



Hyalite Rural Fire District

Board Meeting Synopsis Approval Form

The written synopsis of the March 19, 2024 Hyalite Rural Fire District (HRFD) Board of Trustees Annual Board Meeting was approved by motion of the HRFD Board of Trustees on April 16, 2024.

Chair Signature

Justin Miller, Chairman

Printed Name

Secretary Signature

Ken Beideman, Secretary

Printed Name

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

DATE: MARCH 19, 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

STAFF IN ATTENDANCE:

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

PUBLIC IN ATTENDANCE:

None

0:00:06	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: Trustee Zidack moves to approve consent agenda as presented Trustee Jarrett seconded the motion. Vote: Jarrett-Yes; Zidack-Aye; Miller-Yes. Unanimous approval. [See February 20, 2024 Board Packet for Consent Agenda items Approved]
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	REGULAR AGENDA
0:00:39	<p>Agenda Item 1 – RFP for Performing Audit Services</p> <p>Administrative Assistant Wyman discusses the process for sending out notices for audit services. Discussion is held between the trustees and chief.</p> <p>Motion: Trustee Zidack makes a motion to approve an RFP for audit services for Hyalite Rural Fire District.</p> <p>Trustee Jarrett seconded the motion.</p> <p>Vote: Jarrett-Yes; Zidack-Aye; Miller-Yes. Unanimous approval.</p>
0:07:41	<p>Agenda Item 2 – Creating an Out of District Assignment Policy for Staff</p> <p>Chief Nickolay presented a draft policy at the last meeting. He then met with Trustee Jarrett to work on the draft. How decisions are made was expanded upon to two areas. Emergent decisions will be made by the Fire Chief or his/her designee. This would include County Assist Team deployments (CAT); In state request for aid; and DNRC critical mission task force (48 to 72 hour deployments). Extended Aid Request will be decided upon by the Fire Chief or his/her designee and the Board of Trustee Chair his/her designee to determine if the fire district will support an out of district extended aid request.</p> <p>Extended aid request will come with justification of exceptional benefit/circumstance to be considered for deployment. Situations of extended aid may include – In state request for extended aid; and Outside the Northern Rockies Geographical Area of Coordination.</p> <p>Trustee Jarrett discusses other provisions of the policy and how decisions will be guided based on the available resources to fulfill the needs of the assignment.</p> <p>Discussion is held among the trustees and chief.</p> <p>Motion: Trustee Jarrett makes a motion to approve.</p> <p>Trustee Zidack seconded the motion.</p> <p>Vote: Jarrett-Yes; Zidack-Yes; Miller-Yes. Unanimous approval.</p> <p><i>[See Attachment A-Out of District Assignment Policy for Staff]</i></p>
0:13:55	<p>Agenda Item 3 – Utilize ThinkOne Architects for Conceptual Drawings</p> <p>Chief Nickolay reminds everyone we ran an RFP a year ago and only received one very generalized response. He reached out to ThinkOne who has interest and responded with the letter in the packet. They have designed two Bozeman fire stations, the Public Safety Center, Central Valley Fire District and Gallatin Gateway Fire Station. They are currently working with the Big Fork Fire District on the same needs as ours.</p>

	<p>Chief Nickolay went through their proposal. GeoTech information is needed and we have already done this for the site. They suggest a topographical survey would need to be prepared. Costs for the work items listed would be \$25,000 maximum fee. The site topographic survey would be between \$3,000 - \$5,000). Discussion is held regarding a physical building model and determined probably not necessary.</p> <p>Discussion is held between the Trustees and Chief. Discussion is held regarding a change in zoning for the two lots. Further discussion is held regarding doing a phased approach where Phase 1 may be a residential area with Phase 2 being the building of the apparatus bays and Phase 3 adding the administrative/community room.</p> <p>Because we have already done an RFP and the procurement policy allows a purchase up to \$80,000 and the monies will come out of the Capital Reserve funds.</p> <p>Motion: Trustee Jarrett makes a motion to engage ThinkOne's offer.</p> <p>Trustee Zidack seconded the motion.</p> <p>Vote: Jarrett-Yes; Zidack-Yes; Miller-Yes. Unanimous approval.</p> <p><i>[See Attachment B-Architectural Programming/Concept Design Proposal]</i></p>
0:27:58	<p>Agenda Item 4 – Replacement of Rae Fire Station – Standing Agenda Item</p> <p>The board asks the Chief to work on the zoning issues with the County. Discussion is held regarding fees. Chairman Miller would like to move forward on working with the County on the zoning of the property.</p>
0:30:14	<p>Agenda Item 5 – Fire Chief's Report</p> <p>Chief Nickolay goes through his fire chief's report. We had a slow February with e5 incidents. The roster has bumped up to 49 members. Two are diver operators and one which lives in the district and a longtime resident. 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. Staff is continuing to cover extra shifts. The three paid captains are also working to fulfill the needs.</p> <p>Discussion is held between the trustees and the chief.</p> <p>Chief Nickolay participated in a lessons learned forum with the Gallatin County Commission on his recent EMAC deployments to Hawaii.</p> <p>Chief Nickolay and Assistant Chief Dahlhauser will be attending a presentation of the findings of the EMS study to the emergency community. There will be a presentation to elected officials in the near future and he will let the board know of this meeting.</p>

	<p>Trustee Jarrett suggests maybe have a presentation on the EMS transport and invite members of the community who had interest in this project.</p> <p><i>[See Attachment C – Fire Chief's Report]</i></p>
0:41:06	<p>Trustees' Activities</p> <ul style="list-style-type: none"> • Chairman Miller and Trustee Beideman were elected for another three year term by acclimation. • Trustee Zidack and Staff will be meeting to work on the fiscal year 2025 budget in April.
0:41:47	<p>Announcements</p> <p>Next Board Meeting will be held April 16, 2024</p>
0:42:26	Adjournment
0:42:54	Moved to Executive Session Pursuant to § 2-3-203

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.



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.

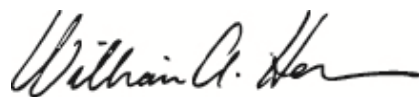
We also understand there has been some interest in preparation of a physical model of the concept design for use during bond education meetings. We have included costs for this work below as an additional service.

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



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 Fueg, 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.