

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

DATE: AUGUST 14, 2018 TIME: 7:00 p.m.
LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd.
BY: Hyalite Rural Fire District Board of Trustees

In compliance with [MCA 2017 2-3-212](#) and the Hyalite Rural Fire District Bylaws, the minutes of HRFD Board of Trustees open public meetings are comprised of an audio recording and a written synopsis. The audio recording is designated as the official record of a meeting. The written synopsis serves to assist the public in accessing portions of the audio recording and is a good faith attempt to provide the public with another method to be informed about the actions of the Board. The minutes are available to the public at www.hyalitefire.org/board-meeting-minutes/ or at the Hyalite Rural Fire District Administrative Offices, 4541 S. 3rd Rd., Bozeman, MT, during its standard business hours.

TRUSTEES IN ATTENDANCE:

Pete Geddes, Chair
Chuck Tate, Secretary and Vice Chair
Justin Miller, Trustee
Nick Shrauger, Trustee

[Not in Attendance: Walt Zidack, Treasurer]

STAFF IN ATTENDANCE:

Brian Nickolay, Assistant Fire Chief
Lonna Braverman, Administrative Assistant

PUBLIC IN ATTENDANCE:

Jane Quinn [arrived at approximate 0:00:50 mark in recording]

0:00:00	
0:00:13	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT Trustee Geddes called the meeting to order and reminded the public that the meeting was being recorded.
0:00:18	HYALITE CONSENT AGENDA Trustee Geddes asked for any information that Trustees want removed from the consent agenda.

	<p>It was noted that the original agenda did not include approval of past meeting synopses under the Consent Agenda item, and that it was included on a revised agenda. There were no requests to remove items from the consent agenda.</p> <p>[Attachment A shows approved Consent Agenda items.]</p> <p>Motion: Trustee Miller made motion to approve consent agenda. Second: Vote: Unanimous approval [Trustee Zidack not present].</p>
0:01:02;	<p>Discussion – Status Report on Inventory and Update of Board Policies and Operating Policies HRFD Administrative Assistant Lonna Braverman presented inventory of policies, although not yet completely updated. It includes board policies, resolutions, job descriptions, operating policies – the number scheme is not consistent. She is developing recommendation for policy numbering, file naming, and version control, and formatting. There are some items written as resolution, which should probably be written more like a policy. She should have recommendation to present at next board meeting.</p> <p>Chair Geddes asked that Lonna keep moving forward on recommendations and present the completed recommendation to the board, then the board will have a conversation on next steps.</p> <p>Lonna noted that none of the policies she has located are signed by Board members. All have been removed from the HRFD website until approved, signed version.</p> <p>Action Item: Lonna to continue working on policy inventory recommendations, and present to board when complete.</p> <p>Chair Geddes asked for public comment. There was no public comment.</p>
0:08:10	<p>Discussion – Financial Dashboard Chair Geddes asked Board members if they have comments on the current version. Trustee Shrauger would like some indication of where the displayed numbers come from. Chair Geddes indicated the Capital Reserves section needs more explanation and modification to be most useful.</p> <p>This is a continuing effort, Chair Geddes asked Trustees to send recommendations to Walt Zidack, Jason Revisky, and Rosie Barndt (bookkeeper) with their suggestions.</p> <p>There was discussion about the logo on the dashboard.</p> <p>Chair Geddes called for any public comment on the Financial Dashboard.</p>
0:16:30	<p>Discussion – Summary of Suggested Changes to Bylaws and Suggested Best Practices for Synopsis Content Proposal to change Section 3.5 of bylaws was approved at the June 16, 2018 Board meeting. There were no other proposed changes.</p>

