

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

DATE: MARCH 19, 2024

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3rd 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 February 20, 2024 Meeting Synopsis
[Consent Agenda Attached]

REGULAR AGENDA

1. Discussion and Decision – RFP for Performing Audit Services
2. Discussion and Decision – Creating an Out of District Assignment Policy for Staff
3. Discussion and Decision – Utilize Think One Architects for Conceptual Drawings
4. Discussion – Replacement of Rae Fire Station – *Standing Agenda Item*
5. Fire Chief's Report
6. Trustees' Activities
7. Announcements

EXECUTIVE SESSION – This portion of the meeting may be closed pursuant to [§ 2-3-203\(3\), MCA.](#)

1. Discussion – 2023 Fire Chief Performance Evaluation

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

**March 19, 2024 Board
Meeting**



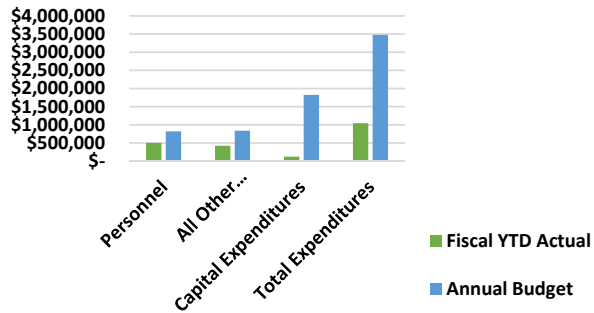
Dashboard for February 2024

At a glance...

	Current month*	Prior year		Calendar YTD
General Fund Cash Balance*	\$ 2,294,863	\$ 1,631,286	Number of Calls	100
Taxes Receivable*	\$ 817,276	\$ 836,955	Number of Volunteers	68
Accounts Payable	\$ 32,087	\$ 24,951	Number of Training Sessions	58
			Number of Training Hours	128

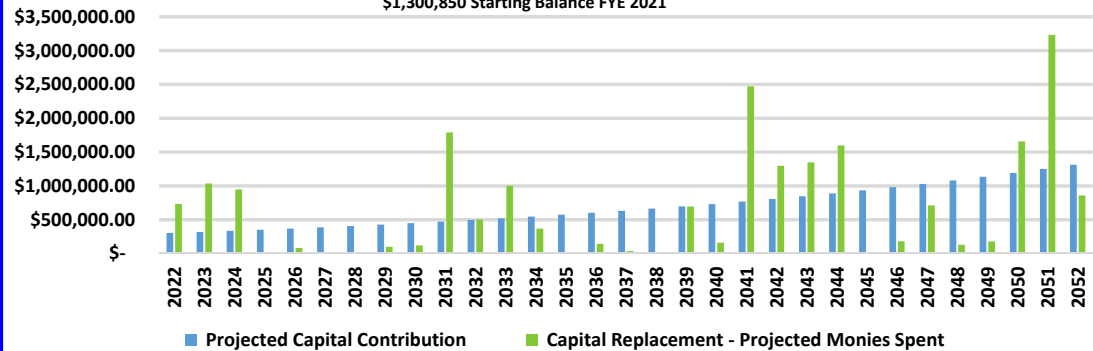
NOTE: The inconsistent nature of our cash flows dictates that we maintain a minimum cash balance of \$400,000.

Budgetary Comparisons - for year to date

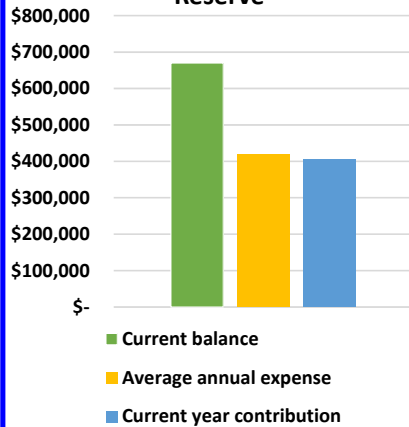


Capital Replacement Schedule

\$1,300,850 Starting Balance FYE 2021



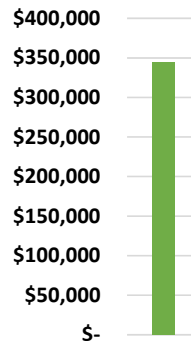
Apparatus and Equipment Reserve



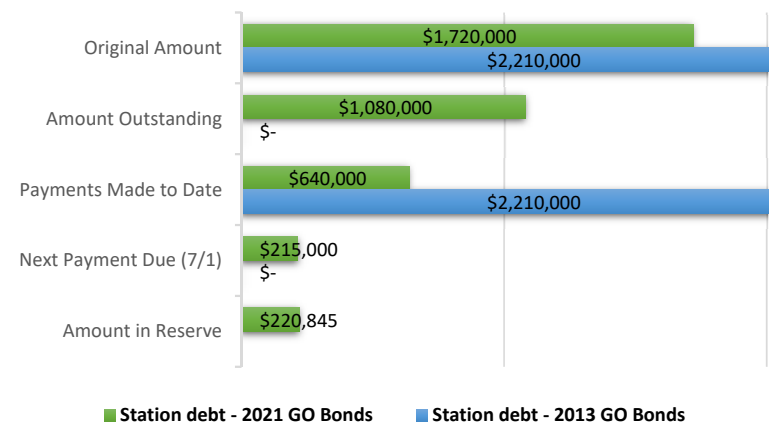
Capital Improvement Reserve



Building Repair/Replacement Reserve



Station Debt



Hyalite Rural Fire District

Statement of Financial Position

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100000 Cash/Investments	3,874,421.51
Total Bank Accounts	\$3,874,421.51
Accounts Receivable	\$2,449.35
Other Current Assets	\$1,055,291.72
Total Current Assets	\$4,932,162.58
Fixed Assets	
180000 Capital Assets	
181000 Land	361,201.00
182000 Buildings & Improvements	4,120,109.72
186000 Machinery & Equipment	3,924,376.32
186100 Accumulated Depreciation	(4,284,576.12)
Total 180000 Capital Assets	4,121,110.92
Total Fixed Assets	\$4,121,110.92
TOTAL ASSETS	\$9,053,273.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$32,086.73
Other Current Liabilities	\$79,458.82
Total Current Liabilities	\$111,545.55
Long-Term Liabilities	\$1,467,339.95
Total Liabilities	\$1,578,885.50
Equity	
241000 Unrestricted Fund Balance	2,156,502.93
241001 General fixed asset acct group	4,121,110.92
241002 General LT debt account group	(1,465,222.89)
241003 Nonspendable Fund Balance	24,368.50
241100 Reserved Fund Balance	
241101 Restricted for Debt Service	220,845.00
241102 Reserved for Capital Reserve	0.00
241103 Capital improvements	350,000.00
241104 Capital replacement	0.00
241105 Apparatus replacement	669,981.16
241106 Building repair/replacement	344,900.00
Total 241104 Capital replacement	1,014,881.16
Total 241102 Reserved for Capital Reserve	1,364,881.16
Total 241100 Reserved Fund Balance	1,585,726.16
241200 Assigned to vol firefighters	7,505.48
Net Revenue	1,044,396.90

