



Hyalite Rural Fire District

Board Meeting Synopsis Approval Form

The written synopsis of the August 20, 2024 Hyalite Rural Fire District (HRFD) Board of Trustees Annual Board Meeting was approved by motion of the HRFD Board of Trustees on October 8, 2024.

Chair Signature

Justin Miller, Chairman

Printed Name

Secretary Signature

Ken Beideman, Secretary

Printed Name

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

DATE: AUGUST 20, 2024

TIME: 7:00 p.m.

LOCATION: Sourdough Fire Station, 4541 S. 3rd Rd., Bozeman, Montana

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:

Justin Miller
Pete Geddes
Jason Jarrett
Ken Beideman

STAFF IN ATTENDANCE:

Brian Nickolay, Fire Chief
Sheryl Wyman, Administrative Assistant

PUBLIC IN ATTENDANCE:

None

0:00:01	CALL TO ORDER OF HYALITE RURAL FIRE DISTRICT Chairman Miller called the meeting to order and asked for any public comment on non-agenda items. None given. HYALITE CONSENT AGENDA Chairman Miller asks if there are any requests to pull anything from the Consent Agenda for review. None given. Motion: Trustee Jarrett moves to approve consent agenda as presented Trustee Geddes seconded the motion. Vote: Jarrett-Yes; Beideman-Yes; Miller-Yes; Geddes-Yes. Unanimous approval. [See July 16, 2024 Board Packet for Consent Agenda items Approved]
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	REGULAR AGENDA
0:00:29	Agenda Item 1 – Discussion and Decision - RFP for Website Services Chief Nickolay states the RFP closed at the end of July and closed August 9th and we received seven proposals. Chief Nickolay goes over each proposal and their submitted bid. A committee will be formed to review each of the proposals and provide the board with a recommendation. The Chief reminds the board we budgeted \$20,000 for project costs. We will need to keep that in mind when reviewing the proposals. Discussion is held between the board and the Chief.
0:09:53	Agenda Item 2 – Discussion and Decision – Final Budget for Fiscal Year 2025 and Resolution Chief Nickolay goes over the numbers that came back from the County. We needed to add an additional \$130,000 to ask for max mills. We will assign \$130,000 to our capital apparatus fund. The operating budget is the same from the preliminary budget. We received a letter from the Montana Department of Revenue. They are informing us they were unable to get new construction onto the tax rolls for the new year. They plan on adding newly taxable items in our jurisdiction to the record for 2025. Discussion is held between the board and Chief. This should not affect our budget as presented. We do not budget for a large increase in revenue although there has been a large amount of building in the district. It may affect the amount we can put into our capital accounts at the end of the year. Motion: Trustee Geddes moves to approve the proposed final budget. Trustee Jarrett seconded the motion. Vote: Jarrett-Yes; Beideman-Yes; Miller-Yes; Geddes-Yes. Unanimous approval. <i>[See Attachment A – Resolution and Fiscal Year 2025 Budget Documents]</i>
0:24:20	Agenda Item 3 – Replacement of Rae Fire Station – <i>Standing Agenda Item</i> Chief Nickolay had a meeting with ThinkOne in July. We gave them our needs assessment, our current fire stations and where we envision our future station going. At some point the board will have to have a discussion on where we would want to cap the project. The Sourdough station was budgeted at 3 million and built for 2.9 million. The costs will depend on what we can get a bond for. Questions are asked by the board. At this point we will wait to hear back from ThinkOne with more information.

