

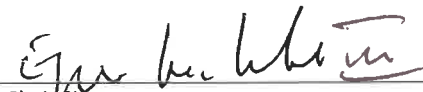


## Hyalite Rural Fire District

### Board Meeting Synopsis Approval Form

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The written synopsis of the March 15, 2022 Hyalite Rural Fire District (HRFD) Board of Trustees Regular Board Meeting was approved by motion of the HRFD Board of Trustees on May 17, 2022.

  
Chair Signature

Eugene M. Geddes, III

Printed Name

  
Secretary Signature

Ken Beideman

Printed Name

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

DATE: MARCH 15, 2022

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3<sup>rd</sup> 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/](http://www.hyalitefire.org/board-meeting-minutes/) or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3<sup>rd</sup> Rd., Bozeman, MT, during its standard business hours.*

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**TRUSTEES IN ATTENDANCE:**

Pete Geddes  
Justin Miller  
Jason Jarrett  
Walt Zidack  
Ken Beideman

**STAFF IN ATTENDANCE:**

Chris Dahlhauser, Assistant Fire Chief  
Sheryl Wyman, Administrative Assistant

**PUBLIC IN ATTENDANCE:**

<b>0:00:04</b>	<b>CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT</b>  Chair Geddes called the meeting to order and asked for any public comment on non-agenda items. None given.  <b>HYALITE CONSENT AGENDA</b>  Chair Geddes asks if there are any requests to pull anything from the Consent Agendas. None given.  <b>Motion: Chair Geddes asks for a motion to approve the consent agenda. Trustee Zidack made a motion to approve the consent agenda as presented.</b>  Trustee Jarrett seconded the motion.  <b>Vote:</b> Jarrett-Yes; Zidack-Yes; Beideman-Yes Miller-Yes; Geddes-Yes; Unanimous approval.
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	<p>Chair Geddes makes notice of the changes on the dashboard and feels they are really useful for the public.</p> <p><i>[See February 15, 2022 Board Packet for Consent Agenda items Approved]</i></p>
	<b>REGULAR AGENDA</b>
<b>0:01:18</b>	<p><b>Agenda Item 1 – Discussion and Decision – Approval on Request for Qualifications (RFQ)</b></p> <p>Assistant Chief Dahlhauser presents the requirements for an advertisement of the RFQ and the requirements under the MCA.</p> <p>Chair Geddes makes comments. Trustees Zidack and Miller asks questions and makes comments. Discussion is held regarding the ad to be run. Discussion is held to run the ad in April.</p> <p>Chair Geddes asks for more board discussion.</p> <p>Trustee Jarrett suggest making it clear putting a statement on the website making it clear this is for a future (5-10 years) fire station.</p> <p><b>Motion: Trustee Jarrett moves to approve the proposal for advertisement of RFQ.</b></p> <p>Trustee Zidack seconded the motion. Chair Geddes asks for any board discussion. None given.</p> <p><b>Vote:</b> Jarrett-Yes; Zidack-Yes; Beideman-Yes; Miller-Yes; Geddes-Yes; Unanimous approval.</p> <p><i>[See Attachment A–Proposal for Advertisement of RFQ for Architects for new Rae Fire Station; Attachment B-Draft Call for Statement of Request for Qualifications for Architectural Services New Fire Station Concept Design]</i></p>
<b>0:10:08</b>	<p><b>Agenda Item 2 – Discussion and Decision – Selection of Public Representation for Rae Fire Station Sub-Committee</b></p> <p>We did not receive any inquiries or submissions from any community member. We advertised in the Chronicle on 2/26 and 3/7. We also advertised on the website and Facebook. We will place a request on the Next Door Neighborhood App and Brian will reach out to HOAs in the Rae area including, Woodland Park, Gooch Hill Meadow, and Falcon Hollow.</p> <p>Board discussion is held regarding how much further we want to reach out for community involvement. Trustee Jarrett states as we get further down the road on the project we may see more interest in the community in participating.</p> <p>Agenda Item Tabled</p>

