

AGENDA

REGULAR MEETING  
MISSOULA RURAL FIRE DISTRICT

BOARD OF TRUSTEES

DATE: Tuesday, October 12<sup>th</sup>, 2021  
TIME: 7:00 P.M.  
PLACE: Station #1, 2521 South Avenue West, Missoula

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

READING OF MINUTES

PUBLIC COMMENT

CLAIMS

September Claims \$141,046.68

COMMUNICATIONS

TRUSTEE REPORTS

STAFF REPORTS

OLD BUSINESS

1. Options for the current Station 4

NEW BUSINESS

1. Donation Contract for Libby Fire Department
2. Annexation request for 1380 Kenwood Drive and 3099 Big Flat Road
3. Resolution 2021-8 Advertise for bids for a Type I Engine
4. MRFD Rebranding

ADJOURNMENT

Missoula Rural Fire District  
Board of Trustees  
Missoula, Montana 59804

September 14<sup>th</sup>, 2021

The Missoula Rural Fire District (MRFD) Board of Trustees (BOT) met in regular session at the Station 1 Headquarters meeting room and via a "Zoom" video conference on Tuesday, September 14<sup>th</sup>, 2021.

**CALL TO ORDER:** Chairman Murphy called the meeting to order at 19:00 hours

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:** Present: Chairman Ben Murphy, Trustee Jeff Merritt, and Secretary Dick Mangan. Absent: Vice-Chairman Larry Hanson and Trustee Dan Corti.

**READING OF THE MINUTES:** Trustee Mangan moved to accept the minutes as written. Trustee Merritt seconded the motion. Motion voted and passed.

**PUBLIC COMMENT:** There are no public comments at this time.

**CLAIMS:** Trustee Mangan moved to accept the claims as submitted. Trustee Merritt seconded the motion. Motion voted and passed.

**COMMUNICATIONS:** Melissa Schnee reported that the communications included two annexations passed through county commissioners, two thank-you letters, an IT report, Public Relations Outreach Breakdown, a retirement announcement from Chief Christopherson, a letter from the county commissioners appointing Jeff Merritt as a member of the BOT and a certificate of training.

**TRUSTEE REPORTS:** There are no Trustee reports at this time. Chief Newman read the Oath of Office for Trustee Jeff Merritt.

**STAFF REPORTS:**

**Volunteers Association:** No one was available to represent the Volunteer's Association.

**Local 2457:** Captain Burgess reported that the Fill the Boot event will take place on October 16<sup>th</sup>. The annual Coats for Kids event has started. MRFD will be delivering the coats before the winter weather begins. Captain Burgess has also reported that Lieutenant Berry and Lieutenant Riley, who have been absent for several months due to family emergencies, will be coming back to work over the next month. Captain Burgess reported that the contract negotiations with the BOT are complete. Captain Burgess wanted to recognize the BOT and MRFD administration for their transparency and good faith bargaining. Chief Newman added that he would like to echo the statement back to Local 2457.

**Battalion Chief:** BC Bowman reported that there were 301 calls for the month of August, which makes 2243 calls for the year. When compared to the same time last year, MRFD is up 380 calls. BC Bowman pointed out a few incidents to highlight over the last month. The first incident was a structure fire in Lolo, where Station 5 performed excellent work. With the calculated tactical decisions made by Captain Brown, they rescued five animals out of the home and contained the fire to the room of origin. The second incident reported was dispatched to the Bonner Mill site's largest building. Lieutenant Kottwitz and crew found that the entire building was charged with smoke and quickly found the source; a semi-truck parked underneath a sprinkler system. The sprinkler-controlled fire gave them more time to create their tactics appropriately to extinguish the fire safely. Chief Newman explained that MRFD's Community Risk Reduction division

has been working closely with Bonner Mill since 2012 to get the sprinkler system working properly. This incident proves that the hard work has paid off. The third incident was dispatched for a vehicle over an embankment. It was rough terrain and had difficult access, and several units were called out to the scene. Safe extrication was possible thanks to excellent communication and an action plan led by Captain Huleatt and Captain Ballard. BC Bowman ends his report saying there were some grass fires at the end of the season but nothing too extensive.

**Finance and Human Resources:** Melissa Schnee reported that August was busy with the budget, the Capital Improvement Plan, and preparing for contract negotiations. Due to COVID, the auditor filed for an extension for the 2020 audit and is hoping to complete it by the next BOT meeting. MRFD is balanced with the County through the month of July.

**Assistant Chief of Operations:** Assistant Chief Finlay was at the National Fire Academy and not present to give the report.

**Fire Chief:** Chief Newman reported that Local 2457 and the administrative contracts were negotiated last month, and all went well. Chief Newman said that he met with a consulting firm working with the County looking into County Impact Fees for future growth in the County. Chief Newman also reported that there were a couple of After Action Reviews (AAR) this month. The AAR's were done by Captain Dufner and Captain Brown and will be passed on to other shifts as an educational tool. Chief Newman reported that he's been working on Fire Officer 1 through the State regarding the deadline issues. Updates will be brought to future BOT meetings as they are available. Chief Newman reported an update to Secretary Mangan's request last month to speak with the media about the increase in call load this year. Captain Huleatt has done two TV News interviews (CBS and NBC) and another interview with Peter Christian of KGBL radio.

#### **OLD BUSINESS:**

1. **Options for the current Station 4:** There are no new updates on Station 4.

#### **CLOSED THE OPEN MEETING**

**CALL TO ORDER THE PUBLIC MEETING:** Chairman Murphy called the public meeting to order at 19:20:40 hours.

1. **MRFD Budget for FY 22:** Secretary Mangan inquired about the debt service principal payment showing an increase from last year to this year. Chief Newman responded that it was due to the loan for the two new Type I engines budgeted for an early payoff. Secretary Mangan inquired about the Fire Marshall's vacation, and sick accrual increased. Chief Newman responded that it was due to Chief Christopherson's upcoming retirement. Secretary Mangan inquired about suppression overtime. Chief Newman responded that the overtime budget has not changed. In the past, the administration kept track of multiple overtime categories but decided it wasn't necessary. Most suppression overtime is now grouped together. Secretary Mangan asked why the Fuel Mitigation budget increased. Chief Newman responded that Missoula County received a three-year FEMA Grant for Fuel Mitigation, and MRFD will be reimbursed through that grant. MRFD will increase its Fuel Mitigation season by three months, increasing service and cost. Chief Newman credited Chief Christopherson for heading the Fuel Mitigation program with Kirk Paulsen. Secretary Mangan commented that the budget report is an excellent display of what MRFD has spent in the past and what it plans on spending in the future. Chief Newman pointed out that the Cash Balance County Fund as of June 30<sup>th</sup> increased. Chief Newman explained that it was due to loan proceeds for the new Station 4, CARES Act funding, and outside training being limited due to COVID-19 restrictions

resulting in the training budget being carried over to FY22. Chief Newman commented that the administration is constantly monitoring where the trends are going and if the cost is affected.

2. **Budget Amendment for FY21:** MRFD spent more than the budgeted amount by \$141,108 on account of purchasing two Type I engines. Melissa Schnee explains that while the expenditures are going over and require a budget amendment, the cost was covered due to additional funding from the wildland revenue.

## CLOSED THE PUBLIC MEETING

## CHAIRMAN MURPHY RECALLS TO ORDER THE OPEN MEETING

### NEW BUSINESS:

1. **Bid review and selection for a Type III Engine:** Chief Newman explained that the budget for the new Type III Engine was \$450,000, but the bid came in at \$480,265. They were able to get it down to \$462,388 by doing away with some of the options added by Rosenbauer that were not necessary. Secretary Mangan asked for the delivery date. Chief Newman answered that it would be 425 days and explained that's why they wanted to get this process started. He also explained that if we wait and order after October 7<sup>th</sup>, there will be a 3% increase. Secretary Mangan agreed that it's best to start before that date. Chief Newman added that the manufacturer is a single source manufacturer, which means that the apparatus will stay on-site through the entire assembly. This will be convenient for MRFD if issues arise and also for the two inspections that MRFD will do before completion. Secretary Mangan motioned to accept. Trustee Merritt seconded. Motion was voted and passed.
2. **Resolution 2021-5 FY21 Budget Amendment:** Secretary Mangan motioned to accept. Trustee Merritt seconded. Motion voted and passed.
3. **Resolution 2021-6 FY22 Capital Improvement Plan:** Secretary Mangan asked if MRFD should consider purchasing a new water tender. Chief Newman responded that we have the maximum number of water tenders that MRFD staff can operate now. A new water tender won't be necessary unless there is an increase in staff. Secretary Mangan motioned to accept. Trustee Merritt seconded. Motion voted and passed.
4. **Resolution 2021-7 FY22 Final Budget:** The Resolution packet includes the General Fund Budget, the Capital Improvement Budget, and the Total Fund Budget, which is a combination of the two. New this year is the prior year's actual amount column has been added to give additional information. In addition to the budget information the Resolution packet also includes the letter to Missoula County with a breakdown of the Mills that MRFD is requesting for FY22, the certified tax evaluation information from the State of Montana, and the calculation sheets. Melissa Schnee offered to sit down with anyone who would like a better understanding of the budget. Secretary Mangan moved to accept as submitted. Trustee Merritt seconded the motion. Motion was voted and passed.
5. **Local 2457 Contract:** Chairman Murphy explained that this contract includes retro pay back to the beginning of FY22. Before this, retro pay was not an option due to the workload. Now, with more help in the administration office, calculating that retro pay amount is feasible. The same goes for the Administration Contracts. Chief Newman stated that the reason MRFD switched to a calendar year contract was so that actual tax revenue information could be used during negotiations but later realized that negotiating and working off of a calendar year contracts in a fiscal year budget did not work well. Chief Newman added that there was also a COVID-19 bonus added per employee for

the extra burden and hazard during the pandemic to show appreciation. Captain Burgess added that this goes a long way to boost morale and thanked the BOT for doing this. Trustee Merritt motioned to accept the 2457 contract, and the two Memorandum's of Understanding. Secretary Mangan seconded this motion. Motion was voted and passed.

6. **Administration Contracts:** Chairman Murphy explained that the comments to the above contract apply to the Administration contracts. Melissa Schnee pointed out to the BOT to ensure that the addendums made to the contracts are noted. Chairman Murphy comments to say that it is noted. Trustee Merritt moved to accept the motion. Secretary Mangan seconded the motion. Motion was voted and passed.
7. **Update to MRFD Drug and Alcohol Testing Policy.** MRFD was made aware that the collection site used was no longer testing and that MRFD needed to find a new agency. The testing procedures have been updated (page 6, number 10) with whom MRFD will be using, along with a new table with what is being tested. Trustee Merritt made the motion to accept. Secretary Mangan seconded the motion. Motion was voted and passed.

**EXECUTIVE SESSION:** Canceled.

**ADJOURNMENT:** Trustee Merritt made a motion to adjourn. Secretary Mangan seconded the motion. Chairman Murphy adjourned the meeting at 20:06 hours.

