

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

DATE: TUESDAY, JUNE 28, 2022

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3<sup>rd</sup> Rd., Bozeman, MT

**CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT**

Reminder to the public that meetings are being recorded.

**PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA**

**HYALITE CONSENT AGENDA**

1. Approval of Financial Report
2. Approval of Warrants
3. Approval of May 17, 2022 Meeting Synopsis  
*[Consent Agenda for May 17, 2022 Attached]*

**REGULAR AGENDA**

1. Swearing in of New Firefighters
2. Discussion and Decision - Approval of Revised Board Policies
  - a. Approval of Invoice Processing Policy – *See Attached Policy*
  - b. Approval of Travel Expense Policy – *See Attached Policy*
3. Discussion and Decision – Approval of Contract with Sourcewell Cooperative (Pierce Manufacturing) - *See Attached Contract*
4. Discussion and Decision – Approval of FY 2023 DNRC Contracts – *See Attached Documents*
5. Discussion and Decision – Purchase a Hybrid Wildland Fire Engine with DNRC  
*See Attached Document*
6. Discussion and Decision – Review of Staff Salaries – *See Wage Comparison Chart*
7. Fire Chief's Report
8. Trustees' Activities
9. Announcements
  - a. Wildland BBQ scheduled for June 29, 2022
  - b. Next Board Meeting –

**ADJOURNMENT**

This notice is posted on the door of the Administrative Building of the Sourdough Fire Station, the Rae Fire Station, and the Cottonwood Fire Station, and is posted on the Hyalite website and/or Facebook Page at least 48 hours prior to the meeting. Notice of the meeting is published in the Bozeman Daily Chronicle at least 48 hours prior to the meeting.

# **CONSENT AGENDA**



# Dashboard for May 2022

## At a glance...

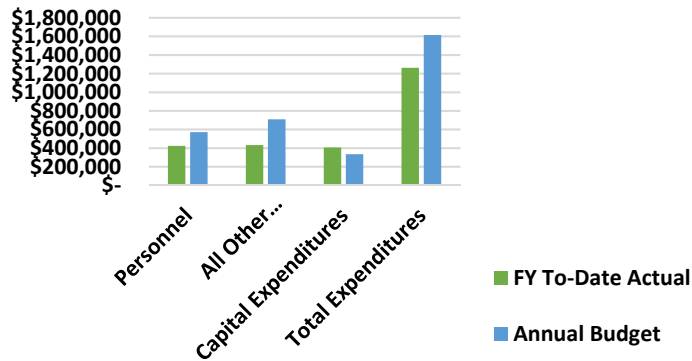
General Fund Cash Balance\*  
Taxes Receivable\*  
Accounts Payable

Current month*	Prior year
\$ 1,621,900	\$ 1,950,021
\$ 124,532	\$ 170,044
\$ 13,569	\$ 15,275

Calendar YTD
Number of Calls 235
Number of Volunteers 44
Number of Training Sessions 73
Number of Training Hours 1,942

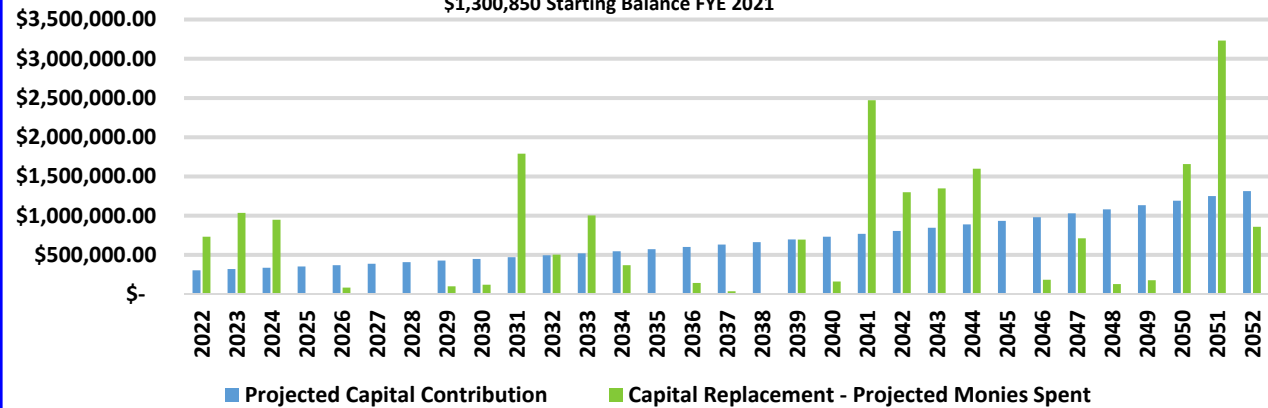
**NOTE:** The inconsistent nature of our cash flows dictates that we maintain a minimum cash balance of \$400,000.

## Budgetary Comparisons - for year to date

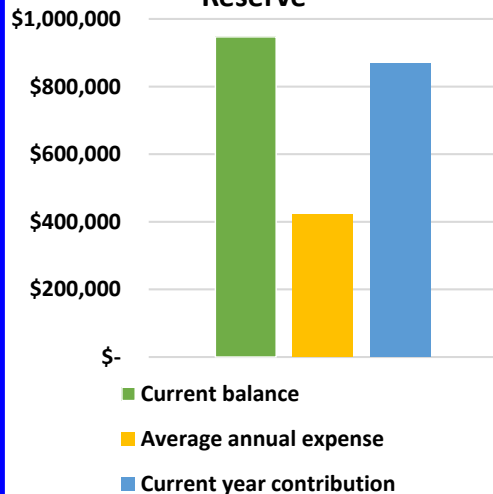


## Capital Replacement Schedule

\$1,300,850 Starting Balance FYE 2021



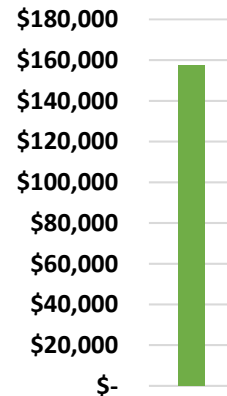
## Apparatus and Equipment Reserve



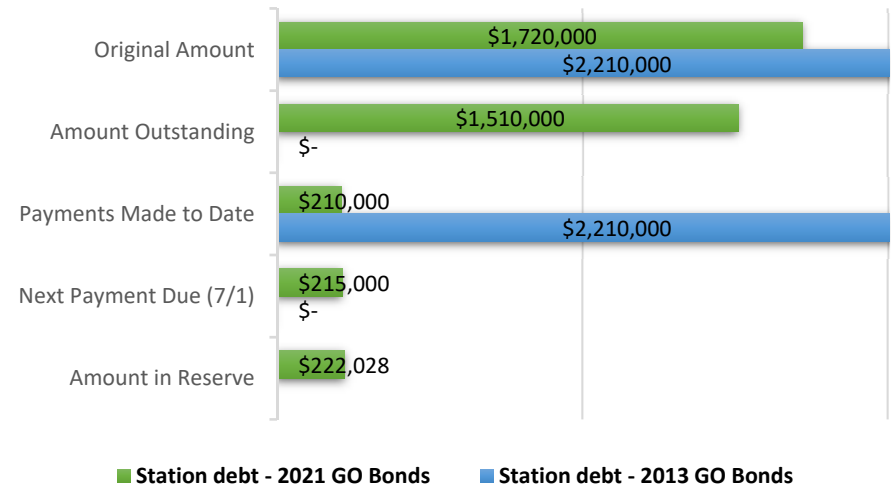
## Capital Improvement Reserve



## Building Repair/Replacement Reserve



## Station Debt



# Hyalite Rural Fire District

## Statement of Financial Position

As of May 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	\$3,261,424.27
Accounts Receivable	\$2,536.66
Other Current Assets	\$287,514.70
<b>Total Current Assets</b>	<b>\$3,551,475.63</b>
Fixed Assets	
180000 Capital Assets	
181000 Land	361,201.00
182000 Buildings & Improvements	4,115,009.72
186000 Machinery & Equipment	3,466,387.41
186100 Accumulated Depreciation	-3,565,623.97
186500 Construction in Progress	0.00
<b>Total 180000 Capital Assets</b>	<b>4,376,974.16</b>
<b>Total Fixed Assets</b>	<b>\$4,376,974.16</b>
<b>TOTAL ASSETS</b>	<b>\$7,928,449.79</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	\$48,690.95
Long-Term Liabilities	\$1,825,756.41
<b>Total Liabilities</b>	<b>\$1,874,447.36</b>
Equity	
241000 Unrestricted Fund Balance	1,090,316.76
241001 General fixed asset acct group	4,376,974.16
241002 General LT debt account group	-1,662,773.41
241100 Reserved Fund Balance	
241101 Restricted for Debt Service	222,028.00
241102 Reserved for Capital Reserve	0.00
241103 Capital improvements	313,422.62
241104 Capital replacement	0.00
241105 Apparatus replacement	946,759.41
241106 Building repair/replacement	157,314.60
<b>Total 241104 Capital replacement</b>	<b>1,104,074.01</b>
<b>Total 241102 Reserved for Capital Reserve</b>	<b>1,417,496.63</b>
<b>Total 241100 Reserved Fund Balance</b>	<b>1,639,524.63</b>
241200 Assigned to vol firefighters	8,077.80
Net Revenue	601,882.49
<b>Total Equity</b>	<b>\$6,054,002.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,928,449.79</b>

This financial statement has not been subjected to an audit, review or compilation engagement, and no assurance is provided on it.

Accrual Basis

# Hyalite Rural Fire District

Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L

July 2021 - May 2022 **(91.67%)**

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
310000 Taxes	1,735,357.09	1,690,572.00	44,785.09	102.65 %
315000 On-behalf payment from State		91,269.00	(91,269.00)	
316000 Entitlement Share	39,386.36	38,838.00	548.36	101.41 %
320000 Firefighter fundraising event	408.61	2,500.00	(2,091.39)	16.34 %
360000 Miscellaneous Revenues	23,553.42	4,000.00	19,553.42	588.84 %
365000 Contributions and Donations	55,323.67	500.00	54,823.67	11,064.73 %
370000 Investment Earnings	9,359.92	30,000.00	(20,640.08)	31.20 %
380000 Proceeds From Sale of Equipment	1,650.00		1,650.00	
<b>Total Revenue</b>	<b>\$1,865,039.07</b>	<b>\$1,857,679.00</b>	<b>\$7,360.07</b>	<b>100.40 %</b>
GROSS PROFIT	<b>\$1,865,039.07</b>	<b>\$1,857,679.00</b>	<b>\$7,360.07</b>	<b>100.40 %</b>
Expenditures				
420000 Public Safety Expenses	31,696.69	40,000.00	(8,303.31)	79.24 %
420100 Personnel Services	424,368.65	572,152.00	(147,783.35)	74.17 %
420200 Supplies	34,792.62	32,000.00	2,792.62	108.73 %
420220 Meals/Incentives	4,258.18	14,000.00	(9,741.82)	30.42 %
420240 Fuel	29,507.00	36,000.00	(6,493.00)	81.96 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	13,588.33	3,000.00	10,588.33	452.94 %
420330 Community Outreach/Education	2,460.91	10,000.00	(7,539.09)	24.61 %
420340 Utility Services	44,926.59	52,000.00	(7,073.41)	86.40 %
420350 Professional Services	36,175.00	40,000.00	(3,825.00)	90.44 %
420390 Firefighter Physicals	20,927.00	14,000.00	6,927.00	149.48 %
420400 Training/Travel - Trustees	325.52	3,000.00	(2,674.48)	10.85 %
420420 Facilities	19,707.04	25,000.00	(5,292.96)	78.83 %
420500 Insurance	77,879.44	70,000.00	7,879.44	111.26 %
420930 Safety Equipment	71,928.76	70,000.00	1,928.76	102.76 %
420940 Apparatus	44,273.00	70,000.00	(25,727.00)	63.25 %
420970 Capital outlay	368,865.47	334,000.00	34,865.47	110.44 %
490100 Debt Service		222,028.00	(222,028.00)	
669100 Other Charges	0.00	500.00	(500.00)	0.00 %
900000 Capital improvement Funds	36,965.38		36,965.38	
<b>Total Expenditures</b>	<b>\$1,262,645.58</b>	<b>\$1,614,680.00</b>	<b>\$ (352,034.42)</b>	<b>78.20 %</b>
NET OPERATING REVENUE	<b>\$602,393.49</b>	<b>\$242,999.00</b>	<b>\$359,394.49</b>	<b>247.90 %</b>
NET REVENUE	<b>\$602,393.49</b>	<b>\$242,999.00</b>	<b>\$359,394.49</b>	<b>247.90 %</b>

# Hyalite Rural Fire District

## Transaction List by Vendor

May 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
406 Compressor Service & Repair LLC						
05/20/2022	Bill	2310	Yes	Hubdoc - 286943644 - INV2310	202100 Accounts Payable	1,275.00
05/25/2022	Bill Payment (Check)	7804087	Yes		101000 Cash/Investments:General Fund	-1,275.00
AED Superstore						
05/12/2022	Credit Card Expenditure		Yes	battery replacement	210580 Costco Citi Card - Prato 2005	377.00
Air Controls Bozeman						
05/31/2022	Bill	9838	Yes	Hubdoc - 290790627 - INV9838	202100 Accounts Payable	272.50
Albertsons						
05/04/2022	Credit Card Expenditure		Yes	training	210585 Costco Citi Card - Malone 5334	6.99
Amazon						
05/11/2022	Credit Card Expenditure		Yes	expo dry erase markers	210580 Costco Citi Card - Prato 2005	32.98
05/15/2022	Credit Card Expenditure		Yes	haldex height control valve	210580 Costco Citi Card - Prato 2005	56.65
Anderson ZurMuehlen						
05/31/2022	Bill	429124/142167.700	Yes	Hubdoc - 290790623 - INV429124/142167.700	202100 Accounts Payable	5,950.00
Batteries Plus						
05/31/2022	Bill	P51558002	Yes	Hubdoc - 290790629 - INVP51558002	202100 Accounts Payable	145.00
Big Sky Fire Equipment						
05/11/2022	Bill Payment (Check)	7804067	Yes		101000 Cash/Investments:General Fund	-84.08
05/31/2022	Bill	5.31.2022	Yes	Hubdoc - 290790637 - INV5.31.2022	202100 Accounts Payable	1,955.15
Big Sky Publishing						
05/11/2022	Bill Payment (Check)	7804068	Yes		101000 Cash/Investments:General Fund	-120.00
05/31/2022	Bill	052227299	Yes	Hubdoc - 290790630 - INV052227299	202100 Accounts Payable	22.00
Big Sky Toppers						
05/12/2022	Credit Card Expenditure		Yes	ARE Half Slider - Driver	210580 Costco Citi Card - Prato 2005	225.00
BlueCross BlueShield of Montana						
05/12/2022	Bill	X6A680/5.12.22	Yes	Hubdoc - 286943649 - INVX6A680/5.12.22	202100 Accounts Payable	2,809.09
05/25/2022	Bill Payment (Check)	7804088	Yes		101000 Cash/Investments:General Fund	-2,809.09
Bound Tree Medical						
05/02/2022	Bill	84507400	Yes	Hubdoc - 290790634 - INV84507400	202100 Accounts Payable	444.47
05/11/2022	Bill Payment (Check)	7804069	Yes		101000 Cash/Investments:General Fund	-5.49
Bozeman Glass						
05/11/2022	Bill Payment (Check)	7804070	Yes		101000 Cash/Investments:General Fund	-325.00
CentralSquare Technologies LLC						
05/09/2022	Bill	353829	Yes	Hubdoc - 283224942 - INV353829	202100 Accounts Payable	1,151.81
05/11/2022	Bill Payment (Check)	7804071	Yes		101000 Cash/Investments:General Fund	-1,151.81
Century Link						
05/01/2022	Bill	406-602-4041/5.1.22	Yes	Hubdoc - 283224943 - INV406-602-4041/5.1.22	202100 Accounts Payable	132.25
05/10/2022	Bill	406-587-4149/5.10.22	Yes	Hubdoc - 286943643 - INV406-587-4149/5.10.22	202100 Accounts Payable	42.80
05/11/2022	Bill Payment (Check)	7804072	Yes		101000 Cash/Investments:General Fund	-132.25
05/25/2022	Bill Payment (Check)	7804089	Yes		101000 Cash/Investments:General Fund	-42.80
Citi Card						
05/17/2022	Bill	3990/5.17.22	Yes	Hubdoc - 286943670 - INV3990/5.17.22	202100 Accounts Payable	11,450.62
05/25/2022	Bill Payment (Check)	7804090	Yes		101000 Cash/Investments:General Fund	-11,450.62
Connect Telephone and Computer Group						
05/01/2022	Bill	116174	Yes	Hubdoc - 282875936 - INV116174	202100 Accounts Payable	60.00
05/11/2022	Bill Payment (Check)	7804073	Yes		101000 Cash/Investments:General Fund	-60.00
Costco Wholesale						
05/02/2022	Expenditure		Yes	sourdough station cleaning supply	210590 Costco Citi Card - Dahlhauser 4822	88.16