	TOTAL
Total Equity	\$7,474,388.00
TOTAL LIABILITIES AND EQUITY	\$9,053,273.50

Hyalite Rural Fire District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - February 2024 **(66.67%)**

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
310000 Taxes	1,908,978	2,145,520	(236,542)	89.00 %
315000 On-behalf payment from State		127,000	(127,000)	
316000 Entitlement Share	42,461	35,838	6,623	118.00 %
320000 Firefighter fundraising event	1,662	2,500	(838)	66.00 %
350000 Ambulance Transportation	3,571		3,571	
360000 Miscellaneous Revenues	23,455	4,000	19,455	586.00 %
365000 Contributions and Donations	1,667	500	1,167	333.00 %
370000 Investment Earnings	104,127	30,000	74,127	347.00 %
380000 Proceeds From Sale of Equipment	2,800		2,800	
Total Revenue	\$2,088,722	\$2,345,358	\$ (256,636)	89.00 %
GROSS PROFIT	\$2,088,722	\$2,345,358	\$ (256,636)	89.00 %
Expenditures				
420000 Public Safety Expenses	21,821	40,000	(18,179)	55.00 %
420100 Personnel Services	501,035	817,000	(315,965)	61.00 %
420200 Supplies	27,600	32,000	(4,400)	86.00 %
420207 Small Items of Equipment	5,495		5,495	
420220 Meals/Incentives	23,441	40,667	(17,226)	58.00 %
420240 Fuel	26,027	50,000	(23,973)	52.00 %
420310 Election Costs		7,000	(7,000)	
420320 Professional Subscription/Dues	13,633	14,000	(367)	97.00 %
420330 Community Outreach/Education	20,444	6,000	14,444	341.00 %
420340 Utility Services	35,096	60,000	(24,904)	58.00 %
420350 Professional Services	38,055	29,667	8,389	128.00 %
420390 Firefighter Physicals	2,835	25,000	(22,165)	11.00 %
420400 Training/Travel - Trustees		2,000	(2,000)	
420420 Facilities	29,841	25,000	4,841	119.00 %
420500 Insurance	59,121	90,000	(30,879)	66.00 %
420930 Safety Equipment	57,136	80,000	(22,864)	71.00 %
420940 Apparatus	58,380	70,000	(11,620)	83.00 %
420970 Capital outlay	121,443	1,823,500	(1,702,057)	7.00 %
490100 Debt Service	2,923	220,845	(217,923)	1.00 %
669100 Other Charges		1,000	(1,000)	
Total Expenditures	\$1,044,325	\$3,433,678	\$ (2,389,353)	30.00 %
NET OPERATING REVENUE	\$1,044,397	\$ (1,088,320)	\$2,132,717	(96.00 %)
NET REVENUE	\$1,044,397	\$ (1,088,320)	\$2,132,717	(96.00 %)

Transaction List By Vendor
February 2024

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Delta Dental							
Delta Dental	02/01/2024	Bill	17272-51213/2.1.24	Yes	Hubdoc - https://app.hubdoc.com/document/496698783 - INV17272-51213/2.1.24	Accounts Payable	\$188.70
Delta Dental	02/14/2024	Bill Payment (Check)	7805053	Yes	--	General Fund	(\$188.70)
Total for Delta Dental							\$0.00
BlueCross BlueShield of Montana							
BlueCross BlueShield of Montana	02/01/2024	Bill	X6A680/1.12.24	Yes	Hubdoc - https://app.hubdoc.com/document/508845557 - INVX6A680/1.12.24	Accounts Payable	\$3,444.40
BlueCross BlueShield of Montana	02/14/2024	Bill Payment (Check)	7805044	Yes	--	General Fund	(\$3,444.40)
Total for BlueCross BlueShield of Montana							\$0.00
Bound Tree Medical							
Bound Tree Medical	02/01/2024	Bill	85204891/85236006	Yes	Hubdoc - https://app.hubdoc.com/document/514619771 - INV85204891/85236006	Accounts Payable	\$861.89
Bound Tree Medical	02/14/2024	Bill Payment (Check)	7805042	Yes	--	General Fund	(\$861.89)
Total for Bound Tree Medical							\$0.00
Christensen & Prezeau, PLLP							
Christensen & Prezeau, PLLP	02/01/2024	Bill	9026	Yes	Hubdoc - https://app.hubdoc.com/document/514619749 - INV9026	Accounts Payable	\$82.50
Christensen & Prezeau, PLLP	02/14/2024	Bill Payment (Check)	7805043	Yes	--	General Fund	(\$82.50)
Total for Christensen & Prezeau, PLLP							\$0.00
Connect Telephone and Computer Group							
Connect Telephone and Computer Group	02/01/2024	Bill	127430	Yes	Hubdoc - https://app.hubdoc.com/document/514619742 - INV127430	Accounts Payable	\$60.00
Connect Telephone and Computer Group	02/14/2024	Bill Payment (Check)	7805046	Yes	--	General Fund	(\$60.00)
Total for Connect Telephone and Computer Group							\$0.00
People Facts							
People Facts	02/01/2024	Bill	2024010693	Yes	Hubdoc - https://app.hubdoc.com/document/514619739 - INV2024010693	Accounts Payable	\$16.67
People Facts	02/14/2024	Bill Payment (Check)	7805055	Yes	--	General Fund	(\$16.67)
Total for People Facts							\$0.00
Pintler Billing Services							
Pintler Billing Services	02/01/2024	Expense	1390	Yes	Hubdoc - https://app.hubdoc.com/document/514619738 - INV1390	General Fund	(\$500.00)
Total for Pintler Billing Services							(\$500.00)
Century Link							
Century Link	02/01/2024	Bill	333183121/2.1.24	Yes	Hubdoc - https://app.hubdoc.com/document/514619773 - INV333183121/2.1.24	Accounts Payable	\$134.57
Century Link	02/10/2024	Bill	333474739/2.10.24	Yes	Hubdoc - https://app.hubdoc.com/document/523168156 - INV333474739/2.10.24	Accounts Payable	\$32.09
Century Link	02/14/2024	Bill Payment (Check)	--	Yes	--	--	\$0.00
Century Link	02/14/2024	Bill Payment (Check)	7805058	Yes	--	General Fund	(\$118.59)
Total for Century Link							\$48.07
Ressler							
Ressler	02/01/2024	Bill	1187545	Yes	Hubdoc - https://app.hubdoc.com/document/523168149 - INV1187545	Accounts Payable	\$176.48
Total for Ressler							\$176.48
Shell Oil							
Shell Oil	02/01/2024	Expense	--	Yes	--	Costco Citi Card - Nickolay 7029	\$63.00
Shell Oil	02/08/2024	Expense	--	Yes	--	Costco Citi Card - Nickolay 7029	\$62.60
Total for Shell Oil							\$125.60
Google							
Google	02/01/2024	Expense	--	Yes	GOOGLE GSUITE_hyalitefr650-2530000 CA	Costco Citi Card - Nickolay 7029	\$198.00
Total for Google							\$198.00
Montana County Fire Warden's Association							
Montana County Fire Warden's Association	02/01/2024	Expense	--	Yes	--	Costco Citi Card - Nickolay 7029	\$50.00
Total for Montana County Fire Warden's Association							\$50.00
USPS							
USPS	02/01/2024	Expense	--	Yes	--	Costco Citi Card - Wyman 9122	\$26.35
Total for USPS							\$26.35
Qdoba Mexican Eats							
Qdoba Mexican Eats	02/03/2024	Expense	--	Yes	--	Costco Citi Card - Malone 5334	\$165.80
Qdoba Mexican Eats	02/04/2024	Expense	--	Yes	--	Costco Citi Card - Malone 5334	\$118.65
Total for Qdoba Mexican Eats							\$284.45
Mr. Burritos							
Mr. Burritos	02/04/2024	Expense	--	Yes	--	Costco Citi Card - Malone 5334	\$94.88
Mr. Burritos	02/10/2024	Expense	--	Yes	--	Costco Citi Card - Malone 5334	\$77.81
Total for Mr. Burritos							\$172.69
Town Pump							
Town Pump	02/04/2024	Expense	--	Yes	E-6	Conoco	\$108.01
Town Pump	02/08/2024	Expense	--	Yes	E6-3	Conoco	\$39.55
Town Pump	02/10/2024	Expense	--	Yes	E-6	Conoco	\$68.64
Town Pump	02/10/2024	Expense	--	Yes	C-6-6	Conoco	\$39.96
Town Pump	02/14/2024	Expense	--	Yes	A-6-1	Conoco	\$15.30
Town Pump	02/14/2024	Expense	--	Yes	C-6-6	Conoco	\$29.58

