

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

DATE: JULY 20, 2021

TIME: 7:00 p.m.

LOCATION: RAE FIRE STATION, 5400 Gooch Hill Road, 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 June 15, 2021 Meeting Synopsis
[Consent Agenda Attached]

REGULAR AGENDA

1. Discussion and Decision – Selecting Annual Audit Preparation Bid
(See Attached Proposals)
2. Discussion and Decision – Capital Improvement – Paving at Cottonwood Fire Station
(See Attached Bids)
3. Fire Chief's Report
4. Trustees' Activities
5. Announcements
6. Tour of the Rae Station and Rental Property

ADJOURNMENT

Consent Agenda



Dashboard for June 2021

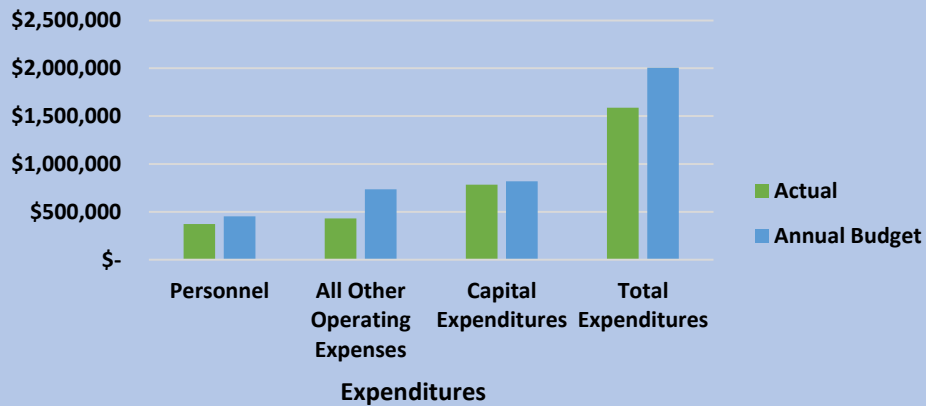
At a glance...

*Pending County Reports for April and May

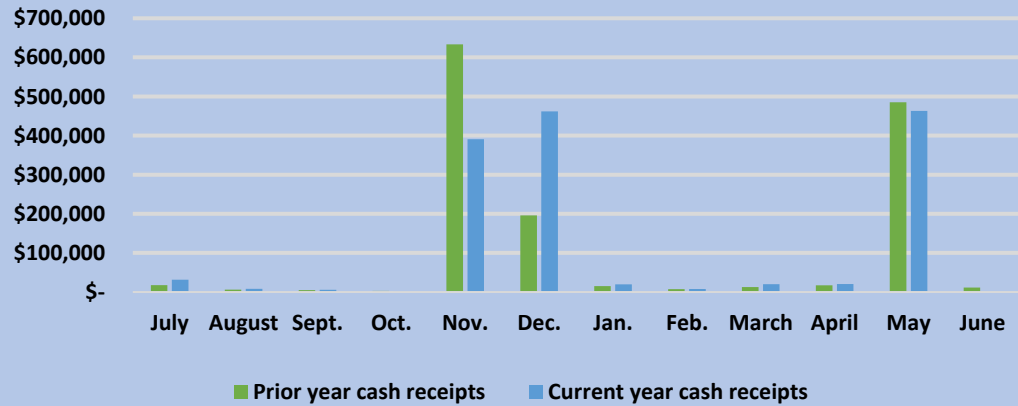
	Current month*	Prior year		Calendar YTD
General Fund Cash Balance*	\$ 2,117,350	\$ 1,676,702	Number of Calls	330
Taxes Receivable*	\$ 170,044	\$ 77,839	Number of Volunteers	42
Short-term payables	\$ -	\$ -	Number of Training Sessions	37
			Number of Training Hours	3,480

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.

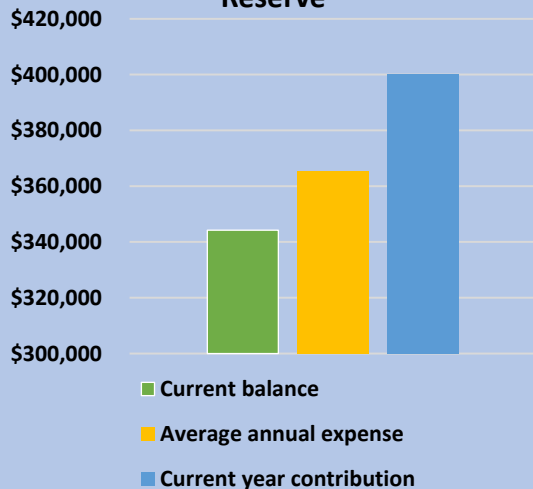
Budgetary Comparisons - for year to date



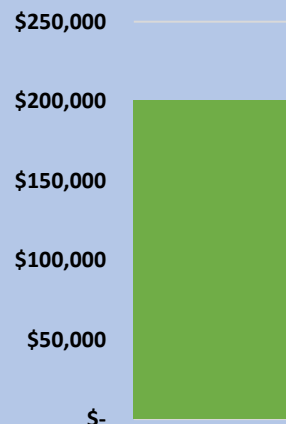
Timing of Cash Receipts



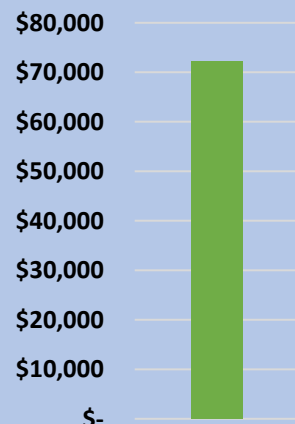
Apparatus and Equipment Reserve



Capital Improvement Reserve



Building Repair/Replacement Reserve



Station Debt



Hyalite Rural Fire District

Statement of Financial Position

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$2,846,985.19
Accounts Receivable	\$43,595.60
Other Current Assets	\$320,804.19
Total Current Assets	\$3,211,384.98
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	-3,200,897.71
Total 180000 Capital Assets	4,323,550.01
Total Fixed Assets	\$4,323,550.01
TOTAL ASSETS	\$7,534,934.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$12,747.70
Credit Cards	\$0.00
Other Current Liabilities	\$232,654.25
Total Current Liabilities	\$245,401.95
Long-Term Liabilities	\$1,709,557.42
Total Liabilities	\$1,954,959.37
Equity	
241000 Unrestricted Fund Balance	2,024,640.04
241001 General fixed asset acct group	4,309,739.41
241002 General LT debt account group	-1,795,410.84
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	303,975.41
Total Equity	\$5,579,975.62

Hyalite Rural Fire District

Statement of Financial Position

As of June 30, 2021

	TOTAL
TOTAL LIABILITIES AND EQUITY	\$7,534,934.99

Hyalite Rural Fire District

Budget vs. Actuals: FY_2020_2021 - FY21 P&L

July 2020 - June 2021 (100%)

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
310000 Taxes	1,562,077.51	1,519,758.00	42,319.51	102.78 %
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	14,259.74	4,000.00	10,259.74	356.49 %
365000 Contributions and Donations	41,401.00	500.00	40,901.00	8,280.20 %
370000 Investment Earnings		30,000.00	(30,000.00)	
Total Revenue	\$1,658,194.89	\$1,678,758.00	\$ (20,563.11)	98.78 %
GROSS PROFIT	\$1,658,194.89	\$1,678,758.00	\$ (20,563.11)	98.78 %
Expenditures				
420000 Public Safety Expenses	16,488.47	40,000.00	(23,511.53)	41.22 %
420100 Personnel Services	372,371.95	452,500.00	(80,128.05)	82.29 %
420200 Supplies	34,268.23	32,000.00	2,268.23	107.09 %
420220 Meals/Incentives	4,664.96	14,000.00	(9,335.04)	33.32 %
420240 Fuel	18,751.69	36,000.00	(17,248.31)	52.09 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	13,846.32	4,000.00	9,846.32	346.16 %
420330 Community Outreach/Education	3,529.62	10,000.00	(6,470.38)	35.30 %
420340 Utility Services	44,121.77	52,000.00	(7,878.23)	84.85 %
420350 Professional Services	27,234.70	40,000.00	(12,765.30)	68.09 %
420390 Firefighter Physicals	18,854.00	15,000.00	3,854.00	125.69 %
420400 Training/Travel - Trustees		3,000.00	(3,000.00)	
420420 Facilities	43,852.87	25,000.00	18,852.87	175.41 %
420500 Insurance	72,587.97	70,000.00	2,587.97	103.70 %
420930 Safety Equipment	50,248.50	70,000.00	(19,751.50)	71.78 %
420940 Apparatus	83,095.92	70,000.00	13,095.92	118.71 %
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	0.00	500.00	(500.00)	0.00 %
Total Expenditures	\$3,332,221.20	\$2,006,159.00	\$1,326,062.20	166.10 %
NET OPERATING REVENUE	\$ (1,674,026.31)	\$ (327,401.00)	\$ (1,346,625.31)	511.31 %
Other Revenue				
331000 Federal Grants	214.29		214.29	
331990 CARES ACT - Salaries & Benefits Grant	257,787.43		257,787.43	
381100 2021 GO Bond Proceeds	1,720,000.00		1,720,000.00	
Total Other Revenue	\$1,978,001.72	\$0.00	\$1,978,001.72	0.00%
NET OTHER REVENUE	\$1,978,001.72	\$0.00	\$1,978,001.72	0.00%
NET REVENUE	\$303,975.41	\$ (327,401.00)	\$631,376.41	(92.84 %)

Hyalite Rural Fire District

Transaction List by Vendor

June 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
4 Corners Welding						
06/03/2021	Bill	13818	Yes	Hubdoc - 192709001 - INV13818	202100 Accounts Payable	182.00
06/08/2021	Bill Payment (Check)	7803566	Yes		101000 Cash/Investments:General Fund	-182.00
406 Compressor Service & Repair LLC						
06/19/2021	Bill	2167	Yes	Hubdoc - 200014933 - INV2167	202100 Accounts Payable	1,150.00
Amazon						
06/02/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	14.47
06/02/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	76.16
Anderson ZurMuehlen						
06/08/2021	Bill Payment (Check)	7803565	Yes	142167.700	101000 Cash/Investments:General Fund	-1,300.00
06/29/2021	Bill	413278	Yes	Hubdoc - 200014919 - INV413278	202100 Accounts Payable	1,300.00
Best Rate Diesel Repair Inc.						
06/21/2021	Bill Payment (Check)	7803587	Yes		101000 Cash/Investments:General Fund	-5,365.05
06/30/2021	Bill	19489	Yes	Hubdoc - 200014945 - INV19489	202100 Accounts Payable	413.95
Big Sky Fire Equipment						
06/08/2021	Bill Payment (Check)	7803576	Yes		101000 Cash/Investments:General Fund	-303.82
BlueCross BlueShield of Montana						
06/11/2021	Bill		Yes	Hubdoc - 196003510	202100 Accounts Payable	924.18
06/29/2021	Bill Payment (Check)	7803595	Yes		101000 Cash/Investments:General Fund	-578.76
Bound Tree Medical						
06/01/2021	Bill	201291-6.1.21	Yes	Hubdoc - 192709018 - INV201291-6.1.21	202100 Accounts Payable	460.96
06/08/2021	Bill Payment (Check)	7803580	Yes		101000 Cash/Investments:General Fund	-460.96
Bozeman Chronicle						
06/21/2021	Bill Payment (Check)	7803593	Yes	347411	101000 Cash/Investments:General Fund	-33.00
06/28/2021	Bill	BDC-1592084/6.28.21	Yes	Hubdoc - 200014941 - INVBDC-1592084/6.28.21	202100 Accounts Payable	68.45
CentralSquare Technologies LLC						
06/24/2021	Bill	322650	Yes	Hubdoc - 200014916 - INV322650	202100 Accounts Payable	378.00
Century Link						
06/01/2021	Bill	406-602-4041/6.1.21	Yes	Hubdoc - 196003497 - INV406-602-4041/6.1.21	202100 Accounts Payable	134.47
06/04/2021	Bill	406-587-6270/6.4.21	Yes	Hubdoc - 196003495 - INV406-587-6270/6.4.21	202100 Accounts Payable	48.26
06/10/2021	Bill	406-587-4149/6.10.21	Yes	Hubdoc - 196003496 - INV406-587-4149/6.10.21	202100 Accounts Payable	43.69
06/21/2021	Bill Payment (Check)	7803589	Yes		101000 Cash/Investments:General Fund	-226.42
Citi Card						
06/16/2021	Bill	3990/6.16.21	Yes	Hubdoc - 200014972 - INV3990/6.16.21	202100 Accounts Payable	3,116.13
Cold Smoke Coffeehouse						
06/07/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	9.50
Colin Prato.						
06/11/2021	Bill	Reimbursement	Yes	Hubdoc - 200014938 - INVReimbursement	202100 Accounts Payable	39.99
Connect Telephone and Computer Group						
06/01/2021	Bill	110239	Yes	Hubdoc - 192708996 - INV110239	202100 Accounts Payable	60.00
06/08/2021	Bill Payment (Check)	7803570	Yes		101000 Cash/Investments:General Fund	-60.00
06/21/2021	Bill Payment (Check)	7803586	Yes		101000 Cash/Investments:General Fund	-60.00
Costco Wholesale						
06/01/2021	Credit Card Expenditure		Yes		210580 Costco Citi Card-Prato 2005	119.99
Crumb Cookie						
06/17/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	32.20
Danner						
06/15/2021	Credit Card Expenditure		Yes		210580 Costco Citi Card-Prato 2005	312.00

