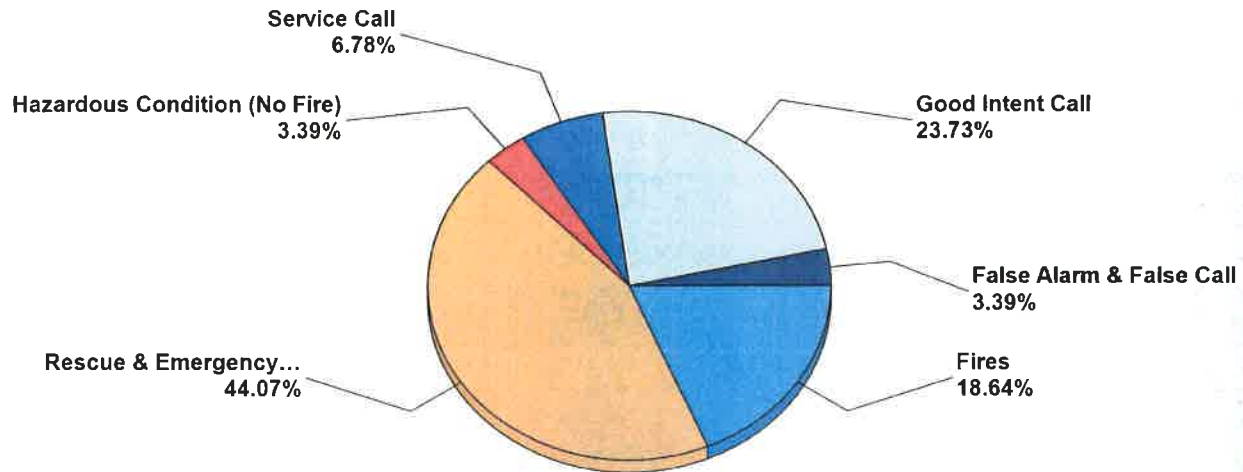
Bozeman, MT

This report was generated on 5/13/2021 8:58:19 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2021 | End Date: 04/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	18.64%
Rescue & Emergency Medical Service	26	44.07%
Hazardous Condition (No Fire)	2	3.39%
Service Call	4	6.78%
Good Intent Call	14	23.73%
False Alarm & False Call	2	3.39%
TOTAL	59	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	3.39%
131 - Passenger vehicle fire	1	1.69%
142 - Brush or brush-and-grass mixture fire	5	8.47%
143 - Grass fire	3	5.08%
321 - EMS call, excluding vehicle accident with injury	18	30.51%
324 - Motor vehicle accident with no injuries.	8	13.56%
412 - Gas leak (natural gas or LPG)	2	3.39%
554 - Assist invalid	4	6.78%
611 - Dispatched & cancelled en route	14	23.73%
735 - Alarm system sounded due to malfunction	1	1.69%
745 - Alarm system activation, no fire - unintentional	1	1.69%
TOTAL INCIDENTS:	59	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



EMS CALLS FOR HYALITE RURAL FIRE DISTRICT

	FEBRUARY	MARCH	APRIL
TOTAL HRFD EMS Calls (Including MVAs)	44	33	26
Calls Resulting in Transport	25	19	18
Refusals/No Transport Needed	19	14	8
TYPES OF EMS CALLS DISPATCHED BY 911			
A – Least Severe	4	9	4
B	9	3	4
C	8	4	6
D – Most Severe	6	5	6
E – Rarely Used			1