

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

DATE: JUNE 15, 2021

TIME: 7:00 p.m.

LOCATION: Cottonwood Fire Station, 10200 Cottonwood Rd., Bozeman, MT

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

HYALITE CONSENT AGENDA

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of May 18, 2021 Meeting Synopsis
[Consent Agenda Attached]

REGULAR AGENDA

1. Discussion and Decision – Wage Determinations-Assistant Fire Chief, Training Captain, Maintenance Captain, Administrative Assistant
(See Attached Salary and Benefit Chart)
2. Discussion and Decision – Distribution of Capital Reserves into Capital Reserve (Equipment); Capital Reserve (Building); and Capital Reserve (Improvement)
3. Discussion and Decision – Disposal of Capital Assets
4. Discussion and Decision – Training Captain Job Description Approval
(See Attached Job Description)
5. Discussion and Decision – Renewal of State Contract for Brian Nickolay
(See Attached Contract Documents)
6. Fire Chief's Report
7. Trustees' Activities
8. Announcements
 - a. Wildland BBQ scheduled for June 30, 2021

ADJOURNMENT

Consent Agenda



Dashboard for May 2021

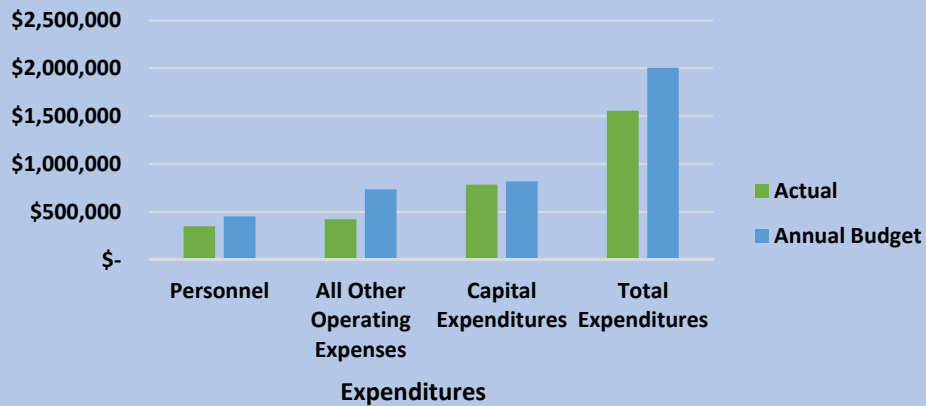
At a glance...

*Pending County Reports for April and May

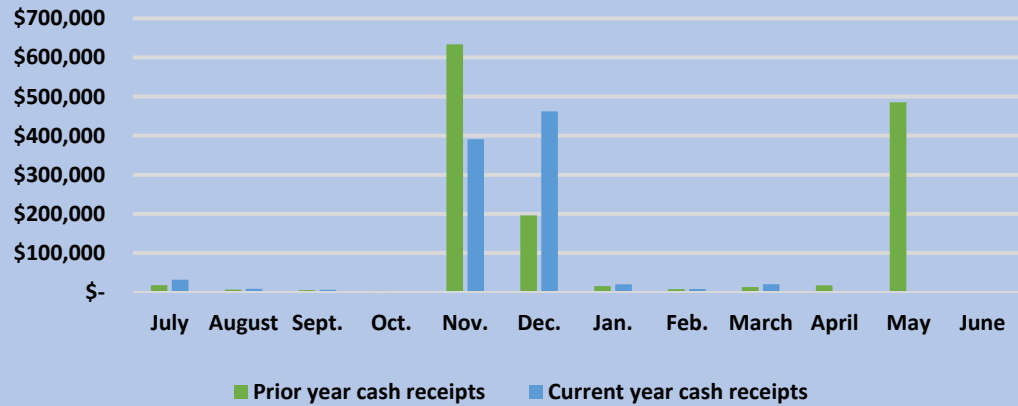
	Current month*	Prior year	Calendar YTD
General Fund Cash Balance*	\$ 1,462,036	\$ 1,878,821	270
Taxes Receivable*	\$ 626,231	\$ 137,979	44
Short-term payables	\$ -	\$ -	35
			3,340

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

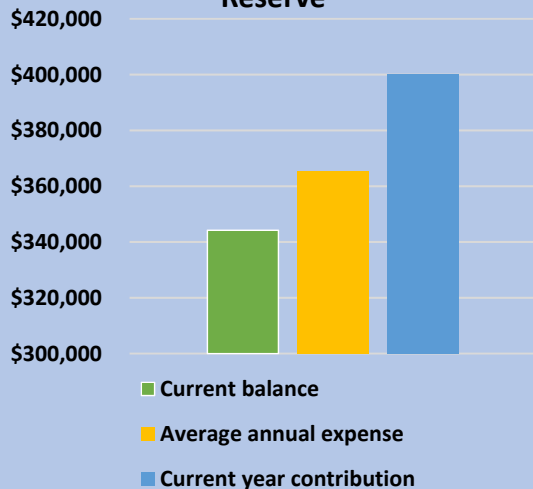
Budgetary Comparisons - for year to date



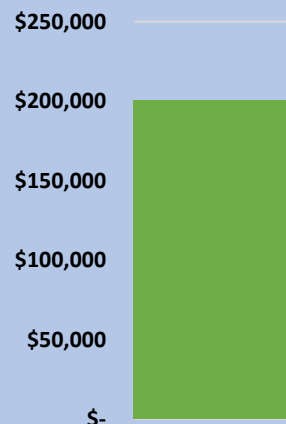
Timing of Cash Receipts



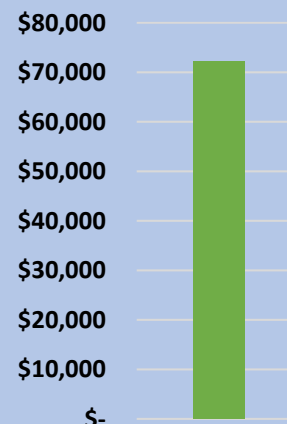
Apparatus and Equipment Reserve



Capital Improvement Reserve



Building Repair/Replacement Reserve



Station Debt



Hyalite Rural Fire District

Statement of Financial Position

As of May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$2,192,145.60
Accounts Receivable	\$43,595.60
Other Current Assets	\$776,991.76
Total Current Assets	\$3,012,732.96
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	(3,162,140.34)
Total 180000 Capital Assets	4,362,307.38
Total Fixed Assets	\$4,362,307.38
TOTAL ASSETS	\$7,375,040.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$3,482.80
Credit Cards	\$0.00
Other Current Liabilities	\$261,930.01
Total Current Liabilities	\$265,412.81
Long-Term Liabilities	\$1,732,455.70
Total Liabilities	\$1,997,868.51
Equity	
241000 Unrestricted Fund Balance	2,024,640.04
241001 General fixed asset acct group	4,362,307.38
241002 General LT debt account group	(1,818,309.12)
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	71,501.93
Total Equity	\$5,377,171.83

Hyalite Rural Fire District

Statement of Financial Position

As of May 31, 2021

	TOTAL
TOTAL LIABILITIES AND EQUITY	\$7,375,040.34

Hyalite Rural Fire District

Budget vs. Actuals: FY_2020_2021 - FY21 P&L

July 2020 - May 2021 **(91.67%)**

	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	10,647.60	4,000.00	6,647.60	266.19 %
365000 Contributions and Donations	41,401.00	500.00	40,901.00	8,280.20 %
370000 Investment Earnings		30,000.00	(30,000.00)	
380000 Proceeds From Sale of Equipment	5.00		5.00	
Total Revenue	\$1,626,607.89	\$1,678,758.00	\$ (52,150.11)	96.89 %
GROSS PROFIT	\$1,626,607.89	\$1,678,758.00	\$ (52,150.11)	96.89 %
Expenditures				
420000 Public Safety Expenses	15,420.72	40,000.00	(24,579.28)	38.55 %
420100 Personnel Services	348,899.75	452,500.00	(103,600.25)	77.10 %
420200 Supplies	30,377.17	32,000.00	(1,622.83)	94.93 %
420220 Meals/Incentives	4,330.46	14,000.00	(9,669.54)	30.93 %
420240 Fuel	17,955.58	36,000.00	(18,044.42)	49.88 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	10,562.01	4,000.00	6,562.01	264.05 %
420330 Community Outreach/Education	3,227.43	10,000.00	(6,772.57)	32.27 %
420340 Utility Services	40,953.55	52,000.00	(11,046.45)	78.76 %
420350 Professional Services	25,934.70	40,000.00	(14,065.30)	64.84 %
420390 Firefighter Physicals	17,762.00	15,000.00	2,762.00	118.41 %
420400 Training/Travel - Trustees		3,000.00	(3,000.00)	
420420 Facilities	41,711.57	25,000.00	16,711.57	166.85 %
420500 Insurance	69,583.21	70,000.00	(416.79)	99.40 %
420930 Safety Equipment	47,559.50	70,000.00	(22,440.50)	67.94 %
420940 Apparatus	73,238.37	70,000.00	3,238.37	104.63 %
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	(1,000.00)	(100.00 %)
Total Expenditures	\$3,275,320.25	\$2,006,159.00	\$1,269,161.25	163.26 %
NET OPERATING REVENUE	\$ (1,648,712.36)	\$ (327,401.00)	\$ (1,321,311.36)	503.58 %
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	\$71,501.93	\$ (327,401.00)	\$398,902.93	(21.84 %)

