

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

DATE: September 20, 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 Chairman Kraft at 7:01pm

Members Present: Kraft, Geddes, Tate, Zidack, Wyman

Members Absent: None

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

Public Present: Nick Shrauger

Public Comment: Mr. Shrauger wanted to stop by and see how the Hyalite Board was coming along as well as requested all email addresses. He was directed to the website for that information.

**Consent Agenda**

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

Trustee Wyman entered the meeting at 7:03, just after the consent agenda was approved.

**Regular Agenda**

1) Discussion and Decision on Policies

a) Policy # 2016002

i) Trustee Wyman stated that the current process is that the Secretary puts together the Agenda based on the last meetings input and from the Chairman. It then gets sent out. If a chairman does not want something on the Agenda he has the authority to not include it. He opened up discussion on how many trustees would be needed to agree on an agenda item in order for it to be on the agenda without the approval of the chairman.

(1) Trustee Geddes thought the bar should be low so that anything can get on the agenda, but still give authority to the chair to be able to say no.

(2) Trustee Wyman suggested 3 so it makes it a little harder.

(3) Trustee Zidack added that 3 would give protection to the chairman and the board when others are representing Hyalite.

(4) Trustee Tate asked if the vice chair would be the one to set agenda items if the chairman was not available, and if so, should it be added to the policy? It was agreed that it was understood since this was the role of the vice chair as stated in the governance policy and not needed to be added to this policy.

(5) Trustee Wyman suggested that a 14 day notification period was too much, that 8 days should suffice.

(6) Trustee Geddes suggested that it should be a notice window of 9 days and that the number of trustees should be 3 or more.

- (7) Trustee Wyman added that legal notice needed to be 6 days before.
  - (8) Chairman Kraft wanted to ask about Emergency Protocol after a meeting has been noticed and Trustee Zidack reminded the board that it is covered by the special meeting protocol in the by-laws.
  - ii) Public Comment: Mr. Shrauger wanted to know what the process was for the public to add to the agenda
    - (1) Trustee Wyman said that per the policy, he needed to talk with the chair, or any trustee or to ask at a meeting for it to be included in the next meeting.
  - iii) Trustee Geddes made a motion to approve the policy # 2016002 based on the edits discussed above. It was seconded by trustee Wyman and voted to be approved, unanimously.
  - iv) Chairman Kraft asked if discussion was needed on the other policies (Governance Policy, 2016001-Invoice Processing Policy, Employee Manual, Staff job descriptions).
    - (1) Trustee Wyman made a motion to approve the policies listed above as written. It was seconded by Trustee Geddes and it was voted to be approved, unanimously.
- 2) Discussion and Decision on attending the Montana Fire District Trustee Meeting
- a) There is a trustee meeting in Fairmont in October. Chairman Kraft reminded everyone that we had voted in a previous meeting not to join the association, however, we could still go to the meeting.
  - b) Trustee Wyman added that the meeting is Friday October 14<sup>th</sup>-Sunday October 16<sup>th</sup>. He made a motion, that if any trustee would like to attend, the board would pay for all accommodations, “full boat”. The motion was seconded by Trustee Zidack and the vote was unanimous in favor.
- 3) Chief Revisky’s Report
- a) Chief Revisky reviewed the attached chief’s report.
  - b) Trustee Wyman asked if there was anyone signed up for the Board Leadership training for September 22, 2016 and strongly encouraged Beka Godfrey go.
- 4) Trustee Activities
- a) Trustee Geddes wanted to recognize the department for 2 calls that he was witness to for their outstanding customer service.
  - b) Chairman Kraft asked for a resident update. Chief Revisky said that there were currently 3 residents at the Rae house and 6 at the Sourdough Station. The residents at the Rae station have already made a difference in response times. He also mentioned that the Cottonwood sleeper program during the week is still continuing with 5 volunteers a night.
  - c) One of the apparatus water tanks has sprung a leak. This is being looked at and repaired. It was noted that this was supposed to be a lifetime tank, so repairs will remain under warranty.
  - d) Chairman Kraft asked how training was doing and if training facilities were needed at the Sourdough Station. Chief Revisky said that training is still happening at the Cottonwood Station and it is going well. At this time there is not a need for a second training facility. Later this week the department will be conducting interviews to fill 6 spots in the new recruit training class. Chief Revisky also mentioned that he would forward an article that he just read about the need for volunteers all over the state, but mentioned that Hyalite is still doing a great job recruiting, training and retaining volunteers.
  - e) Trustee Geddes asked how AMR was doing. Chief Revisky said that they were doing well and that our relationship with AMR is great.
  - f) Trustee Wyman wanted to make sure that Hyalite Fire was utilizing the land fire truck on loan to us and Chief Revisky confirmed that we are fulfilling our promise.

- g) Chairman Kraft asked for a status on the home 40 development. Chief Revisky reiterated that he was uncomfortable asking the developers for anything additional (than what is recommended by the county) unless we are going to set a standard moving forward for all subdivision developments.
  - i) Trustee Wyman stated that we know the city, state and federal standards do not work well in certain areas and asked if it would be prudent for our board to create some standards.
    - (1) Trustee Geddes agreed that it could benefit the board to do it and help keep us above the curve.
    - (2) Trustee Zidack added that it could eventually help change the county standards.
      - (a) Trustee Geddes suggested going to the county meeting to give them a heads up.
  - ii) Chief Revisky will draft some suggested requirements to have at the next meeting for discussion.
- 5) Announcements
  - a) Next Joint Board Meeting is Tuesday October 18, 2016
- 6) Adjourn
  - a) Meeting adjourned at 8:23pm