# Hyalite Rural Fire District

## Transaction List by Vendor

May 2022

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Delta Dental						
05/01/2022	Bill	17272-51213/4.25.22	Yes	Hubdoc - 274838674 - INV17272-51213/4.25.22	202100 Accounts Payable	150.96
05/10/2022	Bill	17272-51213/5.25.22	Yes	Hubdoc - 282875937 - INV17272-51213/5.25.22	202100 Accounts Payable	150.96
05/11/2022	Bill Payment (Check)	7804074	Yes		101000 Cash/Investments:General Fund	-150.96
DirectTV						
05/13/2022	Bill	0294044001X220513	Yes	Hubdoc - 286943648 - INV0294044001X220513	202100 Accounts Payable	175.99
05/25/2022	Bill Payment (Check)	7804091	Yes	029404001	101000 Cash/Investments:General Fund	-175.99
FURS						
05/10/2022	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-7,733.70
General Distributing Co.						
05/11/2022	Bill Payment (Check)	7804075	Yes	56625	101000 Cash/Investments:General Fund	-85.80
05/31/2022	Bill	0001126032	Yes	Hubdoc - 290790631 - INV0001126032	202100 Accounts Payable	88.66
Google						
05/01/2022	Credit Card Expenditure		Yes	Google workspace	210570 Costco Citi Card - Nickolay 7029	120.00
GRAINGER						
05/03/2022	Expenditure		Yes	flight suits	210590 Costco Citi Card - Dahlhauser 4822	2,430.38
Harbor Freight						
05/10/2022	Credit Card Expenditure		Yes		210580 Costco Citi Card - Prato 2005	9.99
Heiman Fire Equipment						
05/11/2022	Bill Payment (Check)	7804076	Yes		101000 Cash/Investments:General Fund	-427.00
J.T. & Company, Inc						
05/04/2022	Bill	20725	Yes	Hubdoc - 286943651 - INV20725	202100 Accounts Payable	1,550.00
05/25/2022	Bill Payment (Check)	7804092	Yes		101000 Cash/Investments:General Fund	-1,550.00
Kelley Connect						
05/16/2022	Bill	IN1047349	Yes	Hubdoc - 286943646 - INVIN1047349	202100 Accounts Payable	88.92
05/25/2022	Bill Payment (Check)	7804093	Yes		101000 Cash/Investments:General Fund	-88.92
Kenyon Noble						
05/11/2022	Bill Payment (Check)	7804077	Yes		101000 Cash/Investments:General Fund	-622.38
L.N. Curtis and Sons						
05/04/2022	Bill	INV592702	Yes	Hubdoc - 286943641 - INVINV592702	202100 Accounts Payable	2,763.00
05/25/2022	Bill Payment (Check)	7804094	Yes		101000 Cash/Investments:General Fund	-2,763.00
Mama Macs Bakery						
05/07/2022	Credit Card Expenditure		Yes	training	210585 Costco Citi Card - Malone 5334	277.00
Montana Dept. of Revenue						
05/10/2022	Check		Yes	6442692-002-WTH	101000 Cash/Investments:General Fund	-1,502.00
Montana Firemen's Association						
05/10/2022	Check	7804066	Yes		101000 Cash/Investments:General Fund	-308.60
Montana Occupational Health						
05/06/2022	Bill	14476	Yes	Hubdoc - 286943639 - INV14476	202100 Accounts Payable	686.00
05/11/2022	Bill Payment (Check)	7804078	Yes		101000 Cash/Investments:General Fund	-1,467.00
05/12/2022	Bill	14509	Yes	Hubdoc - 286943645 - INV14509	202100 Accounts Payable	126.00
05/24/2022	Bill	14558	Yes	Hubdoc - 290790612 - INV14558	202100 Accounts Payable	100.00
05/24/2022	Bill	14550	Yes	Hubdoc - 290790604 - INV14550	202100 Accounts Payable	100.00
05/25/2022	Bill Payment (Check)	7804095	Yes		101000 Cash/Investments:General Fund	-812.00
Montana State University						
05/27/2022	Bill	161-117	Yes	Hubdoc - 290790624 - INV161-117	202100 Accounts Payable	95.00
NAPA Auto Parts						
05/31/2022	Bill	12342/5.31.2022	Yes	Hubdoc - 290790638 - INV12342/5.31.2022	202100 Accounts Payable	430.73

# Hyalite Rural Fire District

## Transaction List by Vendor

May 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
National Pen						
05/16/2022	Credit Card Expenditure		Yes	Pen with stylus	210570 Costco Citi Card - Nickolay 7029	681.90
National PRODUCTS INC						
05/02/2022	Credit Card Expenditure		Yes	ram small drill, ram dbl swing arm	210580 Costco Citi Card - Prato 2005	181.91
05/04/2022	Credit Card Expenditure		Yes	vehicle syst with ball base and swing arm	210580 Costco Citi Card - Prato 2005	219.42
NFPA						
05/04/2022	Credit Card Expenditure		Yes	online catalog	210580 Costco Citi Card - Prato 2005	81.50
Northwestern Energy						
05/10/2022	Bill	3252724-4/5.10.22	Yes	Hubdoc - 283231020 - INV3252724-4/5.10.22	202100 Accounts Payable	173.86
05/10/2022	Bill	1196979-7/5.10.22	Yes	Hubdoc - 283231021 - INV1196979-7/5.10.22	202100 Accounts Payable	591.57
05/10/2022	Bill	0180737-9/5.10.22	Yes	Hubdoc - 283231022 - INV0180737-9/5.10.22	202100 Accounts Payable	277.89
05/10/2022	Bill	3091809-8/5.10.22	Yes	Hubdoc - 283231024 - INV3091809-8/5.10.22	202100 Accounts Payable	1,189.32
05/11/2022	Bill Payment (Check)	7804079	Yes		101000 Cash/Investments:General Fund	-2,232.64
05/11/2022	Bill	0180089-5/5.11.22	Yes	Hubdoc - 286943650 - INV0180089-5/5.11.22	202100 Accounts Payable	147.64
05/25/2022	Bill Payment (Check)	7804096	Yes		101000 Cash/Investments:General Fund	-147.64
Owenhouse-Ace Hardware						
05/11/2022	Bill Payment (Check)	7804080	Yes		101000 Cash/Investments:General Fund	-4,795.03
05/27/2022	Bill	191619/5.27.22	Yes	Hubdoc - 290790643 - INV191619/5.27.22	202100 Accounts Payable	622.02
Paulies Deli						
05/11/2022	Credit Card Expenditure		Yes	lunch for extended gas call	210570 Costco Citi Card - Nickolay 7029	49.45
PayneWest Insurance						
05/19/2022	Bill	RAENDS-01/5.19.22	Yes	Hubdoc - 286943640 - INVRAENDS-01/5.19.22	202100 Accounts Payable	20.00
05/25/2022	Bill Payment (Check)	7804097	Yes		101000 Cash/Investments:General Fund	-20.00
People Facts						
05/01/2022	Bill	2022040842	Yes	Hubdoc - 282875935 - INV2022040842	202100 Accounts Payable	16.67
05/11/2022	Bill Payment (Check)	7804081	Yes		101000 Cash/Investments:General Fund	-16.67
PERS						
05/10/2022	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-281.78
RAE Water						
05/24/2022	Bill	FIRE-00/GH 5370-00	Yes	Hubdoc - 290790615 - INVFIRE-00/GH 5370-00	202100 Accounts Payable	132.79
Republic Services						
05/11/2022	Bill Payment (Check)	7804082	Yes		101000 Cash/Investments:General Fund	-304.63
05/28/2022	Bill	0886-001784944	Yes	Hubdoc - 290790622 - INV0886-001784944	202100 Accounts Payable	127.86
05/28/2022	Bill	0886-001785858	Yes	Hubdoc - 290790616 - INV0886-001785858	202100 Accounts Payable	180.70
Rosas Pizza						
05/14/2022	Credit Card Expenditure		Yes	training	210585 Costco Citi Card - Malone 5334	176.00
Rosauers						
05/04/2022	Credit Card Expenditure		Yes		210585 Costco Citi Card - Malone 5334	51.16
05/04/2022	Credit Card Expenditure		Yes	training	210585 Costco Citi Card - Malone 5334	47.95
Spectrum Enterprise						
05/09/2022	Bill	0672244050922	Yes	Hubdoc - 283224949 - INV0672244050922	202100 Accounts Payable	273.22
05/11/2022	Bill Payment (Check)	7804083	Yes		101000 Cash/Investments:General Fund	-273.22
Staples						
05/04/2022	Credit Card Expenditure		Yes	conference room	210585 Costco Citi Card - Malone 5334	34.99
05/12/2022	Credit Card Credit		Yes		210585 Costco Citi Card - Malone 5334	-34.99
The Home Depot						
05/05/2022	Credit Card Expenditure		Yes	fiber board for sourdough station	210580 Costco Citi Card - Prato 2005	16.27
Thriftway						
05/04/2022	Expenditure		Yes	A6-1	210100 Conoco	18.89
05/08/2022	Expenditure		Yes	C6-3	210100 Conoco	33.92

# Hyalite Rural Fire District

## Transaction List by Vendor

May 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
05/22/2022	Expenditure		Yes	C62	210100 Conoco	82.77
Town and Country						
05/01/2022	Bill	5863770/5.1.22	Yes	Hubdoc - 283224971 - INV5863770/5.1.22	202100 Accounts Payable	534.95
05/11/2022	Bill Payment (Check)	7804084	Yes		101000 Cash/Investments:General Fund	-534.95
Town Pump						
05/03/2022	Expenditure		Yes	E6-3	210100 Conoco	43.10
05/04/2022	Expenditure		Yes	E6-1	210100 Conoco	59.51
05/05/2022	Expenditure		Yes	A6-1	210100 Conoco	17.94
05/08/2022	Expenditure		Yes	WT6	210100 Conoco	64.04
05/08/2022	Expenditure		Yes	E6-1	210100 Conoco	77.70
05/08/2022	Expenditure		Yes	A6-1	210100 Conoco	23.72
05/10/2022	Expenditure		Yes	C-6-1	210100 Conoco	104.40
05/10/2022	Expenditure		Yes	C-6-1	210100 Conoco	110.65
05/11/2022	Expenditure		Yes	C6	210100 Conoco	68.91
05/11/2022	Expenditure		Yes	A6-1	210100 Conoco	25.76
05/13/2022	Expenditure		Yes	C6-4	210100 Conoco	37.23
05/16/2022	Expenditure		Yes	E6-1	210100 Conoco	71.24
05/17/2022	Expenditure		Yes	C6	210100 Conoco	96.27
05/20/2022	Expenditure		Yes	C-6-4	210100 Conoco	33.68
05/21/2022	Expenditure		Yes	A6-1	210100 Conoco	19.82
05/22/2022	Expenditure		Yes	E6	210100 Conoco	44.60
United States Treasury						
05/10/2022	Check	FIB ePay	Yes	81-2360037	101000 Cash/Investments:General Fund	-3,883.02
USPS						
05/12/2022	Credit Card Expenditure		Yes		210585 Costco Citi Card - Malone 5334	8.95
Verizon						
05/11/2022	Bill Payment (Check)	7804085	Yes		101000 Cash/Investments:General Fund	-626.40
05/23/2022	Bill	9907249845	Yes	Hubdoc - 290790644 - INV9907249845	202100 Accounts Payable	626.40
Waterous Company						
05/11/2022	Bill	P2R6726	Yes	Hubdoc - 286943642 - INVP2R6726	202100 Accounts Payable	530.55
05/25/2022	Bill Payment (Check)	7804098	Yes	53869000	101000 Cash/Investments:General Fund	-530.55
Wex Bank						
05/23/2022	Bill	81024047	Yes	Hubdoc - 286952182 - INV81024047	202100 Accounts Payable	1,345.41
05/25/2022	Bill Payment (Check)	7804099	Yes	0203-00-109722-9	101000 Cash/Investments:General Fund	-1,345.41
Whalen Tire Bozeman						
05/11/2022	Bill Payment (Check)	7804086	Yes		101000 Cash/Investments:General Fund	-1,450.20
Yellowstone Pavement Solutions						
05/24/2022	Bill	680	Yes	Hubdoc - 290790619 - INV680	202100 Accounts Payable	2,276.00

# Hyalite Rural Fire District

## Check Detail

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000	Cash/Investments					
101000	General Fund					
05/10/2022	Check		Montana Dept. of Revenue	6442692-002-WTH MT - Withholding		-1,502.00 -1,502.00
05/10/2022	Check	FIB ePay	United States Treasury	81-2360037 Federal Withholding Medicare Company Medicare Employee		-3,883.02 -2,959.00 -462.01 -462.01
05/10/2022	Check	ERIC	PERS	PERS-Employee PERS-Employer		-281.78 -132.74 -149.04
05/10/2022	Check	ERIC	FURS	FURS-Employee FURS-Employer		-7,733.70 -3,302.10 -4,431.61
05/10/2022	Check	7804066	Montana Firemen's Association	Montana Firemen's Association		-308.60 -308.60
05/11/2022	Bill Payment (Check)	7804067	Big Sky Fire Equipment			-84.08
05/11/2022	Bill Payment (Check)	7804068	Big Sky Publishing			-120.00
05/11/2022	Bill Payment (Check)	7804069	Bound Tree Medical			-5.49
05/11/2022	Bill Payment (Check)	7804070	Bozeman Glass			-325.00
05/11/2022	Bill Payment (Check)	7804071	CentralSquare Technologies LLC			-1,151.81
05/11/2022	Bill Payment (Check)	7804072	Century Link			-132.25
05/11/2022	Bill Payment (Check)	7804073	Connect Telephone and Computer Group			-60.00
05/11/2022	Bill Payment (Check)	7804074	Delta Dental			-150.96
05/11/2022	Bill Payment (Check)	7804075	General Distributing Co.	56625		-85.80
05/11/2022	Bill Payment (Check)	7804076	Heiman Fire Equipment			-427.00
05/11/2022	Bill Payment (Check)	7804077	Kenyon Noble			-622.38
05/11/2022	Bill Payment (Check)	7804078	Montana Occupational Health			-1,467.00
05/11/2022	Bill Payment (Check)	7804079	Northwestern Energy			-2,232.64
05/11/2022	Bill Payment (Check)	7804080	Owenhouse-Ace Hardware			-4,795.03
05/11/2022	Bill Payment (Check)	7804081	People Facts			-16.67
05/11/2022	Bill Payment (Check)	7804082	Republic Services			-304.63
05/11/2022	Bill Payment (Check)	7804083	Spectrum Enterprise			-273.22
05/11/2022	Bill Payment (Check)	7804084	Town and Country			-534.95
05/11/2022	Bill Payment (Check)	7804085	Verizon			-626.40
05/11/2022	Bill Payment (Check)	7804086	Whalen Tire Bozeman			-1,450.20
05/25/2022	Bill Payment (Check)	7804087	406 Compressor Service & Repair LLC			-1,275.00

# Hyalite Rural Fire District

## Check Detail

May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/25/2022	Bill Payment (Check)	7804088	BlueCross BlueShield of Montana			-2,809.09
05/25/2022	Bill Payment (Check)	7804089	Century Link			-42.80
05/25/2022	Bill Payment (Check)	7804090	Citi Card			-11,450.62
05/25/2022	Bill Payment (Check)	7804091	DirectTV	029404001		-175.99
05/25/2022	Bill Payment (Check)	7804092	J.T. & Company, Inc			-1,550.00
05/25/2022	Bill Payment (Check)	7804093	Kelley Connect			-88.92
05/25/2022	Bill Payment (Check)	7804094	L.N. Curtis and Sons			-2,763.00
05/25/2022	Bill Payment (Check)	7804095	Montana Occupational Health			-812.00
05/25/2022	Bill Payment (Check)	7804096	Northwestern Energy			-147.64
05/25/2022	Bill Payment (Check)	7804097	PayneWest Insurance			-20.00
05/25/2022	Bill Payment (Check)	7804098	Waterous Company	53869000		-530.55
05/25/2022	Bill Payment (Check)	7804099	Wex Bank	0203-00-109722-9		-1,345.41

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

DATE: MAY 17, 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:**

Brian Nickolay, Fire Chief  
Chris Dahlhauser, Assistant Fire Chief  
Sheryl Wyman, Administrative Assistant

