

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

DATE: SEPTEMBER 18, 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
Nick Shrauger, Trustee

Not in Attendance:

Walt Zidack, Treasurer
Justin Miller, Trustee

STAFF IN ATTENDANCE:

Jason Revisky, Fire Chief
Brian Nickolay, Assistant Fire Chief
Lonna Braverman, Administrative Assistant

PUBLIC IN ATTENDANCE:

Bob Ogren
Larry Thomas
Sandy Taylor
Betty McCoy

0:00:00	
0:00:18	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT

	Chair Geddes called the meeting to order and reminded the public that the meeting was being recorded.
0:00:27	PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA
	Chair Geddes asked for public comment on non-agenda items. There was no comment.
0:00:30	HYALITE CONSENT AGENDA Chair Geddes asked for any information that Trustees want removed from the consent agenda. There were no requests to remove items from the consent agenda. Motion: Trustee Tate made motion to approve consent agenda. Second: Trustee Shrauger seconded the motion. Vote: Unanimous approval [Trustees Zidack and Miller not present]. [Attachment A lists the Consent Agenda items from the September 18, 2018, Board Packet that were approved by the Board.]
0:00:51	Discussion – Status Report on Inventory and Update of Board Policies and Operating Policies Lonna Braverman had nothing to report, but is still making progress on the effort. Action Item: Lonna to continue working on policy inventory recommendations, and present to board when complete.
0:01:12	Discussion – Financial Dashboard Lonna reported there was no revised version of the dashboard from Rosie Barndt, bookkeeper, as Lonna was late in getting month end information to Rosie. Chair Geddes indicated the Board would take it up again at next meeting. Action Item: Chair Geddes requested that updated end-of-August dashboard be distributed to Board members prior to next meeting.
0:01:45	Discussion and Decision – Changes to Section 3.5 of Bylaws The Board meeting packet has the proposed changes to Section 3.5 related to minutes. There was confirmation that it is Section 3.5, not Section 5.3 as written in the agenda. Chair Geddes called for Board discussion. Trustee Shrauger stated the Board had put this before the public for their review and comment, for the amount of time outlined in the Bylaws. Unless the public has comment, the proposed changes were agreed to by the Board at the June Board meeting, there have been no other changes, and can be voted on by the Board. [Attachment B has the text of the proposed updated Section 3.5] Chair Geddes asked for public comment on the proposed change to Section 3.5 of the Bylaws. There was no public comment.

	<p>Motion: Trustee Tate made motion to approve changes to Section 3.5 of the Bylaws, as written. Second: Trustee Shrauger seconded the motion. Vote: Unanimous approval [Trustees Zidack and Miller not present].</p>
0:04:33	<p>Discussion and Decision – Fiscal Year 2019 Final Budget</p> <p>Jason Revisky indicated there was a delay in getting final revenue numbers from county. The final revenue numbers have now been provided by the county and those updated revenue numbers are reflected in the HRFD final budget, which is what the Board is being asked to approve.</p> <p>[Attachment C presents the final FY2019 budget presented to the Board for approval.]</p> <p>Trustee Shrauger questioned why some of the expenditure numbers had been increased when the actual expenditure in FY2018 had been less than projected. In particular, he questioned the Training budget and asked for an explanation.</p> <p>Assistant Chief Brian Nickolay explained there are some new state trainings available, such as Blue Card certification and driver/operator certifications, which we would like to have some of our volunteers and staff attend.</p> <p>Trustee Shrauger also questioned the Capital Reserve fund that went from approximately \$116,000 to approximately \$1.4 million.</p> <p>Chief Revisky explained this is a “formatting” issue. The monies have not actually increased by that much. We were only listing our contribution to the Capital Reserve fund in the past, but Ed Blackman requested we now include the entire amount of HRFD unappropriated funds in our account – capital reserve, capital improvement, any other cash carry-forward amounts. Therefore, there is a big change to the number shown in that category, due to what is now included versus what has been included in the past.</p> <p>Chair Geddes suggested that he and Trustee Shrauger meet with Ed Blackman to get an overview of the county budget process and the calculations.</p> <p>Chair Geddes asked for public comment. There was no public comment.</p> <p>Motion: Trustee Shrauger made motion to approve the final FY 2019 budget as presented. Second: Seconded by Trustee Tate. Vote: Unanimous approval [Trustees Zidack and Miller not present].</p>
0:14:51	<p>Discussion the Decision – Extension of agreement between Hyalite Fire District and Gallatin County for a temporary duty assignment within the 911 Dispatch Center</p>
	<p>Chief Jason Revisky indicated Jim Anderson will likely not return full-time to his role as 911 Director until about November 1. He asked that Board decide if they want to extend the agreement for another month (until end of October).</p>