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Town Pump	02/16/2024	Expense	--	Yes	E-6	Conoco	\$40.40
Town Pump	02/17/2024	Expense	--	Yes	WT-6-1	Conoco	\$38.59
Town Pump	02/17/2024	Expense	--	Yes	C6-3	Conoco	\$40.00
Town Pump	02/20/2024	Expense	--	Yes	A-6-1	Conoco	\$13.44
Town Pump	02/20/2024	Expense	--	Yes	C-6-5	Conoco	\$46.50
Total for Town Pump							\$479.97
Fisher's Technology							
Fisher's Technology	02/06/2024	Bill	1284571	Yes	Hubdoc - https://app.hubdoc.com/document/514619752 - INV1284571	Accounts Payable	\$93.33
Fisher's Technology	02/14/2024	Bill Payment (Check)	7805051	Yes	--	General Fund	(\$93.33)
Total for Fisher's Technology							\$0.00
Amazon							
Amazon	02/06/2024	Expense	--	Yes	--	Costco Citi Card - Prato 6073	\$15.69
Amazon	02/09/2024	Bill	1WP1-4TY7-97Y6	Yes	Hubdoc - https://app.hubdoc.com/document/514619745 - INV1WP1-4TY7-97Y6	Accounts Payable	\$18.29
Amazon	02/12/2024	Bill	1KHC-HNWF-V3PQ	Yes	Hubdoc - https://app.hubdoc.com/document/514619748 - INV1KHC-HNWF-V3PQ	Accounts Payable	\$12.99
Amazon	02/14/2024	Bill Payment (Check)	7805057	Yes	--	General Fund	(\$31.28)
Amazon	02/26/2024	Bill	1H13-G93H-3JJK	Yes	Hubdoc - https://app.hubdoc.com/document/523168135 - INV1H13-G93H-3JJK	Accounts Payable	\$40.49
Total for Amazon							\$56.18
Charter Communications							
Charter Communications	02/07/2024	Bill	172844901020724	Yes	Hubdoc - https://app.hubdoc.com/document/514638939 - INV172844901020724	Accounts Payable	\$273.22
Charter Communications	02/14/2024	Bill Payment (Check)	7805056	Yes	8313200110672244	General Fund	(\$273.22)
Total for Charter Communications							\$0.00
Costco Wholesale							
Costco Wholesale	02/07/2024	Expense	--	Yes	--	Costco Citi Card - Malone 5334	\$235.11
Total for Costco Wholesale							\$235.11
Montana State University							
Montana State University	02/08/2024	Bill	161-131	Yes	Hubdoc - https://app.hubdoc.com/document/514619746 - INV161-131	Accounts Payable	\$95.00
Montana State University	02/14/2024	Bill Payment (Check)	7805040	Yes	--	General Fund	(\$3,570.00)
Total for Montana State University							(\$3,475.00)
Montana Firemen's Association							
Montana Firemen's Association	02/09/2024	Check	7805037	Yes	--	General Fund	(\$424.28)
Total for Montana Firemen's Association							(\$424.28)
Montana Dept. of Revenue							
Montana Dept. of Revenue	02/09/2024	Check	FIB ePay	Yes	--	General Fund	(\$2,476.00)
Total for Montana Dept. of Revenue							(\$2,476.00)
United States Treasury							
United States Treasury	02/09/2024	Check	FIB ePay	Yes	--	General Fund	(\$9,321.52)
Total for United States Treasury							(\$9,321.52)
PERS							
PERS	02/09/2024	Check	ERIC	Yes	--	General Fund	(\$541.44)
Total for PERS							(\$541.44)
FURS							
FURS	02/09/2024	Check	ERIC	Yes	--	General Fund	(\$10,341.74)
Total for FURS							(\$10,341.74)
Northwestern Energy							
Northwestern Energy	02/09/2024	Bill	3091809-8/2.9.24	Yes	Hubdoc - https://app.hubdoc.com/document/514619763 - INV3091809-8/2.9.24	Accounts Payable	\$2,041.53
Northwestern Energy	02/09/2024	Bill	0180737-9	Yes	Hubdoc - https://app.hubdoc.com/document/514619757 - INV0180737-9	Accounts Payable	\$345.85
Northwestern Energy	02/09/2024	Bill	3252724-4	Yes	Hubdoc - https://app.hubdoc.com/document/514619754 - INV3252724-4	Accounts Payable	\$295.17
Northwestern Energy	02/09/2024	Bill	1196979-7/2.9.24	Yes	Hubdoc - https://app.hubdoc.com/document/514619743 - INV1196979-7/2.9.24	Accounts Payable	\$705.52
Northwestern Energy	02/12/2024	Bill	0180089-5	Yes	Hubdoc - https://app.hubdoc.com/document/514619760 - INV0180089-5	Accounts Payable	\$220.62
Northwestern Energy	02/14/2024	Bill Payment (Check)	7805054	Yes	--	General Fund	(\$3,608.69)
Total for Northwestern Energy							\$0.00
Custom Logo							
Custom Logo	02/09/2024	Bill	22863	Yes	Hubdoc - https://app.hubdoc.com/document/514619751 - INV22863	Accounts Payable	\$255.20
Custom Logo	02/14/2024	Bill Payment (Check)	7805052	Yes	--	General Fund	(\$255.20)
Total for Custom Logo							\$0.00
L.N. Curtis and Sons							
L.N. Curtis and Sons	02/09/2024	Bill	INV790871	Yes	Hubdoc - https://app.hubdoc.com/document/523168146 - INVINV790871	Accounts Payable	\$23,268.00
Total for L.N. Curtis and Sons							\$23,268.00
Aim Kahului							
Aim Kahului	02/12/2024	Expense	--	Yes	--	Costco Citi Card - Nickolay 7029	\$45.08
Total for Aim Kahului							\$45.08
Courtyard by Marriott							
Courtyard by Marriott	02/12/2024	Expense	--	Yes	--	Costco Citi Card - Nickolay 7029	\$280.37
Total for Courtyard by Marriott							\$280.37
DirectTV							
DirectTV	02/13/2024	Bill	029404001X240213	Yes	Hubdoc - https://app.hubdoc.com/document/523168144 - INV029404001X240213	Accounts Payable	\$187.98
Total for DirectTV							\$187.98
Enterprise							
Enterprise	02/13/2024	Expense	--	Yes	--	Costco Citi Card - Nickolay 7029	\$847.40