**PUBLIC IN ATTENDANCE:**

Steven Kerbel, Volunteer Firefighter  
Reid Templeton, Volunteer Firefighter

<b>0:00:10</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 Jarrett so moved.</b>  Trustee Miller seconded the motion.
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	<p><b>Vote:</b> Jarrett-Yes; Zidack-Yes; Beideman-Yes Miller-Yes; Geddes-Yes; Unanimous approval.</p> <p><i>[See March 15, 2022 Board Packet for Consent Agenda items Approved; April Financials were also approved]</i></p>
	<b>REGULAR AGENDA</b>
<b>0:01:18</b>	<p><b>Agenda Item 1 – Annual Meeting Topics</b></p> <p>Administrative Assistant Wyman announces Trustee Jarrett was appointed by acclamation.</p> <p>Regarding the election of offices, it was determined everyone will keep their same office.</p> <p><b>Motion: Trustee Miller makes a motion to keep the offices the same.</b></p> <p>Trustee Zidack seconded the motion.</p> <p><b>Vote:</b> Jarrett-Yes; Zidack-Yes; Beideman-Yes Miller-Yes; Geddes-Yes; Unanimous approval.</p> <p>Introduction of District Trustees, Staff, and Volunteers. Each trustee and staff introduced themselves and their title.</p> <p>Recent HRFD News Stories – This line item will be removed from future annual meetings.</p> <p>Board Presentation and Discussion of Current and Possible District Finances, Issues, and Concerns – Chair Geddes gives a state of the department and makes comments. We are in the preliminary stages of a new station on Gooch Hill. When we do choose to start the project, we will be asking for early involvement with the public.</p> <p>Trustee Zidack summarizes the current financial position. The board and staff have done a really good job of managing the finances and planning future operational expenses. The growth in the area means more calls but also a larger tax base. Trustee Miller makes comments and feels this is a great place to be. Trustee Jarrett makes comments and recognizes how great we have it here but will be facing challenges with the growth. Providing adequate and standard fire protection will be a challenge. Trustee Beideman states he is good.</p> <p>Chair Geddes asks if there is any public comment on the state of the union. None given.</p>
<b>0:07:40</b>	<p>Chair Geddes asks if there are any changes on the bylaws or policies.</p> <p>Trustee Jarrett states the Invoicing Processing Procedure (5.b) does not allow for any of the 21<sup>st</sup> century electronic payment. He requests this should be updated to allow for direct transfer of funds. Discussion is held between the trustees and staff. The language will be changed to allow options for payment so that we don't fall out of policy. This policy will be presented at the next board meeting for approval.</p>

	<p>Chair Geddes asks if there is any further board discussion on this policy. None given. Chair asks if there are any other board discussion on changes to policies or bylaws.</p> <p>Trustee Jarrett further requests a change be made to 6.b. The policy states Quickbooks is to be used and he suggests a more generic term should be used so that in the future any software may be utilized to keep us in policy.</p> <p>One further change is requested from Trustee Jarrett for the Travel Expense Policy. Nowhere in this policy does it provide for authorization for board members to travel. A change will be made to the policy that trustee travel will be noticed at a regular public meeting for approval.</p> <p>Chair Geddes asks that the policies be amended and presented at the next meeting.</p> <p><i>[See Attachment A-HRFD Bylaws; Attachment A1-Invoicing Processing Policy; Attachment A2-Travel Policy]</i></p>
<b>0:13:58</b>	<p><b>Agenda Item 2 – Discussion and Decision – Bid Opening – RFQ for Architecture Services</b></p> <p>Chief Nickolay states after running an ad for four weeks we received one response. The firm is TGAS from Cambridge, Massachusetts. Chief Nickolay talked with several other firms in the area but none were able to provide a bid due to other commitments and factors.</p> <p>Chair Geddes asks for board discussion. Trustee Zidack makes comments and suggests that given we only received one response we change our approach. Chief Nickolay agrees we should wait and not go forward with just one response and consider this a failed search. Chair Geddes makes comments and agrees with Trustee Zidack’s thoughts.</p> <p>Chair Geddes asks for more board discussion.</p> <p>Trustee Beideman requests a pdf version of the submission. Discussion is held between the trustees and Chief Nickolay. Chair Geddes offers more suggestions to pursue until we are ready to go forward with the project in the interim. He suggests the Fire Chief and Assistant Fire Chief meet with other fire departments. Chief Nickolay states there are several departments in the area that are getting ready to build new fire stations. Chair Geddes suggests making site visits to other stations. A sub-committee meeting will be held to review the response received and provide a response from the department to the firm.</p>
<b>0:25:15</b>	<p><b>Agenda Item 3 – Discussion and Decision – Purchasing New Engines 6-2 and 6-3 through Sourcewell Cooperative Purchasing Group</b></p> <p>Chief Nickolay discusses the opportunity to have some cost savings by going through a purchasing group for the purchase of the engines. He explains cooperative purchasing and shows a short video from the cooperative purchasing group Sourcewell. They have</p>

	<p>done the background work to make sure the best price has been received and the purchase would be compliant to our procurement policy.</p>
<b>0:29:09</b>	<p>The video is shown.</p>
<b>0:33:06</b>	<p>Chief Nickolay goes over the proposal and different payment options available. There is currently a 24 month build time which will allow time to have the funds for purchasing both engines. Trustee Miller asks about the performance bond, and the prepayment discount.</p> <p>Chief Nickolay asks the board to approve using Sourcewell. He will then bring a contract with Sourcewell to the June board meeting.</p> <p>Chair Geddes asks for board discussion. Trustee Miller asks about waiting until the funds are available. Due to the fact the build of the engines are already two years out this would delay even further the receipt of the engines. Trustee Zidack suggests looking at the replacement plan in the budget packet to show how long it will take to fund the capital replacement for the two engines.</p> <p><b>Motion: Trustee Zidack moves to have staff pursue Sourcewell cooperative purchasing agreement.</b></p> <p>Trustee Jarrett seconded the motion.</p> <p>Chair Geddes asks for any board discussion on the motion. None given. Chair Geddes asks for any public comment on the motion. None given.</p> <p><b>Vote:</b> Jarrett-Yes; Zidack-Yes; Beideman-Yes Miller-Yes; Geddes-Yes; Unanimous approval.</p> <p><i>[See Attachment B – Proposals for Two Enforcer PUC Pumper AS868 from Pierce]</i></p>
<b>0:46:30</b>	<p><b>Agenda Item 4 – Discussion and Decision – FY2023 Preliminary Budget</b></p> <p>Trustee Zidack discusses the budget and process used to decide the preliminary budget. The FY23 bullet points summarizes the various changes made to line items.</p> <p>Chief Nickolay discusses the justification for increasing the firefighter physicals. The district is now having new recruits have a preliminary exam. This pre-health screening will give assurances there are no underlying health conditions that would be prevent the recruit from going forward in their training.</p> <p>Discussion is held between the trustees. Tax revenue should increase from last year given the growth in the district.</p> <p>Chair asks for any further board discussion from the board. Trustee Zidack explains that we have about \$496,000 left over from operating and bond expenses. Chair</p>

	<p>Geddes explains this is the item that each year we try to allocate to the three capital reserve funds.</p> <p>Chief Nickolay explains the plan for replacing capital vehicles and equipment. He also explains the plans for capital improvements at the Cottonwood and Rae stations. Chief Nickolay discusses the future plans for projected contributions towards the capital vehicle and improvement plan to fund the engines. If an additional \$250,000 was contributed to the capital fund it would leave a \$190,557.81 at the end of FY2024. The final payments of E-6-2 and E-6-3 will be near the beginning of FY2025. With the targeted ending amount plus the FY2025 planned contribution we should be at approximately \$542,038.25 at the beginning of FY2025.</p> <p>Chair Geddes asks the Chief about his overall feeling on the capital position of the district. Chief Nickolay states we are doing well. Once we receive the two engines, will not have big purchases for several years. He states the next big year would be FY2031.</p> <p>Trustee Zidack states it is likely we can make the additional contribution to the capital vehicle and improvement fund. This will be at the cost of not being able to contribute as much to the capital improvement and repair.</p> <p>Chair Geddes asks for board discussion. Chair goes over the balances of each fund and feels this is a fair trade off to let them sit a bit. Trustee Zidack asks about other building needs. Discussion is held about needs at the Cottonwood Station and those needs could be met.</p> <p>Chair Geddes asks for more board discussion. None given.</p> <p><b>Motion: Trustee Zidack moves to approve the preliminary budget as presented.</b></p> <p>Trustee Jarrett seconded the motion.</p> <p>Chair Geddes asks for any public comment on the motion. None given</p> <p><b>Vote:</b> Jarrett-Yes; Zidack-Yes; Beideman-Yes Miller-Yes; Geddes-Yes; Unanimous approval.</p> <p><i>[See Attachment C-Preliminary Budget Documents]</i></p>
<b>1:05:32</b>	<p><b>Fire Chief's Report</b></p> <p>Chief Nickolay discusses his report. Calls are continuing to increase. Training is ongoing including mutual aid training with our mutual and automatic partners.</p> <p>We are working with the DNRC to purchase a new chassis for another brush truck.</p>

	<p>Assistant Chief Dahlhauser receives recognition regarding the ambulance transport plan. We are now ready to go forward with ambulance transport and billing for those services. We have done a few transports in April.</p> <p>Assistant Chief Dahlhauser was elected as chair of the Fire Council training committee. He will work with all departments in the county on their training needs.</p> <p>We have also received a 2015 Polaris Razor side by side UTV from DOD which will go on wildland fires. This will bring additional revenue for the fire district.</p> <p>Chair asks for any questions for the Chief on the Chief's report. None asked. Chair asks for any public comment on the Chief's report. None given.</p> <p><i>[See Attachment D – Fire Chief's Report with Attachments]</i></p>
<b>1:11:48</b>	<p><b>Trustees' Activities</b></p> <p>None</p>
<b>1:11:53</b>	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Wildland BBQ scheduled for June 29, 2022 from 4-7 at the Cottonwood Station.</li> <li>• Next board meeting set for June 28, 2022 at Sourdough Station.</li> </ul>
<b>1:15:13</b>	<b>ADJOURNMENT</b>



# Hyalite Rural Fire District

## Bylaws

### DOCUMENT INFORMATION

<b>Document Type:</b>	Board Governance
<b>Document Number:</b>	2016-950

### VERSION CONTROL

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

### ARTICLE ONE

#### Creation of District

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

### ARTICLE TWO

#### Board of Trustees

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

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

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

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

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

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

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

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

## ARTICLE THREE

### Meetings

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

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

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

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

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

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

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

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

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

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

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

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

#### **ARTICLE FOUR**

##### **Warrant Signatory Authority for Budgeted Expenditures**

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

#### **ARTICLE FIVE**

##### **Changes to Bylaws**

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

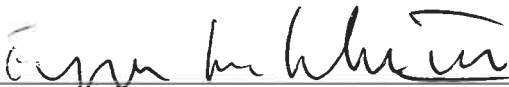


## Hyalite Rural Fire District

### Document Approval Form

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

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

  
Chair Signature

Eugene M. Geddes, III  
Printed Name

☐ Approved by the Hyalite Rural Fire District Fire Chief.

\_\_\_\_\_  
Fire Chief Signature

Jason Revisky  
Printed Name

## DOCUMENT INFORMATION

Document Type:	Board Policy
Document Number:	2016-001

## VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees	July, 2016	<ul style="list-style-type: none"><li>• Original.</li></ul>
2.0	Board of Trustees	January 22, 2019	<ul style="list-style-type: none"><li>• Added policy statement.</li><li>• Updated procedure to reflect separate Bookkeeper and Administrative Assistant roles.</li><li>• Standard formatting applied.</li><li>• Wordsmithing for definition and clarity, by Board subcommittee 12/21/2018.</li></ul>

## POLICY

This policy establishes a uniform procedure for receiving, recording, and remitting payments for all goods and services used in Hyalite Rural Fire District (HRFD) operations. The purpose of this policy is to:

- Establish and maintain accountability and transparency during the payment process through the use of appropriate checks, balances, documentation, and record keeping.
- Make accurate payments of invoices and expenses in a timely manner.

All Hyalite Rural Fire District (HRFD) invoices are processed in the following manner:

1. All invoices are presented to the HRFD Administrative Assistant for payment.
  - a. The HRFD employee or volunteer responsible for the purchase must label invoices, with his/her name(s) and the purpose of the purchase to allow for proper coding of the invoice.
  - b. If reimbursement is requested, it must be stated on the invoice.
2. The Administrative Assistant prepares the invoice for approval by the Fire Chief or Assistant Fire Chief as follows:
  - a. Review the invoice for completeness of information and gather additional information, if needed.
  - b. Stamp the invoice with date of service and assign the proper account coding.
  - c. Complete a Missing Invoice Form for any known missing invoices.
  - d. Place coded invoice into the appropriate folder for approval by the Fire Chief or Assistant Fire Chief.

3. After approved invoices are returned, the Administrative Assistant prepares the semi-monthly packet of approved invoices for submission to the Bookkeeper as follows:
  - a. Ensures that all items to be submitted have been approved by the Fire Chief or Assistant Fire Chief.
  - b. Reconciles periodic statements for payment by:
    - i. Reconciles statement with approved invoices.
    - ii. Fills out a Missing Invoice Form for any missing invoice, and continues working with appropriate employee or volunteer to obtain a copy of the missing invoice.
    - iii. Attaches approved invoices and Missing Receipt Forms to the statement.
  - c. Clearly marks items to be paid and items to be entered into the Quickbooks system but paid at a later date.
4. The Bookkeeper processes semi-monthly the invoices and receipts for payment as follows:
  - a. Enters the approved invoices into the QuickBooks system.
  - b. Creates and prints warrants (checks) for payment.
  - c. Returns the packet of printed warrants and the entered invoices to the Administrative Assistant. The Bookkeeper typically returns the packet within two days.
5. Once the packet with warrants is returned, the Administrative Assistant processes warrants for mailing or delivery as follows
  - a. Notifies the HRFD Treasurer that warrants are awaiting signature. In the event that the HRFD Treasurer is unavailable, he or she will ask another Board Member to sign in his absence.
  - b. Mail checks via USPS. (Arrange alternate delivery, if needed, such as priority mail to meet payment deadline or hand delivery to an employee, volunteer member, or Trustee.)
6. Administrative Assistant files the packet as follows:
  - a. Copies of processed payments, along with the appropriate warrant stub, are placed in the HRFD files.
  - b. All approved invoices that have been entered into the Quickbooks system, but not yet paid, are filed for later processing. (These will be reconciled with a future statement.)



## Hyalite Rural Fire District Document Approval Form

Document Name:	HRFD Invoice Processing Policy
Document Type:	Board Policy
Document Number:	2016-001
Version Number:	2.0
Date Approved:	January 22, 2019

- ☒ Approved by motion of the Hyalite Rural Fire District Board of Trustees, as reflected in the Board Meeting minutes of January 22, 2019.

  
Chair Signature

Eugene M. Geddes, III  
Printed Name

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

\_\_\_\_\_  
Fire Chief Signature

Jason Revisky  
Printed Name

## DOCUMENT INFORMATION

Document Type:	Board Policy
Document Number:	2017-063

## VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees	August 8, 2017	<ul style="list-style-type: none"><li>• Original (original Document Number=2017-63)</li></ul>
2.0		Not approved	<ul style="list-style-type: none"><li>• Changed Meals and Incidentals per diem reimbursement amount from 120% to 100% of the GSA rates per motion at June 19, 2018 Board meeting.</li><li>• Changes to reflect applicability to Staff, Volunteers, and Trustees.</li><li>• Standard formatting applied.</li></ul>
3.0	Board of Trustees	March 19, 2019	<ul style="list-style-type: none"><li>• Re drafting for clarity.</li><li>• Renamed to "Travel Expense Policy" from "Travel and Meal Reimbursement Policy".</li></ul>

## PURPOSE

The purpose of this policy is to provide guidance and accountability for travel and meal reimbursement for approved business travel related to the operations and governance of the Hyalite Rural Fire District (HRFD). This policy applies to Trustees, Staff, and Volunteers. This policy does not apply to food and meals provided to staff and volunteers in the course of regular training activities and fire operations.

The expectation is that expenses incurred during approved travel will be made in the interest of efficiency and with parsimony to district taxpayers. Those contemplating authorized business travel may find the [GSA website](#) a useful resource for trip planning.

Trustees exercise control over business-related travel expenses through the annual budgeting process and by prior approval and post trip reporting at regular board meetings.

## POLICY

- Upcoming business-related travel for staff and trustees will be presented during regular board meetings; staff travel noted in the Chief's Report and trustee travel noted under Trustee Activities.

- The Chief or Assistant Chief must pre-approve travel for volunteers and notify the District Administrative Assistant of the approved travel.
- Reimbursement requests for approved business travel and meals will be submitted in a standard format prepared by the District Administrative Assistant. At a minimum, the format prepared will include a statement of the purpose for travel. This document will be retained per District policy.
- HRFD credit cards, rather than personal cards or cash, will be used whenever possible.
- In order to receive reimbursement, itemized receipts for all reimbursable expense must be presented to the District Administrative Assistant.
- Vehicle mileage reimbursement for personal vehicles will be at 100% of the current Federal rate.
- When possible, airline tickets should be purchased 21 days in advance of departure.
- Lodging should be selected to facilitate efficient execution of district business.
- Meals will be reimbursed and gratuity may be made up to 15% of the total meal cost.
- The HRFD will not reimburse the purchase of alcohol.



## Hyalite Rural Fire District

### Document Approval Form

Document Name:	HRFD Travel Expense Policy
Document Type:	Board Policy
Document Number:	2017-63.
Version Number:	V3.0
Date Approved:	March 19, 2019

☒ Approved by motion of the Hyalite Rural Fire District Board of Trustees, as reflected in the Board Meeting minutes of March 19, 2019.

  
Chair Signature

Eugene M. Geddes, III  
Printed Name

**OR**

☐ Approved by the Hyalite Rural Fire District Fire Chief.

