

AGENDA

REGULAR MEETING  
MISSOULA RURAL FIRE DISTRICT

BOARD OF TRUSTEES

***PURSUANT TO RESOLUTION 20-10, adopted April 14, 2020 the Board of Trustees is limiting in person participation to its meetings in accordance with the Governor's Directive and Opinion of the Attorney General.***

DATE: Tuesday, February 9, 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

CLAIMS

January Claims          \$315,831.58

COMMUNICATIONS

TRUSTEE REPORTS

STAFF REPORTS

OLD BUSINESS

1. 2019 Audit Review

NEW BUSINESS

1. New Volunteer Fire Fighters Introduction and Oath of Office
2. 2020 Awards

ADJOURNMENT

Missoula Rural Fire District  
Board of Trustees  
Missoula, Montana 59804

January 13, 2021

*PURSUANT TO RESOLUTION 20-10, adopted April 14, 2020, the Board of Trustees is limiting in-person participation to its meetings, in accordance with the Governor's Directive and Opinion of the Attorney General.*

The Missoula Rural Fire District (MRFD) Board of Trustees (BOT) met in regular session via a "Zoom" video conference on Tuesday, 1/12/2021.

**CALL TO ORDER:** Chairman Larry Hanson called the meeting to order at 19:00 hours.

**PLEDGE OF ALLEGIANCE:** *Per Chairman Larry Hanson, the consensus of the Board was to skip the pledge of allegiance for the video conference call.*

**ROLL CALL:** Present: Larry Hanson, Chair; Ben Murphy, Vice Chair; Chuck Beagle, Secretary; Dan Corti, Trustee and Dick Mangan, Trustee.

**READING OF THE MINUTES:** Secretary Chuck Beagle moved to accept the December minutes as submitted. Vice Chair Ben Murphy seconded the motion. Motion voted and passed.

**CLAIMS:** Secretary Chuck Beagle moved to accept the claims as submitted. Trustee Dick Mangan seconded the motion. Motion voted and passed.

**COMMUNICATIONS:** ***Administrative Assistant Heidi Sather reported:*** In addition to the packet, we received the monthly public relations outreach breakdown for December 2020, which listed six (6) total documented events, the majority of which were via social media posts in light of maintaining our COVID precautions. The packet contained the following letters in correspondence: a thank-you note from Ms. Erin Mulcahy, with Ink Realty, who also sent in two large fruit baskets to Station 1; a corresponding letter of thanks from MRFD for the fruit baskets; a letter of thanks to Ms. Rhonda Romaine for the gourmet candy she sent in for the holidays; and a letter of thanks to Mrs. Laretta Belts for the five boxes of Belgium chocolates that she sent over for each of our fire stations. In addition, the packet included the monthly IT (Information Technology) Report from IT Manager Joe Ford, in which he itemizes the different computer services that he has been doing for the District for the month of December.

**TRUSTEE REPORTS:** None.

**VOLUNTEERS ASSOCIATION:** None.

**LOCAL 2457:** ***President Kory Burgess reported:*** The union meeting for last month was canceled, as it was scheduled on the same day that they received news of retired Battalion Chief (BC) Dan Merritt passing away. The Peer Support Team has been working with members to provide additional support. BC Blaine Cowan has been leading the efforts to coordinate the details with the surrounding agencies for the service arrangements and memorial parade, and he has been in communication with the Missoula County Health Department to ensure that we comply with the current regulations for COVID precautions. The memorial is set to take place on Saturday, 1/23/2021.

**BC'S OPERATIONS REPORT:** ***BC (Battalion Chief) Ron Lubke reported:*** As noted on the Calls for Service report, we had 285 calls for December, the bulk of which were for an emergency medical response. In total, we had 2,783 calls for service for the year 2020. For our December significant calls:

we responded to a fairly substantial fire at the Roseburg mill. We also provided a couple of mutual aid assists, and we had six fire responses for the month.

#### **STAFF REPORTS:**

**Office Manager (OM) Melissa Schnee reported:** We are working on completing the audit for fiscal year 19. The auditor's office was experiencing some delays due to COVID. We are balanced with the County through November, and we have started year-end processing.

**Assistant Chief Paul Finlay reported:** He has been spending a lot of time working on his EMT (Emergency Medical Technician) recertification. Also, he has been working with the training committee to address our training and scheduling needs for the next three months.

Chief Finlay attended several meetings this past month. The CPSE (Center for Public Safety Excellence) accreditation meeting, which looks at our maps, boundaries, and auto-aid area. Engineer Cory Horsens also did a lot of work on this project, along with others who have paved the way before him. The monthly BC operations meeting, which he instituted upon becoming Operations Chief, where they address any concerns or items needing additional attention. He has also attended the LEPC (Local Emergency Planning Committee) meeting for the Missoula area, as well as meetings regarding the work on the new Station 4. Also, he has been active in coordinating for the new COVID vaccine to be available to all staff who have expressed an interest.

