

Printed Name

Hyalite Rural Fire District

Board Meeting Synopsis Approval Form

The written synopsis of the <u>January 21, 2025</u> Hyalite Rural Fire District (HRFD) Board	of
Trustees Annual Board Meeting was approved by motion of the HRFD Board of Trustees on	
<u>February 18, 2025</u> .	
Chair Signature	
Justin Miller, Chairman	
Printed Name	
Waln	
Secretary Signature	
Ken Beideman, Secretary	

HYALITE RURAL FIRE DISTRICT BOARD OF TRUSTEES REGULAR PUBLIC MEETING SYNOPSIS

DATE: JANUARY 21, 2025 TIME: 7:00 p.m.

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

In compliance with <u>MCA 2017 2-3-212</u> 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 <u>www.hyalitefire.org/board-meeting-minutes/</u> or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3rd Rd., Bozeman, MT, during its standard business hours.

TRUSTEES IN ATTENDANCE:

Jason Jarrett Pete Geddes Walt Zidack Ken Beideman

STAFF IN ATTENDANCE:

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

PUBLIC IN ATTENDANCE:

None

0:00:01 | CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT

Vice-Chairman Geddes called the meeting to order and asked for any public comment on non-agenda items. None given.

HYALITE CONSENT AGENDA

Vice Chairman Geddes asks if there are any requests to pull anything from the Consent Agenda for review. None given.

Motion: Trustee Jarrett moves to approve consent agenda as presented

Trustee Zidack seconded the motion.

Vote: Jarrett-Yes; Beideman-Yes; Zidack-Yes; Geddes-Yes. Unanimous approval.

[See November 18, 2024 Board Packet for Consent Agenda items Approved]

	REGULAR AGENDA
0:00:31	Agenda Item 1 – 2025 Hyalite Rural Fire District Trustee Election
	May $6^{\rm th}$ will be the election for new trustess. Trustee Jarrett is the trustee whose term is up. A Declaration of Candidacy was provided to him and needs to be filed with the County by February $10^{\rm th}$. The Resolution will be signed and sent to the County.
	Vice Chair asks for any public comment. None given.
	[See Attachment A – Resolution]
0:02:10	Agenda Item 2 – Liability Insurance Renewal
	Chief Nickolay discusses the VFIS renewal on January 1st. There was an increase of approximately 5%. Chief Nickolay had a discussion with an agent out of Choteau and he would like to come discuss with the board. His insurance company provides VFIS to most of the fire departments in the State. He would like to give a presentation at the February board meeting. Our agent is out of Helena. Trustee asks if we have lost personal contact with our agent in Helena. Chief Nickolay states he wasn't aware of programs that are available to firefighters and families.
	Vice Chairman asks for any public comment. None given. Vice Chairman Geddes asks for any more board discussion. None given.
0:06:30	Agenda Item 3 – Possible Partnership with Fort Ellis Fire Service Area – Standing Agenda Item
	Chief Nickolay provided the board with a spreadsheet of a starting point for discussion of Fort Ellis' budget and lined up a 27% contribution to costs. This also matches the call volume for Fort Ellis as well. A few of the shared items would be a training facility and paid staff. A meeting will be held Thursday morning with trustees and staff. Ft. Ellis is looking at their Chief retiring in September. Another possibly option would be a local agreement like the local agreement Rae and Sourdough utilized. He is currently working on what a joint budget would look like. The goal is to not have Hyalite pay more than they currently do.
	A meeting is scheduled with Commissioner Boyer on Friday to get a county commission standpoint.
	Chief Nickolay goes over the spreadsheet and the costs associated with combining with Fort Ellis. An interlocal would keep the capital savings separate between the two entities. Another benefit would help in the command area. Discussion is held regarding the service area. Discussion is held regarding housing options.
	One risk to Hyalite is Fort Ellis does not have proper station coverage. They are serviced by one station. For an ISO rating this would be detrimental and more fire

stations would need to be added for proper coverage. Trustee Zidack makes comments regarding the budget and revenue for Fort Ellis. An RID is one possibility to make the budget work. An unknown is how the taxpayers in the Fort Ellis feel. Vice Chair Geddes asks about the sequence of events.

Discussion is held about the annexation of Hyalite's area into the city of Bozeman. This would affect funding long term. The annexation would be coming from the north and the west.

Discussion is held regarding the call volume of Fort Ellis. They run approximately 270 calls per year. 65% of those calls are on the interstate. They have started instituting a charge for interstate response.

Questions are asked by the trustees. Board discussion is held.

