



## Hyalite Rural Fire District

### Board Meeting Synopsis Approval Form

The written synopsis of the May 17, 2022 Hyalite Rural Fire District (HRFD) Board of Trustees Annual Board Meeting was approved by motion of the HRFD Board of Trustees on June 28, 2022.

Vice Chair Signature 

~~Eugene M. Geddes, III~~ Justin Miller  
Printed Name

  
Secretary Signature

Ken Beideman  
Printed Name

**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>
<p><b>0:29:09</b></p>	<p>The video is shown.</p>
<p><b>0:33:06</b></p>	<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>
<p><b>0:46:30</b></p>	<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 apparatus and equipment 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.

Eugene M. Geddes, III  
Chair Signature

Eugene M. Geddes, III  
Printed Name

☐ Approved by the Hyalite Rural Fire District Fire Chief.

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Fire Chief Signature

Jason Revisky  
Printed Name



# Hyalite Rural Fire District

## Invoice Processing Policy

### 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:

- All invoices are presented to the HRFD Administrative Assistant for payment.
  - 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.
  - If reimbursement is requested, it must be stated on the invoice.
- The Administrative Assistant prepares the invoice for approval by the Fire Chief or Assistant Fire Chief as follows:
  - Review the invoice for completeness of information and gather additional information, if needed.
  - Stamp the invoice with date of service and assign the proper account coding.
  - Complete a Missing Invoice Form for any known missing invoices.
  - 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

<b>Document Name:</b>	HRFD Invoice Processing Policy
<b>Document Type:</b>	Board Policy
<b>Document Number:</b>	2016-001
<b>Version Number:</b>	2.0
<b>Date Approved:</b>	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



# Hyalite Rural Fire District

## Travel Expense Policy

### 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.

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.

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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.

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**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**

**Attachment C  
FISCAL YEAR  
2022-2023**

**DISTRICT NAME:** \_\_\_\_\_

**FUND NUMBER:** \_\_\_\_\_

**ANNUAL REVENUE ESTIMATES**

DESCRIPTION	FY 21-22 CURRENT BUDGET	FY 21-22 ESTIMATED YEAR END	FY 22-23 REQUEST	COMMENTS
INTEREST				
FIRE INSURANCE COMP				
2% MOTOR VEHICLE TAX				
CONTRIBUTIONS/DONATIONS				
FIRE IMPACT FEES				
CONTRACTS				
TAXES - PENALTY/INTEREST				
MISCELLANEOUS REVENUE				
LOAN/BOND REVENUE				
OTHER INCOME				
COUNTY CONTRIBUTION				

SUBTOTAL

\_\_\_\_\_

PER UNIT FEE AT \$_____/UNIT				
REAL PROPERTY TAXES				
PERSONAL PROPERTY TAXES				
MILL LEVY				

SUBTOTAL

\_\_\_\_\_

TOTAL REVENUES

=====

**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: \_\_\_\_\_

FUND NUMBER: \_\_\_\_\_

**ANNUAL EXPENDITURE REQUESTS**

DESCRIPTION	FY 21-22 CURRENT BUDGET	FY 21-22 ESTIMATED YEAR END	FY 22-23 REQUEST	COMMENTS
SALARIES/WAGES				
EMPLOYER CONTRIBUTIONS				

SUBTOTAL \_\_\_\_\_

OFFICE/OPERATING SUPPLIES				
OIL/GAS				
UTILITIES				
REPAIR & MAINTENANCE				
TRAVEL				
TRAINING				
PROFESSIONAL SERVICES				
CONTRACT/DONATIONS				
DEBT PAYMENT - PRINCIPAL				
DEBT PAYMENT - INTEREST				

SUBTOTAL \_\_\_\_\_

<b>USE OF FIRE IMPACT FEES</b>				
--------------------------------	--	--	--	--

SUBTOTAL \_\_\_\_\_

CAPITAL OUTLAY (THIS YEAR)				
CAPITAL RESERVE (FUTURE)				

SUBTOTAL \_\_\_\_\_

TOTAL EXPENDITURES \_\_\_\_\_

**BOARD APPROVAL**

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

\_\_\_\_\_  
CHAIRMAN\_\_\_\_\_  
PHONE\_\_\_\_\_  
TRUSTEE\_\_\_\_\_  
PHONE\_\_\_\_\_  
TRUSTEE\_\_\_\_\_  
PHONE\_\_\_\_\_  
TRUSTEE\_\_\_\_\_  
PHONE\_\_\_\_\_  
TRUSTEE\_\_\_\_\_  
PHONE\_\_\_\_\_  
TRUSTEE\_\_\_\_\_  
PHONE