0:20:08	<p>Chair Geddes asked for public comment to the proposed change to the bylaws. Trustee Shrauger read a written comment from a member of the public, Pat Wilson, who opposes having an audio recording as the official minutes of a meeting.</p>
0:22:35	<p>There was further Board discussion on the combination of audio recorded minutes and an accompanying written synopsis.</p> <p>Action Item: The proposed change to the bylaws will be voted on by the Board at the next meeting.</p> <p>[Attachment B shows proposed change to bylaws]</p> <p>Action Item: The synopsis should include a disclaimer indicating the audio recording is the official minutes and that the synopsis is a good faith attempt to provide the public with another method to be informed about the actions of the board.</p>
0:29:29	<p>Discussion and Decision – Fiscal Year 2019 Budget and Resolution 2018-02 (Resolution of the Board of Trustees to the Gallatin County Board of Commissioners Providing the Annual Fiscal Year 2019 Budget for the Hyalite Rural Fire District and Authorizing the Maximum Mill Levy and Additional Mills to Include Debt Service as Authorized by the Voters)</p> <p>Chair Geddes indicated the county is late on getting us accurate final numbers, due to not getting the information from the state. We will submit a request asking for the maximum mill levy and will address the final budget when we have the accurate numbers for the county. The County Finance Director, Ed Blackman, suggested we also submit an estimated budget and a request for debt service mills, which is 10.31.</p> <p>Trustee Shrauger had not had time to carefully review the resolution.</p> <p>0:31:27 There was Board discussion on the debt service mill levy amount.</p> <p>0:34:12 Chair Geddes asked for public comment. Trustee Shrauger read a written comment from a member of the public, Pat Wilson, regarding the request for maximum mills. He would like to see more transparency on capital spending plans linked to revenue requests.</p> <p>0:36:00 Motion: Trustee Tate made motion to approve Resolution 2018-02 (Resolution of the Board of Trustees to the Gallatin County Board of Commissioners Providing the Estimated Annual Fiscal Year 2019 Budget for the Hyalite Rural Fire District and Authorizing the Maximum Mill Levy and Additional Mills to Include Debt Service as Authorized by the Voters). Second: Seconded by Trustee Miller. Vote: 3 Affirmative [Trustees Tate, Miller, Geddes] / 1 Opposed [Trustee Shrauger]</p> <p>[Attachment C shows approved Resolution 2018-002]</p>
0:36:50	<p>Fire Chief's Report Brian Nickolay presented the Chief's Report.</p>

	<p>[Attachment D shows Chief's Report.]</p> <p>There was Board discussion on status of Chief Revisky's work at the County 911 Center.</p> <p>No public comment on Chief's report.</p>
0:42:28	<p>Trustees' Activities No Trustee activities.</p>
0:42:34	<p>Announcements The next regular meeting will be Tuesday, September 18, 2018.</p>
0:43:24	<p>Regular Meeting Adjourned</p>
0:43:30	<p>Work Session</p> <p>Chair Geddes reviewed the continuing discussion and work on department goal creation, current reality, desired future conditions, and alignment actions. The HRFD organizational "buckets" have been identified as Financial Systems, Capital Resources (equipment and facilities), Operational Excellence, Culture/HR, and Community Relations. For each bucket, we identify current reality and desired future conditions in the 2-3 timeframe. We determine alignment actions that will help get us from current reality to the desired future condition.</p> <p>Chair Geddes reviewed the work already done on the Financial Systems and Capital Resources organizational areas/buckets.</p> <p>The next bucket the Board will develop is Operational Excellence.</p> <p>Big goal areas are:</p> <ul style="list-style-type: none"> • Prevention • Quality training • Quality people and retention • Well supported leadership • Timely response • Quality equipment/facilities <p>Goal statement: District residents experience service from well trained, well led, and well equipped department members. To achieve this, the Trustees are committed to managing resources in a responsible manner leading to increased confidence by district residents and high "esprit de corps" in the department.</p> <p>Current Reality</p> <ul style="list-style-type: none"> • Residents are unaware of high level of training and commitment of staff and volunteers, and a large % don't know we exist. • We have a well led, well trained, committed group. • Trustees are engaged and committed to operational excellence.

- The Board is making an effort at public engagement and transparency - there is room for improvement.
- Lack of resources means prevention work is a low priority.

Alignment Actions

- Trustee engagement with residents.
- At the pancake breakfast, the staff selects one prevention issue to present to public.

There was no public comment.

1:16:16

Close of work session.

Attachment A

Approved Consent Agenda Items

- **Synopses from June 19, June 26, and August 3, 2018 Trustee Meetings**
- **Financial Reports**
- **Warrants**

Attachment B

Proposed change to the bylaws to be voted on by the Board at the next meeting.

