

## **BOARD OF TRUSTEES REGULAR PUBLIC MEETING**

DATE: MAY 2, 2023

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 April 11, 2023 Meeting Synopsis

#### **REGULAR AGENDA**

1. Discussion – Future Cooperating Opportunities for the Hyalite Fire District
2. Discussion and Decision – Staffing Trends
3. Discussion and Decision – FY2024 Preliminary Budget – *See Attachments*
4. Fire Chief's Report
5. Trustees' Activities
6. Announcements

### **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 March 2023

## At a glance...

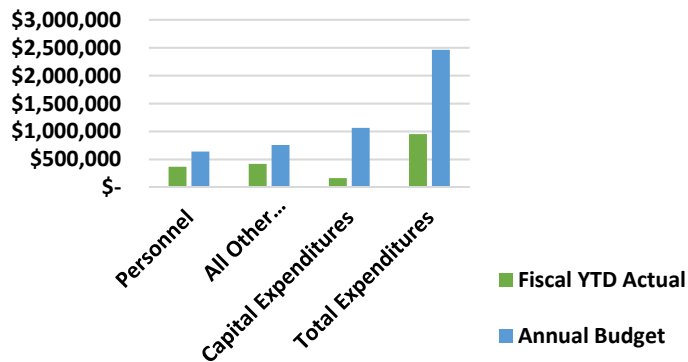
General Fund Cash Balance\*  
Taxes Receivable\*  
Accounts Payable

Current month*	Prior year
\$ 1,581,355	\$ 1,166,388
\$ 836,955	\$ 691,720
\$ 72,870	\$ 15,320

Calendar YTD
Number of Calls 176
Number of Volunteers 43
Number of Training Sessions 41
Number of Training Hours 1,003

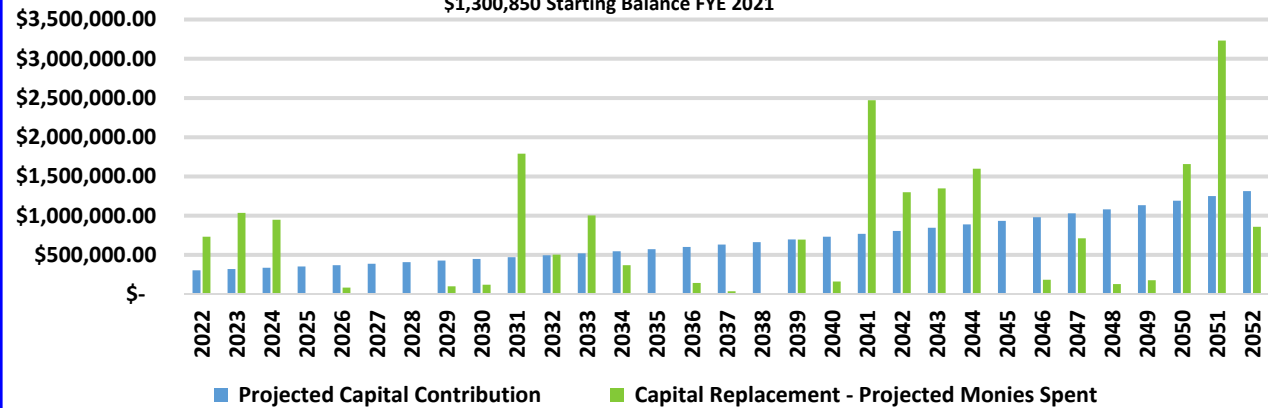
**NOTE:** The inconsistent nature of our cash flows dictates that we maintain a minimum cash balance of \$400,000.

## Budgetary Comparisons - for year to date

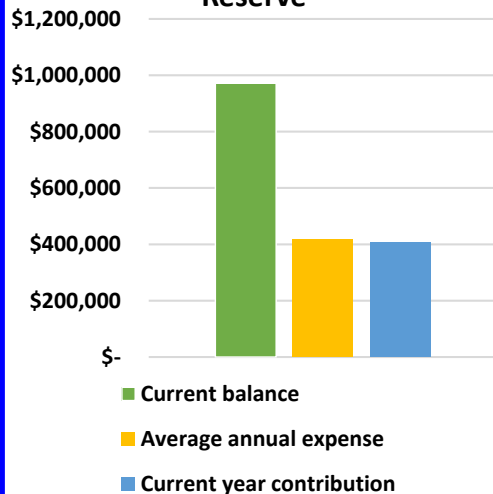


## Capital Replacement Schedule

\$1,300,850 Starting Balance FYE 2021



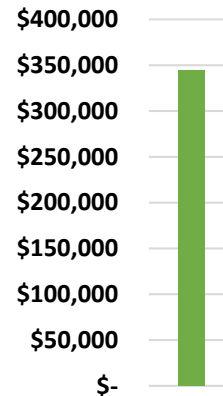
## Apparatus and Equipment Reserve



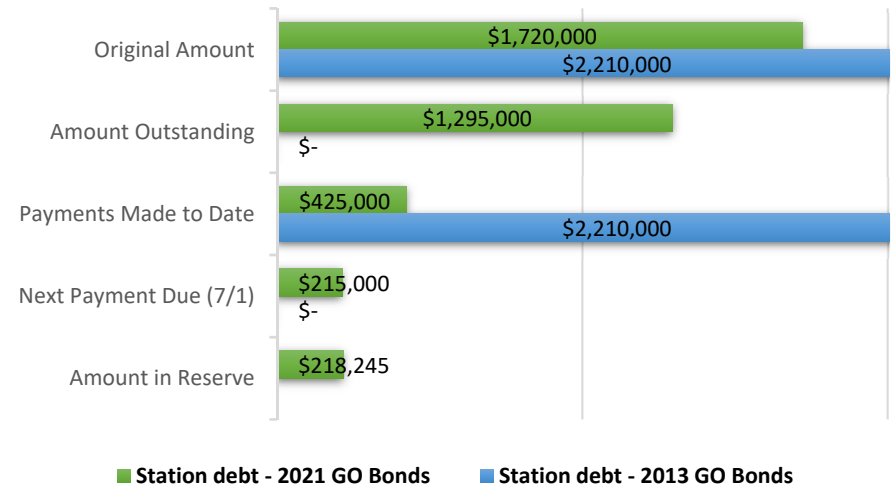
## Capital Improvement Reserve



## Building Repair/Replacement Reserve



## Station Debt



# Hyalite Rural Fire District

## Statement of Financial Position

As of March 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$3,465,929.94
Accounts Receivable	\$3,109.68
Other Current Assets	\$987,770.95
<b>Total Current Assets</b>	<b>\$4,456,810.57</b>
Fixed Assets	
180000 Capital Assets	
181000 Land	361,201.00
182000 Buildings & Improvements	4,120,109.72
186000 Machinery & Equipment	3,622,928.00
186100 Accumulated Depreciation	(3,933,046.70)
<b>Total 180000 Capital Assets</b>	<b>4,171,192.02</b>
<b>Total Fixed Assets</b>	<b>\$4,171,192.02</b>
<b>TOTAL ASSETS</b>	<b>\$8,628,002.59</b>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$72,870.04
Other Current Liabilities	\$35,330.16
<b>Total Current Liabilities</b>	<b>\$108,200.20</b>
Long-Term Liabilities	\$1,603,993.70
<b>Total Liabilities</b>	<b>\$1,712,193.90</b>
Equity	
241000 Unrestricted Fund Balance	1,119,058.31
241001 General fixed asset acct group	4,171,192.02
241002 General LT debt account group	(1,453,404.70)
241003 Nonspendable Fund Balance	22,283.50
241100 Reserved Fund Balance	
241101 Restricted for Debt Service	221,490.00
241102 Reserved for Capital Reserve	0.00
241103 Capital improvements	350,000.00
241104 Capital replacement	0.00
241105 Apparatus replacement	971,429.48
241106 Building repair/replacement	344,900.00
<b>Total 241104 Capital replacement</b>	<b>1,316,329.48</b>
<b>Total 241102 Reserved for Capital Reserve</b>	<b>1,666,329.48</b>
<b>Total 241100 Reserved Fund Balance</b>	<b>1,887,819.48</b>
241200 Assigned to vol firefighters	8,486.41
Net Revenue	1,160,373.67
<b>Total Equity</b>	<b>\$6,915,808.69</b>

# Hyalite Rural Fire District

## Statement of Financial Position

As of March 31, 2023

	TOTAL
TOTAL LIABILITIES AND EQUITY	\$8,628,002.59

# Hyalite Rural Fire District

## Budget vs. Actuals: FY\_2022\_2023 - FY23 P&L

July 2022 - March 2023 (75.0%)

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
310000 Taxes	2,024,726.52	2,033,812.00	(9,085.48)	99.55 %
315000 On-behalf payment from State		127,000.00	(127,000.00)	
316000 Entitlement Share	41,322.52	38,838.00	2,484.52	106.40 %
320000 Firefighter fundraising event	(980.93)	2,500.00	(3,480.93)	(39.24 %)
360000 Miscellaneous Revenues	18,497.29	4,000.00	14,497.29	462.43 %
365000 Contributions and Donations	1,644.00	500.00	1,144.00	328.80 %
370000 Investment Earnings	40,078.98	30,000.00	10,078.98	133.60 %
380000 Proceeds From Sale of Equipment	1,150.00		1,150.00	
<b>Total Revenue</b>	<b>\$2,126,438.38</b>	<b>\$2,236,650.00</b>	<b>\$ (110,211.62)</b>	<b>95.07 %</b>
GROSS PROFIT	<b>\$2,126,438.38</b>	<b>\$2,236,650.00</b>	<b>\$ (110,211.62)</b>	<b>95.07 %</b>
Expenditures				
420000 Public Safety Expenses	20,610.50	40,000.00	(19,389.50)	51.53 %
420100 Personnel Services	369,336.06	639,000.00	(269,663.94)	57.80 %
420200 Supplies	35,120.05	32,000.00	3,120.05	109.75 %
420220 Meals/Incentives	8,185.94	14,000.00	(5,814.06)	58.47 %
420240 Fuel	33,249.20	45,000.00	(11,750.80)	73.89 %
420310 Election Costs		7,000.00	(7,000.00)	
420320 Professional Subscription/Dues	10,503.91	15,000.00	(4,496.09)	70.03 %
420330 Community Outreach/Education	2,238.49	6,000.00	(3,761.51)	37.31 %
420340 Utility Services	40,649.58	57,000.00	(16,350.42)	71.32 %
420350 Professional Services	33,629.50	42,400.00	(8,770.50)	79.31 %
420390 Firefighter Physicals	5,199.00	25,000.00	(19,801.00)	20.80 %
420400 Training/Travel - Trustees	404.36	3,000.00	(2,595.64)	13.48 %
420420 Facilities	38,093.51	25,000.00	13,093.51	152.37 %
420500 Insurance	86,202.27	75,000.00	11,202.27	114.94 %
420930 Safety Equipment	47,590.79	80,000.00	(32,409.21)	59.49 %
420940 Apparatus	54,819.35	70,000.00	(15,180.65)	78.31 %
420970 Capital outlay	163,444.56	1,064,249.00	(900,804.44)	15.36 %
490100 Debt Service	3,245.00	221,490.00	(218,245.00)	1.47 %
669100 Other Charges	329.75	500.00	(170.25)	65.95 %
<b>Total Expenditures</b>	<b>\$952,851.82</b>	<b>\$2,461,639.00</b>	<b>\$ (1,508,787.18)</b>	<b>38.71 %</b>
NET OPERATING REVENUE	<b>\$1,173,586.56</b>	<b>\$ (224,989.00)</b>	<b>\$1,398,575.56</b>	<b>(521.62 %)</b>
Other Expenditures				
Void				
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
NET REVENUE	<b>\$1,173,586.56</b>	<b>\$ (224,989.00)</b>	<b>\$1,398,575.56</b>	<b>(521.62 %)</b>