Hyalite Rural Fire District

Transaction List by Vendor

May 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Amazon						
05/10/2021	Credit Card Expenditure		Yes	WEATHER GUARD REPLACEMENT LATCH	210580 Costco Citi Card-Prato 2005	79.63
Anderson ZurMuehlen						
05/27/2021	Bill	411688/142167.700	Yes	Hubdoc - 192708993 - INV411688/142167.700	202100 Accounts Payable	1,300.00
Best Rate Diesel Repair Inc.						
05/07/2021	Bill	19379	Yes	Hubdoc - 189611611 - INV19379	202100 Accounts Payable	3,730.02
05/27/2021	Bill Payment (Check)	7803551	Yes		101000 Cash/Investments:General Fund	-3,730.02
Big Sky Fire Equipment						
05/06/2021	Bill	0500856	Yes	Hubdoc - 189611590 - INV0500856	202100 Accounts Payable	488.16
05/11/2021	Bill	0500868	Yes	Hubdoc - 189611598 - INV0500868	202100 Accounts Payable	505.00
05/11/2021	Bill	0500867	Yes	Hubdoc - 189611596 - INV0500867	202100 Accounts Payable	4,735.74
05/27/2021	Bill Payment (Check)	7803552	Yes		101000 Cash/Investments:General Fund	-5,728.90
05/27/2021	Bill	0500910	Yes	Hubdoc - 192708997 - INV0500910	202100 Accounts Payable	282.12
05/27/2021	Bill	0500909	Yes	Hubdoc - 192708995 - INV0500909	202100 Accounts Payable	21.70
BlueCross BlueShield of Montana						
05/12/2021	Vendor Credit	X6A680/6.1.21	Yes	Hubdoc - 189611602 - INVX6A680/6.1.21	202100 Accounts Payable	-345.42
Bozeman Chronicle						
05/12/2021	Bill Payment (Check)	7803529	Yes	347411	101000 Cash/Investments:General Fund	-352.00
Bozeman Glass						
05/12/2021	Bill Payment (Check)	7803530	Yes		101000 Cash/Investments:General Fund	-204.00
CentralSquare Technologies LLC						
05/12/2021	Bill Payment (Check)	7803531	Yes		101000 Cash/Investments:General Fund	-720.00
Century Link						
05/01/2021	Bill	4066024041528B/5.1.21	Yes	Hubdoc - 186383287 - INV4066024041528B/5.1.21	202100 Accounts Payable	134.47
05/04/2021	Bill	406-587-6270/5.4.21	Yes	Hubdoc - 189611600 - INV406-587-6270/5.4.21	202100 Accounts Payable	48.26
05/10/2021	Bill	406-587-4149/5.10.21	Yes	Hubdoc - 189611608 - INV406-587-4149/5.10.21	202100 Accounts Payable	43.69
05/12/2021	Bill Payment (Check)	7803532	Yes		101000 Cash/Investments:General Fund	-134.47
05/27/2021	Bill Payment (Check)	7803553	Yes		101000 Cash/Investments:General Fund	-91.95
Charter Communications						
05/09/2021	Bill	0672244050921	Yes	Hubdoc - 186383293 - INV0672244050921	202100 Accounts Payable	273.32
05/12/2021	Bill Payment (Check)	7803533	Yes	8313200110672244	101000 Cash/Investments:General Fund	-273.32
Citi Card						
05/18/2021	Bill	IN991270	Yes	Hubdoc - 189611626 - INVIN991270	202100 Accounts Payable	15,652.93
05/27/2021	Bill Payment (Check)	7803554	Yes		101000 Cash/Investments:General Fund	-15,652.93
Conner Killeen.						
05/16/2021	Bill	5.16.21	Yes	Hubdoc - 189611610 - INV5.16.21	202100 Accounts Payable	11.96
05/27/2021	Bill Payment (Check)	7803555	Yes		101000 Cash/Investments:General Fund	-11.96
Costco Wholesale						
05/06/2021	Credit Card Expenditure		Yes		210580 Costco Citi Card-Prato 2005	14.99
05/06/2021	Credit Card Expenditure		Yes		210580 Costco Citi Card-Prato 2005	107.16
Delta Dental						
05/12/2021	Bill Payment (Check)	7803534	Yes		101000 Cash/Investments:General Fund	-117.93
DirectTV						
05/13/2021	Bill	029404001X210513	Yes	Hubdoc - 189611606 - INV029404001X210513	202100 Accounts Payable	175.99
05/27/2021	Bill Payment (Check)	7803556	Yes	029404001	101000 Cash/Investments:General Fund	-175.99
Document Destroyers						
05/12/2021	Bill Payment (Check)	7803535	Yes		101000 Cash/Investments:General Fund	-62.50
Dollar Tree						
05/12/2021	Credit Card Expenditure		Yes	RECRUIT CERIFICATE FRAMES	210570 Costco Citi Card-Nickolay 7029	12.00
Door Tech Incorporated						

Hyalite Rural Fire District

Transaction List by Vendor

May 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/05/2021	Bill	2546	Yes	Hubdoc - 186383295 - INV2546	202100 Accounts Payable	375.00
05/12/2021	Bill Payment (Check)	7803536	Yes		101000 Cash/Investments:General Fund	-375.00
Farstad Oil						
05/12/2021	Bill Payment (Check)	7803537	Yes	184000	101000 Cash/Investments:General Fund	-3,675.76
Firehouse Subs						
05/06/2021	Credit Card Expenditure		Yes	MISSING RECEIPT	210560 Costco Citi Card-Eaton 2172	170.00
FURS						
05/11/2021	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-6,238.87
General Distributing Co.						
05/12/2021	Bill Payment (Check)	7803538	Yes	56625	101000 Cash/Investments:General Fund	-81.00
05/31/2021	Bill	56625/5.31.21	Yes	Hubdoc - 192709016 - INV56625/5.31.21	202100 Accounts Payable	343.70
GRAINGER						
05/13/2021	Credit Card Expenditure		Yes	E-6 LEDS	210580 Costco Citi Card-Prato 2005	24.66
Grass Monkey Lawn Care						
05/01/2021	Bill	105	Yes	Hubdoc - 186383290 - INV105	202100 Accounts Payable	280.00
05/11/2021	Bill	115	Yes	Hubdoc - 192708999 - INV115	202100 Accounts Payable	705.00
05/12/2021	Bill Payment (Check)	7803539	Yes		101000 Cash/Investments:General Fund	-280.00
Hillyard/Montana						
05/07/2021	Bill	604319529	Yes	Hubdoc - 186383281 - INV604319529	202100 Accounts Payable	153.31
05/12/2021	Bill Payment (Check)	7803540	Yes		101000 Cash/Investments:General Fund	-153.31
Industrial Comm & Elec of Bozeman						
05/18/2021	Bill	32736	Yes	Hubdoc - 189611612 - INV32736	202100 Accounts Payable	1,187.00
05/19/2021	Bill	32747	Yes	Hubdoc - 189611604 - INV32747	202100 Accounts Payable	796.50
05/27/2021	Bill Payment (Check)	7803557	Yes		101000 Cash/Investments:General Fund	-1,983.50
JA Gear						
05/13/2021	Bill	910162	Yes	Hubdoc - 189611594 - INV910162	202100 Accounts Payable	140.00
05/27/2021	Bill Payment (Check)	7803558	Yes		101000 Cash/Investments:General Fund	-140.00
Jimmy Johns						
05/10/2021	Credit Card Expenditure		Yes	FOOD FOR LEADERSHIP MEETING	210570 Costco Citi Card-Nickolay 7029	221.75
Kelley Connect						
05/17/2021	Bill	IN839927	Yes	Hubdoc - 189611597 - INVIN839927	202100 Accounts Payable	107.82
05/18/2021	Bill	IN840940	Yes	Hubdoc - 189611609 - INVIN840940	202100 Accounts Payable	175.00
05/27/2021	Bill Payment (Check)	7803559	Yes		101000 Cash/Investments:General Fund	-282.82
Kenyon Noble						
05/12/2021	Bill Payment (Check)	7803541	Yes		101000 Cash/Investments:General Fund	-1,286.89
05/25/2021	Bill	789918-5.25.21	Yes	Hubdoc - 192709022 - INV789918-5.25.21	202100 Accounts Payable	357.79
KeY SUPPLIER						
05/13/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	98.40
KO Concrete Coatings						
05/28/2021	Bill	5.28.21	Yes	Hubdoc - 192709010 - INV5.28.21	202100 Accounts Payable	2,050.00
Montana Dept. of Revenue						
05/10/2021	Check	FIB EPAY	Yes	6442692-002-WTH	101000 Cash/Investments:General Fund	-1,160.00
Montana Firemen's Association						
05/10/2021	Check	7803528	Yes		101000 Cash/Investments:General Fund	-220.62
Montana Occupational Health						
05/03/2021	Bill	12547	Yes	Hubdoc - 186383279 - INV12547	202100 Accounts Payable	100.00
05/04/2021	Bill	12551	Yes	Hubdoc - 189611592 - INV12551	202100 Accounts Payable	140.00
05/12/2021	Bill Payment (Check)	7803542	Yes		101000 Cash/Investments:General Fund	-1,526.00
05/13/2021	Bill	12604	Yes	Hubdoc - 189611593 - INV12604	202100 Accounts Payable	100.00
05/17/2021	Bill	12612	Yes	Hubdoc - 189611595 - INV12612	202100 Accounts Payable	546.00