Respectfully submitted,



Jenn Culp, Administrative Assistant  
Missoula Rural Fire District

\_\_\_\_\_  
John (Ben) Murphy, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dick Mangan, Secretary

\_\_\_\_\_  
Date

10/07/21  
14:25:51

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Claim Details  
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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41420	79193S	1026 A2Z PERSONNEL	535.76					
1	446442 09/07/21	ADMIN ASST - J.CULP	535.76*			1000 10 410510	356	101000
41447	79208S	1026 A2Z PERSONNEL	1,680.80					
1	446726 09/14/21	ADMIN ASST - J.CULP	840.40			1000 10 420510	356	101000
2	446886 09/21/21	ADMIN ASST - J.CULP	840.40			1000 10 420510	356	101000
41470	79232S	1026 A2Z PERSONNEL	798.38					
1	447054 09/28/21	ADMIN ASST - J.CULP	798.38			1000 10 420510	356	101000
		<b>Total for Vendor:</b>	<b>3,014.94</b>					
41471	79233S	1788 AMAZON CAPITAL SERVICES	262.77					
1	1WX3K767PY 09/17/21	C.QUALLS - EMI BOOK	134.81*			1000 60 420460	391	101000
2	1LHL9V7R3H 09/15/21	C.TANNER - EMI BOOK	127.96*			1000 60 420460	391	101000
		<b>Total for Vendor:</b>	<b>262.77</b>					
41428	79194S	1681 AT&T MOBILITY	684.14					
1	2872850084 09/03/21	WIRELESS	684.14*			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>684.14</b>					
41467	79234S	26 AXMEN	89.95					
1	425486 08/05/21	FUEL MITIGATION	89.95			1000 100 420470	220	101000
		<b>Total for Vendor:</b>	<b>89.95</b>					
41472	79235S	1621 BIG SKY RESTAURANT SUPPLY	1,430.00					
1	104838 09/23/21	NEW STA 4	1,430.00			1000 10 420510	943	101000
		<b>Total for Vendor:</b>	<b>1,430.00</b>					
41427	79195S	819 BLACKFOOT COMMUNICATIONS	487.19					
1	166467 09/01/21	STA 2	487.19*			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>487.19</b>					
41431	79196S	1809 BRANDON BOSTICK	15.00					
1	21.0914 09/14/21	FINGERPRINTING REIMB-B.BOSTIC	15.00*			1000 60 420460	391	101000
		<b>Total for Vendor:</b>	<b>15.00</b>					

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41452	79209S	1814 CARTER LULAY	21.65					
1	21.0921	09/21/21 EXPENSE REIMB - C.LULAY FINGE	21.65*			1000 60 420460	391	101000
		Total for Vendor:	21.65					
41459	79223S	1687 CDW Government	1,387.37					
1	K220592	09/02/21 NEW STA 4	399.39			1000 10 420510	943	101000
2	K459594	09/08/21 NEW STA 4	154.31			1000 10 420510	943	101000
3	K660547	09/13/21 NEW STA 4	706.62			1000 10 420510	943	101000
4	K667289	09/14/21 NEW STA 4	29.52			1000 10 420510	943	101000
5	J949544	08/27/21 NEW STA 4	60.63			1000 10 420510	943	101000
6	K491852	08/08/21 NEW STA 4	36.90			1000 10 420510	943	101000
		Total for Vendor:	1,387.37					
41448	79210S	1424 CHARTER	769.44					
1	0937511091	09/12/21 STA 1	540.00			1000 10 420510	345	101000
2	8313200410	09/11/21 STA 1	9.56			1000 10 420510	345	101000
3	0215411091	09/16/21 STA 6	219.88			1000 10 420510	345	101000
41457	79224S	1424 CHARTER	400.27					
1	0121719092	09/20/21 STA 4	197.04			1000 10 420510	345	101000
2	0122687092	09/20/21 STA 5	203.23			1000 10 420510	345	101000
41474	79236S	1424 CHARTER	136.54					
1	0104251092	09/26/21 STA 4	136.54			1000 10 420510	345	101000
		Total for Vendor:	1,306.25					
41464	79225S	1583 CITI CARDS	1,578.57					
1	5334	09/20/21 SURRENDERED NEW BORN - STA 1	33.69			1000 50 420460	361	101000
2	5334	09/20/21 SURRENDERED NEW BORN- STA 2	33.69			1000 50 420460	362	101000
3	5334	09/20/21 SURRENDERED NEW BORN - STA 4	33.68			1000 50 420460	364	101000
4	5334	09/20/21 SURRENDERED NEW BORN - STA 5	33.68			1000 50 420460	365	101000
5	5334	09/20/21 SURRENDERED NEW BORN - STA 6	33.68			1000 50 420460	366	101000
6	5334	09/20/21 G.ORR - WOOD CREEK FIRE	7.50			1000 50 420460	379	101000
7	5334	09/20/21 G.ORR - WOOD CREEK FIRE	16.98			1000 50 420460	379	101000
8	5334	09/20/21 G.ORR - WOOD CREEK FIRE	22.48			1000 50 420460	379	101000
9	5334	09/20/21 G.ORR - WOOD CREEK FIRE	16.99			1000 50 420460	379	101000

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10	5334 09/20/21	G. ORR - WOOD CREEK FIRE	8.98			1000 50 420460	379	101000
11	5334 09/20/21	G. ORR - WOOD CREEK FIRE	12.00			1000 50 420460	379	101000
12	5334 09/20/21	G. ORR - WOOD CREEK FIRE	23.75			1000 50 420460	379	101000
13	5334 09/20/21	G. ORR - WOOD CREEK FIRE	10.50			1000 50 420460	379	101000
14	5334 09/20/21	G. ORR - WOOD CREEK FIRE	4.50			1000 50 420460	379	101000
15	5334 09/20/21	G. ORR - WOOD CREEK FIRE	26.99			1000 50 420460	379	101000
16	5334 09/20/21	P. FINLAY - NFA TRAINING	318.56			1000 10 420510	379	101000
17	5334 09/20/21	P. FINLAY - NFA TRAINING	30.00			1000 10 420510	379	101000
18	5334 09/20/21	P. FINLAY - NFA TRAINING	30.00			1000 10 420510	379	101000
19	5334 09/20/21	P. FINLAY - NFA TRAINING	54.00			1000 10 420510	379	101000
20	5334 09/20/21	STA 4	18.42			1000 50 420460	364	101000
21	5334 09/20/21	SURRENDERED NEW BORN - STA 1	-4.40			1000 50 420460	361	101000
22	5334 09/20/21	SURRENDERED NEW BORN - STA 2	-4.40			1000 50 420460	362	101000
23	5334 09/20/21	SURRENDERED NEW BORN - STA 4	-4.40			1000 50 420460	364	101000
24	5334 09/20/21	SURRENDERED NEW BORN - STA 5	-4.40			1000 50 420460	365	101000
25	5334 09/20/21	SURRENDERED NEW BORN - STA 6	-4.40			1000 50 420460	366	101000
26	5334 09/20/21	355 - ALDER CREEK FIRE	14.50			1000 20 420440	379	101000
27	5334 09/20/21	355 - ALDER CREEK FIRE	76.24			1000 20 420440	231	101000
28	5334 09/20/21	ALDER CREEK FIRE - B. COWAN	14.40			1000 50 420460	379	101000
29	5334 09/20/21	LOCKBOXES	502.31			1000 40 420410	220	101000
30	5334 09/20/21	ZOOM	15.55			1000 10 420510	321	101000
31	5334 09/20/21	REHAB	207.50			1000 50 420460	220	101000
Total for Vendor:			1,578.57					
41426	79197S	1299 CITY OF MISSOULA-FINANCE	29.06					
1	187950 09/02/21	STA 1	29.06*			1000 10 410510	341	101000
41473	79237S	1299 CITY OF MISSOULA-FINANCE	40.60					
1	194500 09/28/21	STA 2	23.46			1000 10 420510	341	101000
2	197965 09/27/21	STA 6	17.14			1000 10 420510	341	101000
Total for Vendor:			69.66					
41455	79226S	216 Clearwater Credit Union	8,555.79					
1	1244600 09/22/21	SCBA ANNUAL CALIBRATION	860.00			1000 20 420440	304	101000
2	1244600 09/22/21	FEEs	10.98			1000 10 420510	356	101000
3	1244600 09/22/21	NEW STA 4	2,959.97			1000 10 420510	943	101000
4	1244600 09/22/21	NEW STA 4	1,949.95			1000 10 420510	943	101000



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5	1244600	09/22/21 NEW STA 4	544.93			1000 10 420510	943	101000
6	1244600	09/22/21 NEW STA 4	399.98			1000 10 420510	943	101000
7	1244600	09/22/21 D.SWAIN - BLUE CARD	346.50			1000 50 420460	380	101000
8	1244600	09/22/21 NEW STA 4	279.99			1000 10 420510	943	101000
9	1244600	09/22/21 OFFICE SUPPLIES - NEWMAN OFFI	7.50			1000 10 420510	220	101000
10	1244600	09/22/21 NEW STA 4	1,195.99			1000 10 420510	943	101000
		<b>Total for Vendor:</b>	<b>8,555.79</b>					
41424	79198S	1502 CORY HORSENS	53.00					
1	21.0915	09/15/21 PER DIEM-PHILS INSTRUCTOR-HOR	53.00			1000 50 420460	379	101000
41436	79198S	1502 CORY HORSENS	103.00					
1	21.0915	09/15/21 CDL PHYSICAL - C.HORSENS	103.00*			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>156.00</b>					
41461	79227S	1793 CRAIG MARTYNN	2,555.00					
1	21.0929	09/29/21 AEMT COURSE REIMB - C.MARTYNN	2,555.00			1000 60 420490	380	101000
		<b>Total for Vendor:</b>	<b>2,555.00</b>					
41475	79238S	76 CULLIGAN WATER CONDITIONING	201.25					
1	607138	09/25/21 ALL STATIONS	201.25			1000 10 420510	341	101000
		<b>Total for Vendor:</b>	<b>201.25</b>					
41429	79199S	1807 DAVID ROONEY	15.00					
1	21.0907	09/07/21 FINGERPRINTING REIMB - D.ROON	15.00*			1000 60 420460	391	101000
		<b>Total for Vendor:</b>	<b>15.00</b>					
41423	79200S	743 DODD MCDERMOTT	350.00					
1	21.0915	09/15/21 PER DIEM-40HR FIRE INVEST-DOD	350.00			1000 40 420410	379	101000
41524	79275S	743 DODD MCDERMOTT	282.35					
1	21.1005	10/05/21 D.MCDERMOTT REIMB 40HR FUND/F	282.35			1000 40 420410	379	101000
		<b>Total for Vendor:</b>	<b>632.35</b>					