Hyalite Rural Fire District

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Delta Dental						
06/01/2021	Bill	17272-51213/5.25.21	Yes		202100 Accounts Payable	117.93
06/07/2021	Bill	09046/6.25.21	Yes	Hubdoc - 192709008 - INV09046/6.25.21	202100 Accounts Payable	78.62
06/08/2021	Bill Payment (Check)	7803575	Yes		101000 Cash/Investments:General Fund	-78.62
DirectTV						
06/13/2021	Bill	029404001X210613	Yes	Hubdoc - 200014918 - INV029404001X210613	202100 Accounts Payable	175.99
Emergency Reporting						
06/01/2021	Bill	INV2103904	Yes	Hubdoc - 192709006 - INVINV2103904	202100 Accounts Payable	2,383.00
06/08/2021	Bill Payment (Check)	7803581	Yes		101000 Cash/Investments:General Fund	-2,383.00
FURS						
06/10/2021	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-7,377.57
Gallatin Electric						
06/23/2021	Bill	11618	Yes	Hubdoc - 200014940 - INV11618	202100 Accounts Payable	1,289.20
General Distributing Co.						
06/08/2021	Bill Payment (Check)	7803579	Yes	56625	101000 Cash/Investments:General Fund	-343.70
06/30/2021	Bill	56625/6.30.21	Yes	Hubdoc - 200014951 - INV56625/6.30.21	202100 Accounts Payable	81.00
Grass Monkey Lawn Care						
06/08/2021	Bill Payment (Check)	7803564	Yes		101000 Cash/Investments:General Fund	-705.00
Industrial Comm & Elec of Bozeman						
06/03/2021	Bill	32749	Yes	Hubdoc - 196003507 - INV32749	202100 Accounts Payable	1,375.50
06/11/2021	Bill	32788	Yes	Hubdoc - 196003511 - INV32788	202100 Accounts Payable	2,854.03
06/21/2021	Bill Payment (Check)	7803588	Yes		101000 Cash/Investments:General Fund	-4,229.53
06/24/2021	Bill	32805	Yes	Hubdoc - 200014937 - INV32805	202100 Accounts Payable	494.75
Kamp Implement Co.						
06/01/2021	Bill	WO59479	Yes	Hubdoc - 192709021 - INVWO59479	202100 Accounts Payable	429.80
06/08/2021	Bill Payment (Check)	7803582	Yes		101000 Cash/Investments:General Fund	-429.80
Kelley Connect						
06/18/2021	Bill	IN856425	Yes	Hubdoc - 200014928 - INVIN856425	202100 Accounts Payable	198.30
Kenyon Noble						
06/08/2021	Bill Payment (Check)	7803567	Yes		101000 Cash/Investments:General Fund	-357.79
06/25/2021	Bill	789918-6.25.21	Yes	Hubdoc - 200014958 - INV789918-6.25.21	202100 Accounts Payable	312.24
KO Concrete Coatings						
06/08/2021	Bill Payment (Check)	7803585	Yes		101000 Cash/Investments:General Fund	-2,050.00
L.N. Curtis and Sons						
06/21/2021	Bill Payment (Check)	7803592	Yes		101000 Cash/Investments:General Fund	-1,539.00
Montana Dept. of Revenue						
06/11/2021	Check	FIB E-PAY	Yes	6442692-002-WTH	101000 Cash/Investments:General Fund	-2,389.00
Montana Occupational Health						
06/04/2021	Bill	12687	Yes	Hubdoc - 200014914 - INV12687	202100 Accounts Payable	496.00
06/15/2021	Bill	12721	Yes	Hubdoc - 200014924 - INV12721	202100 Accounts Payable	125.00
06/16/2021	Bill	12726	Yes	Hubdoc - 200014915 - INV12726	202100 Accounts Payable	100.00
Montana Party Rentals						
06/02/2021	Bill	34766	Yes	Hubdoc - 192708998 - INV34766	202100 Accounts Payable	225.00
06/08/2021	Bill Payment (Check)	7803583	Yes		101000 Cash/Investments:General Fund	-225.00
Montana Shed Center						
06/02/2021	Check	7803597	Yes		101000 Cash/Investments:General Fund	-13,810.60
Montana State University						
06/14/2021	Bill	161-105	Yes	Hubdoc - 200014929 - INV161-105	202100 Accounts Payable	95.00

Hyalite Rural Fire District

Transaction List by Vendor

June 2021

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Municipal Emergency Services						
06/08/2021	Bill Payment (Check)	7803577	Yes		101000 Cash/Investments:General Fund	-260.00
NAPA Auto Parts						
06/08/2021	Bill Payment (Check)	7803568	Yes	12342	101000 Cash/Investments:General Fund	-111.78
06/30/2021	Bill	12342/6.31.21	Yes	Hubdoc - 200029691 - INV12342/6.31.21	202100 Accounts Payable	131.28
Northwestern Energy						
06/09/2021	Bill	1196979-6.9.21	Yes	Hubdoc - 196003494 - INV1196979-6.9.21	202100 Accounts Payable	487.53
06/09/2021	Bill	3091809-8/6.9.21	Yes	Hubdoc - 196003502 - INV3091809-8/6.9.21	202100 Accounts Payable	927.74
06/09/2021	Bill	0180737-9/6.9.21	Yes	Hubdoc - 196003508 - INV0180737-9/6.9.21	202100 Accounts Payable	187.96
06/09/2021	Bill	3252724-4/6.9.21	Yes	Hubdoc - 196003499 - INV3252724-4/6.9.21	202100 Accounts Payable	94.85
06/10/2021	Bill		Yes	Hubdoc - 196003506	202100 Accounts Payable	83.60
06/21/2021	Bill Payment (Check)	7803590	Yes		101000 Cash/Investments:General Fund	-1,781.68
On Point Electric						
06/13/2021	Bill		Yes	Hubdoc - 200014939	202100 Accounts Payable	552.00
Owenhouse-Ace Hardware						
06/08/2021	Bill Payment (Check)	7803569	Yes		101000 Cash/Investments:General Fund	-469.71
06/28/2021	Bill	191619/6.28.21	Yes	Hubdoc - 200014968 - INV191619/6.28.21	202100 Accounts Payable	281.69
People Facts						
06/01/2021	Bill	2021051031	Yes	Hubdoc - 192708991 - INV2021051031	202100 Accounts Payable	16.67
06/08/2021	Bill Payment (Check)	7803584	Yes		101000 Cash/Investments:General Fund	-16.67
PERS						
06/14/2021	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-300.06
RAE Water						
06/08/2021	Bill Payment (Check)	7803573	Yes		101000 Cash/Investments:General Fund	-128.79
06/23/2021	Bill	FIRE-00/6.23.21	Yes	Hubdoc - 200014930 - INVFIRE-00/6.23.21	202100 Accounts Payable	132.79
Republic Services						
06/08/2021	Bill Payment (Check)	7803572	Yes		101000 Cash/Investments:General Fund	-261.20
06/28/2021	Bill	0886-001691720	Yes	Hubdoc - 200014944 - INV0886-001691720	202100 Accounts Payable	151.16
06/28/2021	Bill	0886-001690878	Yes	Hubdoc - 200014935 - INV0886-001690878	202100 Accounts Payable	78.40
Ressler						
06/08/2021	Bill Payment (Check)	7803574	Yes	56595	101000 Cash/Investments:General Fund	-156.53
Roost Fried Chicken						
06/17/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	62.68
Rosas Pizza						
06/15/2021	Credit Card Expenditure		Yes	missing receipt	210580 Costco Citi Card-Prato 2005	191.00
Rosauers						
06/15/2021	Credit Card Expenditure		Yes		210580 Costco Citi Card-Prato 2005	17.27
Sign Solutions						
06/08/2021	Bill Payment (Check)	7803578	Yes		101000 Cash/Investments:General Fund	-55.61
Spectrum Enterprise						
06/09/2021	Bill	0672244060921	Yes	Hubdoc - 196003500 - INV0672244060921	202100 Accounts Payable	273.32
06/21/2021	Bill Payment (Check)	7803591	Yes		101000 Cash/Investments:General Fund	-273.32
Staples						
06/03/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	45.98
06/04/2021	Credit Card Expenditure		Yes		210580 Costco Citi Card-Prato 2005	70.15
Sweet Pea Festival						
06/02/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	25.00
Thriftway						
06/11/2021	Credit Card Expenditure		Yes		210100 Conoco	27.41

Hyalite Rural Fire District

Transaction List by Vendor

June 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
06/17/2021	Credit Card Expenditure		Yes		210100 Conoco	36.44
Tire-Rama						
06/07/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	84.00
Town Pump						
06/04/2021	Credit Card Expenditure		Yes		210100 Conoco	28.88
06/04/2021	Credit Card Expenditure		Yes		210100 Conoco	18.69
06/05/2021	Credit Card Expenditure		Yes		210100 Conoco	32.43
06/06/2021	Credit Card Expenditure		Yes		210100 Conoco	31.62
06/09/2021	Credit Card Expenditure		Yes		210100 Conoco	63.45
06/12/2021	Credit Card Expenditure		Yes		210100 Conoco	27.90
06/12/2021	Credit Card Expenditure		Yes		210100 Conoco	25.43
06/17/2021	Credit Card Expenditure		Yes		210100 Conoco	42.90
06/21/2021	Credit Card Expenditure		Yes		210100 Conoco	25.09
United States Treasury						
06/11/2021	Check	FIB E-PAY	Yes	81-2360037	101000 Cash/Investments:General Fund	-6,734.16
USPS						
06/14/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	7.95
Verizon						
06/08/2021	Bill Payment (Check)	7803571	Yes		101000 Cash/Investments:General Fund	-446.98
06/23/2021	Bill	9882628573	Yes	Hubdoc - 200014960 - INV9882628573	202100 Accounts Payable	359.02
Wex Bank						
06/23/2021	Bill	72462087	Yes	Hubdoc - 200014971 - INV72462087	202100 Accounts Payable	796.11
Word Press						
06/13/2021	Credit Card Expenditure		Yes		210570 Costco Citi Card-Nickolay 7029	99.00

