

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

DATE: JUNE 18, 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 May 21, 2024 Meeting Synopsis
[Consent Agenda Attached]

REGULAR AGENDA

1. Oaths of Office for Justin Miller and Ken Beideman
2. Discussion and Decision – Election of Officers
3. Discussion and Decision – DNRC Contracts
4. Discussion and Decision – Revisit Audit Contract
5. Discussion – Replacement of Rae Fire Station – *Standing Agenda Item*
6. Fire Chief's Report
7. Trustees' Activities
8. 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

June 18, 2024

Board Meeting



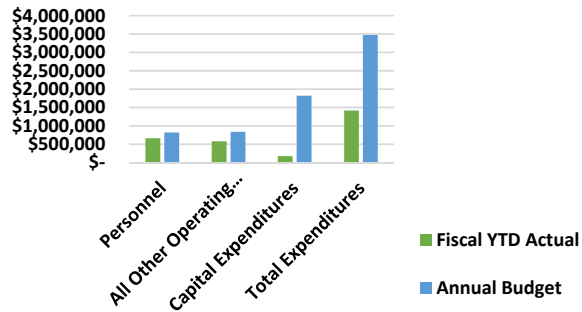
Dashboard for May 2024

At a glance...

	Current month*	Prior year		Calendar YTD
General Fund Cash Balance*	\$ 1,067,418	\$ 2,139,388	Number of Calls	280
Taxes Receivable*	\$ 737,601	\$ 142,444	Number of Volunteers	184
Accounts Payable	\$ 7,912	\$ 176,262	Number of Training Sessions	219
			Number of Training Hours	4,440

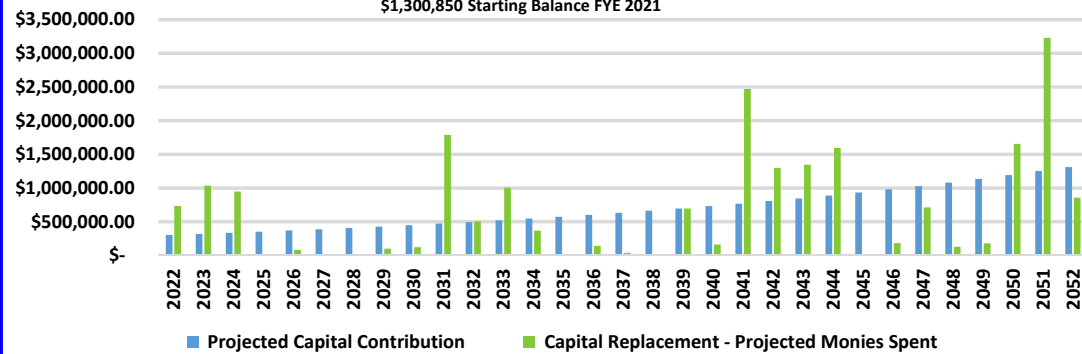
NOTE: The inconsistent nature of our cash flows dictates that we maintain a minimum cash balance of \$400,000.

Budgetary Comparisons - for year to date

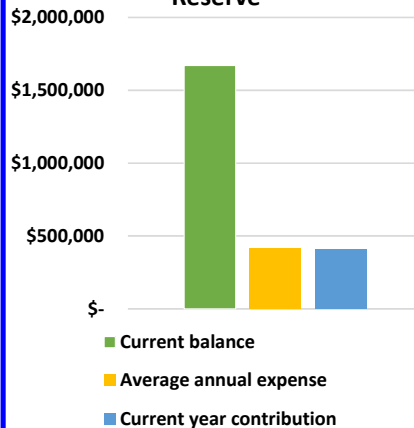


Capital Replacement Schedule

\$1,300,850 Starting Balance FYE 2021



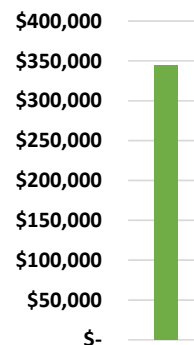
Apparatus and Equipment Reserve



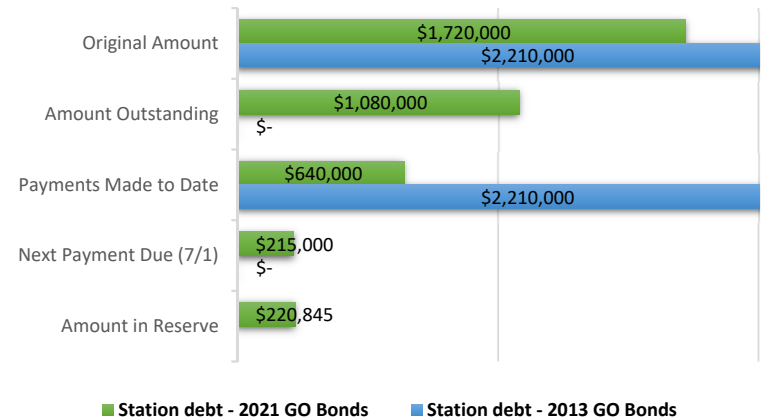
Capital Improvement Reserve



Building Repair/Replacement Reserve



Station Debt



Hyalite Rural Fire District

Statement of Financial Position

As of May 31, 2024

	TOTAL	
	AS OF MAY 31, 2024	AS OF MAY 31, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
100000 Cash/Investments	3,647,037	3,956,202
Total Bank Accounts	\$3,647,037	\$3,956,202
Accounts Receivable	\$2,064	\$2,856
Other Current Assets	\$963,975	\$293,033
Total Current Assets	\$4,613,076	\$4,252,090
Fixed Assets		
180000 Capital Assets		
181000 Land	361,201	361,201
182000 Buildings & Improvements	4,120,110	4,120,110
186000 Machinery & Equipment	3,924,376	3,824,104
186100 Accumulated Depreciation	(4,577,849)	(4,020,306)
186500 Construction in Progress	834	0
Total 180000 Capital Assets	3,828,672	4,285,108
Total Fixed Assets	\$3,828,672	\$4,285,108
TOTAL ASSETS	\$8,441,748	\$8,537,199
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	\$7,912	\$176,262
Credit Cards	\$242	\$4,598
Other Current Liabilities	\$69,932	\$35,105
Total Current Liabilities	\$78,086	\$215,964
Long-Term Liabilities	\$1,472,158	\$1,599,500
Total Liabilities	\$1,550,245	\$1,815,464
Equity		
241000 Unrestricted Fund Balance	1,155,669	1,187,040
241001 General fixed asset acct group	3,828,672	4,151,644
241002 General LT debt account group	(1,470,041)	(1,448,911)
241003 Nonspendable Fund Balance	24,369	22,284
241100 Reserved Fund Balance		
241101 Restricted for Debt Service	220,845	221,490
241102 Reserved for Capital Reserve	0	0
241103 Capital improvements	350,000	350,000
241104 Capital replacement	0	0
241105 Apparatus replacement	1,669,981	903,718
241106 Building repair/replacement	344,900	344,900
Total 241104 Capital replacement	2,014,881	1,248,618
Total 241102 Reserved for Capital Reserve	2,364,881	1,598,618