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Total for Enterprise							\$847.40
Staples							
Staples	02/13/2024	Expense	--	Yes	--	Costco Citi Card - Prato 6073	\$13.69
Total for Staples							\$13.69
Fedex office							
Fedex office	02/13/2024	Expense	--	Yes	--	Costco Citi Card - Malone 5334	\$11.10
Total for Fedex office							\$11.10
The Coffee Pot							
The Coffee Pot	02/13/2024	Expense	--	Yes	--	Costco Citi Card - Malone 5334	\$35.50
Total for The Coffee Pot							\$35.50
Van Dyken Drilling, Inc.							
Van Dyken Drilling, Inc.	02/14/2024	Bill Payment (Check)	7805038	Yes	--	General Fund	(\$1,421.62)
Total for Van Dyken Drilling, Inc.							(\$1,421.62)
Big Sky Publishing							
Big Sky Publishing	02/14/2024	Bill Payment (Check)	7805039	Yes	--	General Fund	(\$22.00)
Big Sky Publishing	02/29/2024	Bill	022427299	Yes	Hubdoc - https://app.hubdoc.com/document/523182326 - INV022427299	Accounts Payable	\$42.00
Total for Big Sky Publishing							\$20.00
Town and Country							
Town and Country	02/14/2024	Bill Payment (Check)	7805041	Yes	--	General Fund	(\$871.64)
Total for Town and Country							(\$871.64)
NAPA Auto Parts							
NAPA Auto Parts	02/14/2024	Bill Payment (Check)	7805045	Yes	12342	General Fund	(\$483.81)
Total for NAPA Auto Parts							(\$483.81)
Sensit Technologies LLC							
Sensit Technologies LLC	02/14/2024	Bill Payment (Check)	7805047	Yes	--	General Fund	(\$343.85)
Total for Sensit Technologies LLC							(\$343.85)
Republic Services							
Republic Services	02/14/2024	Bill Payment (Check)	7805048	Yes	--	General Fund	(\$332.75)
Republic Services	02/29/2024	Bill	0886-001949526	Yes	Hubdoc - https://app.hubdoc.com/document/523168132 - INV0886-001949526	Accounts Payable	\$144.99
Republic Services	02/29/2024	Bill	0886-001953966	Yes	Hubdoc - https://app.hubdoc.com/document/523168130 - INV0886-001953966	Accounts Payable	\$212.59
Total for Republic Services							\$24.83
Rocky Mountain Supply							
Rocky Mountain Supply	02/14/2024	Bill Payment (Check)	7805049	Yes	--	General Fund	(\$3,065.01)
Total for Rocky Mountain Supply							(\$3,065.01)
BALCO							
BALCO	02/14/2024	Bill Payment (Check)	7805050	Yes	--	General Fund	(\$6.00)
Total for BALCO							(\$6.00)
Spectrum Enterprise							
Spectrum Enterprise	02/15/2024	Bill	2.15.24	Yes	Hubdoc - https://app.hubdoc.com/document/523168152 - INV2.15.24	Accounts Payable	\$2.00
Total for Spectrum Enterprise							\$2.00
Citi Card							
Citi Card	02/16/2024	Bill	3990/2.16.24	Yes	Hubdoc - https://app.hubdoc.com/document/523168223 - INV3990/2.16.24	Accounts Payable	\$6,508.31
Total for Citi Card							\$6,508.31
Valley Glass & Windows							
Valley Glass & Windows	02/16/2024	Bill	104649	Yes	Hubdoc - https://app.hubdoc.com/document/523168134 - INV104649	Accounts Payable	\$112.00
Total for Valley Glass & Windows							\$112.00
RAE Water							
RAE Water	02/22/2024	Bill	FIRE-00/GH5370-00	Yes	Hubdoc - https://app.hubdoc.com/document/523168137 - INVFIRE-00/GH5370-00	Accounts Payable	\$140.49
Total for RAE Water							\$140.49
Verizon							
Verizon	02/23/2024	Bill	9957457708	Yes	Hubdoc - https://app.hubdoc.com/document/523168198 - INV9957457708	Accounts Payable	\$686.81
Total for Verizon							\$686.81
Wex Bank							
Wex Bank	02/23/2024	Bill	95271651	Yes	Hubdoc - https://app.hubdoc.com/document/523168179 - INV95271651	Accounts Payable	\$627.75
Total for Wex Bank							\$627.75
Kenyon Noble							
Kenyon Noble	02/25/2024	Bill	2.25.24	Yes	Hubdoc - https://app.hubdoc.com/document/523168148 - INV2.25.24	Accounts Payable	\$189.90
Total for Kenyon Noble							\$189.90
Owenhouse-Ace Hardware							
Owenhouse-Ace Hardware	02/27/2024	Bill	191619/2.27.24	Yes	Hubdoc - https://app.hubdoc.com/document/523168167 - INV191619/2.27.24	Accounts Payable	\$169.30
Total for Owenhouse-Ace Hardware							\$169.30
Advanced Wastewater Specialists							
Advanced Wastewater Specialists	02/29/2024	Bill	21503	Yes	Hubdoc - https://app.hubdoc.com/document/523168126 - INV21503	Accounts Payable	\$725.00
Total for Advanced Wastewater Specialists							\$725.00
Pinion							
Pinion	02/29/2024	Bill	PN029433/142167.700	Yes	Hubdoc - https://app.hubdoc.com/document/523883997 - INVPN029433/142167.700	Accounts Payable	\$2,150.00
Total for Pinion							\$2,150.00