Hyalite Rural Fire District

Check Detail

June 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000	Cash/Investments					
101000	General Fund					
06/02/2021	Check	7803597	Montana Shed Center			-13,810.60
						-13,810.60
06/08/2021	Bill Payment (Check)	7803564	Grass Monkey Lawn Care			-705.00
06/08/2021	Bill Payment (Check)	7803565	Anderson ZurMuehlen	142167.700		-1,300.00
06/08/2021	Bill Payment (Check)	7803566	4 Corners Welding			-182.00
06/08/2021	Bill Payment (Check)	7803567	Kenyon Noble			-357.79
06/08/2021	Bill Payment (Check)	7803568	NAPA Auto Parts	12342		-111.78
06/08/2021	Bill Payment (Check)	7803569	Owenhouse-Ace Hardware			-469.71
06/08/2021	Bill Payment (Check)	7803570	Connect Telephone and Computer Group			-60.00
06/08/2021	Bill Payment (Check)	7803571	Verizon			-446.98
06/08/2021	Bill Payment (Check)	7803572	Republic Services			-261.20
06/08/2021	Bill Payment (Check)	7803573	RAE Water			-128.79
06/08/2021	Bill Payment (Check)	7803574	Ressler	56595		-156.53
06/08/2021	Bill Payment (Check)	7803575	Delta Dental			-78.62
06/08/2021	Bill Payment (Check)	7803576	Big Sky Fire Equipment			-303.82
06/08/2021	Bill Payment (Check)	7803577	Municipal Emergency Services			-260.00
06/08/2021	Bill Payment (Check)	7803578	Sign Solutions			-55.61
06/08/2021	Bill Payment (Check)	7803579	General Distributing Co.	56625		-343.70
06/08/2021	Bill Payment (Check)	7803580	Bound Tree Medical			-460.96
06/08/2021	Bill Payment (Check)	7803581	Emergency Reporting			-2,383.00
06/08/2021	Bill Payment (Check)	7803582	Kamp Implement Co.			-429.80
06/08/2021	Bill Payment (Check)	7803583	Montana Party Rentals			-225.00
06/08/2021	Bill Payment (Check)	7803584	People Facts			-16.67
06/08/2021	Bill Payment (Check)	7803585	KO Concrete Coatings			-2,050.00
06/10/2021	Check	ERIC	FURS			-7,377.57
				FURS-Employee		-3,150.04
				FURS-Employer		-4,227.53
06/11/2021	Check	FIB E-PAY	Montana Dept. of Revenue	6442692-002-WTH		-2,389.00
				MT - Withholding		-2,389.00
06/11/2021	Check	FIB E-PAY	United States Treasury	81-2360037		-6,734.16
				Federal Withholding		-5,380.00
				Medicare Company		-677.08

Hyalite Rural Fire District

Check Detail

June 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Medicare Employee		-677.08
06/14/2021	Check	ERIC	PERS			-300.06
				PERS-Employee		-142.20
				PERS-Employer		-157.86
06/21/2021	Bill Payment (Check)	7803586	Connect Telephone and Computer Group			-60.00
06/21/2021	Bill Payment (Check)	7803587	Best Rate Diesel Repair Inc.			-5,365.05
06/21/2021	Bill Payment (Check)	7803588	Industrial Comm & Elec of Bozeman			-4,229.53
06/21/2021	Bill Payment (Check)	7803589	Century Link			-226.42
06/21/2021	Bill Payment (Check)	7803590	Northwestern Energy			-1,781.68
06/21/2021	Bill Payment (Check)	7803591	Spectrum Enterprise			-273.32
06/21/2021	Bill Payment (Check)	7803592	L.N. Curtis and Sons			-1,539.00
06/21/2021	Bill Payment (Check)	7803593	Bozeman Chronicle	347411		-33.00
06/29/2021	Bill Payment (Check)	7803595	BlueCross BlueShield of Montana			-578.76

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

DATE: JUNE 15, 2021

TIME: 7:00 p.m.

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

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

STAFF IN ATTENDANCE:

Brian Nickolay, Fire Chief
Sheryl Wyman, Administrative Assistant

PUBLIC IN ATTENDANCE:

None

0:00:04	<p>CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT</p> <p>Chair Geddes called the meeting to order and determine there was no public comment on non-agenda items.</p> <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 Miller moves to approve the consent agenda as presented.</p> <p>Trustee Zidack seconded the motion. Trustee Zidack also points out the changes that were made to the Dashboard. Changes were made to the bond chart. The second item changed was the panel displaying budgetary items which includes capital expenditures as well as the operating expenditures. The county is also updating software and making changes between the Treasurers Office and Finance Office. Chair Geddes approves of the changes.</p>
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	<p>Vote: Zidack-Yes, Beideman-Yes; Miller-Yes; Geddes-Yes. Unanimous approval.</p> <p><i>[See May 18, 2021 Board Packet for Consent Agenda items Approved]</i></p>
	<p>REGULAR AGENDA</p>
0:03:20	<p>Agenda Item 1 – Discussion and Decision – Wage Determinations-Assistant Fire Chief, Training Captain, Maintenance Captain, Administrative Assistant</p> <p>Trustee informs the board of the meeting conducted with the Administrative Assistant and Fire Chief to go over the staffs’ wages. Referring to the attached spreadsheets Trustee Zidack shows the FY2021 salaries. Schedule 2 shows the increase to the fire chief’s wage. Schedule 3 shows the increase of 17% across the board to all positions. A 24% overhead was applied to all positions. The Administrative Assistant is over stated based on the position being a part-time position. The bottom-line increase would amount to an increase to the budget of \$128,000. The comparison of wages to other departments wages falls into the median range.</p> <p>Chair Geddes points out that the 17% increase may seem massive, but this is catching up for four years of not adjusting salaries. Trustee Zidack points out that we are playing catch-up.</p> <p>Trustee Miller asks the Chief if he feels the salary of \$79,560 for Maintenance Captain and Training Captain will be good for filling those positions. Chief Nickolay feels this would be a good comparable salary to what other similar positions in that field make. Given the growth in Bozeman and cost of living we need to make sure we are watching out for our employees. New employees may have to move in and establish themselves in Bozeman.</p> <p>Trustee Zidack points out this won’t be the type of increase we will be seeing on an annual basis, this in in part catchup and making it more attractive to retain people.</p> <p>Chair Geddes confirms, so that we aren’t in this situation again, the annual review of wages will be held at the June meeting.</p> <p>Chair Geddes asks for more board discussion. Trustee Miller points out the Chief after a successful year will receive an increase.</p> <p>Motion: Trustee Zidack moves the board approve the pay matrix presented in Table 3. For the record this will result in a \$128,000 increase to our personnel budget.</p> <p>Vote: Zidack-Aye, Beideman-Aye; Miller-Yes; Geddes-Yes. Unanimous approval.</p> <p><i>[See Attachment A for Salary Charts and Wage Comparisons]</i></p>

0:11:26	<p>Agenda Item 2 - Discussion and Decision – Distribution of Capital Reserves into Capital Reserve (Equipment); Capital Reserve (Building); and Capital Reserve (Improvement)</p> <p>Trustee Zidack states we are trying to maintain our capital reserves at a level to provide resources to adequately fund our replacement plan. The proposal is to place \$400,000 into the three capital reserve accounts, splitting the \$400,000 with the majority going into the Apparatus Replacement account. Trustee Zidack feels we will be able to put more money into capital reserve funds after we receive more information from the County at the end of the fiscal year.</p> <p>Trustee Zidack states the current balance is \$344,000 in the apparatus replacement; \$200,000 for capital improvements and \$72,000 for building repair and improvements. He suggests we put \$300,000 into apparatus replacement. He asks the Chief to weigh in on the allocation between capital improvement and building repair and improvements. Chief Nickolay feels a 50/50 split for the remaining money between the two accounts would be sufficient.</p> <p>Motion: Trustee Zidack makes a motion to place \$300,000 of monies into the Capital Reserve account for apparatus replacement and \$50,000 each into capital improvement and building repair.</p> <p>Trustee Miller seconded the motion.</p> <p>Vote: Zidack-Aye; Beideman-Yes; Miller-Yes; Geddes-Yes. Unanimous approval.</p>
0:16:16	<p>Agenda Item 3 – Disposal of Capital Assets</p> <p>Chief Nickolay wanted to bring to the board capital assets that are no longer being used., and needs to be disposed. Some items are so old they can't be sold. Other items may be donated to a needy department. The utility Suburban which was donated is no longer functional, does not start, needs brakes, etc. The vehicle may be sold for salvage price. Trustee Miller asks if we could receive a salvage amount.</p> <p>Chair Geddes asks board members if they feel the disposal of the capital asset be a board decision. Trustee Beideman states this is part of normal operation. The consensus is this does not need to be a board decision. The Chief can add details of capital asset disposal into his Fire Chief's report.</p>
0:22:58	<p>Agenda Item 4 – Discussion and Decision – Training Captain Job Description</p> <p>Chief Nickolay states we need approval on the job description for the Training Captain. He describes the duties and roles of the Training Captain. Trustee Zidack states it looks good.</p> <p>Motion: Trustee Miller makes a motion to accept the proposed job description for the Training Captain.</p>

	<p>Trustee Zidack seconded the motion.</p> <p>Vote: Zidack-Yes; Beideman-Yes; Miller-Yes; Geddes-Yes. Unanimous approval.</p> <p><i>[See Attachment B for Training Captain Job Description]</i></p>
0:24:55	<p>Agenda Item 5 – Discussion and Decision – Renewal of State Contract for Brian Nickolay</p> <p>Chief Nickolay describes the contract with DNRC. This is the same contract that was approved last year and needs to be renewed. Reimbursement is for his salary and use of the command vehicle. Nothing has changed from last year. The salary reimbursement includes an overtime provision for anything over 40 hours a week.</p> <p>Trustee Zidack asks about the calculation for his salary and is off of his current base salary.</p> <p>Chair Geddes asks for board discussion.</p> <p>Trustee Zidack voices concerns about meeting the needs of the department should an event happen, that would call for the Chief's services. Chief Nickolay states his position as Chief comes first. He won't take an assignment that will leave the department uncovered. To answer the question Hyalite comes before any deployments with DNRC.</p> <p>Chair Geddes asks for more board discussion.</p> <p>Trustee Miller and Chair Geddes states everything makes sense to them.</p> <p>Motion: Trustee Miller makes a motion to approve and sign the contract for Brian Nickolay.</p> <p>Trustee Geddes seconded the motion.</p> <p>Vote: Zidack-Aye, Beideman-Yes; Miller-Yes; Geddes-Yes. Unanimous approval</p> <p><i>[See Attachments C- State Contract Documents]</i></p>
0:28:45	<p>Agenda Item 6 – Fire Chief's Report</p> <p>Chief Nickolay states we are busy. We are on track for around 700 calls this year which we have never done before. There are times we run multiple calls a day and able to get trucks out the door within two to three minutes due to the resident program. Resident programs are fully staffed. Regular training and Command training are still going.</p> <p>The new plow truck has arrived. It was obtained through the DOD at no cost. The DNRC has a co-op program with fire districts that if we provide a chassis, they will</p>