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

Accrual Basis

Hyalite Rural Fire District

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - May 2024 **(91.67%)**

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
310000 Taxes	1,921,411	2,145,520	90.00 %
315000 On-behalf payment from State		127,000	
316000 Entitlement Share	42,461	35,838	118.00 %
320000 Firefighter fundraising event	1,662	2,500	66.00 %
350000 Ambulance Transportation	39,615		
360000 Miscellaneous Revenues	28,111	4,000	703.00 %
365000 Contributions and Donations	1,967	500	393.00 %
370000 Investment Earnings	139,874	30,000	466.00 %
380000 Proceeds From Sale of Equipment	2,800		
Total Revenue	\$2,177,902	\$2,345,358	93.00 %
GROSS PROFIT	\$2,177,902	\$2,345,358	93.00 %
Expenditures			
420000 Public Safety Expenses	38,743	40,000	97.00 %
420100 Personnel Services	662,898	817,000	81.00 %
420200 Supplies	42,522	32,000	133.00 %
420207 Small Items of Equipment	5,495		
420220 Meals/Incentives	39,614	55,917	71.00 %
420240 Fuel	36,482	50,000	73.00 %
420310 Election Costs		7,000	
420320 Professional Subscription/Dues	16,911	19,250	88.00 %
420330 Community Outreach/Education	32,524	6,000	542.00 %
420340 Utility Services	51,367	60,000	86.00 %
420350 Professional Services	46,456	40,792	114.00 %
420390 Firefighter Physicals	19,192	25,000	77.00 %
420400 Training/Travel - Trustees		2,000	
420420 Facilities	33,079	25,000	132.00 %
420500 Insurance	77,169	90,000	86.00 %
420930 Safety Equipment	67,196	80,000	84.00 %
420940 Apparatus	70,407	70,000	101.00 %
420970 Capital outlay	175,321	1,823,500	10.00 %
490100 Debt Service	2,923	220,845	1.00 %
669100 Other Charges		1,000	
Total Expenditures	\$1,418,298	\$3,465,303	41.00 %
NET OPERATING REVENUE	\$759,604	\$ (1,119,945)	(68.00 %)
NET REVENUE	\$759,604	\$ (1,119,945)	(68.00 %)

Hyalite Rural Fire District

Statement of Financial Position

As of May 31, 2024

	TOTAL	
	AS OF MAY 31, 2024	AS OF MAY 31, 2023 (PY)
Total 241100 Reserved Fund Balance	2,585,726	1,820,108
241200 Assigned to vol firefighters	7,505	8,078
Net Revenue	759,604	981,491
Total Equity	\$6,891,503	\$6,721,734
TOTAL LIABILITIES AND EQUITY	\$8,441,748	\$8,537,199

Transaction List By Vendor							
May 2024							
VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
BlueCross BlueShield of Montana							
BlueCross BlueShield of Montana	05/01/2024	Bill	X6A680/5.1.24	Yes	Hubdoc - https://app.hubdoc.com/document/541213114 - INVX6A680/5.1.24	Accounts Payable	\$3,672.76
BlueCross BlueShield of Montana	05/10/2024	Bill	X6A680/6.1.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331653 - INVX6A680/6.1.24	Accounts Payable	\$3,672.76
BlueCross BlueShield of Montana	05/14/2024	Bill Payment (Check)	7805195	Yes	--	General Fund	(\$3,672.76)
Total for BlueCross BlueShield of Montana							\$3,672.76
People Facts							
People Facts	05/01/2024	Bill	2024040662	Yes	Hubdoc - https://app.hubdoc.com/document/554331620 - INV2024040662	Accounts Payable	\$16.67
People Facts	05/14/2024	Bill Payment (Check)	7805211	Yes	--	General Fund	(\$16.67)
Total for People Facts							\$0.00
Connect Telephone and Computer Group							
Connect Telephone and Computer Group	05/01/2024	Bill	129019	Yes	Hubdoc - https://app.hubdoc.com/document/554331626 - INV129019	Accounts Payable	\$60.00
Connect Telephone and Computer Group	05/14/2024	Bill Payment (Check)	7805197	Yes	--	General Fund	(\$60.00)
Total for Connect Telephone and Computer Group							\$0.00
Republic Services							
Republic Services	05/01/2024	Bill	0886-001972161	Yes	Hubdoc - https://app.hubdoc.com/document/554331634 - INV0886-001972161	Accounts Payable	\$212.27
Republic Services	05/01/2024	Bill	0886-001972040	Yes	Hubdoc - https://app.hubdoc.com/document/554331639 - INV0886-001972040	Accounts Payable	\$151.63
Republic Services	05/01/2024	Bill	0886-001967616	Yes	Hubdoc - https://app.hubdoc.com/document/554331641 - INV0886-001967616	Accounts Payable	\$162.15
Republic Services	05/14/2024	Bill Payment (Check)	7805206	Yes	--	General Fund	(\$526.05)
Republic Services	05/31/2024	Bill	0886-001980285	Yes	Hubdoc - https://app.hubdoc.com/document/566246545 - INV0886-001980285	Accounts Payable	\$161.81
Republic Services	05/31/2024	Bill	0886-001976298	Yes	Hubdoc - https://app.hubdoc.com/document/566246544 - INV0886-001976298	Accounts Payable	\$161.80
Total for Republic Services							\$323.61
Pinion							
Pinion	05/01/2024	Bill	PN044582	Yes	Hubdoc - https://app.hubdoc.com/document/554331640 - INVPN044582	Accounts Payable	\$2,500.00
Pinion	05/14/2024	Bill Payment (Check)	7805192	Yes	--	General Fund	(\$2,500.00)
Pinion	05/31/2024	Bill	PN048386	Yes	Hubdoc - https://app.hubdoc.com/document/566246525 - INVPN048386	Accounts Payable	\$2,500.00
Total for Pinion							\$2,500.00
Montana Occupational Health							
Montana Occupational Health	05/01/2024	Bill	18268	Yes	Hubdoc - https://app.hubdoc.com/document/554331651 - INV18268	Accounts Payable	\$672.00
Montana Occupational Health	05/02/2024	Bill Payment (Check)	7805185	Yes	--	General Fund	(\$4,371.00)
Montana Occupational Health	05/10/2024	Bill	18291	Yes	Hubdoc - https://app.hubdoc.com/document/554331633 - INV18291	Accounts Payable	\$496.00
Montana Occupational Health	05/10/2024	Bill	18286	Yes	Hubdoc - https://app.hubdoc.com/document/554331644 - INV18286	Accounts Payable	\$496.00
Montana Occupational Health	05/14/2024	Bill Payment (Check)	7805214	Yes	--	General Fund	(\$1,664.00)
Montana Occupational Health	05/16/2024	Bill	18334	Yes	Hubdoc - https://app.hubdoc.com/document/560215582 - INV18334	Accounts Payable	\$672.00
Montana Occupational Health	05/16/2024	Bill	18315	Yes	Hubdoc - https://app.hubdoc.com/document/560215575 - INV18315	Accounts Payable	\$596.00
Montana Occupational Health	05/16/2024	Bill	18323	Yes	Hubdoc - https://app.hubdoc.com/document/560215571 - INV18323	Accounts Payable	\$672.00
Montana Occupational Health	05/20/2024	Bill	18371	Yes	Hubdoc - https://app.hubdoc.com/document/560215570 - INV18371	Accounts Payable	\$546.00
Montana Occupational Health	05/21/2024	Bill	18390	Yes	Hubdoc - https://app.hubdoc.com/document/560215586 - INV18390	Accounts Payable	\$757.00
Montana Occupational Health	05/21/2024	Bill	18391	Yes	Hubdoc - https://app.hubdoc.com/document/560215566 - INV18391	Accounts Payable	\$496.00
Montana Occupational Health	05/24/2024	Bill	18414	Yes	Hubdoc - https://app.hubdoc.com/document/566246532 - INV18414	Accounts Payable	\$15.00
Montana Occupational Health	05/29/2024	Bill Payment (Check)	7805232	Yes	--	General Fund	(\$3,739.00)
Montana Occupational Health	05/30/2024	Bill	18430	Yes	Hubdoc - https://app.hubdoc.com/document/566246546 - INV18430	Accounts Payable	\$100.00
Total for Montana Occupational Health							(\$4,256.00)
Rocky Mountain Supply							
Rocky Mountain Supply	05/01/2024	Bill	410045/4.30.2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331656 - INV410045/4.30.2024	Accounts Payable	\$2,081.31
Rocky Mountain Supply	05/14/2024	Bill Payment (Check)	7805207	Yes	--	General Fund	(\$2,081.31)
Total for Rocky Mountain Supply							\$0.00
Bozeman Chronicle							
Bozeman Chronicle	05/01/2024	Bill	042427299	Yes	Hubdoc - https://app.hubdoc.com/document/554331657 - INV042427299	Accounts Payable	\$22.00
Bozeman Chronicle	05/14/2024	Bill Payment (Check)	7805213	Yes	347411	General Fund	(\$22.00)
Bozeman Chronicle	05/20/2024	Bill	5.20.24	Yes	Hubdoc - https://app.hubdoc.com/document/560215584 - INV5.20.24	Accounts Payable	\$33.00
Bozeman Chronicle	05/29/2024	Bill Payment (Check)	7805224	Yes	347411	General Fund	(\$33.00)
Total for Bozeman Chronicle							\$0.00
Bound Tree Medical							
Bound Tree Medical	05/01/2024	Bill	85317641	Yes	Hubdoc - https://app.hubdoc.com/document/554331662 - INV85317641	Accounts Payable	\$422.69
Bound Tree Medical	05/14/2024	Bill Payment (Check)	7805215	Yes	--	General Fund	(\$422.69)
Total for Bound Tree Medical							\$0.00
Century Link							
Century Link	05/01/2024	Bill	333183121/5.1.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331674 - INV333183121/5.1.24	Accounts Payable	\$134.67
Century Link	05/10/2024	Bill	33347439/5.10.24	Yes	Hubdoc - https://app.hubdoc.com/document/560215591 - INV33347439/5.10.24	Accounts Payable	\$53.24
Century Link	05/14/2024	Bill Payment (Check)	7805208	Yes	--	General Fund	(\$134.67)
Century Link	05/29/2024	Bill Payment (Check)	7805228	Yes	--	General Fund	(\$53.24)
Total for Century Link							\$0.00
NAPA Auto Parts							
NAPA Auto Parts	05/01/2024	Bill	12342/04.30.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331675 - INV12342/04.30.24	Accounts Payable	\$459.61
NAPA Auto Parts	05/14/2024	Bill Payment	7805196	Yes	12342	General Fund	(\$459.61)