Hyalite Rural Fire District

Check Detail

February 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000	Cash/Investments					
101000	General Fund					
02/01/2024	Expenditure	1390	Pintler Billing Services	Hubdoc - https://app.hubdoc.com/document/514619738 - INV1390		-500.00
				Medical billing for January 2024		500.00
02/09/2024	Check	7805037	Montana Firemen's Association			-424.28
				Montana Firemen's Association		-424.28
02/09/2024	Check	FIB ePay	Montana Dept. of Revenue			-2,476.00
						-2,476.00
02/09/2024	Check	FIB ePay	United States Treasury			-9,321.52
						-7,396.00
						-962.76
						-962.76
02/09/2024	Check	ERIC	PERS			-541.44
						-252.06
						-289.38
02/09/2024	Check	ERIC	FURS			-10,341.74
						-4,415.68
						-5,926.06
02/14/2024	Bill Payment (Check)	7805038	Van Dyken Drilling, Inc.			-1,421.62
						-1,421.62
02/14/2024	Bill Payment (Check)	7805039	Big Sky Publishing			-22.00
						-22.00
02/14/2024	Bill Payment (Check)	7805040	Montana State University			-3,570.00
						-3,570.00
02/14/2024	Bill Payment (Check)	7805041	Town and Country			-871.64
						-871.64
02/14/2024	Bill Payment (Check)	7805042	Bound Tree Medical			-861.89
						-861.89
02/14/2024	Bill Payment (Check)	7805043	Christensen & Prezeau, PLLP			-82.50
						-82.50
02/14/2024	Bill Payment (Check)	7805044	BlueCross BlueShield of Montana			-3,444.40
						-3,444.40
02/14/2024	Bill Payment (Check)	7805045	NAPA Auto Parts	12342		-483.81
						-483.81
02/14/2024	Bill Payment (Check)	7805046	Connect Telephone and Computer Group			-60.00
						-60.00
02/14/2024	Bill Payment (Check)	7805047	Sensit Technologies LLC			-343.85
						-343.85
02/14/2024	Bill Payment (Check)	7805048	Republic Services			-332.75
						-332.75
02/14/2024	Bill Payment (Check)	7805049	Rocky Mountain Supply			-3,065.01
						-3,065.01
02/14/2024	Bill Payment (Check)	7805050	BALCO			-6.00
						-6.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
02/14/2024	Bill Payment (Check)	7805051	Fisher's Technology			-93.33
						-93.33
02/14/2024	Bill Payment (Check)	7805052	Custom Logo			-255.20
						-255.20
02/14/2024	Bill Payment (Check)	7805053	Delta Dental			-188.70
						-188.70
02/14/2024	Bill Payment (Check)	7805054	Northwestern Energy			-3,608.69
						-3,608.69
02/14/2024	Bill Payment (Check)	7805055	People Facts			-16.67
						-16.67
02/14/2024	Bill Payment (Check)	7805056	Charter Communications	8313200110672244		-273.22
						-273.22
02/14/2024	Bill Payment (Check)	7805057	Amazon			-31.28
						-31.28
02/14/2024	Bill Payment (Check)	7805058	Century Link			-118.59
						-118.59

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

DATE: FEBRUARY 20, 2024

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd., Bozeman, Montana

In compliance with [MCA 2017 2-3-212](#) and the Hyalite Rural Fire District Bylaws, the minutes of HRFD Board of Trustees open public meetings are comprised of an audio recording and a written synopsis. The audio recording is designated as the official record of a meeting. The written synopsis serves to assist the public in accessing portions of the audio recording and is a good faith attempt to provide the public with another method to be informed about the actions of the Board. The minutes are available to the public at www.hyalitefire.org/board-meeting-minutes/ or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3rd Rd., Bozeman, MT, during its standard business hours.

TRUSTEES IN ATTENDANCE:

Justin Miller
Walt Zidack
Jason Jarrett
Ken Beideman

STAFF IN ATTENDANCE:

Brian Nickolay, Fire Chief
Chris Dahlhauser, Assistant Fire Chief
Colin Prato, Maintenance Captain
Sheryl Wyman, Administrative Assistant

PUBLIC IN ATTENDANCE:

None

0:00:00	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT Chairman Miller called the meeting to order and asked for any public comment on non-agenda items. None given. HYALITE CONSENT AGENDA Chairman Miller asks if there are any requests to pull anything from the Consent Agenda for review. None given. Motion: Chairman Miller asks for a motion to approve the consent agenda. Trustee Zidack so moves. Trustee Jarrett seconded the motion. Vote: Jarrett-Yes; Zidack-Yes; Beideman-Yes; Miller-Yes. Unanimous approval.
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	<i>[See January 16, 2024 Board Packet for Consent Agenda items Approved]</i>
	REGULAR AGENDA
0:00:44	<p>Agenda Item 1 – Renewal of Liability Insurance</p> <p>Administrative Assistant Wyman states there is no decision to make since the renewed January 1st. The cost went up approximately \$5,000. This was an increase of approximately 12%. 4% of the increase was due to the increase in value in buildings and building personal property. The overall rate increase was approximately 8%. Trustee Beideman asks if the new trucks will be going into the policy. Discussion is held between the trustees and Chief Nickolay.</p>
0:03:03	<p>Agenda Item 2 – Renewal of Health Insurance Plans</p> <p>Trustee Beideman asks if the staff is happy with their plans. Chief Nikolay informs the board a staff meeting will be held tomorrow to discuss. He feels it is a decent plan and they are happy with the options. Administrative Assistant Wyman informs the board open season is from March 1st through the 31st. If the staff decides to change the specific plan they are on, that might be brought to the board. Discussion is held regarding the renewal.</p>
0:06:17	<p>Agenda Item 3 – Transferring of Funds Into Capital Reserve Accounts</p> <p>Trustee Zidack informs the board the budget committee met with our accountant. They will come back with a proposal to see how much we can transfer. We should have a pretty sizable amount to transfer without creating a cash flow impediment.</p> <p>Consideration is also being given to transferring one of the capital funds - the building repair and replacement fund into an operating fund. Right now we have approximately \$340,000 and would move most of that money into one of the capital funds and reserve a smaller amount (whatever the board decides) and keep a small amount in the unrestricted fund.</p> <p>Trustee Jarrett asks about having enough funds if there is a bad year. Trustee Zidack suggests the board consider keeping more in the unrestricted fund than the minimal \$400,000. This will give us latitude should something come up.</p> <p>Discussion is held amongst the trustees and fire chief. Any decision is tabled until after we hear back from the accounting firm.</p>
0:11:28	<p>Agenda Item 4 – Creating an Out of District Assignment Policy for Staff</p> <p>Chief Nickolay provided a first draft policy which would outline what the board would like to see for out of district details. The policy is broken out in different sections – how we are notified of out of district assignments; how we decide to accept the assignment; agreement/resource order with requesting agencies; and reimbursement packages after assignment.</p>