Vice Chairman asks for any public comment. None given. Vice Chairman Geddes asks for any more board discussion. None given.

[See Attachment B – Spreadsheet of Budget Numbers]

0:40:58 | Agenda Item 4 - Replacement of Rae Fire Station - Standing Agenda Item

Chief Nickolay states they are meeting with ThinkOne monthly. Chief Nickolay goes over the packet given to the Trustees. The first page is a topographic survey. The second page is the site plan. The third page is the floor plan. The final page is the exterior elevations.

Chief Nickolay goes over the plan and future options. Questions and comments are made regarding the design. Trustee Beideman asks about any soil work. This was last done in 2013. Discussion is held regarding easements. Any future expansion would be on the west side of Gooch Hill.

Chief Nickolay point out the size of the proposed station (before refinements is 15,000 feet). The current estimate is a \$15 million project. Discussion is held regarding financing and possible funding options.

Vice Chairman asks for any public comment. None given. Vice Chairman Geddes asks for any more board discussion. None given.

[See Attachment C – ThinkOne Documents – Topographic Survey; Site Layout; Concept Plan; Concept Exterior Elevations]

0:58:22 | Agenda Item 5 - Volunteer Firefighters Association Report - *Standing Agenda Item*

No report given.

0:58:28	Agenda Item 6 – Fire Chief's Report								
	Chief Nickolay goes over his Fire Chief's Report. He gives an atta boy to Chris and Mac for all their training efforts. Command is still be working on to fill. Looking forward it is something that will still need to be worked on and an additional FTE may be necessary.								
	Trustees discuss the staffing issues and how to increase the command and training needs. Trustee Jarrett feels there is a gap from when we hired the training captain and when we see the staff come out from the training. There is an issue that once trained the volunteers are moving on to paying firefighting jobs. If we are keeping our volunteer model, we need to make sure we are hiring support versus responders. Further discussion is held on staffing. Captain Templeton is doing an outstanding job with recruitment, however there is only so many recruits we can bring in on each academy. We currently have 40 applications for the spring and can only bring on 8. Discussion is held regarding Fort Ellis and their staffing.								
	Chief is planning on bringing to the board a change in staffing to make the Train Captain and Maintenance Captain into Division Chiefs. This would also change those positions to exempt status. This would take them out of overtime and a sa adjustment will be needed.								
	Resident program is looking good. We are down one resident at Rae. Non-resident day staffing is going well. We hired seven temporary staff through the holidays from December 16 through January 3 rd . Recruiting is going on for the spring academy which will start mid-March.								
	Trustee Jarrett had asked about the EMS service in the county. Meetings are ongoing. Big Sky has chosen not to participate. An EMS levy will be asked for down the road. If the levy were to pass the county would collect and distribute to the EMS providers.								
	Discussion is held regarding what is happening at the legislature and bills.								
	Vice Chairman asks for any public comment. None given.								
	[See Attachment D – Fire Chief's Report]								
1:34.57	Trustees' Activities • Meeting with Fort Ellis Wednesday, 1/22/2025								
1:35:37	Announcements • Next Board Meeting – Tuesday, February 18, 2025								
1:36:30	Adjournment								

MEDULUTION NO.	RESOL	LUTION	NO.	
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Hyalite Rural Fire District

A RESOLUTION CALLING FOR A TRUSTEES ELECTION

WHEREAS, Section 7-33-2106, MCA, requires that the trustees of the rural fire district are to be elected and can only be appointed by the county commissioners if no nominations are made for the trustee offices; and

WHEREAS, candidates for the office of trustee of the fire district to be filled by the election may file their Declaration of Candidacy form at least 85 days before the election day; and

WHEREAS, the Montana election laws require the election to be held on school election day, which is May 6, 2025 and

WHEREAS, the trustees of the fire district have determined that 1 trustee position(s) will expire in May 2025; and

WHEREAS, the trustees find that it is necessary to elect 1 trustee(s) at the election in 2025.

NOW THEREFORE. BE IT RESOLVED:

- 1. A trustee election for the above-named rural fire district to elect 1 trustee(s) shall be held on May 6, 2025.
- 2. A Declaration of Candidacy form for trustee may be filed with the Gallatin County Election Department no later than February 10, 2025. If the number of candidates is equal to or less than the number of positions to be elected, the county governing body shall declare elected by acclamation each candidate who filed a nominating petition for a position. If a nomination is not made for one or more trustee positions, the county governing body shall appoint one or more trustees as necessary to fill those positions.