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
		(Check)					
NAPA Auto Parts	05/31/2024	Bill	12342/05.31.24	Yes	Hubdoc - https://app.hubdoc.com/document/566246558 - INV12342/05.31.24	Accounts Payable	\$615.92
Total for NAPA Auto Parts							\$615.92
Town and Country							
Town and Country	05/01/2024	Bill	5863770/5.1.2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331681 - INV5863770/5.1.2024	Accounts Payable	\$1,036.49
Town and Country	05/14/2024	Bill Payment (Check)	7805193	Yes	--	General Fund	(\$1,036.49)
Total for Town and Country							\$0.00
Ressler							
Ressler	05/01/2024	Bill	2167769	Yes	Hubdoc - https://app.hubdoc.com/document/560215588 - INV2167769	Accounts Payable	\$121.28
Ressler	05/29/2024	Bill Payment (Check)	7805219	Yes	56595	General Fund	(\$121.28)
Total for Ressler							\$0.00
406 Compressor Service & Repair LLC							
406 Compressor Service & Repair LLC	05/01/2024	Bill	2377	Yes	Hubdoc - https://app.hubdoc.com/document/560215583 - INV2377	Accounts Payable	\$157.05
406 Compressor Service & Repair LLC	05/29/2024	Bill Payment (Check)	7805222	Yes	--	General Fund	(\$157.05)
Total for 406 Compressor Service & Repair LLC							\$0.00
Montana State University							
Montana State University	05/01/2024	Bill	161-134	Yes	Hubdoc - https://app.hubdoc.com/document/560215574 - INV161-134	Accounts Payable	\$525.00
Montana State University	05/02/2024	Bill Payment (Check)	7805176	Yes	--	General Fund	(\$4,135.00)
Montana State University	05/08/2024	Bill	161-137	Yes	Hubdoc - https://app.hubdoc.com/document/554331617 - INV161-137	Accounts Payable	\$190.00
Montana State University	05/14/2024	Bill Payment (Check)	7805194	Yes	--	General Fund	(\$190.00)
Montana State University	05/24/2024	Bill	161-138	Yes	Hubdoc - https://app.hubdoc.com/document/560215568 - INV161-138	Accounts Payable	\$1,140.00
Montana State University	05/29/2024	Bill Payment (Check)	7805220	Yes	--	General Fund	(\$1,665.00)
Total for Montana State University							(\$4,135.00)
Owenhouse-Ace Hardware							
Owenhouse-Ace Hardware	05/01/2024	Bill	47328952	Yes	Hubdoc - https://app.hubdoc.com/document/560215589 - INV47328952	Accounts Payable	\$15.98
Owenhouse-Ace Hardware	05/02/2024	Bill Payment (Check)	7805189	Yes	--	General Fund	(\$186.92)
Owenhouse-Ace Hardware	05/27/2024	Bill	191619/5.27.24	Yes	Hubdoc - https://app.hubdoc.com/document/560215598 - INV191619/5.27.24	Accounts Payable	\$703.34
Owenhouse-Ace Hardware	05/29/2024	Bill Payment (Check)	7805221	Yes	--	General Fund	(\$719.32)
Total for Owenhouse-Ace Hardware							(\$186.92)
Google							
Google	05/01/2024	Expense	--	Yes	Google Workspace Invoice Number: 4966591012	Costco Citi Card - Nickolay 7029	\$237.60
Total for Google							\$237.60
Rosas Pizza							
Rosas Pizza	05/01/2024	Expense	--	Yes	--	Costco Citi Card - Prato 6073	\$307.00
Total for Rosas Pizza							\$307.00
DELL							
DELL	05/01/2024	Expense	--	Yes	Laptop Cover	Costco Citi Card - Prato 6073	\$49.95
Total for DELL							\$49.95
Motorola Solutions Inc							
Motorola Solutions Inc	05/02/2024	Bill Payment (Check)	7805177	Yes	--	General Fund	(\$14,601.24)
Total for Motorola Solutions Inc							(\$14,601.24)
Anna French							
Anna French	05/02/2024	Bill Payment (Check)	7805178	Yes	--	General Fund	(\$225.46)
Total for Anna French							(\$225.46)
Kenyon Noble							
Kenyon Noble	05/02/2024	Bill Payment (Check)	7805179	Yes	--	General Fund	(\$507.91)
Total for Kenyon Noble							(\$507.91)
Industrial Comm & Elec of Bozeman							
Industrial Comm & Elec of Bozeman	05/02/2024	Bill Payment (Check)	7805180	Yes	--	General Fund	(\$1,954.54)
Industrial Comm & Elec of Bozeman	05/30/2024	Bill	34617	Yes	Hubdoc - https://app.hubdoc.com/document/566246521 - INV34617	Accounts Payable	\$701.69
Total for Industrial Comm & Elec of Bozeman							(\$1,252.85)
DirectTV							
DirectTV	05/02/2024	Bill Payment (Check)	7805181	Yes	029404001	General Fund	(\$187.98)
DirectTV	05/13/2024	Bill	029404001X240513	Yes	Hubdoc - https://app.hubdoc.com/document/560215581 - INV029404001X240513	Accounts Payable	\$194.23
DirectTV	05/29/2024	Bill Payment (Check)	7805223	Yes	029404001	General Fund	(\$194.23)
Total for DirectTV							(\$187.98)
Citi Card							
Citi Card	05/02/2024	Bill Payment (Check)	7805182	Yes	--	General Fund	(\$9,213.48)
Citi Card	05/16/2024	Bill	3990/5.16.24	Yes	Hubdoc - https://app.hubdoc.com/document/560706642 - INV3990/5.16.24	Accounts Payable	\$6,547.55
Citi Card	05/30/2024	Bill Payment (Check)	7805234	Yes	--	General Fund	(\$6,547.55)
Total for Citi Card							(\$9,213.48)
Verizon							
Verizon	05/02/2024	Bill Payment (Check)	7805183	Yes	--	General Fund	(\$686.45)
Verizon	05/23/2024	Bill	9964944892	Yes	Hubdoc - https://app.hubdoc.com/document/566246560 - INV9964944892	Accounts Payable	\$686.45
Total for Verizon							\$0.00
Wex Bank							
Wex Bank	05/02/2024	Bill Payment (Check)	7805184	Yes	0203-00-109722-9	General Fund	(\$879.19)
Wex Bank	05/23/2024	Bill	97156303	Yes	Hubdoc - https://app.hubdoc.com/document/560706620 - INV97156303	Accounts Payable	\$678.60