	<p>This does not include mutual aid assignments. The needs of the Hyalite Fire District will be a priority in considering a request for assignments. Chief Nickolay goes through the policy and the provision of each section.</p> <p>Discussion is held between the trustees and Chief Nickolay. Trustee Zidack has concerns about the responsibility we have to our constituents. He would like to see a review of the requests. Trustee Jarrett suggests looking at the assignments in an emergent situation. Trustee Jarrett offers to help with the policy along with Chief Nickolay.</p> <p>Chief Nickolay discusses the different opportunities to go on deployments. Hyalite hasn't gone out of State other than the Chief's latest two deployments. Trustee Beideman asks about the Forest Service. Chief Nickolay explains our agreements with the Custer National Forest and how the regions of the forest service gets help when needed.</p> <p><i>[See Attachment A – Draft Policy]</i></p>
<p>0:30:10</p>	<p>Agenda Item 5 – Fire Chief's Report</p> <p>Chief Nickolay goes through his fire chief's report. We had 68 calls in January. The roster has 41 members. We are still struggling with volunteer command. Working on getting volunteers trained up to move into command positions. The Chief has exhausted every option to work with neighboring agencies. There is a lack of interest in working with Hyalite on staffing. Staff is continuing to cover extra shifts. The three paid captains are also working to fulfill the needs.</p> <p>Chief Nickolay discusses the resident staffing at each of the stations.</p> <p>The spring academy will start in mid-March.</p> <p>Chief Nickolay gives details about his EMAC assignment to Hawaii and the benefits he received.</p> <p>Mutual aid training was held with Fort Ellis, Amsterdam and Bridger Canyon. All mutual aid agencies are invited to those trainings.</p> <p>Hyalite responded to a residential structure fire and a chimney fire.</p> <p>Coordination between Pintler and Pinion is ongoing with the ambulance billing.</p> <p>We had one firefighter require reporting to the Montana State Fund due to an exposure to bodily fluids from a patient. All proper reports were filed and treatment provided. We don't see any further needs.</p> <p>All apparatus are in service.</p> <p><i>[See Attachment B – Fire Chief's Report]</i></p>

0:48:03	Trustees' Activities <ul style="list-style-type: none"> • There were no more applicants. March 4th is the last day for write-ins. After March 4th the election will be cancelled for Hyalite trustee positions. • Trustee Jarrett is going to the Northern Rockies Board of Directors meeting February 21, 2024.
0:48:48	Announcements None
0:49:54	Moved to Executive Session Pursuant to 2-3-203.

DRAFT

HYALITE RURAL FIRE DISTRICT

OUT OF DISTRICT WORK ASSIGNMENT POLICY

Purpose – The purpose of this policy is to provide direction to trustees, staff, and volunteers on the process of accepting out of district work assignments. Out of district assignments can be beneficial to members of the fire district in providing experience and knowledge in responding to and operating on different events. These work assignments can include mutual aid for emergencies, area recovery or administrative work details. This policy does not address mutual aid requests within Gallatin County.

Policy -

How assignment notifications are received –

- Interagency Dispatch Centers
- Local or State Office of Emergency Management
- Other Local Government Agencies (Montana Mutual Aid)

How decisions are made to accept assignments –

Chief officers of the fire district will weigh the impact of deploying resources, either personnel or equipment. The decision to deploy resources will be made based on available resources to fulfill the needs of the assignment, qualification of personnel, and backfill needs of the Hyalite Fire District. The needs of the Hyalite Fire District will be a priority in considering request for assignments.

Agreement/resource order with requesting agencies –

When accepting an out of district assignment, a resource order must be signed and in place prior to mobilizing any equipment or personnel. Having an agreement or resource order will protect the Hyalite Fire District from financial costs associated with an out of district work assignment. Out of district assignments will require the Hyalite Fire District to front the cost for the assignments. Agreements may be short or long term. Examples of agreements –

- DNRC option three annual agreement for personnel and equipment
- EMAC agreements
- Montana Mutual Aid Blue Book

Some short-term assignments may not offer any reimbursement such as Montana Mutual Aid. For these requests policy needs to be followed in the Montana Mutual Aid – Blue Book.

Reimbursement packages after assignment –

Reimbursement packages for payment must be submitted in the time allocated by the sponsoring agency. Personnel deploying on assignment must follow through with the reimbursement package to ensure repayment is made to the fire district. An agreement in allocated should be stated in the agreement with the sponsoring agency.



Hyalite Rural Fire District

Fire Chief's Report

February 2024

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire District responded to a total of 68 incidents in January 2024.

- Total Calls January 2023 - 59
- Total Calls January 2022 - 60
- Total Calls January 2021 - 58
- Total Calls January 2020 - 37
- Total Calls January 2019 - 45

2. Our current roster is at 41 members (effective 2/1/2024).

- 1 Career Fire Chief
- 1 Career Assistant Fire Chief
- 3 Career Captains
- 5 Volunteer Captains
- 2 Volunteer Reserve Captains
- 1 Volunteer Lieutenants
- 10 Volunteer Firefighters
- 12 Volunteers Apprentice Firefighters
- 0 Volunteer Recruit Firefighters
- 2 Volunteer Recruit Driver/Operators
- 3 Volunteer Reserve Firefighters
- 1 Volunteer Reserve Driver/Operator

3. We are continuing to work on our overnight command coverage shortages. We are at 5 of our needed 7 volunteer captains. Assistant Chief Dahlhauser and Captain Malone will be working this spring to promote additional captains. Our current volunteer captains have really stepped up to help cover the open shifts. I am concerned we will face a burnout situation with our captains at this rate. Our hope is to promote additional captains this spring to get us where we need to be. Myself and Assistant Chief Dahlhauser are continuing to work extra to provide coverage at night where we lack volunteer availability. We have been paying overtime to our paid captains to provide overnight coverage if myself or Dahlhauser are unavailable. Overtime pay has been kept within what we budgeted for the fiscal year.

4. We currently have 7 resident firefighters living at the Sourdough Fire Station.

- Current Sourdough Residents -

- Jack Pemberton, Tyler Newell, Sophie Smith, Robert Bole, Allie Kuntz, Luke Maxwell, Riley Wilson
 - It was great to see Allie Kuntz, Luke Maxwell and Riley Wilson move into Sourdough in January.
 - Sourdough resident firefighters continue to fill weekend shifts Friday 7pm – Monday 7am. With the reduced staffing of our Sourdough Resident Lieutenants, we have had non-resident leadership (Martin Blake and Ted Yewer) step up to fill weekend shifts.
5. We currently have 3 resident firefighters living at the Cottonwood Fire Station.
- Current Cottonwood Residents –
 - Caitlin Fueg, Brennan Lyle and Kate Brownell.
 - Zale Filce moved out of Cottonwood in February and moved into the Rae House. Zale recently became a full time Paramedic with AMR and it was easier for him to fulfill his resident requirements at Rae.
 - Cottonwood resident firefighters continue to fill weekday night shifts Monday – Thursday 7pm – 7am. Non-resident volunteers have stepped up to fill the open shifts when needed.
6. We currently have 2 resident renters at the Rae house.
- Current Rae Renters -
 - Steve Kerbel and Zale Filce
7. Non-resident volunteer firefighters continue to cover 6 hour shifts at the Sourdough Fire Station on Monday – Friday 7am – 7pm.
8. We continue our regular multi company fire and EMS training every Wednesday night and command training twice a month.
9. We are in full recruitment mode for our spring 2024 firefighter academy. Captain Templeton has been very busy at recruitment events at MSU. We expect the spring academy to start in mid March.
10. I recently returned from an EMAC assignment to Maui, Hawaii. The assignment was from Jan 22nd to Feb 12th. I deployed as part of a team from Montana to assist in Maui County Emergency Management. Our team was composed of 3 people from Gallatin County, 2 from Missoula County, 1 from Yellowstone County and 1 from Jefferson County. Our mission was to assist Maui County with their ongoing recovery work after the August wildfire which burned a majority of the town of Lahaina, Hawaii. We were also tasked with helping rebuild the structure of Maui County Emergency Management (MEMA). MEMA experienced nearly 100% turnover of their staff after the August fire. Our team was able to provide policy and procedures related to responding to emergencies. We were able to offer a lot of insight into operating with not a lot of resources. We were able to tie a lot of similarities to what works in Montana to available resources in Hawaii. We received feedback of being the most useful help MEMA has received

