

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

DATE: JANUARY 22, 2019 TIME: 7:00 p.m.
 LOCATION: Sourdough Fire Station, 4541 S. 3rd 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
 Chuck Tate, Vice Chair and Secretary
 Walt Zidack, Treasurer
 Nick Shrauger, Trustee
 Justin Miller, Trustee

STAFF IN ATTENDANCE:

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

PUBLIC IN ATTENDANCE:

Craig White

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| 0:00:00 | |
| 0:00:09 | 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. |
| 0:00:14 | PUBLIC COMMENT ON MATTERS NOT INCLUDED IN THE AGENDA Chair Geddes asked for public comment on non-agenda items. There was no comment. |
| 0:00:20 | 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 Tate seconded the motion. Vote: Unanimous approval. |

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| | <i>[See Board Packet for the Consent Agenda items approved.]</i> |
| | REGULAR AGENDA |
| 0:00:47 | <p>Discussion and Decision – Health Insurance Renewal April 1, 2019 Maynard McQuiston from 1stWest Insurance presented the health insurance renewal rates. He prefaced information presentation saying the HRFD renewal rates have decreased from current rates.</p> <p>He presented current rate summary for our 2 plans – Gold931 plan and Gold937 HSA-eligible plan (no HRFD employees are on the Gold937 plan.) The current monthly health cost is \$5,341.80. The renewal cost is \$5,208.52.</p> <p>The renewal Gold931 plan has deductible increase to \$1,500.</p> <p>The vision plan is unchanged, cost is also unchanged.</p> <p>Trustee Tate asked why the rates discriminate so heavily based on age. Mr. McQuiston stated in Montana you have option of paying age-based rates or composite rates. HRFD uses age-based rates.</p> <p>No further Board discussion or staff discussion.</p> <p>Chair Geddes asked for public comment. There was no public comment.</p> <p>Motion: Trustee Tate made motion to renew health insurance as presented. Second: Trustee Zidack seconded the motion. Vote: Unanimous approval.</p> <p>Mr. McQuiston stated no paperwork is needed for renewal, it will be auto-renew. He also reminded members that all surgeries and procedures must be pre-authorized. Members should call 800 number on back of insurance card to get pre-authorization. He also reminded members that deductibles are on calendar year basis.</p> <p><i>[See Attachment A for health insurance renewal information]</i></p> |
| 0:08:13 | <p>Discussion – Trustee Election Lonna Braverman reviewed that a Trustee election is scheduled for May 7, 2019, to fill a Trustee position. The filing deadline is 5:00pm on February 11, 2019 at the Election Office.</p> <p>The election is noticed on the HRFD website, HRFD Facebook page, and station postings, and was published in the Bozeman Chronicle on January 6, 2019.</p> <p>Chair Geddes stated that if there is only one candidate, that person would be elected by acclamation and there would be no election costs.</p> <p>Chair Geddes asked for Board discussion.</p> <p>Trustee Shrauger observed that the forms must be notarized unless you turn it in at Election Office, where they will notarize it.</p> |

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| | Chair Geddes asked for public comment. There was no public comment. |
| 0:09:50 | <p>Discussion – Financial Dashboard Status Trustee Zidack displayed the end-of-December dashboard and described the changes made from the previous version of the dashboard.</p> <p>Chief Revisky discussed his findings on how funds should be set aside for building repairs. One approach is to look at the most expensive repair the department might have (such as replacing building roof) and set that amount aside, then maintain that balance year to year. However, the Board has discretion on how much to set aside.</p> <p>Chief Revisky suggested \$40,000 is a reasonable amount to maintain in the fund. We could go a bit lower, to \$30,000, since we can move money from other reserve funds, if needed.</p> <p>Chair Geddes as for public comment. There was no public comment.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • Develop glossary and descriptions addendum, after Rosie gives presentation to the Board at the next meeting. <p><i>[See Attachment B for the version of Financial Dashboard presented]</i></p> |
| 0:22:55 | <p>Discussion and Decision – Proposal for Replacement of Command Vehicle C-6-2 Chief Revisky presented the results of his research and needs of the department for a command vehicle. Most people felt a pickup truck, with a topper on the bed, is the best configuration for the department. After getting bids from dealers, two vehicles are contenders – ¾ ton Dodge CrewCab and ½ ton Toyota Tundra CrewMax. They are comparable vehicles and both would accommodate radio and other equipment mounting.</p> <p>Toyota Tundra was \$38,450. The Dodge \$36,454. Additional costs would be topper, slide out bed tray, transfer of lightbar and radios, decals and striping – would be approximately \$6,300.</p> <p>Chair Geddes asked for Board discussion. There was some further discussion of details.</p> <p>Trustee Zidack noted that the costs presented are within the capital replacement amount that had been set for this vehicle.</p> <p>Chair Geddes asked for public comment. There was no public comment.</p> <p>Motion: Trustee Geddes made motion to approve purchase of new command vehicle. Second: Trustee Miller seconded the motion. Vote: Unanimous approval.</p> |
| 0:35:50 | <p>Discussion and Decision – Policy Subcommittee Recommendations Chair Geddes reviewed the approach. Many policies were posted, but they weren't signed. So, the Board will review/approve each policy to get them to a baseline, then the Board will review every year or so for any necessary updates. Trustees Geddes</p> |