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Wex Bank	05/30/2024	Bill Payment (Check)	7805233	Yes	0203-00-109722-9	General Fund	(\$678.60)
Total for Wex Bank							(\$879.19)
RAE Water							
RAE Water	05/02/2024	Bill Payment (Check)	7805186	Yes	--	General Fund	(\$136.29)
RAE Water	05/22/2024	Bill	5.22.24	Yes	Hubdoc - https://app.hubdoc.com/document/560215577 - INV5.22.24	Accounts Payable	\$89.25
RAE Water	05/22/2024	Bill	5.22.24	Yes	Hubdoc - https://app.hubdoc.com/document/560215572 - INV5.22.24	Accounts Payable	\$47.04
RAE Water	05/29/2024	Bill Payment (Check)	7805225	Yes	--	General Fund	(\$136.29)
Total for RAE Water							(\$136.29)
Amazon							
Amazon	05/02/2024	Bill Payment (Check)	7805187	Yes	--	General Fund	(\$172.20)
Amazon	05/07/2024	Expense	--	Yes	C6-6	Costco Citi Card - Malone 5334	\$19.99
Amazon	05/08/2024	Expense	--	Yes	HDMI Cable	Costco Citi Card - Malone 5334	\$14.99
Total for Amazon							(\$137.22)
Document Destroyers							
Document Destroyers	05/02/2024	Bill Payment (Check)	7805188	Yes	--	General Fund	(\$62.50)
Total for Document Destroyers							(\$62.50)
Big Sky Fire Equipment							
Big Sky Fire Equipment	05/02/2024	Bill Payment (Check)	7805190	Yes	--	General Fund	(\$3,883.30)
Big Sky Fire Equipment	05/10/2024	Bill	0504209	Yes	Hubdoc - https://app.hubdoc.com/document/560215579 - INV0504209	Accounts Payable	\$1,957.11
Big Sky Fire Equipment	05/29/2024	Bill Payment (Check)	7805229	Yes	--	General Fund	(\$1,957.11)
Big Sky Fire Equipment	05/30/2024	Bill	0504249	Yes	Hubdoc - https://app.hubdoc.com/document/566246547 - INV0504249	Accounts Payable	\$280.00
Total for Big Sky Fire Equipment							(\$3,603.30)
Town Pump							
Town Pump	05/02/2024	Expense	--	Yes	E6	Conoco	\$46.29
Town Pump	05/02/2024	Expense	--	Yes	A6-1	Conoco	\$17.29
Town Pump	05/04/2024	Expense	--	Yes	E6-1	Conoco	\$44.64
Town Pump	05/05/2024	Expense	--	Yes	C-6-5	Conoco	\$25.00
Town Pump	05/06/2024	Expense	--	Yes	C6-6	Conoco	\$45.73
Town Pump	05/07/2024	Expense	--	Yes	B6	Conoco	\$22.60
Town Pump	05/07/2024	Expense	--	Yes	B6	Conoco	\$13.34
Town Pump	05/07/2024	Expense	--	Yes	B6-1	Conoco	\$25.94
Town Pump	05/10/2024	Expense	--	Yes	A6-1	Conoco	\$18.74
Town Pump	05/11/2024	Expense	--	Yes	C-6-5	Conoco	\$21.40
Town Pump	05/13/2024	Expense	--	Yes	C6-6	Conoco	\$43.93
Town Pump	05/18/2024	Expense	--	Yes	C-6-5	Conoco	\$25.53
Town Pump	05/19/2024	Expense	--	Yes	C-6-1	Conoco	\$92.18
Town Pump	05/19/2024	Expense	--	Yes	A6-1	Conoco	\$31.42
Town Pump	05/20/2024	Expense	--	Yes	E6	Conoco	\$40.47
Town Pump	05/21/2024	Expense	--	Yes	C6-6	Conoco	\$51.49
Total for Town Pump							\$565.99
Qdoba Mexican Eats							
Qdoba Mexican Eats	05/04/2024	Expense	--	Yes	Recruits	Costco Citi Card - Templeton 8353	\$210.65
Qdoba Mexican Eats	05/11/2024	Expense	--	Yes	--	Costco Citi Card - Templeton 8353	\$253.60
Total for Qdoba Mexican Eats							\$464.25
Fisher's Technology							
Fisher's Technology	05/06/2024	Bill	1324670	Yes	Hubdoc - https://app.hubdoc.com/document/554331637 - INV1324670	Accounts Payable	\$56.87
Fisher's Technology	05/14/2024	Bill Payment (Check)	7805209	Yes	--	General Fund	(\$56.87)
Total for Fisher's Technology							\$0.00
Charter Communications - 172844901							
Charter Communications - 172844901	05/07/2024	Bill	172844901050724	Yes	Hubdoc - https://app.hubdoc.com/document/554331650 - INV172844901050724	Accounts Payable	\$273.22
Charter Communications - 172844901	05/14/2024	Bill Payment (Check)	7805216	Yes	8313200110672244	General Fund	(\$273.22)
Total for Charter Communications - 172844901							\$0.00
Lowe's							
Lowe's	05/07/2024	Expense	--	Yes	--	Costco Citi Card - Prato 6073	\$122.32
Total for Lowe's							\$122.32
The Public Safety Store							
The Public Safety Store	05/07/2024	Expense	--	Yes	--	Costco Citi Card - Prato 6073	\$40.98
Total for The Public Safety Store							\$40.98
Papa Johns							
Papa Johns	05/07/2024	Expense	--	Yes	Training	Costco Citi Card - Prato 6073	\$375.92
Total for Papa Johns							\$375.92
Sidewinders							
Sidewinders	05/08/2024	Expense	--	Yes	Leadership Lunch	Costco Citi Card - Nickolay 7029	\$49.70
Total for Sidewinders							\$49.70
American Heart Association							
American Heart Association	05/08/2024	Expense	--	Yes	Recruits CPR Course	Costco Citi Card - Templeton 8353	\$216.00
Total for American Heart Association							\$216.00
Amazon Capital Services							
Amazon Capital Services	05/09/2024	Bill	17PL-GXGR-D7VD	Yes	Hubdoc - https://app.hubdoc.com/document/554331638 - INV17PL-GXGR-D7VD	Accounts Payable	\$51.77
Amazon Capital Services	05/13/2024	Bill	1WRJ-KQX7-6YHD	Yes	Hubdoc - https://app.hubdoc.com/document/560215573 - INV1WRJ-KQX7-6YHD	Accounts Payable	\$33.99
Amazon Capital Services	05/14/2024	Bill Payment	7805217	Yes	--	General Fund	(\$51.77)