0:26:54	Agenda Item 4 – Fire Chief’s Report Chief Nickolay discusses the Fire Chief’s report. We had 59 calls in July. At the end of July, we had a yearly total of 418. The current roster has 43 members. We recently lost two Captains, one to the City of Livingston and one to Bellingham, Washington. We should be able to promote in the coming months. Trustee Beideman asks about the costs to train a captain. Discussion is held regarding the possibility of hiring another FTE or two. Chief Nickolay we could still cover command with three volunteer captains along with the two FTE. This issue will be put on next month’s agenda.
0:49:05	Fall academy will begin at the beginning of September. Catapalooza is this weekend and we will be participating. Chief Nickolay is still working closely with the County and an EMS program. They visited Kootenai County in July. Still at the researching point. The department worked with the County incident team during Trump’s visit. Discussion is held regarding the ambulance transport program. The administrative assistant states we generated over \$54,000 in revenue with a net return of approximately \$30,000. Engine 6-3 is in the process of being repaired with its water pump issue. Captain Prato has saved the station a great deal of money in repairs. Currently the costs are at \$7,000. The truck is over 20 years old. Chief Nickolay and Captain Prato went to Appleton, Wisconsin for the print approval of the new engines. Estimated to go into production in January or February with completion date at the end of March. <i>[See Attachment B – Fire Chief’s Report]</i>
0:57:46	Trustees’ Activities Discussions are still ongoing with Fort Ellis. Trustees and the Chief makes comments.
1:00:17	Announcements - Pancake Breakfast – Saturday, September 28, 2024 – The Chief would like to have “Coffee with the Chief” at 8:00 and 10:00 in the conference room to provide the public an opportunity to visit with the Chief. - Next Board Meeting – Tuesday, September 17, 2024
1:02:40	Adjournment

**Board of Trustees for the Hyalite Rural Fire District
Resolution No. 2024-03**

**Resolution of the Board of Trustees to the Gallatin County Board of
Commissioners Providing the Estimated Annual Fiscal Year 2025 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 _____, seconded by
_____. The Resolution was adopted by a vote of _____.

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 16, 2024, 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 2025 was to be considered, and

WHEREAS, on August 20, 2024 a meeting of the Board of Trustees of Hyalite Rural Fire District was held to consider the Estimated Fiscal Year 2025 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 2025 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 2025 as in Fiscal Year 2024, plus the money on newly taxable property, inclusive of the inflationary adjustment authorized by state law, and the Fiscal Year 2025 revenue should be over and above all cash carryovers from Fiscal Year 2024; 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 2025; 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 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 assumed 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 2025.

NOW THEREFORE, IT IS HEREBY RESOLVED:

1. The Estimated Fiscal Year 2025 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 \$220,093 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 20th day of August, 2024.

Justin Miller, Chairman

Eugene M. (Pete) Geddes, Vice-Chairman

Ken Beideman, Secretary

Jason Jarrett, Trustee

Walt Zidack, Treasurer

Exhibit A

Hyalite Rural Fire District

FY2025 Budget

**GALLATIN COUNTY
SPECIAL DISTRICT/LIBRARY BUDGET REQUEST FORM**

FISCAL YEAR

2024-2025

DISTRICT NAME: Hyalite Rural Fire Department

FUND NUMBER: 7220

ANNUAL REVENUE ESTIMATES

DESCRIPTION	FY 23-24 CURRENT BUDGET	FY 23-24 ESTIMATED YEAR END	FY 24-25 REQUEST	COMMENTS
INTEREST	30,000	116,785	80,000	
FIRE INSURANCE COMP				
2% MOTOR VEHICLE TAX				
CONTRIBUTIONS/DONATIONS	500	1,867	1,000	
FIRE IMPACT FEES				
CONTRACTS				
TAXES - PENALTY/INTEREST	0	2,478		
MISCELLANEOUS REVENUE	4,000	45,000	45,000	Ambulance Revenue
LOAN/BOND REVENUE				
OTHER INCOME	165,838	169,461	169,461	St Entitlement & FURS
COUNTY CONTRIBUTION				
SUBTOTAL	200,338	335,591	295,461	

PER UNIT FEE AT \$_____/UNIT				
REAL PROPERTY TAXES	1,907,555	1,924,675	2,006,916	Est 5% Tax Increase
PERSONAL PROPERTY TAXES				
MILL LEVY	220,845	220,845	220,093	Bond Prin & Int
SUBTOTAL	2,128,400	2,145,520	2,227,009	
TOTAL REVENUES	2,328,738	2,481,111	2,522,470	

FOR FISCAL YEAR 2024-2025, WE REQUEST: (select only one)

