

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

DATE: NOVEMBER 20, 2018 TIME: 7:00 p.m.
 LOCATION: Cottonwood Fire Station, 10200 Cottonwood Rd., Bozeman
 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
 Walt Zidack, Treasurer
 Nick Shrauger, Trustee
 Justin Miller, Trustee

Not in attendance:
 Chuck Tate, Vice Chair and Secretary

STAFF IN ATTENDANCE:

Brian Nickolay, Assistant Fire Chief
 Lonna Braverman, Administrative Assistant

PUBLIC IN ATTENDANCE:

Bob Ogren

0:00:00	
0:00:05	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.
0:00:48	PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA Chair Geddes asked for public comment on non-agenda items. There was no comment.
0:01:00	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 Zidack made motion to approve consent agenda as presented. Second: Trustee Miller seconded the motion. Vote: Unanimous approval.

[See Board Packet for the Consent Agenda items approved.]

REGULAR AGENDA

0:01:16

Discussion and Decision –FY2018 Audit Presentation (Sydni Tangaro from Tangaro Lofgren CPAs)

Sydni Tangaro of Tangaro Lofgren CPAs presented the FY2018 audit results. Required communications and findings include:

- The annual financial report was prepared by Rosie Barndt CPA, the third party provider of accounting services to HRFD.
- Management is responsible for the preparation and presentation of the basic financial statements included in the annual financial report, for governmental activities and major funds of the District.
- Tangaro Lofgren CPAs responsibility is to express opinions on the basic financial statements that are included in the financial report, based on their audit.
- There were no new accounting standards adopted or required to be adopted.
- Included in the financial statements are significant estimates, which includes deferred pension liability, based on audited pension schedules provided by MRERA.
- During the audit, there were no difficulties encountered – all information was provided as requested.
- During the audit, there no disagreements with management.
- No audit adjustments were proposed to journal entries this year.
- One past adjustment, which management determined to be immaterial – one invoice for capital outlay of a little over \$21K for 9 individual items; technically, since none of the items was above \$5K capitalization policy, they should not have been capitalized.
- Independent auditor’s report is issuing an unmodified (clean) opinion for FY2018.
- Report on internal controls and compliance, in accordance with government standards, no findings are reported.
- A few highlights:
 - Overall a stable year – a little growth in tax revenue, a little growth in expenses
 - The only significant outlay is was for the new fire apparatus of a little over \$600K
 - Some bank reconciliation items are quite old, amounting to around \$1,700 – technically, these are considered abandoned property in Montana.
 - Reserves reported in QB aren’t tying exactly to past audits and Board minutes and resolutions, she recommends they get lined up.

Ms. Tangaro reported she has final quality control procedures to complete in order to finalize the audit, she hopes to issue final by mid-December. The final audit must be submitted to state of Montana by December 31, 2018. She has no concerns about meeting that date.

Trustee Zidack indicated the reserve amount discrepancies are being addressed and should be in alignment in the next audit.

	<p>Trustee Shrauger would like to see the evaluation tied to goals, so performance is more measurable. Chair Geddes indicated the goals the Board is now working on will help with that.</p> <p>Trustee Shrauger indicated review of Chief might be incorporated into an overall policy of reviewing the Board, the Chief, and the District. Chair Geddes indicated that should be included in the policy review process already underway.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Include an Executive session for the Chief evaluation on January meeting agenda, and have verbiage for closing the Executive Session to the public, if needed. • Use current form for 2018 evaluation. • Create committee to modify the evaluation form for subsequent evaluations. • Include Gallatin Gateway and Bozeman fire departments this year. (Include Central Valley and Ft. Ellis next year). Chair Geddes will draft a note to include with requests. • Determine if Survey Monkey allows including a link to the Chief job description – if so, include the link. • Allow members of public to provide input by providing a link to the survey tool on the website. • Allow all volunteers to provide input. <p>[See Board Packet for the current evaluation form to use for the 2018 Chief evaluation.]</p>
<p>0:29:32</p>	<p>Discussion and Decision – Procedure to Review and Approve Board Policies Chair Geddes had sent all Board members a proposal to form a committee to review policies, then present clean drafts to the full Board for review and final approval. Review by the full Board would be noticed to public.</p> <p>Trustee Shrauger suggested having multiple committees of two Board members each, so that work is spread out among the Board. Chair Geddes suggested one committee of three people to do the work, as long as no decision are made. The committee would prepare draft policies for full Board discussion and decision at a noticed meeting.</p> <p>Committee to consist of Chair Pete Geddes, Trustee Nick Shrauger, and Secretary/Vice Chair Chuck Tate. The work sessions will be posted on door of fire stations, so public can attend the meetings if they choose to.</p> <p>Action Item: Schedule first committee meeting to work on draft policies for full Board review.</p>
<p>0:33:40</p>	<p>Fire Chief Report Assistant Fire Chief Brian Nickolay presented the Fire Chief report.</p> <p>There was discussion about sleeper schedule, Brian explained the general staffing approach and schedule.</p> <p>Night with Santa scheduled December 12, 2018, at Sourdough station. HRFD holiday party – for employees, volunteers, Trustees, and their guests is Friday, December 7, 2018, at Triple Tree owner’s center.</p>