# Hyalite Rural Fire District

## Transaction List by Vendor

March 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Advanced Wastewater Specialists						
03/02/2023	Bill	20014	Yes	Hubdoc - 383762485 - INV20014	202100 Accounts Payable	725.00
03/14/2023	Bill Payment (Check)	7804466	Yes		101000 Cash/Investments:General Fund	-725.00
AHA ShopCPR						
03/15/2023	Credit Card Expenditure		Yes	PALS for Malone	210585 Costco Citi Card - Malone 5334	158.00
Air Controls Bozeman						
03/14/2023	Bill Payment (Check)	7804463	Yes		101000 Cash/Investments:General Fund	-483.75
Alexi Ness						
03/14/2023	Bill Payment (Check)	7804461	Yes		101000 Cash/Investments:General Fund	-24.69
Asurion Tech Repair & Solutions						
03/06/2023	Credit Card Expenditure		Yes	Computer repair	210580 Costco Citi Card - Prato 2005	219.99
BALCO						
03/02/2023	Bill	73717	Yes	Hubdoc - 383762499 - INV73717	202100 Accounts Payable	223.00
03/14/2023	Bill Payment (Check)	7804485	Yes		101000 Cash/Investments:General Fund	-223.00
Best Rate Towing & Repair Inc.						
03/08/2023	Bill	21343	Yes	Hubdoc - https://app.hubdoc.com/document/389482050 - INV21343	202100 Accounts Payable	3,270.06
03/27/2023	Bill	23-77157	Yes	Hubdoc - https://app.hubdoc.com/document/389482058 - INV23-77157	202100 Accounts Payable	648.00
03/29/2023	Bill Payment (Check)	7804488	Yes		101000 Cash/Investments:General Fund	-3,918.06
Big Sky Fire Equipment						
03/14/2023	Bill Payment (Check)	7804481	Yes		101000 Cash/Investments:General Fund	-59.98
BlueCross BlueShield of Montana						
03/01/2023	Bill	X6A680/3.1.23	Yes	Hubdoc - 376347892 - INVX6A680/3.1.23	202100 Accounts Payable	2,809.09
03/29/2023	Bill Payment (Check)	7804495	Yes		101000 Cash/Investments:General Fund	-3,002.89
Bound Tree Medical						
03/06/2023	Bill	84860833	Yes	Hubdoc - 383762522 - INV84860833	202100 Accounts Payable	592.00
03/14/2023	Bill Payment (Check)	7804469	Yes		101000 Cash/Investments:General Fund	-592.00
Bozeman Chronicle						
03/14/2023	Bill Payment (Check)	7804484	Yes	347411	101000 Cash/Investments:General Fund	-22.00
Bozeman Health						
03/29/2023	Bill Payment (Check)	7804489	Yes		101000 Cash/Investments:General Fund	-5.00
Brian Nickolay.						
03/04/2023	Bill	Reimbursement	Yes	Hubdoc - 383762480 - INVReimbursement	202100 Accounts Payable	18.00
03/14/2023	Bill Payment (Check)	7804468	Yes		101000 Cash/Investments:General Fund	-18.00
Briceno & Co. Contracting, LLC						
03/07/2023	Bill	3.7.23	Yes	Hubdoc - 383762505 - INV3.7.23	202100 Accounts Payable	10,688.17
03/14/2023	Bill Payment (Check)	7804486	Yes		101000 Cash/Investments:General Fund	-
						10,688.17
Century Link						
03/01/2023	Bill	406-602-4041/3.1.23	Yes	Hubdoc - 383810935 - INV406-602-4041/3.1.23	202100 Accounts Payable	134.29
03/10/2023	Bill	406-587-4149/3.10.23	Yes	Hubdoc - https://app.hubdoc.com/document/389482052 - INV406-587-4149/3.10.23	202100 Accounts Payable	63.89

# Hyalite Rural Fire District

## Transaction List by Vendor

March 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/14/2023	Bill Payment (Check)	7804467	Yes		101000 Cash/Investments:General Fund	-182.18
03/29/2023	Bill Payment (Check)	7804496	Yes		101000 Cash/Investments:General Fund	-63.89
Christensen & Prezeau, PLLP						
03/01/2023	Bill	8083	Yes	Hubdoc - 383762497 - INV8083	202100 Accounts Payable	70.00
03/14/2023	Bill Payment (Check)	7804464	Yes		101000 Cash/Investments:General Fund	-70.00
Citi Card						
03/16/2023	Bill	3990/3.16.23	Yes	Hubdoc - https://app.hubdoc.com/document/389482108 - INV3990/3.16.23	202100 Accounts Payable	7,723.86
03/29/2023	Bill Payment (Check)	7804502	Yes		101000 Cash/Investments:General Fund	-7,723.86
City Brew						
03/06/2023	Credit Card Expenditure		Yes	Food for training in Billings	210570 Costco Citi Card - Nickolay 7029	12.59
Collin Rose.						
03/14/2023	Bill Payment (Check)	7804460	Yes		101000 Cash/Investments:General Fund	-30.00
Connect Telephone and Computer Group						
03/01/2023	Bill	121486	Yes	Hubdoc - 383762494 - INV121486	202100 Accounts Payable	60.00
03/14/2023	Bill Payment (Check)	7804472	Yes		101000 Cash/Investments:General Fund	-60.00
Costco Wholesale						
03/08/2023	Credit Card Expenditure		Yes	Food - training	210580 Costco Citi Card - Prato 2005	102.56
Craigslist						
03/09/2023	Credit Card Expenditure		Yes	MR	210580 Costco Citi Card - Prato 2005	5.00
Custom Logo						
03/13/2023	Bill	21893	Yes	Hubdoc - https://app.hubdoc.com/document/389482057 - INV21893	202100 Accounts Payable	1,085.00
03/29/2023	Bill Payment (Check)	7804494	Yes		101000 Cash/Investments:General Fund	-1,085.00
Dark Horse Outfitters						
03/08/2023	Credit Card Expenditure		Yes	Boss hydraulic fluid	210580 Costco Citi Card - Prato 2005	24.00
Delta Dental						
03/01/2023	Bill	17272-51213/3.1.23	Yes	Hubdoc - 371197242 - INV17272-51213/3.1.23	202100 Accounts Payable	150.96
03/14/2023	Bill Payment (Check)	7804480	Yes		101000 Cash/Investments:General Fund	-150.96
DirectTV						
03/13/2023	Bill	029404001X230313	Yes	Hubdoc - https://app.hubdoc.com/document/389482049 - INV029404001X230313	202100 Accounts Payable	183.99
03/29/2023	Bill Payment (Check)	7804497	Yes	029404001	101000 Cash/Investments:General Fund	-183.99
DoubleTree						
03/05/2023	Credit Card Expenditure		Yes	Hotel for training in Billings	210570 Costco Citi Card - Nickolay 7029	107.84
Forestry Suppliers						
03/03/2023	Credit Card Expenditure		Yes	safety equipment, wildland shelter paccks	210570 Costco Citi Card - Nickolay 7029	2,096.94
FURS						
03/10/2023	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-8,104.70



# Hyalite Rural Fire District

## Transaction List by Vendor

March 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
General Distributing Co.						
03/14/2023	Bill Payment (Check)	7804483	Yes	56625	101000 Cash/Investments:General Fund	-91.78
Google						
03/01/2023	Credit Card Expenditure		Yes	Google Workspace	210570 Costco Citi Card - Nickolay 7029	162.00
Heiman Fire Equipment						
03/10/2023	Bill	0918600-IN	Yes	Hubdoc - https://app.hubdoc.com/document/389482054 - INV0918600-IN	202100 Accounts Payable	73,282.21
03/14/2023	Bill Payment (Check)	7804478	Yes		101000 Cash/Investments:General Fund	-344.16
03/29/2023	Bill Payment (Check)	7804499	Yes		101000 Cash/Investments:General Fund	-73,282.21
KCoe Isom, LLP						
03/14/2023	Bill Payment (Check)	7804462	Yes		101000 Cash/Investments:General Fund	-2,150.00
Kelley Connect						
03/16/2023	Bill	IN1274081	Yes	Hubdoc - https://app.hubdoc.com/document/389482056 - INVIN1274081	202100 Accounts Payable	219.87
03/29/2023	Bill Payment (Check)	7804492	Yes		101000 Cash/Investments:General Fund	-219.87
Kenetrek Boots						
03/08/2023	Credit Card Expenditure		Yes	Safety equipment - Wildland PPE	210570 Costco Citi Card - Nickolay 7029	374.00
L.N. Curtis and Sons						
03/14/2023	Bill	INV685343	Yes	Hubdoc - https://app.hubdoc.com/document/389482040 - INVINV685343	202100 Accounts Payable	237.00
03/20/2023	Bill	INV687068	Yes	Hubdoc - https://app.hubdoc.com/document/389482063 - INVINV687068	202100 Accounts Payable	20,040.00
03/29/2023	Bill Payment (Check)	7804500	Yes		101000 Cash/Investments:General Fund	-20,277.00
MacKenzie River Pizza						
03/06/2023	Credit Card Expenditure		Yes	Lunch for mutual aid meeting	210570 Costco Citi Card - Nickolay 7029	128.22
Malcolm Malone.						
03/22/2023	Bill	3.22.3032	Yes	Hubdoc - https://app.hubdoc.com/document/389482059 - INV3.22.3032	202100 Accounts Payable	43.75
03/29/2023	Bill Payment (Check)	7804490	Yes		101000 Cash/Investments:General Fund	-43.75
Mazevo Coffee						
03/10/2023	Credit Card Expenditure		Yes	Back staff coffee	210580 Costco Citi Card - Prato 2005	10.60
Mission Valley Ford Truck Sales						
03/31/2023	Bill	523794	Yes	Hubdoc - https://app.hubdoc.com/document/391186859 - INV523794	202100 Accounts Payable	62,811.00
Montana Dept. of Revenue						
03/10/2023	Check	FIB ePay	Yes		101000 Cash/Investments:General Fund	-1,593.00
Montana Firemen's Association						
03/10/2023	Check	7804459	Yes		101000 Cash/Investments:General Fund	-328.04
Montana Occupational Health						
03/02/2023	Bill	16023	Yes	Hubdoc - 383762484 - INV16023	202100 Accounts Payable	496.00
03/03/2023	Bill	16034	Yes	Hubdoc - 383762496 - INV16034	202100 Accounts Payable	496.00
03/03/2023	Bill	16032	Yes	Hubdoc - 383762483 - INV16032	202100 Accounts Payable	496.00
03/14/2023	Bill Payment (Check)	7804474	Yes		101000 Cash/Investments:General Fund	-2,260.00
03/14/2023	Bill	16066	Yes	Hubdoc - https://app.hubdoc.com/document/389482041 - INV16066	202100 Accounts Payable	672.00
03/22/2023	Bill	16121	Yes	Hubdoc - https://app.hubdoc.com/document/389482042 - INV16121	202100 Accounts Payable	496.00
03/29/2023	Bill Payment (Check)	7804501	Yes		101000 Cash/Investments:General Fund	-1,168.00

# Hyalite Rural Fire District

## Transaction List by Vendor

March 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Montana State University						
03/22/2023	Bill	161-125	Yes	Hubdoc - <a href="https://app.hubdoc.com/document/389482048">https://app.hubdoc.com/document/389482048</a> - INV161-125	202100 Accounts Payable	1,390.00
03/29/2023	Bill Payment (Check)	7804491	Yes		101000 Cash/Investments:General Fund	-1,390.00
Northwestern Energy						
03/09/2023	Bill	3091809-8/3.9.23	Yes	Hubdoc - 383762513 - INV3091809-8/3.9.23	202100 Accounts Payable	2,234.67
03/09/2023	Bill	0180737-9/3.9.23	Yes	Hubdoc - 383762511 - INV0180737-9/3.9.23	202100 Accounts Payable	364.46
03/09/2023	Bill	3252724-4/3.9.23	Yes	Hubdoc - 383762509 - INV3252724-4/3.9.23	202100 Accounts Payable	299.97
03/09/2023	Bill	1196979-7/3.9.23	Yes	Hubdoc - 383762504 - INV1196979-7/3.9.23	202100 Accounts Payable	730.12
03/10/2023	Bill	0180089-5/3.10.23	Yes	Hubdoc - 383762517 - INV0180089-5/3.10.23	202100 Accounts Payable	244.73
03/14/2023	Bill Payment (Check)	7804482	Yes		101000 Cash/Investments:General Fund	-3,873.95
Owenhouse-Ace Hardware						
03/14/2023	Bill Payment (Check)	7804471	Yes		101000 Cash/Investments:General Fund	-195.28
03/27/2023	Bill	191619/3.27.23	Yes	Hubdoc - <a href="https://app.hubdoc.com/document/389482076">https://app.hubdoc.com/document/389482076</a> - INV191619/3.27.23	202100 Accounts Payable	439.87
03/29/2023	Bill Payment (Check)	7804498	Yes		101000 Cash/Investments:General Fund	-439.87
People Facts						
03/01/2023	Bill	2023020776	Yes	Hubdoc - 383762479 - INV2023020776	202100 Accounts Payable	16.67
03/14/2023	Bill Payment (Check)	7804479	Yes		101000 Cash/Investments:General Fund	-16.67
PERS						
03/10/2023	Check	ERIC	Yes		101000 Cash/Investments:General Fund	-293.46
PJ's Plumbing & Heating						
03/09/2023	Bill	99010348	Yes	Hubdoc - 383762489 - INV99010348	202100 Accounts Payable	493.00
03/14/2023	Bill Payment (Check)	7804470	Yes		101000 Cash/Investments:General Fund	-493.00
Qdoba Mexican Eats						
03/09/2023	Credit Card Expenditure		Yes	Interviews 3/8	210585 Costco Citi Card - Malone 5334	77.85
03/10/2023	Credit Card Expenditure		Yes	Interviews 3/9	210585 Costco Citi Card - Malone 5334	97.17
RAE Water						
03/14/2023	Bill Payment (Check)	7804476	Yes		101000 Cash/Investments:General Fund	-131.79
03/22/2023	Bill	FIRE-00/GH 5370-00	Yes	Hubdoc - <a href="https://app.hubdoc.com/document/389482044">https://app.hubdoc.com/document/389482044</a> - INVFIRE-00/GH 5370-00	202100 Accounts Payable	131.79
03/29/2023	Bill Payment (Check)	7804505	Yes		101000 Cash/Investments:General Fund	-131.79
Republic Services						
03/14/2023	Bill Payment (Check)	7804477	Yes		101000 Cash/Investments:General Fund	-306.87
Rosas Pizza						
03/01/2023	Credit Card Expenditure		Yes	Food - training	210585 Costco Citi Card - Malone 5334	248.00
03/04/2023	Credit Card Expenditure		Yes		210585 Costco Citi Card - Malone 5334	198.00
Rosauers						
03/04/2023	Credit Card Expenditure		Yes	EMT Refresher	210585 Costco Citi Card - Malone 5334	42.55
Sensit Technologies LLC						
03/14/2023	Bill Payment (Check)	7804465	Yes		101000 Cash/Investments:General Fund	-342.37