- ☐ **NUMBER OF MILLS** _____
- ☐ **DOLLAR AMOUNT** _____
- ☒ **MAXIMUM MILLS**

GALLATIN COUNTY

FISCAL YEAR

SPECIAL DISTRICT/LIBRARY BUDGET REQUEST FORM

2024-2025

DISTRICT NAME: Hyalite Rural Fire Department

FUND NUMBER: 7220

ANNUAL EXPENDITURE REQUESTS

DESCRIPTION	FY 23-24 CURRENT BUDGET	FY 23-24 ESTIMATED YEAR END	FY 24-25 REQUEST	COMMENTS
SALARIES/WAGES	817,000	817,000	1,015,600	10% Inc & Cmnd Cov
EMPLOYER CONTRIBUTIONS				
SUBTOTAL	817,000	817,000	1,015,600	

OFFICE/OPERATING SUPPLIES	143,000	146,746	147,000	
OIL/GAS	50,000	32,771	50,000	
UTILITIES	60,000	48,781	70,000	
REPAIR & MAINTENANCE	95,000	117,563	100,000	
TRAVEL	2,000	0	2,000	
TRAINING	101,000	60,570	121,000	Add Trng & Conf
PROFESSIONAL SERVICES	163,500	162,041	201,500	Increase in Audit
CONTRACT/DONATIONS	0	0	0	
DEBT PAYMENT - PRINCIPAL	215,000	215,000	215,000	
DEBT PAYMENT - INTEREST	5,845	5,845	5,093	
SUBTOTAL	835,345	789,317	911,593	

USE OF FIRE IMPACT FEES	0			
SUBTOTAL	0	0	0	

CAPITAL OUTLAY (THIS YEAR)	1,823,500	160,720	1,707,998	FROM OUTLAY FORM
CAPITAL RESERVE (FUTURE)	1,080,978	1,080,978	1,302,980	FROM RESERVE FORM
SUBTOTAL	2,904,478	1,241,698	3010978	

TOTAL EXPENDITURES	4,556,823	2,848,015	4,938,171	
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BOARD APPROVAL

WE HEREBY SUBMIT OUR FISCAL YEAR 2025 BUDGET REQUEST FOR YOUR REVIEW AND APPROVAL

CHAIRMAN	PHONE	TRUSTEE	PHONE
TRUSTEE	PHONE	TRUSTEE	PHONE
TRUSTEE	PHONE	TRUSTEE	PHONE

**GALLATIN COUNTY
SPECIAL DISTRICT/LIBRARY BUDGET REQUEST
FORM CAPITAL RESERVE FORM**

FISCAL YEAR

2024-2025

DEFINITION OF CAPITAL RESERVE (OBJECT CODE 905): YOUR "SAVINGS ACCOUNT". CAPITAL RESERVE IS ESTABLISHED FOR THE REPLACEMENT AND ACQUISITION OF PROPERTY OR EQUIPMENT COSTING IN EXCESS OF \$5,000 WITH A LIFE EXPECTANCY OF TWO (2) YEARS OR MORE. DOLLARS BUDGETED IN CODE 905 MAY NOT BE SPENT IN THIS FISCAL YEAR. RESERVES ARE FOR ITEMS TO BE PURCHASED IN FUTURE YEARS.

DISTRICT/LIBRARY NAME		Hyalite Rural Fire Department		
FUND NUMBER		7220		
BOX 1 - FY 2024 CAPITAL RESERVE BUDGET		1,080,978		
BOX 2 - CAPITAL RESERVES TO BE USED IN FY 2025		1,707,998		
REQUESTED ITEM/ PROJECT DESCRIPTION	ESTIMATED TOTAL COST	ESTIMATED PURCHASE DATE	AMOUNT RESERVED TO DATE	FY 2025 REQUESTED INCREASE
A. Capital Improvement Fund				600,000
B. Capital Apparatus Fund				1,330,000
C.				
D.				
E.				
BOX 3 - TOTAL FY 2025 REQUESTED INCREASE (SUM A-E)				1,930,000
BOX 4 - TOTAL CAPITAL RESERVE BUDGET FOR FY 2025 (BOX 1 - BOX 2 + BOX 3)				1,302,980