	<p>Chair Geddes asked for public comment on the Chief's report. There was no public comment.</p> <p>Chair Geddes asked for any further Board discussion on the Chief's report. There was no further Board discussion.</p> <p>Action Item: Lonna will send invitation to Trustees for Holiday Party.</p> <p>[Attachment A shows the Fire Chief report presented.]</p>
<p>0:40:17</p>	<p>Trustees' Activities</p> <p>Trustee Zidack brought up the December 8, 2018, Staff and Commander seminar in Great Falls. Trustees Shrauger and Zidack are interested in attending.</p> <p>Trustee Shrauger has talked to several HRFD employees about getting more detailed operating data from the Quickbooks system, particularly more details on the cost of operating each station and using an app for submitting invoices. He suggests choosing one area and come up with what is wanted as a breakdown, then determine how difficult it would be to implement.</p> <p>Chair Geddes understands that Trustee Shrauger would like to be able to see a more fine-grained analysis of the operating expenses. Trustee Shrauger responded he would like to be able to see a comparison of expenses over time, to see trends over time.</p> <p>Trustee Zidack stated that it is possible to record that detailed level of data, but cautions that we could overwhelm ourselves with data. Accurately entering more detailed data will take much more time. Any changes should be geared to a specifically defined end goal.</p> <p>Chair Geddes suggested we consider what Jason Revisky and Brian Nickolay would like to see in order for them to efficiently run the operations.</p> <p>Trustee Shrauger would like to see a monthly report on the maintenance costs of the command vehicles, since we will be replacing C-6-2 soon. Trustee Zidack asked Brian Nickolay to include maintenance information on C-6-2 when the replacement proposal is brought to the Board.</p> <p>Chair Geddes asked if there was any further Board discussion. There was no further Board discussion.</p> <p>Action Item: Any Trustee interested in attending the December 8 seminar should let Lonna know and she will arrange registration.</p>
<p>1:06:10</p>	<p>Announcements</p> <p>Next Board meeting: Tuesday, December 18, 2018, at Sourdough station.</p> <p>Chair Geddes suggested the working session not be held at this meeting.</p> <p>Chair Geddes asked for any public comment. Bob Ogren stated he liked the way the meetings are being run by the current Board. Chair Geddes thanked him for that input.</p>

	WORKING SESSION Working session was not held.
1:07:14	ADJOURNMENT

Attachment A

Fire Chief's Report

Hyalite Rural Fire District

Fire Chief's Report

December 2018

Prepared by: Fire Chief Jason Revisky

1. The Hyalite Fire Department has responded to 488 calls in 2018 (though 12/11/2018).
2. Our current roster is at 47 members.
3. The new rescue apparatus is currently on the floor at Pierce being built. It will be red.
4. We currently have 8 resident firefighters living at the Sourdough Fire Station.
5. We still are staffing the Cottonwood Fire Station with our sleeper program Sunday – Thursday nights with a crew of 5 each night.
6. We still have 3 resident renters at the Rae house.
7. We continue to perform regular training every Wednesday night at 7pm.
8. 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.
9. The fall firefighter recruit academy continues to move forward. We are expecting the academy to finish up in January.
10. The fire department holiday party was held on Friday, December 7th at Triple Tree Homeowner Center, generously catered by Montana Ale Works. About 60 department members, Trustees, and guests attended.
11. The Night With Santa event was held Wednesday, December 12th at the Sourdough Fire Station, with family activities and photos with Santa. Community participation was higher than previous years – we had purchased 100 ginger bread house kits, and went through all of them. We had great work from the department members on set up, greeting families, and clean up (as well as responding to a mutual aid call for a structure fire during the event). Ken Houck from the Camera Club of Bozeman generously donated his time and photography skills for the 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 November 20, 2018 Hyalite Rural Fire District (HRFD) Board of Trustees meeting was approved by motion of the HRFD Board of Trustees on December 18, 2018.


Chair Signature

Eugene M. Geddes, III

Printed Name


Secretary Signature

Chuck Tate

Printed Name