Change Section 3.5 to read:

Section 3.5. Minutes. Minutes of all Board of Trustee meetings shall be kept by the Secretary or designee in accordance with 2-3-212 MCA. All meetings shall be audio recorded and these recordings are designated as the official minutes. A written record (synopsis) must also be made according to 2-3-212 subsection 2. A copy of Official minutes and the synopsis shall be available at the Fire District Administrative office and on the District's Website within 5 business days after the meeting. The written synopsis shall be signed by the Secretary and by the Chair after approval at the next regular meeting.

Attachment C

Approved Resolution 2018-002.

**Board of Trustees for the Hyalite Rural Fire District
Resolution No. 2018-02**

**Resolution of the Board of Trustees to the Gallatin County Board of
Commissioners Providing the Estimated Annual Fiscal Year 2019 Budget for
the Hyalite Rural Fire District and Authorizing the Maximum Mill Levy and
Additional Mills to Include Debt Service as Authorized by the Voters.**

This resolution was introduced and moved by ^{Vice Chair} Secretary Chuck Tate, seconded by Trustee Justin Miller. The Resolution was adopted by a vote of 3 approved / 1 opposed.

WHEREAS, pursuant to MCA 7-33-2105, the Hyalite Rural Fire District Board of Trustees have the authority to provide adequate and standard firefighting and emergency response apparatus, equipment, personnel, housing, and facilities, including real property, for the protection of the fire district; and

WHEREAS, MCA 7-33-2105 requires the Board of Trustees to prepare annual budgets and request special levies for the budgets of Fire Districts; and

WHEREAS, on August 10, 2018, the Hyalite Rural Fire District posted and published notice of the meeting and a copy of the agenda in which the budget for Fiscal Year 2019 was to be considered, and

WHEREAS, on August 14, 2018, a meeting of the Board of Trustees of Hyalite Rural Fire District was held to consider the Estimated Fiscal Year 2019 budget, and

WHEREAS, a quorum of the Board was present; and

WHEREAS, the Board of Trustees allowed the public to comment on the Estimated Fiscal Year 2019 budget in the form of written comment and oral testimony; and

WHEREAS, the Board of Trustees seeks to receive the same amount of tax money in Fiscal Year 2019 as in Fiscal Year 2018, plus the money on newly taxable property, inclusive of the inflationary adjustment authorized by state law, and the Fiscal Year 2019 revenue should be over and above all cash carryovers from Fiscal Year 2018; and

WHEREAS, in determining whether to levy the full maximum mills, the Board of Trustees considered that there has been no significant decrease in calls for service during the last fiscal year, fire calls and mutual aid calls have increased and therefore an additional appreciation in the total number of calls is anticipated in Fiscal Year 2019; and

WHEREAS, the Board of Trustees also considered the number of critical apparatus, equipment and structures owned by the District are in need of repair or replacement; and

WHEREAS, the Board of Trustees has determined that the maximum number of mills allowed by state law is necessary to adequately fund the ongoing public health, safety and welfare duties and activities of the District in order to meet their statutory obligations; and

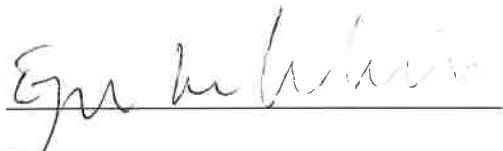
WHEREAS, the Hyalite Fire District has assume the debt from the Sourdough Fire District bond in the amount of two million, nine hundred thousand dollars (\$2,900,000) requiring the payment of principal and interest in Fiscal Year 2019; and

WHEREAS, the projected estimated mills for repayment were 10.31 mills.

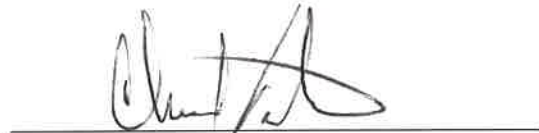
NOW THEREFORE, IT IS HEREBY RESOLVED:

1. The Estimated Fiscal Year 2019 budget has been established and is hereby presented as described in Exhibit "A".
2. The Board of Trustees request the Gallatin County Commission levy the maximum number of mills allowed by current state statute, based on updated certified taxable values from the State of Montana, Department of Revenue.
3. The Gallatin County Commissioners include the cost of debt service of 10.31 mills as an additional tax as authorized by the voters.
4. A copy of this Resolution and attached exhibits shall be forwarded to the Gallatin County Finance Director.
5. If needed, the Finance Director is authorized to balance our preliminary budget calculations by either increasing or reducing our future year Capital reserve to meet expected revenue.