\_\_\_\_\_  
Fire Chief Signature

Jason Revisky  
Printed Name



May 3, 2022

Hyalite Rural Fire District, MT  
Two (2) Enforcer PUC Pumper AS868  
Build Location: Appleton, WI

Proposal Price	\$ 1,615,586.00
Less chassis progress payment discount	(21,852.00)
Less payment upon completion @ factory discount	(16,274.00)
Less 100% pre-payment discount	(45,762.00)
Total including all pre-pay discounts	<u>\$ 1,531,698.00</u>

#### Terms:

**Price Expiration:** The above pricing is valid for 90 days.

**Multiple Unit Pricing:** Multiple unit pricing is based on the apparatus being purchased, manufactured and delivered at the same time. If apparatus are not ordered, manufactured and delivered at the same time, revised pricing will be required.

**Delivery:** Based on Pierce's current delivery schedule the apparatus would be ready for delivery from factory within 22.5 to 26.5 months after contract execution. Delivery is subject to change pending Pierce's delivery schedule at time of order. This time does not include any possible delays that may be caused by national disasters or pandemic.

#### Payment Terms:

a. If pre-payment discount options are elected, the following terms will apply:

i. **Chassis Progress Payment Discount:** The chassis progress payment in the amount of **\$728,428.00** will be due three (3) months prior to the ready for pick up from the factory date. If elected, an invoice will be provided 30 days prior to the chassis payment due date. If payment is not made when due the discount total will be added back to the final invoice.

ii. **Payment Upon Completion at Factory Discount:** If elected final payment is due prior to apparatus leaving the factory for delivery. If payment is not processed upon receipt of invoice the discount total will be required in addition to the invoice amount.

iii. **100% Pre-Payment Discount:** If elected, an invoice will be provided upon order processing for the 100% pre-payment. Upon receipt of invoice, payment must be made within thirty (30) days. If this option is elected, the discount is in addition to the chassis progress payment discount, and the payment upon completion at the factory discount. If payment is not made when due, the above mentioned pre-payment discounts or a portion thereof, will be added back to the final invoice. Final payment, including any changes made during manufacturing, is due upon completion of the Product at the factory and prior to delivery from the factory. The 100% pre-payment discount is valid for 90 days from quote unless interest rates change; at which time a notification of change will be given and a new quote will be issued.

b. If pre-payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the apparatus leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

c. Payments made for apparatus using a credit card will be applicable to a credit card convenience fee.

**Performance Bond:** A performance bond is included in the above price and will be provided after order placement. If customer elects to remove the performance bond **\$3,949.00** may be deducted from the purchase price.

**Transportation:** Transportation of the apparatus to be driven from the factory to the customers location is included in the above pricing. However, if permits are not obtainable, due to the weight of the apparatus, and the apparatus must be transported on a flat bed, additional Transportation charges will be the responsibility of the customer. We will provide pricing at that time if necessary. If customer elects to drive the apparatus from the factory, **\$10,000.00** may be deducted from the purchase price. If this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.

**Inspection Trips:** Two (2) factory inspection trips for two (2) customer representatives is included in the above pricing. The inspection trips will be scheduled at times mutually agreed upon between the manufacture's representative and the customer, during the window provided by the manufacturer. Airfare, lodging and meals while at the factory are included. In the event the customer is unable to travel to the factory or the factory is unable to accept customers due to the restrictions caused by a national disaster or pandemic then the Dealership reserves the right to use forms of electronic media to accomplish the intention of the inspection trips. Every effort will be made to make the digital media as thorough as possible to satisfy the expectations of the of the customer. If the customer elects to forgo an inspection trip \$2,025.00 per traveler (per trip) will be deducted from the final invoice.

**Acceptance of Proposal:** If the customer wishes to purchase the proposed apparatus Hughes Fire Equipment will provide the Customer its form of Purchase Agreement for the Customer's review and signature. If the Customer desires to use its standard form of purchase order as the Purchase Agreement, the purchase order is subject to review for any required revisions prior to acceptance. **All purchase orders shall be made out to Pierce Manufacturing, Inc. and must be signed and dated.**



May 10, 2022

Hyalite Rural Fire District, MT  
Two (2) Enforcer PUC Pumper AS868  
Build Location: Appleton, WI

Proposal Price	\$ 1,598,914.00
Less chassis progress payment discount	(21,852.00)
Less payment upon completion @ factory discount	(16,064.00)
Less 100% pre-payment discount	(48,584.00)
Total including all pre-pay discounts	<u>\$ 1,512,414.00</u>

**Terms:**

**Price Expiration:** The above pricing is valid for 90 days.

**Multiple Unit Pricing:** Multiple unit pricing is based on the apparatus being purchased, manufactured and delivered at the same time. If apparatus are not ordered, manufactured and delivered at the same time, revised pricing will be required.

**Delivery:** Based on Pierce's current delivery schedule the apparatus would be ready for delivery from factory within 24 to 28 months after contract execution. Delivery is subject to change pending Pierce's delivery schedule at time of order. This time does not include any possible delays that may be caused by national disasters or pandemic.

**Payment Terms:**

a. If pre-payment discount options are elected, the following terms will apply:

i. **Chassis Progress Payment Discount:** The chassis progress payment in the amount of **\$728,428.00** will be due three (3) months prior to the ready for pick up from the factory date. If elected, an invoice will be provided 30 days prior to the chassis payment due date. If payment is not made when due the discount total will be added back to the final invoice.

ii. **Payment Upon Completion at Factory Discount:** If elected final payment is due prior to apparatus leaving the factory for delivery. If payment is not processed upon receipt of invoice the discount total will be required in addition to the invoice amount.

iii. **100% Pre-Payment Discount:** If elected, an invoice will be provided upon order processing for the 100% pre-payment. Upon receipt of invoice, payment must be made within thirty (30) days. If this option is elected, the discount is in addition to the chassis progress payment discount, and the payment upon completion at the factory discount. If payment is not made when due, the above mentioned pre-payment discounts or a portion thereof, will be added back to the final invoice. Final payment, including any changes made during manufacturing, is due upon completion of the Product at the factory and prior to delivery from the factory. The 100% pre-payment discount is valid for 90 days from quote unless interest rates change; at which time a notification of change will be given and a new quote will be issued.

b. If pre-payment discount options are not elected standard payment terms will apply: Final payment will be due 30 days after the apparatus leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

c. Payments made for apparatus using a credit card will be applicable to a credit card convenience fee.

**Performance Bond:** A performance bond is included in the above price and will be provided after order placement. If customer elects to remove the performance bond **\$3,908.00** may be deducted from the purchase price.

**Transportation:** Transportation of the apparatus to be driven from the factory to the customers location is included in the above pricing. However, if permits are not obtainable, due to the weight of the apparatus, and the apparatus must be transported on a flat bed, additional Transportation charges will be the responsibility of the customer. We will provide pricing at that time if necessary. If customer elects to drive the apparatus from the factory, **\$10,000.00** may be deducted from the purchase price. if this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.

**Inspection Trips:** Two (2) factory inspection trips for two (2) customer representatives is included in the above pricing. The inspection trips will be scheduled at times mutually agreed upon between the manufacture's representative and the customer, during the window provided by the manufacturer. Airfare, lodging and meals while at the factory are included. In the event the customer is unable to travel to the factory or the factory is unable to accept customers due to the restrictions caused by a national disaster or pandemic then the Dealership reserves the right to use forms of electronic media to accomplish the intention of the inspection trips. Every effort will be made to make the digital media as thorough as possible to satisfy the expectations of the of the customer. If the customer elects to forgo an inspection trip \$2,025.00 per traveler (per trip) will be deducted from the final invoice.

**Acceptance of Proposal:** If the customer wishes to purchase the proposed apparatus Hughes Fire Equipment will provide the Customer its form of Purchase Agreement for the Customer's review and signature. If the Customer desires to use its standard form of purchase order as the Purchase Agreement, the purchase order is subject to review for any required revisions prior to acceptance. **All purchase orders shall be made out to Pierce Manufacturing, Inc. and must be signed and dated.**

# MEMORANDUM

**TO:** Gallatin County Special Districts & County Libraries

**FROM:** Justine Swanson, Finance Director

**DATE:** April 15, 2022

**SUBJECT:** Fiscal Year 2022-2023 Budget Preparation

Please see the attached Budget Request Packet for Fiscal Year 2023.

Once completed, submit requests electronically to [finance@gallatin.mt.gov](mailto:finance@gallatin.mt.gov) or mail to:

Gallatin County Finance Department  
311 West Main St Rm304A  
Bozeman, MT 59715

**Please Return ALL Completed Forms by Friday, May 27, 2022**

In order for your requests to be considered by County Commissioners, please comply with the requirements below—

1. Revenue and Expenditure budget forms must be completed in detail.
  - Include the Current Year Budget, Estimated Year-End, and your requests for the upcoming year.
  - When completing the Revenue Budget Form, be sure to specify if you'd like to maximize mills, utilize a set number of mills, or list the specific dollar amount in mills you are requesting.
  - Include all debt payments on the Expenditure Form.
  - If you plan to use money set aside in prior years from Capital Reserves or Fire Impact Fees, you must indicate the reason, amount and a description of how the cash is to be used.
  - Utilization of Fire Impact Fees should include how the purchase will enhance the Department's capabilities, as outlined in the County Impact Policy.
2. The submitted Budget must be signed by a quorum of the board members, if applicable, or the Director of the Agency.

If you have questions regarding the preparation of your Budget request or if this Budget Packet was sent to the wrong individual/mailling address, please contact us at (406) 582-3094 or [finance@gallatin.mt.gov](mailto:finance@gallatin.mt.gov).

**REMINDER:** If you write your own warrants, a list of warrants outstanding at Year-End must be submitted to Gallatin County Finance **No Later Than Friday, July 15, 2022** OR within 5 days of receiving your June 2022 Treasurer's Report.

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

**FISCAL YEAR  
2022-2023**

**DISTRICT NAME:** Hyalite Rural Fire District

**FUND NUMBER:** 7220

**ANNUAL REVENUE ESTIMATES**

DESCRIPTION	FY 21-22 CURRENT BUDGET	FY 21-22 ESTIMATED YEAR END	FY 22-23 REQUEST	COMMENTS
INTEREST	30,000.00	5,349.60	30,000.00	
FIRE INSURANCE COMP				
2% MOTOR VEHICLE TAX				
CONTRIBUTIONS/DONATIONS	500.00	42,823.67	500.00	
FIRE IMPACT FEES				
CONTRACTS				
TAXES - PENALTY/INTEREST				
MISCELLANEOUS REVENUE	4,000.00	22,773.06	4,000.00	
LOAN/BOND REVENUE				
OTHER INCOME	130,107.00	148,386.36	165,838.00	ST Entitlement + FURS
COUNTY CONTRIBUTION				
<b>SUBTOTAL</b>	<b>164,607.00</b>	<b>219,332.69</b>	<b>200,338.00</b>	

PER UNIT FEE AT \$___/UNIT				
REAL PROPERTY TAXES	1,468,544.00	1,489,357.34	1,469,082.00	
PERSONAL PROPERTY TAXES				
MILL LEVY	222,028.00	222,028.00	221,490.00	Principal and Interest
<b>SUBTOTAL</b>	<b>1,690,572.00</b>	<b>1,711,385.34</b>	<b>1,690,572.00</b>	

<b>TOTAL REVENUES</b>	<b>1,855,179.00</b>	<b>1,930,718.03</b>	<b>1,890,910.00</b>
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**FOR FISCAL YEAR 2022-2023, WE REQUEST:**

- ☐ **NUMBER OF MILLS** \_\_\_\_\_
- ☐ **DOLLAR AMOUNT** \_\_\_\_\_
- ☒ **MAXIMUM MILLS**

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

**FISCAL YEAR**  
**2022-2023**

**DISTRICT NAME:** Hyalite Rural Fire District

**FUND NUMBER:** 7220

**ANNUAL EXPENDITURE REQUESTS**

DESCRIPTION	FY 21-22 CURRENT BUDGET	FY 21-22 ESTIMATED YEAR END	FY 22-23 REQUEST	COMMENTS
SALARIES/WAGES	572,152.00	558,509.08	639,000.00	
EMPLOYER CONTRIBUTIONS				
<b>SUBTOTAL</b>	<b>572,152.00</b>	<b>558,509.08</b>	<b>639,000.00</b>	

OFFICE/OPERATING SUPPLIES	126,000.00	122,641.70	143,000.00	
OIL/GAS	36,000.00	37,548.79	45,000.00	
UTILITIES	52,000.00	53,231.03	57,000.00	
REPAIR & MAINTENANCE	95,000.00	72,695.29	95,000.00	
TRAVEL	3,000.00	325.52	3,000.00	
TRAINING	54,000.00	43,100.53	54,000.00	
PROFESSIONAL SERVICES	120,500.00	111,847.69	137,500.00	
CONTRACT/DONATIONS				
DEBT PAYMENT - PRINCIPAL	215,000.00	215,000.00	215,000.00	
DEBT PAYMENT - INTEREST	7,028.00	7,028.00	6,490.00	
<b>SUBTOTAL</b>	<b>708,528.00</b>	<b>663,418.55</b>	<b>755,990.00</b>	

<b>USE OF FIRE IMPACT FEES</b>				
<b>SUBTOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

CAPITAL OUTLAY (THIS YEAR)	334,000.00	391,054.85	288,750.00	
CAPITAL RESERVE (FUTURE)	1,873,502.00	1,873,502.00	1,823,018.00	
<b>SUBTOTAL</b>	<b>2,207,520.00</b>	<b>2,264,556.85</b>	<b>2,111,767.69</b>	

<b>TOTAL EXPENDITURES</b>	<b>3,488,182.00</b>	<b>3,486,484.48</b>	<b>3,506,757.69</b>
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**BOARD APPROVAL**

WE HEREBY SUBMIT OUR FISCAL YEAR 2023 BUDGET REQUEST FOR YOUR REVIEW AND APPROVAL

 CHAIRMAN	406 539-9042 PHONE	 TRUSTEE	909-838-8592 PHONE
 TRUSTEE	406 580-1838 PHONE	 TRUSTEE	406-539-4358 PHONE
 TRUSTEE	619-607-9850 PHONE	TRUSTEE	PHONE

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

**FISCAL YEAR  
2022-2023**

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

910 - LAND

915 - SOFTWARE

920 - BUILDINGS

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

940 - EQUIPMENT/MACHINERY

950 - CONSTRUCTION IN PROGRESS

<b>DISTRICT/LIBRARY NAME</b>		Hyalite Rural Fire District	
<b>FUND NUMBER</b>			7220
REQUESTED ITEM/ PROJECT DESCRIPTION	REPLACING EQUIPMENT? YES/NO	JUSTIFICATION	ESTIMATED TOTAL COST
Command 6 - 940	Yes		60,000.00
Brush 6-1 - 940	No		70,000.00
E-6-2 Extrication Equipment - 940	Yes		35,000.00
Portable Generators - 940	Yes		5,000.00
(5) Mobile Radios - 940	Yes		73,750.00
Training Burn Building - 930	No	Repair/Replace Interior Wall Studs	15,000.00
Rae Station - 930	No	Install Fixed Air Compressor	10,000.00
Cottonwood Station - 930	No	Install Fixed Air Compressor	10,000.00
Cottonwood Station - 930	No	Seal Blacktop and Stripe Parking	5,000.00
Rae House - 930	No	Install split unit A/C	5,000.00
<b>TOTAL FY 2023 CAPITAL REQUESTS</b>			288,750.00

 <b>SIGNATURE</b>	MAY 17, 2022 <b>DATE</b>
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**GALLATIN COUNTY  
SPECIAL DISTRICT/LIBRARY - CONTACT INFORMATION FORM  
FISCAL YEAR 2022-2023**

<b>NAME OF ORGANIZATION</b>	Hyalite Rural Fire District
<b>MAILING ADDRESS</b>	4541 S. 3rd Rd. Bozeman, MT 59715

**BUDGET DOCUMENTS - BUDGET DOCUMENTS WILL BE FORWARDED TO THE FOLLOWING PRIMARY CONTACT. IF BUDGET DOCUMENTS ARE UNDELIVERABLE TO THE PRIMARY CONTACT, THEY WILL BE SENT TO THE SECONDARY CONTACT PERSON.**

<b>PRIMARY CONTACT PERSON</b>	Walt Zidack
<b>TITLE</b>	Board of Trustee, Treasurer
<b>PHONE NUMBER</b>	539-4358
<b>E-MAIL ADDRESS</b>	admin@hyalitefire.org
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE)</b>	

<b>SECONDARY CONTACT PERSON</b>	Brian Nickolay
<b>TITLE</b>	Fire Chief
<b>PHONE NUMBER</b>	586-3771
<b>E-MAIL ADDRESS</b>	admin@hyalitefire.org
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE)</b>	

**SIGNING AUTHORITY INFORMATION - SHOULD A CONTRACT BE AWARDED, THE FOLLOWING SIGNATORY(S) WILL BE DESIGNATED IN THE CONTRACT.**

<b>NAME OF PRIMARY SIGNATORY</b>	Eugene "Pete" Geddes, III
<b>TITLE</b>	Chairman, Board of Trustees
<b>NAME OF SECONDARY SIGNATORY</b>	Walt Zidack
<b>TITLE</b>	Treasurer, Board of Trustees