# Hyalite Rural Fire District

## Transaction List by Vendor

March 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Spectrum Enterprise						
03/09/2023	Bill	0672244030923	Yes	Hubdoc - <a href="https://app.hubdoc.com/document/389482061">https://app.hubdoc.com/document/389482061</a> - INV0672244030923	202100 Accounts Payable	273.22
03/29/2023	Bill Payment (Check)	7804493	Yes		101000 Cash/Investments:General Fund	-273.22
Town Pump						
03/04/2023	Credit Card Expenditure		Yes	E6	210100 Conoco	54.13
03/04/2023	Credit Card Expenditure		Yes	E63	210100 Conoco	37.40
03/05/2023	Credit Card Expenditure		Yes	C6-4	210100 Conoco	44.77
03/05/2023	Credit Card Expenditure		Yes	A6-1	210100 Conoco	12.46
03/07/2023	Credit Card Expenditure		Yes	C6-3	210100 Conoco	21.61
03/09/2023	Credit Card Expenditure		Yes	C6	210100 Conoco	83.08
03/09/2023	Credit Card Expenditure		Yes	WT6	210100 Conoco	57.52
03/10/2023	Credit Card Expenditure		Yes	E6-1	210100 Conoco	84.05
03/11/2023	Credit Card Expenditure		Yes	C-6-3	210100 Conoco	51.37
03/11/2023	Credit Card Expenditure		Yes	A6-1	210100 Conoco	18.92
03/15/2023	Credit Card Expenditure		Yes	E6	210100 Conoco	52.69
03/16/2023	Credit Card Expenditure		Yes	E6	210100 Conoco	47.01
03/16/2023	Credit Card Expenditure		Yes	E63	210100 Conoco	34.60
03/18/2023	Credit Card Expenditure		Yes	E6-1	210100 Conoco	17.08
03/18/2023	Credit Card Expenditure		Yes	C63	210100 Conoco	34.68
03/19/2023	Credit Card Expenditure		Yes	C62	210100 Conoco	58.51
03/19/2023	Credit Card Expenditure		Yes	C-6-1	210100 Conoco	87.01
03/19/2023	Credit Card Expenditure		Yes	C-6-1	210100 Conoco	84.10
United States Treasury						
03/10/2023	Check	FIB ePay	Yes		101000 Cash/Investments:General Fund	-4,093.14
USPS						
03/14/2023	Credit Card Expenditure		Yes		210595 Costco Citi Card - Wyman 9122	9.65
03/14/2023	Credit Card Expenditure		Yes		210595 Costco Citi Card - Wyman 9122	19.30
Verizon						
03/14/2023	Bill Payment (Check)	7804473	Yes		101000 Cash/Investments:General Fund	-646.12
03/23/2023	Bill	9930885940	Yes	Hubdoc - <a href="https://app.hubdoc.com/document/389482100">https://app.hubdoc.com/document/389482100</a> - INV9930885940	202100 Accounts Payable	646.12
03/29/2023	Bill Payment (Check)	7804504	Yes		101000 Cash/Investments:General Fund	-646.12
Wex Bank						
03/14/2023	Bill Payment (Check)	7804475	Yes	0203-00-109722-9	101000 Cash/Investments:General Fund	-955.05
03/23/2023	Bill	87969699	Yes	Hubdoc - <a href="https://app.hubdoc.com/document/389482096">https://app.hubdoc.com/document/389482096</a> - INV87969699	202100 Accounts Payable	1,108.00
03/29/2023	Bill Payment (Check)	7804503	Yes	0203-00-109722-9	101000 Cash/Investments:General Fund	-1,108.00
Williams Plumbing & Heating						
03/03/2023	Bill	57698936	Yes	Hubdoc - <a href="https://app.hubdoc.com/document/389482051">https://app.hubdoc.com/document/389482051</a> - INV57698936	202100 Accounts Payable	150.00
03/29/2023	Bill Payment (Check)	7804487	Yes		101000 Cash/Investments:General Fund	-150.00

# Hyalite Rural Fire District

Transaction List by Vendor  
March 2023

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Zoom						
03/08/2023	Credit Card Expenditure		Yes	Zoom One Pro Annual	210570 Costco Citi Card - Nickolay 7029	155.52

# Hyalite Rural Fire District

## Check Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000	Cash/Investments					
101000	General Fund					
03/10/2023	Check	7804459	Montana Firemen's Association	Montana Firemen's Association		-328.04
						-328.04
03/10/2023	Check	FIB ePay	United States Treasury			-4,093.14
						-3,111.00
						-491.07
						-491.07
03/10/2023	Check	ERIC	FURS			-8,104.70
						-3,460.51
						-4,644.19
03/10/2023	Check	FIB ePay	Montana Dept. of Revenue			-1,593.00
						-1,593.00
03/10/2023	Check	ERIC	PERS			-293.46
						-137.42
						-156.04
03/14/2023	Bill Payment (Check)	7804460	Collin Rose.			-30.00
						-30.00
03/14/2023	Bill Payment (Check)	7804461	Alexi Ness			-24.69
						-24.69
03/14/2023	Bill Payment (Check)	7804462	KCoe Isom, LLP			-2,150.00
						-2,150.00
03/14/2023	Bill Payment (Check)	7804463	Air Controls Bozeman			-483.75
						-483.75
03/14/2023	Bill Payment (Check)	7804464	Christensen & Prezeau, PLLP			-70.00
						-70.00
03/14/2023	Bill Payment (Check)	7804465	Sensit Technologies LLC			-342.37
						-342.37
03/14/2023	Bill Payment (Check)	7804466	Advanced Wastewater Specialists			-725.00
						-725.00
03/14/2023	Bill Payment (Check)	7804467	Century Link			-182.18
						-182.18
03/14/2023	Bill Payment (Check)	7804468	Brian Nickolay.			-18.00
						-18.00
03/14/2023	Bill Payment (Check)	7804469	Bound Tree Medical			-592.00
						-592.00
03/14/2023	Bill Payment (Check)	7804470	PJ's Plumbing & Heating			-493.00
						-493.00
03/14/2023	Bill Payment (Check)	7804471	Owenhouse-Ace Hardware			-195.28
						-195.28
03/14/2023	Bill Payment (Check)	7804472	Connect Telephone and Computer Group			-60.00
						-60.00
03/14/2023	Bill Payment (Check)	7804473	Verizon			-646.12
						-646.12

# Hyalite Rural Fire District

## Check Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/14/2023	Bill Payment (Check)	7804474	Montana Occupational Health			-2,260.00 -2,260.00
03/14/2023	Bill Payment (Check)	7804475	Wex Bank	0203-00-109722-9		-955.05 -955.05
03/14/2023	Bill Payment (Check)	7804476	RAE Water			-131.79 -131.79
03/14/2023	Bill Payment (Check)	7804477	Republic Services			-306.87 -306.87
03/14/2023	Bill Payment (Check)	7804478	Heiman Fire Equipment			-344.16 -344.16
03/14/2023	Bill Payment (Check)	7804479	People Facts			-16.67 -16.67
03/14/2023	Bill Payment (Check)	7804480	Delta Dental			-150.96 -150.96
03/14/2023	Bill Payment (Check)	7804481	Big Sky Fire Equipment			-59.98 -59.98
03/14/2023	Bill Payment (Check)	7804482	Northwestern Energy			-3,873.95 -3,873.95
03/14/2023	Bill Payment (Check)	7804483	General Distributing Co.	56625		-91.78 -91.78
03/14/2023	Bill Payment (Check)	7804484	Bozeman Chronicle	347411		-22.00 -22.00
03/14/2023	Bill Payment (Check)	7804485	BALCO			-223.00 -223.00
03/14/2023	Bill Payment (Check)	7804486	Briceno & Co. Contracting, LLC			-10,688.17 -10,688.17
03/29/2023	Bill Payment (Check)	7804487	Williams Plumbing & Heating			-150.00 -150.00
03/29/2023	Bill Payment (Check)	7804488	Best Rate Towing & Repair Inc.			-3,918.06 -3,918.06
03/29/2023	Bill Payment (Check)	7804489	Bozeman Health			-5.00 -5.00
03/29/2023	Bill Payment (Check)	7804490	Malcolm Malone.			-43.75 -43.75
03/29/2023	Bill Payment (Check)	7804491	Montana State University			-1,390.00 -1,390.00
03/29/2023	Bill Payment (Check)	7804492	Kelley Connect			-219.87 -219.87
03/29/2023	Bill Payment (Check)	7804493	Spectrum Enterprise			-273.22 -273.22
03/29/2023	Bill Payment (Check)	7804494	Custom Logo			-1,085.00

# Hyalite Rural Fire District

## Check Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-1,085.00
03/29/2023	Bill Payment (Check)	7804495	BlueCross BlueShield of Montana			-3,002.89
						-3,002.89
03/29/2023	Bill Payment (Check)	7804496	Century Link			-63.89
						-63.89
03/29/2023	Bill Payment (Check)	7804497	DirectTV	029404001		-183.99
						-183.99
03/29/2023	Bill Payment (Check)	7804498	Owenhouse-Ace Hardware			-439.87
						-439.87
03/29/2023	Bill Payment (Check)	7804499	Heiman Fire Equipment			-73,282.21
						-73,282.21
03/29/2023	Bill Payment (Check)	7804500	L.N. Curtis and Sons			-20,277.00
						-20,277.00
03/29/2023	Bill Payment (Check)	7804501	Montana Occupational Health			-1,168.00
						-1,168.00
03/29/2023	Bill Payment (Check)	7804502	Citi Card			-7,723.86
						-7,723.86
03/29/2023	Bill Payment (Check)	7804503	Wex Bank	0203-00-109722-9		-1,108.00
						-1,108.00
03/29/2023	Bill Payment (Check)	7804504	Verizon			-646.12
						-646.12
03/29/2023	Bill Payment (Check)	7804505	RAE Water			-131.79
						-131.79

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

DATE: APRIL 11, 2023

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  
Sheryl Wyman, Administrative Assistant

**PUBLIC IN ATTENDANCE:**

Reid Templeton, Volunteer Firefighter  
Blake Martin, Volunteer Firefighter

<b>0:00:03</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 Agenda. None given.  <b>Motion: Chair Geddes asks for a motion to approve the consent agenda. Trustee Miller so moves.</b>  Trustee Zidack 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 February 21, 2023 Board Packet for Consent Agenda items Approved]</i></p>
	<b>REGULAR AGENDA</b>
<b>0:00:41</b>	<p><b>Agenda Item 1 – Discussion and Decision – New Captain Proposal</b></p> <p>Chief Nickolay discusses the proposal for a new FTE at the Captain level position. The position will be called a Recruitment and Retention Captain. Chief Nickolay discusses the responsibilities of the current Training Captain and the duties are too much for one person to manage and we are losing the efficiency of the position. After an online squad analysis was conducted and it was identified the feeling is there is a lack of training for volunteers while they are on shift. The proposal in creating a new position will divide the responsibilities and provide more training to provide training every day of the week. The new position will take over recruiting and the recruit academy. Chief Nickolay discusses the specific duties for each position. The estimated cost of the position.</p> <p>Chair Geddes asks for board discussion. Trustee Miller asks if there is any internal interest in the position. Trustee Beideman asks about the training during the week. Chief Nickolay explains volunteers who are non-residents are required to cover a day shift for six hours a day. They are highly encouraged during those six hours to do some sort of training. This consists mostly of driver/operator training. More quality training would be available to them with the new position. The position will also help with command coverage. Trustee Jarrett asks about volunteers covering shifts. Discussion is held regarding leadership and those in charge. If a call comes in usually one of the paid staff go with the crew. Trustee Jarrett asks about retention and if there is an issue with retention. Chief Nickolay discusses that non-residents can fall by the wayside given they aren't at the stations. The staff are in a position to work with the volunteers on their shifts to achieve more training.</p> <p>Chair Geddes makes a couple of comments. He feels the position makes a ton of sense in that it supports the volunteer model. Because of the change in the demographic of the students at MSU that we need to work on our marketing and putting support behind the promotion of the department. He also feels we need to promote the department as a place to develop skills, the camaraderie, and also having fun. Chair Geddes also asks about the potential for more housing to help with attracting volunteers. Chief Nickolay agrees this would be attractive for volunteers</p> <p>Trustee Zidack brings the point the on-behalf component for the new position is a neutral cost that is reimbursed by the State. He is also not sure with the change in the demographic that the structure of the housing may be important. The value of the housing may not be as high as it has historically been. Discussion is held regarding degree programs offered in the area.</p>