**Fire Chief Chris Newman reported:** He noted that we received an official Letter of Resignation from our long-time Administrative Assistant, Heidi Sather. We are saddened that she will be leaving MRFD, but we support her endeavors and wish her all of the best. We have also received notice of the retirement of Training Officer Jake Fuller. He has decided to retire and concentrate his pursuit in the realm of higher education. His last day with MRFD was 12/31/2020. In light of his retirement, we have announced the opening of this position we have two internal candidates that expressed interest in filling this role. We have an assessment center planned on 1/26/2021 for their evaluation. In light of this vacancy, and based on feedback that we have received, we have modified the job description for this position to change to a three-year term. Our intent is to keep this position as a competitive opportunity that even our newer firefighters could apply for, as well as allow the opportunity for the incumbent to apply to renew for an additional three-year term. Our goal is to prevent burnout and to provide the best training experiences for our personnel. In preparation for these changes, he has been involved with several budget meetings.

Missoula County has started the COVID vaccine rollout for emergency responders. Forty-three of our personnel received the first shot in the 2-step vaccination process.

Community Risk Assessment Standard of Cover is part of the accreditation process. All things considered, we are doing fairly well. We were supposed to arrange for a representative to come out here for a 2<sup>nd</sup> time and observe our District to see what we currently have in place; then, they would make recommendations for ways to continue improving the quality of our service. However, due to the ongoing COVID restrictions, we are now looking at doing some of this virtually. We will be the beta-testers for this process.

We are looking to hold a virtual meeting for our community stakeholders. We are looking to find out what the community expects and wants from their fire department. We are looking for constructive criticism, with the idea that we are moving towards continuous improvement.

Regarding the new Station 4, the footings/foundation is now in, and they are looking to start the framing soon. Thanks to this mild winter, we are still on track for an August move-in. We had a meeting with the representative from the prison regarding the furniture that they will build for this new station. They have produced things for us in the past, but never an order this big before. We are having them build 10

bedframes, a kitchen table, and some chairs. It sounds like things have also slowed down for them due to COVID, and they are eager to start working on this project.

We are preparing for the 1/26/2021 Training Officer assessment center. Once the successful candidate has been determined, the notification will go out shortly thereafter. We usually allow a little transition time for shift work and coverage; our goal is to have the new trainer in place by mid-February. When we do not have a training officer, a lot of the responsibility gets added to the Operations Chief and the training committee. We are looking forward to having someone in place to take on this position soon.

**OLD BUSINESS: New Firefighter Bausman Introduction and Oath of Office:** Chief Newman explained that we could not do this introduction last month, due to some technical difficulties with the video conference. He then officially introduced Charlie Bausman to the MRFD Board as our newest career firefighter; he comes to us from Charleston, SC. He has completed his academy and has been integrating very well with the crews. On behalf of the Board of Trustees, Chair Larry Hanson directed Fire Chief Chris Newman to administer the oath to Mr. Bausman on behalf of the Board. Upon completion, the Board members congratulated our newest career firefighter and welcomed him to the MRFD ranks.

#### **NEW BUSINESS:**

1. **2019 Audit Review:** OM Schnee stated that recently we have been working a lot with the auditor on this. However, there have been several delays due to COVID and her office being short-staffed. We are hoping that this will be completed soon. The consensus of the Board was that this could be moved to "Old Business" on the agenda for next month.
2. **Updated Drug and Alcohol Testing Policy:** OM Schnee noted that this policy was approved last month by the Board. However, it was found that the personnel categories of Volunteers and Residents were not included. This updated policy will now include these categories and will result in a 30-day delay before we can implement it. Upon approval, OM Schnee will send out an announcement for the new effective date. Secretary Chuck Beagle moved to approve the changes as submitted. Trustee Dan Corti seconded the motion. Motion voted and passed.
3. **Notice to District of Retirement Policy:** Chief Newman explained that when someone notifies us that they plan to retire, there is quite a bit of work involved for budgeting purposes and looking to fill the open position. However, we have had instances where a person would change their mind at the last minute and even extend for six to eight months. This policy will ensure that the process is fair both to the District and the employee. It does allow for a hardship clause, in which the employee can potentially ask for an extension under extenuating circumstances. Trustee Dick Mangan moved to accept the policy as proposed. Vice Chair Ben Murphy seconded the motion. Motion voted and passed.
4. **Cab Chassis Bids:** Chief Finlay highlighted that we had initially sent out this request in November; however, we did not receive any bids. We resubmitted again in December, and we received one bid in response from Rehbein Ford in Plains, MT. Their salesperson, Heidi, provided us with this final bid, and we feel comfortable with the amount and the bid meeting our specifications as sent out. The vehicle base price offered was \$47,540.00, with an additional \$5,120.00 in options and a destination charge of \$1,695.00, for a combined total of \$54,355.00. However, because we are a non-profit, governmental agency, they were able to take \$4,300.00 off of the subtotal, as well as provide a Rehbein Ford discount of \$5,203.00. This brings the final total for the bid down to \$44,852.00. It is Chief Finlay's recommendation for this bid to be accepted, and then we can move forward with the building of the Type 5 to replace some of our aging fleet. Chief Finlay also confirmed for the Board that this price would fit in with our apparatus

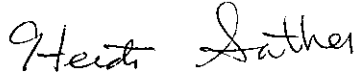
replacement fund. Secretary Chuck Beagle moved to accept the bid from Rehbein Ford. Vice Chair Ben Murphy seconded the motion. Motion voted and passed.