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
		(Check)					
Amazon Capital Services	05/29/2024	Bill Payment (Check)	7805230	Yes	--	General Fund	(\$33.99)
Total for Amazon Capital Services							\$0.00
Northwestern Energy							
Northwestern Energy	05/09/2024	Bill	0180737-9/5.09.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331647 - INV0180737-9/5.09.24	Accounts Payable	\$270.73
Northwestern Energy	05/09/2024	Bill	1196979-7/5.09.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331649 - INV1196979-7/5.09.24	Accounts Payable	\$714.98
Northwestern Energy	05/09/2024	Bill	3252724-4/5.09.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331654 - INV3252724-4/5.09.24	Accounts Payable	\$171.64
Northwestern Energy	05/09/2024	Bill	3091809-8/5.09.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331655 - INV3091809-8/5.09.24	Accounts Payable	\$972.51
Northwestern Energy	05/10/2024	Bill	0180089-5/5.10.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331660 - INV0180089-5/5.10.24	Accounts Payable	\$124.36
Northwestern Energy	05/14/2024	Bill Payment (Check)	7805212	Yes	--	General Fund	(\$2,254.22)
Total for Northwestern Energy							\$0.00
Safelite AutoGlass							
Safelite AutoGlass	05/09/2024	Expense	--	Yes	C6-4 Windshield Replacement	Costco Citi Card - Prato 6073	\$424.99
Total for Safelite AutoGlass							\$424.99
FURS							
FURS	05/10/2024	Check	ERIC	Yes	--	General Fund	(\$10,341.76)
Total for FURS							(\$10,341.76)
PERS							
PERS	05/10/2024	Check	ERIC	Yes	--	General Fund	(\$368.96)
Total for PERS							(\$368.96)
Montana Firemen's Association							
Montana Firemen's Association	05/10/2024	Check	7805191	Yes	--	General Fund	(\$420.94)
Total for Montana Firemen's Association							(\$420.94)
United States Treasury							
United States Treasury	05/10/2024	Check	FIB ePay	Yes	--	General Fund	(\$5,439.13)
Total for United States Treasury							(\$5,439.13)
Montana Dept. of Revenue							
Montana Dept. of Revenue	05/10/2024	Check	FIB ePay	Yes	--	General Fund	(\$1,628.00)
Total for Montana Dept. of Revenue							(\$1,628.00)
Dickeys							
Dickeys	05/12/2024	Expense	--	Yes	Recruit Training	Costco Citi Card - Malone 5334	\$312.39
Total for Dickeys							\$312.39
Liberty Burger							
Liberty Burger	05/13/2024	Expense	--	Yes	Lunch for Sourdough Station Clean Out	Costco Citi Card - Nickolay 7029	\$90.60
Total for Liberty Burger							\$90.60
Luke Maxwell							
Luke Maxwell	05/14/2024	Bill	05-14-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331622 - INV05-14-2024	Accounts Payable	\$173.80
Luke Maxwell	05/14/2024	Bill Payment (Check)	7805201	Yes	--	General Fund	(\$173.80)
Total for Luke Maxwell							\$0.00
Caitlin Fueg							
Caitlin Fueg	05/14/2024	Bill	05-14-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331624 - INV05-14-2024	Accounts Payable	\$79.00
Caitlin Fueg	05/14/2024	Bill Payment (Check)	7805200	Yes	--	General Fund	(\$79.00)
Total for Caitlin Fueg							\$0.00
Allie Kuntz							
Allie Kuntz	05/14/2024	Bill	05-14-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331625 - INV05-14-2024	Accounts Payable	\$173.80
Allie Kuntz	05/14/2024	Bill Payment (Check)	7805198	Yes	--	General Fund	(\$173.80)
Total for Allie Kuntz							\$0.00
Sophie Smith							
Sophie Smith	05/14/2024	Bill	05-14-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331630 - INV05-14-2024	Accounts Payable	\$47.40
Sophie Smith	05/14/2024	Bill Payment (Check)	7805204	Yes	--	General Fund	(\$47.40)
Total for Sophie Smith							\$0.00
Robert Bole							
Robert Bole	05/14/2024	Bill	05-14-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331632 - INV05-14-2024	Accounts Payable	\$205.40
Robert Bole	05/14/2024	Bill Payment (Check)	7805203	Yes	--	General Fund	(\$205.40)
Total for Robert Bole							\$0.00
Riley Wilson							
Riley Wilson	05/14/2024	Bill	05-14-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331642 - INV05-14-2024	Accounts Payable	\$300.20
Riley Wilson	05/14/2024	Bill Payment (Check)	7805202	Yes	--	General Fund	(\$300.20)
Total for Riley Wilson							\$0.00
Brennan Lyle							
Brennan Lyle	05/14/2024	Bill	05-14-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331645 - INV05-14-2024	Accounts Payable	\$379.20
Brennan Lyle	05/14/2024	Bill Payment (Check)	7805199	Yes	--	General Fund	(\$379.20)
Total for Brennan Lyle							\$0.00
Tyler Newell							
Tyler Newell	05/14/2024	Bill Payment (Check)	7805205	Yes	--	General Fund	(\$331.80)
Tyler Newell	05/15/2024	Bill	05-15-2024	Yes	Hubdoc - https://app.hubdoc.com/document/554331635 - INV05-15-2024	Accounts Payable	\$331.80
Total for Tyler Newell							\$0.00
Delta Dental							
Delta Dental	05/14/2024	Bill Payment (Check)	7805210	Yes	--	General Fund	(\$188.70)

VENDOR	DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Delta Dental	05/25/2024	Bill	17272-51213/6.1.24	Yes	Hubdoc - https://app.hubdoc.com/document/554331646 - INV17272-51213/6.1.24	Accounts Payable	\$188.70
Total for Delta Dental							\$0.00
Word Press							
Word Press	05/14/2024	Expense	--	Yes	Two Year Subscription	Costco Citi Card - Nickolay 7029	\$139.50
Total for Word Press							\$139.50
Spectrum							
Spectrum	05/15/2024	Bill	8313200120380424/5.15	Yes	Hubdoc - https://app.hubdoc.com/document/560215587 - INV8313200120380424/5.15	Accounts Payable	\$56.99
Spectrum	05/29/2024	Bill Payment (Check)	7805227	Yes	--	General Fund	(\$56.99)
Total for Spectrum							\$0.00
Costco Wholesale							
Costco Wholesale	05/15/2024	Expense	--	Yes	C6-6	Costco Citi Card - Malone 5334	\$236.16
Total for Costco Wholesale							\$236.16
Reid Templeton							
Reid Templeton	05/16/2024	Bill Payment (Check)	7805218	Yes	--	General Fund	(\$170.00)
Total for Reid Templeton							(\$170.00)
General Distributing Co.							
General Distributing Co.	05/16/2024	Bill	0001376366	Yes	Hubdoc - https://app.hubdoc.com/document/560215576 - INV0001376366	Accounts Payable	\$72.04
General Distributing Co.	05/29/2024	Bill Payment (Check)	7805231	Yes	56625	General Fund	(\$72.04)
Total for General Distributing Co.							\$0.00
Midway Rental							
Midway Rental	05/16/2024	Expense	--	Yes	Station Lawn Care	Costco Citi Card - Prato 6073	\$309.00
Total for Midway Rental							\$309.00
Door Tech							
Door Tech	05/17/2024	Bill	24560	Yes	Hubdoc - https://app.hubdoc.com/document/560215578 - INV24560	Accounts Payable	\$570.00
Door Tech	05/29/2024	Bill Payment (Check)	7805226	Yes	--	General Fund	(\$570.00)
Total for Door Tech							\$0.00
Advanced Wastewater Specialists							
Advanced Wastewater Specialists	05/29/2024	Bill	21688	Yes	Hubdoc - https://app.hubdoc.com/document/566246543 - INV21688	Accounts Payable	\$2,377.50
Total for Advanced Wastewater Specialists							\$2,377.50
SCS Unlimited, Inc.							
SCS Unlimited, Inc.	05/31/2024	Bill	165499	Yes	Hubdoc - https://app.hubdoc.com/document/566246548 - INV165499	Accounts Payable	\$95.80
Total for SCS Unlimited, Inc.							\$95.80

Hyalite Rural Fire District

Check Detail

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
100000 Cash/Investments						
101000 General Fund						
05/02/2024	Bill Payment (Check)	7805176	Montana State University			-4,135.00
						-4,135.00
05/02/2024	Bill Payment (Check)	7805177	Motorola Solutions Inc			-14,601.24
						-14,601.24
05/02/2024	Bill Payment (Check)	7805178	Anna French			-225.46
						-225.46
05/02/2024	Bill Payment (Check)	7805179	Kenyon Noble			-507.91
						-507.91
05/02/2024	Bill Payment (Check)	7805180	Industrial Comm & Elec of Bozeman			-1,954.54
						-1,954.54
05/02/2024	Bill Payment (Check)	7805181	DirectTV	029404001		-187.98
						-187.98
05/02/2024	Bill Payment (Check)	7805182	Citi Card			-9,213.48
						-9,213.48
05/02/2024	Bill Payment (Check)	7805183	Verizon			-686.45
						-686.45
05/02/2024	Bill Payment (Check)	7805184	Wex Bank	0203-00-109722-9		-879.19
						-879.19
05/02/2024	Bill Payment (Check)	7805185	Montana Occupational Health			-4,371.00
						-4,371.00
05/02/2024	Bill Payment (Check)	7805186	RAE Water			-136.29
						-136.29
05/02/2024	Bill Payment (Check)	7805187	Amazon			-172.20
						-172.20
05/02/2024	Bill Payment (Check)	7805188	Document Destroyers			-62.50
						-62.50
05/02/2024	Bill Payment (Check)	7805189	Owenhouse-Ace Hardware			-186.92
						-186.92
05/02/2024	Bill Payment (Check)	7805190	Big Sky Fire Equipment			-3,883.30
						-3,883.30
05/10/2024	Check	ERIC	FURS			-10,341.76
						-4,415.68
						-5,926.08
05/10/2024	Check	ERIC	PERS			-368.96
						-171.76
						-197.20
05/10/2024	Check	7805191	Montana Firemen's Association	Montana Firemen's Association		-420.94
						-420.94
05/10/2024	Check	FIB ePay	United States Treasury			-5,439.13
						-4,286.13
						-576.50
						-576.50