	<p>Trustee Jarrett makes comments regarding growing in the leadership roles in the department. Discussion is held between the trustees. Chair Geddes states this position will need to make relationships with MSU to help provide avenues to recruit volunteers.</p> <p>Chair Geddes asks for more board discussion or questions for the Chief. Trustee Miller asks when the Chief plans on hiring the position. If everything works, he would like to see the hire start July 1<sup>st</sup>. This would give them a month or two of experience before the recruit academy.</p> <p><b>Motion: Trustee Zidack makes a motion the board consider approving the hiring of the new Recruiting and Retention Captain at a salary commensurate with what is stated in the proposal and lean towards the high side at approximately \$125,000 total package that includes the on behalf.</b></p> <p><b>Chair Geddes states there is a motion on the table, any discussion.</b></p> <p><b>Trustee Jarrett asks the motion be tabled until after the budget discussion is held.</b></p> <p><b>THIS DECISION WILL BE TABLED UNTIL AFTER THE BUDGET DISCUSSIONS.</b></p> <p><i>[See Attachment A – Hyalite Fire Department Recruitment and Retention Captain Proposal; Attachment B – Recruitment and Retention Captain Position Description]</i></p>
0:34:52	<p><b>Agenda Item 2 – Discussion and Decision – Adding Nine Seasonal Firefighters Proposal</b></p> <p>Chief Nickolay discusses the proposal to hire nine seasonal temporary full-time employees. The department is getting busier, especially around the holiday months, and the volunteers, being mostly college students, leave for the holidays making staffing extremely low. The seasonal would be to cover MSU’s winter break. This also affects our mutual aid partners. During this time period our mutual aid partners are having the same problem and they have no one extra to help.</p> <p>The proposal is to add nine people on three separate shifts with three people on each shift. This is a four week job position. This will guarantee an adequate and standard service during this time period. There was a high rate of interest with the volunteers for this time period. They would go to a paid position during this time period and after the time period they would go back to volunteer status.</p> <p>The attached spreadsheet shows the pay structure including the overtime pay. The total proposal would cost right around \$60,000 to fund this project.</p> <p>Chair Geddes asks for questions from the trustees. Trustee Zidack’s primary concern is the moral hazard it might create. Expectations might be created that we would extend this out under different situations. Trustee Zidack asks about having mandatory overtime with the paid employees. Trustee Jarret discusses the staff already in place. Discussion is held between the Trustees and Chief about staffing.</p>

	<p>One incentive that has been tried was offering the Rae residents free rent to work over the holidays. Trustee Miller asks about hiring two more captains to help fill the staffing over the holidays. Discussion is held regarding mandatory overtime and the costs associated with paying captains overtime. There is more flexibility with trying this proposal versus being more locked in with a full-time position.</p> <p>Chair Geddes asks if there are more questions about this proposal or if we should roll into the budget discussions. Trustee Miller agrees.</p> <p><b>THIS DECISION WILL BE TABLED UNTIL AFTER THE BUDGET DISCUSSIONS.</b></p> <p><i>[See Attachment C – Hyalite Fire Department Seasonal Paid Firefighters Proposal; Attachment D – Temporary Firefighter Payroll Estimate]</i></p>
0:50:20	<p><b>Agenda Item 3 – Discussion – Preliminary Budget Preparation</b></p>
1:03:10	<p>Trustee Zidack discusses the Chief's wish list for the upcoming budget. The Chief writes the list on the whiteboard and goes through each item. The Chief discusses each item. Number one is a 5% increase in salaries for the employees. The past budget was a little fat so we reduced the current personnel budget by 10%. Then the 5% was added to the budget in the amount of \$23,040. We are still the lowest paid department in comparison to other career departments.</p> <p>The hiring of the new captain will add approximately \$111,000. The adding of nine seasonal firefighters as previously discussed.</p> <p>The Chief put a request in for overtime budget request for non-essential employees for command in the amount of \$15,000. This would cover Colin and Mac for command needs.</p> <p>The Chief talks about incentives for the residents at Cottonwood and Sourdough. We are the only department in the state that doesn't offer any incentives for volunteers above housing. <i>(See Attachment F-Resident Reimbursements)</i>. The total cost for these incentives for the year would be approximately \$35,000. Gas reimbursement is discussed for non-residents. It currently is costing non-residents to volunteer with the department. The Chief discusses how he has figured out the gas incentives. <i>(See Attachment G-Gas Reimbursements)</i>. The total cost would be approximately \$12,000 per year.</p> <p>The subscriptions cost is going up in July. Emergency reporting was bought out by ESO and the annual cost will increase by \$,6000.</p>
1:13:23	<p>Trustee Zidack goes through the line items of the budget spreadsheet <i>(See Attachment E-Preliminary FY2024 Budget Spreadsheet)</i>.</p>
1:20:03	<p>Trustees discuss options in housing at the Rae Station. Chair Geddes makes comments. He feels we are working within the operational budget as well as we can. We may be at the point where we will need to go to the taxpayers for help.</p>

1:28:50	<p>Trustee Zidack discusses the revenue side of the budget. We incorporated a 5% increase in revenue which is about \$111,000. Last year we had a 13% increase due to the growth in the district. Our figures are conservative with a 5% increase and we could possibly be looking at over \$200,000 increase in income.</p> <p>Chair Geddes suggests putting all of the additions into the budget and at the next meeting we will finalize the budget.</p> <p>Chief Nickolay discusses the building, improvement and capital replacement plans.</p> <p>Chair Geddes asks for thoughts on the housing option. Discussion is held. Although a special project it should be explored. This will be put on the June agenda. The meeting will be held at the Rae Fire Station.</p> <p>Discussion is held regarding the presentation of the budget at the next meeting. Chair Geddes points out the increase in the operational expenses are covered by the increase in the income due to the growth in the district.</p> <p>Chair Geddes asks for any more board discussion. None given. Chair Geddes asks for any public comment. None given.</p> <p><i>[See Attachment E – Preliminary FY2024 Budget Spreadsheet; Attachment F – Resident Reimbursement; Attachment G-Gas Reimbursements]</i></p>
1:39:25	<p><b>Agenda Item 3 – Fire Chief's Report</b></p> <p>Chief Nickolay brings up a couple of points in his Chief's report. He makes note the calls keep going up. Five years ago, we had 30 calls a month and a busy call was 50 calls. Now a regular month is around 50 calls and a busy month is 60 – 70 calls.</p> <p>U-6-1 motor went out and would cost more than the truck was worth. We received \$2500 for the truck. The Rae House boiler is failing. Captain Prato has received bids and the cost to replace will be approximately \$12,000.</p> <p>Chair Geddes asks if there are any questions for the Chief. Chair Geddes asks for any public comment on the Chief's report. None given.</p> <p><i>[See Attachment H – Fire Chief's Report]</i></p>
1:43:04	<p><b>Trustees' Activities</b></p> <p>None</p>
1:43:09	<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Next board meeting set for May 2, 2023</li> </ul>
1:44:54	<p><b>ADJOURNMENT</b></p>

**Hyalite Fire Department**4541 S. 3<sup>rd</sup> Road

Bozeman, MT 59715

(406)586 – 3770

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**Hyalite Fire Department Recruitment and Retention Captain Proposal****Purpose:**

The intent of a fulltime Recruitment and Retention Captain position for the Hyalite Fire Department is to fulfill a need for better support of the organization, planning and oversight of our volunteer recruitment academies and training. Given Hyalite's successful recruitment and recruit training procedures it is a mission critical objective to continue and improve our recruitment and recruit training procedures. The Recruitment and Retention Captain would be directly responsible for these duties. The Recruitment and Retention Captain will be a Captain command level position. This will assist the fire department in staffing a command officer during week days and weekend days when volunteer staffing is unavailable. With this added position it will allow us to staff two paid employees seven days a week. This will allow one fulltime employee to be absent and not affect operations.

**Background:**

Since the Hyalite Fire Department has been created recruitment and training of volunteers has been an evolving position. In 2021 we hired our Training Captain and assigned duties including recruitment, recruit training, regular fire department training, command training as well as offer training to our on-shift volunteer firefighters. We have learned in the last two years our Training Captain has too many duties assigned to effectively maintain our recruitment and training programs.

We performed an online SWAT analysis during January 2023. It was identified in this process that we are lacking offering training opportunities while volunteers are on shift during the day at the Sourdough Fire Station. We have found our Training Captain has limited availability due to the planning and execution of regular Wednesday night training and recruit training. Also, our Training Captain is only on duty Wednesday to Saturday. This is due to the schedule of regular trainings and recruit trainings. The demand for training during the day is high and it is negatively affecting our volunteers with our current limited availability to offer this type of training. The biggest training we are currently missing out on is Driver/Operator Training. We would have the Recruitment and Retention Captain work the Wednesday to Saturday schedule and move the Training Captain to a Sunday – Wednesday schedule. This will allow for a training position to be on duty seven days a week.

We have also found our regular Wednesday night trainings are affected by our Training Captain having to focus on both recruit training and regular training. These trainings run concurrently on Wednesday nights. The Training Captain currently must mainly focus on recruit training as it is so important. Coaching of our Wednesday night trainings is falling to the Assistant Fire Chief, Fire Chief or Maintenance Captain which works fine but we are missing efficiency in that training due to lack of planning.

We can also increase our efforts with retention of members. The first year a member is on the department is very important as there is a lot of on-board training that occurs and involvement on incidents is critical. Currently new members are released from the recruit academy to run calls and continue trainings without a lot of support. We will assign the Recruitment and Retention Captain to oversee each member first year on the department to ensure we are leading them to success.

By hiring this new position, we can shift the focus of our training officer to regular training nights, command training and the ongoing training of current members on shift. This includes Driver/Operator training which is critically important. The Recruitment and Retention Captain can then focus on the planning and execution of recruit trainings as well as setup our members for success and improving retention.

### Goals:

The main job duties of the Recruitment and Retention Captain would be:

- Continue to research new ways to reach out to potential volunteers. Look into being more involved with groups and clubs at MSU, Gallatin College and HOAs to increase our range of recruitment.
- Attend our main recruitment events such as Catapalooza and job fairs and provide consistency to our recruitment effort.
- Collect and contact potential recruits as applications come into the fire department. Reduce the loss of interest in potential new recruits.
- Organize recruitment meetings. Make sure we are contacting all those who are interested in the fire department and bringing them in for our information sessions.
- Schedule and oversee recruit interviews. Including organizing selection committees and creating an interview schedule.
- Follow up with interviews and line out the next recruit class. Issue PPE and ensure new volunteer needs are met.
- Organize and plan firefighter academics so training is performed in a reasonable time frame and objectives are met.
- Continue to be a support chain for apprentice firefighters out of academy to ensure they will be successful members of the fire department.
- Assist with incident command coverage during week days and weekends when volunteers are unavailable.
- Free up time for our Training Captain to focus more on regular department training, command training and on shift training for our current volunteers.
- Create an environment where we can provide good and well-planned training to all our members

### Costs:

The creation of the Recruitment and Retention Captain would be a fulltime position which would include salary and benefits

- Our current salary range for a Captain position is \$83,538.00 per year.
- Below is a breakdown of overall cost with salary and benefits.

### PERSONNEL COSTS

ANNUAL	At Lowest Health Premium	At Highest Health Premium
Employee Wages		

Captain Salary	\$	83,538.00		\$	83,538.00
<b>Employer-Paid Tax and Retirement</b>					
Medicare Tax	\$	1,211.30	1.45%	\$	1,211.30 1.45%
Montana UI Tax	\$	208.85	0.25%	\$	208.85 0.25%
FURS Pension	\$	11,996.06	14.36%	\$	11,996.06 14.36%
On-behalf State Pmt	\$	19,313.99	23.12%	\$	19,313.99 23.12%
<b>TOTAL EST TAX AND RETIREMENT</b>	<b>\$</b>	<b>32,730.19</b>		<b>\$</b>	<b>32,730.19</b>
<b>Other Employer-Paid Benefits</b>					
Health	\$	5,328.00		\$	8,262.00
Dental	\$	452.88		\$	452.88
	<b>\$</b>	<b>5,780.88</b>		<b>\$</b>	<b>8,714.88</b>
<b>TOTAL ESTIMATED PERSONNEL COSTS</b>	<b>\$</b>	<b>122,049.07</b>		<b>\$</b>	<b>124,983.07</b>

### Recruitment Plan:

The Recruitment and Retention Captain position would be advertised as an external recruitment process. A position announcement would be posted twice a week in the Bozeman Daily Chronicle for a three-week period. The position announcement would also be posted in the Montana State University Fire Services Training School "Latest" news for a three-week period.

The Hyalite Fire Chief will select a selection committee to review applicants and perform interviews of qualified candidates. A standard scoring format will be used to score candidates during the interview process.

The Fire Chief will perform background checks and reference checks of final candidates. After successful completion of a background and reference check, the selection committee will select the final candidate.

A conditional job offer letter with sent to the final candidate. The conditional job offer letter will include start date, salary and benefit package, conditions of employment and a probationary period.

The final selected candidate will be hired on a twelve-month probationary period.



# **Hyalite Fire Rural Fire District**

## **Recruitment and Retention Captain**

### **GENERAL STATEMENT OF POSITION:**

The Recruitment and Retention Captain position is responsible for the recruitment, recruit training and retention efforts of Volunteer Firefighters, EMTs and Driver/Operators of the Hyalite Rural Fire District. The Recruitment and Retention Captain position actively researches and seeks out potential volunteers within the community. Attends recruitment events including but not limited to job fairs, Montana State University events and other community events. Performs recruit Volunteer Firefighters, EMTs and Driver/Operators interviews and participates in the selection of new members. He/she will attend, oversee, and instruct firefighter recruitment academies including Saturday trainings. The Recruitment and Retention Captain will oversee Apprentice Firefighters progression of experience and encourage the retention of members of the fire district. The Recruitment and Retention Captain will actively seek out ideas on retention of volunteer members and bring ideas to management staff. The Recruitment and Retention Captain position requires a great deal of managerial skill, teamwork, and effective decision-making abilities to ensure the fire departments ability to respond to any type of event. The Recruitment and Retention Captain position is a full time, non-exempt position and works under the general supervision of the Fire Chief.