**PLEASE SUBMIT THIS FORM WITH YOUR BUDGET REQUEST**

Gallatin County Finance Dept  
311 W Main St Rm304A  
Bozeman, MT 59715  
[finance@gallatin.mt.gov](mailto:finance@gallatin.mt.gov)

Draft of Preliminary FY2023 Budget HRFD  
version 05/02/2022 12:15PM

BUDGET WORKSHEET FOR FY2023 (Preliminary)

	FY 2022 Budget	Actual Jul '21 - Mar '22 (75% of FY 2022)	\$ Over Budget	Est of FY 2023	FY 2021 budget vs FY 22 estimate	FY 2021 % of Budget	Comments
Ordinary Income/Expense							
Income							
310000 - Taxes	\$1,690,572.00	\$1,711,385.34	\$20,813.34	\$1,690,572.00	\$0.00	101.23%	Operations and bond
315000 - On-behalf payment from State	\$91,269.00	\$0.00	(\$91,269.00)	\$127,000.00	\$35,731.00	0.00%	FURS from State. Budget neutral offset reflected in "Personnel Services"
316000 - Entitlement Share	\$38,838.00	\$39,386.36	\$548.36	\$38,838.00	\$0.00	101.41%	
360000 - Miscellaneous Revenues	\$4,000.00	\$21,273.06	\$17,273.06	\$4,000.00	\$0.00	531.83%	
365000 - Contributions and Donations	\$500.00	\$42,823.67	\$42,323.67	\$500.00	\$0.00	8564.73%	
370000 - Investment Earnings	\$30,000.00	\$5,349.60	(\$24,650.40)	\$30,000.00	\$0.00	17.83%	Interest earned in County Funds
380000 - Proceeds from Equip. Sale	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00		
Total Income	\$1,855,179.00	\$1,821,718.03	(\$33,460.97)	\$1,890,910.00	\$35,731.00	98.20%	
Expense							
420000 - Public Safety Expenses	\$40,000.00	\$28,627.46	(\$11,372.54)	\$40,000.00	\$0.00	71.57%	
420100 - Personnel Services	\$480,883.00	\$350,423.99	(\$130,459.01)	\$512,000.00	\$31,117.00	72.87%	Based on 5% increase post-probation where applicable. See attachment.
420100A - Personnel Services (on-behalf)	\$91,269.00	\$0.00	(\$91,269.00)	\$127,000.00	\$35,731.00	0.00%	budget neutral accounting includes "FURS On-behalf from State"
420200 - Supplies	\$32,000.00	\$29,049.76	(\$2,950.24)	\$32,000.00	\$0.00	90.78%	
420220 - Meals/Incentives	\$14,000.00	\$3,697.94	(\$10,302.06)	\$14,000.00	\$0.00	26.41%	
420240 - Fuel	\$36,000.00	\$28,161.59	(\$7,838.41)	\$45,000.00	\$9,000.00	78.23%	
420310 - Election Costs	\$7,000.00	\$0.00	(\$7,000.00)	\$7,000.00	\$0.00	0.00%	** no election costs in 2022. Trustees approved by acclamation
420320 - Professional Subscription/Dues	\$8,000.00	\$11,898.94	\$3,898.94	\$15,000.00	\$7,000.00	148.74%	
420330 - Community Outreach/Education	\$6,000.00	\$2,460.91	(\$3,539.09)	\$6,000.00	\$0.00	41.02%	
420340 - Utility Services	\$52,000.00	\$39,923.27	(\$12,076.73)	\$57,000.00	\$5,000.00	76.78%	
420350 - Professional Services	\$35,000.00	\$30,225.00	(\$4,775.00)	\$40,000.00	\$5,000.00	86.36%	
420390 - Firefighter Physicals	\$18,000.00	\$18,448.00	\$448.00	\$25,000.00	\$7,000.00	102.49%	
420400 - Training/Travel - Trustees	\$3,000.00	\$325.52	(\$2,674.48)	\$3,000.00	\$0.00	10.85%	
420420 - Facilities	\$25,000.00	\$18,133.15	(\$6,866.85)	\$25,000.00	\$0.00	72.53%	
420500 - Insurance	\$70,000.00	\$55,682.44	(\$14,317.56)	\$75,000.00	\$5,000.00	79.55%	
420930 - Safety Equipment	\$70,000.00	\$62,179.47	(\$7,820.53)	\$80,000.00	\$10,000.00	88.83%	
420940 - Apparatus	\$70,000.00	\$36,388.32	(\$33,611.68)	\$70,000.00	\$0.00	51.98%	
66910 - Other Charges	\$500.00	\$0.00	(\$500.00)	\$500.00	\$0.00	0.00%	
Total Expense (operations)	\$1,058,652.00	\$715,625.76	(\$343,026.24)	\$1,173,500.00	\$114,848.00	67.60%	
420970 - Total Capital outlay	\$334,000.00	\$391,054.85		\$288,750.00			FY23 Apparatus exp. = \$243,750, Cap. Improv. = \$45,000
Total Expense (oper. and capital outlay)	\$1,392,652.00	\$1,106,680.61		\$1,462,250.00			
Total Expense (oper.+cap.+bond)	\$1,614,680.00	\$1,106,680.61		\$1,683,740.00			
Net of Operation and Bond Exp.				\$495,920.00	Total income less operating and bond expenses		
Restricted Income							
110200 - General Obligation Bond	\$222,028.00	\$0.00	(\$222,028.00)	\$221,490.00	(\$538.00)	0.00%	Construction bond for Sourdough Station. Refinanced in 2021
320000 - Firefighter fundraising event (net)	\$2,500.00	\$408.61	(\$2,091.39)	\$2,500.00	\$0.00	16.34%	
Grants							
Transfer to Cap. Res. (building)	\$100,000.00	\$100,000.00	\$0.00	\$0.00	(\$100,000.00)		Need to determine capital reserve allocations by Board for FY23 *****?
Transfer to Cap. Res. (apparatus)	\$100,000.00	\$100,000.00	\$0.00	\$0.00	(\$100,000.00)		Need to determine capital reserve allocations by Board for FY23 *****?
Transfer to Cap. Res. (improvement)	\$656,623.10	\$656,623.10	\$0.00	\$0.00	(\$656,623.10)		Need to determine capital reserve allocations by Board for FY23 *****?
Total							
Restricted Expenses							
490100 - Debt Services (principal)	\$215,000.00	\$0.00	(\$215,000.00)	\$215,000.00	\$0.00	0.00%	Refinanced Sourdough Station Bond in 2021. Paid off old bonds.
490100 - Debt Services (interest)	\$7,028.00	\$0.00		\$6,490.00			
Capital Reserve (building)	\$0.00	\$0.00		\$0.00	\$0.00		
Capital Reserve (apparatus)	\$334,000.00	\$354,089.47	\$20,089.47	\$243,750.00	(\$90,250.00)		
Capital Reserve (improvement)	\$0.00	\$36,965.38		\$45,000.00	\$45,000.00		
Other Revenue							
331000 Federal Grants		\$0.00					
331990 CARES ACT - Saleries & Benefits		\$0.00					
381100 2021 GO Bond Proceeds		\$0.00					
Total Other Revenue		\$0.00					

## FY 2023 Capital Replacement

### Capital Items (Vehicle and Equipment) -

1. Command 6	\$ 60,000.00	
2. Brush 6-1 Chassis	\$ 70,000.00	*New Item*
4. E-6-2 Extrication Equip	\$ 35,000.00	
5. Portable Generators	\$ 5,000.00	
6. (5) Mobile Radios	\$ 73,750.00	
	<b>\$ 243,750.00</b>	

### Capital Improvements -

1. Training Burn Building	\$15,000.00	Repair/replace interior wall studs and covering. Sand blast and repaint.
2. Rae station	\$10,000.00	Install fixed air compressor with plumbed air lines and drop reels
3. Cottonwood station	\$10,000.00	Install fixed air compressor with plumbed air lines and drop reels
4. Cottonwood station	\$5,000.00	Seal older areas of blacktop and stripe parking
5. Rae House	\$5,000.00	Install split unit A/C
	<b>\$45,000.00</b>	

### Capital Vehicle and Equipment projected

Balance as of 4/7/2022	\$ 946,759.41	
Projected contribution FY2023	\$ 318,803.12	
	\$ 1,265,562.53	Balance
Spending FY2023	\$ 243,750.00	
	\$ 1,021,812.53	Balance
Projected contribution FY2024	\$ 334,743.28	
	\$ 1,356,555.81	Balance
Estimated spending FY2024	\$ 1,665,998.00	C-6-4, E-6-2, E-6-3, TICs, Aqs
	<b>\$ (309,442.19)</b>	

### Capital Vehicle and Equipment targeted

Balance as of 4/7/2022	\$ 946,759.41	
Contribution FY2023	\$ 568,803.12	Adding \$250,000 to the projected amount
	\$ 1,515,562.53	Balance
Spending FY2023	\$ 243,750.00	
	\$ 1,271,812.53	Balance
Contribution FY2024	\$ 584,743.28	Adding \$250,000 to the projected amount
	\$ 1,856,555.81	Balance
Estimated spending FY2024	\$ 1,665,998.00	C-6-4, E-6-2, E-6-3, TICs, Aqs
	<b>\$ 190,557.81</b>	

\* The final payments of E-6-2 and E-6-3 will be near the beginning of FY2025. With the targeted ending amount plus the FY2025 planned contribution we should be at approximately \$542,038.25 at the beginning of FY 2025.\*

Data fields for Gallatin County Budget Form (uses data from Internal Budget sheet)

#### ANNUAL EXPENDITURE REQUESTS

Description	FY 22-23 Requests	Comments
Salaries/Wages	\$639,000.00	Accts 420100, 420100A
Employer contribution		
Subtotal	\$639,000.00	
Office/operating supplies	\$143,000.00	Accts 420200, 420330, 420390, 420930
Oil/Gas	\$45,000.00	Accts 420240
Utilities	\$57,000.00	Accts 420340
Repair & Maintenance	\$95,000.00	Accts 420420, 420940
Travel	\$3,000.00	Accts 420400
Training	\$54,000.00	Accts 420000, 420220
Professional Services	\$137,500.00	Accts 420310, 420320, 420350, 420500, 66910
Contract Donations		
Debt Payment - Principal	\$215,000.00	
Debt Payment - interest	\$6,490.00	
Subtotal	\$755,990.00	
Capital Outlay (This Year)	\$288,750.00	
	Capital Outlay (future) calculations	
	Max taxes to be levied	\$1,469,082.00
	Bond/debt levy	\$221,490.00
	Non-tax (interest, donations, misc., entitlement, FURS On-Behalf	\$200,338.00
	Cash (County) Note - cash on HRFD balance sheet differs slightly	\$2,783,598.00
	Subtotal	\$4,674,508.00
	Calculated proposed budget to meet 33.3% max. cash reserve	\$3,506,757.69
	Less Salaries	-\$639,000.00
	Less Operations Exp.	-\$755,990.00
	Less Capital Expense (This Year)	-\$288,750.00
	Calculated Capital Reserve (Future)	\$1,823,017.69
	Optional Addition to Capital Reserve (Future)	\$0.00
	Total Calculated Capital Reserve (Future)	\$1,823,017.69
	Calculated Cash Reserve	\$1,167,750.31
	Hash Check - Cash Reserve Percentage without optional addition	33.30%
	Hash Check - Cash Reserve Percentage with optional addition	33.30%
Capital Outlay (Future)	\$1,823,017.69	
Subtotal	\$2,111,767.69	
Total Expenditures	\$3,506,757.69	

#### ANNUAL REVENUE ESTIMATES

Description	FY22-23 Requests	Comments
Interest	\$30,000.00	
Fire Insurance Comp		
2% Motor Vehicle Tax		
Contributions/Donations	\$500.00	
Fire Impact Fees		
Contracts		
Taxes - Penalty/Interest		
Miscellaneous Revenue	\$4,000.00	
Loan/Bond Revenue		
Other Income	\$165,838.00	State Entitlement + FURS On-behalf payment
County Contribution		
Subtotal	\$200,338.00	
Per Unit Fee at \$ ____/Unit		
Real Property Taxes	\$1,469,082.00	
Personal Property Taxes		
Mill Levy	\$221,490.00	Interest and Principal
Subtotal	\$1,690,572.00	
Total Revenues	\$1,890,910.00	

**Baseline beginning balance**

Capital Acct. Description	Mar-22
Capital Improvement	\$313,422.62
Capital Building Replacement	\$157,314.60
Capital Apparatus	\$946,759.41
Total	<u>\$1,417,496.63</u>

**June 2022 Board transfers from cash reserves (end of FY22 values)**

Capital Acct. Description	Transfer Amount	Ending Balance
Capital Improvement	\$0.00	\$313,422.62
Capital Building Replacement	\$0.00	\$157,314.60
Capital Apparatus	\$0.00	\$946,759.41
Total	<u>\$0.00</u>	<u>\$1,417,496.63</u>

**August 2022 Proposed transfers to meet cash Gallatin County cash reserve requirement**

Capital Reserves Required to Meet 33.3% Threshold	\$1,823,017.69
Less Current Total Capital Reserves	-\$1,417,496.63
Additional Capital Transfer Amount Required	<u>\$405,521.06</u>

Capital Acct. Description	Transfer Amount	Ending Balance
Capital Improvement	\$0.00	\$313,422.62
Capital Building Replacement	\$0.00	\$157,314.60
Capital Apparatus	\$0.00	\$946,759.41
Total	<u>\$0.00</u>	<u>\$1,417,496.63</u>

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This is the amount to be allocated between capital accounts

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\*\*\*\*\* Allocation Specification for Final Budget Transfer\*\*\*\*\*

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\*\*\*\*\* Allocation Specification for Final Budget Transfer\*\*\*\*\*

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\*\*\*\*\* Allocation Specification for Final Budget Transfer\*\*\*\*\*

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\*\*\*\*\* Transfer amounts are suggested Board actions subject to discussion\*\*\*\*\*

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## FY23 Budget Bullet Points

Not many changes were made to the operations budget. Below are the line items and changes with reasoning behind the increase.

- **Fuel** - Increased from \$36,000 to \$45,000, a 25% increase.  
**Justification** – The rising price of fuel prices and uncertainty of duration of high costs of fuel.
- **Professional/Subscription Dues** – Increased from \$8,000 to \$15,000.  
**Justification** – FY22 showed an approximate 141% overage in the FY22 budgetary projections. A major part of the increased costs is due to the dispatching and mapping software utilized for all the vehicles. These subscriptions run approximately \$375/apparatus. Other subscriptions (i.e. Bozeman Daily Chronicle) will be reviewed to find cost savings.
- **Utilities** – Increased from \$52,000 to \$57,000.  
**Justification** – This is a cautionary increase due to the rising costs of natural gas. The Sourdough Station should realize a savings in FY23 due to the solar panels in place.
- **Professional Services** – Increased from \$35,000 to \$40,000.  
**Justification** – The increase for professional services will allow funding for any potential services needed with the gathering of information for the new Rae Fire Station. There has also been an increase in accounting services as well as the FY23 Audit.
- **Firefighter Physicals** – Increased from \$18,000 to \$25,000.  
**Justification** – The department requires new recruits to receive a preliminary health screening. The increased cost will potentially inform the participants of any issues that might interfere with their training.
- **Insurance** – Increased from \$70,000 to \$75,000.  
**Justification** – This increase accounts for newly purchased apparatus' in FY22 and any potential purchases in FY23.

- **Safety Equipment** – Increased from \$70,000 to \$80,000.  
**Justification** – The department has a goal of replacing five turn outs each fiscal year. This has shown to be an inadequate number and the Chief would like to increase that number to eight turn outs for replacing.
- **Personnel Expenses** – Increased from \$572,152 to \$639,000 (This may decrease when further information is received)  
**Justification** – There will be increases in wages for the staff. Brian received approximately a 5% increase and gave each staff member a similar raise which will go into effect after individual probation periods have elapsed. We also added a position (Training Captain).



## Hyalite Rural Fire District

### Fire Chief's Report

May 2022

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 202 calls as of May 1st 2022.
  - Call volume as of May 2021 - 233
  - Call volume as of May 2020 - 156
  - Call volume as of May 2019 - 176
2. Our current roster is at 48 members (effective 5/1/2022).
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. We offered mutual aid training to our auto and mutual aid partners on April 25th. We had members come from the Bozeman Fire Department, Amsterdam Fire District and Gallatin County 911. The mutual aid training continues to benefit our members along with mutual aid partners. We will continue to offer the training in the future.

9. Hyalite Firefighters completed their annual wildland fire refresher course on May 4th. This course is part of the annual required training for wildland fire. Deputy Chief Mike Maltaverne from the Bozeman Fire Department assisted with instruction.

10. On April 27th we assisted the Central Valley Fire District with a large shop structure fire.

11. On April 15th we assisted the City of Bozeman Fire Department with a commercial structure fire.

12. On April 8th we assisted the Central Valley Fire District with a wildland fire along the Frontage road between Belgrade and Manhattan.