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41458	79228S	1633 FIGHT OR FLIGHT EMERGENCY	500.00					
1	84 08/19/21	EMT COURSE - C.QUALLS	500.00			1000 60 420490	380	101000
		Total for Vendor:	500.00					
41446	79211S	840 FIRST CALL COMPUTER SOLUTIONS	106.45					
1	75674 09/15/21	WEB-TECHNICAL	37.50			1000 10 420510	368	101000
2	75303 09/01/21	SEPT BILLING	68.95			1000 10 420510	368	101000
		Total for Vendor:	106.45					
41477	79239S	1319 FLORENCE ACE HARDWARE	6.98					
1	48719/1 08/19/21	STA 5	6.98			1000 50 420460	365	101000
		Total for Vendor:	6.98					
41479	79240S	1606 GARAGE DOOR GUYS	380.00					
1	6708 09/23/21	STA 6	340.00			1000 50 420460	366	101000
2	6675 09/09/21	STA 6	40.00			1000 50 420460	366	101000
		Total for Vendor:	380.00					
41454	79212S	1415 GECKO FENCE & LANDSCAPE, LLC	220.00					
1	25230 09/21/21	AUG LAWN MOWING	220.00			1000 50 420460	361	101000
41480	79241S	1415 GECKO FENCE & LANDSCAPE, LLC	275.00					
1	25352 10/01/21	STA 1 - SEPT MOWING	275.00			1000 50 420460	361	101000
		Total for Vendor:	495.00					
41478	79242S	141 GENERAL FIRE APPARATUS	1,068.50					
1	13810 09/14/21	361	717.00			1000 20 420440	373	101000
2	13852 09/22/21	351	319.50			1000 20 420440	270	101000
3	13788 09/09/21	311	32.00			1000 20 420440	272	101000
		Total for Vendor:	1,068.50					
41522	79243S	310 GREGORY ORR	990.00					
1	21.0923 09/23/21	PER DIEM - WOODS CREEK	990.00			1000 50 420460	379	101000
		Total for Vendor:	990.00					

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41445	792138	766 GUARDIAN PEST SOLUTIONS	75.00					
1	20202650 09/17/21 STA 6		75.00			1000 50 420460	366	101000
		Total for Vendor:	75.00					
41523	792448	1506 HARLOW'S TRUCK CETNER	3,753.85					
1	02W2514 09/14/21 322		3,753.85			1000 20 420440	372	101000
		Total for Vendor:	3,753.85					
41463	792298	650 HOME DEPOT CREDIT SERVICES	13.97					
1	6035322009 08/21/21 STA 6		13.97			1000 50 420460	366	101000
		Total for Vendor:	13.97					
41481	792458	1771 HOTCHKISS HEATING & AIR, INC	1,850.00					
1	A5222 06/07/21 STA 1		1,850.00			1000 50 420460	361	101000
		Total for Vendor:	1,850.00					
41482	792468	1286 HOUSE OF CLEAN A HILLYARD	814.40					
1	604453426 09/08/21 STA 1		51.05			1000 50 420460	361	101000
2	604463530 09/16/21 STA 1		16.38			1000 50 420460	361	101000
3	604473659 09/23/21 STA 1		33.64			1000 50 420460	361	101000
4	604476477 09/27/21 STA 1		73.26			1000 50 420460	361	101000
5	604477949 09/28/21 STA 1		77.39			1000 50 420460	361	101000
6	604459066 09/13/21 STA 2		190.96			1000 50 420460	362	101000
7	604465933 09/17/21 STA 2		163.16			1000 50 420460	362	101000
8	604469605 09/21/21 STA 4		87.32			1000 50 420460	364	101000
9	604473660 09/23/21 STA 4		5.46			1000 50 420460	364	101000
10	604453429 09/08/21 STA 6		115.78			1000 50 420460	366	101000
		Total for Vendor:	814.40					
41483	792478	1195 KENT D. BRUCE CO., LLC	58.83					
1	9247 09/17/21 310		58.83			1000 20 420440	270	101000
		Total for Vendor:	58.83					

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MISSOULA RURAL FIRE DISTRICT  
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41485	79248S	1282 LIFE-ASSIST, INC	2,310.64					
1	1135671 09/21/21	MEDICAL SUPPLIES	1,425.64			1000 80 420480	222	101000
2	1137520 09/28/21	MEDICAL SUPPLIES	885.00			1000 80 420480	222	101000
		<b>Total for Vendor:</b>	<b>2,310.64</b>					
41430	79201S	1808 LUCIANO BEATON	21.65					
1	21.0807 08/07/21	FINGERPRINTING REIMB - L.BEAT	21.65*			1000 60 420460	391	101000
		<b>Total for Vendor:</b>	<b>21.65</b>					
41443	79214S	1676 Magda Nelson	358.75					
1	188 09/12/21	AUG 2021 CONSULTING SERVICES	358.75			1000 10 420510	356	101000
		<b>Total for Vendor:</b>	<b>358.75</b>					
41444	79215S	1708 METRO EXPRESS CAR WASH-MISSOULA	7.00					
1	21.0920 09/20/21	302	7.00			1000 20 420440	372	101000
		<b>Total for Vendor:</b>	<b>7.00</b>					
41453	79216S	208 MISSOULA COUNTY MEDICAL BENEFITS	84,127.10					
1	9713 09/21/21	ADMIN	7,206.80			1000 10 420510	143	101000
2	9713 09/21/21	RM	1,777.10			1000 20 420440	143	101000
3	9713 09/21/21	TO	1,777.10			1000 30 420430	143	101000
4	9713 09/21/21	FP	4,244.70			1000 40 420410	143	101000
5	9713 09/21/21	SUP	69,121.40			1000 50 420460	143	101000
		<b>Total for Vendor:</b>	<b>84,127.10</b>					
41421	79202S	211 MISSOULA COUNTY WORKERS COMP	1,080.61					
1	21.0831 08/31/21	AUG 2021	1,080.61			1000 60 420490	146	101000
41511	79249S	211 MISSOULA COUNTY WORKERS COMP	664.78					
1	21.0930 09/30/21	SEPT 2021	664.78			1000 60 420490	146	101000
		<b>Total for Vendor:</b>	<b>1,745.39</b>					
41486	79250S	235 MISSOULA MOTOR PARTS	82.72					
1	796718 09/04/21	SHOP	19.98			1000 20 420440	270	101000
2	800044 09/18/21	317	13.50			1000 20 420440	272	101000
3	555-470905 09/22/21	361	4.50			1000 20 420440	272	101000

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MISSOULA RURAL FIRE DISTRICT  
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	555-472858 09/27/21 302		44.74			1000 20 420440	272	101000
		Total for Vendor:	82.72					
41484	79251S 1257	MISSOULIAN/RAVALLI REPUBLIC	398.60					
1	62113 09/01/21	RESOLUTION LEGAL AD	147.80			1000 10 420510	337	101000
2	62114 09/05/21	PUBLIC MTG LEGAL AD	250.80			1000 10 420510	337	101000
		Total for Vendor:	398.60					
41425	79203S 1684	MMW Architects	4,005.29					
1	00021 09/13/21	NEW STA 4	4,005.29*			1000 10 410510	920	101000
		Total for Vendor:	4,005.29					
41491	79252S 247	MOUNTAIN SUPPLY	268.50					
1	9297742 09/10/21	STA 6	333.40			1000 50 420460	366	101000
2	9301198 09/23/21	STA 5	-64.90			1000 50 420460	365	101000
		Total for Vendor:	268.50					
41442	79217S 259	MSUES FIRE TRAINING SCHOOL	190.00					
1	26-143 09/03/21	DO AERIAL CERT-P.STEVENS	95.00			1000 50 420460	380	101000
2	26-144 09/07/21	F01 CERT-P.RICHARDS	95.00			1000 50 420460	380	101000
41525	79276S 259	MSUES FIRE TRAINING SCHOOL	285.00					
1	26-145 10/01/21	B.COWAN - INSTURCTORI	95.00			1000 30 420430	380	101000
2	26-145 10/01/21	C.BAUSMAN - DO	95.00			1000 50 420460	380	101000
3	26-145 10/01/21	J.LAPINSKI - FF1	95.00			1000 60 420490	380	101000
		Total for Vendor:	475.00					
41487	79253S 205	MT ACE HARDWARE	76.15					
1	218633778 09/02/21	STA 1	12.99			1000 50 420460	361	101000
2	218652634 09/15/21	STA 1	0.32			1000 50 420460	361	101000
3	218657348 09/18/21	STA 1	7.99			1000 50 420460	361	101000
4	218672703 09/30/21	STA 1	54.85			1000 50 420460	361	101000
		Total for Vendor:	76.15					

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MISSOULA RURAL FIRE DISTRICT  
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41488	79254S 1542 MT COFFEE EXPRESS		45.00					
1	13898 09/15/21 STA 1		45.00			1000 50 420460	361	101000
		<b>Total for Vendor:</b>	<b>45.00</b>					
41435	79204S 445 MT CRIMINAL RECORDS		100.00					
1	21.0915 09/15/21 RFF - R.LUBKE BACKGROUND CHEC		25.00*			1000 60 420460	391	101000
2	21.0915 09/15/21 VFF- B.BOSTICK BACKGROUND CHE		25.00*			1000 60 420460	391	101000
3	21.0915 09/15/21 RFF - D.ROONEY BACKGROUND CHE		25.00*			1000 60 420460	391	101000
4	21.0915 09/15/21 RFF - L.BEATON BACKGROUND CHE		25.00*			1000 60 420460	391	101000
41451	79218S 445 MT CRIMINAL RECORDS		25.00					
1	21.0924 09/24/21 C.LULAY - BACKGROUND VERIFICA		25.00*			1000 60 420460	391	101000
		<b>Total for Vendor:</b>	<b>125.00</b>					
41489	79255S 260 MT ELECTRONICS COMPANY		231.65					
1	3831 09/28/21 NEW STA 4		231.65			1000 10 420510	943	101000
		<b>Total for Vendor:</b>	<b>231.65</b>					
41441	79219S 263 MT FIREFIGHTERS TESTING		1,200.00					
1	1014 09/01/21 FY22 ANNUAL DUES		1,200.00			1000 10 420510	333	101000
		<b>Total for Vendor:</b>	<b>1,200.00</b>					
41492	79256S 1322 MURDOCHS RANCH & HOME SUPPLY		114.95					
1	H79236 08/31/21 FUEL MITIGATION		29.98			1000 100 420470	220	101000
2	H91276 09/13/21 FUEL MITIGIATON		84.97			1000 100 420470	220	101000
		<b>Total for Vendor:</b>	<b>114.95</b>					
41493	79257S 295 NORCO		144.10					
1	33057579 09/16/21 MEDICAL OXYGEN		121.90			1000 80 420480	222	101000
2	33176394 09/30/21 CYLINDER RENT		22.20			1000 10 420510	356	101000
		<b>Total for Vendor:</b>	<b>144.10</b>					
41508	79258S 1221 NORMONT EQUIPMENT		369.73					
1	25857 08/25/21 WOOD CHIPPER		369.73			1000 20 420440	372	101000
		<b>Total for Vendor:</b>	<b>369.73</b>					