Dated this day o	f	, 20	
		BOARD OF TRUSTEES	
	By:	Chairman	_

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		Curr	rent			Furture Join	t Op	erations			
Public Safety Expenses		Hyalite		Fort Ellis		Hyalite		Fort Ellis			
1. Training Classes	\$	14,000.00			\$	11,841.00	\$	2,074.00	FEFSA contribute 27% of paid positio	ons training classe	es
2. Training Supplies	\$	10,000.00	\$	7,500.00	\$	7,300.00	\$	10,200.00	FEFSA contribute 27% to Cottonwood	d Training Facility	\$2,700.00
3. Training Meals	\$	18,000.00			\$	18,000.00					
4. Training Travel	\$	18,000.00			\$	15,550.00	\$	4,860.00	FEFSA contribute 27% to paid postion	ns training travel	
Total	\$	60,000.00	\$	7,500.00	\$	52,691.00	\$	17,134.00			
Personnel									EV 2026 Salanuw/hanafits and a	10% increase	
1. Fire Chief	T\$	168,350.00	Т		T \$	134,648.50	Ι φ	49,801.50	FY 2026 Salary w/benefits and a : Fire Chief	\$ 184,450.00	This is figured with a 1004 increase in calaries for staff for
2. Assistant Fire Chief	\$	145,675.00	\vdash		φ	116,252.50	_	42,997.50	Assistant Fire Chief	\$ 154,450.00	This is figured with a 10% increase in salaries for staff for FY2026. As well as promoting the Training Captain and
3. Division Chief - Training	\$	130,345.00	\vdash		φ	104,207.50	_	38,542.50	Division Chief - Training	\$ 142,750.00	Maintenance Captain to Exempt Status Division Chiefs. This
4. Division Chief - Maintenance	\$	130,345.00	\vdash		φ	104,353.50	-	38,596.50	Division Chief - Maintenance	\$ 142,750.00	also figures a joint fulltime Administrative Manager replacing
5. Recruit & Retention Captain	\$	117,958.00	\vdash		φ	94,316.00		34,884.00	Recruitment & Retention Captain	\$ 142,930.00	the two current Administrative Assistants with a salary of
6. Administative Assistant	\$	36,000.00	\$	25,000.00	\$	68,437.50	φ	25,312.50	Administrative Manager	\$ 93,750.00	\$75,000. FEFSA contribute 27% of paid position cost. I feel
7. Non-exempt Overtime	\$	160,000.00	Ψ	25,000.00	φ	18,250.00	\$	6,750.00	Non-Exempt overtime budget	\$ 95,750.00	the 10% raise would be justified given the taking on of Fort
8. Temp Holiday Staffing	\$	65,000.00	\vdash		Φ	65,000.00	_	0,750.00	Paid Holiday Firefighters	\$ 65,000.00	Ellis. Ultimatly up to the boards to decide.
Total	\$	953,673.00	<u>_</u>	25,000.00	<u> </u> \$	705,465.50	\$	236,884.50	Paid Holiday Filelighters	\$ 65,000.00	Ettis. Ottimatty up to the boards to decide.
Totat	φ	933,073.00	Ψ	25,000.00	φ	705,405.50	Ψ	230,004.30			
Supplies											
1. Office Supplies and Materials	\$	5,000.00	\$	200.00	\$	5,000.00	\$	200.00			
2. Facility Supplies	\$	5,000.00	\$	5,500.00	\$	5,000.00	\$	5,500.00			
3. Shop Supplies	\$	5,000.00			\$	5,000.00					
4. Operational Supplies	\$	10,000.00	\$	30,350.00	\$	10,000.00	\$	30,350.00			
5. Clothing and Uniform	\$	7,000.00			\$	7,000.00					
Total	\$	32,000.00	\$	36,050.00	\$	32,000.00	\$	36,050.00			
Meals/Incentives											
Resident Incentive	\$	35,000.00			Ι φ	35,000.00					
	-				\$						
2. Member Reimbursement (fuel)	4	12,000.00	-	2 000 00	\$	12,000.00	φ.	2 000 00			
3. Meals	φ φ	14,000.00	_	2,000.00		14,000.00	_	2,000.00			
Total	\$	61,000.00	Þ	2,000.00	Ф	61,000.00	Ф	2,000.00			
Fuel	\$	50,000.00	\$	10,500.00	\$	50,000.00	\$	10,500.00			
Election Cost	\$	7,000.00	\$	*	\$	7,000.00	\$	•			
Professional Subscriptions/Dues											
1. Dues & Licences	\$	500.00	\$	1,785.00	\$	500.00	\$	1,785.00			
2. Fire Protection Education	\$	5,000.00	۳	1,700.00	\$	5,000.00	Ψ	1,700.00			
3. Formal & Legal Notices	\$	500.00	-		\$	500.00					
4. Membership Registration	\$	5,000.00			\$	5,000.00	,				
5. Subscriptions	\$	10,000.00	\$	1,600.00	+	10,000.00	\$	1,600.00			
Total	\$	21,000.00	_	3,385.00		21,000.00		3,385.00			
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Community Outreach/Education	\$	10,000.00	\$	11,360.00	\$	10,000.00	\$	11,360.00			
Utility Services											
1 One O Fleetsie	1 4	44 000 00	1 4	45 000 00	1 4	44 000 00	4	45 000 00			