<b>0:14:54</b>	<p><b>Fire Chief's Report</b></p> <p>Assistant Chief Dahlhauser presents the chief's report. We received 42 calls last month which was a quiet month. February 4<sup>th</sup> we participated in the grain elevator fire. February 8<sup>th</sup> we provided mutual aid to a structure fire in Bozeman. February 23<sup>rd</sup> we responded to a structure fire in 23 below zero weather.</p> <p>We have four new recruits for the spring academy which starts this weekend.</p> <p>March 30<sup>th</sup> the Chief and Assistant Chief will go to Appleton, Wisconsin to do some research on purchasing and specs on a new engine.</p> <p>The ambulance is in service. Pintler is all going well and almost finalized. A meeting was held with the medical control from Bozeman Health and he is ready for us to do BLS transport. Training is complete. He believes we will be really close to rolling out on April 1<sup>st</sup>. We are still working on emergency reporting and CAD dispatch and 911 dispatch. This will not slow down the billing rollout.</p> <p>We have one engine down – E-6-3 is out of service and has a possible engine problem.</p> <p>Chair Geddes asks for questions for the Assistant Chief. Trustee Zidack and Chair Geddes asks about the issues with the emergency reporting. Assistant Chief Dahlhauser provides further details with other agencies in the county.</p> <p>Chair asks for any further discussion from the board. None given.</p> <p><i>[See Attachment C – Fire Chief's Report with Attachments]</i></p>
<b>0:21:48</b>	<p><b>Trustees' Activities</b></p> <ul style="list-style-type: none"> <li>Trustee Beideman gives report of seminar he attended March 11<sup>th</sup> and 12<sup>th</sup>. He feels we are in a good place starting with the board and staff. Trustee Zidack makes further comments.</li> </ul>
<b>0:30:13</b>	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>Next board meeting set for April 19, 2022 at Sourdough Station.</li> </ul>
<b>0:30:40</b>	<b>ADJOURNMENT</b>

## **Proposal for advertisement of RFQ for Architects for new Rae Fire Station**

1. Running advertisement
  - a. See attached draft RFQ advertisement
  - b. MCA 17-1-2121 states -
    - i. 7) The published notice must contain:
    - ii. (a) the date, time, and place of the hearing or other action;
    - iii. (b) a brief statement of the action to be taken;
    - iv. (c) the address and telephone number of the person who may be contacted for further information on the action to be taken; and
    - v. (d) any other information required by the specific section requiring notice by publication.
2. Timeline for running advertisement
  - a. Montana Code Annotated 18-4-303 states -
    - i. (2) Adequate public notice of the invitation for bids must be given a reasonable time before the date set forth in the invitation for the opening of bids, in accordance with rules adopted by the department. Notice may include publication in a newspaper of general circulation at a reasonable time before the bid opening.
  - b. Montana Code Annotated 7-1-2121 states in regards to advertising in a general circulating newspaper-
    - i. 6) The notice must be published twice, with at least 6 days separating each publication.
  - c. Our Hyalite Rural Fire District - Procurement Policy does not state an amount of time an advertisement needs to run beyond what is stated in MCA.
  - d. We can run an ad in the Bozeman Daily Chronicle once a week for four weeks. This would adequately meet and exceed the requirements in MCA. As an example in my draft advertisement it would run -
    - i. Sunday April 3rd
    - ii. Sunday April 10th
    - iii. Sunday April 17th
    - iv. Sunday April 24th
    - v. Potential respondents would then have two weeks to submit a proposal from the last run of the ad.
  - e. We can run the ad at any timeline the board feels comfortable with. Each time the ad runs will cost us our legal posting fee.
3. Reach for advertisement
  - a. Running the ad in the Bozeman Daily Chronicle will reach local and national potential architects as it will run in the online advertisements which are picked up by other sponsor outlets.