Hyalite Rural Fire District

Transaction List by Vendor

May 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/27/2021	Bill Payment (Check)	7803560	Yes		101000 Cash/Investments:General Fund	-1,513.00
Montana State Fund						
05/12/2021	Vendor Credit		Yes	Hubdoc - INV2488539	202100 Accounts Payable	-3,004.76
Municipal Emergency Services						
05/28/2021	Bill	IN1584637	Yes	Hubdoc - 192708987 - INVIN1584637	202100 Accounts Payable	260.00
NAPA Auto Parts						
05/12/2021	Bill Payment (Check)	7803543	Yes	12342	101000 Cash/Investments:General Fund	-69.78
05/31/2021	Bill	12342/5.31.21	Yes	Hubdoc - 192709017 - INV12342/5.31.21	202100 Accounts Payable	111.78
Northwestern Energy						
05/10/2021	Bill	0180737-9/5.10.21	Yes	Hubdoc - 186383299 - INV0180737-9/5.10.21	202100 Accounts Payable	241.56
05/10/2021	Bill	1196979-7/5.10.21	Yes	Hubdoc - 186383302 - INV1196979-7/5.10.21	202100 Accounts Payable	479.24
05/10/2021	Bill	3091809-8/5.10.21	Yes	Hubdoc - 186383306 - INV3091809-8/5.10.21	202100 Accounts Payable	1,180.53
05/10/2021	Bill	3252724-4/5.10.21	Yes	Hubdoc - 186383303 - INV3252724-4/5.10.21	202100 Accounts Payable	125.05
05/11/2021	Bill	0180089-5/5.11.21	Yes	Hubdoc - 186650331 - INV0180089-5/5.11.21	202100 Accounts Payable	126.02
05/12/2021	Bill Payment (Check)	7803544	Yes		101000 Cash/Investments:General Fund	-2,152.40
Owenhouse-Ace Hardware						
05/27/2021	Bill	191619/5.27.21	Yes	Hubdoc - 192709024 - INV191619/5.27.21	202100 Accounts Payable	469.71
People Facts						
05/01/2021	Bill	2021041029	Yes	Hubdoc - 186383273 - INV2021041029	202100 Accounts Payable	374.74
05/12/2021	Bill Payment (Check)	7803545	Yes		101000 Cash/Investments:General Fund	-374.74
PERS						
05/11/2021	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-266.72
RAE Water						
05/12/2021	Bill Payment (Check)	7803546	Yes		101000 Cash/Investments:General Fund	-128.79
05/25/2021	Bill	FIRE-00/5.25.21	Yes	Hubdoc - 192709002 - INVFIRE-00/5.25.21	202100 Accounts Payable	128.79
Republic Services						
05/12/2021	Bill Payment (Check)	7803547	Yes		101000 Cash/Investments:General Fund	-528.60
05/28/2021	Bill	0886-001682587	Yes	Hubdoc - 192709005 - INV0886-001682587	202100 Accounts Payable	16.49
05/28/2021	Bill	0886-001681770	Yes	Hubdoc - 192709003 - INV0886-001681770	202100 Accounts Payable	244.71
Ressler						
05/12/2021	Bill Payment (Check)	7803548	Yes	56595	101000 Cash/Investments:General Fund	-1,530.07
05/25/2021	Bill	2074445	Yes	Hubdoc - 192709011 - INV2074445	202100 Accounts Payable	52.44
05/25/2021	Bill	2074400	Yes	Hubdoc - 192709009 - INV2074400	202100 Accounts Payable	104.09
Rosas Pizza						
05/05/2021	Credit Card Expenditure		Yes	TRAINING	210560 Costco Citi Card-Eaton 2172	229.00
05/12/2021	Credit Card Expenditure		Yes	WED TRAINING	210560 Costco Citi Card-Eaton 2172	196.00
Sign Solutions						
05/28/2021	Bill	SS58915	Yes	Hubdoc - 192709007 - INVSS58915	202100 Accounts Payable	55.61
Staples						
05/06/2021	Credit Card Expenditure		Yes	KEYBOARD ADMIN MICE MAINTENANCE	210580 Costco Citi Card-Prato 2005	57.98
Tarantinos Pizzeria						
05/16/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	24.00
Town and Country						
05/01/2021	Bill	5820666/5.1.21	Yes	Hubdoc - 189611605 - INV5820666/5.1.21	202100 Accounts Payable	97.08
05/27/2021	Bill Payment (Check)	7803561	Yes		101000 Cash/Investments:General Fund	-97.08
Town Pump						
05/11/2021	Credit Card Expenditure		Yes	C-6-1	210100 Conoco	57.01
05/17/2021	Credit Card Expenditure		Yes	R-6	210100 Conoco	34.25
United States Treasury						
05/10/2021	Check	FIB EPAY	Yes	81-2360037	101000 Cash/Investments:General Fund	-2,573.40

Hyalite Rural Fire District

Transaction List by Vendor

May 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
US Bank						
05/12/2021	Bill Payment (Check)	7803549	Yes	Voided	101000 Cash/Investments:General Fund	0.00
Verizon						
05/12/2021	Bill Payment (Check)	7803550	Yes		101000 Cash/Investments:General Fund	-1,907.50
05/23/2021	Bill	9880478339	Yes	Hubdoc - 192709023 - INV9880478339	202100 Accounts Payable	446.98
Wex Bank						
05/23/2021	Bill	71935137	Yes	Hubdoc - 189611616 - INV71935137	202100 Accounts Payable	218.54
05/27/2021	Bill Payment (Check)	7803562	Yes	0203-00-109722-9	101000 Cash/Investments:General Fund	-218.54
Whalen Tire Bozeman						
05/12/2021	Bill	326579	Yes	Hubdoc - 189611603 - INV326579	202100 Accounts Payable	1,006.60
05/27/2021	Bill Payment (Check)	7803563	Yes		101000 Cash/Investments:General Fund	-1,006.60

Hyalite Rural Fire District

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000	Cash/Investments					
101000	General Fund					
05/10/2021	Check	7803528	Montana Firemen's Association	Montana Firemen's Association		-220.62
						-220.62
05/10/2021	Check	FIB EPAY	United States Treasury	81-2360037		-2,573.40
				Federal Withholding		-1,805.00
				Medicare Company		-384.20
				Medicare Employee		-384.20
05/10/2021	Check	FIB EPAY	Montana Dept. of Revenue	6442692-002-WTH		-1,160.00
				MT - Withholding		-1,160.00
05/11/2021	Check	ERIC	FURS	FURS-Employee		-6,238.87
				FURS-Employer		-2,663.83
				pennies adj		-3,575.01
						0.03
05/11/2021	Check	ERIC	PERS	PERS-Employee		-266.72
				PERS-Employer		-126.40
				pennies adj		-140.32
						0.00
05/12/2021	Bill Payment (Check)	7803529	Bozeman Chronicle	347411		-352.00
						-352.00
05/12/2021	Bill Payment (Check)	7803530	Bozeman Glass			-204.00
						-204.00
05/12/2021	Bill Payment (Check)	7803531	CentralSquare Technologies LLC			-720.00
						-720.00
05/12/2021	Bill Payment (Check)	7803532	Century Link			-134.47
						-134.47
05/12/2021	Bill Payment (Check)	7803533	Charter Communications	8313200110672244		-273.32
						-273.32
05/12/2021	Bill Payment (Check)	7803534	Delta Dental			-117.93
						-117.93
05/12/2021	Bill Payment (Check)	7803535	Document Destroyers			-62.50
						-62.50
05/12/2021	Bill Payment (Check)	7803536	Door Tech Incorporated			-375.00
						-375.00
05/12/2021	Bill Payment (Check)	7803537	Farstad Oil	184000		-3,675.76
						-3,675.76
05/12/2021	Bill Payment (Check)	7803538	General Distributing Co.	56625		-81.00
						-81.00
05/12/2021	Bill Payment (Check)	7803539	Grass Monkey Lawn Care			-280.00
						-280.00
05/12/2021	Bill Payment (Check)	7803540	Hillyard/Montana			-153.31
						-153.31
05/12/2021	Bill Payment (Check)	7803541	Kenyon Noble			-1,286.89
						-1,286.89