since the event in August. My position on the assignment was Operations Chief for MEMA in Lahaina.

11. We hosted a mutual aid command training on January 29th. We had participants from Fort Ellis Fire, Amsterdam Fire and Bridger Canyon Fire. The training was very helpful to those involved.

12. We assisted the Gallatin Gateway Fire District with a residential structure fire on February 1st.

13. We responded to a chimney fire in the Hyalite Fire District on January 19th. The fire was contained to the chimney. Our crews did amazing work in reducing the damage to the home.

14. The fire district has been heavily involved with an EMS study going on in Gallatin County. Gallatin County has contracted with Fitch and Associates to complete the study. The study is wrapping up and we expect to see recommendation results this spring. The study is an effort to address a best practice of delivering EMS services in the county in the future.

15. I am still on the Board of Directors with Montana State Fire Chiefs Association as a combination section director.

16. I am still on the Montana State Fire Chiefs Wildland Fire Committee.

17. I continue to sit on the board of the Gallatin County Fire Council as Vice President. I also continue to chair the Gallatin County Fire Council communications committee.

18. Assistant Chief Dahlhauser continues to chair the training committee with the Gallatin County Fire Council.

19. I am still a Gallatin County Deputy Fire Warden as well as a Gallatin County Deputy Emergency Managements Officer.

20. 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

21. We had one firefighter in January require reporting for an exposure to bodily fluids from a patient. Proper reports were made with Montana State Fund and treatment provided. We don't foresee any further needs.

22. All Hyalite Fire apparatus are currently in service.

Consent Agenda End

Regular Agenda Item 1

RFP for Performing Audit Services



Hyalite Rural Fire District

4541 S. 3rd Rd.

Bozeman, MT 59715

Phone: (406)-586-3770

Web: www.HyaliteFire.org

Request for Proposal for Auditing Services

DATE:

TO:

FROM: Brian Nickolay, Fire Chief

SUBJECT: Auditing Services

Hyalite Rural Fire District (District) is soliciting proposals from qualified firms to audit the District's financial statements for the year ending June 30, 2024, with the option of auditing the District's financial statements for the two subsequent years.

The audit should be presented to the Board of Trustees no later than the December 2024, Board meeting and submitted to Montana Department of Administration no later than December 31, 2024.

Your proposal should contain, but not be limited to the following considerations:

1. Experience of your firm in relation to the scope of audit(s) for the District.
2. A list of similar local governments or pertinent accounts served by your firm.
3. Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
4. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the Board. This disclosure should include an estimation of the increased fees and the reason for the increase.
5. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
6. Relevant experience of each individual that would be assigned to the audit(s).

The financial statements and depreciation schedule will be prepared by a CPA, hired separately by the District.

The final selection of the firm to conduct the audit will be made by the Board of Directors at the May 21, 2024 board meeting.

All questions and correspondence should be directed to Sheryl Wyman, in writing at the above address or by calling 406-586-3770, or email at admin@hyalitefire.org.

We will look forward to receiving your proposal on or before May 1, 2024.

Sincerely,

Brian Nickolay
Fire Chief
Hyalite Rural Fire Distirct

Regular Agenda Item 2

Creating an Out of District Assignment Policy for Staff

HYALITE RURAL FIRE DISTRICT

OUT OF DISTRICT WORK ASSIGNMENT POLICY

Purpose – The purpose of this policy is to provide direction to trustees, staff, and volunteers on the process of accepting out of district work assignments. Out of district assignments can be beneficial to members of the fire district in providing experience and knowledge in responding to and operating on different events. These work assignments can include mutual aid for emergencies, area recovery or administrative work details. This policy does not address mutual aid requests within Gallatin County.

Policy -

How assignment notifications are received –

- Interagency Dispatch Centers
- Local or State Office of Emergency Management
- Other Local Government Agencies (Montana Mutual Aid)

How decisions are made to accept assignments –

- Emergent in Northern Rockies Geographic Area Coordination Request

It is at the discretion of the Fire Chief or his/her designee to determine if the fire district will support an emergent out of district resource request within the Northern Rockies Geographical Area of Coordination. Situations of emergent request may include –

- County Assist Team deployments (CAT)
- In state request for aid
- DNRC critical mission task force (48 to 72 hour deployments)

- Extended Aid Request

The Fire Chief or his/her designee will have a discussion with the Board of Trustee Chair or his/her designee to determine if the fire district will support an out of district extended aid request. Extended aid request should come with justification of exceptional benefit/circumstance to be considered for deployment. Situations of extended aid may include –

- In state request for extended aid
- Outside the Northern Rockies Geographical Area of Coordination

The decision to deploy resources will be made based on available resources to fulfill the needs of the assignment, qualification of personnel, and backfill needs of the Hyalite Fire District. The needs of the Hyalite Fire District will be a priority in considering request for assignments. The fire district will always maintain administrative oversight, command coverage and minimum staffing levels (at least equal to what is being deployed).

Agreement/resource order with requesting agencies –

When accepting an out of district assignment, a resource order must be signed and in place prior to mobilizing any equipment or personnel. Having an agreement or resource order will protect the Hyalite Fire District from financial costs associated with an out of district work assignment. Out of district assignments will require the Hyalite Fire District to front the cost for the assignments. Agreements may be short or long term. Examples of agreements –

- DNRC option three annual agreement for personnel and equipment
- EMAC agreements
- Montana Mutual Aid Blue Book

Some short-term assignments may not offer any reimbursement such as Montana Mutual Aid. For these requests policy needs to be followed in the Montana Mutual Aid – Blue Book.

Reimbursement packages after assignment –

Reimbursement packages for payment must be submitted in the time allocated by the sponsoring agency. Personnel deploying on assignment must follow through with the reimbursement package to ensure repayment is made to the fire district. An agreement in allocated should be stated in the agreement with the sponsoring agency.