	<p>provide a wildland unit to go on it. The truck is currently getting completely serviced and if it passes with a clean bill of health the truck could turn into a brush truck as well.</p> <p>Discussion is held between the trustees and Chief. The truck has 65,000 miles. The plow that came with the truck is in really good shape. The plow on the current truck practically brand new. If the new plow truck becomes a brush truck, he would like to make the utility truck another plow truck as well.</p> <p>The Assistant Fire Chief and Training Captain positions have closed. There are seven applicants for the Assistant Fire Chief and five applicants for the Training Captain. The hiring committee is JJ, John Culbertson, Connor Haworth, and Tyra Christopherson. A selection meeting will be held tomorrow (June 16) with interviews next week.</p> <p>Chief Nickolay asks the board if they want the selected candidate to come before the board before an offer is presented. Trustee Miller states he doesn't feel it is necessary. Trustee Zidack states he is ambivalent. He doesn't feel the board would be adding much value over what the good committee will do. The salaries will stay within what was approved at the board meeting.</p> <p>Chair Geddes states he appreciates it being brought to the board but they are comfortable delegating the decision to the committee. An e-mail will be sent with the selected candidate and their resume.</p> <p>Chief Nickolay points out that this is building up to be a bad year for fires. We are about a month ahead of usual. He goes over past fire years for comparison. The Hyalite district looks pretty good but it won't take long for it to dry out.</p> <p><i>[See Attachment D – Fire Chief's Report]</i></p>
0:42:42	<p>Trustees' Activities</p> <p>Chair Geddes asks the board how they would feel if one month they hold a meeting at Cottonwood and one month they hold a meeting at the Rae Station. The consensus is this is a great idea. This will be a great chance for the board to see the other stations and facilities.</p> <p>Trustee Beideman asks about the update on the asphalt. Chief Nickolay states he will have it on the next agenda but the renewed quote for a 4" asphalt would double the initial quote. This will be brought to the July meeting.</p>
	<p>Announcements</p> <ul style="list-style-type: none"> • July 20, 2021 board meeting will be held at the Rae Station. • Wildland Barbeque to be held June 30, 2021.
0:45:09	ADJOURNMENT

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

Attachment A

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			

Medical Benefits		Pay 100% of Premiums for Health, Dental, and Vision for Employee and Dependents. 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)			

					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		

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.

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.

2021

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.

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

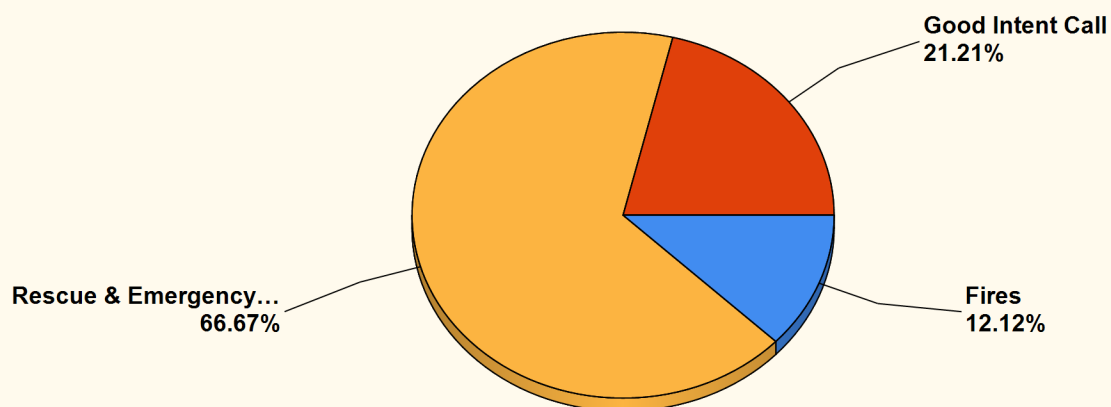
This report was generated on 6/8/2021 1:16:57 PM

Attachment



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

Attachment D

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.

Consent Agenda End

Regular Agenda Item 1

**Selection of Annual Audit
Preparation Bid**

PROPOSAL FOR INDEPENDENT AUDIT

HYALITE RURAL FIRE DISTRICT

For the year ending June 30, 2021

Submitted by:
Amatics CPA Group
45 Discovery Drive
Bozeman, MT 59718

Morgan Scarr, CPA
Audit Shareholder
(406) 404-1925



AMATICS
CPA GROUP

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AMATICS
CPA GROUP

45 Discovery Dr.
Bozeman, MT 59718

P 406.404.1925
F 406.404.1926

April 12, 2021

Brian Nickolay, Interim Fire Chief
Hyalite Rural Fire District
4541 S 3rd Rd
Bozeman, MT 59715

Fire Chief Nickolay,

Thank you for the opportunity to submit this proposal for independent audit services for Hyalite Rural Fire District for the year ending June 30, 2021, with the option for auditing the two subsequent years. We are confident that our experience has prepared us to perform these services with the highest level of efficiency and provide you with a high-quality, valuable service.

At Amatics CPA Group, we are dedicated to developing an audit plan that is tailored to Hyalite Rural Fire District. Our understanding of the services to be performed is as follows:

- An independent annual audit of Hyalite Rural Fire District's financial statements for the year ending June 30, 2021, with the option for auditing the subsequent two years
- Audit in accordance with Generally Accepted Auditing Standards and Government Auditing Standards
- We understand the audit is to be presented to the Board of Trustees no later than December 2021, with the audit submitted to the Montana Department of Administration no later than December 31, 2021
- Financial statements, footnotes, and depreciation schedule will be prepared by separately hired CPA and are not covered under this audit proposal

Our practice is built on performing quality work in a professional and effective manner. We are confident that you will be pleased with our dedication to you as a client and our commitment to service throughout the year.

We would welcome the opportunity to discuss our proposal with you in person and to answer any questions from you and your Board of Directors. We look forward to the possibility of serving your District and appreciate the opportunity to submit a proposal.

Sincerely,

Amatics CPA Group

Morgan Scarr, CPA
Shareholder



AmaticsCPA.com

FIRM PROFILE AND QUALIFICATIONS

Amatics CPA Group personnel have worked to build a reputation as a leader in the Montana accounting industry, based on our commitment to quality work and our drive to provide exceptional client service. We strive to understand your organization's changing needs and to provide services to help your organization achieve its goals.

The Amatics office is located in Bozeman and consists of 22 employees, including 12 CPAs. We offer a wide range of services including audits, reviews, compilations, agreed-upon procedures, consulting, tax planning and preparation, business valuations, bookkeeping, and payroll.

We have extensive experience in working with governmental organizations, performing audits, reviews, compilations, and consulting. We have worked with governmental entities with a variety of revenue sources, internal control systems, levels of staffing, and governance structures. We are able to draw from our experience with these entities to provide you with valuable suggestions and services.

In order to maintain the highest professional standards, we emphasize continuing professional education to keep all professionals up-to-date on accounting and auditing developments. Our audit and attestation staff attend multiple annual accounting and auditing updates each year. As a firm, we are committed to providing our personnel with the continuing professional education opportunities necessary for them to not only fulfill responsibilities assigned to them during an engagement, but also to succeed within the firm.

Our Amatics audit committee meets regularly to discuss upcoming standards and to proactively plan how to help prepare our clients to implement any necessary changes.

Additionally, we encourage staff to become involved in local organizations through volunteering, nonprofit board participation, professional clubs and affiliations, and industry groups. This allows staff and our firm to gain broader exposure to other organizations' operations and to leverage that experience to provide more valuable ideas and information to our clients.

Amatics CPA Group is licensed to practice in Montana and approved by the Montana Department of Administration. We are listed on the Department's roster of independent auditors authorized to conduct audits of Montana local government entities. We follow all professional standards and are qualified to perform these audit services. We are a member of the American Institute of Certified Public Accountants (AICPA) and adhere to all AICPA professional standards of audit practices and conduct.

We are independent, as established by the AICPA, with respect to Hyalite Rural Fire District.

REFERENCES

We are proud of our reputation for quality client service. We encourage you to contact any of our references and ask about their experiences working with Amatics CPA Group.

Hebgen Basin Fire District
<i>Government auditing standards</i> <i>Special purpose district</i>
Shane Grube, Fire Chief sgrube@hbrfd.com (406) 646-9094

Four Corners County Water and Sewer District
<i>Government auditing standards</i> <i>Special purpose district</i>
Amy Ellingson amy@fcwsd.org (406) 585-4166

Big Sky Resort Area District
<i>Government auditing standards</i> <i>Special purpose district</i>
Daniel Bierschwale, Executive Director daniel@resorttax.org (406) 995-3234

City of Belgrade, Montana
<i>Government auditing standards</i> <i>Single audit in applicable years</i>
Diane Eagleson, Finance Director deagleson@cityofbelgrade.net (406) 388-3762

Other references available upon request.

ENGAGEMENT PERSONNEL

AUDIT TEAM	
Morgan Scarr, CPA Audit Shareholder	Justin Gerber, CPA Technical Reviewer
Kaylee Vachon, CPA Audit Senior	Audit Staff

The audit engagement will be planned and managed by Morgan Scarr, a shareholder with more than 14 years of audit and accounting experience, the majority of which has been spent providing accounting and auditing services for Montana governmental and nonprofit organizations.

Morgan will be responsible for planning the audit, overseeing field work and managing staff. Joining her on this engagement will be Justin Gerber, who has over 9 years of public accounting experience, much of it spent working with governmental organizations. Morgan will oversee the day-to-day activities of the staff and ensure that the plan is executed as scheduled. Kaylee Vachon, an auditor with local governmental experience, will provide support on field work and audit staff will assist with testing; administrative and support staff will provide additional support as necessary. Justin will perform independent quality control technical review.

Morgan and Justin oversee more than 60 financial statement audits and reviews for nonprofit, governmental and for-profit entities. Additionally, they provide other attestation engagements (compilations, agreed-upon procedures, financial statement preparation) and Morgan serves as a peer review team member.

We are confident that our engagement service team will provide highly professional and timely service. Our staff has a wealth of experience that can provide an invaluable resource for your organization. Resumes of our professional staff involved in this engagement are included in this proposal.

AUDIT APPROACH

Planning

The audits will be performed in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. The planning phase includes gaining an understanding of your accounting system, policies and procedures; evaluating internal controls; preliminary materiality; the nature, timing and extent of the audit testing procedures; and coordinating the work to be accomplished throughout the audit. Preliminary audit planning is a collaborative process. The entire audit team meets to discuss the engagement as a whole, analyze the preliminary risk assessments, and brainstorm efficient, appropriate audit procedures.

Internal Control

Internal control evaluation is based the adequacy of the internal controls to effectively prevent, or detect and correct, errors or misstatements. To evaluate this, we must determine whether the controls are designed appropriately and implemented. We test samples of revenues and disbursements, then use our evaluation to determine the nature, timing, and extent of audit testing and to design our audit procedures. We will also consider the adequacy of policies and procedures to effectively mitigate the risk of errors, irregularities, or misstatements. The results of these evaluations can provide a basis for improvements to add value to your organization and its operations.

Internal Control in the Audit Process

- Understand controls to assess risks
- Evaluate controls' ability to mitigate risk of material misstatement
- Link financial statement risks to assertions
- Design audit procedures to address risks
- Evaluate internal control deficiencies
- Communicate internal control related matters

Materiality

Preliminary judgment of materiality is based on the assessed risk of material misstatement, the amount and types of assets and revenues and the nature and frequency of proposed audit adjustments in prior periods. Amatics will use a risk-based approach to the audit of the organization. Testing in certain areas will be primarily substantive in nature (confirming balances, vouching significant additions) while testing in others may consist more of analytical procedures (identifying and investigating large and unusual variances from predicted or budgeted amounts). Our testing will concentrate on individually significant items. We will determine the areas of high risk on the organization's financial statements and rely heavily on substantive testing in those areas. For areas of lower risk, we will rely on analytical procedures such as inquiry and observation and comparison of amounts to previous years and to budget.