5. **Aerial Offer from Polson Rural Fire District:** Chief Newman stated that we had put our new aerial truck into service, and our old aerial is still in our fleet. We have been trying for months now to sell it through ads and local and national publications. Unfortunately, a 1989 truck is not really in demand now: we have it up for sale at \$25,000.00, and we got a message from Brindlee Mountain Fire Apparatus, the national seller, and they recommended that we lower our price down. So, with that said, we did receive an offer to buy from Chief Gordon Gieser of Polson Rural Fire District. Their offer was included in the packet for the Board's review. They would like to arrange to send three payments of \$5,000.00 each over fiscal year 20 and fiscal year 21, for a total amount of \$15,000.00. Considering the age of the apparatus and our lack of success in selling it at this point, Chief Newman recommended to the Board that we accept this offer from Polson Rural Fire District. Vice Chair Ben Murphy moved to accept the offer from Polson Rural Fire District. Secretary Chuck Beagle seconded the motion. Motion voted and passed.
6. **Resolution 2021-1 Advertise for Bids for a Water Tender:** Chief Newman noted that as we continue with our apparatus replacement plan, part of that apparatus replacement schedule is a new water tender to replace one of our aging water tenders in our fleet. So, we would like to advertise for bids. Chief Finlay spent a lot of time and put a lot of work into the next water tender specifications, after a couple of meetings with our apparatus committee. And so, we are ready to go out to bid on this if the Board approves it. Trustee Dick Mangan asked about the estimated useful life of a water tender. Chief Finlay stated that the water tenders do not accumulate the same amount of use and miles as our engines, so the 20-year replacement can be extended to 25-years for a water tender. Trustee Dick Mangan noted that from the annexations that have come in over the past 12-months, it is likely that we are going to see more of a need for water tenders, because we are moving into places that do not have any hydrants or waterlines that are close by. Chief Finlay also noted that according to the ISO (Insurance Services Office) regulations, we were required to have a water tender at Station 1 for the first time. Trustee Dick Mangan moved to approve the resolution as proposed. Secretary Chuck Beagle seconded the motion. Motion voted and passed.
7. **Annexations:**  
20351 Deep Creek Rd; Missoula, MT 59804  
2350 Larch Camp Rd; Missoula, MT 59803  
6481 Larch Canyon Rd; Missoula, MT 59803  
27920 Hwy 12 W; Lolo, MT 59847  
28528 Hwy 12 W; Lolo, MT 59847  
9471 Hwy 93 S; Lolo, MT 59847

Trustee Dick Mangan commented that he has been working with the Deputy Fire Marshals a couple of times on this. In his opinion, the forms are getting much better at evaluating what is going on out there and being documented. His reason for concern was reinforced the other day when he noticed there was a new law being passed in California that the homeowner has to identify the wildfire risk, if it has been classified as such. So, these forms may take on more and more importance as time goes on. He would encourage the Fire Marshal's office to document even more, especially if they state a difference between a structural response and a wildfire response, to then give more details in the remarks section. Trustee Dan Corti made a motion to approve all six annexations en masse. Vice Chair Ben Murphy seconded the motion. Motion voted and passed.

**ADJOURNMENT:** Trustee Dick Mangan made a motion to adjourn. Secretary Chuck Beagle seconded the motion. Chairman Larry Hanson adjourned the meeting at 19:43 hours.

Respectfully submitted,



Heidi Sather, Administrative Assistant  
Missoula Rural Fire District

\_\_\_\_\_  
Larry Hanson, MRFD Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chuck Beagle, MRFD Board Secretary