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MISSOULA RURAL FIRE DISTRICT  
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41456	79230S	547 NORTHWESTERN ENERGY	515.46					
1	0520580-2	09/16/21 STA 4	438.16			1000 10 420510	341	101000
2	0520581-0	09/16/21 STA 4	10.44			1000 10 420510	341	101000
3	0537315-4	09/17/21 STA 6	66.86			1000 10 420510	341	101000
41462	79230S	547 NORTHWESTERN ENERGY	806.52					
1	0477741-3	09/20/21 STA 1	730.55			1000 10 420510	341	101000
2	1489125-3	09/20/21 STA 1	75.97			1000 10 420510	341	101000
41494	79259S	547 NORTHWESTERN ENERGY	40.79					
1	0536085-4	09/22/21 STA 2	40.79			1000 10 420510	341	101000
		Total for Vendor:	1,362.77					
41422	79205S	114 PAUL FINLAY	462.26					
1	21.0910	09/10/21 ANNUAL PHYSICAL- P.FINLAY	462.26*			1000 10 410510	356	101000
		Total for Vendor:	462.26					
41440	79220S	1725 PIERCE LEASING	590.00					
1	0043608	09/15/21 9/14-10/11/21 OFFICE TRAILER	590.00			1000 10 420510	530	101000
		Total for Vendor:	590.00					
41521	79260S	927 PITNEY BOWES, INC	85.98					
1	3314425933	09/28/21 METER LEASE	85.98			1000 10 420510	356	101000
		Total for Vendor:	85.98					
41496	79261S	988 PLATT	68.61					
1	2A18892	09/08/21 STA 1	47.48			1000 50 420460	361	101000
2	1X19201	09/24/21 STA 2	21.13			1000 50 420460	362	101000
		Total for Vendor:	68.61					
41497	79262S	31 REPUBLIC SERVICES #889	677.34					
1	002954627	09/28/21 ALL STATIONS	677.34			1000 10 420510	342	101000
		Total for Vendor:	677.34					

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MISSOULA RURAL FIRE DISTRICT  
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41434	79206S	1811 ROBERT LUBKE	20.00					
1	21.0915 09/15/21	FINGERPRINTING REMIB - R.LUBK	20.00*			1000 60 420460	391	101000
		Total for Vendor:	20.00					
41498	79263S	204 RON LUBKE	25.00					
1	21.0930 09/30/21	GYM MEMBERSHIP - R.LUBKE	25.00			1000 50 420460	132	101000
		Total for Vendor:	25.00					
41500	79264S	349 SAFETY KLÉEN CORPORATION	188.71					
1	87050293 09/16/21	SOLVENT	188.71			1000 20 420440	232	101000
		Total for Vendor:	188.71					
41501	79265S	1471 SAW SHOP	134.00					
1	3858 09/15/21	CHAINSAW	134.00			1000 20 420440	206	101000
		Total for Vendor:	134.00					
41504	79266S	360 SHIPPING DEPOT	58.76					
1	315504 09/14/21	T.DEVOS FO1	17.95			1000 10 420510	311	101000
2	315631 09/17/21	AIR SAMPLING	25.26			1000 10 420510	311	101000
3	316141 09/29/21	B.COWAN FI1	4.08			1000 10 420510	311	101000
4	316141 09/29/21	J.LAPINSKI FF2	4.08			1000 10 420510	311	101000
5	316165 09/29/21	C.BAUSMAN	7.39			1000 10 420510	311	101000
		Total for Vendor:	58.76					
41502	79267S	1419 SOLESTONE REIMBURSEMENT SERVICES	322.78					
1	12171 09/28/21	MEDICAL SUPPLIES	185.40			1000 80 420480	222	101000
2	12152 09/13/21	MEDICAL SUPPLIES	137.38			1000 80 420480	222	101000
		Total for Vendor:	322.78					
41433	79207S	369 STAPLES	201.42					
1	20384237 09/05/21	OFFICE SUPPLIES	29.99*			1000 10 410510	220	101000
2	20384237 09/05/21	OFFICE SUPPLIES	26.49*			1000 10 410510	220	101000
3	20384237 09/05/21	OFFICE SUPPLIES	4.99*			1000 10 410510	220	101000
4	20384237 09/05/21	OFFICE SUPPLIES	23.98*			1000 10 410510	220	101000
5	20384237 09/05/21	OFFICE SUPPLIES	24.99*			1000 10 410510	220	101000
6	20384237 09/05/21	OFFICE SUPPLIES	40.99*			1000 10 410510	220	101000



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MISSOULA RURAL FIRE DISTRICT  
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7	20384237	09/05/21 OFFICE SUPPLIES	49.99*			1000 10 410510	368	101000
		Total for Vendor:	201.42					
41503	79268S	1776 TETRA TECH, INC	1,206.25					
1	51791953	09/29/21 NEW STA 4	1,206.25			1000 10 420510	943	101000
		Total for Vendor:	1,206.25					
41439	79221S	385 THOMAS PLUMBING & HEATING	342.50					
1	147032	09/14/21 STA 6	342.50			1000 50 420460	366	101000
		Total for Vendor:	342.50					
41505	79269S	1284 TRACE ANALYTICS, INC.	480.14					
1	21-16456	09/03/21 SAMPLING	16.00			1000 20 420440	370	101000
2	21-17774	09/24/21 SAMPLING	19.14			1000 20 420440	370	101000
3	21-17715	09/24/21 ROUTINE ANALYSIS	445.00			1000 20 420440	370	101000
		Total for Vendor:	480.14					
41507	79270S	1607 TRACTOR SUPPLY CO	9.99					
1	228585	09/01/21 355	9.99			1000 20 420440	270	101000
		Total for Vendor:	9.99					
41506	79271S	463 TRI ARC, INC.	31.00					
1	R19911	09/30/21 CYLINDER RENT	31.00			1000 10 420510	356	101000
		Total for Vendor:	31.00					
41450	79222S	408 VERIZON WIRELESS	349.90					
1	9888271279	09/11/21 WIRELESS	349.90			1000 10 420510	345	101000
		Total for Vendor:	349.90					
41460	79231S	782 WESTERN STATES EQUIPMENT COMPANY	164.80					
1	IN00176173	08/31/21 STA 6 GENERATOR	164.80			1000 20 420440	301	101000
41510	79272S	782 WESTERN STATES EQUIPMENT COMPANY	334.02					
1	IN00177146	09/10/21 STA 6 GENERATOR	334.02			1000 20 420440	301	101000
		Total for Vendor:	498.82					

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MISSOULA RURAL FIRE DISTRICT  
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41509	79273S	1724 WEX Bank	5,008.87					
1	74734713 09/30/21 FUEL		4,480.20			1000 20 420440	231	101000
2	74734713 09/30/21 FUEL MITIGATION		528.67			1000 100 420470	231	101000
		Total for Vendor:	5,008.87					
41512	79274S	756 WHALEN TIRE	238.50					
1	766472 09/22/21 349		238.50			1000 20 420440	233	101000
		Total for Vendor:	238.50					
		# of Claims	86	Total:				141,046.68

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MISSOULA RURAL FIRE DISTRICT  
Fund Summary for Claims  
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Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH ON DEPOSIT - COUNTY TREASURER	\$141,046.68
Total:	\$141,046.68

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Claims reviewed and approved for payment at the Regular scheduled Missoula Rural Fire District Board of Trustee Meeting held Tuesday, October 12<sup>th</sup>, 2021, at 7:00 PM.

Melissa Schnee Melissa Schnee, Office Manager

\_\_\_\_\_ Ben Murphy, Chairman

\_\_\_\_\_ Dick Mangan, Secretary



## MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804

(406) 549-6172 • FAX (406) 549-6023

[www.mrfdfire.org](http://www.mrfdfire.org)

September 14, 2021

Montana Campus Contact  
DHC #020  
32 Campus Drive  
Missoula, MT 59812

Dear staff of Campus Compact,

On behalf of the firefighters and staff of the Missoula Rural Fire District, we would like to thank you for putting together a care package for our crew. It was very kind to have the goodies hand delivered to our Station 1 Headquarters in Missoula. This was a considerate reminder of the kindness and goodwill of our neighbors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Newman', written over a white background.

Chris Newman  
Fire Chief  
Missoula Rural Fire District

CN/jc



## MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804

(406) 549-6172 • FAX (406) 549-6023

[www.mrfdfire.org](http://www.mrfdfire.org)

September 27, 2021

Vera Mace  
Girl Scout Troop 3556  
466 Chandler Street  
Missoula, MT 59808

Dear Girl Scout Troop 3556,

On behalf of the firefighters and staff of the Missoula Rural Fire District, we would like to thank you for the cookies. It was very kind to have them hand delivered to our Station 1 Headquarters in Missoula. This was a considerate reminder of the kindness and goodwill of our neighbors.

Sincerely,

Chris Newman  
Fire Chief  
Missoula Rural Fire District

CN/jc

**Nicole M. Noonan, CPA, P.C.**

*435 Little Mill Creek Road*

*St. Regis, Montana 59866*

*Phone: (406) 649-2436*

*Cell phone: (406) 239-4260*

*E-mail: noonanaccounting@hotmail.com*

September 15, 2021

Melissa Schnee  
Missoula Rural Fire District  
2521 South Avenue West  
Missoula, Montana 59804

Melissa,

Auditing standards require that I communicate audit planning information with the governing body. Enclosed is an engagement letter that satisfies this requirement. Please distribute the copies provided to the board for their information at your earliest convenience. Let me know if you have any questions or concerns.

Best Regards,



Nicole M. Noonan, CPA, CGFM

Enclosures

**Nicole M. Noonan, CPA, P.C.**  
435 Little Mill Creek Road  
St. Regis, Montana 59866  
Phone: (406) 649-2436  
Cell phone: (406) 239-4260  
E-mail: noonanaccounting@hotmail.com

September 15, 2021

Management and Board of Trustees  
Missoula Rural Fire District  
Missoula, Montana

I am pleased to confirm my understanding of the services I am to provide Missoula Rural Fire District for the year ended June 30, 2020. I will audit the financial statements of the governmental activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Missoula Rural Fire District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Missoula Rural Fire District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Missoula Rural Fire District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Schedule of Changes in Other Postemployment Benefits Liability and Related Ratios
- 4) Schedule of Proportionate Share of the Net Pension Liability
- 5) Schedule of Pension Contributions



## **Audit Objectives**

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Missoula Rural Fire District and other procedures I consider necessary to enable me to express such opinions. I will issue a written report upon completion of my audit of Missoula Rural Fire District's financial statements. My report will be addressed to the board of trustees of Missoula Rural Fire District. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or issue reports, or may withdraw from this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during my audit I become aware that Missoula Rural Fire District is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. My responsibility as an auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as an auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Controls**

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Missoula Rural Fire District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

## **Other Services**

I will also assist in preparing the financial statement notes of Missoula Rural Fire District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that I report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statement notes and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statement notes and that you have reviewed and approved the financial statement notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by me for testing.