### **ESSENTIAL FUNCTIONS:**

- Perform all the functions of a Hyalite Rural Fire District Captain job description;
- Respond to emergency calls while on duty as a firefighter/EMT, driver/operator, crew leader or incident commander;
- Seek out and attend volunteer recruitment events throughout the year;
- Communicate with potential volunteers on the recruitment process;
- Organize and oversee volunteer firefighter, EMT and Driver/Operator interviews;
- Participate in the selection of new volunteers;
- Oversee, instruct and attend spring and fall recruit firefighter academies;
- Provide leadership and direction to apprentice firefighters;
- Conduct other trainings for members of the Fire Department as directed;
- Act as a point of contact for the fire dept when needed while on duty;
- Perform other tasks, duties, and/or assignments as directed by the Fire Chief or his/her designee;
- Attend weekly fire department trainings;
- Attend monthly command trainings;
- Attend specialized trainings throughout the year when assigned;
- Attend monthly leadership meetings;
- Demonstrate continuous effort to improve operations; and
- Attends community related functions.

### **REQUIRED KNOWLEDGE & ABILITIES**

#### **Knowledge:**

- Required training standards and practices for firefighters, EMTs and Driver/Operators;
- Supervisory, management, and leadership techniques;
- Firefighting principles, practices and procedures;
- Safe operation of fire and rescue apparatus;



- The geographical layout of Response Areas, including fill sites and hydrant locations;
- Emergency medical services;
- Vehicle rescue methods;
- Fire salvage and overhaul operations;
- Hazardous materials first responder operations;
- Natural gas and propane emergencies;
- Fire Department policies, procedures, guidelines, rules and regulations; and
- Incident Command System.

Abilities:

- Maintain managerial control under extremely stressful conditions;
- Work cooperatively and courteously with management, subordinates, the public and peers;
- Be a dependable and an effective team member;
- Effectively communicate with customers, volunteers and the public using a telephone or in a one to one or group setting;
- Understand and follow verbal and written instructions;
- Move objects 20-50 pounds short distances (20 feet or more);
- Work for long periods of time, requiring sustained physical activity and intense concentration;
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions;
- Remain in a standing position or sitting position for extended periods which could be several hours at a time;
- Stand and operate on uneven and unsteady surfaces, including up, down and across severe grades on ice, snow and wet slippery surfaces;
- Work in a variety of weather conditions with exposure to the outdoor elements;
- Work safely without presenting a direct threat to self or others;
- Understand apparatus limitations as related to apparatus response and fire suppression activities;
- Identify critical incident scene safety factors and address them appropriately;
- Train and instruct firefighters in modern firefighting principles, practices, and procedures;
- Learn emergency service-related material through structured lectures and reading and through oral instruction and observation;
- Obey and comply with all of the procedures, guidelines, rules, regulations and policies established by the Hyalite Rural Fire District; and
- Understand and operate within the Incident Command Management System.

MINIMUM REQUIRED QUALIFICATIONS:

- 18 years of age or older;
- Must have a high school diploma or GED;
- Five years of experience in the fire service;
- Successfully pass a background check;
- Possess a valid driver's license and have a good driving record;
- Possess and maintain National Registry and State of Montana Emergency Medical Technician certification;
- Possess and maintain CPR certification;
- Possess a National Wildfire Coordinating Group Basic Wild Land Firefighter certification;
- Gain and maintain a State of Montana Firefighter 1 certification;
- Gain and maintain a State of Montana Firefighter 2 certification;
- Gain a National Wildfire Coordinating Group S-215 Wildland-Urban Interface certification;
- Complete an annual physical as specified by the fire department;

- Qualify every quarter (3 months) on donning and the use of structural personal protective equipment to meet current standards;
- Qualify every quarter (3 months) on donning and use of a SCBA to meet current standards;
- Attend all trainings throughout the year which includes weekly training nights, monthly command trainings and two rescue training weekends;
- Ability to identify safety issues on scene and correct them immediately;
- Ability to identify the needs of the operations on scene of different types of emergencies and ensure all needs are filled and;
- Ability to perform other essential or marginal functions depending upon work assignment, location and/or staffing.

**DESIRED QUALIFICATIONS:**

- Experience in providing leadership in a volunteer organization.
- Experience in instructing fire, rescue and EMS service trainings.



## **Hyalite Fire Department**

4541 S. 3<sup>rd</sup> Road

Bozeman, MT 59715

(406)586 – 3770

### **Hyalite Fire Department Seasonal Paid Firefighters Proposal**

#### **Purpose:**

The intent of hiring seasonal paid firefighters as temporary full time employees for the Hyalite Fire Department is to fulfill a need for call staffing during the winter break at MSU when we lose a critical number of volunteer firefighters.

#### **Background:**

For a number of years the Hyalite Fire District has struggled to staff calls during the winter break at MSU. This is a result of a majority of our volunteers being of college age and leave for the holiday break to visit family and friends. This leaves the fire district with a severe shortage of firefighters and EMTs to respond to calls. It can create an unsafe working environment for our paid and volunteers being so short staffed. It has come down to one command officer responding to calls which puts our constituents at risk. At times we have had to rely on mutual aid partners to staff our calls. It is getting more difficult to ask for frequent help as our mutual aid partners are struggling with increased call volume and a shortage of volunteers and paid firefighters.

In the past we have tried different incentive programs to encourage members to stay in the area and help staff calls. We have had minimal success with incentives on meal per diem reimbursement.

#### **Goals:**

The proposal is to hire nine seasonal temporary employees as firefighters/EMTs, driver/operators and crew leaders to form three shifts of three personnel. The three shifts will work a 24 hour on duty shift with 48 hours off in between shifts. This staffing will provide coverage for seven days a week during the employment period. Staffing will be done at the Sourdough Fire Station. Crew will be assigned duties while on shift to include call response, training, cleaning and other duties as needed.

The goal will be to hire current volunteers to eliminate any need for initial training. This will also eliminate the need for medical clearance and background checks. Current volunteers were asked on a SWAT analysis if they would be interested in the positions. We had a high number of current numbers interested. Crews will be hired for the four week period of MSU winter break. All employees will be hired with a known employment period and end date.

Our current volunteers will not be able to continue to volunteer once hired. They can go back to volunteer status once their employment period ends. Anytime the temporary firefighters would be on duty or on a call they would need to be paid.

**Costs:**

See the attached spreadsheet. All positions will not have retirement or health insurance benefits. They will not also earn vacation or sick leave.

**Recruitment Plan:**

The seasonal firefighter positions would be advertised as an internal recruitment process. A position announcement would be posted at the three fire stations for a three-week period.

The Hyalite Fire Chief will select a selection committee to review applicants and perform interviews of qualified candidates. A standard scoring format will be used to score candidates during the interview process. The selection committee will select the final candidate.

A conditional job offer letter will be sent to the final candidates. The conditional job offer letter will include start date, salary and benefit package and conditions of employment.

All positions will be hired as a temporary position and have an employment period date.

Week 1 (Dec 17th - Dec 23rd)							
	Sunday December 17th	Monday December 18th	Tuesday December 19th	Wednesday December 20th	Thursday December 21st	Friday December 22nd	Saturday December 23rd
A Shift (3 Firefighters)	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)
B Shift (3 Firefighters)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF
C Shift (3 Firefighters)	OFF	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)
Total Hours							
65 Hours (40 hours base 25 hours overtime)							
48 Hours (40 hours base 8 hours overtime)							
48 Hours (40 hours base 8 hours overtime)							
Week 2 (Dec 24th - Dec 30th)							
	Sunday December 24th	Monday December 25th	Tuesday December 26th	Wednesday December 27th	Thursday December 28th	Friday December 29th	Saturday December 30th
A Shift (3 Firefighters)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)
B Shift (3 Firefighters)	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)
C Shift (3 Firefighters)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF
Total Hours							
55 Hours (40 hours base 15 hours overtime)							
65 Hours (40 hours base 25 hours overtime)							
48 Hours (40 hours base 8 hours overtime)							
Week 3 (Dec 31st - Jan 6th)							
	Sunday December 31st	Monday January 1st	Tuesday January 2nd	Wednesday January 3rd	Thursday January 4th	Friday January 5th	Saturday January 6th
A Shift (3 Firefighters)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF
B Shift (3 Firefighters)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)
C Shift (3 Firefighters)	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)
Total Hours							
48 Hours (40 hours base 8 hours overtime)							
55 Hours (40 hours base 15 hours overtime)							
65 Hours (40 hours base 25 hours overtime)							
Week 4 (Jan 7th - Jan 13th)							
	Sunday January 7th	Monday January 8th	Tuesday January 9th	Wednesday January 10th	Thursday January 11th	Friday January 12th	Saturday January 13th
A Shift (3 Firefighters)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)
B Shift (3 Firefighters)	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 7pm (12 hours)
C Shift (3 Firefighters)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF	7am - 12am (17 hours)	12am - 7am (7 hours)	OFF
Total Hours							
55 Hours (40 hours base 15 hours overtime)							
60 Hours (40 hours base 20 hours overtime)							
48 Hours (40 hours base 8 hours overtime)							

WEEK 2	Rate	Reg Time	OT	Holiday Worked	Per FF
	\$ 23.00	\$ 920.00	\$ 862.50	\$ -	\$ 1,782.50
	\$ 23.00	\$ 920.00	\$ 276.00	\$ -	\$ 1,196.00
	\$ 23.00	\$ 920.00	\$ 276.00	\$ -	\$ 1,196.00
WEEK 3	Rate	Reg Time	OT	Holiday Worked	Per FF
	\$ 23.00	\$ 920.00	\$ 517.50	\$ -	\$ 1,437.50
7 Hours of holiday pay	\$ 23.00	\$ 920.00	\$ 862.50	\$ 161.00	\$ 1,943.50
17 Hours of holiday pay	\$ 23.00	\$ 920.00	\$ 276.00	\$ 391.00	\$ 1,587.00
WEEK 1	Rate	Reg Time	OT	Holiday Worked	Per FF
17 hours of holiday pay	\$ 23.00	\$ 920.00	\$ 276.00	\$ 391.00	\$ 1,587.00
	\$ 23.00	\$ 920.00	\$ 517.50	\$ -	\$ 1,437.50
7 hours of holiday pay	\$ 23.00	\$ 920.00	\$ 862.50	\$ 161.00	\$ 1,943.50
WEEK 4	Rate	Reg Time	OT	Holiday Worked	Per FF
	\$ 23.00	\$ 920.00	\$ 517.50	0	\$ 1,437.50
	\$ 23.00	\$ 920.00	\$ 690.00	0	\$ 1,610.00
	\$ 23.00	\$ 920.00	\$ 276.00	0	\$ 1,196.00
GRAND TOTALS		\$ 11,040.00	\$ 6,210.00	\$ 1,104.00	\$ 18,354.00

# FFs	Total Wages	Employer Taxes	ER SS/MC TOTAL PAYROLL COST
3	\$ 5,347.50	\$ 409.08	\$ 5,756.58
3	\$ 3,588.00	\$ 274.48	\$ 3,862.48
3	\$ 3,588.00	\$ 274.48	\$ 3,862.48
# FFs	Total Wages	Employer Taxes	TOTAL PAYROLL COST
3	\$ 4,312.50	\$ 329.91	\$ 4,642.41
3	\$ 5,830.50	\$ 446.03	\$ 6,276.53
3	\$ 4,761.00	\$ 364.22	\$ 5,125.22
# FFs	Total Wages	Employer Taxes	TOTAL PAYROLL COST
3	\$ 4,761.00	\$ 364.22	\$ 5,125.22
3	\$ 4,312.50	\$ 329.91	\$ 4,642.41
3	\$ 5,830.50	\$ 446.03	\$ 6,276.53
# FFs	Total Wages	Employer Taxes	TOTAL PAYROLL COST
3	\$ 4,312.50	\$ 329.91	\$ 4,642.41
3	\$ 4,830.00	\$ 369.50	\$ 5,199.50
3	\$ 3,588.00	\$ 274.48	\$ 3,862.48
\$ 55,062.00		\$ 4,212.24	\$ 59,274.24

Draft of Preliminary FY2024 Budget HRFD  
version 04/09/2023

Attachment E

BUDGET WORKSHEET FOR FY2024 (preliminary)