Field Work

The majority of the substantive procedures and testing happens during field work. Audit staff perform the majority of the testing procedures, as well as analytical procedures in areas of lower risk. These procedures are all designed by the audit manager or shareholder. All audit work performed by staff is reviewed by the audit shareholder. Audit procedures in riskier or individually significant areas are performed by the audit manager and shareholder.

AUDIT APPROACH (CONTINUED)

Communication and Timeline

Communication and Monitoring
<ul style="list-style-type: none">· Continuous audit team communication· During on-site audit work, status meetings with audit team and management· Communicate issues or concerns as they arise· Solicit feedback and input from management· Check in throughout the year on applicable topics

We understand your audit completion requirements and have the capacity to be flexible to work around your staff and management schedules as necessary. Additionally, we are diligent about maintaining open communication throughout the entire process. We strive to make our planning process comprehensive, so our field work time can be spent effectively and efficiently.

We will communicate with management throughout the process as well, to involve you and solicit input to ensure we develop a complete understanding of your organization and its activities. As questions or issues arise, we will bring them to your attention to keep the lines of communication open and continually move toward the goal of a timely and thorough audit process. We will present draft documentation to management and Finance Committee of the Board prior to finalizing any audit deliverables. If there are internal control recommendations or findings, we will discuss those early and in depth with all applicable parties. We understand the audit is to be presented to the Board of Trustees no later than December 2021, with the audit submitted to the Montana Department of Administration no later than December 31, 2021.

We believe in maintaining our relationships with clients throughout the year, making it a point to stay knowledgeable about changes in your operations and activities during the year. We will also communicate with you on topics we find applicable to you and your industry, in the hopes of identifying opportunities to help contribute to the future success of your organization.

QUALITY CONTROL

Amatics CPA Group is proud of our reputation for providing clients with high quality services. Our Amatics Audit Committee developed and maintains our system of quality control through continuous monitoring, in-house file review, and an annual review of our processes and procedures.

In addition, we formally monitor this system of quality control through participation in the American Institute of Certified Public Accountants (AICPA) Peer Review Program, administered by the Montana Society of Certified Public Accountants.

We received a peer review rating of *pass* on the quality control of our accounting and auditing practice at our most recent peer review, for the year ended May 31, 2019. A copy of this peer review report is enclosed at the end of this proposal.

FEE STRUCTURE

The estimated fees for the audit services are as follows:

Fiscal year	Fees
June 30, 2021	\$ 8,000
June 30, 2022	\$ 8,500
June 30, 2023	\$ 9,200

Our fees are competitive with other firms in the area. We anticipate you will have technical questions that come up throughout the year. Our fees above are designed to include those types of conversations during the year. If those conversations result in additional services that require extra time, we will discuss the scope of those services with you prior to doing any additional work. We won't bill you for additional services without first having mutually agreed on the billing arrangement for those services.

These fees above do not include underlying accounting work associated with the implementation of new upcoming accounting standards. We will gladly provide guidance and act as a resource in that area. If additional services are requested related to implementation of those standards, we are available to assist with that and other requested accounting services, at our standard hourly rates.

Although we furnish services to a large number of clients, we recognize our responsibility to provide personalized service. Over the term of the engagement, the same professionals will be involved to maximize efficiency and provide continuity.

We estimate the following hours to complete the audit:

	<u>Planning and preliminary</u>	<u>Field work</u>	<u>Reporting and review</u>	<u>Total</u>
Shareholder	10	6	4	20
Senior	14	14	4	32
Staff	4	8	0	12
Technical Review	0	0	8	8
Total	28	28	16	72

SUMMARY

At Amatics, our focus is on providing value to our clients. That is our emphasis throughout the entire audit process. We are here to provide support as needed throughout the year and to give you the tools and recommendations necessary to improve the District's internal controls and operations. We work to provide an exceptional level of client service and believe you will be completely satisfied if you choose to partner with us for your audit services.

We would welcome the opportunity to meet with you to discuss our proposal and to answer any questions.

MORGAN SCARR, CPA
Audit Shareholder

Experience

- 14 years in public accounting
- Audit and accounting – nonprofit, governmental, and for profit organizations
- Financial reporting and internal controls
- Tax planning, preparation, compliance – business, nonprofit
- Chair of Amatics CPA Group’s Audit Committee
- Peer Review team member



Education

- Bachelor of Science in Accounting – Montana State University
- Masters of Professional Accountancy – Montana State University

Memberships and Community Involvement

- Adjunct Accounting Professor at Montana State University Jake Jabs College of Business and Entrepreneurship
- Gallatin Valley Land Trust (GVLT) Finance Committee Member
- Montana Society of Certified Public Accountants
- AICPA Nonprofit Section Member
- AICPA Governmental Audit Quality Control Center
- Montana State University College of Business Accounting Advisory Council
- Recipient of the 2018 MSU College of Business Young Alumni Award
- First Security Bank Foundation Past Board Member
- Bridgercare Past Board Member and Treasurer
- Leadership Bozeman 23

JUSTIN GERBER, CPA
Audit Manager



Experience

- 9 years in public accounting
- Audit and accounting – nonprofit entities, governmental entities, nonprofit healthcare facilities, employee benefit plans, for profit organizations, compliance audits as required by the uniform guidance related to expenditures of federal awards
- Tax planning and preparation – nonprofit organizations
- Certified fraud examiner

Education

- Bachelor of Arts in Accounting and Finance – Cedarville University
- Masters of Accountancy – University of South Florida

Memberships and Community Involvement

- Running, coaching, church involvement
- Montana Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Church finance committee member

LARRY D. GRAHAM, CPA
RICHARD P. REIMANN, CPA
STEPHEN A. WILLADSON, CPA
STEPHANIE L. MEANS, CPA
CLIF HODDER, CPA
RICK MASON, CPA - OF COUNSEL



JONI KUMOR, CPA
JOHN A. SMITH, CPA
SCOTT BUCKINGHAM, CPA
ANDREW J. BEYELER, CPA
JACK E. LENHART, CPA - OF COUNSEL
LARRY G. BEAN, CPA - OF COUNSEL

Report on the Firm's System of Quality Control

October 31, 2019

To the Shareholders of Amatics CPA Group
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Amatics CPA Group (the firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not preformed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, an audit under the Single Audit Act and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Amatics CPA Group in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional

standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Amatics CPA Group has received a peer review rating of pass.

Lenhart, Mason & Associates, LLC

Lenhart, Mason & Associates, LLC



RUDD & COMPANY PLLC
certified public accountants | *business consultants*

Hyalite Rural Fire District Proposal to Provide Professional Audit Services for Fiscal Year 2021

Rudd & Company, *PLLC*
3805 Valley Commons Dr. Suite 7
Bozeman, MT 59718
406-585-3393

giving direction to your future

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RUDD & COMPANY

certified public accountants | business consultants

June 29, 2021

Hyalite Rural Fire District
Attn: Brian Nickolay, Fire Chief
4541 S. 3rd Rd
Bozeman, MT 59715

Dear Chief Nickolay:

Thank you for the opportunity to present our qualifications to provide professional audit services to the Hyalite Rural Fire District ("the District") for the fiscal year ending June 30, 2021, with the option to extend to FY22 and FY23. We are committed to providing you with the highest quality service, and we ensure timely, effective and efficient services.

We believe we can meet your needs and exceed your expectations. Included in this proposal, we detail our firm's profile, qualifications, latest peer review letters, approach to the engagement, and proposed timeline and fees.

Selecting Rudd & Company, *PLLC* as your professional audit firm presents important advantages. We will build an in-depth understanding of the District and its operations. We offer an experienced audit team that will provide quality service in an efficient manner with realistic fees that will include proactive value-added advice and recommendations.

We hope our proposal conveys our commitment to the District, and we look forward to building a relationship with you. Please feel free to contact Dane Hancock, Partner, at (406) 585-3393 or dhancock@ruddco.com.

Sincerely,

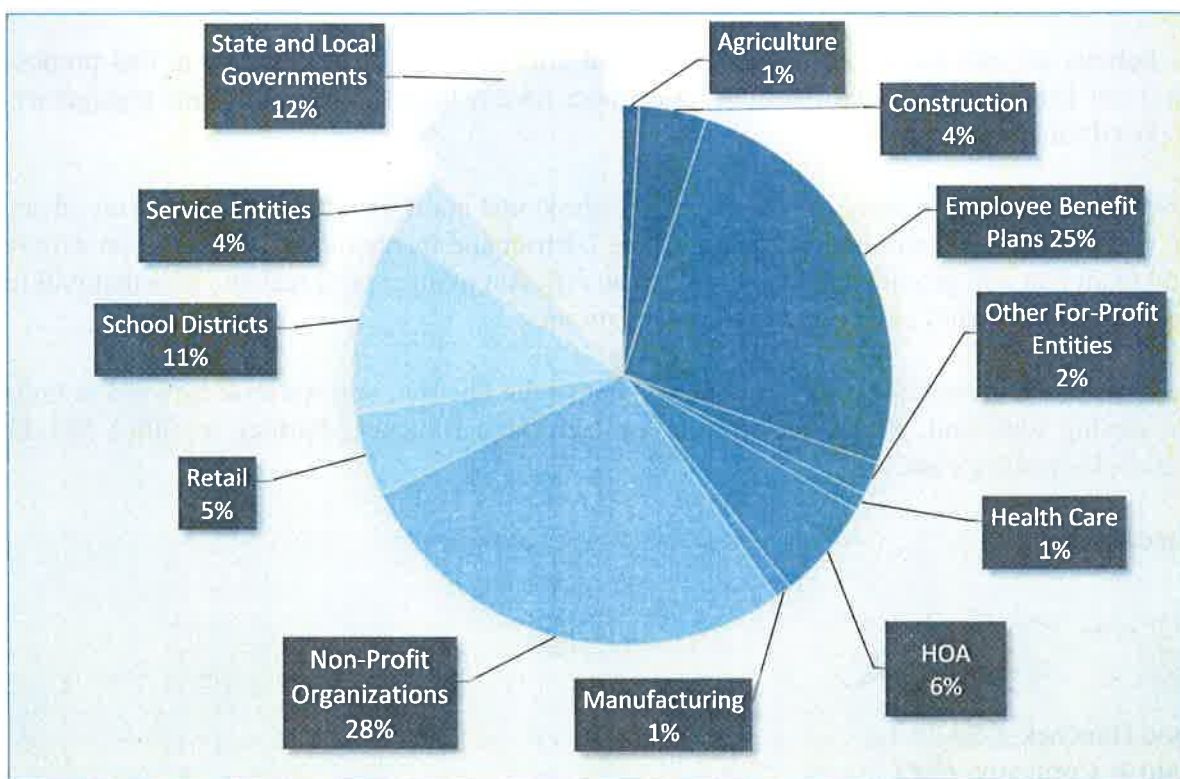
Dane Hancock, CPA
Rudd & Company, *PLLC*

Firm Profile

Rudd & Company, *PLLC* is a regional accounting firm founded in 1963 in Rexburg, Idaho, and has offices in Montana and Idaho including locations in Bozeman, Helena, West Yellowstone, Rexburg, Idaho Falls, and Driggs.

Our attest practice makes up approximately 30% of our firm's billable services, with tax services comprising 55%. The remaining 15% is made up of write-up management services and business consulting.