\_\_\_\_\_  
Date

02/05/21  
08:48:24

MISSOULA RURAL FIRE DISTRICT  
Claim Details  
For the Accounting Period: 1/21

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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40555	78446S	1594 ACROSS THE STREET PRODUCTIONS	5,200.00					
1	07014 01/31/21	Blue Card Trainer - Ballard	2,000.00			1000 50 420460	380	101000
2	022821 01/31/21	Blue Card Recerts	3,200.00			1000 50 420460	380	101000
		<b>Total for Vendor:</b>	<b>5,200.00</b>					
40525	78441S	1661 ALEC BRAY	26.00					
1	Jan 2021 01/31/21	Gym Reimbursement	26.00			1000 50 420460	132	101000
		<b>Total for Vendor:</b>	<b>26.00</b>					
40506	78425S	1681 AT&T MOBILITY	877.27					
1	01112021 01/03/21	MDT/Smartphones	877.27			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>877.27</b>					
40507	78426S	1448 BIG SKY MOTORSPORTS	54.98					
1	4274338 12/22/20	Mule	54.98			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>54.98</b>					
40502	78413S	819 BLACKFOOT COMMUNICATIONS	485.70					
1	166467 01/01/21	Sta 2	485.70			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>485.70</b>					
40532	78447S	1202 Cd'A METALS	16.55					
1	699227 01/20/21	355	16.55			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>16.55</b>					
40533	78448S	1687 CDW Government	6,364.85					
1	6541662 01/13/21	Sonicwall Subscription 2yr	3,623.70			1000 10 410510	321	101000
2	6749524 01/17/21	Getac for 318	2,741.15			1000 10 410510	368	101000
		<b>Total for Vendor:</b>	<b>6,364.85</b>					
40526	78442S	1780 CHARLIE BAUSMAN	25.00					
1	Jan 2021 01/31/21	Gym Reimbursement	25.00			1000 50 420460	132	101000
		<b>Total for Vendor:</b>	<b>25.00</b>					

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40501	78427S	1424 CHARTER	768.38					
1	011621 01/16/21 Sta 6		219.88			1000 10 410510	345	101000
2	011221 01/12/21 Sta 1		540.00			1000 10 410510	345	101000
3	0096052 01/11/21 Sta 1		8.50			1000 10 410510	345	101000
40515	78434S	1424 CHARTER	203.23					
1	0122687012 01/20/21 Sta 5		203.23			1000 10 410510	345	101000
40538	78449S	1424 CHARTER	136.54					
1	0104251012 01/26/21 Sta 4		136.54			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>1,108.15</b>					
40524	78443S	1583 CITI CARDS	3,954.44					
1	5334 01/20/21 Garmin 310/318/311-321out		424.47			1000 20 420440	272	101000
2	5334 01/20/21 Pals Inst-Cowan		313.98			1000 50 420460	380	101000
3	5334 01/20/21 Laryngoscope case		346.43			1000 80 420480	222	101000
4	5334 01/20/21 Zoom		15.55			1000 10 410510	321	101000
5	5334 01/20/21 Sta 6		34.97			1000 50 420460	366	101000
6	5334 01/20/21 CPSE-Finlay		199.00			1000 10 410510	380	101000
7	5334 01/20/21 Recording Fees		12.36			1000 10 410510	356	101000
8	5334 01/20/21 small tools		12.00			1000 20 420440	234	101000
9	5334 01/20/21 SCBA-Hydro test		1,834.00			1000 20 420440	304	101000
10	5334 01/20/21 Type b Project		201.37			1000 20 420440	373	101000
11	5334 01/20/21 Tire Inflation Project		528.93			1000 20 420440	233	101000
12	5334 01/20/21 311/351		31.38			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>3,954.44</b>					
40493	78414S	1299 CITY OF MISSOULA-FINANCE	5.60					
1	187950 01/04/21 Sta 1 Storm Water		5.60			1000 10 410510	341	101000
		<b>Total for Vendor:</b>	<b>5.60</b>					
40513	78428S	216 Clearwater Credit Union	2,337.42					
1	124 01/22/21 Blue Card - DeVos		385.00			1000 50 420460	380	101000
2	124 01/22/21 Printing		36.17			1000 10 410510	320	101000
3	124 01/22/21 CPSE-Horsens		199.00			1000 50 420460	380	101000
4	124 01/22/21 CPSE		-100.00			1000 10 410510	380	101000



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5	124 01/22/21 Zoom		15.55			1000 10 410510	333	101000
6	124 01/22/21 Zoom		93.81			1000 10 410510	333	101000
7	124 01/22/21 Fire Studio 6 Software		1,564.00			1000 10 410510	321	101000
8	124 01/22/21 Grammarly		139.95			1000 10 410510	321	101000
9	124 01/22/21 Fee		3.94			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>2,337.42</b>					
40516	78435S 1311 CODY REED		178.34					
1	Reed 01/31/21 Annual Physical Reimbursement		178.34			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>178.34</b>					
40518	78436S 76 CULLIGAN WATER CONDITIONING		233.00					
1	607138 01/25/21 All Stations		233.00			1000 10 410510	341	101000
		<b>Total for Vendor:</b>	<b>233.00</b>					
40540	78450S 1163 DIRECT AUTOMOTIVE DISTRIBUTING		98.88					
1	07FA0333 01/11/21 Lubricant		98.88			1000 20 420440	232	101000
		<b>Total for Vendor:</b>	<b>98.88</b>					
40517	78437S 743 DODD MCDERMOTT		41.98					
1	McDermott 01/29/21 DFM Phonse Case		41.98			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>41.98</b>					
40476	78401S 840 FIRST CALL COMPUTER SOLUTIONS		68.95					
:	70887 01/01/21 Web Main		68.95			1000 10 410510	368	101000
		<b>Total for Vendor:</b>	<b>68.95</b>					
40492	78415S 1319 FLORENCE ACE HARDWARE		17.36					
1	44620 07/16/20 Sta 5		17.36			1000 50 420460	365	101000
40557	78451S 1319 FLORENCE ACE HARDWARE		22.97					
1	46614 01/30/21 Sta 5		22.97			1000 50 420460	365	101000
		<b>Total for Vendor:</b>	<b>40.33</b>					