13. The ambulance contract for Gallatin County is still in draft form.

14. The spring firefighter recruit academy is continuing to progress. We estimate the spring academy will be completed in June

15. We are continuing to work on a proposal with the DNRC to purchase a new wildland type 6 engine through the DNRC hybrid program. Supply chain issues are causing delays in a proposal to the board. Ford is currently not offering any fleet purchasing of vehicles. Which is not allowing us to get pricing for the chassis of the vehicle.

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

- We have Ambulance 6 and Ambulance 6-1 in service.
- Staff has finished 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.
- Issues with EPCRs through Emergency Reporting have been resolved.
- We did patient transport in the month of April. See the attached report. We did not collect for these transports due to our billing not being finalized. We will begin to collect for transports going forward.

17. Assistant Chief Chris Dahlhauser was elected as chair of the Fire Council training committee. This position will allow Chris to work with departments around the county on training needs.

18. I did secure a 2015 Polaris Razor side by side UTV from the military DOD program. The UTV is in good condition. I will utilize the UTV on wildland fire deployment which will bring in additional revenue for the fire district.

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

20. Engine 6-3 was out of service for four days in the month of April due to mechanical issues.

21. All Hyalite Fire apparatus are in service.

# Hyalite Fire Department

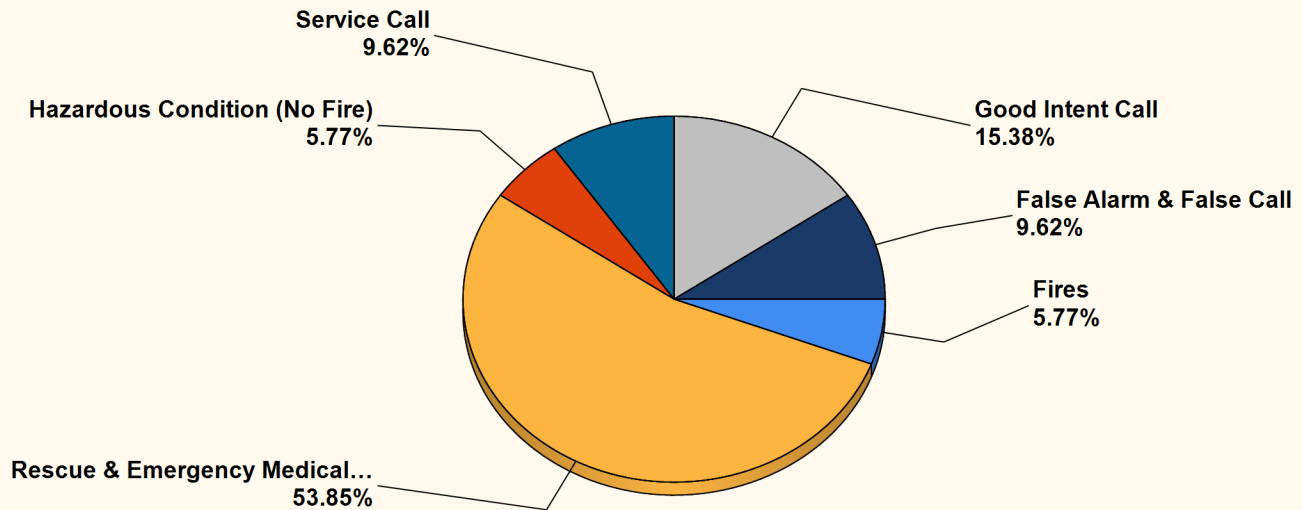
Bozeman, MT

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2022 | End Date: 04/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	5.77%
Rescue & Emergency Medical Service	28	53.85%
Hazardous Condition (No Fire)	3	5.77%
Service Call	5	9.62%
Good Intent Call	8	15.38%
False Alarm & False Call	5	9.62%
<b>TOTAL</b>	<b>52</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

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	3.85%
142 - Brush or brush-and-grass mixture fire	1	1.92%
300 - Rescue, EMS incident, other	1	1.92%
321 - EMS call, excluding vehicle accident with injury	20	38.46%
322 - Motor vehicle accident with injuries	5	9.62%
324 - Motor vehicle accident with no injuries.	2	3.85%
412 - Gas leak (natural gas or LPG)	3	5.77%
500 - Service Call, other	1	1.92%
510 - Person in distress, other	2	3.85%
553 - Public service	1	1.92%
554 - Assist invalid	1	1.92%
611 - Dispatched & cancelled en route	6	11.54%
631 - Authorized controlled burning	2	3.85%
735 - Alarm system sounded due to malfunction	1	1.92%
743 - Smoke detector activation, no fire - unintentional	2	3.85%
745 - Alarm system activation, no fire - unintentional	2	3.85%
<b>TOTAL INCIDENTS:</b>	<b>52</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.

# Hyalite Fire Department

Bozeman, MT

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## Patient Transport and Refusal Counts per Incident Type for Date Range (NEMSIS 3 Incidents Only)

Incident Status(s): All Incident Statuses | Start Incident Type: 100 | End Incident Type: 911 | Start Date: 04/01/2022 | End Date: 04/30/2022

INCIDENT TYPE	INCIDENT COUNT	PATIENT COUNT	PATIENT TRANSPORTS	PATIENT REFUSALS
321 - EMS call, excluding vehicle accident with injury				
Total:	5	5	3	1
322 - Motor vehicle accident with injuries				
Total:	3	5	3	2
324 - Motor vehicle accident with no injuries.				
Total:	1	1	0	1
Totals for All Incidents Types:	9	11	6	4

INCIDENT COUNT = Total # of calls that include Patients, PATIENT COUNT = Total # of Patients for that grouping, PATIENT TRANSPORTS = Total # of Patients for that group who were transported by that department, PATIENT REFUSALS = Total # of Patients who refused care (whether or not they were transported).



**Consent Agenda End**

# **Regular Agenda Item 2**

- a. Approval of Invoice Processing Policy**
- b. Approval of Travel Expense Policy**



# Hyalite Rural Fire District

## Invoice Processing Policy

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### DOCUMENT INFORMATION

Document Type:	Board Policy
Document Number:	2016-001

### VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees	July, 2016	<ul style="list-style-type: none"><li>• Original.</li></ul>
2.0	Board of Trustees	January 22, 2019	<ul style="list-style-type: none"><li>• Added policy statement.</li><li>• Updated procedure to reflect separate Bookkeeper and Administrative Assistant roles.</li><li>• Standard formatting applied.</li><li>• Wordsmithing for definition and clarity, by Board subcommittee 12/21/2018.</li></ul>
3.0	Board of Trustees	June 28, 2022	<ul style="list-style-type: none"><li>• Updated reference from Quickbooks to a more generic term.</li><li>• Added language for other forms of payment if needed.</li></ul>

### POLICY

This policy establishes a uniform procedure for receiving, recording, and remitting payments for all goods and services used in Hyalite Rural Fire District (HRFD) operations. The purpose of this policy is to:

- Establish and maintain accountability and transparency during the payment process through the use of appropriate checks, balances, documentation, and record keeping.
- Make accurate payments of invoices and expenses in a timely manner.

All Hyalite Rural Fire District (HRFD) invoices are processed in the following manner:

1. All invoices are presented to the HRFD Administrative Assistant for payment.
  - a. The HRFD employee or volunteer responsible for the purchase must label invoices, with his/her name(s) and the purpose of the purchase to allow for proper coding of the invoice.
  - b. If reimbursement is requested, it must be stated on the invoice.
2. The Administrative Assistant prepares the invoice for approval by the Fire Chief or Assistant Fire Chief as follows:

- a. Review the invoice for completeness of information and gather additional information, if needed.
  - b. Stamp the invoice with date of service and assign the proper account coding.
  - c. Complete a Missing Invoice Form for any known missing invoices.
  - d. Place coded invoice into the appropriate folder for approval by the Fire Chief or Assistant Fire Chief.
3. After approved invoices are returned, the Administrative Assistant prepares the semi-monthly packet of approved invoices for submission to the Bookkeeper as follows:
  - a. Ensures that all items to be submitted have been approved by the Fire Chief or Assistant Fire Chief.
  - b. Reconciles periodic statements for payment by:
    - i. Reconciles statement with approved invoices.
    - ii. Fills out a Missing Invoice Form for any missing invoice, and continues working with appropriate employee or volunteer to obtain a copy of the missing invoice.
    - iii. Attaches approved invoices and Missing Receipt Forms to the statement.
  - c. Clearly marks items to be paid and items to be entered into the accounting system but paid at a later date.
4. The Bookkeeper processes semi-monthly the invoices and receipts for payment as follows:
  - a. Enters the approved invoices into the accounting system.
  - b. Creates and prints warrants (checks) or other means (ACH) for payment.
  - c. Returns the packet of printed warrants and the entered invoices to the Administrative Assistant. The Bookkeeper typically returns the packet within two days.
5. Once the packet with warrants is returned, the Administrative Assistant processes warrants for mailing or delivery as follows
  - a. Notifies the HRFD Treasurer that warrants are awaiting signature. In the event that the HRFD Treasurer is unavailable, he or she will ask another Board Member to sign in his absence.
  - b. Mail checks via USPS. (Arrange alternate delivery, if needed, such as priority mail to meet payment deadline or hand delivery to an employee, volunteer member, or Trustee.)
6. Administrative Assistant files the packet as follows:
  - a. Copies of processed payments, along with the appropriate warrant stub, are placed in the HRFD files.
  - b. All approved invoices that have been entered into the accounting system, but not yet paid, are filed for later processing. (These will be reconciled with a future statement.)



# Hyalite Rural Fire District

## Travel Expense Policy

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### DOCUMENT INFORMATION

Document Type:	Board Policy
Document Number:	2017-063

### VERSION CONTROL

Version	Approved By	Approved Date	Summary of Changes
1.0	Board of Trustees	August 8, 2017	<ul style="list-style-type: none"><li>• Original (original Document Number=2017-63)</li></ul>
2.0		Not approved	<ul style="list-style-type: none"><li>• Changed Meals and Incidentals per diem reimbursement amount from 120% to 100% of the GSA rates per motion at June 19, 2018 Board meeting.</li><li>• Changes to reflect applicability to Staff, Volunteers, and Trustees.</li><li>• Standard formatting applied.</li></ul>
3.0	Board of Trustees	March 19, 2019	<ul style="list-style-type: none"><li>• Re drafting for clarity.</li><li>• Renamed to "Travel Expense Policy" from "Travel and Meal Reimbursement Policy".</li></ul>
4.0	Board of Trustees	June 28, 2022	<ul style="list-style-type: none"><li>• Added approval for Board of Trustees travel at a publicly noticed board meeting of the Board of Trustees.</li></ul>

### PURPOSE

The purpose of this policy is to provide guidance and accountability for travel and meal reimbursement for approved business travel related to the operations and governance of the Hyalite Rural Fire District (HRFD). This policy applies to Trustees, Staff, and Volunteers. This policy does not apply to food and meals provided to staff and volunteers in the course of regular training activities and fire operations.

The expectation is that expenses incurred during approved travel will be made in the interest of efficiency and with parsimony to district taxpayers. Those contemplating authorized business travel may find the [GSA website](#) a useful resource for trip planning.

Trustees exercise control over business-related travel expenses through the annual budgeting process and by prior approval and post trip reporting at regular board meetings.

## POLICY

- Upcoming business-related travel for staff and trustees will be presented during regular board meetings; staff travel noted in the Chief's Report and trustee travel noted under Trustee Activities.
- The Chief or Assistant Chief must pre-approve travel for volunteers and notify the District Administrative Assistant of the approved travel.
- Trustee travel is authorized by:
  - Annual budget process for known or specific travel
  - Can be pre-approved through a vote of the board of trustees at a publicly noticed board meeting. Or
  - In the case of emergent board business or unforeseen circumstances be authorized by the individual board member with a vote to approve or disapprove at the next noticed board meeting.
- Reimbursement requests for approved business travel and meals will be submitted in a standard format prepared by the District Administrative Assistant. At a minimum, the format prepared will include a statement of the purpose for travel. This document will be retained per District policy.
- HRFD credit cards, rather than personal cards or cash, will be used whenever possible.
- In order to receive reimbursement, itemized receipts for all reimbursable expense must be presented to the District Administrative Assistant.
- Vehicle mileage reimbursement for personal vehicles will be at 100% of the current Federal rate.
- When possible, airline tickets should be purchased 21 days in advance of departure.
- Lodging should be selected to facilitate efficient execution of district business.
- Meals will be reimbursed and gratuity may be made up to 15% of the total meal cost.
- The HRFD will not reimburse the purchase of alcohol.

# **Regular Agenda Item 3**

**Approval of Contract with  
Sourcewell Cooperative  
(Pierce Manufacturing)**



PERFORM. LIKE NO OTHER™

This Purchase Agreement (together with all attachments referenced herein, the "Agreement"), made and entered into by and between Pierce Manufacturing Inc., a Wisconsin corporation ("Pierce"), and Hyalite Rural Fire District, a District ("Customer") is effective as of the date specified in Section 3 hereof.

1. Definitions.

- a. **"Product"** means the fire apparatus and any associated equipment manufactured or furnished for the Customer by Pierce pursuant to the Specifications.
- b. **"Specifications"** means the general specifications, technical specifications, training, and testing requirements for the Product contained in the Pierce Proposal for the Product prepared in response to the Customer's request for proposal.
- c. **"Pierce Proposal"** means the proposal provided by Pierce attached as Exhibit C prepared in response to the Customer's request for proposal.
- d. **"Delivery"** means the date Pierce is prepared to make physical possession of the Product available to the Customer.
- e. **"Acceptance"** The Customer shall have fifteen (15) calendar days of Delivery to inspect the Product for substantial conformance with the material Specifications; unless Pierce receives a Notice of Defect within fifteen (15) calendar days of Delivery, the Product will be deemed to be in conformance with the Specifications and accepted by the Customer.

2. Purpose. This Agreement sets forth the terms and conditions of Pierce's sale of the Product to the Customer.

3. Term of Agreement. This Agreement will become effective on the date it is signed and approved by Pierce's authorized representative pursuant to Section 22 hereof ("Effective Date") and, unless earlier terminated pursuant to the terms of this Agreement, it will terminate upon the Customer's Acceptance and payment in full of the Purchase Price.

4. Purchase and Payment. The Customer agrees to purchase the Product specified on Exhibit A for the total purchase price of \$1,550,998.00 ("Purchase Price"). Prices are in U.S. funds.

5. Future Changes. Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and/or the Product and in any such event any resulting cost increases incurred to comply therewith will be added to the Purchase Price to be paid by the Customer. In addition, any future drive train upgrades (engine, transmission, axles, etc.), or any other specification changes have not been calculated into our annual increases and will be provided at additional cost. To the extent practicable, Pierce will document and itemize any such price increases for the Customer.

6. Agreement Changes. The Customer may request that Pierce incorporate a change to the Products or the Specifications for the Products by delivering a change order to Pierce; provided, however, that any such change order must be in writing and include a description of the proposed change sufficient to permit Pierce to evaluate the feasibility of such change ("Change Order"). Within [seven (7) business days] of receipt of a Change Order, Pierce will inform the Customer in writing of the feasibility of the Change Order, the earliest possible implementation date for the Change Order, of any increase or decrease in the Purchase Price resulting from such Change Order, and of any effect on production scheduling or Delivery resulting from such Change Order. Pierce shall not be liable to the Customer for any delay in performance or Delivery arising from any such Change Order. A Change Order is only effective when counter-signed by Pierce's authorized representative.

7. Cancellation/Termination. In the event this Agreement is cancelled or terminated by a party before completion, Pierce may charge a cancellation fee. The following charge schedule based on costs incurred may be applied: (a) 10% of the Purchase Price after order is accepted and entered by Pierce; (b) 20% of the Purchase Price after completion of approval drawings, and; (c) 30% of the Purchase Price upon any material requisition. The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. Pierce endeavors to mitigate any such costs through the sale of such Product to another purchaser; however Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by Pierce upon sale of the Product to another purchaser, plus any costs incurred by Pierce to conduct any such sale.

8. Delivery, Inspection and Acceptance. (a) Delivery. Delivery of the Product is scheduled to be within 24 to 28 months of the Effective Date of this Agreement, F.O.B. Factory in Appleton, Wisconsin. Risk of loss shall pass to Customer upon Delivery. (b) Inspection and Acceptance. Upon Delivery, Customer shall have fifteen (15) days within which to inspect the Product for substantial conformance to the material Specifications, and in the event of substantial non-conformance to the

material Specifications to furnish Pierce with written notice sufficient to permit Pierce to evaluate such non-conformance ("Notice of Defect"). Any Product not in substantial conformance to material Specifications shall be remedied by Pierce within thirty (30) days from the Notice of Defect. In the event Pierce does not receive a Notice of Defect within fifteen (15) days of Delivery, Product will be deemed to be in conformance with Specifications and Accepted by Customer.

9. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

Pierce Manufacturing, Inc.  
Director of Order Management  
2600 American Drive  
Appleton WI 54912  
Fax (920) 832-3080

Customer  
Hyalite Rural Fire District  
4541 S 3<sup>rd</sup> Rd  
Bozeman, MT 59715  
Phone: 406-586-3770

10. Standard Warranty. Any applicable Pierce warranties are attached hereto as Exhibit B and made a part hereof. Any additional warranties must be expressly approved in writing by Pierce's authorized representative.

a. Disclaimer. OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PIERCE, ITS PARENT COMPANY, AFFILIATES, SUBSIDIARIES, LICENSORS OR SUPPLIERS, THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, SHAREHOLDERS, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS PROVIDED HEREUNDER OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

b. Exclusions of Incidental and Consequential Damages. In no event shall Pierce be liable for consequential, incidental or punitive damages incurred by Customer or any third party in connection with any matter arising out of or relating to this Agreement, or the breach thereof, regardless of whether such damages arise out of breach of warranty, tort, contract, strict liability, statutory liability, indemnity, whether resulting from non-delivery or from Pierce's own negligence, or otherwise.

11. Insurance. Pierce maintains the following limits of insurance with a carrier(s) rated A- or better by A.M. Best:

Commercial General Liability Insurance:

Products/Completed Operations Aggregate: \$1,000,000  
Each Occurrence: \$1,000,000

Umbrella/Excess Liability Insurance:

Aggregate: \$25,000,000  
Each Occurrence: \$25,000,000

The Customer may request: (x) Pierce to provide the Customer with a copy of a current Certificate of Insurance with the coverages listed above; (y) to be included as an additional insured for Commercial General Liability (subject to the terms and conditions of the applicable Pierce insurance policy); and (z) all policies to provide a 30 day notice of cancellation to the named insured

12. Indemnity. The Customer shall indemnify, defend and hold harmless Pierce, its officers, employees, dealers, agents or subcontractors, from any and all claims, costs, judgments, liability, loss, damage, attorneys' fees or expenses of any kind or nature whatsoever (including, but without limitation, personal injury and death) to all property and persons caused by, resulting from, arising out of or occurring in connection with the Customer's purchase, installation or use of goods sold or supplied by Pierce which are not caused by the sole negligence of Pierce.

13. Force Majeure. Pierce shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Pierce's control which make Pierce's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation

regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

14. Default. The occurrence of one or more of the following shall constitute a default under this Agreement: (a) the Customer fails to pay when due any amounts under this Agreement or to perform any of its obligations under this Agreement; (b) Pierce fails to perform any of its obligations under this Agreement; (c) either party becomes insolvent or become subject to a bankruptcy or insolvency proceedings; (d) any representation made by either party to induce the other to enter into this Agreement is false in any material respect; (e) the Customer dissolves, merges, consolidates or transfers a substantial portion of its property to another entity; or (f) the Customer is in default or has breached any other contract or agreement with Pierce.

15. Manufacturer's Statement of Origin. It is agreed that the manufacturer's statement of origin ("MSO") for the Product covered by this Agreement shall remain in the possession of Pierce until the entire Purchase Price has been paid. If more than one Product is covered by this Agreement, then the MSO for each individual Product shall remain in the possession of Pierce until the Purchase Price for that Product has been paid in full. In case of any default in payment, Pierce may take full possession of the Product, and any payments that have been made shall be applied as payment for the use of the Product up to the date of taking possession.

16. Independent Contractors. The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venturer of or with the other.

17. Assignment. Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party.

18. Governing Law; Jurisdiction. Without regard to any conflict of laws provisions, this Agreement is to be governed by and under the laws of the state of Wisconsin.

19. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission shall be binding as original signatures.

20. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Product. Additional or different terms proposed by the Customer shall not be applicable, unless accepted in writing by Pierce's authorized representative. No change in, modification of, or revision of this Agreement shall be valid unless in writing and signed by Pierce's authorized representative.

21. Conflict. In the event of a conflict between the Customer Specifications and the Pierce Proposal, the Pierce Proposal shall control. In the event there is a conflict between the Pierce Proposal and this Agreement, the Pierce Proposal shall control.

22. Signatures. This Agreement is not effective unless and until it is approved, signed and dated by Pierce Manufacturing, Inc.'s authorized representative.

Accepted and agreed to:

**PIERCE MANUFACTURING, INC.**

**CUSTOMER:** Hyalite Rural Fire District

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

EXHIBIT A

**PURCHASE DETAIL FORM**

Pierce Manufacturing, Inc.  
Director of Order Management  
2600 American Drive  
Appleton WI 54912  
Fax (920) 832-3080

Date: \_\_\_\_\_

Customer Name: Hyalite Rural Fire District

Quantity	Description	Price
Two (2)	Pierce Enforcer PUC Pumpers AS868	\$1,598,914.00
Less	Chassis progress payment discount	(21,852.00)
Less	Payment upon completion at factory discount	(16,064.00)
Less	Customer drive-out discount	(10,000.00)
	<b>Total</b>	<b>\$1,550,998.00</b>

Warranty Period: Standard per proposal AS868 submitted May 10, 2022.

Training Requirements: Standard per proposal AS868 submitted May 10, 2022.

Other Matters: A performance bond will be provided within thirty (30) days of contract execution.

This contract is available for inter-local and other municipal corporations to utilize with the option of adding or deleting any Pierce available options, including chassis models. Any addition or deletion may affect the unit price.

Payment Terms: The chassis progress payment in the amount of \$728,428.00 will be due three (3) months prior to the ready from pick up date from the factory, an invoice will be provided thirty (30) days before the due date. If payment isn't made when due \$21,852.00 will be added to the final invoice. Final payment including any changes made during the manufacturing process is due upon completion of the unit at the factory and prior to the unit leaving the factory for delivery.

[NOTE: If deferred payment arrangements are required, the Customer must make such financial arrangements through a financial institution acceptable to Pierce.] All taxes, excises and levies that Pierce may be required to pay or collect by reason of any present or future law or by any governmental authority based upon the sale, purchase, delivery, storage, processing, use, consumption, or transportation of the Product sold by Pierce to the Customer shall be for the account of the Customer and shall be added to the Purchase Price. All delivery prices or prices with freight allowance are based upon prevailing freight rates and, in the event of any increase or decrease in such rates, the prices on all unshipped Product will be increased or decreased accordingly. Delinquent payments shall be subject to a carrying charge of 1.5 percent per month or such lesser amount permitted by law. Pierce will not be required to accept payment other than as set forth in this Agreement. However, to avoid a late charge assessment in the event of a dispute caused by a substantial nonconformance with material Specifications (other than freight), the Customer may withhold up to five percent (5%) of the Purchase Price until such time that Pierce substantially remedies the nonconformance with material Specifications, but no longer than sixty (60) days after Delivery. If the disputed amount is the freight charge, the Customer may withhold only the amount of the freight charge until the dispute is settled, but no longer than sixty (60) days after Delivery. Pierce shall have and retain a purchase money security interest in all goods and products now or hereafter sold to the Customer by Pierce or any of its affiliated companies to secure payment of the Purchase Price for all such goods and products. In the event of nonpayment by the Customer of any debt, obligation or liability now or hereafter incurred or owing by the Customer to Pierce, Pierce shall have and may exercise all rights and remedies of a secured party under Article 9 of the Uniform Commercial Code (UCC) as adopted by the state of Wisconsin.

THIS PURCHASE DETAIL FORM IS EXPRESSLY SUBJECT TO THE PURCHASE AGREEMENT TERMS AND CONDITIONS DATED AS OF \_\_\_\_\_, 2022 BETWEEN PIERCE MANUFACTURING INC. AND HYALITE RURAL FIRE DISTRICT WHICH TERMS AND CONDITIONS ARE HEREBY INCORPORATED IN, AND MADE PART OF, THIS PURCHASE DETAIL FORM AS THOUGH EACH PROVISION WERE SEPARATELY SET FORTH HEREIN, EXCEPT TO THE EXTENT OTHERWISE STATED OR SUPPLEMENTED BY PIERCE MANUFACTURING INC. HEREIN.

EXHIBIT B  
**WARRANTY**

STANDARD PER PROPOSAL AS868 SUBMITTED MAY 10, 2022.

EXHIBIT C

**PIERCE PROPOSAL**

STANDARD PER PROPOSAL AS868 SUBMITTED MAY 10, 2022.

# **Regular Agenda Item 4**

## **Approval of FY2023 DNRC Contracts**

COOPERATIVE FIRE SUPPORT AGREEMENT  
between  
HYALITE RURAL FIRE DISTRICT  
and the  
STATE OF MONTANA  
DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION  
\_\_\_\_\_ LAND OFFICE- \_\_\_\_\_ UNIT

**Fire Department Address:** 4541 S. 3<sup>rd</sup> Rd.

**Fire Department City, State, Zip:** Bozeman, Montana 59715

**Fire Department Phone Number:** (406) 586-3770

**Fire Department Email:** admin@hyalitefire.org

**FDID #:**

**DNRC Agreement Number:**

**Effective Dates:** July 1, 2022 through June 30, 2023

**Required Attachments:**

- Cooperative Fire Support Agreement-Personnel Billing Rate Form
- Department Travel Policy (if no policy exists, travel policy will default to the State of Montana Travel Policy)
- Option 3- Unoperated Incident Rental Agreement
- Chiefs Certification for Local Government Fire Forces- "Chiefs Cert" Form

This Cooperative Agreement is made and entered into by and between Hyalite Rural Fire District, hereinafter referred to as the COOPERATOR and the Montana Department of Natural Resources & Conservation, Forestry Division, hereinafter referred to as the DEPARTMENT, and effective the first day of July, 2022. This agreement is in effect until the last day of June, 2023. This Agreement may be terminated by either party at any time upon thirty (30) days written notice to the other party.

The COOPERATOR agrees that it will adhere to the fire business management practices and standard operating procedures contained in the current year version of Chapter 50, Northern Rockies Supplement to the Standards for Interagency Business Management (SIIBM); the NRCG Mobilization of Local Government Firefighting Resources guidelines; and be ordered through the national dispatch system. If the COOPERATOR accepts an assignment, it will perform the duties as detailed in the resource order at the time of dispatch.

The COOPERATOR will invoice the DEPARTMENT and be reimbursed in accordance with policies contained in Chapter 50, NR Supplement of the SIIBM and/or the NRCG Mobilization of Local Government Firefighting Resources. Reimbursement may include:

- Normal payroll, including overtime and backfill costs for permanent employees, at the personnel's actual rates, as listed on the Billing Rate form, from their salary schedules under which they operate normally. Backfill reimbursement will only be considered for those essential operations positions critical to maintaining minimum staffing/response requirements at the COOPERATOR's home jurisdiction.

- Unoperated equipment rental costs, including fuel, oil and operating supplies used, while assigned to a fire as established on the current year Incident Rental Agreement (IRA) for the COOPERATOR and the apparatus mobilized.
- Other direct costs associated with the resource order, i.e. travel, per diem, lodging, damage claims, and miscellaneous expenses, when those expenses are eligible for reimbursement. The COOPERATOR agrees to provide a copy of the applicable travel policy to the DEPARTMENT as part of this agreement. If no written policy exists, the DEPARTMENT and State of Montana Travel Policies will apply.

The COOPERATOR agrees to utilize the Option 3 Incident Invoice form and shall submit all required supporting documentation necessary to detail invoiced expenses associated with the mobilization. **All invoices should be submitted to the DEPARTMENT within 30 days, and certainly no later than 60 days after demobilization from the incident of those same resources. Billing packages received after 60 days will be rejected unless prior arrangements have been made with the DEPARTMENT.**

All personnel under employment of the COOPERATOR are covered under Workers Compensation Insurance as provided by (Montana State Fund, Montana Municipal Interlocal Authority or Other). Policy#: 03-134600-0.

This agreement does not apply to the normal, day-to-day operations of either the COOPERATOR or the DEPARTMENT, but only when the COOPERATOR enters pay status, as that term is employed in the Chapter 50, NR Supplement of the SIIBM and/or the NRCG Mobilization of Local Government Firefighting Resources.

This agreement does not affect the terms of the DEPARTMENT and the \_\_\_\_\_ County Cooperative Fire Management Agreement or other Initial Attack Agreements currently in place.

In witness whereof, the parties hereto have executed this Cooperative Fire Support Agreement as of the last date written below.

**Signatures:**

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DNRC Authorized Representative

---

Date

---

Name and Title

---

LGFF Authorized Representative

---

Date

---

Eugene "Pete" Geddes, III, Chairman of the Board of Trustees, Hyalite Rural Fire District

---

Name and Title

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

**Billing Rate Effective Dates:** July 1, 2022 - June 30, 2023

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

[illegible]

**Date:**

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

<b>1. Montana DNRC Land or Unit Office a. Name and Address:</b> Montana DNRC Land or Unit Office Bozeman Unit 2273 Boot Hill Court #110 Bozeman, MT 59715		<b>2. AGREEMENT NUMBER</b> (Must appear on all documents relating to this agreement): <b>3. EFFECTIVE DATES OF AGREEMENT:</b> a. Beginning <u>July 1, 2022</u> b. Ending <u>June 30, 2023</u>  c. Specific incident only: Incident Name: _____ Incident Number: _____																																																																									
b. Phone Number: 406-586-5243 c. FAX Number: 406-587-9726		<b>4. Local Government Fire Force a. Name and Address:</b> Hyalite Rural Fire District 4541 S. 3 <sup>rd</sup> Road Bozeman, MT 59715		<b>5. POINT OF HIRE</b> (Location when hired if different than Block 4):  <b>6. ORDERING DISPATCH CENTER</b> MT-Billings																																																																							
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: 06056		<b>7. THE FOLLOWING EQUIPMENT IS BEING PROVIDED:</b> <input type="checkbox"/> FULLY OPERATED <input checked="" type="checkbox"/> UNOPERATED																																																																									
		<b>8. LGFF Authorized Commissary:</b> XXX Yes <input type="checkbox"/> No																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">9. ITEM DESCRIPTION: Equipment (include VIN, make, model, year, serial no., accessories or other identifying features).</th> <th style="width: 10%;">10. NO. OF OPERATORS PER SHIFT</th> <th style="width: 15%;">11. HRLY/DAILY/MILEAGE/SHIFT BASIS (SS/SS; ref. Cl.6)</th> <th style="width: 10%;">12. SPECIAL RATE</th> <th style="width: 25%;">13. GUARANTEE (8 HOURS)</th> </tr> <tr> <th></th> <th></th> <th>Rate</th> <th>Unit</th> <th></th> </tr> </thead> <tbody> <tr> <td>Command 6-3, Off Road 3/4 ton Command Vehicle 2019 Dodge 2500 LIC#: 6-09359C VIN: 3C6UR5CJ8JG336170</td> <td>1</td> <td>\$100.00</td> <td>Daily</td> <td></td> </tr> <tr> <td>Command 6-4, Off Road 1/2 Ton Command Vehicle 2006 Toyota Tundra LIC#: 6-13516C VIN: 1GNWK5EGXBR21104s</td> <td>1</td> <td>\$100.00</td> <td>Daily</td> <td></td> </tr> <tr> <td>Command 6, Off Road 3/4 Ton Command Vehicle 2011 Chevrolet Suburban LIC #: 6-13516C VIN: 1GNWK5EGXBR211042</td> <td>1</td> <td>\$100.00</td> <td>Daily</td> <td></td> </tr> <tr> <td>Command 6-1, Off Road ¾ Ton Command Vehicle 2021 Dodge Ram 2500 LIC#: 6-76216C VIN: 3C6UR5CJ9MG679977</td> <td>1</td> <td>\$100.00</td> <td>Daily</td> <td></td> </tr> <tr> <td>Command 6-2, Off Road ½ Ton Command Vehicle 2021 Dodge Ram 1500 LIC#: 6-76215C VIN: 1C6RFMT4MN788108</td> <td>1</td> <td>\$100.00</td> <td>Daily</td> <td></td> </tr> <tr> <td>U-6-2, Off Road Side by Side UTV 2015 Polaris Razor MRZR-4 VIN: 4XAVXE903GB339617</td> <td>1</td> <td>\$250.00</td> <td>Daily</td> <td></td> </tr> <tr> <td>Engine 6, Type 1 Structure Engine 2012 International Workstar 7600 6x6 LIC#: 6-13528C VIN: 1HTGRSJT7CJ423569</td> <td>4</td> <td>\$214.00</td> <td>Hourly</td> <td></td> </tr> <tr> <td>Engine 6-1, Type 1 Structure Engine 2019 Pierce Enforcer 4x4 LIC#: 6-24067C VIN: 4P1BAFF8KA020136</td> <td>4</td> <td>\$214.00</td> <td>Hourly</td> <td></td> </tr> <tr> <td>Engine 6-2, Type 1 Structure Engine 2002 International I5600 6x6 LIC#: 6-13525C VIN: 1HTXGAET43J052588</td> <td>4</td> <td>\$214.00</td> <td>Hourly</td> <td></td> </tr> <tr> <td>Engine 6-3, Type 1 Structure Engine 2003 International I5600 6x6 LIC#: 6-13526C VIN: 1HTXGEAT63J052589</td> <td>4</td> <td>\$214.00</td> <td>Hourly</td> <td></td> </tr> <tr> <td>Water Tender 6, Type 1 Tactical Tender 2013 International Workstar 7600 LIC#: 6-13527C VIN: 1HTGSSJT8DJ300319</td> <td>2</td> <td>\$148.00</td> <td>Hourly</td> <td></td> </tr> <tr> <td>Water Tender 6-1, Type 2 Water Tender 2016 Kenworth Tender LIC#: 6-13530C VIN: 2NKHLJ9X1GM490959</td> <td>1</td> <td>\$108.00</td> <td>Hourly</td> <td></td> </tr> </tbody> </table>						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)	12. SPECIAL RATE	13. GUARANTEE (8 HOURS)			Rate	Unit		Command 6-3, Off Road 3/4 ton Command Vehicle 2019 Dodge 2500 LIC#: 6-09359C VIN: 3C6UR5CJ8JG336170	1	\$100.00	Daily		Command 6-4, 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	Daily		Command 6-1, Off Road ¾ Ton Command Vehicle 2021 Dodge Ram 2500 LIC#: 6-76216C VIN: 3C6UR5CJ9MG679977	1	\$100.00	Daily		Command 6-2, Off Road ½ Ton Command Vehicle 2021 Dodge Ram 1500 LIC#: 6-76215C VIN: 1C6RFMT4MN788108	1	\$100.00	Daily		U-6-2, Off Road Side by Side UTV 2015 Polaris Razor MRZR-4 VIN: 4XAVXE903GB339617	1	\$250.00	Daily		Engine 6, Type 1 Structure Engine 2012 International Workstar 7600 6x6 LIC#: 6-13528C VIN: 1HTGRSJT7CJ423569	4	\$214.00	Hourly		Engine 6-1, Type 1 Structure Engine 2019 Pierce Enforcer 4x4 LIC#: 6-24067C VIN: 4P1BAFF8KA020136	4	\$214.00	Hourly		Engine 6-2, Type 1 Structure Engine 2002 International I5600 6x6 LIC#: 6-13525C VIN: 1HTXGAET43J052588	4	\$214.00	Hourly		Engine 6-3, Type 1 Structure Engine 2003 International I5600 6x6 LIC#: 6-13526C VIN: 1HTXGEAT63J052589	4	\$214.00	Hourly		Water Tender 6, Type 1 Tactical Tender 2013 International Workstar 7600 LIC#: 6-13527C VIN: 1HTGSSJT8DJ300319	2	\$148.00	Hourly		Water Tender 6-1, Type 2 Water Tender 2016 Kenworth Tender LIC#: 6-13530C VIN: 2NKHLJ9X1GM490959	1	\$108.00	Hourly	
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Water Tender 6-2, Type 2 Water Tender 1985 Pierce Mack Tender LIC#: 6-13529C VIN: 1M2H145CXFM001163		1	\$108.00	Hourly	
<b>14. SPECIAL PROVISIONS, GENERAL CLAUSES AND GUIDING DOCUMENT:</b>					
<p>a) The current year version of Chapter 50, Northern Rockies Supplement to the Standards for Interagency Business Management (SIIBM) is the guiding document for this agreement: <a href="http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information">http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information</a>. The specifications, rules and guidelines of Chapter 50 are incorporated herein by reference in addition to the LGFF General Clauses to the IRA that are attached hereto and incorporated herein by reference. In the event of a disagreement between the LGFF General Clauses attached and Ch 50, Ch 50 for the year of the agreement will preside and supersede the attached general clauses (i.e. 2020 Ch 50 &amp; 2020 Agreement.)</p> <p>b) This agreement <b>is valid</b> outside the Northern Rockies Geographic Area.</p> <p>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.</p> <p>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.</p> <p>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.</p>					
<b>15. FIRE CHIEF OR AUTHORIZED AGENT'S SIGNATURE</b>		<b>16. DATE</b>	<b>19. LAND OFFICE REPRESENTATIVE SIGNATURE</b>		<b>20. DATE</b>
<b>17. PRINT NAME AND TITLE</b>		<b>18. DATE</b>	<b>21. a. PRINT NAME AND TITLE</b>		
			<b>b. Phone Number:</b>		
			<b>c. FAX:</b>		