I will provide copies of my reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nicole M. Noonan, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Montana Department of Administration, Local Government Services or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nicole M. Noonan, CPA, P.C. personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The audit has started, and I expect to issue my reports no later than October 15, 2021. Nicole M. Noonan is the engagement partner and is responsible for supervising the engagement and signing the reports. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that

I agree that my gross fee, including expenses, will not exceed \$11,400. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

I appreciate the opportunity to be of service to Missoula Rural Fire District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know.

*Nicole M. Noonan, CPA*

Nicole M. Noonan, CPA, P.C.

**RESOLUTION NO. 2021-107**

**ANNEXATION TO THE MISSOULA RURAL FIRE DISTRICT  
A PARCEL OF LAND LOCATED IN MISSOULA COUNTY**

**WHEREAS**, a petition has been received by the Clerk and Recorder's Office to annex to the Missoula Rural Fire District an area of land described as follows:

**Tract B-1 of COS 6421 Located in S29 T14N R19W, Missoula County,  
Montana**

**Parcel #6003308, located at 8201 Dark Horse Ln, Missoula, MT 59808**

**WHEREAS**, said petition for annexation to the Missoula Rural Fire District, as presented to and filed in the Clerk and Recorder's Office, has been checked and verified; and

**WHEREAS**, said petition contains the signatures of more than 40% of the owners of the real property within the area to be annexed and representing 40% or more of the taxable value of the property within the area to be annexed; and

**WHEREAS**, a public hearing on this matter was held at 2:00 p.m. in Courthouse Annex Room 151, Sophie Moiese Room, Missoula County Courthouse Annex, Missoula, Montana, on September 23, 2021, before the Board of County Commissioners of Missoula County, Montana; legal publication and notice requirements having been met in accordance with MCA 7-33-2125; and

**WHEREAS**, no one appeared to protest the annexation of the above-described parcel of land nor were any written protests received; and

**WHEREAS**, the Missoula Rural Fire District supports the annexation; and

**WHEREAS**, the Missoula Board of County Commissioners did approve said annexation as requested;

**NOW, THEREFORE, BE IT RESOLVED** that the parcel of land above referenced be included within said Missoula Rural Fire District, and is to be assessed for said annexation, a fire district levy along with other property already a part of said Missoula Rural Fire District.

**DATED THIS 23<sup>RD</sup> DAY OF SEPTEMBER, 2021**

ATTEST:

*Tyler Gernant*

\_\_\_\_\_  
Tyler R. Gernant, Clerk & Treasurer

BOARD OF COUNTY COMMISSIONERS  
MISSOULA COUNTY, MONTANA

*David Strohmair*

\_\_\_\_\_  
David Strohmair, Chair

*Josh Slotnick*

\_\_\_\_\_  
Josh Slotnick, Commissioner

*Juanita Vero*

\_\_\_\_\_  
Juanita Vero, Commissioner





## Call for Service Report

September 2021

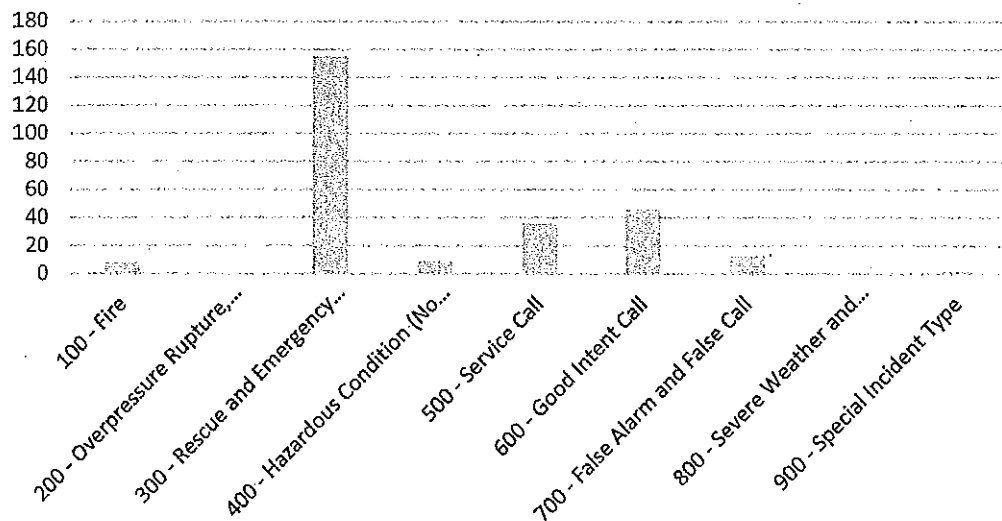
In September of 2021, Missoula Rural Fire District (MRFD) answered 262 calls for service. MRFD responded to 245 of these incidents. The other 17 incidents were responded to solely by mutual aid partners. MRFD provided mutual/automatic aid on 95 incidents and received mutual/automatic aid on 27 incidents, overall working side by side with 8 neighboring agencies.

### Incident Type Data

NFIRS Incident Type Series	September 2021	2021 YTD*	2021 YTD Percentage*
100 - Fire	7	N/A	N/A
200 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	N/A	N/A
300 - Rescue and Emergency Medical Service (EMS) Incidents	154	N/A	N/A
400 - Hazardous Condition (No Fire)	8	N/A	N/A
500 - Service Call	35	N/A	N/A
600 - Good Intent Call	45	N/A	N/A
700 - False Alarm and False Call	12	N/A	N/A
800 - Severe Weather and Natural Disaster	0	N/A	N/A
900 - Special Incident Type	1	N/A	N/A

\*These numbers are not accurate since May-August CFS Reports are still incomplete. There will be an update for this time period at the November BOT meeting.

### September 2021 Incident Types



## **Public Relations Outreach Breakdown**

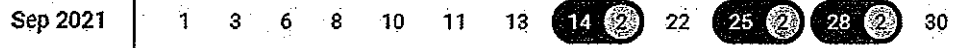
September 2021

- 15 total documented events
  - 10 social media posts (Facebook/Instagram/Twitter)
  - 3 scheduled media appearance (Newspaper/Radio/TV)
  - 1 in station event (Car Seat Event/Station Tour)
  - 0 impromptu media appearance (Newspaper/Radio/TV)
  - 1 other (Fundraiser/Parade/Etc.)



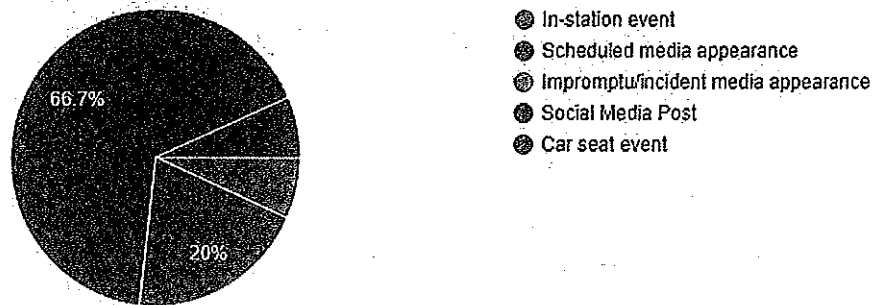
### Date

15 responses



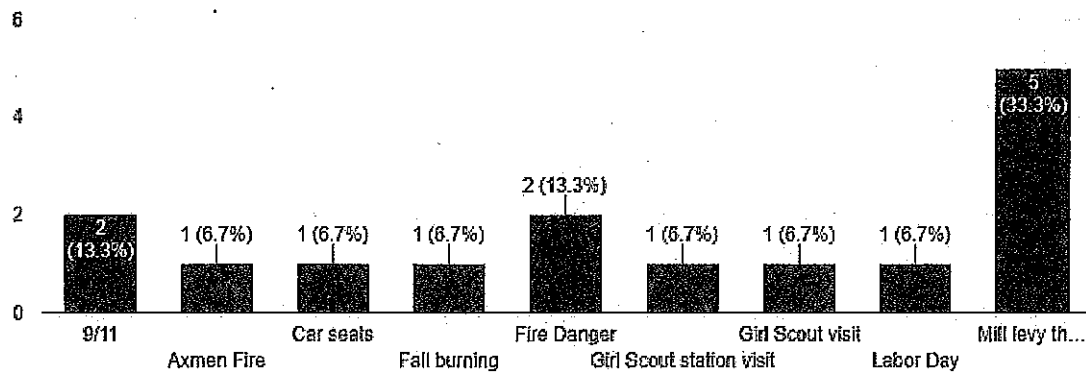
### Type

15 responses



### Topic Being Discussed

15 responses



## September 2021 IT Report

Again, new Station 4 occupied significant time throughout the month. Acquisition and configuration of new computers and networking equipment continues. Spectrum services for internet, television, and landline phone are installed. Coordinated with Systems Northwest for timeframe to install new switches that are needed for surveillance cameras and PA systems.

New World staffing problem persisted requiring a follow-up with their technical support this time including Missoula 911 technical support in the person of Drew Koepke. During that call it was determined that the problem was actually a software bug and would require NW development to fix. However, during the same call Drew discovered that the fix had been done after the previous month's call but had not been communicated to anyone involved with the problem. Drew immediately requested the fix be installed. We are expecting that during the first week of October.

- Temporary user setup for NW consultant assisting Cory Horsens with accreditation reports
- Set up Raquel Wilkerson to print checks
- Telestaff stopped sending Call-Back requests. Upon contacting UKG technical support it was determined that an update to Telestaff was required and installed.
- An older server that was in use for development stopped working requiring moving two virtual servers to a different host.
- A repeat of last month's server rack Uninterruptible Power Supply failure led to battery replacement in that UPS
- Distribution Lists and Domain Control user maintenance
- Updated last Windows 7 computer that is used for meetings and general-purpose computing in the Station 1 conference room. This was prompted by a malfunctioning ID card printer.
- Support time with Microsoft to correct a problem installing Office on above updated computer. Used opportunity to get advice on procedures for making domain name changes that will arise from renaming MRFD.
- Began working with Blaine Cowan to implement room reservations within Outlook or Teams

Joe Ford  
IT Manager

# September 2021

## DFM McDermott

### First Due

- Meeting with Ronny and Billy on Random addresses
- Identify actions items
- Identify random address problems

### Annexation

- New Owner letters written
- Letters printed for mailing out
- 3099 Big Flat Rd. criteria check
- New form discussion
- 22050 Highway 12 W

### Brycer

- Conversation on premises list
- Review premises list to send to Nick

### Inspection

- 6600 Highway 12 W. Lolo Creek Steakhouse
- 2837 Grassland Rough-in
- 6610 Mullan Rd. CFO
- 116 Glacier Dr. CFO
- 10928 Sanctuary Pl. CFO
- 11300 Highway 93 S. Selway Armory
- 11705 Highway 93 S. A Touch of Class
- 16305 Highland Dr. CFO
- 11504 Ninebark Way CFO
- 11549 Ninebark Way CFO

### Investigation

- Update ongoing investigations
- Bonner Mill fire AAR
- 9144 Bonner Mill Rd. report finished
- Expedition investigation update with insurance investigator

## **Lockboxes**

- 9535 Mormon Creek interest in lockboxes

## **Plan Review**

- Update list
- 2429 Pale Evening Ct.
- 2423 Pale Evening Ct.
- Alarm plans Station 4
- 2411 Pale Evening Ct.
- 2417 Pale Evening Ct.
- 11171 Stella Blue
- 11772 Cattail Way
- 2628 West Central Ave.