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| | <p>and Shrauger met, with the intention of determining the purpose of each policy, then clarifying the details.</p> |
| <p>0:39:08</p> | <p><u>Invoice Policy</u>: Trustee Shrauger suggested adding “Procedure” heading before numbered procedure steps and removing the term receipt. There was discussion on definitions of “invoice” and “receipt”.</p> <p>There was no public comment.</p> <p>Motion: Trustee Zidack made motion to approve Invoice Policy as presented. Second: Trustee Miller seconded the motion. Vote: Motion approved.</p> |
| <p>0:49:00</p> | <p><u>Board Meeting Agenda Policy</u>: Trustee Shrauger had incorporated how the public can have an item added to a meeting agenda.</p> <p>Chair Geddes asked Lonna to ensure the policy adheres to the Bylaws.</p> <p>There was no public comment.</p> <p>Motion: Trustee Zidack made motion to approve Board Meeting Agenda Policy. Second: Trustee Tate seconded the motion. Vote: Motion approved.</p> |
| <p>0:59:56</p> | <p><u>Travel and Meal Reimbursement Policy</u>: Chair Geddes indicated the original Trustee policy was changed to also include staff and volunteers.</p> <p>Verbiage should be changed to indicate all travel costs will be reimbursed at actual amount spent, up to GSA rate.</p> <p>There was significant Board discussion. There was concern that HRFD cannot get GSA rates for lodging. Using GSA rates for travel mileage and meals is OK. Trustee Geddes suggested we retain the GSA mileage rate, do not permit reimbursement for alcohol when traveling, and include statement about reasonable travel and lodging costs.</p> <p>Board agreed to redraft the policy and bring it to a subsequent meeting. Board also agreed we should not use Per Diem reimbursement, but reimburse for actual expenses.</p> <p>This comment from public member Craig White was made at 1:27:53: He wanted to reiterate that the District should not pay for alcohol during staff, volunteer, or Trustee travel, and using GSA rates would prevent that from happening.</p> |
| <p>1:16:10</p> | <p><u>Alcohol and Tobacco Use Policy</u>: Chair Geddes indicated the policy subcommittee wanted to ensure that consumption of alcohol is banned from our facilities – by staff, Trustees, and public. Since this is addressed in the Volunteer and Employee Manuals, the policy should just refer to the appropriate sections in those documents. The Board does want to allow alcohol at non-HRFD facilities, as long as HRFD does not pay for the alcohol.</p> |

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| | <p>Chair Geddes called for public comment. There was no public comment.</p> <p>Motion: Trustee Tate made motion to approve Alcohol and Tobacco Use Policy as presented.</p> <p>Second: Trustee Zidack seconded the motion.</p> <p>Vote: Motion approved.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Lonna will forward other policies needing review to the Policy Subcommittee. • Include public comment ground rules in the public meeting notices. |
| 1:23:06 | <p>Fire Chief Report</p> <p>Fire Chief Jason asked if there were questions on the Chief's report. He reviewed a recent mutual aid Fort Ellis structure fire, and the good job HRFD did.</p> <p>Chair Geddes called for public comment. There was no public comment.</p> <p><i>[See Board Packet for the Fire Chief's report presented.]</i></p> |
| 1:25:10 | <p>Trustees' Activities</p> <p>Rosie Barndt will give financials overview presentation at the February Board meeting.</p> |
| 1:25:31 | <p>Announcements</p> <p>Next Board meeting: Tuesday, February 19, 2019, at Sourdough station.</p> |
| 1:27:35 | <p>ADJOURNMENT</p> |
| 1:27:35 | <p>EXECUTIVE SESSION ON FIRE CHIEF 2018 PERFORMANCE EVALUATION - This portion of the meeting was closed pursuant to § 2-3-203(3), MCA.</p> <p>A recording serves as the official minutes of this Executive Session. These official minutes are not generally available for inspection, in accordance with § 2-3-212(4), MCA.</p> |