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40534	78452S	1606 GARAGE DOOR GUYS	250.00					
1	5952 01/07/21 Sta 1		250.00			1000 50 420460	361	101000
		<b>Total for Vendor:</b>	<b>250.00</b>					
40539	78453S	141 GENERAL FIRE APPARATUS	117.50					
1	12657 01/20/21 318		117.50			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>117.50</b>					
40510	78429S	1400 GRANTMASTERS, INC	850.00					
1	01182021 01/18/21 2020AFG - Radio Equip		850.00			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>850.00</b>					
40541	78454S	1506 HARLOW'S TRUCK CETNER	53.03					
1	02P2670 01/25/21 341		44.58			1000 20 420440	272	101000
2	02P2670 01/14/21 lubricant		8.45			1000 20 420440	232	101000
		<b>Total for Vendor:</b>	<b>53.03</b>					
40542	78455S	650 HOME DEPOT CREDIT SERVICES	38.08					
1	09189220 01/22/21 Sta 2		28.60			1000 50 420460	362	101000
2	09189220 01/22/21 Sta 6		9.48			1000 50 420460	366	101000
		<b>Total for Vendor:</b>	<b>38.08</b>					
40530	78456S	1286 HOUSE OF CLEAN	150.26					
1	083047 01/13/21 MRFD Hazmat		26.24			1000 70 420450	220	101000
2	082810A 01/15/21 Sta 1		11.36			1000 50 420460	361	101000
3	082811A 01/20/21 Sta 4		22.73			1000 50 420460	364	101000
4	082382 01/22/21 SCBA		17.01*			1000 20 420440	204	101000
5	082813 01/22/21 SCBA		17.01*			1000 20 420440	204	101000
6	082812A 01/07/21 Sta 5		27.18			1000 50 420460	365	101000
7	082814A 01/15/21 Sta 6		28.73			1000 50 420460	366	101000
		<b>Total for Vendor:</b>	<b>150.26</b>					
40543	78457S	1258 I-STATE TRUCK CENTER	39.36					
1	253151752 01/12/21 Lubricant		39.36			1000 20 420440	232	101000
		<b>Total for Vendor:</b>	<b>39.36</b>					

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40474	78400S	1774 INSURED TITLES, LLC	147,986.00					
1	936373-IT 01/11/21	8511 Bonner Mill Road	147,986.00*			2399 10 410510	910	101000
		<b>Total for Vendor:</b>	<b>147,986.00</b>					
40500	78416S	1773 Jacob Lapinski	148.00					
1	JLapinski 01/12/21	EMT MT Cert	50.00			1000 60 420490	380	101000
2	JLapinski 01/12/21	NREMT Cert	98.00			1000 60 420490	380	101000
		<b>Total for Vendor:</b>	<b>148.00</b>					
40477	78402S	1570 KALISPELL REGIONAL MEDICAL	25.00					
1	5MissoulaF 12/31/20	Horsens - ACLS Inst	25.00			1000 50 420460	380	101000
		<b>Total for Vendor:</b>	<b>25.00</b>					
40544	78458S	1195 KENT D. BRUCE CO., LLC	382.37					
1	7898 02/02/21	321	310.48			1000 20 420440	272	101000
2	7742 01/05/21	317	71.89			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>382.37</b>					
40545	78459S	1114 KENWORTH SALES MISSOULA	182.71					
1	4364877 01/08/21	327	182.71			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>182.71</b>					
40512	78433S	410 KEPRO/APS	753.66					
1	0018353 01/01/21	Admin	47.70			1000 10 410510	147	101000
2	0018353 01/01/21	RM	9.54			1000 20 420440	147	101000
3	0018353 01/01/21	TR	9.54			1000 30 420430	147	101000
4	0018353 01/01/21	FP	28.62			1000 40 420410	147	101000
5	0018353 01/01/21	Sup	448.38			1000 50 420460	147	101000
6	0018353 01/01/21	Vol	209.88			1000 60 420490	147	101000
40519	78438S	410 KEPRO/APS	550.00					
1	5433 01/29/21	Critical Incident Support	550.00			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>1,303.66</b>					