## **DUI Task Force**

- Meeting and new program review

## **Training**

- Rope rescue training
- Photovoltaic Training
- IAAI training
- Fire Investigator Training Certification class in Texas

September 2021

DFM Giardino

Business Inspections (re-inspections):

- Vikom Tele-construction; 7410 Keeny Dr. Sept. 13
- Aqua Products 9889 Garrymore Ln. Sept. 13
- Bonner Elementary Sept. 27

Certificate of Occupancy Finals (Business)

- 7037 Two Smokes Way (needs re-inspection for addressing and fire extinguishers) Sept. 21
- Re-inspection of 7037 Two Smokes Way (corrections made) Sept. 23

Sprinkler and Alarm System Inspections (Test)

Petition for Annexation

- 3450 Galbavy Ln Sept. 14
- 1380 Kenwood Dr. Sept. 16 & 22

Residential Sprinkler Final, Rough-Ins, and C of O (residential) Inspections

- 11670 Cattail Way Sept. 1
- 11522 Ninebark Way Sept. 2
- 6069 MacArthur Dr. Sept. 7
- 11478 Ninebark Way Sept. 7
- 11656 Cattail Way Sept. 13
- 6015 MacArthur Dr. (needs re-inspection) Sept. 15 & 22
- 11496 Ninebark Way (needs re-inspection) Sept. 22 & 29

Cistern Inspections

Hydrant Flow Tests

- Love's Travel Plaza x 3 Sept. 23
- Muralts Truck Plaza (near Taco Bell) Sept. 23

Lockboxes

- 7410 Keeney Dr. Sept. 13

Community Risk Reduction, Fire Prevention, and Code Compliance

- Ansul hood system inspection for new DQ in Lolo Sept. 1
- Sprinkler pressure test at new Station 4 in Bonner Sept. 7
- Spoke with Love's TP maintenance re: low hydrant pressure. Needs follow up. Sept. 7
- Researched FM Global sprinkler requirements vs NFPA 13 for I-State project. Sept. 9
- Hazard assessment for Eli & Associates at 5305 Mullan Rd. Sept. 15
- Contacted Love's TP to address fire suppression issue Sept. 20
- Met with Western States Fire Protection at Loves Travel Plaza to check fire pump. Sept. 23
- Delivered lockbox to Republic Services Landfill. Sept. 28
- Sprinkler approval letter for I-State project Sept. 30

- Put together fire prevention "goodie bags" for station tour on 10/2 Sept 30

### Classes/Training

#### Fire Investigations

- Spoke with Axmen Recycling and took pictures for investigation report. Sept. 7
- 9775 Summit Drive (Axmen Recycling) report. Sept. 9

#### Plan Reviews

- 10631 Royal Coachman Dr Sept. 2
- 10637 Royal Coachman Dr Sept. 2
- Stillwater Estates sprinkler reviews Sept. 9
- Stillwater Estates sprinkler reviews Sept. 13
- 2618 Grassland Drive (sprinkler review) Sept. 14
- 8960 Professional Drive (Signage) Sept. 22
- 8350 Racetrack Ln. (I-State sprinkler plans) Sept. 27, 28

#### Pre-Plans via First Due:

- Exp & Old Dominion Freight; 10091 Enterprise Way Sept. 7
- Added hydrant at Muralts and updated flows for Love's TP Sept. 23

#### Assignments and Other Activities

- Officer's meeting Sept. 9
- MCFPA meeting Sept. 13
- Teams meeting with First Due re: parent addresses Sept. 14
- AAR for Summit Drive incident Sept. 14
- IMT meeting with Chief Finlay Sept. 20
- Hazmat team training @ City # 4 Sept. 21
- IMT C & G meeting (Elections Office) Sept. 22
- Teams meeting with IMT (Planning meeting) Sept. 22
- IMT OPS/Problem Solving/C & G meetings Sept. 23
- MRFD name change with Chief Newman (Teams meeting) Sept. 27
- IMT OPS/Problem Solving/ C & G meetings Sept. 27
- DRT meeting Sept. 28
- ENS Teams training with Dr. Gildae Sept. 29

## GENERAL RELEASE OF LIABILITY FOR DONATION OF EQUIPMENT

This General Release of Liability for Donation of Equipment ("the Agreement") is hereby made and entered into effective on the date last signed by and between Missoula Rural Fire District, a Montana statutory rural fire district, 2521 South Avenue West, Missoula, Montana 59804 ("the District") and Libby Fire Department, PO Box 796 119 E. 6<sup>th</sup> St, Libby, Montana 59923 a Montana fire department, ("the Recipient").

The District hereby agrees to donate, and the Recipient hereby agrees to accept AS IS and WITHOUT WARRANTY OF ANY KIND, the following equipment ("the Equipment"):

Type of Equipment	Make/Model	Serial Number
SCBA Mask Survivair Panther w/ comms	Size Medium	710250723
SCBA Mask Survivair Panther w/ comms	Size Medium	710030084
SCBA Mask Survivair Panther w/ comms	Size Medium	710030081
SCBA Mask Survivair Panther w/ comms	Size Medium	610110301
SCBA Mask Survivair Panther w/ comms	Size Medium	4006150710
SCBA Mask Survivair Panther w/ comms	Size Medium	710250672
SCBA Mask Survivair Panther w/ comms	Size Medium	710250728
SCBA Mask Survivair Panther w/ comms	Size Medium	707310607
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0
SCBA Mask Survivair Panther w/ comms	Size Medium	0

SCBA Mask Survivair Panther w/ comms	Size Medium	0
Survivor Panther pack frame SCBA	Panther	408050242
Survivor Panther pack frame SCBA	Panther	504010371
Survivor Panther pack frame SCBA	Panther	612120313
Survivor Panther pack frame SCBA	Panther	504010368
Survivor Panther pack frame SCBA	Panther	503240528
Survivor Panther pack frame SCBA	Panther	707251933
Survivor Panther pack frame SCBA	Panther	408050281
Survivor Panther pack frame SCBA	Panther	707251865
Survivor Panther pack frame SCBA	Panther	608090427
Survivor Panther pack frame SCBA	Panther	504010348
Survivor Panther pack frame SCBA	Panther	504010373
Survivor Panther pack frame SCBA	Panther	504010372
Survivor Panther pack frame SCBA	Panther	707251907

The Recipient acknowledges that the District is not and does not claim to be a dealer or merchant of the Equipment or of any equipment of any kind. The Recipient further acknowledges that in making its decision to accept, possess, and utilize the Equipment, it is not relying on any representations or warranties made by the District. The Recipient is accepting, possessing, and utilizing the Equipment WITHOUT ANY WARRANTIES, EXPRESSED OR IMPLIED, including WITHOUT ANY WARRANTY OF MERCHANTABILITY OR ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

The Recipient agrees that it shall be solely responsible in complying with all OSHA standards and requirements, NFPA standards, medical standards, and any other standards that may exist and are applicable to use of the Equipment. The Recipient further acknowledges and agrees that the District makes no warranties or representations as to whether the Equipment now meets, or in the future may meet, any such applicable standards.

The Recipient understands that once the Equipment is in the possession of the Recipient, the District no longer has any control over its condition, maintenance, function, operability, or use,



and thus, the Recipient shall thenceforth assume all responsibility and liability for the Equipment, including its condition, maintenance, function, operability, and use, as well as for hiring or training persons for the same.

The Recipient hereby irrevocably and unconditionally waives, releases, acquits, and forever discharges the District and its trustees, administration, and employees from any and all claims, liabilities, promises, actions, damages, and the like, known or unknown, that the Recipient has or ever might have against the District, its trustees, administration, and employees, which arise or may arise out of or relate to the Recipient's acceptance, possession, and utilization of the Equipment.

The Recipient agrees to indemnify and hold the District harmless from any and all claims, liabilities, promises, actions, damages, and the like, known or unknown, from its acceptance, possession, and utilization of the Equipment. In addition, the Recipient shall not bring any legal action against the District for any claim, liability, promise, action, or damages waived and released under this Agreement. Should the Recipient bring any type of administrative or legal action arising out of or related to any claim, liability, promise, action, or damages waived and released under this Agreement, the Recipient shall pay the reasonable legal fees and costs that the District incurs in defending against such claim, liability, promise, action, or damages.

The Recipient recognizes that there are certain inherent risks associated with use of the Equipment. The Recipient hereby acknowledges and accepts all liabilities and assumptions of risk regarding the acceptance, possession, and utilization of the Equipment and as to the Equipment's conformity with current OSHA, NIOSH and NFPA standards.

The Recipient understands that it has the right to review this Agreement with its attorney prior to signing it. If the Recipient's duly authorized representatives sign the Agreement, they agree that they have done so after reviewing the Agreement with the Recipient's attorney or have waived the right and opportunity to do so.

Missoula Rural Fire District

By: \_\_\_\_\_ Chris Newman, Chief

By: \_\_\_\_\_ Ben Murphy, Chairman of the Board

Attest By: \_\_\_\_\_ Dick Mangan, Secretary of the Board

---

Libby Fire Department

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of Montana

County of \_\_\_\_\_

This instrument was signed before me on \_\_\_\_\_

by \_\_\_\_\_

Print name of signer(s)

\_\_\_\_\_  
Notary Signature

Affix seal/stamp as close to signature as possible.



## MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804

(406) 549-6172 • FAX (406) 549-6023

[www.mrfdfire.org](http://www.mrfdfire.org)

September 16, 2021

To: MRFD Board of Trustees

From: Chief Newman

Re: **Recommendation of Approval for Annexation: 1380 Kenwood Drive**

Dear Chair Murphy and Members of the Board of Trustees:

Upon my review, I concur with the findings of the Fire Marshal's Office.

It is my recommendation to the Board that the property listed above should be annexed into the Missoula Rural Fire District.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Newman", is written over the "Sincerely," line.

Chris Newman, Fire Chief  
Missoula Rural Fire District



## MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804  
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09-16-2021

To: Fire Chief Newman  
From: Assistant Chief Christopherson  
Re: Annexation of the property located at 1380 Kenwood Drive

Please find attached the signed MRFD Annexation Criteria Form (ACF), which was completed after the property was inspected at the above-referenced address. The property owner was contacted and has also received a copy of this criteria form for their records. We explained that once we received the signed copy to acknowledge their understanding and receipt of the ACF, we would then submit this petition of annexation to the MRFD Fire Board for their consideration.

After my review, it is my recommendation to the Board that the property located at 1380 Kenwood Drive, be annexed into the Missoula Rural Fire District.