\$ 41,000.00 \$ 15,000.00 \$

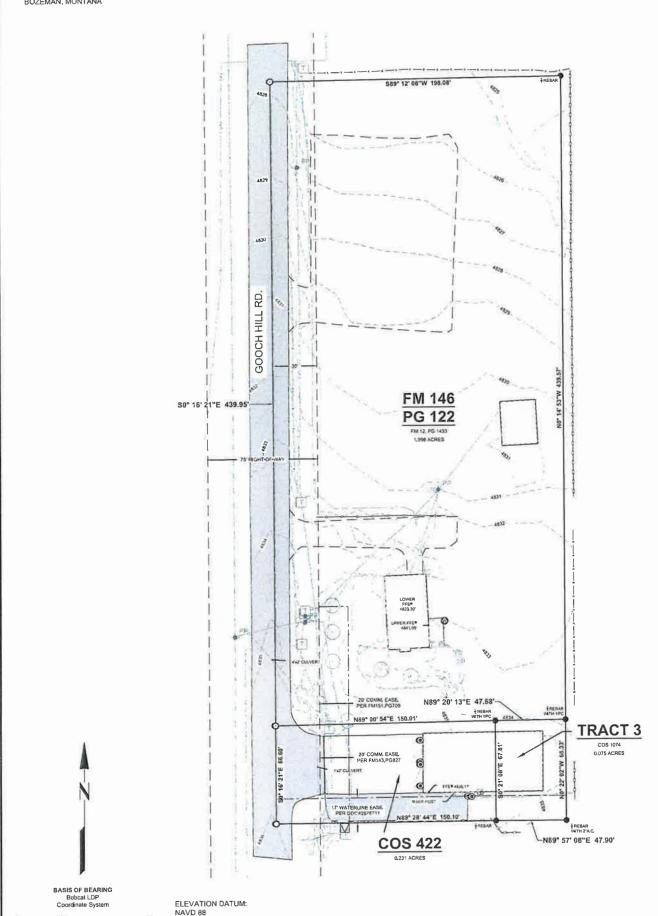
1. Gas & Electric

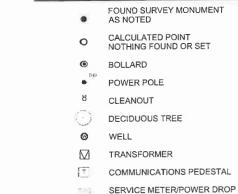
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2. Phones	\$	13,000.00			\$	12,943.00	\$	57.00	FEFSA contribute 27% of paid positions cell phones
3. Website Fees	\$	1,000.00	_		\$	1,000.00	_	7.000.00	(\$210 x 27% = \$57.00)
4. Phone Pager Notifications	\$	1,000.00	\$	7,000.00	\$	1,000.00	\$	7,000.00	
5. TV Internet Services	\$	6,000.00	\$	1,200.00	\$	6,000.00	\$	1,200.00	9
6. Water & Sewer	\$	2,000.00	_		\$	2,000.00			}
7. Trash	\$	6,000.00	\$	1,250.00	\$	6,000.00	\$	1,250.00	*
Total	\$	70,000.00	\$	24,450.00	\$	69,943.00	\$	24,507.00	
Professional Services	т.				Ι.				ı
1. Accounting & Auditing	\$	43,000.00	\$	46,500.00	\$	43,000.00	\$	46,500.00	(
2. Legal Services	\$	20,000.00			\$	20,000.00			
3. Consulting Services			\$	24,000.00			\$	24,000.00	
Total	\$	63,000.00	\$	70,500.00	\$	63,000.00	\$	70,500.00	
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Firefighter Physicals	\$	25,000.00	\$	12,500.00	\$	25,000.00	\$	12,500.00	
Trustees Training/Travel	\$	2,000.00	4	<u>.</u>	\$	2,000.00	\$		ſ
Trustees training/travet	ļΨ	2,000.00	Ψ		Ψ	2,000.00	Ψ		I
Facilities	\$	20,000.00	\$	38,700.00	\$	20,000.00	\$	38,700.00	
	1 -		7				•		l.
Operational Contingency	\$	100,000.00	\$	7,000.00	\$	100,000.00	\$	7,000.00	
<u> </u>	_								
Insurance	\$	90,000.00	\$	27,600.00	\$	90,000.00	\$	27,600.00	
(<u>L</u>									
Safety Equipment	\$	80,500.00	\$	39,750.00	\$	80,500.00	\$	39,750.00	
N. C.									
Apparatus	\$	80,000.00	\$	27,750.00	\$	75,950.00	\$	31,125.00	FEFSA contribute 27% of paid positions command
N **									vehicle maintenance (\$12,500 x 27% = \$3,375)
Ambulance									
1. Medical Supplies	\$	7,000.00	\$	3,150.00	\$	6,055.00	\$	4,095.00	FEFSA contribute 27% of Ambulance Supplies
2. EMS Billing Service	\$	6,000.00			\$	4,380.00	\$	1,620.00	FEFSA contribute 27% of EMS Billing Services
3. Ambulance Maintenane	\$	4,000.00			\$	2,920.00	\$	1,080.00	FEFSA contribute 27% of Ambulance Maintenance
4. Ambulance Fuel	\$	3,000.00			\$	2,190.00	\$	810.00	FEFSA contribute 27% of Ambulance Fuel
Total	\$	20,000.00	\$	3,150.00	\$	15,545.00	\$	7,605.00	
·					_				
Total Operating Budget	\$:	L,745,173.00	\$	319,595.00	\$	1,481,094.50	\$	576,600.50	
Difference					\$	264,078.50	\$	(257,005.50)	
To a second seco	Τ.						<u> </u>	040 700 00	1
Debt Services	\$	220,092.50	-	346,729.00	\$	220,092.50	\$	346,729.00	
Capital Savings	\$	521,065.00	\$	154,786.00	\$	785,143.50	\$	154,786.00	A 4057 005 50 in and 4055 1500 100 4000
Total Budget (includes	,						4	4 000 44	A \$257,005.50 increase for Fort Ellis with 1366
operating, debt service, capital	\$ 2	2,486,330.50	\$	821,110.00	\$	2,486,330.50	\$	1,078,115.50	assessed units would equal roughly an increase per
savings)									unit of \$189.00

Attachment B

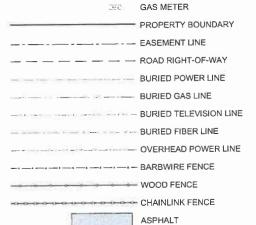
TOPOGRAPHIC SURVEY

TRACT 3 OF COS 1074, FILM146 PAGE122, AND SUBJECT TRACT COS 422, ALL LOCATED IN THE NW $\frac{1}{4}$ OF SEC. 16, T.02 S., R.05 E, P.M.M., BOZEMAN, MONTANA