Regular Agenda Items

3 and 4

Utilizing Think One

Architects for

Conceptual Drawings



March 14, 2024

Brian Nickolay, Fire Chief
Hyalite Fire District
4541 South Third Avenue
Bozeman, Montana 59715

Re: Architectural Programming / Concept Design Proposal
Future Fire Station – Gooch Hill Property

Brian,

Thank you for your time yesterday to discuss your future plans for a new Fire Station at your Gooch Hill Road property. Very helpful to better understand your needs and the big picture in regards to future growth.

We understand the Hyalite Fire District Board is interested in pursuing a Programming and Concept Design study for a proposed new station. As we mentioned yesterday, we are currently providing this level of service for a couple of Fire Districts in the State of Montana and have a very good idea of the scope of effort you are requesting. Below is a brief description of what we see as typical components of this service:

1. Site Review and Flow Analysis - We will study the site for apparatus access, site flow, parking requirements, and general site development needs such as water service, sewer service, storm water, etc. We will prepare a concept level site plan showing the general layout with main access paths, site circulation, etc.
2. Building Program Document – We will meet with your team to analyze space needs and prepare a working program document identifying area square footage, support space requirements, circulation, etc. This will provide expected square footage for each programmed space as well as general efficiency factors for structure, circulation, etc. This will be road map we will use to develop initial concept floor plan studies.
3. Concept Level Floor Plan – Using the agreed to program document, we will develop concept floor plan studies for your team’s review. This will be an iterative process that typically takes 2-4 revisions to achieve an agreed to floor plan. The agreed to plan will be refined to be a presentation document for your bond effort.
4. Concept Level Building Elevations – We will develop concept level Building Elevations for your review and approval. This will be based on the agreed to floor plan, and will provide general descriptions of exterior finish materials, window placement, entry design, etc.

5. Concept Design Renderings – We will prepare 2-4 exterior renderings of the concept design to support your community education effort during the bond election. These will be computer generated images with some surrounding detail added to provide scale.
6. Concept Level Cost Estimating – For use to support your bond election we will prepare a Concept Level Master Cost Estimate for the project based on our recent experience with local fire operations facilities. We will work with you to determine timing for your bond election and add necessary escalation factors to build in contingency costs for inflation.

Typically, we would recommend a site topographic survey and geotechnical investigation be prepared at this early planning stage. Based on our discussions yesterday we understand a geotechnical report has been prepared for the site and would be made available to us. We may still recommend getting a site topographic survey done to verify boundaries and site conditions.

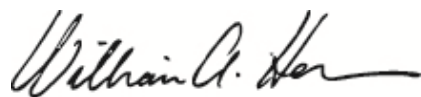
We also understand there has been some interest in preparation of a physical model of the concept design for use during bond education meetings. We have included costs for this work below as an additional service.

Our costs to provide the above scope of work is as follows:

- For work items 1-6 listed above: \$25,000 maximum fee (billed hourly not to exceed)
- Site topographic survey: Billed at direct cost (should be between \$3,000 - \$5,000)
- Prepare a physical building model: \$5,000 maximum cost (materials and labor – as needed)

We certainly appreciate this opportunity to present this proposal for Programming / Concept Design services. As you review this, please do not hesitate to give me a call with any questions.

Sincerely,



William Hanson, President
ThinkOne Architects

Regular Agenda Item 5

Fire Chief's Report



Hyalite Rural Fire District

Fire Chief's Report

March 2024

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire District responded to a total of 35 incidents in February 2024.

- Total Calls February 2023 - 46
- Total Calls February 2022 - 42
- Total Calls February 2021 - 64
- Total Calls February 2020 - 38
- Total Calls February 2019 - 40

2. Our current roster is at 49 members (effective 3/1/2024).

- 1 Career Fire Chief
- 1 Career Assistant Fire Chief
- 3 Career Captains
- 5 Volunteer Captains
- 2 Volunteer Reserve Captains
- 1 Volunteer Lieutenants
- 10 Volunteer Firefighters
- 12 Volunteers Apprentice Firefighters
- 8 Volunteer Recruit Firefighters
- 2 Volunteer Recruit Driver/Operators
- 3 Volunteer Reserve Firefighters
- 1 Volunteer Reserve Driver/Operator

3. We are continuing to work on our overnight command coverage shortages. We are at 5 of our needed 7 volunteer captains. Assistant Chief Dahlhauser and Captain Malone are continuing to work this spring to promote additional captains. Our current volunteer captains have really stepped up to help cover the open shifts. I am concerned we will face a burnout situation with our captains at this rate. Myself and Assistant Chief Dahlhauser are continuing to work extra to provide coverage at night where we lack volunteer availability. We have been paying overtime to our paid captains to provide overnight coverage if myself or Dahlhauser are unavailable. Overtime pay has been kept within what we budgeted for the fiscal year.

4. We currently have 7 resident firefighters living at the Sourdough Fire Station.

- Current Sourdough Residents -

- Jack Pemberton, Tyler Newell, Sophie Smith, Robert Bole, Allie Kuntz, Luke Maxwell, Riley Wilson
- Sourdough resident firefighters continue to fill weekend shifts Friday 7pm – Monday 7am. With the reduced staffing of our Sourdough Resident Lieutenants, we have had non-resident leadership (Martin Blake and Ted Yewer) step up to fill weekend shifts.

5. We currently have 3 resident firefighters living at the Cottonwood Fire Station.

- Current Cottonwood Residents –
 - Caitlin Fug, Brennan Lyle and Kate Brownell.
- Cottonwood resident firefighters continue to fill weekday night shifts Monday – Thursday 7pm – 7am. Non-resident volunteers have stepped up to fill the open shifts when needed.

6. We currently have 2 resident renters at the Rae house.

- Current Rae Renters -
 - Steve Kerbel and Zale Filce

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

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

9. We successfully recruited 8 new volunteer firefighters for our spring academy. The spring academy will begin March 20th and should be completed by the end of June. We also recruited 2 new volunteer driver/operators. Captain Templeton will be working with all our new recruits throughout the spring.

10. I will be participating in a lessons learned forum with the Gallatin County Commission on my recent EMAC deployments to Hawaii. The commissioners are interested to hear how our community can be more resilient and better prepared based on what I and others from the county have learned.

11. The fire district has been heavily involved with an EMS study going on in Gallatin County. Gallatin County has contracted with Fitch and Associates to complete the study. The study is complete and Fitch and Associates will be presenting their findings to the emergency service community on March 20th. There will be a presentation for elected officials in the near future.

12. I am still on the Board of Directors with Montana State Fire Chiefs Association as a combination section director.

13. I am still on the Montana State Fire Chiefs Wildland Fire Committee.

14. I continue to sit on the board of the Gallatin County Fire Council as Vice President. I also continue to chair the Gallatin County Fire Council communications committee.

15. Assistant Chief Dahlhauser continues to chair the training committee with the Gallatin County Fire Council.

16. I am still a Gallatin County Deputy Fire Warden as well as a Gallatin County Deputy Emergency Managements Officer.

17. 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

18. We have had no injury reports in the month of February.

19. All Hyalite Fire apparatus are currently in service.

20. Engine 6 was out of service from February 27th - March 4th due to an all wheel drive issue.