Hyalite Rural Fire District

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/12/2021	Bill Payment (Check)	7803542	Montana Occupational Health			-1,526.00
						-1,526.00
05/12/2021	Bill Payment (Check)	7803543	NAPA Auto Parts	12342		-69.78
						-69.78
05/12/2021	Bill Payment (Check)	7803544	Northwestern Energy			-2,152.40
						-2,152.40
05/12/2021	Bill Payment (Check)	7803545	People Facts			-374.74
						-374.74
05/12/2021	Bill Payment (Check)	7803546	RAE Water			-128.79
						-128.79
05/12/2021	Bill Payment (Check)	7803547	Republic Services			-528.60
						-528.60
05/12/2021	Bill Payment (Check)	7803548	Ressler	56595		-1,530.07
						-1,530.07
05/12/2021	Bill Payment (Check)	7803549	US Bank	Voided		0.00
						0.00
05/12/2021	Bill Payment (Check)	7803550	Verizon			-1,907.50
						-1,907.50
05/27/2021	Bill Payment (Check)	7803551	Best Rate Diesel Repair Inc.			-3,730.02
						-3,730.02
05/27/2021	Bill Payment (Check)	7803552	Big Sky Fire Equipment			-5,728.90
						-5,728.90
05/27/2021	Bill Payment (Check)	7803553	Century Link			-91.95
						-91.95
05/27/2021	Bill Payment (Check)	7803554	Citi Card			-15,652.93
						-15,652.93
05/27/2021	Bill Payment (Check)	7803555	Conner Killeen.			-11.96
						-11.96
05/27/2021	Bill Payment (Check)	7803556	DirectTV	029404001		-175.99
						-175.99
05/27/2021	Bill Payment (Check)	7803557	Industrial Comm & Elec of Bozeman			-1,983.50
						-1,983.50
05/27/2021	Bill Payment (Check)	7803558	JA Gear			-140.00
						-140.00
05/27/2021	Bill Payment (Check)	7803559	Kelley Connect			-282.82
						-282.82
05/27/2021	Bill Payment (Check)	7803560	Montana Occupational Health			-1,513.00
						-1,513.00
05/27/2021	Bill Payment (Check)	7803561	Town and Country			-97.08
						-97.08
05/27/2021	Bill Payment (Check)	7803562	Wex Bank	0203-00-109722-9		-218.54
						-218.54

Hyalite Rural Fire District

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/27/2021	Bill Payment (Check)	7803563	Whalen Tire Bozeman			-1,006.60
						-1,006.60

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

DATE: MAY 18, 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
Ken Beideman
Walt Zidack
Jason Jarrett

STAFF IN ATTENDANCE:

Brian Nickolay, Interim Fire Chief
Sheryl Wyman, Administrative Assistant

PUBLIC IN ATTENDANCE:

Mike Hilbert, Volunteer FF - via Zoom
Patrick Lonergan – via Zoom
Colin Prato, Maintenance Captain - via Zoom
Nathan Bashk..... – via Zoom

0:00:02	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT
	Chair Geddes called the meeting to order and it was decided a group picture would be taken.
0:03:52	<p>Chair Geddes asked for any comments on non-agenda items. Chair Geddes reminds the public the meeting was being recorded.</p> <p>Oaths of Office for Trustees Miller and Beideman have been executed. Election of Board Officers were discussed. Trustee Beideman is chosen as new Secretary. Chair Geddes asks for a motion.</p> <p>Motion: Chair Geddes asks for a motion to elect the current slate and Ken as Secretary. Trustee Jarrett so moved.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p> <p>Trustee Miller seconded the motion.</p>

	<p>Vote: Beideman-Yes; Jarrett-Yes; Zidack-Yes; Miller-Yes; Geddes-Yes. Unanimous approval.</p>
0:05:52	<p>HYALITE CONSENT AGENDA</p> <p>Chair Geddes asks if there are any requests to pull anything from the Consent Agendas. None given.</p> <p>Motion: Chair Geddes asks for a motion to approve the consent agenda. Trustee Zidack moves to approve the consent agenda as presented.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p> <p>Trustee Miller seconded the motion.</p> <p>Vote: Jarrett-Yes; Beideman-Yes; Miller-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval.</p> <p><i>[See April 13, 2021 Board Packet for Consent Agenda items Approved]</i></p>
	<p>REGULAR AGENDA</p>
0:06:49	<p>Annual Meeting Agenda Items</p> <p>Chair Geddes introduces the Trustees and Staff. Chair Geddes feels the state of the fire district is excellent. Progress is being made to squirrel away funds for various Capital Replacement accounts. A mill levy has not been asked for of the taxpayers in over a decade. Chair Geddes also makes comments regarding the culture of the organization. He feels we have a roster that may be the envy of most fire departments and is based on the training provided and opportunities.</p> <p>Trustee Jarrett states the state of the department is healthy. He has seen it in the past when it was not healthy.</p> <p>Trustee Zidack concurs with previous statements. He feels the Interim Chief is doing a fantastic job in maintaining the culture and building upon the culture. He also states we are in good financial hands. We are doing a good job providing for the operating resources of the department and planning for future capital expenditures.</p> <p>Trustee Beideman states he is excited about the culture and what he sees is happening with the department.</p> <p>Chief Nickolay states the department is in good shape and discusses the current roster is sitting at 45 consisting of eight captains; eight lieutenants, the rest are firefighters. The resident program is fully staffed with 8 residents at Sourdough, 4 residents at Rae and 4 residents at Cottonwood. We are on track to break our call volume. Last year call volume was around 600 calls and given the current numbers we are on track to reach over 700 calls.</p>
0:12:59	<p>Recent news stories – Administrative Assistant states there hasn't been anything in the news lately.</p> <p>Review of Bylaws – Chair Geddes explains the purpose of the bylaws and asks if any Trustees has any suggestions for revisions of the bylaws. None given.</p>

	<p>Review of Board Policies – Chair Geddes discusses the board policies and that they had been updated last year. Chair Geddes asks if there are any board policies the board would like to change. None given. Trustee Zidack asks about the Correction on the Fire Chief’s Job Description. Former Trustee Nick Shrauger noticed there was a reference to the Rae and Sourdough Fire Department in the Fire Chief’s Description and was corrected to Hyalite Rural Fire District. Trustee Jarrett made some changes as well to the description.</p> <p>Chair Geddes asks for board comment on the Fire Chief’s job description. None Given.</p> <p>Chair Geddes asks for any public comment on regular agenda item 1, letters a through e. None given.</p> <p><i>[See Attachment A for Bylaws; See Attachment B for Fire Chief’s Job Description]</i></p>
0:16:32	<p>Discussion and Decision – Report and Recommendation from Fire Chief Search Committee</p> <p>Trustee Jarrett provides the process utilized in the search for a fire chief. Seven applications were received from all over the country. The selection panel of Trustees Justin Miller and Jason Jarrett, Volunteer representatives Mike Hilbert and Tyra Christopherson, and Administrative representative Sheryl Wyman was convened on May 10 at the Sourdough Station. Based on the criteria for interview selection one applicant was interviewed. The selection panel was unanimous that no other applicants met the criteria for an interview.</p> <p>The panel unanimously recommends Assistant Chief Brian Nickolay be offered the position of Fire Chief for the Hyalite Fire Department.</p> <p>Chair Geddes asks for board discussion. Trustee Zidack agrees we have an excellent candidate that will maintain the culture and character of the department into the future.</p> <p>Chair Geddes asks for more board discussion. None Given.</p> <p>Motion: Trustee Jarrett moves the board accept the interview panel’s recommendation for the position of fire chief.</p> <p>Trustee Zidack seconded the motion.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p> <p>Vote: Beideman-Yes; Jarrett-Yes; Miller-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval.</p> <p>Chief Nickolay makes comments and thanks the board for putting the trust in him as fire chief.</p> <p>Motion: Trustee Jarrett moves to make the promotion to Fire Chief effective May 18, 2021 at 1900 hours.</p> <p>Trustee Zidack seconded the motion.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p>

	<p>Vote: Beideman-Yes; Jarrett-Yes; Miller-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval</p> <p>Trustee Jarrett explained the process and criteria for a candidate to be interviewed. In the judgment of the committee a candidate that can demonstrate in their application 5 of the 6 Criteria, they can be considered for an interview. If reference from credible sources or personal knowledge of the committee indicate the candidate is not suitable they will not be offered an interview.</p> <p>The panel reviewed salary and compensation packages for current employees and other like fire departments in the area. It is the panel's recommendation of the panel that for the first year a compensation package consisting of a salary of \$115,000 plus the current benefits package be offered to Chief Nickolay. Following a successful evaluation after one year's performance that the salary increase to \$120,000 per year plus current benefits. Annual cost of living, tenure or performance increases to be negotiated by the board and Chief following the successful completion of the first year.</p> <p>Chair Geddes asks about the salary comparisons and where we stood in relation to other departments. Trustee Jarrett explains that we were low for the kind of talent we want to maintain here. The panel shot for the mid to high level.</p> <p>Chair Geddes asks for board discussion. Trustee Zidack asks how the new salary compares to the current salary base. Trustees Jarrett and Miller explain their decision. Chair Geddes points out that we hadn't had a regular review of compensation and that will change so that we have a regular compensation review.</p> <p>Motion: Trustee Jarrett moves the board accept the interview panel's recommendation for salary and compensation.</p> <p>Trustee Miller seconded the motion.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p> <p>Vote: Beideman-Yes; Jarrett-Yes; Miller-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval.</p> <p>Chief Nickolay accepts the position.</p> <p>Chair Geddes suggests moving the items on the agenda to address combined issues.</p>
0:27:07	<p>Agenda Item 6 – Discussion – RFP for Audit</p> <p>Administrative Assistant informs the board that after the request for proposals letter went out to six certified auditors, only one proposal was received to perform the audit. Administrative Assistant reached out to accounting firms and was informed the request for proposals went out during tax season and the accounting firms were unable to put together proposals. Trustee Zidack suggests we put out another request for proposals and that we are still ahead of the curve and we should receive more responses to a request for a proposal.</p> <p>Chair Geddes asks for any board discussion. None given.</p> <p>Action Item: Another RFP for Audit will be sent out.</p>