JUSTIFICATION:

SIGNATURE	DATE
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**GALLATIN COUNTY
SPECIAL DISTRICT/LIBRARY BUDGET REQUEST
FORM CAPITAL OUTLAY FORM**

FISCAL YEAR

2024-2025

DEFINITION OF CAPITAL OUTLAY: EACH ITEM MUST HAVE A VALUE OF \$5,000 OR MORE AND A LIFE EXPECTANCY OF OVER (2) YEARS. CATEGORIES INCLUDE:

910 - LAND

915 - SOFTWARE

920 - BUILDINGS

930 - IMPROVEMENTS TO LAND, I.E. SIDEWALKS, LAWN SPRINKLING SYSTEMS, ETC.

940 - EQUIPMENT/MACHINERY

950 - CONSTRUCTION IN PROGRESS

DISTRICT/LIBRARY NAME		Hyalite Rural Fire Department	
FUND NUMBER			7220
REQUESTED ITEM/ PROJECT DESCRIPTION	REPLACING EQUIPMENT? YES/NO	JUSTIFICATION	ESTIMATED TOTAL COST
Training Burn Building - 930	No	Rolled Over From FY2024	7,000
New Command 6-4-940	Yes	Rolled Over From FY2024	75,000
(2) Fire Engines-940 First Payment	Yes	Rolled Over From FY2024	728,428
(2) Fire Engines-940 Final Payment	Yes	Rolled Over From FY2024	822,570
Replace New Shingles Sourdough Bay-920	No	Rolled Over From FY2024	25,000
Architecture Design for New Fire Station	No		30,000
Website Development-915	No		20,000
TOTAL FY 2025 CAPITAL REQUESTS			1,707,998

_____ SIGNATURE	_____ DATE
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**GALLATIN COUNTY
SPECIAL DISTRICT/LIBRARY - CONTACT
INFORMATION FORM FISCAL YEAR 2024-2025**

NAME OF ORGANIZATION	Hyalite Rural Fire Department
MAILING ADDRESS	4541 S. 3rd Rd. Bozeman, MT 59715

BUDGET DOCUMENTS - BUDGET DOCUMENTS WILL BE FORWARDED TO THE FOLLOWING PRIMARY CONTACT. IF BUDGET DOCUMENTS ARE UNDELIVERABLE TO THE PRIMARY CONTACT, THEY WILL BE SENT TO THE SECONDARY CONTACT PERSON.

PRIMARY CONTACT PERSON	Walt Zidack
TITLE	Treasurer, Board of Trustees
PHONE NUMBER	(406) 539-4358
E-MAIL ADDRESS	wzidack@hyalitefire.org; admin@hyalitefire.org
MAILING ADDRESS (IF DIFFERENT THAN ABOVE)	

SECONDARY CONTACT PERSON	Brian Nickolay
TITLE	Fire Chief
PHONE NUMBER	(406) 586-3770
E-MAIL ADDRESS	bnickolay@hyalitefire.org
MAILING ADDRESS (IF DIFFERENT THAN ABOVE)	

SIGNING AUTHORITY INFORMATION - SHOULD A CONTRACT BE AWARDED, THE FOLLOWING SIGNATORY(S) WILL BE DESIGNATED IN THE CONTRACT.

NAME OF PRIMARY SIGNATORY	Justin Miller
TITLE	Chairman, Board of Trustees
NAME OF SECONDARY SIGNATORY	Walt Zidack
TITLE	Treasurer, Board of Trustees

PLEASE SUBMIT THIS FORM WITH YOUR BUDGET REQUEST

Gallatin County Finance Dept
311 W Main St Rm304A
Bozeman, MT 59715
finance@gallatin.mt.gov



Hyalite Rural Fire District

Fire Chief's Report

August 2024

Prepared by: Fire Chief Brian Nickolay

1. The Hyalite Fire District responded to a total of 59 incidents in July 2024. This brings our calls for the year to date to 418.