	FY 2023 Budget	Actual Jul '22 - Mar '23 (75% of FY 2023)	\$ Over Budget	Est of FY 2024	FY 2023 budget vs FY 24 estimate	FY 2023 % of Budget	Comments
Ordinary Income/Expense							
Income							
310000 - Taxes	\$2,033,812.00	\$2,024,726.52	(\$9,085.48)	\$2,145,520.00	\$111,708.00	99.55%	Operations and bond. Estimate a conservative 5% increase in tax revenue
315000 - On-behalf payment from State	\$127,000.00	\$0.00	(\$127,000.00)	\$127,000.00	\$0.00	0.00%	FURS from State. Budget neutral offset reflected in "Personnel Services"
316000 - Entitlement Share	\$38,838.00	\$41,322.52	\$2,484.52	\$38,838.00	\$0.00	106.40%	
360000 - Miscellaneous Revenues	\$4,000.00	\$18,487.29	\$14,487.29	\$4,000.00	\$0.00	462.18%	
365000 - Contributions and Donations	\$500.00	\$1,644.00	\$1,144.00	\$500.00	\$0.00	328.80%	
370000 - Investment Earnings	\$30,000.00	\$40,078.98	\$10,078.98	\$30,000.00	\$0.00	133.60%	Interest earned in County Funds
380000 - Proceeds from Equip. Sale	\$0.00	\$1,150.00	\$1,150.00	\$0.00	\$0.00		
Total Income	\$2,234,150.00	\$2,127,409.31	(\$106,740.69)	\$2,345,858.00	\$111,708.00	95.22%	
Expense							
420000 - Public Safety Expenses	\$40,000.00	\$20,610.50	(\$19,389.50)	\$40,000.00	\$0.00	51.53%	
420100 - Personnel Services	\$512,000.00	\$332,969.99	(\$179,030.01)	\$512,000.00	\$0.00	65.03%	Contingent upon Board action, this could increase \$178,000 to \$690,000
420100A - Personnel Services (on-behalf)	\$127,000.00	\$0.00	(\$127,000.00)	\$127,000.00	\$0.00	0.00%	budget neutral accounting includes "FURS On-behalf from State"
420200 - Supplies	\$32,000.00	\$35,120.05	\$3,120.05	\$32,000.00	\$0.00	109.75%	
420220 - Meals/Incentives	\$14,000.00	\$8,185.94	(\$5,814.06)	\$61,000.00	\$47,000.00	58.47%	Proposed per diem and fuel reimbursement programs
420240 - Fuel	\$45,000.00	\$33,249.20	(\$11,750.80)	\$50,000.00	\$5,000.00	73.89%	Inflation adjustment and increased usage
420310 - Election Costs	\$7,000.00	\$0.00	(\$7,000.00)	\$7,000.00	\$0.00	0.00%	** no election costs in 2023. Trustees approved by acclamation
420320 - Professional Subscription/Dues	\$15,000.00	\$10,503.91	(\$4,496.09)	\$21,000.00	\$6,000.00	70.03%	Change over reporting system for calls
420330 - Community Outreach/Education	\$6,000.00	\$2,238.49	(\$3,761.51)	\$6,000.00	\$0.00	37.31%	
420340 - Utility Services	\$57,000.00	\$40,649.58	(\$16,350.42)	\$60,000.00	\$3,000.00	71.32%	Inflation and increased usage
420350 - Professional Services	\$42,400.00	\$33,629.50	(\$8,770.50)	\$45,000.00	\$2,600.00	79.31%	Inflation
420390 - Firefighter Physicals	\$25,000.00	\$5,199.00	(\$19,801.00)	\$25,000.00	\$0.00	20.80%	
420400 - Training/Travel - Trustees	\$3,000.00	\$404.36	(\$2,595.64)	\$2,000.00	(\$1,000.00)	13.48%	Trustees typically spend less than \$1000 for travel in a year
420420 - Facilities	\$25,000.00	\$38,093.51	\$13,093.51	\$25,000.00	\$0.00	152.37%	
420500 - Insurance	\$75,000.00	\$86,202.27	\$11,202.27	\$90,000.00	\$15,000.00	114.94%	20% increase in insurance coverage costs estimated for FY24
420930 - Safety Equipment	\$80,000.00	\$47,590.79	(\$32,409.21)	\$80,000.00	\$0.00	59.49%	
420940 - Apparatus	\$70,000.00	\$54,819.35	(\$15,180.65)	\$70,000.00	\$0.00	78.31%	
66910 - Other Charges	\$500.00	\$0.00	(\$500.00)	\$500.00	\$0.00	0.00%	
Total Expense (operations)	\$1,175,900.00	\$749,466.44	(\$426,433.56)	\$1,253,500.00	\$77,600.00	63.74%	
420970 - Total Capital outlay	\$1,064,249.00	\$27,351.35		\$900,000.00			Tentative estimate for FY24. **** REQUIRES UPDATE****
Total Expense (oper. and capital outlay)	\$2,240,149.00	\$776,817.79		\$2,153,500.00			
Total Expense (oper.+cap.+bond)	\$2,461,639.00	\$780,062.79		\$2,374,345.00			
Net of Operation and Bond Exp.				\$871,513.00	Total income less operating and bond expenses		
Restricted Income							
110200 - General Obligation Bond	\$221,490.00	\$3,245.00	(\$218,245.00)	\$220,845.00	(\$645.00)	1.47%	Construction bond for Sourdough Station. Refinanced in 2021
320000 - Firefighter fundraising event (net)	\$2,500.00	(\$980.93)	(\$3,480.93)	\$2,500.00	\$0.00	-39.24%	
Grants							
Transfer to Cap. Res. (building)	\$192,685.40	\$0.00	(\$192,685.40)	\$0.00	(\$192,685.40)		Board Action Required for FY24****UPDATE****
Transfer to Cap. Res. (apparatus)	\$176,258.28	\$0.00	(\$176,258.28)	\$0.00	(\$176,258.28)		Board Action Required for FY24 ****UPDATE****
Transfer to Cap. Res. (improvement)	\$36,577.38	\$0.00	(\$36,577.38)	\$0.00	(\$36,577.38)		Board Action Required for FY24 ****UPDATE****
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)	\$6,490.00	\$0.00		\$5,845.00			
Capital Reserve (building)	\$0.00	\$0.00		\$0.00	\$0.00		***UPDATE***
Capital Reserve (apparatus)	\$1,019,249.00	\$0.00	(\$1,019,249.00)	\$0.00	(\$1,019,249.00)		***UPDATE***
Capital Reserve (improvement)	\$45,000.00	\$0.00		\$0.00	(\$45,000.00)		***UPDATE***
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					

Call volume  
for February

Percentage

46 calls for  
the month

Michael Buffington	7	15%	\$ -
Aaron Constantino	0	0%	\$ -
Zale Filce	10	22%	\$ 31.60
Reid Hill	18	39%	\$ 300.20
Steve Kerbel	17	37%	\$ 268.60
Tyler Newell	14	30%	\$ 158.00
John Pemberton	17	37%	\$ 268.60
Collin Rose	17	37%	\$ 268.60
Briana Scherrer	19	41%	\$ 331.80
Reid Templeton	16	35%	\$ 237.00
Ted Yewer	4	9%	\$ -

Total for February \$ 1,864.40

Total \$ 18,850.30

GSA meal per diem for Bozeman is \$79.00 per day. The amount of reimbursement is figured for two of on shift time. The amount increases 10% for every percentage of call response.

20%	\$ -	31%	\$ 173.80	42%	\$ 347.60
21%	\$ 15.80	32%	\$ 189.60	43%	\$ 363.40
22%	\$ 31.60	33%	\$ 205.40	44%	\$ 379.20
23%	\$ 47.40	34%	\$ 221.20	45%	\$ 395.00
24%	\$ 63.20	35%	\$ 237.00	46%	\$ 410.80
25%	\$ 79.00	36%	\$ 252.80	47%	\$ 426.60
26%	\$ 94.80	37%	\$ 268.60	48%	\$ 442.40
27%	\$ 110.60	38%	\$ 284.40	49%	\$ 458.20
28%	\$ 126.40	39%	\$ 300.20	50%	\$ 474.00
29%	\$ 142.20	40%	\$ 316.00		
30%	\$ 158.00	41%	\$ 331.80		



NAME	STA	HOME ADDRESS	Travel distance to response station	Travel distance to Sourdough Fire Station	Calls	Trainings	Shifts	Total Calls	Total Training	Total Shifts	Totals
ALEXANDER, Joe	Sourdough	702 N. Tracy Ave	4.5	4.5	0	5	8	\$ -	\$ 26.33	\$ 42.12	\$ 68.45
ALTIG, Broc	Sourdough	1601 W. Olive St	4	4	6	2	4	\$ 28.08	\$ 9.36	\$ 18.72	\$ 56.16
BUFFINGTON, Michael	Sourdough	4541 S. 3rd Rd.	0	0				\$ -	\$ -	\$ -	\$ -
CONSTANTINO, Aaron	Cottonwood	10200 Cottonwood Rd.	0	0				\$ -	\$ -	\$ -	\$ -
FILCE, Zale	Cottonwood	10200 Cottonwood Rd.	0	0				\$ -	\$ -	\$ -	\$ -
FUEG, Caitlin	Sourdough	1412 S. Bozeman Ave	3.1	3.1	8	5	4	\$ 29.02	\$ 18.14	\$ 14.51	\$ 61.66
HALE, Max	Rae	5370 Gooch Hill RD	0	6.2			4	\$ -	\$ -	\$ 29.02	\$ 29.02
HATHAWAY, Owen	Sourdough	2215 Remington Way Apt 203	3	3	2	2	4	\$ 7.02	\$ 7.02	\$ 14.04	\$ 28.08
HAWORTH, Connor	Sourdough	2021 S. Black Ave	3	3	3	2	1	\$ 10.53	\$ 7.02	\$ 3.51	\$ 21.06
HILBERT, Mike	Rae	Cedar Shade LN	4.3	10	1	2	2	\$ 5.03	\$ 10.06	\$ 23.40	\$ 38.49
HILL, Reid	Sourdough	4541 S. 3rd Rd.	0	0				\$ -	\$ -	\$ -	\$ -
KARCHER, Sava	Rae	2240 Baxter LN	5.8	5.8	0	3	8	\$ -	\$ 20.36	\$ 54.29	\$ 74.65
KERBEL, Steven	Cottonwood	10200 Cottonwood Rd.	0	0				\$ -	\$ -	\$ -	\$ -
KRIEGER, Jake	Sourdough	South Hedges	3	3	6	4	4	\$ 21.06	\$ 14.04	\$ 14.04	\$ 49.14
LEAHY, Nathan	Sourdough	262 Ramshorn Peak Lane	0.3	6.4	6	3	8	\$ 2.11	\$ 1.05	\$ 59.90	\$ 63.06
LEEPER, Christopher D	Cottonwood	10300 Hyalite Canyon Rd.	2.5	5.3	0	1	4	\$ -	\$ 2.93	\$ 24.80	\$ 27.73
MARTIN, Blake	Sourdough	3156 S. 16th	4	4	14	4	8	\$ 65.52	\$ 18.72	\$ 37.44	\$ 121.68
NESS, Alexi	Sourdough	2109 W. College St.	3.5	3.5	2	3	4	\$ 8.19	\$ 12.29	\$ 16.38	\$ 36.86
NEWELL, Tyler	Sourdough	4541 S. 3rd Rd	0	0				\$ -	\$ -	\$ -	\$ -
PEMBERTON, John	Sourdough	4541 S. 3rd Road	0	0				\$ -	\$ -	\$ -	\$ -
PHILLIPS, Alex	Rae	4555 Fallon St.	1.6	5.7	4	4	3	\$ 7.49	\$ 7.49	\$ 20.01	\$ 34.98
PIERCE, Ryan	Rae	5370 Gooch Hill RD	0	6.2			4	\$ -	\$ -	\$ 29.02	\$ 29.02
PORTER, Benjamin	Sourdough	2004 W. Koch ST	3.7	3.7	0	0	0	\$ -	\$ -	\$ -	\$ -
ROSE, Collin	Sourdough	4541 S. 3rd Rd.	0	0				\$ -	\$ -	\$ -	\$ -
SCHERRER, Briana	Sourdough	4541 S. 3rd Road	0	0				\$ -	\$ -	\$ -	\$ -
SPRAGUE, Andrew	Rae	85 Ramshorn Peak Ln	0.2	6.3	3	4	4	\$ 0.70	\$ 0.94	\$ 29.48	\$ 31.12
TEMPLETON, Reid	Cottonwood	10200 Cottonwood Rd.	0	0				\$ -	\$ -	\$ -	\$ -
VENTEROSA, Kylie	Sourdough	1981 South Gateway Rd.	3.4	13	0	0	8	\$ -	\$ -	\$ 121.68	\$ 121.68
WATSON, Will	Sourdough	3838 Blondie CT.	4.4	7.7	0	3	8	\$ -	\$ 15.44	\$ 72.07	\$ 87.52
WHALEN, Ian	Sourdough	360 Ent Blvd Unit 12	2.3	2.3	1	2	4	\$ 2.69	\$ 5.38	\$ 10.76	\$ 18.84
YEWER, Edward	Sourdough	4541 S. 3rd RD	0	0				\$ -	\$ -	\$ -	\$ -
ZIEGLER, Hunter	Sourdough	312 S. 15th Ave., Apt 2	3.9	3.9	4	0	0	\$ 18.25	\$ -	\$ -	\$ 18.25

Total \$ 892.83

Total FY \$ 5,938.91

1.17



## Hyalite Rural Fire District

### Fire Chief's Report

April 2023

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire District responded to 46 incidents in February 2023.

- Call volume February 2022 - 42
- Call volume February 2021 - 64
- Call volume February 2020 - 38
- Call volume February 2019 - 40
- Call volume February 2018 - 41

The Hyalite Fire District responded to 71 incidents in March 2023. Our call volume at the end of March for 2023 is 174.