## **CALL FOR STATEMENT OF REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES NEW FIRE STATION CONCEPT DESIGN**

The Hyalite Rural Fire District (District) is soliciting proposals from qualified and licensed Architectural firms to provide conceptual design and for a proposed new Fire Station. The proposed facility will be located at 5400 Gooch Hill Road in Bozeman, Montana. In addition, the District is seeking firms who have

- Experience in commercial building practices;
- Experience in fire station design with regards to NFPA standards for firefighter health and safety;

The scope of work will include

- Concept design and features of a new fire station;
- Develop presentation materials and renderings for future public meetings;
- General range of total project cost;
- Phased construction options;

For questions, contact the following:

Brian Nickolay, Fire Chief  
Hyalite Rural Fire District  
4541 S. 3<sup>rd</sup> Rd.  
Bozeman, MT 59715  
(406) 586-3770  
[bnickolay@hyalitefire.org](mailto:bnickolay@hyalitefire.org)

Responses will be received by

Hyalite Rural Fire District, Attn: Rae Fire Station Architect RFQ  
4541 S. 3<sup>rd</sup> Rd.  
Bozeman, MT 59715

Responses will be received until 5:00pm on the 6th of May 2022 and then opened and read aloud at the scheduled meeting of the Board of Trustees at 7pm on the date of the 17th of May 2022. At the Hyalite Rural Fire District, Sourdough Fire Station. 4541 S. 3rd Rd. Bozeman, MT 59715

The Hyalite Rural Fire District and its agents reserve the right to reject any or all proposals and to waive any formality and technicality.



## **Hyalite Rural Fire District**

### **Fire Chief's Report**

**March 2022**

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire Department responded to 42 calls in February 2022.
  - Call volume February 2021 - 64
  - Call volume February 2020 - 38
  - Call volume February 2019 - 40
2. Our current roster is at 48 members (effective 3/1/2022).
3. We currently have 8 resident firefighters living at the Sourdough Fire Station.
  - Sourdough resident firefighters continue to fill weekend shifts Friday 7pm – Monday 7am
4. We currently have 4 resident firefighters living at the Cottonwood Fire Station.
  - Cottonwood resident firefighters continue to fill weekday night shifts Monday – Thursday 7pm – 7am.
5. We currently have 4 resident renters at the Rae house.
  - Rae renters continue to be offered incentive in discounted rent for responding to 30% of the call volume per month.
6. Non-resident volunteer firefighters continue to cover 6 hour shifts at the Sourdough Fire Station on Monday – Friday 7am – 7pm. This staffing level allows us to keep a crew on duty at the fire station 24 hours a day, 7 days a week.
7. We continue our regular multi company fire and EMS training every Wednesday night and command training twice a month.
8. On February 4th we assisted the Central Valley Fire District with a commercial structure fire in the City of Belgrade. The structure involved was a grain elevator which presented significant safety factors. Our crews along with mutual aid partners did an excellent job addressing these issues.

9. On February 8th we assisted the City of Bozeman Fire Department with a residential structure fire.

10. On February 23rd the Hyalite Fire Department and our auto aid partners responded to a residential structure fire on Redwood Drive in the Mountain Meadows trailer court. Firefighter did an outstanding job getting the fire under control. Temperatures during the event were -20. Our crews did an amazing job working through challenges with the cold. Colin Prato worked very hard after the event to repair several pieces of equipment that broke because of the conditions.

11. The ambulance contract for Gallatin County is still in draft form. We are waiting for the county to release the latest draft to review.

12. Our spring recruitment of new firefighters is underway. We have worked through the selection process of the informational meeting and interviews. We have selected 4 new recruit firefighters to bring on to the department. The spring recruit firefighter academy is set to begin on March 19th.

13. We are continuing to work on the replacement of Engine 6-2 and Engine 6-3. Myself and Assistant Chief Dahlhauser will be traveling to the Pierce Manufacturing facility on March 30th to research purchasing and specification options.