	<p>There was discussion between Board members, Chief Revisky, and Assistant Chief Nickolay.</p> <p>Chair Geddes called for public comment. There was no public comment.</p> <p>Motion: Trustee Tate made motion to extend agreement to November 1, 2018.</p> <p>Second: Trustee Shrauger seconded the motion.</p> <p>Vote: Unanimous approval [Trustees Zidack and Miller not present].</p>
0:24:12	<p>Fire Chief's Report</p> <p>Brian Nickolay presented the Chief's Report, starting with a review of his recent visit to Pierce factory to review final design and make necessary minor changes. Build should start in about January 2019, with 3-4 month build time.</p> <p>Brian specifically mentioned vehicle fire and extrication training in September, and the county assistance provided by HRFD on the Horseshoe Fire near Clarkston.</p> <p>[Attachment D contains Chief's Report.]</p> <p>Chair Geddes called for public comment on the Chief's report. There was no public comment.</p> <p>Action Item: Send letter to Best Rate Towing thanking them for providing vehicles for our training.</p>
0:37:02	<p>Trustees' Activities</p> <p>Board received information on upcoming conference presented by the Montana Fire Trustees Association. We are not currently members of the organization, but can still attend the conference. Chair Geddes indicated if any Board members would like to attend, they should attend.</p>
0:37:50	<p>Announcements</p> <p>Trustee Shrauger asked if the acoustic panels that have been placed in the conference room are helping. Members of the public and the Board agreed they have helped. He suggested that a thank you letter be written to the community member who build them.</p> <p>There will not be a work session tonight, since two Board members are not in attendance.</p> <p>The next regular meeting will be Tuesday, October 30, 2018.</p> <p>October 6, 2018 is the HRFD Pancake Breakfast.</p> <p>Action Items: Prepare thank you letter to Jason Shrauger for Board signature at next meeting. Prepare printed materials for work session at next meeting.</p>
0:42:45	<p>Regular Meeting Adjourned</p>

Attachment A

Approved Consent Agenda Items

- **August 14, 2018 Meeting Synopsis**
- **August Financial Reports**
- **August Warrants**

Attachment B

Approved Change to Section 3.5 of Bylaws

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

Final FY2019 Budget

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

FUND NUMBER 7220

DISTRICT NAME Hyalite Rural Fire District

ANNUAL REVENUE ESTIMATES

DESCRIPTION	FY 17-18 CURRENT YEAR BUDGET	FY 17-18 ESTIMATED YEAR END	FY 2018-2019 REQUEST	COMMENT
Interest	500	17,500	20,000	
Fire Insurance Comp				
2 % Motor Vehicle Tax				
Contributions/Donations		1,700	1,700	
Fire Impact Fees				
Contracts				
Penalty & Interest on Taxes				
Miscellaneous Revenue	4,000	11,500	4,000	
Loan or Bond Revenue				
Other income	36,000	36,300	36,000	
Gallatin County Contribution				
<u>Subtotal</u>	40,500	67,000	61,700	
Cash net of operating reserve			1,221,167	
Real Property Taxes	1,100,000	985,400	951,491	Includes Personal Property Tax
Personal Property Taxes				
Mill Levy	245,000	245,700	242,225	
<u>Subtotal</u>	1,345,000	1,231,100	2,414,883	
TOTAL	1,385,500	1,298,100	2,476,583	Note that previous budgets did not include Cash Net of Operating reserve