Our attest clients range in size and complexity and we provide attest services to several organizations including governmental entities, not-for-profit organizations, non-public businesses, employee benefit plans, and financial institutions.



Firm Profile

- Currently, we have seventeen partners, seven managers, thirty-two staff accountants, and nineteen para-professionals serving clients in our six offices. Of the seventeen partners, six are in charge of the firm's audit practice.
- Your engagement team will be based out of the Bozeman office. The Bozeman office has sixteen certified public accountants: five partners, three managers and eight staff accountants. The remaining Bozeman staff consists of nine CPA candidates, nine para-professionals and four administrative assistants.
- All staff members will be supervised by the Bozeman audit partner, Dane Hancock, to ensure your needs are being met.
- Our service history and our knowledge are the lead indicators of the service you will receive. The engagement team will be responsive and dedicated to your needs now, and in the future.
- We utilize an internal system of quality control that includes a Quality Control Document that requires internal audit quality inspections during years that we are not subject to external peer reviews. An external peer review is completed every three years in accordance with AICPA standards.
- Rudd & Company is independent to the District.
- Rudd & Company operates a sizable audit practice. Our audit specialists are fully trained in the most up-to-date audit procedures. Our firm believes a strong technical background is essential to assuring that our audit and accounting services are provided in the most proficient manner possible and in accordance with the highest professional standards.
- We recognize timely completion of the audit is important to you. Our audit team gives first priority to the needs of our audit clients, regardless of the time of the year. We will provide experienced staff on your engagement who are dedicated to your audit.
- If we become aware of staff changes, we promise to notify you immediately and obtain your approval for new staff before they are added to the engagement.
- We are not expecting to need or use any outside contractors to assist with this engagement.
- We utilize an electronic auditing software package (Workpapers CS), which is integrated with the nationally recognized PPC audit intelligence and methodology.



Firm Profile

Client Service Strategy

- While quality can be measured in independent surveys, it is won one client at a time. Providing high quality service is the overriding objective of every assignment we undertake. It is not a supplement to our technical expertise, but rather an integral part of the way we work.
- Quality is the cornerstone of our strategy and is embedded in our team approach which is focused on our clients, our people, and our firm.
- Our client strategy is to build our practice by concentrating on quality clients, regardless of their size, who will require our specialized skills and resources in their demanding business environment.
- Our people strategy is to hire and retain the best people and support them with training, coaching, and opportunities so they are fully equipped to deliver the best client service on a continual basis.
- Our firm strategy is to continually refresh our policies and procedures, supporting our professionals to foster an environment where the highest level of integrity is expected and risks are identified and managed.
- Our service history and our knowledge are the lead indicators of the service you will receive. The engagement team will be responsive and dedicated to your needs now and in the future.



Firm Qualifications – References

Rudd and Company performs many audit engagements that are similar in size to the District. Below are two current clients that will positively confirm the level of service that you will obtain with us.

Park County Rural Fire District

Engagement Partner: Dane Hancock

Contact: Dann Babcock, Fire Chief

Phone: (406) 222-0562

Address: PO Box 1134, Livingston, MT 59047

Scope of Work: Governmental Financial Statement Audit, Preparation of Financial Statements

Years Audited by Rudd & Company: 2014 through 2020, engaged for 2021-2022

Total Hours: Approximately 150 per year

City of Three Forks, MT

Engagement Partner: Dane Hancock

Contact: Crystal Turner, City Clerk

Phone: (406) 285-3431

Address: PO Box 187, Three Forks, MT 59752

Scope of Work: Governmental Financial Statement Audit, Preparation of Financial Statements

Years Audited by Rudd & Company: 2014 to 2020, engaged for 2021-2022

Total Hours: Approximately 200 per year

Gardiner School District

Engagement Partner: Dane Hancock

Contact: Shelby Detro, District Clerk

Phone: (406) 848-7563

Address: 510 Stone Street, Gardiner, MT 59030

Scope of Work: Governmental Financial Statement Audit, Preparation of Financial Statements

Years Audited by Rudd & Company: 2011-2020, engaged for 2021-2023

Total Hours: Approximately 200 per year



Firm Qualifications – Resumes

Below is our team of experienced certified public accountants that will be assigned to your engagement.

Dane Hancock
Engagement Partner
CPA

Julie Kostelecky
Quality Control Review Partner
CPA

Dan Sullivan
Senior Staff
CPA



Dane Hancock, CPA

Engagement Partner



Engagement Role

- Overall engagement management and partner review of engagement.

Firm Experience

- Engagement partner on sixteen audit engagements, part of the engagement team on a total of twenty-seven audits.
- Nine years of audit experience in public accounting, including seven with Rudd & Company and two as an auditor with another regional public accounting firm.

Professional Experience

- Experience with governmental audits, non-profit audits, for-profit audits, and employee benefit plan audits.
- Audit experience includes single audits, State of Montana local government compliance, internal controls, system design and financial statement analysis.

Professional Licensure and Associations

- Licensed CPA in the state of Montana
- Member of the AICPA
- Member of the Montana Society of CPAs
- Montana State University Master's of Professional Accountancy
- Serves on the finance committee of a local nonprofit in the Bozeman area



Julie Kostelecky, CPA, CVA

Engagement Quality Control

Review Partner



Engagement Role

- Engagement quality control review of the audit

Firm Experience

- Engagement partner on fifteen audits performed out of the Bozeman office, including nine governmental audits.
- Seventeen years experience in public accounting, including ten with Rudd & Company and seven with another regional accounting firm.

Professional Experience

- Julie has extensive experience with governmental audits, specifically fire districts, school districts, non-profit audits, and for-profit audits.
- Audit experience includes single audits, school district grant compliance, internal controls, and financial statement analysis.
- Julie is also a CVA, which means she is trained in business valuations and litigation support.

Professional Licensure and Associations

- Licensed CPA in the state of Montana
- Certified Valuation Analyst (CVA)
- Member of the AICPA and past Council Member
- Member of Montana Society of CPAs, past President of the Board of Directors



Dan Sullivan, CPA, CFE

Senior Staff



Engagement Role

- Day to day engagement management, planning, and completion of complex attest areas.

Firm Experience

- Six years of audit experience in public accounting, including two with Rudd & Company and four as an auditor with another regional public accounting firm.

Professional Experience

- Experience with governmental audits, non-profit audits, and for-profit audits.
- Audit experience includes local government compliance, internal controls, and financial statement analysis.

Professional Licensure and Associations

- Licensed CPA in the State of Montana
- Member of the Montana Society of CPAs
- Member of the Association of Certified Fraud Examiners
- Member of the AICPA



Peer Review

We affirm that since inception we have received “pass” peer review ratings and do not have a history of substandard work. Our most recent peer review was completed on November 25, 2019.

BradyMartz

Report on the Firm's System of Quality Control

August 16, 2019

To the Partners of Rudd and Company, PLLC and
the Peer Review Committee of the Nevada Society of CPAs (NVCPA)

We have reviewed the system of quality control for the accounting and auditing practice of Rudd and Company, PLLC (the Firm) in effect for the year ended March 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rudd and Company, PLLC in effect for the year ended March 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rudd and Company, PLLC has received a peer review rating of *pass*.



Brady, Martz and Associates, P.C.
Minot, North Dakota

Make Every Day Count | www.bradymartz.com





AICPA

Peer Review
Program

State and AICPA Peer Review Program administered by the NVCPA for the following states: Idaho, Montana, Nebraska, Nevada, Utah, and Wyoming

November 25, 2019

Blayne McArthur
Rudd & Company PLLC
124 E Main St
Rexburg, ID 83440-1912

Dear Blayne McArthur:

It is my pleasure to notify you that on November 20, 2019, the Nevada Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Kary Arnold
Finance & Peer Review Program Manager
kamold@nevadacpa.org
(775) 826-6800

Nevada Society of CPAs

cc: Tina Nordquist, Julie Kostecky

Firm Number: 900010091000

Review Number: 568489

5422 Longie, Lane Suite A Reno, NV 85511 (775) 826-6800 phone (775) 826-7942 fax www.nevadacpa.org



Approach to the Engagement

- Our audit approach is a top-down process that includes an assessment of audit risk by the partners and managers during the planning phase of the engagement. Our team will work directly with District staff to document our understanding of the District, its activities, and its financial statement and compliance risks.
- This risk-sensitive approach focuses our efforts on areas that are more prone to misstatement than others. Part of this assessment includes a thorough review of current accounting and reporting developments, both in your entity and in other similar governments.
- The risk assessment is tailored to address the unique nature of a governmental entity, state compliance requirements, single audit requirements and internal control. As we recognize intricacies in governmental entities differ from those of for-profit companies, we will draw on our experience auditing governmental entities to address these risks.
- Our audit process is broken down into seven areas:
 - Planning
 - Internal control evaluation
 - State Compliance planning and testing
 - Fieldwork
 - Concluding the audit
 - Deliverables



Approach to the Engagement

- Planning the audit consists of the following:
 - Conducting planning meeting with appropriate District personnel to determine timeline for interim testing, fieldwork and availability of personnel.
 - Discussing with the District's personnel and documenting our understanding of your systems.
 - Determining major funds based on revenues and total assets of each individual fund and in aggregate.
 - Calculating aggregate and fund level materiality based on asset or revenue values, including calculating performance materiality and trivial misstatement values to evaluate adjustments
 - Establishing and evaluating risk levels based upon our understandings, major fund determination and materiality levels.
 - Determining the nature, extent, and timing of testing financial statement areas including sampling, analytics, and substantive testing.
 - Interviewing key management and employees.
 - Discussing the risks of fraud related to various audit areas with selected employees.
 - Reading minutes of the meetings of the Board of Trustees of the Hyalite Rural Fire District to gain an understanding of activities that occurred during the year.
 - Reviewing the annual budgets.



Approach to the Engagement

- Internal Control Evaluation consists of the following:
 - Review of fiscal policies and procedures of the District as provided by the District's accounting staff.
 - Discussions with above mentioned District staff to gain an understanding of the accounting procedures and controls in place at the District.
 - Determination of areas of controls that require detail testing in order to gain assurance over operational effectiveness of control.
 - Determination of the nature, extent, and timing of testing of internal controls.
 - Establishing audit sample selections for internal control testing based on populations provided by the District and PPC sampling methodology. PPC methodology includes the following factors in determining sample size:
 - Objective of control
 - Population size
 - Frequency of control
 - Control risk
 - Expected deviations
 - Determination of reliance on controls and operational effectiveness based on testing completed and utilizing this information in the planning and risk assessment of the financial statement audit.
 - Perform in-depth review of the District's internal control procedures.



Approach to the Engagement

- State Compliance testing consists of the following:
 - Review of State of Montana Compliance Supplements.
 - Determination of which compliance supplements are material and significant to the operations of the District.
 - Discuss compliance requirements and procedures with appropriate District personnel.
 - Plan compliance testing based State of Montana's compliance supplements.
 - Communicate testing requirements to District personnel to determine populations of transactions that will require testing.
 - Complete testing of State of Montana compliance regulations simultaneously with the financial statement audit.

- Fieldwork consists of the following:
 - Conducting fieldwork entrance conference with key personnel to discuss the audit.
 - Completion of audit programs in all major risk areas.
 - Determination of the sample size selections based on PPC methodology which includes the following factors: population size, individual significant transactions, materiality, frequency of transaction, risk of material misstatement and other procedures risk.
 - Testing of financial statement accounts and balances based on risk assessment completed during planning.
 - Application of a non-statistical sampling approach in many of our auditing procedures.
 - Completion of analytical procedures over revenues and expenses on the fund level and aggregate level, including by not limited to ratio analysis and budget to actual.
 - Completion of analytical procedures over the government wide financial statement account balances based on government wide risk assessment.