Hyalite Rural Fire District

Check Detail
May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/10/2024	Check	FIB ePay	Montana Dept. of Revenue			-1,628.00
						-1,628.00
05/14/2024	Bill Payment (Check)	7805192	Pinion			-2,500.00
						-2,500.00
05/14/2024	Bill Payment (Check)	7805193	Town and Country			-1,036.49
						-1,036.49
05/14/2024	Bill Payment (Check)	7805194	Montana State University			-190.00
						-190.00
05/14/2024	Bill Payment (Check)	7805195	BlueCross BlueShield of Montana			-3,672.76
						-3,672.76
05/14/2024	Bill Payment (Check)	7805196	NAPA Auto Parts	12342		-459.61
						-459.61
05/14/2024	Bill Payment (Check)	7805197	Connect Telephone and Computer Group			-60.00
						-60.00
05/14/2024	Bill Payment (Check)	7805198	Allie Kuntz			-173.80
						-173.80
05/14/2024	Bill Payment (Check)	7805199	Brennan Lyle			-379.20
						-379.20
05/14/2024	Bill Payment (Check)	7805200	Caitlin Fueg			-79.00
						-79.00
05/14/2024	Bill Payment (Check)	7805201	Luke Maxwell			-173.80
						-173.80
05/14/2024	Bill Payment (Check)	7805202	Riley Wilson			-300.20
						-300.20
05/14/2024	Bill Payment (Check)	7805203	Robert Bole			-205.40
						-205.40
05/14/2024	Bill Payment (Check)	7805204	Sophie Smith			-47.40
						-47.40
05/14/2024	Bill Payment (Check)	7805205	Tyler Newell			-331.80
						-331.80
05/14/2024	Bill Payment (Check)	7805206	Republic Services			-526.05
						-526.05
05/14/2024	Bill Payment (Check)	7805207	Rocky Mountain Supply			-2,081.31
						-2,081.31
05/14/2024	Bill Payment (Check)	7805208	Century Link			-134.67
						-134.67
05/14/2024	Bill Payment (Check)	7805209	Fisher's Technology			-56.87
						-56.87
05/14/2024	Bill Payment (Check)	7805210	Delta Dental			-188.70
						-188.70
05/14/2024	Bill Payment (Check)	7805211	People Facts			-16.67

Hyalite Rural Fire District

Check Detail

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-16.67
05/14/2024	Bill Payment (Check)	7805212	Northwestern Energy			-2,254.22
						-2,254.22
05/14/2024	Bill Payment (Check)	7805213	Bozeman Chronicle	347411		-22.00
						-22.00
05/14/2024	Bill Payment (Check)	7805214	Montana Occupational Health			-1,664.00
						-1,664.00
05/14/2024	Bill Payment (Check)	7805215	Bound Tree Medical			-422.69
						-422.69
05/14/2024	Bill Payment (Check)	7805216	Charter Communications - 172844901	8313200110672244		-273.22
						-273.22
05/14/2024	Bill Payment (Check)	7805217	Amazon Capital Services			-51.77
						-51.77
05/16/2024	Bill Payment (Check)	7805218	Reid Templeton			-170.00
						-170.00
05/29/2024	Bill Payment (Check)	7805219	Ressler	56595		-121.28
						-121.28
05/29/2024	Bill Payment (Check)	7805220	Montana State University			-1,665.00
						-1,665.00
05/29/2024	Bill Payment (Check)	7805221	Owenhouse-Ace Hardware			-719.32
						-719.32
05/29/2024	Bill Payment (Check)	7805222	406 Compressor Service & Repair LLC			-157.05
						-157.05
05/29/2024	Bill Payment (Check)	7805223	DirectTV	029404001		-194.23
						-194.23
05/29/2024	Bill Payment (Check)	7805224	Bozeman Chronicle	347411		-33.00
						-33.00
05/29/2024	Bill Payment (Check)	7805225	RAE Water			-136.29
						-136.29
05/29/2024	Bill Payment (Check)	7805226	Door Tech			-570.00
						-570.00
05/29/2024	Bill Payment (Check)	7805227	Spectrum			-56.99
						-56.99
05/29/2024	Bill Payment (Check)	7805228	Century Link			-53.24
						-53.24
05/29/2024	Bill Payment (Check)	7805229	Big Sky Fire Equipment			-1,957.11
						-1,957.11
05/29/2024	Bill Payment (Check)	7805230	Amazon Capital Services			-33.99
						-33.99
05/29/2024	Bill Payment (Check)	7805231	General Distributing Co.	56625		-72.04
						-72.04

Hyalite Rural Fire District

Check Detail May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/29/2024	Bill Payment (Check)	7805232	Montana Occupational Health			-3,739.00
						-3,739.00
05/30/2024	Bill Payment (Check)	7805233	Wex Bank	0203-00-109722-9		-678.60
						-678.60
05/30/2024	Bill Payment (Check)	7805234	Citi Card			-6,547.55
						-6,547.55

Consent Agenda End

Regular Agenda Item 3

DNRC Contracts

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

Fire Department Address: 4541 S. 3rd Rd.

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

Fire Department Phone Number: (406) 586-3770

Fire Department Email: admin@hyalitefire.org

FDID #:

DNRC Agreement Number:

Effective Dates: July 1, 2024 through June 30, 2025

Required Attachments:

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

This Cooperative Agreement is made and entered into by and between Hyalite Rural Fire District, hereinafter referred to as the COOPERATOR and the Montana Department of Natural Resources & Conservation, Forestry Division, hereinafter referred to as the DEPARTMENT, and effective the first day of July, 2024. This agreement is in effect until the last day of June, 2025. This Agreement may be terminated by either party at any time upon thirty (30) days written notice to the other party.

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

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

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

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

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

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

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

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

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

Signatures:

DNRC Authorized Representative

Date

Name and Title

LGFF Authorized Representative

Date

Justin Miller, Chairman, Board of Trustees, Hyalite Rural Fire District

Name and Title

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

1. Montana DNRC Land or Unit Office a. Name and Address: Montana DNRC Land or Unit Office Bozeman Unit 2273 Boot Hill Court #110 Bozeman, MT 59715		2. AGREEMENT NUMBER (Must appear on all documents relating to this agreement): 3. EFFECTIVE DATES OF AGREEMENT: a. Beginning <u>July 1, 2024</u> b. Ending <u>June 30, 2025</u>	
b. Phone Number: 406-586-5243 c. FAX Number: 406-587-9726		c. Specific incident only: Incident Name: _____ Incident Number: _____	
4. Local Government Fire Force a. Name and Address: Hyalite Rural Fire District 4541 S. 3 rd Road Bozeman, MT 59715		5. POINT OF HIRE (Location when hired if different than Block 4): 6. ORDERING DISPATCH CENTER MT-Billings	
d. EMAIL Address: admin@hyalitefire.org e. Telephone Number (day): 406-586-3770 Telephone Number (night): 406-586-3770 Cell Phone Number: 406-451-4726 FDID Number: 06056		7. THE FOLLOWING EQUIPMENT IS BEING PROVIDED: <input type="checkbox"/> FULLY OPERATED <input checked="" type="checkbox"/> UNOPERATED	
8. LGFF Authorized Commissary: XXX Yes <input type="checkbox"/> No			