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MISSOULA RURAL FIRE DISTRICT  
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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40548	78460S	202 LEGACY GLASS, LLC	305.00					
1	72437 01/13/21 305		305.00			1000 20 420440	372	101000
		<b>Total for Vendor:</b>	<b>305.00</b>					
40546	78461S	1282 LIFE-ASSIST, INC	2,456.06					
1	1065462 01/11/21 Medical Supplies		927.15			1000 80 420480	222	101000
2	1065675 01/11/21 Medical Supplies		300.00			1000 80 420480	222	101000
3	1067905 01/18/21 Medical Supplies		119.68			1000 80 420480	222	101000
4	1070268 01/26/21 Medical Supplies		445.16			1000 80 420480	222	101000
5	1070269 01/26/21 Medical Supplies		104.90			1000 80 420480	222	101000
6	1070343 01/26/21 Medical Supplies		559.17			1000 80 420480	222	101000
		<b>Total for Vendor:</b>	<b>2,456.06</b>					
40490	78417S	1708 METRO EXPRESS CAR WASH-MISSOULA	7.00					
1	Dec-20 12/31/20 302		7.00			1000 20 420440	372	101000
		<b>Total for Vendor:</b>	<b>7.00</b>					
40564	78462S	1360 MICKELSON PLUMBING & HEATING	220.00					
1	7274 01/26/21 Original Sta 5		220.00			1000 50 420460	367	101000
		<b>Total for Vendor:</b>	<b>220.00</b>					
40562	78463S	208 MISSOULA COUNTY MEDICAL BENEFITS	81,753.10					
1	9287 01/22/21 Admin		6,444.80			1000 10 410510	143	101000
2	9287 01/22/21 RM		1,731.10			1000 20 420440	143	101000
3	9287 01/22/21 FP		4,134.70			1000 40 420410	143	101000
4	9287 01/22/21 Sup		69,442.50			1000 50 420460	143	101000
		<b>Total for Vendor:</b>	<b>81,753.10</b>					
40508	78431S	228 MISSOULA COUNTY TREASURER	351.30					
1	14 07/07/20 Telephone Service		351.30			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>351.30</b>					
40521	78439S	211 MISSOULA COUNTY WORKERS COMP	985.58					
1	Jan 2021 01/31/21 Jan 2021 Vol WC		985.58			1000 60 420490	146	101000
		<b>Total for Vendor:</b>	<b>985.58</b>					

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MISSOULA RURAL FIRE DISTRICT  
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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40563	78464S	232 MISSOULA FIRE EQUIPMENT	29.95					
1	21558 01/29/21 341		29.95*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>29.95</b>					
40531	78465S	235 MISSOULA MOTOR PARTS	578.06					
1	364971 01/04/21 Lubricant		42.34			1000 20 420440	232	101000
2	365452 01/05/21 Shop		72.00*			1000 20 420440	270	101000
3	365999 01/06/21 Lubricant		8.44			1000 20 420440	232	101000
4	366046 01/07/21 347		1.82			1000 20 420440	272	101000
5	366304 01/07/21 347		4.11			1000 20 420440	272	101000
6	366605 01/08/21 Shop		10.88*			1000 20 420440	270	101000
7	367557 01/11/21 Lubricant		7.19			1000 20 420440	232	101000
8	367773 01/12/21 Shop		29.24*			1000 20 420440	270	101000
9	367986 01/12/21 305		30.36			1000 20 420440	272	101000
10	368396 01/13/21 311		79.94			1000 20 420440	272	101000
11	568398 01/13/21 311		-49.13			1000 20 420440	272	101000
12	368420 01/13/21 311		-30.81			1000 20 420440	272	101000
13	368682 01/14/21 Lubricant		20.51			1000 20 420440	232	101000
14	368821 01/14/21 311/351		73.26			1000 20 420440	272	101000
15	370254 01/19/21 Engine 1		48.80			1000 20 420440	272	101000
16	370602 01/20/21 361		42.71			1000 20 420440	272	101000
17	370695 01/20/21 Sta 6		23.69			1000 50 420460	366	101000
18	370947 01/21/21 Engine 1		43.69			1000 20 420440	272	101000
19	372197 01/25/21 345		42.32			1000 20 420440	272	101000
20	372467 01/26/21 Shop		76.15*			1000 20 420440	270	101000
21	372749 01/26/21 Shop		0.55*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>578.06</b>					
40478	78403S	244 MISSOULA TEXTILE SERVICES	188.84					
1	20 01/04/21 All Sta		188.84			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>188.84</b>					
40491	78418S	1684 MMW Architects	8,015.14					
1	00013 01/12/21 New Sta 4		8,015.14			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>8,015.14</b>					