Sincerely,

Brent L. Christopherson, Assistant Chief/Fire Marshal  
Missoula Rural Fire District



# MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804  
 (406) 549-6172 • FAX (406) 549-6023

www.mrfdfire.org

## PETITION FOR ANNEXATION

We, the undersigned, being taxpaying freeholders and whose names appear upon the last completed assessment roll, do hereby petition the Board of County Commissioners to annex to the Missoula Rural Fire District, the following parcel:

420301001      1380 Kenwood Drive; Missoula, MT 59804

**Taxpayer ID:**                      **Property Address:**

04-2199-26-2-02-08-0000                      N/A

**Geo Code:**                                      **Subdivision Name (if applicable)**

S26, T13 N, R20 W, C.O.S. 6769, PARCEL B2, ACRES 22.93

**Legal Description** (*Quarter, Section, Township, Range, Lot #, Block, COS #, etc.*)

Travelers - Kalin Johnson (State Farm Bank)      406-258-1425  
**Name of Insurance Company – Property Insurance**                      **Insurance Phone Number**

Alex Ramsey                      406-531-2647                      Alexander.Ramsey@gmail.com  
**Contact Name for this Petition**                      **Contact's Phone Number**                      **Contact's Email Address**

<u>Property Owner Signature(s)</u>	<u>Printed Name(s)</u>	<u>Mailing Address</u>
<u>Alex Ramsey</u> <u>9/16/21</u> <i>(sign and date)</i>	<u>Alex Ramsey</u>	<u>1380 Kenwood Dr.</u>
<u>Erica Ramsey</u> <u>9/16/21</u> <i>(sign and date)</i>	<u>Erica Ramsey</u>	<u>1380 Kenwood Dr.</u>
_____	_____	_____
<i>(sign and date)</i>		

**FOR OFFICE USE ONLY:**

Annexation accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 by the Board of Trustees for the Missoula Rural Fire District

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



# MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804  
 (406) 549-6172 • FAX (406) 549-6023  
[www.mrfdfire.org](http://www.mrfdfire.org)

## Annexation Inspection Result

**Status**  
Completed

**Inspected by**  
Giardino, Pete

**Completed at**  
09/22/2021 06:42

<b>Business Address</b>	<b>Suite</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
1380 KENWOOD DR	--	MISSOULA	MT	59804
<b>Business Name</b>	<b>Building Type</b>			
--	Unknown			

### Passed - No Violations

Item	Result	Remarks
30-100 ft, Reduced Fuel Zone-Is a fuel break provided by the disruption of the vertical and/or horizontal continuity of flammable/combustible vegetation?	Yes	
Is there a potential difference in the wildfire vs structure response capability? (Explain in comments)	No	
0-30 ft, Defensible Space Zone-Is all flammable vegetation and combustibile growth clear of this area? (*CRITICAL*)	Yes	
Are there buildings more than 400 sf (ground floor area) and/or public occupancies with structural components?	Yes	
Is there clear openings through gates at least 2 feet wider than the means of access it controls?	N/A (no gates)	

Item	Result	Remarks
Can the fire department realistically access the property after a snow event or icy conditions? (*CRITICAL*)	Yes	
Are roadways constructed of a hard, all-weather surface designed to support all imposed loads of MRFD apparatus? (*CRITICAL*)	Yes	
Are the roadways a minimum clear width of 16 ft?	Yes	
Is there at least 13 ft 6 in. nominal vertical clearance over the full width of the roadway? (*CRITICAL*)	Yes	
Do the curves/turns in the roadway have a minimum radius of 60 ft to the outside of the turn?	Yes	
Is/Are bridge(s) present that require access to the property/structure(s) (*CRITICAL*)	No	
Is/Are bridge(s) designed to support the imposed load of all MRFD fire apparatus. (*CRITICAL*)	N/A (no bridges)	
Is the load limit clearly posted at both approaches to the bridge?	N/A (no bridges)	
Has the vegetation adjacent to the roadway been mitigated?	Yes	
Are there any road/driveway grades steeper than 10 percent?	No	
Is there a dead end roadway more than 300 ft in length?	Yes	
If yes, is there an appropriate turnaround for fire apparatus? (*CRITICAL*)	Yes	
Is there a dead end/cul-de-sac that exceeds 1200 ft in length?	Yes	

Item	Result	Remarks
If yes, are there approved intermediate turnarounds at a maximum of 1200 ft intervals? (*CRITICAL*)	Yes	
Is the driveway longer than 150 ft?	No	
If yes, is there an appropriate turnaround for fire apparatus? (*CRITICAL*)	N/A (Driveway not longer than 150 feet)	
Is the driveway a minimum of 12 feet in width and 13 ft 6 in. in vertical clearance?	Yes	
If the driveway is longer than 300 ft, are there pullouts?	N/A (Driveway not longer than 300 feet)	
Are the road and address signs made of appropriate materials and properly located?	Yes	
Is there adequate fire apparatus access provided to within 150 ft of any point of the exterior wall of each building? (300 ft for a sprinklered building) (*CRITICAL*)	Yes	
Are building separations greater than 30 ft?	Yes	
Is the building(s) protected by an automatic sprinkler system in accordance with NFPA 13, 13R or 13D?	No	
Does the building(s) have a local/supervised fire alarm system in accordance with NFPA 72?	No	
What is the distance to the nearest fire hydrant?	2.1 miles	
If fire hydrants are not present, what is the distance to the nearest water storage (cistern or draft site) that meets NFPA 1142 requirements?	0.3 miles	
Are connections at either water source (if applicable) appropriate for MRFD use?	Yes	
Non-combustible roof?	No	



Item	Result	Remarks
Soffits enclosed?	Yes	
Soffit, attic and crawl space vents screened?	Yes	
Non-combustible siding?	No	
Double pane windows?	Yes	
Is/Are deck(s) present?	No	
Is/Are decks(s) non-combustible?	N/A (no deck(s) present)	
Are decks fire resistant?	N/A (no deck present)	
What is the distance to the closest MRFD fire station	3.6 miles (Station 1)	
What is the distance to the closest mutual/auto aid partner	5.7 miles (City Station 3)	

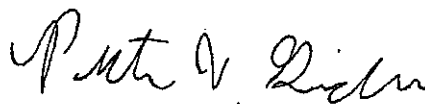
## Inspection Signatures

**Occupancy Contact Signature**



Alex Ramsey  
 Owner  
 (406) 531-2647  
 Alexander.ramsey@gmail.com

**Inspector Signature**



Giardino, Pete  
 Deputy Fire Marshal  
 406-239-4844  
 pgiardino@mrfdfire.org

**FIRE-RESCUE**  
MISSOULA RURAL FIRE DISTRICT

**MISSOULA RURAL FIRE DISTRICT**

2521 South Avenue West • Missoula, Montana 59804

(406) 549-6172 • FAX (406) 549-6023

www.mrfdfire.org

7-29-2020

Cody J. Moore  
Holly E. Moore  
3099 Big Flat Rd  
Missoula, MT 59804-9413

**Re: 3099 Big Flat Rd; Missoula, MT 59804**

Dear Property Owner(s):

It has come to our attention that this property is not under the protection of the Missoula Rural Fire District (MRFD) and is not currently paying taxes for this emergency service. Accordingly, the Fire District is not required to respond to any future emergencies you may have.

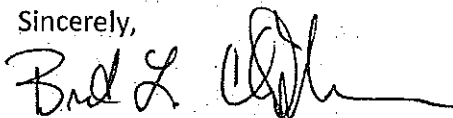
To remedy this situation, we would like to encourage you to start the process of annexation into the District. "Annexation" is when a homeowner ensures that they are paying taxes to have emergency medical and fire protection in place for their home/property. As an example, a home with a tax assessed market value (not sales price) of \$200,000 would have fire protection for approximately \$31.00 per month. Once this annexation is complete, your property taxes will be enough to defray the cost for our emergency response to your address.

MRFD provides advanced life support (emergency medical service), structure and wildland fire protection, technical rescue, and response to hazardous materials emergencies, along with fire prevention activities and other services. By annexing into the District, these services will continue to be provided for you with no additional charges at this time.

To start the process of annexation with MRFD, please complete the enclosed form and include your best phone number, so that we can arrange a time to meet. Please return the enclosed annexation form to **Missoula Rural Fire District -- 2521 South Ave W -- Missoula, MT 59804**. A self-addressed envelope has also been included, for your convenience.

If you have any questions regarding the annexation process, please feel free to contact us at 406-549-6172.

Sincerely,



Brent L. Christopherson  
Assistant Chief/Fire Marshal  
Missoula Rural Fire District

Enclosures



# MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804  
(406) 549-6172 • FAX (406) 549-6023  
www.mrfdfire.org

## PETITION FOR ANNEXATION

We, the undersigned, being taxpaying freeholders and whose names appear upon the last completed assessment roll, do hereby petition the Board of County Commissioners to annex to the Missoula Rural Fire District, the following parcel:

6011934      3099 BIG FLAT RD MISSOULA, MT 59804

**Taxpayer ID:**      **Property Address:**

04-2199-07-2-01-01-0000

**Geo Code:**

**Subdivision Name** *(if applicable)*

S07, T13 N, R20 W, C.O.S. 6553, PARCEL TRACT 1, ACRES 34.3, TIMBER LAND

**Legal Description** *(Quarter, Section, Township, Range, Lot #, Block, COS #, etc.)*

Nationwide - Kyle Amundsen

406-728-0030/541-8582

**Name of Insurance Company**      **Property Insurance**

**Insurance Phone Number**

Holly Moore

406-370-2012

HollyJ19@aol.com

**Contact Name for this Petition**

**Contact's Phone Number**

**Contact's Email Address**

**Property Owner Signature(s)**

**Printed Name(s)**

**Mailing Address**

[Signature] 9/9/21  
*(sign and date)*

Cody J. Moore

3099 Big Flat Rd  
Missoula, MT 59804-9413

[Signature] 9/9/2021  
*(sign and date)*

Holly E. Moore

*(sign and date)*

**FOR OFFICE USE ONLY**

Annexation accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by the Board of Trustees for the Missoula Rural Fire District

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

# Property Record Card

## Summary

### Primary Information

**Property Category:** RP                      **Subcategory:** Agricultural and Timber Properties  
**Geocode:** 04-2199-07-2-01-01-0000      **Assessment Code:** 0006011934  
**Primary Owner:**                              **PropertyAddress:** 3099 BIG FLAT RD  
 MOORE CODY J                                  MISSOULA, MT 59804  
 3099 BIG FLAT RD                              **COS Parcel:** TRACT 1  
 MISSOULA, MT 59804-9413