0:29:16	<p>Agenda Item 3 – Discussion and Decision - Capital Replacement Expenditures – Command Vehicle; Chainsaws; Extrication Equipment</p> <p>Chief Nickolay identified the listed items as needing to be replaced from the Capital Replacement plan. Other items may be listed in the plan but a review should be made of the Capital Replacement Plan to identify other critical items that may need to be replaced soon.</p> <p>Chair Geddes asks questions on what needs to be replaced and could there be additional items. Chief Nickolay responds these are the only three items for this year. There are a couple of big ticket items that will be coming up in the next couple of years; i.e. a couple of engines will need to be replaced soon. Trustee Zidack makes comments on how we have been able to extend life spans of equipment but there will need to be large expenditures over the coming years.</p> <p>Chief Nickolay states there are some vehicles that will be re-utilized to expand lifespan.</p> <p>Chair Geddes asks for more board discussion. Trustee Zidack says there will be a review of the Capital Replacement plan and what will be presented at the June meeting as far as putting money into the Capital accounts. Trustee Zidack provides further information on the capital replacement items. Discussion is held regarding what type of vehicle will be sought to replace the Command Vehicle.</p> <p>Trustee Zidack states this will be background for the Preliminary Budget agenda item.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p>
0:37:55	<p>Agenda Item 4 – Discussion and Decision - Capital Improvement Expenditures for Cottonwood Station</p> <p>Chief Nickolay describes the needs at the Cottonwood Station as a resident station and after conducting a walk through with Trustees Miller, Jarrett, Zadick, and Beideman.</p> <p>The first item needed is a storage unit for the residents at Cottonwood Station. Two different types of sheds were reviewed. The Hi-Side Garage 14’x24’ was the better option for purchase. Cost for this shed is \$11,896. Chair Geddes asks about the condition of the station and board members thoughts. Trustees Jarrett and Zidack gives thoughts and items were identified for replacement or improvement.</p> <p>Currently there is approximately \$200,000 in the capital improvement account.</p> <p>The second item Chief Nickolay discusses is the lighting. An estimate was provided by On Point Electric to replace the lighting in the bedrooms with good LED light fixtures in the amount of \$685. Trustee Zidack states this was a reasonable item to replace.</p> <p>The concrete floor on the main floor was identified as needing to be re-finished. KO Concrete Coatings came out and provided a bid. A five year warranty was provided and gave a discount with a cost of \$4,100. Trustees Miller and Zidack asks questions.</p> <p>The final project was to pave areas of the Cottonwood Station. Two areas were bid by Apex Asphalt. The loop and front parking area (Area 1) would cost \$29,800 and the back parking area (Area 2) would cost \$64,000. A total cost would be \$93,800. Chair Geddes asks questions of Trustee Zidack regarding costs of items in the future and his</p>

	<p>recommendations. Trustee Zidack states paving the loop and front parking area (Area 1) would be the best “bite of the elephant” to do at this time. Trustees Miller and Jarrett make comments.</p> <p>Discussion is held regarding total costs and monies available. Chair Geddes summarizes the items to approve are the shed, lighting, concrete floor, and Area 1 of the paving for a total cost of \$46,481.</p> <p>Trustee Beideman asks if the amount of asphalt is sufficient given the weight of the trucks. Maintenance Captain Prato provides information regarding the weight of the trucks and the recommendation received from the company. There is a warranty in place as well.</p> <p>Chair Geddes asks for any more board discussion. Chief Nickolay will circle back with the company to confirm the 3” amount of asphalt will be sufficient.</p> <p>Motion: Trustee Jarrett moves to approve \$46,481 in expenditures for the concrete finishing, light fixtures, shed and Area #1 of the pavement.</p> <p>Trustee Zidack seconded the motion.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p> <p>Vote: Beideman-Yes; Jarrett-Yes; Miller-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval</p> <p><i>[See Attachments C-Various Bids]</i></p>
1:00:16	<p>Agenda Item 7 – Discussion and Decision – Hiring of Full Time Training Captain</p> <p>Chief Nickolay presents his proposal for hiring another full time position at the captain level. This would be a training captain position. The position would take on the brunt of recruiting and training of volunteers, as well as continue on to work with all volunteers on all training needs. Currently the residents at Sourdough are doing the outside training but can only be handled during the weekends when they are on shift. This hire would also double up the working staff so there would be full coverage of Incident Command. The current level of staffing does not provide for any sick days or vacation coverage. The training is being handled by the Maintenance Captain who is providing training and maintenance. The Maintenance Captain is scheduled to retire at the end of May. Colin Prato has taken over the Maintenance Captain position and needs to focus solely on the maintenance program for the department.</p> <p>Recruiting would be more streamlined with one person handling the recruiting through the training academy.</p> <p>Chief Nickolay proposed to eliminate the part-time Maintenance Position. This position would be hired at the Captain level. A rough estimate for the hire would be \$100,000 a year. He also suggests this will be an external hire and there are concerns about the salary to offer for the position in this area. He suggests advertising for three weeks, having a selection committee and conducting interviews. Background and reference checks will be conducted.</p> <p>Chair Geddes asks for board discussion. Trustee Miller asks for the net increase. Trustee Zidack answers we are going from 1½ FTEs to 2 FTEs. Estimates are around \$50,000-</p>

	<p>\$60,000 increase. Chief Nickolay feels that the current salary and benefit range are not sufficient for the area.</p> <p>Chair Geddes asks if there is any opposition to the hire of the new position. Trustee Zidack makes comments. Chair Geddes suggests having Brian go forward with the recruitment of the position. Board action would occur at the June meeting for compensation.</p> <p>Trustee Jarrett asks about responsibilities of the Assistant Chief and Training Captain. Chief Nickolay responds the Assistant Chief would oversee the entire departments training program. The Training Captain would focus on recruit academy. The Assistant Chief would also handle the duties of the ambulance transport program.</p> <p>Trustee Zidack provides budget numbers for personnel. Comments are made by Trustees Jarrett, Zidack and Miller. A standing agenda item to review salaries will be held at the June meeting.</p> <p>Motion: Trustee Zidack moves to provide authority to the Chief to pursue a Training Captain position with the acknowledgment that the half-time Maintenance Captain position comes off the books for Hyalite Fire.</p> <p>Trustee Jarrett seconded the motion.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p> <p>Vote: Beideman-Yes; Jarrett-Yes; Miller-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval.</p> <p><i>[See Attachment D-Training Captain Proposal and Job Description]</i></p>
1:25:47	<p>Agenda Item 5 – Discussion and Decision – FY 2022 Preliminary Budget</p> <p>Trustee Zidack goes over the spreadsheet and budget forms. The spreadsheet shows we are under the operating budget and below capital outlay. This is consistent in that over the years we beat our budget. The estimate for Fiscal 2022 we left the revenue at the same levels as FY21, although we are likely to see some growth in that area. Adjustments were made on the expense side with a bottom line was a reduction in operating expenses of \$2,000. The personnel line item will be increased.</p> <p>Trustee Zidack will add the additional capital improvement items of \$46K. Given the cash reserves and where the budget comes in we should be able to put \$400,000 in the capital funds. A recommendation on allocation of the funds into the separate accounts will be made at the June meeting.</p> <p>Chair Geddes asks for any board discussion. None given.</p> <p>Chair Geddes asks for any public discussion. None Given.</p> <p>Motion: Trustee Miller makes a motion to approve the Preliminary Budget.</p> <p>Trustee Zidack seconded the motion.</p> <p>Chair Geddes asks for any public comment on the motion. None given.</p>

	<p>Vote: Beideman-Yes; Jarrett-Yes; Miller-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval.</p> <p><i>[See Attachment E-FY22 Budget Documents and HRFD Preliminary Budget]</i></p>
1:33:17	<p>Fire Chief's Report</p> <p>Chief Nickolay advises we are up in call volume. We are roughly 50 – 60 calls ahead of last year at this time. Resident Stations are all staffed up. Cottonwood has already had responses. Neighbors of the Cottonwood Station have made comments they are happy the station is now staffed.</p> <p>Spring Academy for recruits has wrapped up and all of the recruits are now up and running and going on calls.</p> <p>A project has been started with the Mystic Heights HOA on helping them with wildfire risk in their area. Chief Nickolay had a meeting with the HOA board. He will be making site visits and making recommendations for their sites.</p> <p>There have been a few structure fires. The last fire was on South 19th and the response time on scene was 4 minutes.</p> <p>He is working on sound panels for the ceiling. And will move forward with the posting for the Assistant Fire Chief position. Chair Geddes asks if being a paramedic would be a requirement for the Assistant Chief position. Chief Nickolay states he feels a Paramedic would be a benefit but not a requirement since we will be at a BLS transport level.</p> <p>Chair Geddes asks for any board discussion or questions for the Chief. None given.</p> <p>Chair Geddes asks for any public comment. None given.</p> <p><i>[See Attachment F – Fire Chief's Report]</i></p>
1:37:00	<p>Trustees' Activities</p> <p>None</p>
1:37:08	<p>Announcements</p> <ul style="list-style-type: none"> • June Meeting at Cottonwood Fire Station – June 15, 2021 • Wildland Barbeque to be held June 30, 2021.
1:37:59	<p>ADJOURNMENT</p>



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.

Eugene M. Geddes, III
Chair Signature

Eugene M. Geddes, III
Printed Name

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

Fire Chief Signature

Jason Revisky
Printed Name

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 Hyalite Rural Fire District.
- 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.