LEGEND



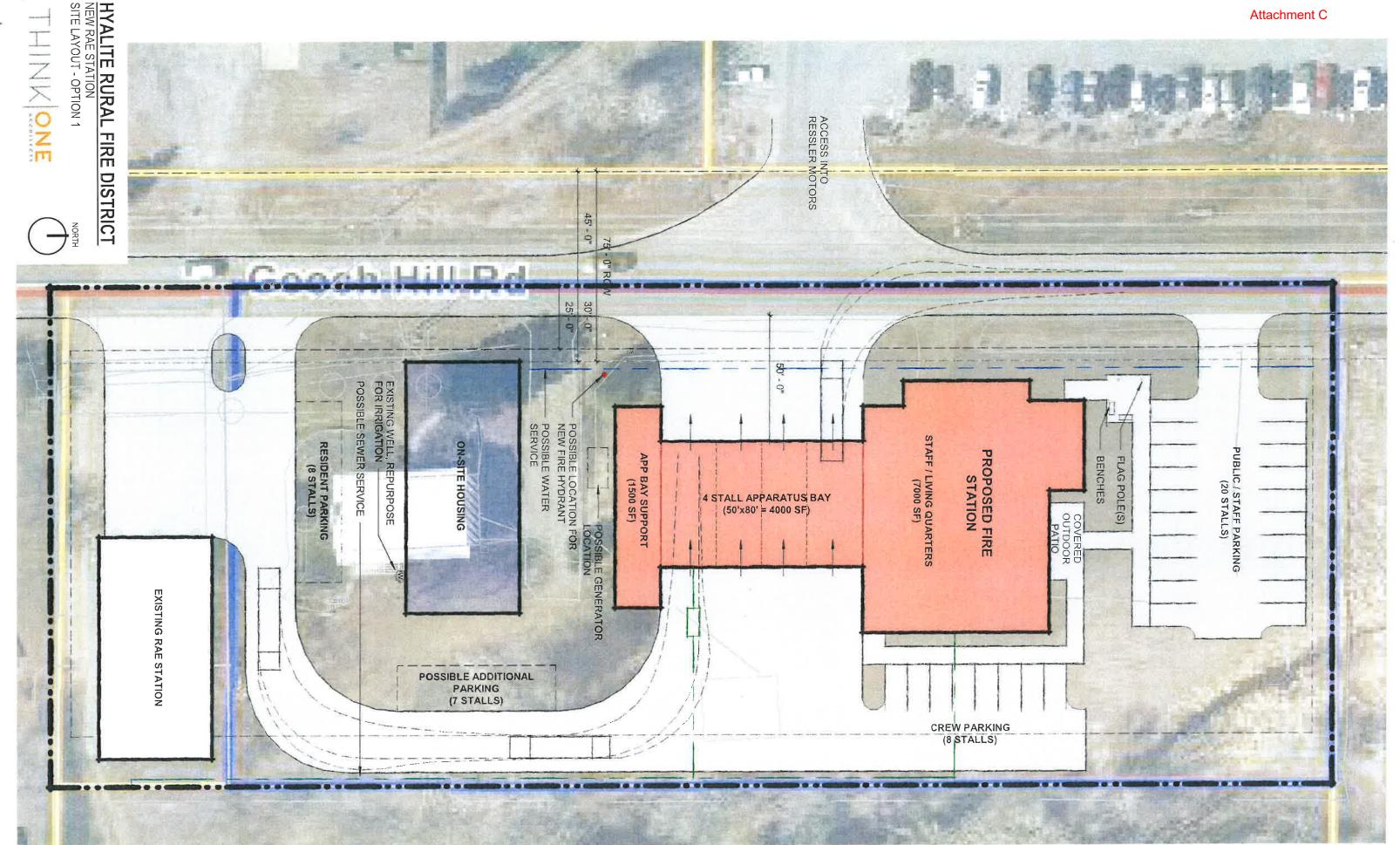
CONCRETE

BUILDING/STRUCTURE
PORCH/STAIRS

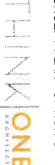
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ALPINE
SURVEYINGS