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

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

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

**CLAUSE 2. Time Under Hire:** The time under hire shall start at the time the equipment begins traveling to the incident after being

ordered by the Government, and end at the estimated time of arrival back to the point of hire after being released, except as provided in Clause 7 of these General Clauses.

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

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

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

**CLAUSE 6. Payments:**

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

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

## FY 2023

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

2. **Special Rates:** (column 12) shall apply when specified.
3. **Hourly Rate:** Equipment paid at an hourly rate will be paid for time worked. Equipment is to be paid during meal breaks. Equipment in transport status (via heavy transport, not being driven) will be paid at 50% of the regular rate.
4. **Daily Rate:** (column 11) - Payment will be made on basis of calendar days (0001 – 2400). For fractional days at the beginning and ending of time under hire, payment will be based on 50% of the Daily Rate for periods less than 8 hours. Equipment hired under the Daily Rate may be staffed with or without operator. First or last day pro-rating is not applicable to automobiles, ie pickup/sedans.

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

- 1) **Single Shift** - (SS) is staffed with one operator or one crew
  - 2) **Double Shift** - (DS) is staffed with two operators or two crews (one per shift. There will be no compensation for a double shift unless a separate operator(s) and or crew(s) is/are ordered in writing by the host incident for the second shift. Normal hourly rates apply for time worked.
5. **Severity Rates:** Severity rates for LGFF equipment will be paid at 100% of the established hourly rate for all time under hire.

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

### CLAUSE 7. Exceptions

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

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

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

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

**CLAUSE 8. Subsistence:** When host agency subsistence incident camps are available, meals and bedding for LGFF's operator(s) will be furnished without charge. The host incident agency will furnish meals and lodging without cost if hotel/restaurant subsistence is the approved camp for incident personnel. LGFFs may be paid per diem & lodging expenses to and from incidents by the agency responsible for payment.

**Exception:** Travel expenses and travel time for crew swaps that occur within the tour of duty to meet LGFF department staffing needs are done so at the cost of such departments.

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

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

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

### CLAUSE 10. LGFF's Responsibility for Property and Personal Damages:

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

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

### CLAUSE 12. Personal Protective Clothing and Equipment:

The Government considers operators as fireline personnel who will use and wear specified articles of personal protective equipment.

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

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

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

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

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

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

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

**SPECIAL PROVISIONS:**

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

# **Regular Agenda Item 5**

**Approval of Purchase Hybrid  
Wildland Fire Engine with  
DNRC**



**Hyalite Fire District**  
4541 S. 3<sup>rd</sup> Road  
Bozeman, MT 59715  
(406) 586 – 3770

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## Proposal for new purchase of DNRC hybrid type 5 wildland engine

### Purpose:

The purpose for the purchase of a new DNRC hybrid wildland engine would be to expand the wildland firefighting capabilities of the Hyalite Fire Department. As the fire district continues to develop and increase in population, the need for proper wildland firefighting equipment is essential. The purchase of the new wildland engine would expand our current capabilities from our one county co-op type 6 engine to two apparatus. This number factors in the replacement of our two urban interface engines up for replacement.

### Proposal:

Through the state of Montana DNRC equipment development program, we have the opportunity to purchase a new type 5 wildland fire engine. The new engine would carry 500 gallons of water and have pumping capabilities of 250 gallon per minute. Features of the new engine would include automatic transmission, four-wheel drive, seating for five firefighters, pump and roll capabilities with a front-end mounted turret, 150' hose reel and equipment storage.

The reason the engine is referred to as a hybrid is because it is a cooperative project with the DNRC. The Hyalite Fire District would be responsible for the purchase of the engine cab and chassis. The DNRC will provide the wildland fire module for the back of the engine. The DNRC would maintain ownership of the wildland fire module and the fire district of the cab and chassis. The fire district would be responsible for the purchase of the front turret monitor as this is not supplied by the DNRC. The DNRC will provide the necessary plumbing for the front turret. The fire district would be responsible for the insurance of the engine

The fire district would be responsible for the maintenance of the engine though assistance from the DNRC is available for the maintenance of the water tank, fire pump and plumbing. The DNRC would perform the annual maintenance on the fire equipment as well.

The new engine usage would be up to the discretion of the fire district. We would be able to use the engine on any call type or response we see as needed. The DNRC does not limited the usage of the vehicle in anyway.

### Estimated cost:

Cab/chassis	\$60,000.00
Emergency Lighting and Siren	\$3000.00
Decals	\$2000.00
Front Bumper Turret	<u>\$4300.00</u>
Total:	\$69,300.00

The fire district purchasing a similar type 5 engine on our own would cost an estimated \$150,000 - \$200,000. By utilizing the DNRC hybrid option we are saving roughly \$80,000 - \$130,000 to increase our wildland firefighting capabilities. The new engine would be eligible for payment if used during DNRC county assist events. The rate for a hybrid engine would be 67% of the hourly rate for a type 5 wildland engine. The hourly rate is \$80.00 an hour, 67% would come out to \$53.60 an hour.

The new engine will open up opportunities for our firefighters to gain knowledge and experience by providing mutual aid through out the state of Montana for critical mission task force. The new engine will allow for more crew space in the cab incomparable to our county co-op engine which can only comfortably seat two. This will allow us to also deploy crews to other areas for mutual aid and keep a wildland fire apparatus in the fire district.

# **Regular Agenda Item 6**

## **Review of Staff Salaries**

WAGE COMPARISONS 2022

Agency		Big Sky	Central Valley	Bozeman Fire Dept.	Hyalite-FY22	Projected Hyalite-FY23
Base Salaries						
	Fire Chief	\$153,787.00	\$126,712 - \$120,377	\$122,736 - 134,875	\$115,000.00	\$120,000
	Assistant Fire Chief	\$132,738.00	\$106,283 - \$100,969	\$105,834 - \$119,210	\$82,230.00	\$100,619
	Battalion Chief	\$110,311.00		\$98,278 - \$107,998		
	Training Officer	\$87,000.00	\$76,550 - \$72,723		\$68,000.00	\$82,875
	Maintenance	\$83,193.00	\$78,291			\$82,212
Variables		Base Salary + Medic Cert + Longevity Pay				
Medical Benefits		Pay 100% of Premiums for Health, Dental, and Vision for Employee and Dependants. Premium is age based and # of dependants.	Health-\$22,300 No Dental	City pays \$1,496 towards employee health insurance plan.	100% Health and Dental Included	100 % Health and Dental Included
Other Benefits		Medical Reimbursement Acct	HRA: \$2,800 funded annually for employee w/dependants; \$1,600 funded for employee only	Chief Receives 15% towards housing or 457		
Retirement/Other		457(b) Plan	457 Plan	City pays 14.36% towards employees retirement	FURS Retirement at 14.36%	FURS Retirement at 14.36%
		FURS Retirement				
		AFLAC Plan (Accident, Disability, Cancer)				

# **Regular Agenda Item 7**

## **Fire Chief's Report**



## Hyalite Rural Fire District

### Fire Chief's Report

June 2022

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 234 calls as of June 1st 2022.
  - Call volume as of June 2021 - 271
  - Call volume as of June 2020 - 198
  - Call volume as of June 2019 - 210
2. Our current roster is at 44 members (effective 6/1/2022).
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
  - We had two firefighters leave the Sourdough resident program. Reid Hill took a job as a seasonal wildland firefighter in Miles City. Reid will be returning to the department in August. Kale Pickett will soon begin medical school and has stepped down to a reserve captain role.
  - Firefighters Briana Scherrer and John Pemberton took the two open positions.
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.
  - Cottonwood resident Nate Leahy has left the Cottonwood residency program for a seasonal wildland firefighter position. Nate will return to the department in October.
  - Firefighter Aaron Constantino took the open position.
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. With some of our firefighters

on summer leave we will have a few weekly shifts that are open. Resident firefighters have been great about filling in where needed.

7. We continue our regular multi company fire and EMS training every Wednesday night and command training twice a month.

8. We had five Hyalite Firefighter's participate in a S-215 wildland urban interface class June 4th and 5th. The class was taught by members of the Montana DNRC and Gallatin County leadership.

9. We have three firefighters attending the Montana DNRC County Assist Team (CAT) camp training on June 10th - 12th. The training gives our firefighters experience in wildland fire and working with an incident management team. Chief Nickolay will be attending as an instructor as a member of the CAT team.

10. Hyalite Fire leadership met with the US Forest Service on June 6th as part of our annual operating plan with the Forest Service. Discussions were held on expectations and job duties for responding to wildland fire on Forest Service land.

11. The spring firefighter recruit academy will finish up their training on June 11th. We will then have three new firefighters ready to respond to calls.

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

- We have Ambulance 6 and Ambulance 6-1 in service.
- Staff has been working to resolve some final issues with Medicare and Medicaid to get billing up in place.
- 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.
- Issues with EPCRs through Emergency Reporting have been resolved.
- We did patient transport in the month of April. See the attached report. We did not collect for these transports due to our billing not being finalized. We will begin to collect for transports going forward.

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

14. Engine 6-3 was out of service for two days this month with a mechanical issue. The issue with the pump primer has been fixed.

15. All Hyalite Fire apparatus are in service.

# Hyalite Fire Department

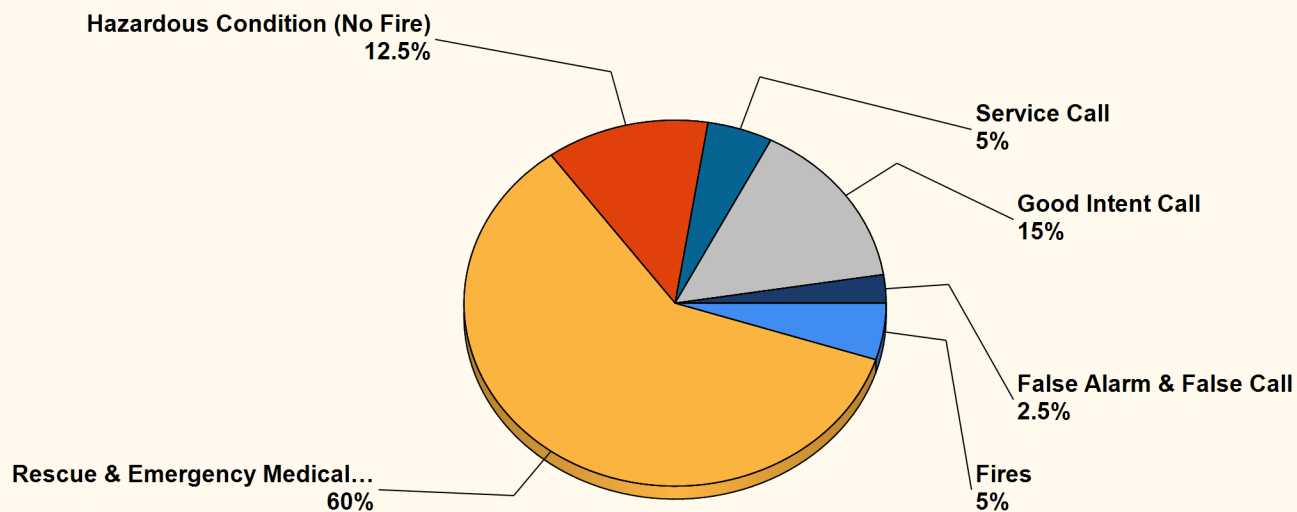
Bozeman, MT

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2022 | End Date: 05/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	5%
Rescue & Emergency Medical Service	24	60%
Hazardous Condition (No Fire)	5	12.5%
Service Call	2	5%
Good Intent Call	6	15%
False Alarm & False Call	1	2.5%
TOTAL	40	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.



emergencyreporting.com  
Doc Id: 553  
Page # 1 of 2

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	5%
321 - EMS call, excluding vehicle accident with injury	19	47.5%
322 - Motor vehicle accident with injuries	1	2.5%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	2.5%
324 - Motor vehicle accident with no injuries.	3	7.5%
412 - Gas leak (natural gas or LPG)	4	10%
424 - Carbon monoxide incident	1	2.5%
554 - Assist invalid	2	5%
611 - Dispatched & cancelled en route	5	12.5%
651 - Smoke scare, odor of smoke	1	2.5%
745 - Alarm system activation, no fire - unintentional	1	2.5%
<b>TOTAL INCIDENTS:</b>	<b>40</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.



# Hyalite Fire Department

Bozeman, MT

This report was generated on 6/22/2022 9:56:26 AM



## Patient Transport and Refusal Counts per Incident Type for Date Range (NEMSIS 3 Incidents Only)

Incident Status(s): All Incident Statuses | Start Incident Type: 100 | End Incident Type: 911 | Start Date: 05/01/2022 | End Date: 05/31/2022

INCIDENT TYPE	INCIDENT COUNT	PATIENT COUNT	PATIENT TRANSPORTS	PATIENT REFUSALS
321 - EMS call, excluding vehicle accident with injury				
Total:	8	8	4	3
322 - Motor vehicle accident with injuries				
Total:	1	1	0	0
324 - Motor vehicle accident with no injuries.				
Total:	1	1	0	1
Totals for All Incidents Types:	10	10	4	4

INCIDENT COUNT = Total # of calls that include Patients, PATIENT COUNT = Total # of Patients for that grouping, PATIENT TRANSPORTS = Total # of Patients for that group who were transported by that department, PATIENT REFUSALS = Total # of Patients who refused care (whether or not they were transported).