BOARD APPROVAL:

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

Egan M. White 406 539-5042
Chairman Phone

Chris Johnson 2106-584-5552
Trustee Phone

Joshua K. Shroyer 406-586-3770
Trustee Phone

Trustee Phone

Trustee Phone

Trustee Phone

Note: Trustees Wait Zidack and Justin Miller were not in attendance for vote

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

FUND NUMBER 7220

DISTRICT NAME Hyalite Rural Fire District

ANNUAL EXPENDITURE 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				
subtotal	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	
Subtotal	689,725	652,725	722,725	
USE OF FIRE IMPACT FEES				
Subtotal				
Capital Outlay (spend this yr.)	345,775	323,375		
Capital Reserve (future yr.)			1,403,858	Note – total budget reserve
Subtotal				
TOTAL	1,385,500	1,298,100	2,476,583	FY2019 is total budget

BOARD APPROVAL:

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

Exp. Miller 406 539-7042
Chairman Phone

Chris 406 581-5552
Trustee Phone

Richard K. Shroyer 406 586-3770
Trustee Phone

Trustee Phone

Trustee Phone

Trustee Phone

Note: Trustees Walt Zidack and Justin Miller were not in attendance for vote.

Attachment D

Hyalite Rural Fire District

Fire Chief's Report

September, 2018

Prepared by: Assistant Fire Chief Brian Nickolay

1. The Hyalite Fire Department has responded to 360 calls in 2018.
2. Our current roster is at 48 members.
3. We currently have 8 resident firefighters living at Sourdough station.
4. We still are staffing the Cottonwood Fire 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. Our fall vehicle rescue extrication training has begun this month. The training is broken into four sessions which train on Sundays from 7am to 5pm. The training is again being performed in Belgrade at Best Rate Towing. Best Rae Towing has been a huge help in getting this training put on. Best Rate will in all provide us with 25 vehicles to train on during this fall session. Each firefighter on the department attends one session.
9. We have completed our recruiting process for the fall firefighter recruit academy. We had great interest in the fire department and ended up bringing on seven new recruit firefighters. We will have a recruit class of eight with one of our current driver/operators joining the firefighter academy. The recruit academy will begin training this Wednesday September 19th.
10. The fire district assisted in the Clarkston wildfire last week. On Monday evening when the fire started we sent one command, one brush truck, one structure engine and one water tender to assist. Crews the first day spend three hours on the fire with the exception of the water tender with a crew of two which spend the night at the fire working. We sent our co-op brush truck back the second day with a crew of three. The brush truck crew put in a full 14 hour day in on the fire. Assistant chief Nickolay was the

deputy county fire warden for the fire from the time of dispatch on Monday till the county assist team took over the fire on Tuesday evening. Since the event was extended beyond the first operational period and a county assist was done with the DNRC, firefighters and apparatus that worked after Monday at 2000 will be compensated through the DNRC. The fire district should get compensated for water tender 6's time the first night and command 6-2's time spend on the fire Tuesday and Wednesday. We will not receive compensation for the brush truck since it is a co-op apparatus.

11. We assisted two mutual aid partners last week with two structure fires. One was on Thursday evening September 13th to the Central Valley Fire District for a single residential structure fire. We send one command, one engine and one water tender to that event. The other was to the Amsterdam Rural Fire District for an agriculture barn structure fire. We sent one command, one engine, one rescue and one water tender to that event.
12. All of our apparatus are in service at this time.
13. We have experienced no firefighter injuries or significant mechanical breakdowns in the last month.



Hyalite Rural Fire District

Board Meeting Synopsis Approval Form

The written synopsis of the September 18, 2018 Hyalite Rural Fire District (HRFD) Board of Trustees meeting was approved by motion of the HRFD Board of Trustees on Oct. 30, 2018.

Eugene M. Geddes, III

Chair Signature

Eugene M. Geddes, III

Printed Name

Chuck Tate

Secretary Signature

Chuck Tate

Printed Name

CHUCK TATE