Dated this 14th day of August, 2018.



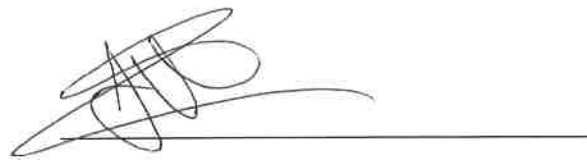
Pete Geddes, Chairman



Chuck Tate, Vice-Chairman and Secretary



Nick Shrauger, Trustee



Justin Miller, Trustee

Attachment A

Hyalite Rural Fire District Estimated Annual Fiscal Year 2019 Budget (expenditures) uses the Preliminary Annual Fiscal Year 2019 Budget (expenditures) submitted previously to Gallatin County.

**GALLATIN COUNTY
SPECIAL DISTRICT & LIBRARY BUDGET FORM
FY 2018-2019**

FUND NUMBER 7220

DISTRICT NAME Hyalite Rural Fire District

ANNUAL BUDGET *REQUESTED BUDGET*

DESCRIPTION	FY 17-18 CURRENT BUDGET	FY 17-18 ESTIMATED YEAR END	FY 2018-2019 REQUEST	COMMENT
Salaries & Wages	350,000	322,000	350,000	
Employer Contributions				
<i>subtotal</i>	350,000	322,000	350,000	
Office / Operating Supplies	117,000	107,000	117,000	
Oil & Gas	36,000	22,000	36,000	
Utilities	42,000	47,000	52,000	
Repair & Maintenance	105,000	95,000	105,000	
Travel	3,000	0	3,000	
Training	40,000	31,000	51,000	
Professional Services	101,000	105,000	116,500	
Contract/Donations				
Debt Payment – Principle	175,000	175,000	175,000	
Debt Payment – Interest	70,725	70,725	67,225	
<i>Subtotal</i>	689,725	652,725	722,725	
<u>USE OF FIRE IMPACT FEES</u>				
<i>Subtotal</i>				
Capital Outlay (spend this yr.)	345,775	323,375		
Capital Reserve (future yr.)			116,525	
<i>Subtotal</i>				
TOTAL	1,385,500	1,298,100	1,189,250	

BOARD APPROVAL:

We hereby submit for your review and approval our fiscal year 2018-2019 budget request.

David Fryd 586-0625
Chairman Phone

David [Signature] 381-5552
Trustee Phone

Galante [Signature] 539-4358
Trustee Phone

Chad [Signature] 581-1771
Trustee Phone

[Signature] 539-9042
Trustee Phone

Trustee Phone

Attachment D

Hyalite Rural Fire District

Fire Chief's Report

August 2018

Prepared by: Assistant Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 298 calls in 2018.
2. Our current roster is at 42 members.
3. We currently have 8 resident firefighters living at Sourdough station. Firefighter Jack Luceno has left the resident program to take a firefighter/paramedic position with the South Metro Fire Authority outside of Denver, CO. Firefighter Tracy Echert has taken Jack's position as a Sourdough resident.
4. We still are staffing Cottonwood station with our sleeper program Sunday – Thursday nights with a crew of 5 each night.
5. We still have 3 resident renters at the Rae house.
6. We continue to perform regular training every Wednesday night at 7pm.
7. We continue to perform our twice a month command training. Command trainings are the second and last Monday of each month at 7pm at Sourdough station.
8. We participated this year in the Sweet Pea parade with one engine.
9. On August 1st we assisted the city of Bozeman with a single residential structure fire.
10. We send our county co-op type 6 wildland engine with a crew to assist Madison County with the Wigwam fire. The crew spend from the afternoon of August 12th to the morning of August 13th on the fire.
11. All of our apparatus are in service at this time.
12. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.