Approach to the Engagement

- Concluding the audit and deliverables consists of the following:
 - Reviewing all audit procedures performed by our firm personnel. This review is completed by a manager and a partner to ensure the procedures performed address risks identified.
 - Establishing a list of any management comments that need to be conveyed.
 - Discussing all proposed audit adjustments with the District's personnel.
 - Evaluating any passed adjustments.
 - Requesting representation in the form of written correspondence from District officials.
 - Requesting representation from the District's attorney (if any) about any contingencies, litigation, or commitments of which they may be aware.
 - Reviewing the financial report, including government-wide and fund level financial statements, the combining and combined financial statements, and schedule of Federal Financial Assistance (if applicable), notes and schedules.
 - Supplying printed and electronic audit report, along with other required reports on internal control and compliance.
 - Rudd and Company believes up-front and constant communication of any and all audit problems is necessary to obtain the level of service the District expects and that Rudd and Company expects to deliver.
 - If any potential audit problems arise during any stage of the audit, communication between the engagement partner and the necessary District personnel will occur.
 - Through communication, Rudd & Company will be able to provide the District with the level of service they deserve as an audit client. The engagement partner will be available at any time during the stages of the audit and also after the audit is completed if any problems occur that you wish to discuss.



Approach to the Engagement

Planning the Audit

Partner	—	4 hours
Senior Staff	—	<u>14 hours</u>
Total	—	18 hours

Internal Control

Partner	—	1 hour
Senior Staff	—	<u>4 hours</u>
Total	—	5 hours

State Compliance

Partner	—	1 hour
Senior Staff	—	<u>2 hour</u>
Total	—	3 hours

Fieldwork

Partner	—	10 hours
Senior Staff	—	<u>44 hours</u>
Total	—	54 hours

Deliverables

Partner	—	12 hours
Senior Staff	—	<u>8 hours</u>
Total	—	20 hours



Audit Timeline

Rudd & Company, *PLLC* proposes the following timeline for the completion of the audit.

This schedule will be developed in conjunction with the District. The schedule will be approved prior to audit work commencing.

Description	Timeframe
Entrance conference with District Accounting Staff	August 2021/2022/2023
Auditing Planning and Fieldwork begins	October 2021/2022/2023
Meet with District Accounting Staff to review audit findings and recommendations	At conclusion of fieldwork
Rudd to provide draft of financials	November 30 each year
Present draft audit report and financial statements	December Board of Trustees meeting each year
Deliver final reports to District	After Board of Trustees meeting each year



Engagement Fees - 2021

Personnel Level	Hours	Rate per Hour	Total
Engagement Partner	20	\$190	\$3,800
Quality Control Partner	8	\$255	\$2,040
Senior Staff	72	\$135	\$9,720
Proposed Hours	100		
Total Proposed Price for Audit Personnel			\$15,560
Discount			(4,560)
Total Price Proposed for this Engagement			\$11,000



Engagement Fees

The following outlines the estimated number of hours and the all-inclusive maximum fee for the audit engagement for fiscal years 2020, 2021, and 2022.

Year	Proposed Hours	Proposed Fee
2021	100	\$11,000
2022	100	\$11,000
2023	100	\$11,000

Our commitment to competitive fees include the following assumptions:

- No surprise billings.
- Billing arrangements for special projects are agreed upon in advance based on agreed rates.
- Value for services rendered.
- We will always work with you to find the best outcome for both parties.



Hourly Rates and Fees

If additional work arises due to changes in the District's business during the contract period, we will discuss a change in engagement with management. If this work is substantially different from the original scope of the engagement, we will discuss a change in fee at that time. However general questions and consulting throughout the year are included at no change in our overall fee for up to 4 hours.

We like to hear from our clients outside of the normal attest fieldwork so we can stay informed of major issues and changes and help with advice when requested.

Our standard hourly rates for each staff classification are the following:

Partner	\$190 per hour
Senior Staff	\$135 per hour

We believe that our proposed fees are reasonable given the scope and nature of the District's operations and audit requirements. If you have comments, questions or would like additional information regarding our proposed fees, we welcome the opportunity to discuss them with you, as it is our ultimate goal to continue our open and honest relationship with you.



Final Word

We truly believe that we can continue to provide the Hyalite Rural Fire District with the highest quality professional audit services.

Our reputation for professional quality and integrity is essential to providing the optimal level of services to our clients and is the cornerstone of our success.

Our fire district audit experience will allow for the least disruption possible to your workplace.

We hope you will evaluate our information carefully and please feel free to contact us should you need additional information. We have established a website providing general information about our firm, our people, and the services we offer at www.ruddco.com.



Regular Agenda Item 2

Capital Improvement

**Paving at Cottonwood Fire
Station**

The logo for APEX ASPHALT is centered in the image. It features a stylized graphic on the left consisting of a dark blue road with white dashed lines curving into a grey 'A' shape. To the right of this graphic, the word 'APEX' is written in a bold, grey, sans-serif font. Below 'APEX', the word 'ASPHALT' is written in a bold, dark red, sans-serif font.

APEX ASPHALT

A Higher Standard



TO Colin Prato
Hyalight Fire Dept
4541 S 3rd

Bozeman MT 59715

PCF 406-579-3087
cprato@hyalitefire.org

SITE: 10200 Cottonwood
Bozeman MT 59715

30 Years of Experience
PROPOSAL
www.apexgroupmt.com

AREA #1 PAVING	SubTotal Price	\$50,680.00
----------------	----------------	-------------

• PAVE DRIVEWAY/PARKING LOT WITH 4 INCHES OF HOT MIX ASPHALT. 50,680.00

- OUR PRICE INCLUDES:**
- 1. Import and placement of up to 75 tons(1 Inch)of road mix material. Grading and compaction included. Price for additional road mix required due to low sub grade, added square footage or any other reason will be billed at \$26.00 per ton in place.
 - 2. Sterilization(spraying with Roundup) of area to be paved if required will be completed by owner 7-10 days before paving will be completed. **Please see attached exclusions.**
 - 3. Furnish and install 4 inches (two @ 2" lifts) of hot mix asphalt to approximately 12,670 square feet. **2 YEAR WARRANTY!!**

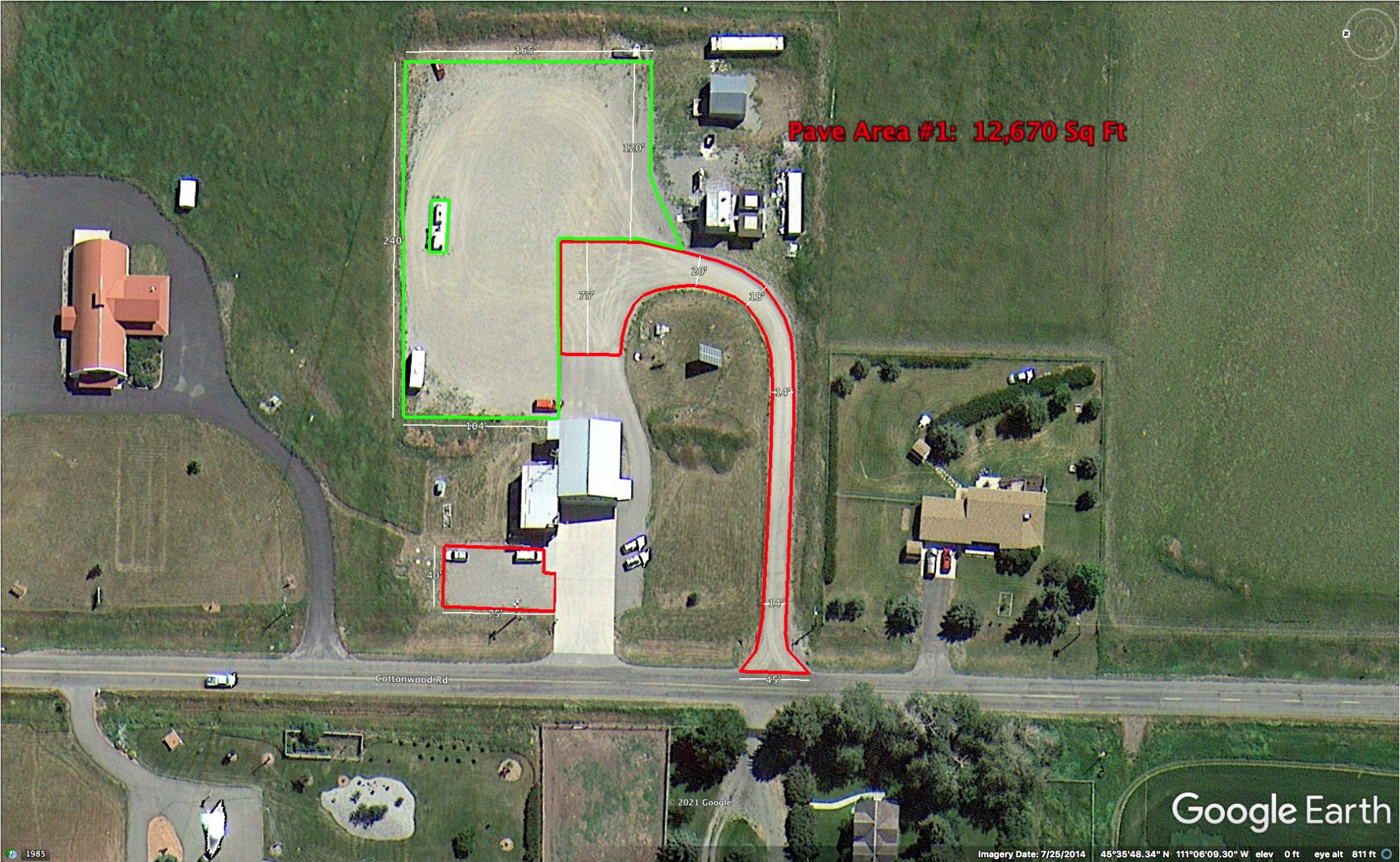
Terms: <i>Payment is due upon completion of work.</i>	Proposal Total Price	50,680.00
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All returned checks will be charged an additional \$25.00. Major credit cards accepted.
Use of credit or debit card is subject up to 3% surcharge fee. Sales Tax Rates may vary.

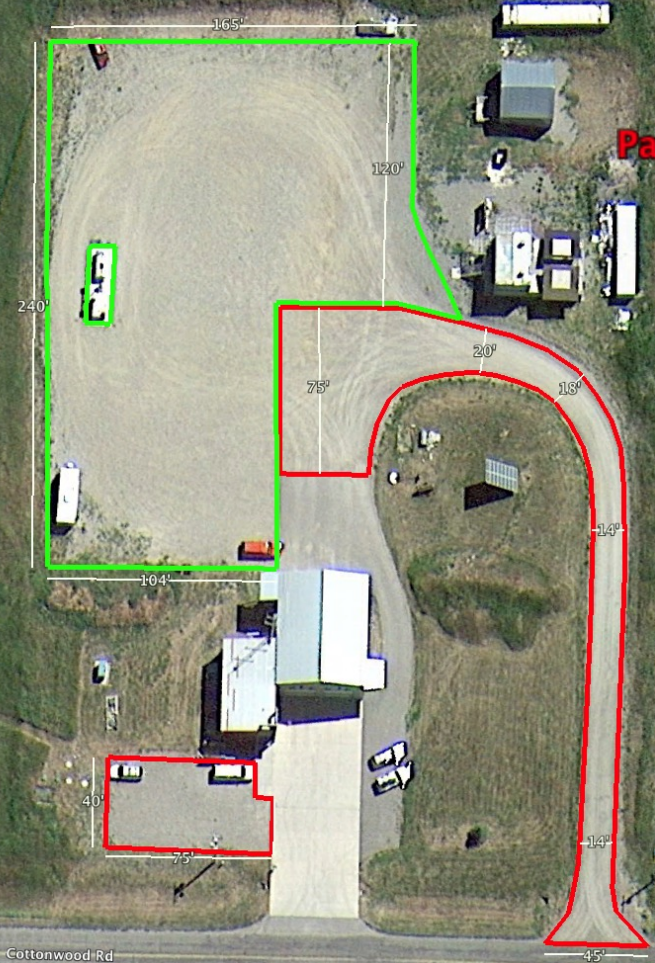
Acceptance:
The process, specifications, and conditions as enumerated herein, including "Terms and Conditions" below are satisfactory and are hereby accepted. Apex Group, Inc. is authorized to proceed with the work as specified. Payment will be made according to the terms listed above. Apex Group, Inc., 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:



Pave Area #1: 12,670 Sq Ft



Cottonwood Rd

Google Earth

© 2021 Google

Imagery Date: 7/25/2014 45°35'48.34" N 111°06'09.30" W elev 0 ft eye alt 811 ft

1985



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.