- Total Calls July 2023 - 91
- Total Calls July 2022 - 58
- Total Calls July 2021 - 60
- Total Calls July 2020 - 59
- Total Calls July 2019 - 40

2. Our current roster is at 43 members (effective 8/1/2024).

- 1 Career Fire Chief
- 1 Career Assistant Fire Chief
- 3 Career Captains
- 4 Volunteer Captains
- 1 Volunteer Reserve Captains
- 1 Volunteer Lieutenants
- 10 Volunteer Firefighters
- 14 Volunteers Apprentice Firefighters
- 2 Volunteer Driver/Operators
- 3 Volunteer Reserve Firefighters

3. We are continuing to work on our overnight command coverage shortages. We are at 4 of our needed 7 volunteer captains. One of our volunteer captains is on summer leave. We will be starting a volunteer captain academy this fall. We have started to implement overtime shifts for our 3 non exempt paid captains. This has significantly helped myself and Assistant Chief Dahlhauser. Myself and Assistant Chief Dahlhauser are continuing to work extra to provide coverage at night where we lack availability. Overtime pay has been kept within what we budgeted for the fiscal year.

4. We currently have 7 resident firefighters living at the Sourdough Fire Station.

- Current Sourdough Residents -
 - Sophie Smith, Riley Wilson, Tyler Palmer, Nick Blommel, Kade O'Brian, Jack Vincent, and Evan Jones
 - Sourdough resident firefighters continue to fill weekend shifts Friday 7pm –

Monday 7am. With the reduced staffing of our Sourdough Resident Lieutenants, we have had non-resident leadership (Ted Yewer) step up to fill weekend shifts.

5. We currently have 4 resident firefighters living at the Cottonwood Fire Station.
 - Current Cottonwood Residents –
 - Brennan Lyle, Tyler Newell, Robert Bole, and Zakkar Tusken.
 - Cottonwood resident firefighters continue to fill weekday night shifts Monday – Thursday 7pm – 7am. Non-resident volunteers have stepped up to fill the open shifts when needed.
6. We currently have 3 resident renters at the Rae house.
 - Current Rae Renters -
 - Zale Filce, Sam Chui and Kate Brownell
 - Steve Kerbel has left for an advanced nursing school program in Georgia.
7. Non-resident volunteer firefighters continue to cover 6 hour shifts at the Sourdough Fire Station on Monday – Friday 7am – 7pm.
8. We continue our regular multi company fire and EMS training every Wednesday night and command training twice a month.
9. We are planning for our fall 2024 recruit firefighter academy. We have received several applications already and Captain Templeton has several recruiting events planned for the month of August. The fall academy will begin in the beginning of September.
10. The fire district is continuing to be involved with an EMS discussion going on in Gallatin County.
11. I am still on the Board of Directors with Montana State Fire Chiefs Association as a combination section director.
12. I am still on the Montana State Fire Chiefs Wildland Fire Committee.
13. I continue to sit on the board of the Gallatin County Fire Council as Vice President. I also continue to chair the Gallatin County Fire Council communications committee.
14. Assistant Chief Dahlhauser continues to chair the training committee with the Gallatin County Fire Council.
15. I am still a Gallatin County Deputy Fire Warden as well as a Gallatin County Deputy Emergency Managements Officer.

16. I participated on the county incident management team for the recent former president Trump visit. I filled the role as the fire/EMS/HAZMAT branch director. We provided an ambulance for the rally at MSU.

17. Our ambulance transport plan is complete and we are actively transporting patients to the hospital. Income has begun to come in from Pintler Billing for our transports

18. We had no firefighter injuries in the Month of July.

19. Engine 6-3 has been out of service for several weeks. The truck experienced a significant fire water pump failure. Captain Prato has ordered the necessary parts to complete the repairs. We hope to have the truck back in service soon.

20. Captain Prato and myself recently traveled to Appleton, WI to the Pierce Manufacturing facility to complete the print approval for our new Engine 6-2 and Engine 6-3 on order. We expect the trucks to begin production in December with a completion date of March 2025.