

**HYALITE FIRE DISTRICT BOARD OF TRUSTEES
PUBLIC MEETING
MINUTES**

DATE: August 16, 2016 TIME: 7:00 p.m.
PLACE: Sourdough Fire Station, 4541 S. 3rd.
BY: Hyalite Fire District Board of Trustees

Call to Order of Hyalite Rural Fire District by Trustee Zidack at 6:59pm
Members Present: Wyman, Tate, Zidack,
Members Absent: Geddes, Kraft

Staff Members present: Fire Chief-Jason Revisky, Assistant Fire Chief-Brian Nickolay Bookkeeper/Office
Administrator-Rebeka Godfrey

Public Present: None
Public Comment: None

Consent Agenda

- A motion to approve the consent Agenda items was called by Trustee Wyman and seconded by Trustee Tate. Vote was approved unanimously.

Regular Agenda

- 1) Discussion and Decision on Policies
 - a) Operational Policies were passed out by Chief Revisky. Board has agreed to review them over the next month and to have the Discussion and Decision of polices on the next meeting's agenda.
 - i) Governance Policy
 - ii) Policy #2016001-Invoice Processing Policy
 - iii) Policy # 2016002- Trustee Meeting Agenda Items
 - iv) Employee Manual
 - v) Job Descriptions- (Fire Chief, Assistant Fire Chief, Maintenance Captain, Administrative Assistant/Bookkeeper)
 - vi) Rae House Tenant Contract
 - b) Jason will email a copy of all policies to all members of the board
- 2) Trustee Association-Jason looked into the Trustee Association for the board. Jason spoke to a contact associated with the Association. There was once an active association, however for a few years it had disappeared. The association is now starting to be revitalized and offers boards the following:
 - a) Annual Class on Board Operating Practices run by Attorney Kate Dinwiddie
 - i) In Chief Revisky's opinion this would be more for Rural Boards that may not have a strong understanding of Montana State Law that the Hyalite Board already has.
 - b) Trustee Wyman thought the idea of the Association was good, that although the current board would not need the Annual Class, any new members of the board could benefit from it. Trustee Wyman added that he was worried about the credibility of instruction of the seminar due to their trainer(s).
- 3) Discussion and Decision on Hyalite Rural Fire District Final Budget

- a) Trustee Wyman brought Resolution #2016-04-Resolution of the Board of Trustees to the Gallatin County Board of Commissioners Providing the Annual Fiscal Year 2017 Budget for the Hyalite Rural Fire District and Authorizing the Maximum Mill Levy and Additional Mills to Include Debts Service as authorized by the voters.
- b) The resolution (included in meeting minutes) was introduced and moved by Trustee Wyman, seconded by Trustee Tate and the Resolution was adopted by a vote of 4-0. (Chairman Kraft was conferenced in via phone for the vote of the resolution).
- 4) Discussion and Decision on millage percent from county
 - a) This was resolved during agenda item #3.
- 5) Chief Revisky's Report
 - a) There were no question about the Chief Report
 - b) Chief Revisky added a few items
 - i) Update on the Rae House
 - (1) Painting, Carpet and Appliance installation have been completed except for the dishwasher due to a plumbing issue. The mitigation of the bats residing in the residence has also been taken care of.
 - (2) The deck is the only thing left to be completed.
 - (3) Currently \$4700 of the Rae house budget of \$10,000 has been exhausted.
 - ii) Chief Revisky will be ordering new shirts for Staff, Volunteers and Board member now that the logo has been finalized.
 - c) October 1, 2016 is the date of the Fireman Association Pancake Breakfast
 - d) Chief Revisky is still working on resigning the trucks with the Hyalite Brand.
 - e) The website will be live tomorrow, August 17th. The Rae and Sourdough websites will be redirected to the Hyalite Fire District website when it goes live.
 - f) Trustee Wyman has requested that all policies be printed and placed in a binder for all trustees, as well as a reference book located in the room for the meetings. Once they are approved and adopted, this will be completed.
- 6) Announcements
 - a) Next Joint Board Meeting is Tuesday September 20, 2016
- 7) Adjourn
 - a) Meeting adjourned at 7:47pm