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MISSOULA RURAL FIRE DISTRICT  
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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40547	78466S	259 MSUES FIRE TRAINING SCHOOL	190.00					
1	26-124 01/25/21	FF1-Hibala	95.00			1000 60 420490	380	101000
2	26-125 01/27/21	FF1-Cowling	95.00			1000 60 420490	380	101000
		<b>Total for Vendor:</b>	<b>190.00</b>					
40558	78467S	205 MT ACE HARDWARE	44.51					
1	1326 01/31/21	318	9.99			1000 20 420440	272	101000
2	1326 01/31/21	Shop	29.55*			1000 20 420440	270	101000
3	1326 01/31/21	Sta 1	4.97			1000 50 420460	361	101000
		<b>Total for Vendor:</b>	<b>44.51</b>					
40559	78468S	1542 MT COFFEE EXPRESS	180.00					
1	800379 01/31/21	Water	90.00			1000 10 410510	341	101000
2	12524 01/27/21	coffee	90.00			1000 10 410510	220	101000
		<b>Total for Vendor:</b>	<b>180.00</b>					
40494	78419S	681 MT STATE VOLUNTEER FF'S	55.00					
1	2021 Dues 01/01/21	2021 Dues	55.00			1000 10 410510	333	101000
		<b>Total for Vendor:</b>	<b>55.00</b>					
40527	78444S	1781 NATIONAL MEDICAL EDUCATION &	9,600.00					
1	10317 01/29/21	Ty Cowling Paramedic Tuition	9,600.00			1000 50 420460	380	101000
		<b>Total for Vendor:</b>	<b>9,600.00</b>					
40550	78469S	295 NORCO	43.40					
1	31263425 01/31/21	Rental	43.40			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>43.40</b>					
40549	78470S	1686 NORTH RIDGE FIRE EQUIPMENT	206.06					
1	1014/7547 01/14/21	321out	206.06			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>206.06</b>					
40480	78404S	547 NORTHWESTERN ENERGY	731.35					
1	04619946 01/04/21	Sta 5	702.33			1000 10 410510	341	101000
2	35710573 01/05/21	Original Sta 5	29.02			1000 10 410510	341	101000

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MISSOULA RURAL FIRE DISTRICT  
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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40511	78432S	547 NORTHWESTERN ENERGY	2,923.23					
1	04777413 01/18/21 Sta 1		1,177.18			1000 10 410510	341	101000
2	14891253 01/18/21 Sta 1		426.16			1000 10 410510	341	101000
3	05360854 01/21/21 Sta 2		287.62			1000 10 410510	341	101000
4	05373154 01/18/21 Sta 6		243.92			1000 10 410510	341	101000
5	05205802 01/15/21 Sta 4		778.29			1000 10 410510	341	101000
6	05205810 01/15/21 Sta 4		10.06			1000 10 410510	341	101000
		<b>Total for Vendor:</b>	<b>3,654.58</b>					
40522	78440S	1778 PCS, INC.	2,500.00					
1	2021-080 01/31/21 315		500.00			1000 20 420440	372	101000
2	2021-080 01/31/21 325		500.00			1000 20 420440	372	101000
3	2021-080 01/31/21 345		500.00			1000 20 420440	372	101000
4	2021-080 01/31/21 355		500.00			1000 20 420440	372	101000
5	2021-080 01/31/21 365		500.00			1000 20 420440	372	101000
		<b>Total for Vendor:</b>	<b>2,500.00</b>					
40509	78433S	142 PETER GIARDINO	43.98					
1	Giardino 01/26/20 Phone Case		43.98			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>43.98</b>					
40484	78405S	1725 PIERCE LEASING	590.00					
1	0040039 01/05/21 Job Trailer		590.00*			1000 10 410510	943	101000
		<b>Total for Vendor:</b>	<b>590.00</b>					
40482	78406S	855 PITNEY BOWES	75.00					
1	01422579 01/06/21 Postage		75.00			1000 10 410510	311	101000
		<b>Total for Vendor:</b>	<b>75.00</b>					
40487	78407S	927 PITNEY BOWES, INC	85.98					
1	3312764124 01/03/21 Equipment Rental		85.98			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>85.98</b>					

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MISSOULA RURAL FIRE DISTRICT  
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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40554	78471S	331 PYRAMID PRINTING	310.33					
1	49398 01/12/21	medical reports	310.33			1000 10 410510	320	101000
		<b>Total for Vendor:</b>	<b>310.33</b>					
40536	78472S	31 REPUBLIC SERVICES #889	622.40					
1	2787795 01/28/21	Sta 1	189.47			1000 10 410510	342	101000
2	2787795 01/28/21	Sta 2	136.55			1000 10 410510	342	101000
3	2789861 01/28/21	Sta 4	133.37			1000 10 410510	342	101000
4	2790369 01/28/21	Sta 5	116.44			1000 10 410510	342	101000
5	2790131 01/28/21	Sta 6	46.57			1000 10 410510	342	101000
		<b>Total for Vendor:</b>	<b>622.40</b>					
40553	78473S	1471 SAW SHOP	378.00					
1	3480 01/12/21	Saw suppllies	378.00*			1000 20 420440	206	101000
		<b>Total for Vendor:</b>	<b>378.00</b>					
40489	78420S	803 SIX ROBBLEES' INC.	753.87					
1	15-329409 12/07/20	Shop	753.87*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>753.87</b>					
40556	78474S	1419 SOLESTONE REIMBURSEMENT SERVICES	525.21					
1	11739 01/30/21	Medical Supplies	525.21			1000 80 420480	222	101000
		<b>Total for Vendor:</b>	<b>525.21</b>					
40497	78421S	369 STAPLES	26.99					
1	20384237 01/06/21	Office Supplies	26.99			1000 10 410510	220	101000
40504	78421S	369 STAPLES	26.99					
1	20384237 01/06/21	Office Supplies	26.99			1000 10 410510	220	101000
		<b>Total for Vendor:</b>	<b>53.98</b>					
40552	78475S	375 STINE ELECTRONICS	465.00					
1	24458 01/26/21	Radio supplies	200.00			1000 20 420440	271	101000
2	24441 01/26/21	Radio maint	265.00*			1000 20 420440	371	101000
		<b>Total for Vendor:</b>	<b>465.00</b>					