*NOTE: See the Owner tab for all owner information*

**Certificate of Survey:** 6553

**Subdivision:**

### Legal Description:

S07, T13 N, R20 W, C.O.S. 6553, PARCEL TRACT 1, ACRES 34.3, TIMBER LAND

**Last Modified:** 7/16/2021 4:03:03 AM

### General Property Information

**Neighborhood:** 204.015                      **Property Type:** IMP\_R - Improved Property - Rural

**Living Units:** 1                                  **Levy District:** 04-1593-23-2

**Zoning:**    **Ownership %:** 100

### Linked Property:

No linked properties exist for this property

### Exemptions:

No exemptions exist for this property

### Condo Ownership:

**General:** 0                                      **Limited:** 0

### Property Factors

**Topography:**

**Fronting:**

**Utilities:**

**Parking Type:**

**Access:**

**Parking Quantity:**

**Location:**

**Parking Proximity:**

### Land Summary

Land Type	Acres	Value
Grazing	0.000	00.00
Fallow	0.000	00.00
Irrigated	0.000	00.00
Continuous Crop	0.000	00.00
Wild Hay	0.000	00.00
Farmsite	0.000	00.00
ROW	0.000	00.00
NonQual Land	0.000	00.00
Total Ag Land	0.000	00.00
Total Forest Land	33.300	24,708.00
Total Market Land	1.000	185,600.00

### Deed Information:

Deed Date	Book	Page	Recorded Date	Document Number	Document Type
9/12/2017	986	536	9/12/2017		Warranty Deed
1/20/2017	973	1252	1/25/2017		Warranty Deed
8/23/2016	967	120	8/31/2016		Other

## Owners

Party #1

**Default Information:** MOORE CODY J  
3099 BIG FLAT RD  
**Ownership %:** 100  
**Primary Owner:** "Yes"  
**Interest Type:** Conversion  
**Last Modified:** 10/22/2018 10:12:37 AM

Other Names

Other Addresses

Name	Type	Other Addresses
MOORE HOLLY E	L Additional Legal Owners	No other address

## Appraisals

### Appraisal History

Tax Year	Land Value	Building Value	Total Value	Method
2021	210308	417770	628078	COST
2020	163271	368430	531701	COST
2019	163271	368430	531701	COST

## Market Land

Market Land Item #1

**Method:** Acre **Type:** 1 Ac. beneath Improvements (for dwlg on Forest Land)  
**Width:** **Depth:**  
**Square Feet:** 00 **Acres:** 1  
Valuation  
**Class Code:** 2003 **Value:** 185600

## Dwellings

### Existing Dwellings

Dwelling Type	Style	Year Built
SFR	08 - Conventional	2017

Dwelling Information

<b>Residential Type:</b> SFR	<b>Style:</b> 08 - Conventional
<b>Year Built:</b> 2017	<b>Roof Material:</b> 10 - Asphalt Shingle
<b>Effective Year:</b> 0	<b>Roof Type:</b> 3 - Gable
<b>Story Height:</b> 1.5	<b>Attic Type:</b> 0
<b>Grade:</b> 5	<b>Exterior Walls:</b> 1 - Frame
<b>Class Code:</b> 3301	<b>Exterior Wall Finish:</b> 3 - Masonite
<b>Year Remodeled:</b> 0	<b>Degree Remodeled:</b>

Mobile Home Details

<b>Manufacturer:</b>	<b>Serial #:</b>	<b>Width:</b> 0
<b>Model:</b>		<b>Length:</b> 0

Basement Information

<b>Foundation:</b> 2 - Concrete	<b>Finished Area:</b> 0	<b>Daylight:</b>
<b>Basement Type:</b> 0 - None	<b>Quality:</b>	

Heating/Cooling Information

<b>Type:</b> Central/AC	<b>System Type:</b> 5 - Forced Air
<b>Fuel Type:</b> 3 - Gas	<b>Heated Area:</b> 0

Living Accomodations

**Bedrooms:** 4                      **Full Baths:** 3                      **Addl Fixtures:** 4  
**Family Rooms:** 0                      **Half Baths:** 0

Additional Information

**Fireplaces:**                      **Stacks:** 1                      **Stories:** 1.0  
**Openings:** 1                      **Prefab/Stove:** 0  
**Garage Capacity:** 0                      **Cost & Design:** 0                      **Flat Add:** 0  
**% Complete:** 0                      **Description:**                      **Description:**

Dwelling Amenities

**View:**                      **Access:**

Area Used In Cost

**Basement:** 0                      **Additional Floors:** 0                      **Attic:** 0  
**First Floor:** 1987                      **Half Story:** 1304                      **Unfinished Area:** 0  
**Second Floor:** 0                      **SFLA:** 3291

Depreciation Information

**CDU:**                      **Physical Condition:** Average (7)                      **Utility:** Average (7)  
**Desirability:**                      **Property:** Good (8)  
**Location:** Good (8)

Depreciation Calculation

**Age:** 3                      **Pct Good:** 0.97                      **RCNLD:** 417770

Additions / Other Features

Additions

Lower	First	Second	Third	Area	Year	Cost
	34 - Deck, Concrete			196	0	964
	21 - Porch, Masonry, Open			110	0	3297
	19 - Garage, Frame, Finished			900	0	41277
	21 - Porch, Masonry, Open			360	0	10789

There are no other features for this dwelling

**Other Buildings/Improvements**

Outbuilding/Yard Improvements

No other buildings or yard improvements exist for this parcel

**Commercial**

Existing Commercial Buildings

No commercial buildings exist for this parcel

**Ag/Forest Land**

Ag/Forest Land Item #1

**Acre Type:** Forest                      **Irrigation Type:**  
**Class Code:** 1901                      **Timber Zone:** 2  
**Productivity:**  
**Quantity:** 281.15                      **Commodity:** Timber  
**Units:** Board Feet/Acre  
**Valuation:**  
**Acres:** 4.146                      **Per Acre Value:** 982  
**Value:** 4071

Ag/Forest Land Item #2

**Acre Type:** Forest                      **Irrigation Type:**  
**Class Code:** 1901                      **Timber Zone:** 2

Productivity

**Quantity:** 211.61

**Units:** Board Feet/Acre

Valuation

**Acres:** 29.154

**Value:** 20637

**Commodity:** Timber

**Per Acre Value:** 707.88



MISSOULA RURAL FIRE DISTRICT  
 2521 South Avenue West • Missoula, Montana 59804  
 (406) 549-6172 • FAX (406) 549-6023  
 www.mrfdfire.org

## Annexation Inspection Result

**Status**  
Completed

**Inspected by**  
McDermott, Dodd

**Completed at**  
09/17/2021 15:45

<b>Business Address</b>	<b>Suite</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
3099 BIG FLAT RD	--	MISSOULA	MT	59804
<b>Business Name</b>	<b>Building Type</b>			
Residence	--			

### Passed - No Violations

Item	Result	Remarks
30-100 ft, Reduced Fuel Zone-Is a fuel break provided by the disruption of the vertical and/or horizontal continuity of flammable/combustible vegetation?	Yes	
Is there a potential difference in the wildfire vs structure response capability? (Explain in comments)	Yes	
0-30 ft, Defensible Space Zone-Is all flammable vegetation and combustible growth clear of this area? <i>* Critical</i>	Yes	
Are there buildings more than 400 sf (ground floor area) and/or public occupancies with structural components?	Yes	
Is there clear openings through gates at least 2 feet wider than the means of access it controls?	Yes	
Number of means of access.	1	



Item	Result	Remarks
Can the fire department realistically access the property after a snow event or icy conditions? *Critical	Yes	
Are roadways constructed of a hard, all-weather surface designed to support all imposed loads of MRFD apparatus? *Critical	Yes	
Are the roadways a minimum clear width of 16 ft?	Yes	
Is there at least 13 ft 6 in. nominal vertical clearance over the full width of the roadway? *Critical	Yes	
Do the curves/turns in the roadway have a minimum radius of 60 ft to the outside of the turn?	Yes	
Is/Are bridge(s) present that require access to the property/structure(s)	No	
Is/Are bridge(s) designed to support the imposed load of all MRFD fire apparatus. *Critical	N/A (no bridges)	
Is the load limit clearly posted at both approaches to the bridge?	N/A (no bridges)	
Has the vegetation adjacent to the roadway been mitigated?	Yes	
Are there any road/driveway grades steeper than 10 percent?	No	
Is there a dead end roadway more than 300 ft in length?	No	
If yes, is there an appropriate turnaround for fire apparatus?	N/A (roadway less than 300 feet)	
Is there a dead end/cul-de-sac that exceeds 1200 ft in length?	No	
If yes, are there approved intermediate turnarounds at a maximum of 1200 ft intervals? *Critical	N/A (no dead-end cul-de-sac greater than 1200 feet)	

Item	Result	Remarks
Is the driveway longer than 150 ft?	Yes	
If yes, is there an appropriate turnaround for fire apparatus? * Critical	Yes	
Is the driveway a minimum of 12 feet in width and 13 ft 6 in. in vertical clearance?	Yes	
If the driveway is longer than 300 ft, are there pullouts? * Critical	Yes	
Are the road and address signs made of appropriate materials and properly located?	Yes	
Is there adequate fire apparatus access provided to within 150 ft of any point of the exterior wall of each building? (300 ft for a sprinklered building) * Critical	Yes	
Are building separations greater than 30 ft?	Yes	
Is the building(s) protected by an automatic sprinkler system in accordance with NFPA 13, 13R or 13D?	No	
Does the building(s) have a local/supervised fire alarm system in accordance with NFPA 72?	No	
What is the distance to the nearest fire hydrant?	3 miles	
If fire hydrants are not present, what is the distance to the nearest water storage (cistern or draft site) that meets NFPA 1142 requirements?	3 miles	
Are connections at either water source (if applicable) appropriate for MRFD use?	Yes	
Non-combustible roof?	No	
Soffits enclosed?	Yes	
Soffit, attic and crawl space vents screened?	Yes	

Item	Result	Remarks
Non-combustible siding?	Yes	
Double pane windows?	Yes	
Are decks non-combustible or fire resistant?	Yes	


## Inspection Signatures

Occupancy Contact Signature



Holly Moore  
Owner  
406-370-2012  
Hollyj19@aol.com

Inspector Signature



McDermott, Dodd  
Lieutenant  
406-239-0058  
dmcdermott@mrfdfire.org



**MISSOULA RURAL FIRE DISTRICT**  
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 www.mrfdfire.org

## Annexation Inspection Result

**Status**  
In Progress

**Inspected by**  
McDermott, Dodd

**Completed at**

<b>Business Address</b>	<b>Suite</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
3099 BIG FLAT RD	--	MISSOULA	MT	59804
<b>Business Name</b>	<b>Building Type</b>			
Residence	--			

**Passed - No Violations**

### Inspection Signatures

**Occupancy Contact Signature**

Holly Moore  
 Owner  
 406-370-2012  
 Hollyj19@aol.com

**Inspector Signature**

McDermott, Dodd  
 Lieutenant  
 406-239-0058  
 dmcdermott@mrfdfire.org

Missoula Rural Fire District  
2521 South Avenue West  
Missoula, Montana 59804

Board of Trustees

**Resolution # 2021-8**

The Missoula Rural Fire District Board of Trustees met in Regular Session on Tuesday, October 12th, 2021.

Motion was made to advertise for bids for a Type I Engine.

Motion was seconded after discussion on the matter before the Board and vote was passed.

\_\_\_\_\_  
Ben Murphy, Chairman

\_\_\_\_\_  
Dick Mangan, Secretary

\_\_\_\_\_  
Chris Newman, Fire Chief

Cc: BOT Minutes  
mhs