14. Staff is continuing to work on our ambulance transport plan.

- We have Ambulance 6 and Ambulance 6-1 in service.
- Staff is working on finishing up the needed information for Pintler billing services in regards to Medicare and Medicaid billings.
- Staff has met with our medical control doctor at Bozeman Health and finalized our transport plan.
- Our firefighter/EMTs are trained for ambulance transport functions. Training will be a continuous effort.
- All needed equipment has been purchased.
- We are working through issues with Emergency Reporting on producing our electronic patient care reports. We have a backup plan to begin transporting if the issue continues.
- We hope to begin transporting within the next 30 days.

15. We have experienced no firefighter injuries in the last month.

16. All Hyalite Fire apparatus are in service.



# Hyalite Fire Department

Bozeman, MT

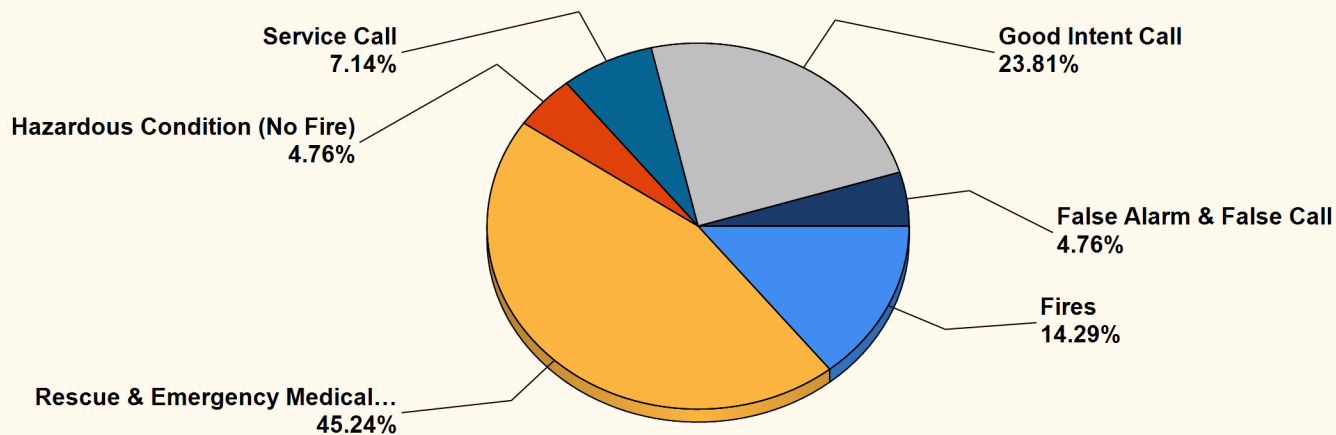
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ATTACHMENT



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2022 | End Date: 02/28/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	14.29%
Rescue & Emergency Medical Service	19	45.24%
Hazardous Condition (No Fire)	2	4.76%
Service Call	3	7.14%
Good Intent Call	10	23.81%
False Alarm & False Call	2	4.76%
<b>TOTAL</b>	<b>42</b>	<b>100%</b>

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 C

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	5	11.9%
112 - Fires in structure other than in a building	1	2.38%
321 - EMS call, excluding vehicle accident with injury	14	33.33%
324 - Motor vehicle accident with no injuries.	5	11.9%
412 - Gas leak (natural gas or LPG)	2	4.76%
520 - Water problem, other	2	4.76%
554 - Assist invalid	1	2.38%
611 - Dispatched & cancelled en route	9	21.43%
622 - No incident found on arrival at dispatch address	1	2.38%
733 - Smoke detector activation due to malfunction	1	2.38%
735 - Alarm system sounded due to malfunction	1	2.38%
<b>TOTAL INCIDENTS:</b>	<b>42</b>	<b>100%</b>

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