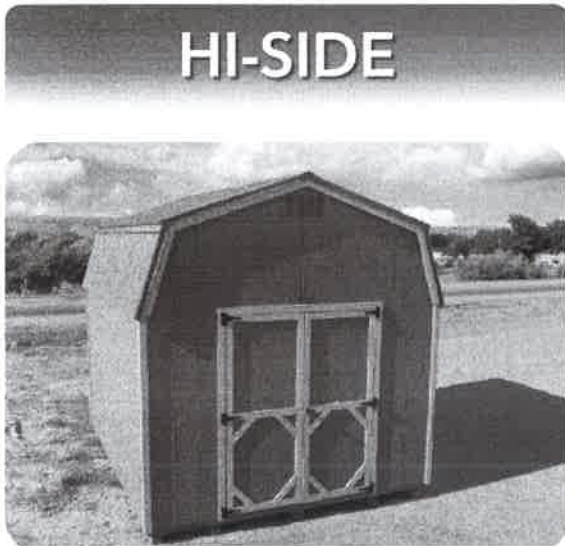
(12) For the purposes of this section, "governmental fire agency" does not include municipal fire departments.

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

2021



Office 406.727.2425 • sales@montanashedcenter.com
Fax 888.727-5621 • montanashedcenter.com



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.

2021



Office 406.727.2425 • sales@montanashedcenter.com
Fax 888.727-5621 • montanashedcenter.com

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.

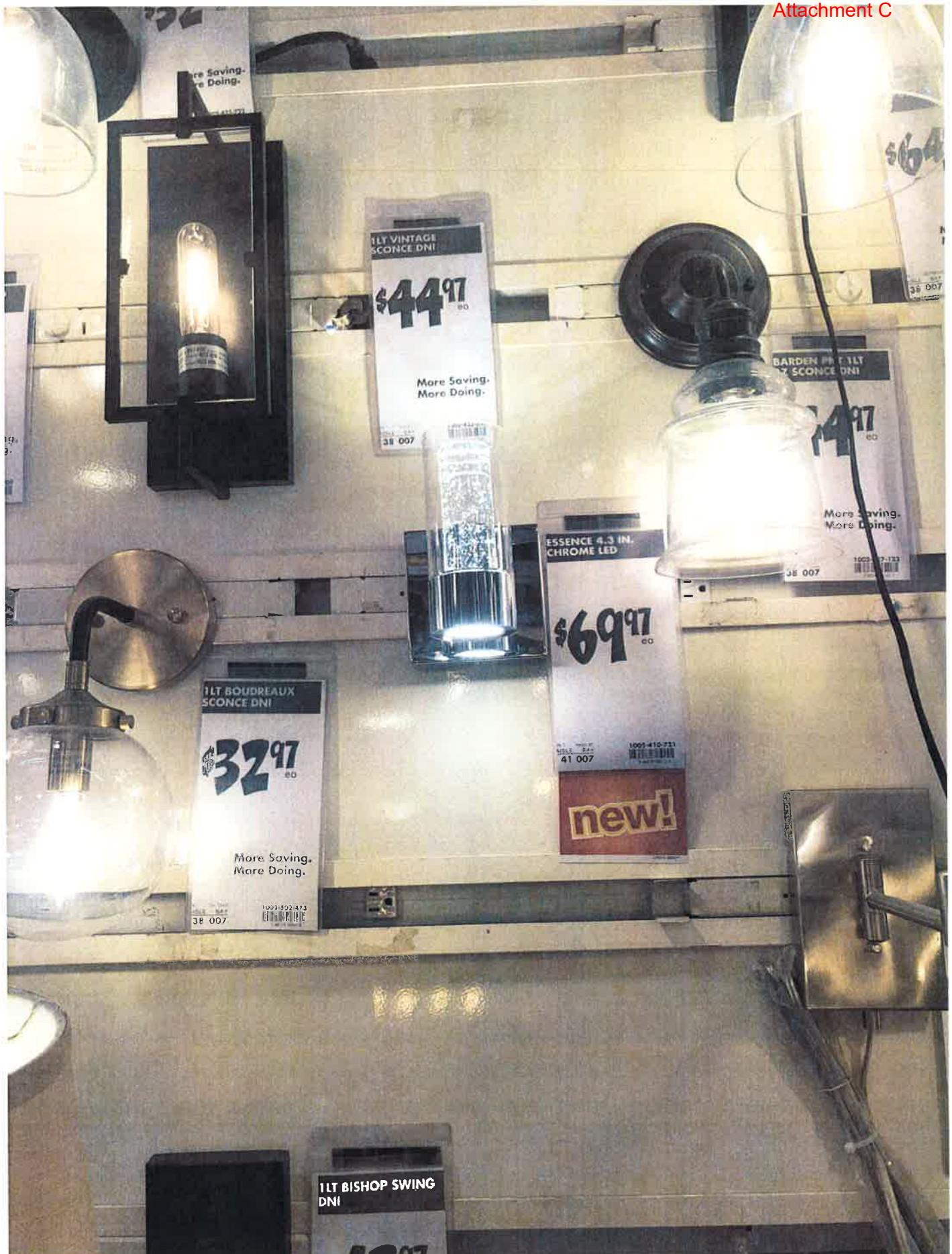
The large lights for the bigger bedroom and upstairs TV room (2 lights) are \$50.00 each, and those are 15" in diameter LED, with 3 different light settings.

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





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

• 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

• 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:

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 _____

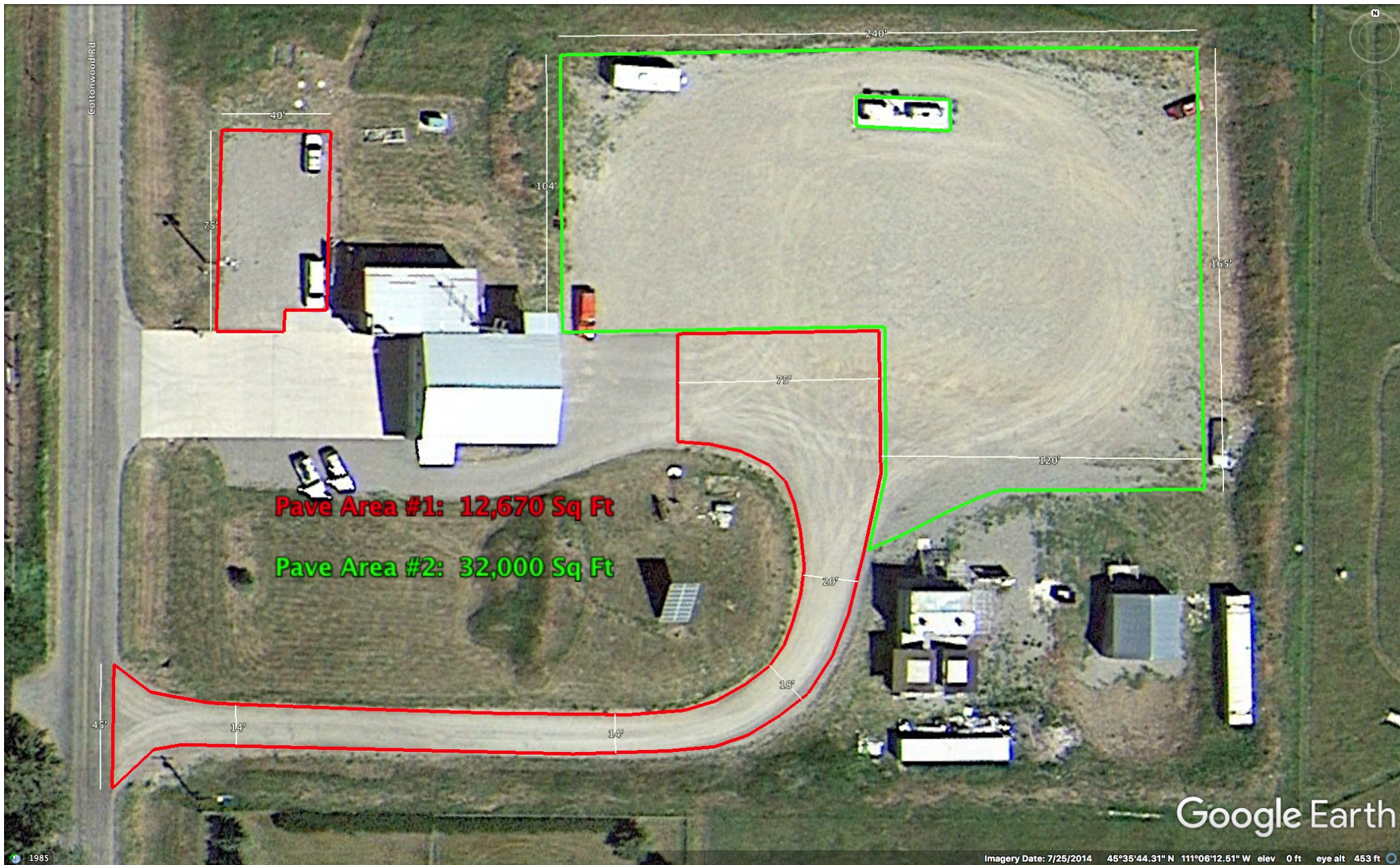
Legal Property Owner _____ Email Address _____

Mailing Address _____ Contact Phone _____

See additional warranty/exclusions information following this proposal:

Proposal Total Price

93,800.00



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 ¾ 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 ¼ inch wide and ¼ 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-stripped 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.