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



SPECIFIC EXCLUSIONS & WARRANTIES

Sealcoating Warranty and Exclusions:

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

Common Questions and Concerns:

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

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

Striping Exclusions and Notes:

Sweeping of parking lot, curb painting, bollard, pole or parking bumper painting. Re-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.

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

APEX ASPHALT

A Higher Standard



TO Colin Prato
Hyalight Fire Dept
4541 S 3rd

Bozeman MT 59715

PCF 406-579-3087
cprato@hyalitefire.org

SITE: 10200 Cottonwood
Bozeman MT 59715

30 Years of Experience
PROPOSAL
www.apexgroupmt.com

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

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

Terms: Proposal Total Price 93,800.00

Payment is due upon completion of work.

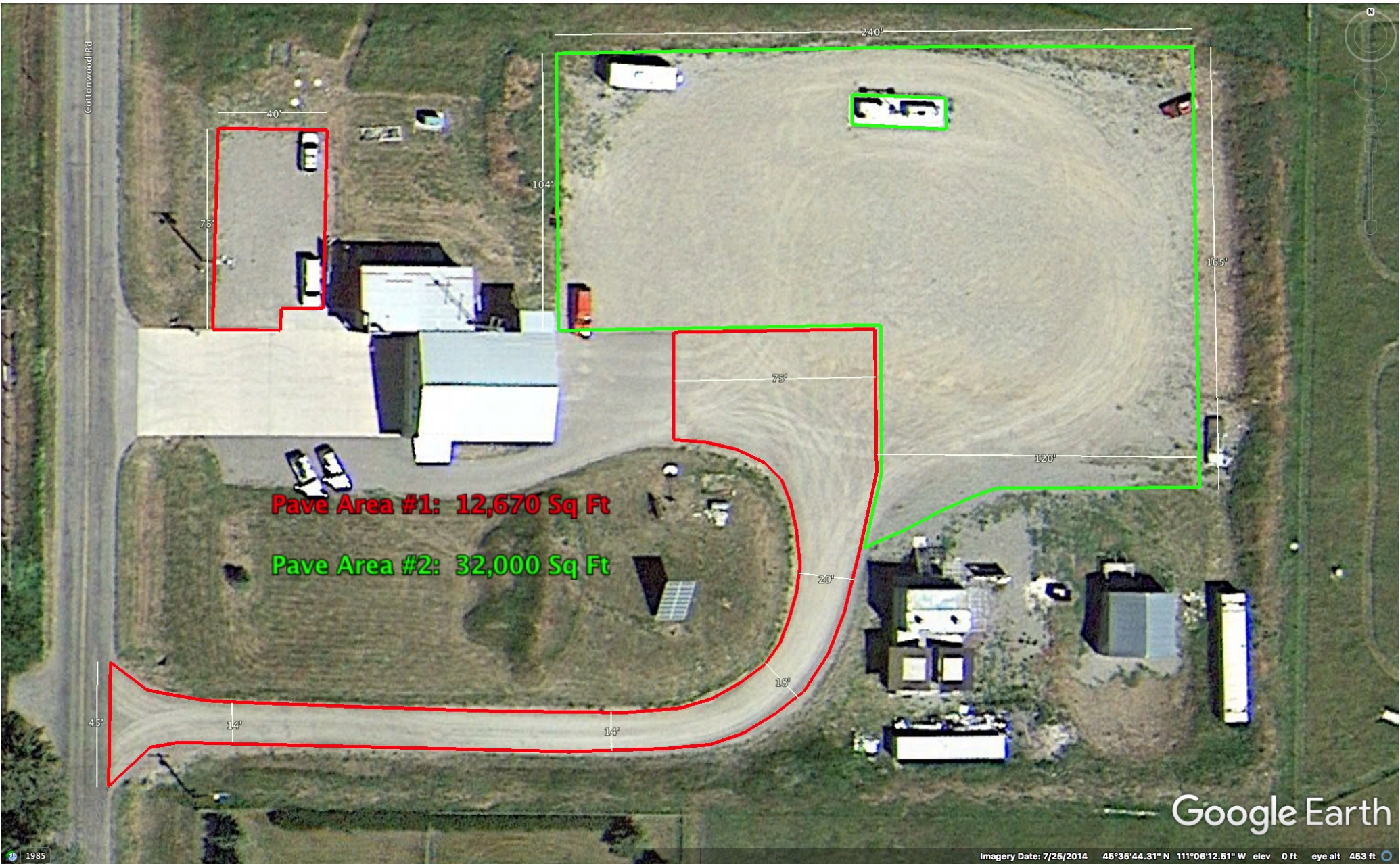
All returned checks will be charged an additional \$25.00. Major credit cards accepted.
Use of credit or debit card is subject up to 3% surcharge fee. Sales Tax Rates may vary.

Acceptance:

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

Authorized Signature _____ Title _____
Print Name _____ Date _____
Legal Property Owner _____ Email Address _____
Mailing Address _____ Contact Phone _____

See additional warranty/exclusions information following this proposal:





SPECIFIC EXCLUSIONS & WARRANTIES

Paving Warranty and Exclusions:

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

Concrete Exclusions:

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

Water/Sewer and Excavation Exclusions:

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Crack Seal Warranty:

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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.

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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.

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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.

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A Higher Standard

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Regular Agenda Item 3

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 330 calls in 2021 (as of 7/01/2021).
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. Open burning was closed in the end of June for the Hyalite Fire District. So far, our wildland fire responses in the fire district and county have been fairly minimal. Conditions are extremely critical. I have been working with Gallatin County DES, other fire jurisdictions and the county commission on needs for a full burn ban. To date an emergency ordinance has not been drafted by the county commissioners.
8. Final job offers have been given and accepted by our new Assistant Fire Chief Chris Dahlhauser and Training Captain Malcolm Malone. Assistant Chief Dahlhauser will start on Monday July 26th. Training Captain Malone will start on Wednesday August 18th.
9. We had a crew of two firefighters deploy with our Co-op brush truck to the Robertson Draw Fire outside of Red Lodge on June 16th – 18th.
10. We have received our full Cares Act funding in the amount of \$245,000. Approximately \$70,000 has been spend on equipment for our new ambulance including heart and AED monitors and a power load cot system. I would like to bring a presentation to the board in the near future on how we can utilize additional funding to improve our EMS service delivery.
11. The floor refinishing at the Cottonwood Fire Station has been completed. The new floor covering certainly improved the look of the station!
12. We recently had Poindexter's audio and visual perform a sound test done in the conference room at Sourdough station. We are awaiting the results and recommendations of how we can improve the acoustics in the conference room.
13. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.

EMS CALLS FOR HYALITE RURAL FIRE DISTRICT

	APRIL	MAY	JUNE
TOTAL HRFD EMS Calls (Including MVAs)	26	27	35
Calls Resulting in Transport	18	21	20
Refusals/No Transport Needed	8	6	15
TYPES OF EMS CALLS DISPATCHED BY 911			
A – Least Severe	4	5	10
B	4	5	3
C	6	5	2
D – Most Severe	6	8	11
E – Rarely Used	1		2

Hyalite Fire Department

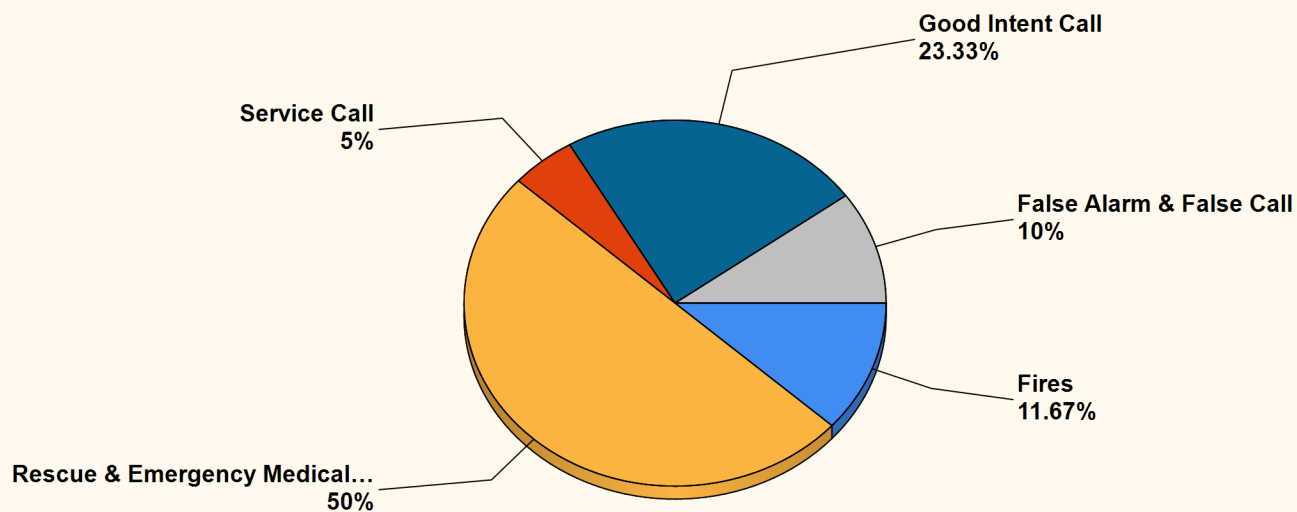
Bozeman, MT

This report was generated on 7/15/2021 10:02:32 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2021 | End Date: 06/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	11.67%
Rescue & Emergency Medical Service	30	50%
Service Call	3	5%
Good Intent Call	14	23.33%
False Alarm & False Call	6	10%
TOTAL	60	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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Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	3.33%
131 - Passenger vehicle fire	1	1.67%
141 - Forest, woods or wildland fire	3	5%
143 - Grass fire	1	1.67%
321 - EMS call, excluding vehicle accident with injury	23	38.33%
322 - Motor vehicle accident with injuries	3	5%
324 - Motor vehicle accident with no injuries.	4	6.67%
554 - Assist invalid	3	5%
611 - Dispatched & cancelled en route	11	18.33%
622 - No incident found on arrival at dispatch address	1	1.67%
651 - Smoke scare, odor of smoke	1	1.67%
661 - EMS call, party transported by non-fire agency	1	1.67%
733 - Smoke detector activation due to malfunction	4	6.67%
743 - Smoke detector activation, no fire - unintentional	1	1.67%
745 - Alarm system activation, no fire - unintentional	1	1.67%
TOTAL INCIDENTS:	60	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.