HYALITE RURAL FIRE DISTRICT

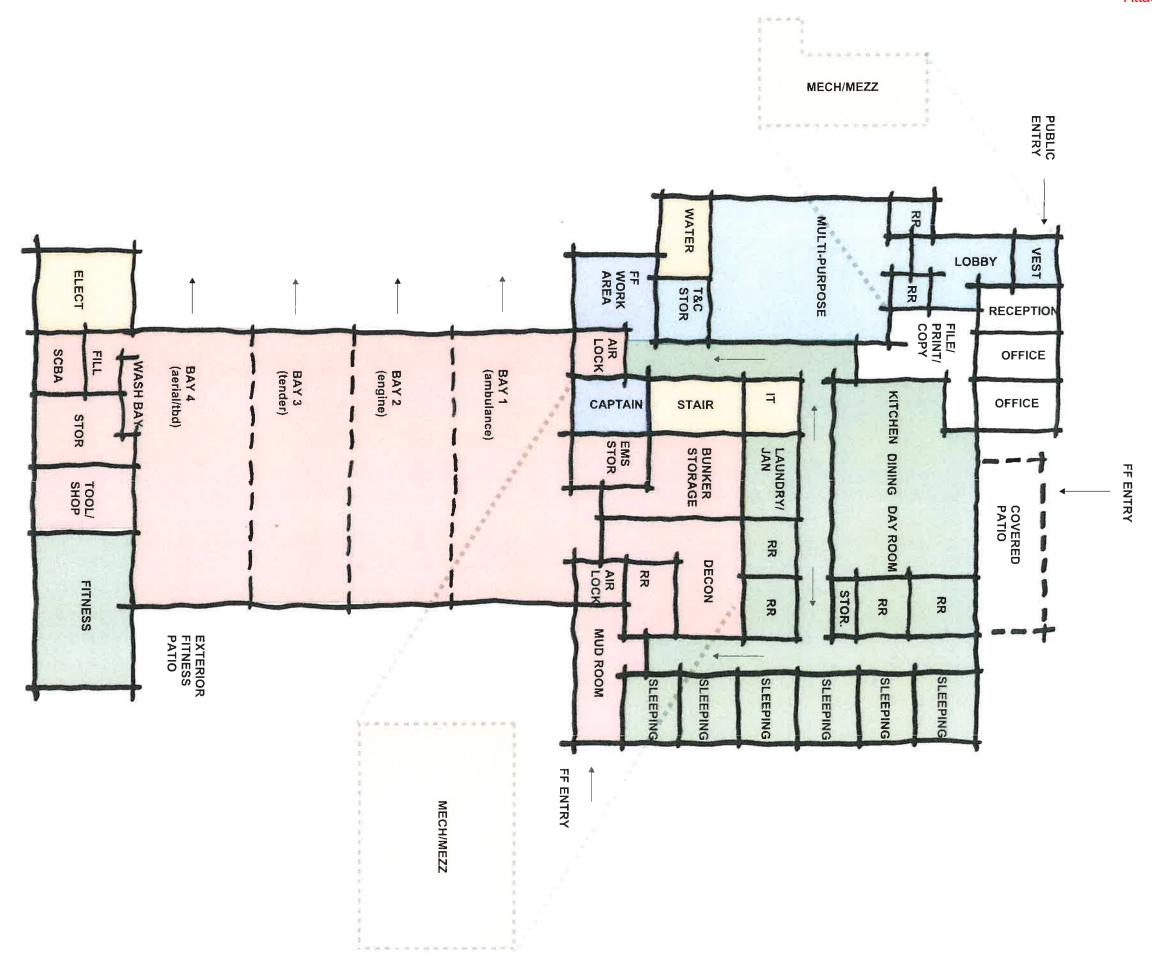
NEW RAE STATION

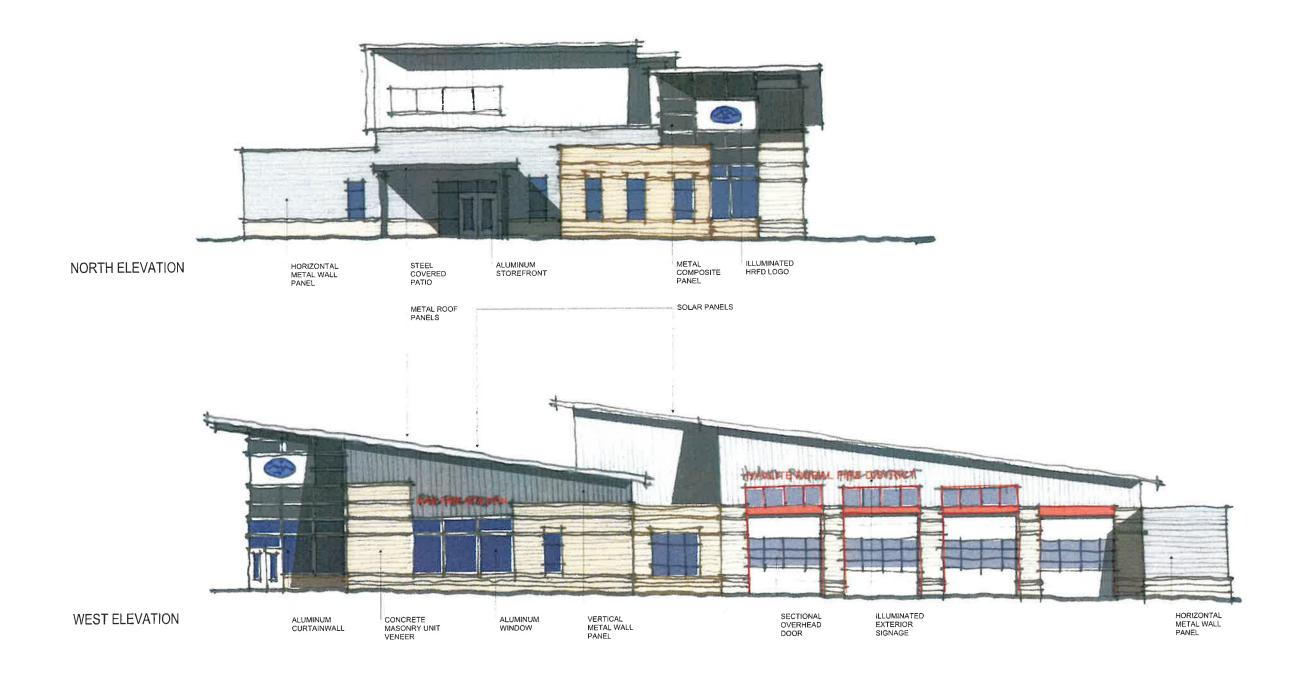
CONCEPT PLAN - OPTION C

NORTH



FIRST FLOOR = 13,200 SF MECH./MEZZ = 1,800 SF TOTAL = 15,000 SF





HYALITE RURAL FIRE DISTRICT
NEW RAE STATION
CONCEPT EXTERIOR ELEVATIONS
NORTH







Hyalite Rural Fire District Fire Chief's Report January 2024

Prepared by: Fire Chief, Brian Nickolay

- 1. The Hyalite Fire District responded to a total of 76 incidents in November 2024.
- 2. The Hyalite Fire District responded to a total of 73 incidents in December 2024.
- 3. In total the Hyalite Fire District responded to 751 incidents in 2024.
 - Total incidents 2023 747
 - Total incidents 2022 672
 - Total incidents 2021 630
 - Total incidents 2020 583
 - Total incidents 2019 536
- 4. Our current roster is at 41 members (effective 1/15/2025).
 - 1 Career Fire Chief
 - 1 Career Assistant Fire Chief
 - 3 Career Captains
 - 3 Volunteer Captains
 - 1 Volunteer Reserve Captains
 - 8 Volunteer Lieutenants
 - 7 Volunteer Firefighters
 - 13 Volunteers Apprentice Firefighters
 - 2 Volunteer Driver/Operators
 - 2 Volunteer Reserve Firefighters
- 5. We are continuing to work on our overnight command coverage shortages. We are at 3 of our needed 7 volunteer captains. We have 4 of our new captains working on shadowing command shifts currently. We continue to implement overtime shifts for our 3 non exempt paid captains when needed. Myself and Assistant Chief Dahlhauser are continuing to work extra to provide coverage at night where we lack availability. Overtime pay has been kept within what we budgeted for the fiscal year.