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.

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.

- 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.

Draft of Preliminary FY2022 Budget 4/6/2021 HRFD

Attachment E

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
Attachment E
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
 Attachment E
 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
Attachment E
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
---------------------------	----------------------

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

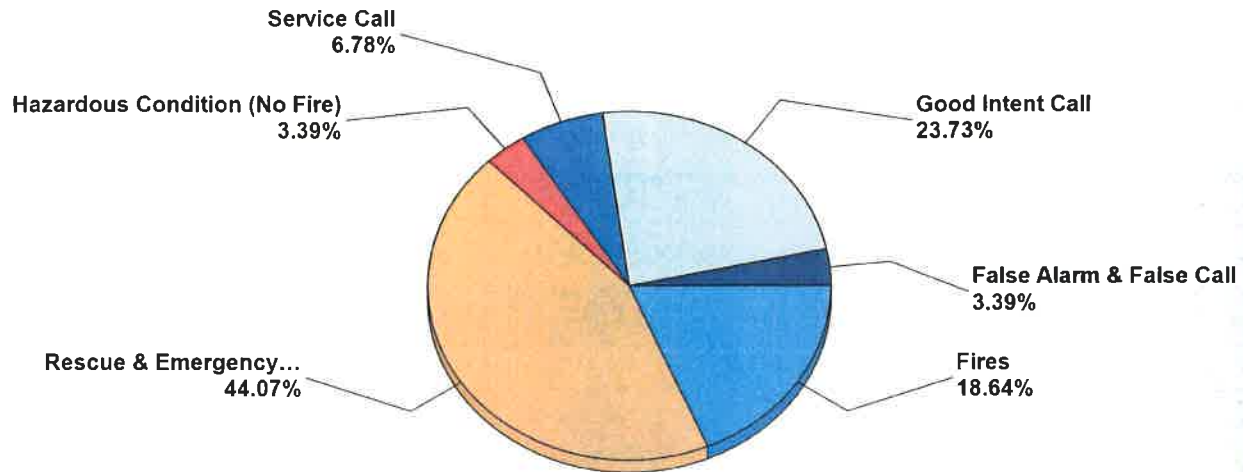
Bozeman, MT

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.



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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.



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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

Consent Agenda End

Regular Agenda Item 1

**Wage Determinations for
Assistant Fire Chief, Training
Captain, Maintenance Captain,
and Administrative Assistant**

FY 2022 Proposed Personnel Services Budget (Version 05262021)

FY2021 Budgeted Salaries (Table 1)

Position	Chief	Assist. Chief	Maint. Capt.	Maint. Assist.	Training Capt.	Admin. Assist.	HRFD Total
Base wage	\$ 98,000	\$ 82,230	\$ 68,000	\$ 23,400	\$ -	\$ 20,800	\$ 292,430
Overhead	\$ 24,500	\$ 20,558	\$ 17,000	\$ 5,850	\$ -	\$ 5,200	\$ 73,108
Tot. Wage & Ben.	\$ 122,500	\$ 102,788	\$ 85,000	\$ 29,250	\$ -	\$ 26,000	\$ 365,538

Notes (Table 1)

- Based on historical data for HRFD, the average overhead cost has been about 24% of wages.
- For the purposes of budget calculations, a value of 25% was selected for **all** overhead calculations, i.e. all tables.
- Actual percentage of wage going to overhead costs for a given employee vary, for the most part, as a function of insurance costs.
- Admin. Assistant position based on half-time (1040 annual hours) at \$20/hr.
- Maint. Assistant position based on average of 25 hours per week (1300 annual hours) at \$18/hr.
- FY 2021 Personnel Budget line item was specified at \$366,500 plus the MT On-Behalf retirement fund payment of \$86,000

FY 2021 Salaries after Chief raise approved by HRFD Board on 5/18/21 (Table 2)

Position	Chief	Assist. Chief	Maint. Capt.	Maint. Assist.	Training Capt.	Admin. Assist.	HRFD Total
Base wage	\$ 115,000	\$ 82,230	\$ 68,000	\$ 23,400	\$ -	\$ 20,800	\$ 309,430
Overhead	\$ 28,750	\$ 20,558	\$ 17,000	\$ 5,850	\$ -	\$ 5,200	\$ 77,358
Tot. Wage & Ben.	\$ 143,750	\$ 102,788	\$ 85,000	\$ 29,250	\$ -	\$ 26,000	\$ 386,788

Notes (Table 2)

- Board approved salary increase for the Chief position based on comparison data collected for similar MT fire departments surrounding Bozeman (see attached data).
- This salary increase for the Chief position results in a 17% percent increase from the previous FY2021 budgeted base (17,000/98,000=17%)

FY 2022 Proposed Salary Matrix (Table 3)

Position	Chief	Assist. Chief	Maint. Capt.	Maint. Assist.	Training Capt.	Admin. Assist.	HRFD Total
Base wage	\$ 115,000	\$ 96,209	\$ 79,560	\$ -	\$ 79,560	\$ 24,440	\$ 394,769
Overhead	\$ 28,750	\$ 24,052	\$ 19,890	\$ -	\$ 19,890	\$ 6,110	\$ 98,692
Tot. Wage & Ben.	\$ 143,750	\$ 120,261	\$ 99,450	\$ -	\$ 99,450	\$ 30,550	\$ 493,461

Notes (Table 3)

- Maintenance Assistant position is removed from personnel roster.
- Training Captain position is added to the personnel roster at same pay scale as Maint. Captain.

- A salary increase based on the 17% increase approved for the Chief position is applied to the FY 2021 Base Salaries for the remaining paid personnel.
- Hourly wage for half-time Admin. Assistant would increase from \$20/hr to \$23.5/hr.

Overall Discussion Points

- Last pay increases approved by the HRFD Board became effective on July 1, 2017.
- FY 2021 Personnel Budget line item was specified at \$366,500 plus the MT On-Behalf retirement fund payment of \$86,000
- Net financial impact of removing Maint. Assistant position and adding Training Captain position at a FY2021 Base Salary of \$68,000 is \$55,750 ($\$85,000 - \$29,250 = \$55,750$)
\$ 55,750 Check sum
- Net financial impact of across-the-board 17% salary increase is $\$493,461 - \$365,538 - \$55,750 = \$72,173$
\$ 72,174 Check sum
- Net financial impact of both changes to personnel budget would be $\$493,461 - 365,538 = \$127,923$.
\$ 127,924 Check sum
- FY 2018 revenue was approximately \$1.210 million, operating expenses and bond payments were approx. 1.051 million. Net of approx. \$0.159 million
- FY 2021 revenue are expected to be approx. \$1.690 million, operating expenses and bond payments are expected to be \$1.188 million. Net of approx. \$0.502 million

WAGE COMPARISONS 2021

Agency		Big Sky	Central Valley	Bozeman Fire Dept.	Missoula Rural Fire Dept.	Billings	Red Lodge	Hyalite
Base Salaries								
	Fire Chief	\$141,089.53	\$123,149 - 9 yrs	\$113,973 - \$125,245	\$133,691.48		\$110,319	115,000
	Assistant Fire Chief		\$103,121 - 16 yrs	\$98,278 - \$107, 998	\$123,217.95		\$89,368	82,230
	DFC of Comm. Risk Mgmt	\$128,872.36						
	DFC of Operations	\$118,000.00						
	Battalion Chief	\$107,890.00		\$91,261 - \$100,287	\$89,575.19	\$83,827 - \$97,215	\$77,000	
	Captain	\$84,579.00			\$77,583.97	\$69,465 - \$83,855		68,000
	Maintenance Coordinato	\$80,772.00		\$57,782	FF2 \$60,950.63	\$71,472		
	Firefighter/EMT	\$73,724.00	1st yr- \$55318 2nd yr-\$58,479		\$56,269.32		54,000 plus 13,000 in OT	
Variables		Base Salary + Medic Cert + Longevity Pay			Longevity Pay is 2.731% of the FF2 monthly wage per year of service which is currently \$138.71 per year of service annually			

WAGE COMPARISONS 2021

Medical Benefits		Pay 100% of Premiums for Health, Dental, and Vision for Employee and Dependants. Premium is age based and # of dependants.	Health-\$23,400 for family; \$16,345 for employee and spouse; \$7,800 employee only. No Dental	Employee Only - \$734; Employee & Partner-\$958; Employee & Children - \$908; Employee & Family - \$1,244.	Medical (\$500 Deductible); Dental; Vision; EAP, LTD	\$846.00 included in base	100% health for employee; 60% of cost os spouse/children. No dental. \$1,200 health savings cont for employees w/high deductible.	Included
						STD Plan - \$58.24 Medical only, HSHP- \$9.79 pp credit to employee		
						STD Plan- \$209.02 Medical only, HDHP plan- \$53.50		
Other Benefits		Medical Reimbursement Acct	HRA: \$2,800 funded annually for employee w/dependants; \$1,600 funded for employee only		Annual Clothing Allowance (\$650)	STD Plan- \$188.65 Medical only, HDHP- \$48.25		Dental
		457(b) Plan			Annual Physical Reimburseme nt	STD Plan- \$295.71 Medical only-HDHP- \$75.66		
		FURS Retirement			Gym Reimburseme nt (1/2 monthly membership)	Any contribution changes shared 50%/50% between emp. & City		
		AFLAC Plan (Accident, Disability, Cancer)			Hazmat incentive (\$1800/yr)			

WAGE COMPARISONS 2021

					State Sick and Vacation Rates	Optional - 2 year participation required: Employee Only- \$34.43 Employee & Spouse-\$68.86 Employee & Children- \$85.89 Employee & Family-\$120.48		
						Optional - 1 year participation required: Employee only - \$8.45 Employee&Spouse - \$16.88 Employee&Children \$18.07 Employee&Family \$28.86		

Regular Agenda Item 4

Training Captain Job Description

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 5

**Renewal of State Contract for
Brian Nickolay**

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

This Cooperative Agreement is made and entered into by and between the Hyalite Rural Fire District, hereinafter called the HRFD and the Montana Department of Natural Resources & Conservation, Forestry Division, hereinafter called the DNRC, and effective the 15th day of June 2021. This agreement is in effect until June 30, 2022.