- Call volume March 2022 - 40
- Call volume March 2021 - 52
- Call volume March 2020 - 40
- Call volume March 2019 - 46
- Call volume March 2018 - 36

2. Our current roster is at 50 members (effective 4/1/2023).

- 1 Career Fire Chief
- 1 Career Assistant Fire Chief
- 2 Career Captains
- 3 Volunteer Captains
- 4 Volunteer Reserve Captains
- 6 Volunteer Lieutenants
- 9 Volunteer Firefighters
- 13 Volunteers Apprentice Firefighters
- 8 Volunteer Recruit Firefighters
- 2 Volunteer Reserve Firefighter
- 1 Volunteer Reserve Driver/Operator

3. We currently have 6 resident firefighters living at the Sourdough Fire Station.

- We lost two of our Sourdough resident firefighters in March. Collin Rose left the department for a career firefighter position in Big Sky, MT. Briana Scherrer moved out of the Sourdough Fire Station to begin a career firefighter position with the Central Valley Fire District. Briana will remain a reserve firefighter with our department.

- Sourdough resident firefighters continue to fill weekend shifts Friday 7pm – Monday 7am. With the reduced staffing of our Sourdough Resident Firefighters, we have gone down to a two person shift every weekend.
4. We currently have 3 resident firefighters living at the Cottonwood Fire Station.
- Aaron Constantino remains on a military deployment until June 2023.
  - Cottonwood resident firefighters continue to fill weekday night shifts Monday – Thursday 7pm – 7am.
5. We currently have 1 resident renter at the Rae house.
- We lost Max Hale for a career firefighter position with Brain Bridge, WA.
  - Rae House renters continue to pay a prorated rent amount to the Fire District.

50% of call volume = \$0.00	26% of call volume = \$320.00
40% of call volume = \$45.00	25% of call volume = \$375.00
30% of call volume = \$100.00	24% of call volume = \$430.00
29% of call volume = \$155.00	23% of call volume = \$485.00
28% of call volume = \$210.00	22% of call volume = \$540.00
27% of call volume = \$265.00	21% of call volume = \$595.00
	20% of call volume = \$650.00

- Rae renters are also responsible for a ¼ of the utility cost for the Rae House.
6. We are actively recruiting to bring new residents to all the fire stations. We are hopeful as several of our new recruit firefighters are interested in living at the fire stations.
7. Non-resident volunteer firefighters continue to cover 6 hour shifts at the Sourdough Fire Station on Monday – Friday 7am – 7pm.
- With the current number of non-resident firefighters, we are only able to cover 6 of the 10 week day shifts. Three non-resident firefighters are on shift on weekends due to work week obligations.
8. We continue our regular multi company fire and EMS training every Wednesday night and command training twice a month.
9. Training Captain Malone and Maintenance Captain Prato attended a Fire Officer 2 course on February 28th - March 3rd with the Montana State University-Fire Services Training School. The class was hosted at the Sourdough Fire Station.

10. Fire Chief Nickolay and Firefighter Leahy attended a S-219 wildfire firing operations course on March 28th and 29th in Missoula, MT.

11. Our spring recruit academy has begun. We were able to recruit eight new firefighters. Captain Malone is working with them through the academy. We expect the academy to be finished in June.

12. We assisted the Central Valley Fire District with two motor vehicle accidents in the month of February.

13. We assisted the Central Valley Fire District and the Gallatin Gateway Fire District with motor vehicle accidents in the month of March.

14. Two times in the month of February and once in the month of March we were requested for mutual aid for ambulance transport outside of the Hyalite Fire District.

15. Fire Chief Nickolay continues to chair the Gallatin County Fire Council communications committee. Assistant Chief Dahlhauser continues to chair the training committee as well.

16. We have completed a \$10,000.00 - 50% match grant application with the Montana DNRC to purchase new wildland fire boots for our department. We should hear this spring on awarding for the grant.

17. Fire Chief Nickolay and Assistant Chief Dahlhauer have been actively participating in a review of EMS services in Gallatin County. Gallatin County has contracted with Kramer and Associates to perform a review of the EMS system and provide recommendations. The review process will occur throughout the spring of 2023.

18. Our ambulance transport plan is complete.

- We have Ambulance 6, Ambulance 6-1 and Ambulance 6-2 in service.
- Staff has resolved final issues with Medicare and Medicaid to get billing 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 have been actively transporting patients with our ambulances.
- We are awaiting reports from the Gallatin County Treasurer for our income on ambulance transports. We have begun to receive payments from Pintler Billing.

19. We have experienced no firefighter injuries in the months of February and March.

20. All Hyalite Fire apparatus are currently in service.

- Engine 6-2 was out of service from February 16th to March 10th due leaking water valve replacement. The amount of time was long due to delays in shipping of parts.
- Engine 6-3 was out of service from March 17th to March 23rd with a failed mechanical seal in the fire pump.
- Support 6 was out of service from March 23rd to March 31st with a failed fuel pump.

21. We unfortunately had the motor fail in Utility 6-1 which was the white 2008 Ford F-550 flatbed truck with a snow plow. The motor began overheating and was found to have metal in the engine oil causing the oil to not circulate and overheat. The metal in the oil was from failure of engine bearings. We had a quote done to replace the motor and the quote was more than the truck would have been worth. We ended up selling the truck for a salvage value of \$2,500.00. We are working on a plan to repurpose Command 6 as a utility vehicle with a snow plow in the next year. Utility 6-1 was a truck acquired from the state DOD program.

22. We unfortunately found out the boiler at the Rae House is failing. We have quotes to replace the boiler at \$12,000.00. The boiler is believed to be original to the house from the 1970s. We are exploring other options for heat in the house. We will have a plan to move forward this summer and ensure heating in the house next winter. We currently are using portable electric heaters in the house.

# Hyalite Fire Department

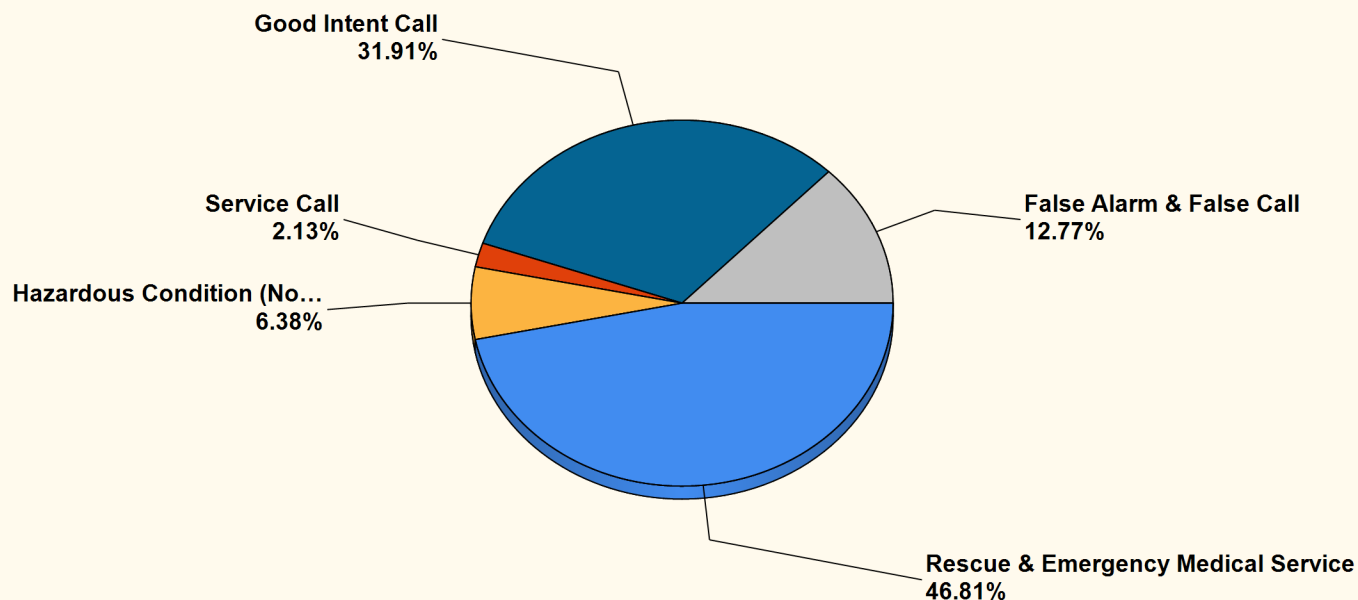
Bozeman, MT

This report was generated on 4/6/2023 10:39:42 AM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2023 | End Date: 03/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	22	46.81%
Hazardous Condition (No Fire)	3	6.38%
Service Call	1	2.13%
Good Intent Call	15	31.91%
False Alarm & False Call	6	12.77%
<b>TOTAL</b>	<b>47</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 H

INCIDENT TYPE	# INCIDENTS	% of TOTAL
321 - EMS call, excluding vehicle accident with injury	15	31.91%
322 - Motor vehicle accident with injuries	6	12.77%
324 - Motor vehicle accident with no injuries.	1	2.13%
412 - Gas leak (natural gas or LPG)	3	6.38%
500 - Service Call, other	1	2.13%
600 - Good intent call, other	1	2.13%
611 - Dispatched & cancelled en route	13	27.66%
622 - No incident found on arrival at dispatch address	1	2.13%
700 - False alarm or false call, other	2	4.26%
736 - CO detector activation due to malfunction	1	2.13%
745 - Alarm system activation, no fire - unintentional	2	4.26%
746 - Carbon monoxide detector activation, no CO	1	2.13%
<b>TOTAL INCIDENTS:</b>	<b>47</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 4/6/2023 10:40:48 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: 03/01/2023 | End Date: 03/31/2023

INCIDENT TYPE	INCIDENT COUNT	PATIENT COUNT	PATIENT TRANSPORTS	PATIENT REFUSALS
321 - EMS call, excluding vehicle accident with injury				
Total:	8	7	7	0
322 - Motor vehicle accident with injuries				
Total:	4	7	0	5
324 - Motor vehicle accident with no injuries.				
Total:	1	0	0	0
Totals for All Incidents Types:	13	14	7	5

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 3**

## **FY 2024 Preliminary Budget**

Draft of Preliminary FY2024 Budget HRFD  
version 04/20/2023

BUDGET WORKSHEET FOR FY2024 (preliminary)

	FY 2023 Budget	Actual Jul '22 - Mar '23 (75% of FY 2023)	\$ Over Budget	Est of FY 2024	FY 2023 budget vs FY 24 estimate	FY 2023 % of Budget	Comments
Ordinary Income/Expense							
Income							
310000 - Taxes	\$2,033,812.00	\$2,024,726.52	(\$9,085.48)	\$2,145,520.00	\$111,708.00	99.55%	Operations and bond. Estimate a conservative 5% increase in tax revenue
315000 - On-behalf payment from State	\$127,000.00	\$0.00	(\$127,000.00)	\$127,000.00	\$0.00	0.00%	FURS from State. Budget neutral offset reflected in "Personnel Services"
316000 - Entitlement Share	\$38,838.00	\$41,322.52	\$2,484.52	\$38,838.00	\$0.00	106.40%	
360000 - Miscellaneous Revenues	\$4,000.00	\$18,487.29	\$14,487.29	\$4,000.00	\$0.00	462.18%	
365000 - Contributions and Donations	\$500.00	\$1,644.00	\$1,144.00	\$500.00	\$0.00	328.80%	
370000 - Investment Earnings	\$30,000.00	\$40,078.98	\$10,078.98	\$30,000.00	\$0.00	133.60%	Interest earned in County Funds
380000 - Proceeds from Equip. Sale	\$0.00	\$1,150.00	\$1,150.00	\$0.00	\$0.00		
Total Income	\$2,234,150.00	\$2,127,409.31	(\$106,740.69)	\$2,345,858.00	\$111,708.00	95.22%	
Expense							
420000 - Public Safety Expenses	\$40,000.00	\$20,610.50	(\$19,389.50)	\$40,000.00	\$0.00	51.53%	
420100 - Personnel Services	\$512,000.00	\$332,969.99	(\$179,030.01)	\$690,000.00	\$178,000.00	65.03%	Contingent upon Board action, this could increase \$178,000 to \$690,000
420100A - Personnel Services (on-behalf)	\$127,000.00	\$0.00	(\$127,000.00)	\$127,000.00	\$0.00	0.00%	budget neutral accounting includes "FURS On-behalf from State"
420200 - Supplies	\$32,000.00	\$35,120.05	\$3,120.05	\$32,000.00	\$0.00	109.75%	
420220 - Meals/Incentives	\$14,000.00	\$8,185.94	(\$5,814.06)	\$61,000.00	\$47,000.00	58.47%	Proposed per diem and fuel reimbursement programs
420240 - Fuel	\$45,000.00	\$33,249.20	(\$11,750.80)	\$50,000.00	\$5,000.00	73.89%	Inflation adjustment and increased usage
420310 - Election Costs	\$7,000.00	\$0.00	(\$7,000.00)	\$7,000.00	\$0.00	0.00%	** no election costs in 2023. Trustees approved by acclamation
420320 - Professional Subscription/Dues	\$15,000.00	\$10,503.91	(\$4,496.09)	\$21,000.00	\$6,000.00	70.03%	Change over reporting system for calls
420330 - Community Outreach/Education	\$6,000.00	\$2,238.49	(\$3,761.51)	\$6,000.00	\$0.00	37.31%	
420340 - Utility Services	\$57,000.00	\$40,649.58	(\$16,350.42)	\$60,000.00	\$3,000.00	71.32%	Inflation and increased usage
420350 - Professional Services	\$42,400.00	\$33,629.50	(\$8,770.50)	\$45,000.00	\$2,600.00	79.31%	Inflation
420390 - Firefighter Physicals	\$25,000.00	\$5,199.00	(\$19,801.00)	\$25,000.00	\$0.00	20.80%	
420400 - Training/Travel - Trustees	\$3,000.00	\$404.36	(\$2,595.64)	\$2,000.00	(\$1,000.00)	13.48%	Trustees typically spend less than \$1000 for travel in a year
420420 - Facilities	\$25,000.00	\$38,093.51	\$13,093.51	\$25,000.00	\$0.00	152.37%	
420500 - Insurance	\$75,000.00	\$86,202.27	\$11,202.27	\$90,000.00	\$15,000.00	114.94%	20% increase in insurance coverage costs estimated for FY24
420930 - Safety Equipment	\$80,000.00	\$47,590.79	(\$32,409.21)	\$80,000.00	\$0.00	59.49%	
420940 - Apparatus	\$70,000.00	\$54,819.35	(\$15,180.65)	\$70,000.00	\$0.00	78.31%	
66910 - Other Charges	\$500.00	\$0.00	(\$500.00)	\$500.00	\$0.00	0.00%	
Total Expense (operations)	\$1,175,900.00	\$749,466.44	(\$426,433.56)	\$1,431,500.00	\$255,600.00	63.74%	
420970 - Total Capital outlay	\$1,064,249.00	\$27,351.35		\$1,823,500.00			Tentative estimate for FY24. **** REQUIRES UPDATE****
Total Expense (oper. and capital outlay)	\$2,240,149.00	\$776,817.79		\$3,255,000.00			
Total Expense (oper.+cap.+bond)	\$2,461,639.00	\$780,062.79		\$3,475,845.00			
Net of Operation and Bond Exp.				\$693,513.00	Total income less operating and bond expenses		
Restricted Income							
110200 - General Obligation Bond	\$221,490.00	\$3,245.00	(\$218,245.00)	\$220,845.00	(\$645.00)	1.47%	Construction bond for Sourdough Station. Refinanced in 2021
320000 - Firefighter fundraising event (net)	\$2,500.00	(\$980.93)	(\$3,480.93)	\$2,500.00	\$0.00	-39.24%	
Grants							
Transfer to Cap. Res. (building)	\$192,685.40	\$192,685.40	\$0.00	\$0.00	(\$192,685.40)		Board Action Required for FY24****UPDATE****
Transfer to Cap. Res. (apparatus)	\$176,258.28	\$176,258.28	\$0.00	\$0.00	(\$176,258.28)		Board Action Required for FY24 *****UPDATE*****
Transfer to Cap. Res. (improvement)	\$36,577.38	\$36,577.38	\$0.00	\$0.00	(\$36,577.38)		Board Action Required for FY24 *****UPDATE*****
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)	\$6,490.00	\$3,245.00		\$5,845.00			
Capital Reserve (building)	\$0.00	\$0.00		\$0.00	\$0.00		***UPDATE*** year to date and FY24 amount
Capital Reserve (apparatus)	\$1,019,249.00	\$0.00	(\$1,019,249.00)	\$0.00	(\$1,019,249.00)		***UPDATE***
Capital Reserve (improvement)	\$45,000.00	\$0.00		\$0.00	(\$45,000.00)		***UPDATE***
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					