- 6. We currently have 8 resident firefighters living at the Sourdough Fire Station.
 - Current Sourdough Residents -

- Allie Kuntz, Sophie Smith, Nick Blommel, Kade O'Brian, Jack Vincent, Evan Jones, Ruby Weinburg, and Zach Fredach.
- Sourdough resident firefighters continue to fill weekend shifts Friday 7pm –
 Monday 7am.
- 7. We currently have 4 resident firefighters living at the Cottonwood Fire Station.
 - Current Cottonwood Residents
 - o Brennan Lyle, Tyler Newell, Zakkar Tusken, and Sam Chiu
 - Cottonwood resident firefighters continue to fill weekday night shifts Monday Thursday 7pm – 7am.
- 8. We currently have 3 residents at the Rae house.
 - Current Rae Residents -
 - John Pemberton, Kate Brownell, and Tyler Palmer.
- 9. Non-resident volunteer firefighters continue to cover 6 hour shifts at the Sourdough Fire Station on Monday Friday 7am 7pm. With our current level of staffing we are able to cover 8 of our 10 day shifts with at least 2 volunteers.
- 10. We hired 7 temporary employees over the Christmas and New Years holidays again this year. 3 were hired as paid lieutenants and 4 were hired as paid firefighters. Paid crews were on 48 hour shifts starting Monday December 16th and ending Friday January 3rd. Crews worked out of the Sourdough Fire Station.
- 11. We continue our regular multi company fire and EMS training every Wednesday night and command training twice a month.