9. ITEM DESCRIPTION: Equipment (include VIN, make, model, year, serial no., accessories or other identifying features).	10. NO. OF OPERATORS PER SHIFT	11. HRLY/DAILY/MILEAGE/SHIFT BASIS (SS/SS; ref. Cl.6) Rate Unit	12. SPECIAL RATE	13. GUARANTEE (8 HOURS)
Command 6, 3/4 Ton Command Vehicle 2011 Chevrolet Suburban LIC #: 6-13516C VIN: 1GNWK5EGXBR211042	1	\$55.00 +Mileage Daily		
Command 6, Off Road 3/4 Ton Command Vehicle 2011 Chevrolet Suburban LIC #: 6-13516C VIN: 1GNWK5EGXBR211042	1	\$140.00 Daily		
Command 6-1, ¾ Ton Command Vehicle 2021 Dodge Ram 2500 LIC#: 6-76216C VIN: 3C6UR5CJ9MG679977	1	\$55.00 +Mileage Daily		
Command 6-1, Off Road ¾ Ton Command Vehicle 2021 Dodge Ram 2500 LIC#: 6-76216C VIN: 3C6UR5CJ9MG679977	1	\$140.00 Daily		
Command 6-2, ½ Ton Command Vehicle 2021 Dodge Ram 1500 LIC#: 6-76215C VIN: 1C6RFMT4MN788108	1	\$49.00 +Milage Daily		
Command 6-2, Off Road ½ Ton Command Vehicle 2021 Dodge Ram 1500 LIC#: 6-76215C VIN: 1C6RFMT4MN788108	1	\$140.00 Daily		
Command 6-3, 3/4 ton Command Vehicle 2019 Dodge 2500 LIC#: 6-09359C VIN: 3C6UR5CJ8JG336170	1	\$55.00 +Mileage Daily		
Command 6-3, Off Road 3/4 ton Command Vehicle 2019 Dodge 2500 LIC#: 6-09359C VIN: 3C6UR5CJ8JG336170	1	\$140.00 Daily		
Command 6-4, 1/2 Ton Command Vehicle 2006 Toyota Tundra LIC#: 6-13518C VIN: 5TBDT44146S502687	1	\$49.00 +Mileage Daily		
Command 6-4, Off Road 1/2 Ton Command Vehicle 2006 Toyota Tundra LIC#: 6-13518C VIN: 1GNWK5EGXBR21104S	1	\$140.00 Daily		
Command 6-5, ½ Ton Command Vehicle 2023, Dodge Ram 1500 LIC # VIN: 3C6RR7KT3PG534376	1	\$49.00 +Mileage Daily		

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Command 6-5, Off Road ½ Ton Command Vehicle 2023, Dodge Ram 1500 LIC # VIN: 3C6RR7KT3PG534376	1	\$140.00	Daily		
Command 6-6, Off Road ½ Ton Command Vehicle 2023, Dodge Ram 1500 LIC # VIN: 1C6RR7XTXPS553914	1	\$140.00	Daily		
Command 6-6, Off Road ½ Ton Command Vehicle 2023, Dodge Ram 1500 LIC # VIN: 1C6RR7XTXPS553914	1	\$49.00+ Mileage	Daily		
U-6-2, Off Road Side by Side UTV 2015 Polaris Razor MRZR-4 VIN: 4XAVXE903GB339617	1	\$250.00	Daily		
Brush 6-1, Off Road Type 5 Wildland Hybrid Engine 2023 Ford F550 LIC#: 622773D VIN: 1FD0X5HN1PEC06851	3	\$53.60	Hourly		
Engine 6, Type 1 Structure Engine 2012 International Workstar 7600 6x6 LIC#: 6-13528C VIN: 1HTGRSJT7CJ423569	4	\$214.00	Hourly		
Engine 6-1, Type 1 Structure Engine 2019 Pierce Enforcer 4x4 LIC#: 6-24067C VIN: 4P1BAAFF8KA020136	4	\$214.00	Hourly		
Engine 6-2, Type 1 Structure Engine 2002 International I5600 6x6 LIC#: 6-13525C VIN: 1HTXGAET43J052588	4	\$214.00	Hourly		
Engine 6-3, Type 1 Structure Engine 2003 International I5600 6x6 LIC#: 6-13526C VIN: 1HTXGEAT63J052589	4	\$214.00	Hourly		
Water Tender 6, Type 2 Water Tender 2013 International Workstar 7600 LIC#: 6-13527C VIN: 1HTGSSJT8DJ300319	1	\$108.00	Hourly		
Water Tender 6-1, Type 2 Water Tender 2016 Kenworth Tender LIC#: 6-13530C VIN: 2NKHLLJ9X1GM490959	1	\$108.00	Hourly		
Water Tender 6-2, Type 2 Water Tender 1985 Pierce Mack Tender LIC#: 6-13529C VIN: 1M2H145CXFM001163	1	\$108.00	Hourly		

14. SPECIAL PROVISIONS, GENERAL CLAUSES AND GUIDING DOCUMENT:

- The current year version of Chapter 50, Northern Rockies Supplement to the Standards for Interagency Business Management (SIIBM) is the guiding document for this agreement: <http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business/forms-and-information>. The specifications, rules and guidelines of Chapter 50 are incorporated herein by reference in addition to the LGFF General Clauses to the IRA that are attached hereto and incorporated herein by reference. In the event of a disagreement between the LGFF General Clauses attached and Ch 50, Ch 50 for the year of the agreement will preside and supersede the attached general clauses (i.e. 2020 Ch 50 & 2020 Agreement.)
- This agreement **is valid** outside the Northern Rockies Geographic Area.
- Year-to-year agreements (single year) are the preferred agreement method but a Land or Unit office may decide to initiate a multi-year agreement for up to a three (3) year period. If a multi-year agreement is in place, the agreement is bound by the version and rates of Chapter 50 for the year the agreement was initiated for the duration of the agreement or until the agreement is cancelled or amended. Multi-year agreements may be amended to reflect current year Chapter 50 rates but must be signed by the Land or Unit office representative (or designee) that initiated the agreement. Rate changes must also be initialed.
- All equipment under this agreement must be owned and titled by the LGFF or County listed in box 4 above. No leased vehicles are allowed unless the lease was initiated to fulfill the department's normal duties as established under the Montana Codes Annotated.
- ORIGINALS of all forms (Emergency Firefighter Time Reports (OF-288), Crew Time Reports (SF-261), Emergency Equipment Use Invoices (OF-286), Emergency Equipment Shift Tickets (OF-297) or Combined Shift Ticket (DNRC297) shall be given to the resource at time of release from the incident. Only COPIES of the documentation shall remain with the incident Finance Section.

15. FIRE CHIEF OR AUTHORIZED AGENT'S SIGNATURE	16. DATE	19. LAND OFFICE REPRESENTATIVE SIGNATURE	20. DATE
17. PRINT NAME AND TITLE	18. DATE	21. a. PRINT NAME AND TITLE	
		b. Phone Number:	
		c. FAX:	

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

Since the equipment needs of the Government and availability of
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Local Government Fire Force's (LGFF) equipment during an

FY 2025

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

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

CLAUSE 2. Time Under Hire: The time under hire shall start at the time the equipment begins traveling to the incident after being ordered by the Government, and end at the estimated time of arrival back to the point of hire after being released, except as provided in Clause 7 of these General Clauses.

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

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

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

CLAUSE 6. Payments:

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

1. **Work Rates:** (hourly/daily/mileage/shift basis) shall apply when equipment is under hire as ordered by the

Government and on shift, including relocation of equipment under its own power.

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

2. **Special Rates:** (column 12) shall apply when specified.

3. **Hourly Rate:** Equipment paid at an hourly rate will be paid for time worked. Equipment is to be paid during meal breaks. Equipment in transport status (via heavy transport, not being driven) will be paid at 50% of the regular rate.