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

**Attachment C  
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>			
<b>FUND NUMBER</b>			
<b>REQUESTED ITEM/ PROJECT DESCRIPTION</b>	<b>REPLACING EQUIPMENT? YES/NO</b>	<b>JUSTIFICATION</b>	<b>ESTIMATED TOTAL COST</b>
<b>TOTAL FY 2023 CAPITAL REQUESTS</b>			

_____ <b>SIGNATURE</b>	_____ <b>DATE</b>
---------------------------	----------------------



**GALLATIN COUNTY  
SPECIAL DISTRICT/LIBRARY - CONTACT INFORMATION FORM  
FISCAL YEAR 2022-2023**

<b>NAME OF ORGANIZATION</b>	
<b>MAILING ADDRESS</b>	

**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>	
<b>TITLE</b>	
<b>PHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE)</b>	

<b>SECONDARY CONTACT PERSON</b>	
<b>TITLE</b>	
<b>PHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<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>	
<b>TITLE</b>	
<b>NAME OF SECONDARY SIGNATORY</b>	
<b>TITLE</b>	

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

## 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
	\$45,000.00	

## 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
	\$ (309,442.19)	

## 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
	\$ 190,557.81	

\* 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	Accnts 420100, 420100A
Employer contribution		
Subtotal	\$639,000.00	
Office/operating supplies	\$143,000.00	Accnts 420200, 420330, 420390, 420930
Oil/Gas	\$45,000.00	Accnts 420240
Utilities	\$57,000.00	Accnts 420340
Repair & Maintenance	\$95,000.00	Accnts 420420, 420940
Travel	\$3,000.00	Accnts 420400
Training	\$54,000.00	Accnts 420000, 420220
Professional Services	\$137,500.00	Accnts 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

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

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

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

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

## 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

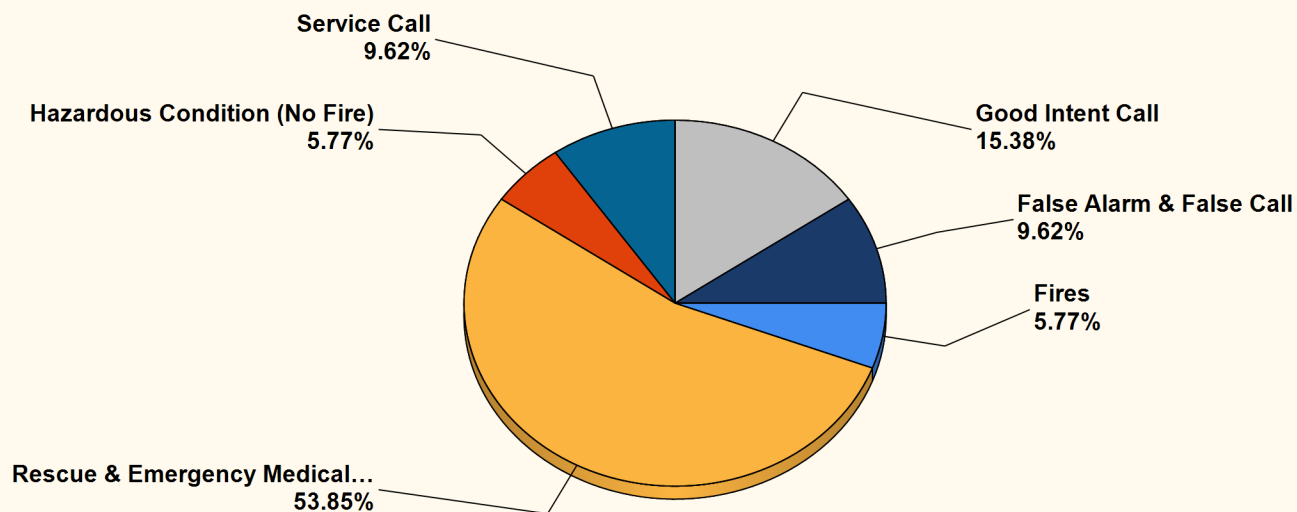
Bozeman, MT

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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

Attachment D

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.

**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