- 12. Captain Templeton is actively recruiting for our spring firefighter academy. We were able to take advantage of banners from the Montana State Fire Chiefs Association. Captain Templeton has been placing the banners at different businesses around our area. We have nearly 40 applications for the spring academy at this time. The spring academy will start in mid March.
- 13. On January 6th we assisted the Central Valley Fire District with a commercial structure fire.
- 14. On November 30th we assisted the Central Valley Fire District with a residential structure fire.
- 15. We are moving forward with our purchase of rescue task force equipment. This will be reimbursed through the award of the Homeland Security Grant.
- 16. The fire district is continuing to be involved with an EMS discussion going on in Gallatin County.

- 17. I am still on the Board of Directors with Montana State Fire Chiefs Association as a combination section director.
- 18. I am still on the Montana State Fire Chiefs Wildland Fire Committee.
- 19. 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.
- 20. Assistant Chief Dahlhauser continues to chair the training committee with the Gallatin County Fire Council.
- 21. I am still a Gallatin County Deputy Fire Warden as well as a Gallatin County Deputy Emergency Managements Officer.
- 22. Our ambulance transport plan is complete and we are actively transporting patients to the hospital. Income continues to come in from Pintler Billing for our transports
- 23. We had no firefighter injuries in the months of November and December.
- 24. All apparatus are in service.
- 25. Captain Prato has our new command 6-4 in service.