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

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

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

Backfill costs will not be reimbursed.

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

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

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

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

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

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

Date:

Date

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

1. Montana DNRC Land or Unit Office a. Name and Address: Montana DNRC Land or Unit Office Bozeman Unit 2273 Boot Hill Court #110 Bozeman, MT 59715 b. Phone Number: 406-586-5243 c. FAX Number: 406-587-9726		2. AGREEMENT NUMBER (Must appear on all documents relating to this agreement): 3. EFFECTIVE DATES OF AGREEMENT: a. Beginning <u>June 15, 2021</u> b. Ending <u>June 30, 2022</u> c. Specific incident only: Incident Name: _____ Incident Number: _____	
4. Local Government Fire Force a. Name and Address: Hyalite Rural Fire District 4541 S. 3 rd Road Bozeman, MT 59715 d. EMAIL Address: admin@hyalitefire.org e. Telephone Number (day): 406-586-3770 Telephone Number (night): 406-586-3770 Cell Phone Number: 406-451-4726 FDID Number:		5. POINT OF HIRE (Location when hired if different than Block 4): 6. ORDERING DISPATCH CENTER MT-BZC 7. THE FOLLOWING EQUIPMENT IS BEING PROVIDED: <input type="checkbox"/> FULLY OPERATED <input checked="" type="checkbox"/> UNOPERATED 8. LGFF Authorized Commissary: XXX Yes <input type="checkbox"/> No	
9. ITEM DESCRIPTION: Equipment (include VIN, make, model, year, serial no., accessories or other identifying features).	10. NO. OF OPERATORS PER SHIFT	11. HRLY/DAILY/MILEAGE/SHIFT BASIS (SS/SS; ref. Cl.6) Rate Unit	12. SPECIAL RATE
Command 6-2, Off Road 3/4 ton Command Vehicle 2019 Dodge 2500 LIC#: 6-09359C VIN: 3C6UR5CJ8JG336170	1	\$100.00 Daily	
Command 601, Off Road 1/2 Ton Command Vehicle 2006 Toyota Tundra LIC#: 6-13516C VIN: 1GNWK5EGXBR21104s	1	\$100.00 Daily	
Command 6, Off Road 3/4 Ton Command Vehicle 2011 Chevrolet Suburban LIC #: 6-13516C VIN: 1GNWK5EGXBR211042	1	\$100.00 Dailey	
14. SPECIAL PROVISIONS, GENERAL CLAUSES AND GUIDING DOCUMENT: a) The current year version of Chapter 50, Northern Rockies Supplement to the Standards for Interagency Business Management (SIIBM) is the guiding document for this agreement: http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information . The specifications, rules and guidelines of Chapter 50 are incorporated herein by reference in addition to the LGFF General Clauses to the IRA that are attached hereto and incorporated herein by reference. In the event of a disagreement between the LGFF General Clauses attached and Ch 50, Ch 50 for the year of the agreement will preside and supersede the attached general clauses (i.e. 2020 Ch 50 & 2020 Agreement.) b) This agreement is valid outside the Northern Rockies Geographic Area. c) Year-to-year agreements (single year) are the preferred agreement method but a Land or Unit office may decide to initiate a multi-year agreement for up to a three (3) year period. If a multi-year agreement is in place, the agreement is bound by the version and rates of Chapter 50 for the year the agreement was initiated for the duration of the agreement or until the agreement is cancelled or amended. Multi-year agreements may be amended to reflect current year Chapter 50 rates but must be signed by the Land or Unit office representative (or designee) that initiated the agreement. Rate changes must also be initialed. d) All equipment under this agreement must be owned and titled by the LGFF or County listed in box 4 above. No leased vehicles are allowed unless the lease was initiated to fulfill the department's normal duties as established under the Montana Codes Annotated. e) ORIGINALS of all forms (Emergency Firefighter Time Reports (OF-288), Crew Time Reports (SF-261), Emergency Equipment Use Invoices (OF-286), Emergency Equipment Shift Tickets (OF-297) or Combined Shift Ticket (DNRC297) shall be given to the resource at time of release from the incident. Only COPIES of the documentation shall remain with the incident Finance Section.			
15. FIRE CHIEF OR AUTHORIZED AGENT'S SIGNATURE	16. DATE	19. LAND OFFICE REPRESENTATIVE SIGNATURE	20. DATE
17. PRINT NAME AND TITLE	18. DATE	21. a. PRINT NAME AND TITLE b. Phone Number: _____ c. FAX: _____	

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

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

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

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

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

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

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

CLAUSE 6. Payments:

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

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

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

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

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

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

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

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

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

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

CLAUSE 7. Exceptions

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

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

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

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

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

CLAUSE 9. Loss, Damage, or Destruction:

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

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

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

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

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

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

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

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

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

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

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

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

SPECIAL PROVISIONS:

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

Option 3 - LGFF Cooperative Agreement Personnel Billing Rate Form

Billing Rate Effective Dates: 1-Jul-21

This form will be attached to the current LGFF Cooperative Agreement and signed by an authorized LGFF representative and a representative from the DNRC Fire Authorized Signers List (resides with DNRC Forestry Division Office Incident Business Specialist).

[illegible]

Date:

Regular Agenda Item 6

Fire Chief's Report

Hyalite Rural Fire District

Fire Chief's Report

June 2021

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 270 calls in 2021 (as of 6/01/2021).
2. Our current roster is at 44 members (effective 6/01/2021).
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.
5. We still have 3 resident renters at the Rae house.
6. We continue our regular training every Wednesday night and command training twice a month.
7. The recently acquired plow truck has arrived at our fire station. We will be sending it through a shop for an inspection. Overall, the truck seems in good shape and will hopefully be a cost saving in the immediate replacing of our current plow truck.
8. The Assistant Fire Chief and Training Captain positions are running till June 14th. The hiring selection committee will then meet to review candidates.
9. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.

EMS CALLS FOR HYALITE RURAL FIRE DISTRICT

	MARCH	APRIL	MAY
TOTAL HRFD EMS Calls (Including MVAs)	33	26	27
Calls Resulting in Transport	19	18	21
Refusals/No Transport Needed	14	8	6
TYPES OF EMS CALLS DISPATCHED BY 911			
A – Least Severe	9	4	5
B	3	4	5

C	4	6	5
D – Most Severe	5	6	8
E – Rarely Used		1	

Hyalite Fire Department

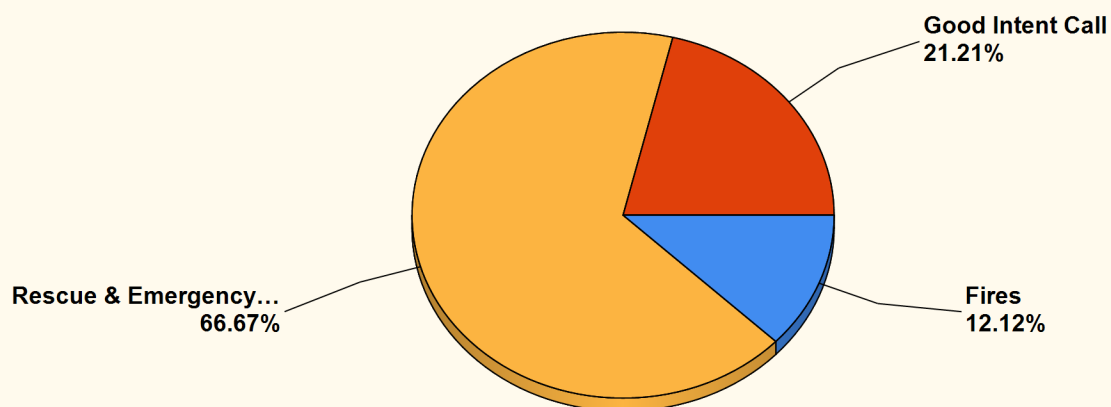
Bozeman, MT

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2021 | End Date: 05/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	12.12%
Rescue & Emergency Medical Service	22	66.67%
Good Intent Call	7	21.21%
TOTAL	33	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	4	12.12%
321 - EMS call, excluding vehicle accident with injury	19	57.58%
324 - Motor vehicle accident with no injuries.	3	9.09%
611 - Dispatched & cancelled en route	6	18.18%
671 - HazMat release investigation w/no HazMat	1	3.03%
TOTAL INCIDENTS:	33	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.