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

#### ANNUAL EXPENDITURE REQUESTS

Description	FY 23-24 Requests	Comments
Salaries/Wages	\$817,000.00	Accnts 420100, 420100A
Employer contribution		
Subtotal	\$817,000.00	
Office/operating supplies	\$143,000.00	Accnts 420200, 420330, 420390, 420930
Oil/Gas	\$50,000.00	Accnts 420240
Utilities	\$60,000.00	Accnts 420340
Repair & Maintenance	\$95,000.00	Accnts 420420, 420940
Travel	\$2,000.00	Accnts 420400
Training	\$101,000.00	Accnts 420000, 420220
Professional Services	\$163,500.00	Accnts 420310, 420320, 420350, 420500, 66910
Contract Donations		
Debt Payment - Principal	\$215,000.00	
Debt Payment - interest	\$5,845.00	
Subtotal	\$835,345.00	
Capital Outlay (This Year)	\$1,823,500.00	
		Capital Outlay (future) calculations
		Max taxes to be levied \$1,812,322.00
		Bond/debt levy \$220,845.00
		Non-tax (interest, donations, misc., entitlement, FURS On-Behalf \$200,338.00
		Cash (County) Note - cash on HRFD balance sheet differs slightly \$3,644,646.00 From 02/28/2023 balance sheet
		Subtotal \$5,878,151.00
		Calculated proposed budget to meet 28.98% max. cash reserve \$4,557,304.91
		Less Salaries -\$817,000.00
		Less Operations Exp. -\$835,345.00
		Less Capital Expense (This Year) -\$1,823,500.00
		Calculated Capital Reserve (Future) \$1,081,459.91
		Optional Addition to Capital Reserve (Future) \$0.00
		Total Calculated Capital Reserve (Future) \$1,081,459.91
		Calculated Cash Reserve \$1,320,846.09
		Hash Check - Cash Reserve Percentage without optional addition 28.98%
		Hash Check - Cash Reserve Percentage with optional addition 28.98%
Capital Outlay (Future)	\$1,081,459.91	
Subtotal	\$2,904,959.91	
Total Expenditures	\$4,557,304.91	

#### ANNUAL REVENUE ESTIMATES

Description	FY23-24 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	Misc. Rev. + sale of used equipment
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	\$1,924,675.00	
Personal Property Taxes		
Mill Levy	\$220,845.00	Interest and Principal
Subtotal	\$2,145,520.00	
Total Revenues	\$2,345,858.00	

Draft of Preliminary Budget Capital Reserves Accounts, FY24

**Baseline beginning balance**

Capital Accnt. Description	Mar-23
Capital Improvement	\$350,000.00
Capital Building Replacement	\$329,405.00
Capital Apparatus	\$1,123,018.00
Total	<u>\$1,802,423.00</u>

**June 2023 Board transfers from cash reserves (end of FY23 values)**

Capital Accnt. Description	Transfer Amount	Ending Balance
Capital Improvement	\$0.00	\$350,000.00
Capital Building Replacement	\$0.00	\$329,405.00
Capital Apparatus	\$0.00	\$1,123,018.00
Total	<u>\$0.00</u>	<u>\$1,802,423.00</u>

**August 2023 Proposed transfers to meet cash Gallatin County cash reserve requirement**

Capital Reserves Required to Meet 33.3% Threshold	\$1,081,459.91	
Less Current Total Capital Reserves	-\$1,802,423.00	
Additional Capital Transfer Amount Required	<u>-\$720,963.09</u>	This is the amount to be allocated between capital accounts

Capital Accnt. Description	Transfer Amount	FY24 Ending Balance	
Capital Improvement	\$0.00	\$350,000.00	
Capital Building Replacement	\$0.00	\$329,405.00	
Capital Apparatus	-\$720,963.09	\$402,054.91	Proposed Board transfer to reflect FY24 capital expenses at final budget (will need adjustment)
Total	<u>-\$720,963.09</u>	<u>\$1,081,459.91</u>	

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

**FISCAL YEAR**  
**2023-2024**

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

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

**ANNUAL REVENUE ESTIMATES**

DESCRIPTION	FY 22-23 CURRENT BUDGET	FY 22-23 ESTIMATED YEAR END	FY 23-24 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 2023-2024, WE REQUEST: (select only one)**

**NUMBER OF MILLS**

\_\_\_\_\_

**DOLLAR AMOUNT**

\_\_\_\_\_

**MAXIMUM MILLS**

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

**FISCAL YEAR**  
**2023-2024**

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

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

**ANNUAL EXPENDITURE REQUESTS**

DESCRIPTION	FY 22-23 CURRENT BUDGET	FY 22-23 ESTIMATED YEAR END	FY 23-24 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)				FROM OUTLAY FORM
CAPITAL RESERVE (FUTURE)				FROM RESERVE FORM

SUBTOTAL \_\_\_\_\_

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

**BOARD APPROVAL**

WE HEREBY SUBMIT OUR FISCAL YEAR 2024 BUDGET REQUEST FOR YOUR REVIEW AND APPROVAL

\_\_\_\_\_  
CHAIRMAN

PHONE \_\_\_\_\_

\_\_\_\_\_  
TRUSTEE

PHONE \_\_\_\_\_

\_\_\_\_\_  
TRUSTEE

PHONE \_\_\_\_\_

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TRUSTEE

PHONE \_\_\_\_\_

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

**FISCAL YEAR**

**2023-2024**

**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 2024 CAPITAL REQUESTS</b>			

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



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

**FISCAL YEAR**  
**2023-2024**

**DEFINITION OF CAPITAL RESERVE (OBJECT CODE 905):** YOUR "SAVINGS ACCOUNT". CAPITAL RESERVE IS ESTABLISHED FOR THE REPLACEMENT AND ACQUISITION OF PROPERTY OR EQUIPMENT COSTING IN EXCESS OF \$5,000 WITH A LIFE EXPECTANCY OF TWO (2) YEARS OR MORE. DOLLARS BUDGETED IN CODE 905 MAY NOT BE SPENT IN THIS FISCAL YEAR. RESERVES ARE FOR ITEMS TO BE PURCHASED IN FUTURE YEARS.

<b>DISTRICT/LIBRARY NAME</b>				
<b>FUND NUMBER</b>				
<b>BOX 1 - FY 2023 CAPITAL RESERVE BUDGET</b>				
<b>BOX 2 - CAPITAL RESERVES TO BE USED IN FY 2024</b>				
<b>REQUESTED ITEM/ PROJECT DESCRIPTION</b>	<b>ESTIMATED TOTAL COST</b>	<b>ESTIMATED PURCHASE DATE</b>	<b>RESERVED TO DATE</b>	<b>FY 2024 REQUESTED INCREASE</b>
A.				
B.				
C.				
D.				
E.				
<b>BOX 3 - TOTAL FY 2024 REQUESTED INCREASE (SUM A-E)</b>				
<b>BOX 4 - TOTAL CAPITAL RESERVE BUDGET FOR FY 2024 (BOX 1 - BOX 2 + BOX 3)</b>				

<b>JUSTIFICATION:</b>
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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>SIGNATURE</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>DATE</b>
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**GALLATIN COUNTY  
SPECIAL DISTRICT/LIBRARY - CONTACT INFORMATION  
FORM FISCAL YEAR 2023-2024**

<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)

# **Regular Agenda Item 4**

## **Fire Chief's Report**



## Hyalite Rural Fire District

### Fire Chief's Report

May 2023

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire District responded to 71 incidents in March 2023.
  - Call volume March 2022 - 40
  - Call volume March 2021 - 52
  - Call volume March 2020 - 40
  - Call volume March 2019 - 46
  - Call volume March 2018 - 36
2. Our current roster is at 50 members (effective 4/1/2023).
  - 1 Career Fire Chief
  - 1 Career Assistant Fire Chief
  - 2 Career Captains
  - 3 Volunteer Captains
  - 4 Volunteer Reserve Captains
  - 6 Volunteer Lieutenants
  - 9 Volunteer Firefighters
  - 13 Volunteers Apprentice Firefighters
  - 8 Volunteer Recruit Firefighters
  - 2 Volunteer Reserve Firefighter
  - 1 Volunteer Reserve Driver/Operator
3. We currently have 5 resident firefighters living at the Sourdough Fire Station.
  - Sourdough resident firefighters continue to fill weekend shifts Friday 7pm – Monday 7am. With the reduced staffing of our Sourdough Resident Firefighters, we have had two non-resident firefighters (Martin Blake and Broc Altig) step up to fill weekend shifts.
4. We currently have 3 resident firefighters living at the Cottonwood Fire Station.
  - Aaron Constantino remains on a military deployment until June 2023.
  - Cottonwood resident firefighters continue to fill weekday night shifts Monday – Thursday 7pm – 7am.
5. We currently have 1 resident renter at the Rae house.

6. We are actively recruiting to bring new residents to all the fire stations. We are hopeful as several of our new recruit firefighters are interested in living at the fire stations.

7. Non-resident volunteer firefighters continue to cover 6 hour shifts at the Sourdough Fire Station on Monday – Friday 7am – 7pm.

- With the current number of non-resident firefighters, we are only able to cover 6 of the 10 week day shifts. Three non-resident firefighters are on shift on weekends due to work week obligations.

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

9. Our spring recruit academy has begun. Our eight new recruit firefighters are moving along in their training. We expect the academy to be finished in June.

10. We assisted the Central Valley Fire District and the Gallatin Gateway Fire District with motor vehicle accidents in the month of March.

11. Once in the month of March we were requested for mutual aid for ambulance transport outside of the Hyalite Fire District.

12. Fire Chief Nickolay continues to chair the Gallatin County Fire Council communications committee. Assistant Chief Dahlhauser continues to chair the training committee as well.

13. Our ambulance transport plan is complete and we are actively transporting patients to the hospital. Income has begun to come in from Pintler Billing for our transports

14. We have experienced no firefighter injuries in the months of February and March.

15. All Hyalite Fire apparatus are currently in service.

- Engine 6-2 is currently out of service due to a leak in the chassis motor water pump. Unfortunately after the water pump was replaced, the plastic fan failed and damaged the fan, fan shroud and radiator. Best Rate Diesel Repair is working on getting the truck repaired.

16. We are still exploring the options for the Rae House boiler failure.