4. **Daily Rate:** (column 11) - Payment will be made on basis of calendar days (0001 – 2400). For fractional days at the beginning and ending of time under hire, payment will be based on 50% of the Daily Rate for periods less than 8 hours. Equipment hired under the Daily Rate may be staffed with or without operator. First or last day pro-rating is not applicable to automobiles, ie pickup/sedans.

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

- 1) **Single Shift** - (SS) is staffed with one operator or one crew
- 2) **Double Shift** - (DS) is staffed with two operators or two crews (one per shift. There will be no compensation for a double shift unless a separate operator(s) and/or crew(s) is/are ordered in writing by the host incident for the second shift. Normal hourly rates apply for time worked.

5. **Severity Rates:** Severity rates for LGFF equipment will be paid at 100% of the established hourly rate for all time under hire.

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

CLAUSE 7. Exceptions

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

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

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

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

CLAUSE 8. Subsistence: When host agency subsistence incident camps are available, meals and bedding for LGFF's operator(s) will be furnished without charge. The host incident agency will furnish meals and lodging without cost if hotel/restaurant subsistence is the approved camp for incident personnel. LGFFs may be paid per diem & lodging expenses to and from incidents by the agency responsible for payment. **Exception:** Travel expenses and travel time for crew swaps that occur within the tour of duty to meet LGFF department staffing needs are done so at the cost of such departments.

CLAUSE 9. Loss, Damage, or Destruction:

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

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

CLAUSE 10. LGFF's Responsibility for Property and Personal Damages: Except as provided in Clause 9, the LGFF will be responsible for all damages to property and to persons, including third parties, which occur as a result of LGFF or LGFF's agents or employee fault or negligence. The term "third parties" is construed to include employees of the Government.

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

CLAUSE 12. Personal Protective Clothing and Equipment: The Government considers operators as fireline personnel who will use and wear specified articles of personal protective equipment.

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

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

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

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

CLAUSE 14. Claim Settlement Authority: For the purpose of DNRC Unoperated – Option 3 IRA Page 4 of 4 Updated February 2021

settling claims, the host incident agency as well as the Montana DNRC has the authority to settle claims under this agreement.

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

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

SPECIAL PROVISIONS:

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

Option 3-Cooperative Fire Support Agreement

Personnel Billing Rate Form

Fire Department Name: Hyalite Rural Fire District
Fire Department ID (FDID): 06056
Fire Department Address: 4541 S. 3rd Rd
Fire Department City, State, Zip: Bozeman, MT 59715
Fire Department Phone Number: (406) 586-3770
Fire Department Email Address: admin@hyalitefire.org
DNRC Agreement Number: CLO-BU-HRFD-06056-2023
Effective Dates: July 1, 2024-June 30, 2025

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

Rates listed below should reflect actual total cost of compensation (TCC) of the individual employee by the LGFF entity (to include all wage, benefits, insurance, unemployment, retirement entitlements etc.). Rates will be in effect for the dates listed above unless amended and re-signed by both parties. Rates listed here must match rates provided on the LGFF Option 3 Incident Invoice and billed to an incident.

Employee Name (Last, First, MI)	FD Title/Rank	Base Rate (TCC)	Overtime Rate (TCC)
Nickolay, Brian	Fire Chief	\$78.76	\$112.07
Dahlhauser, Chris	Assistant Fire Chief	\$67.96	\$96.00
Malone, Malcolm	Captain	\$55.43	\$78.62
Prato, Colin	Captain	\$55.55	\$78.74
Templeton, Reid	Captain	\$55.21	\$78.40

Signatures indicating acceptance of billing rates listed above:

DNRC Authorized Representative

LGFF Authorized Representative

Print Name and Title

Print Name and Title

Date

Date

Regular Agenda Item 4

AMATIC'S ENGAGEMENT LETTER FOR AUDIT



May 29, 2024

To the Board of Trustees
Hyalite Rural Fire District
4541 S. 3rd Rd.
Bozeman, Montana 59715

We are pleased to confirm our understanding of the services we are to provide for Hyalite Rural Fire District ("the District"), for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and the major funds of the Hyalite Rural Fire District, as of and for the year ended June 30, 2024, and the disclosures (collectively, the "financial statements"). Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedules of Proportionate Share of Net Pension Liability – PERS, FURS
3. Schedules of Contributions – PERS, FURS
4. Budget to Actual Schedules – General Fund

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.



Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk of material misstatement as part of our audit planning. According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks. Additionally, we have identified significant risks related to appropriate capitalization of qualifying capital assets.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information.

In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Hyalite Rural Fire District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will assist in preparing the financial statements and related notes of Hyalite Rural Fire District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. The nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously identified. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Amatics CPA Group and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Montana Department of Administration or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Amatics CPA Group personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Montana Department of Administration.

If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Morgan Scarr is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them.

Our fees for these services will be computed at our rates for the time involved and the complexity of the engagement and will be billed to you, together with any out-of-pocket costs, as the work progresses. The fees for the audit and financial statement services will not exceed \$17,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Fees are due and payable upon presentation of our invoice to you. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Any invoice 60 days past due will be charged interest at the rate of 12% annually or 1.0% per month.

In the event that we find it necessary to assign your invoice to a licensed collection agency, you will be responsible for any collection fees, and/or attorney's fees charged by the agency. The agency would be instructed to collect the fees from you.

We shall be pleased to discuss this letter with you at any time and if you have any questions or concerns regarding our service please call Stacy Bateson, Shareholder, at (406) 404-1925.

Reporting

We will issue written reports upon completion of our audit of Hyalite Rural Fire District's financial statements. Our report will be addressed to the Board of Directors of Hyalite Rural Fire District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that it is not suitable for any other purpose. If during our audit we become aware that Hyalite Rural Fire District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Hyalite Rural Fire District, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "Amelie CPA Gray". The signature is written in a cursive, flowing style.

Morgan Scarr, CPA

RESPONSE:

This letter correctly sets forth the understanding of Hyalite Rural Fire District.

Signature

Title

Date

Regular Agenda Item 6

FIRE CHIEF'S REPORT



Hyalite Rural Fire District

Fire Chief's Report

June 2024

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire District responded to a total of 53 incidents in May 2024. This brings our calls for the year to date to 295.

- Total Calls May 2023 - 55
- Total Calls May 2022 - 40
- Total Calls May 2021 - 37
- Total Calls May 2020 - 42
- Total Calls May 2019 - 34

2. Our current roster is at 46 members (effective 6/1/2024).

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

3. We are continuing to work on our overnight command coverage shortages. We are at 5 of our needed 7 volunteer captains. One of our volunteer captains is on summer leave. We know we will be losing one additional volunteer captain at the end of July to nursing school. One of our hopefuls to move up into a volunteer captains position just accepted a paid firefighter position with the Bellingham Fire Department in Washington. We are hopeful to start a volunteer captain academy this fall. 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 -

- Sophie Smith, Riley Wilson, Tyler Palmer, Nick Blommel, Kade O'Brian, Jack Vincent, and Evan Jones
- 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 4 resident firefighters living at the Cottonwood Fire Station.

- Current Cottonwood Residents –
 - Brennan Lyle, Tyler Newell, Robert Bole, and Zakkar Tusken.
- 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 3 resident renters at the Rae house.

- Current Rae Renters -
 - Steve Kerbel, Zale Filce, and Sam Chui

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. Our spring 2024 recruit firefighter academy is nearing completion. The academy is expected to be completed around July 1st.

10. We had seven of our members attend the DNRC CAT Camp June 8th and 9th In Helena. CAT Camp is an opportunity to gain experience and training in wildfire incidents. We sent both of our wildland fire apparatus (Brush 6 and Brush 6-1) with our members.

11. We hosted a mass casualty incident (MCI) simulation with our mutual aid partners on June 10th. Both Chris Dahlhauser and Mac Malone put in a great deal of planning for this training.

12. The Central Valley Fire District new fire chief is now in place. Jay Whittwer is the new chief.

13. The Big Sky Fire District had a new fire chief in place. Greg Megaard retired as fire chief at the end of May.

14. The fire district is continuing to be involved with an EMS discussion going on in Gallatin County.

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 no firefighter injuries in the Month of April.

22. All apparatus are in service.