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MISSOULA RURAL FIRE DISTRICT  
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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40503	78422S	1776 TETRA TECH, INC	4,971.25					
1	51688799 01/15/21 Sta 4		4,971.25			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>4,971.25</b>					
40483	78408S	1607 TRACTOR SUPPLY CO	90.44					
1	05088410 12/30/20 351 small tools		90.44			1000 20 420440	234	101000
		<b>Total for Vendor:</b>	<b>90.44</b>					
40560	78476S	463 TRI ARC, INC.	31.00					
1	17817 01/31/21 rental		31.00			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>31.00</b>					
40495	78423S	1133 UNITED STATES TREASURY	13.36					
1	810386669 01/01/21 2nd Quarter 941 underpaymen		13.36			1000 10 410510	141	101000
		<b>Total for Vendor:</b>	<b>13.36</b>					
40481	78409S	1628 Univision	207.00					
1	233339 01/01/21 Support		207.00			1000 10 410510	368	101000
		<b>Total for Vendor:</b>	<b>207.00</b>					
40486	78410S	400 US BANK-SPA Lockbox CM9695	17,784.78					
1	2853-01 01/31/20 Interest		3,748.24			1000 10 410510	620	101000
2	2853-01 01/31/20 Principal		14,036.54			1000 10 410510	610	101000
40528	78445S	400 US BANK-SPA Lockbox CM9695	2,079.92					
1	288-01 01/31/21 Draw 2888-01-2 typel's		2,079.92			1000 10 410510	620	101000
		<b>Total for Vendor:</b>	<b>19,864.70</b>					
40499	78424S	408 VERIZON WIRELESS	298.07					
1	9871096029 01/11/21 MDTs/Smartphones		298.07			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>298.07</b>					
40479	78411S	1775 Wegner Fire and Equipment Repair	514.00					
1	214 01/02/21 USB Kit-Compressor program upg		514.00			1000 20 420440	370	101000
		<b>Total for Vendor:</b>	<b>514.00</b>					

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MISSOULA RURAL FIRE DISTRICT  
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\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40529	784775	1724 WEX Bank	1,931.02					
1	69901633	01/31/21 Fuel	1,931.02			1000 20 420440	231	101000
Total for Vendor:			1,931.02					
# of Claims			78	Total:				315,831.58

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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	\$167,845.58
2399 CAPITAL IMPROVEMENTS FUND	
101000 CASH ON DEPOSIT - COUNTY TREASURER	\$147,986.00
<b>Total:</b>	<b>\$315,831.58</b>

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Claims reviewed and approved for payment at the Regular scheduled Missoula Rural Fire District Board of Trustee Meeting held Tuesday, February 9, 2021 at 7:00 PM.

  
\_\_\_\_\_ Melissa Schnee, Office Manager

\_\_\_\_\_ Larry Hanson, Chairman

\_\_\_\_\_ Chuck Beagle, Secretary

In  
memory  
and in  
celebration  
of someone who made

this world

brighter

and

better place.

Chief Newman:

I wanted to offer up my condolences to MRFD's family on the recent loss of our brother Dan Merritt.

Dan was a very fine representative of MRFD and the fire service — and, as you know much better than I, devoted his life to service.

I also would like to thank you and the other folk who arranged for Saturday's memorial service — and especially for making it available on-line.

Hugs to you & all of Dan's family and friends.  
Stay low, Chris. Hugs, MP.

"You don't live in a world all alone.  
Your brothers are here too."  
Albert Schweitzer

Give 'em hell, Chris  
(MM)

# BOZEMAN FIREFIGHTERS



**LOCAL 613**  
BOZEMAN • MONTANA

MISSOULA RURAL,

WE ARE SO SORRY FOR YOUR LOSS. CHIEF  
MERRIT WAS A GREAT MENTOR, TEACHER AND  
FRIEND. HE WILL BE MISSED BUT HIS MEMORY  
AND SPIRIT WILL CARRY ON. IF YOU NEED  
ANYTHING DON'T HESITATE TO CALL.

SINCERELY

BOZEMAN FIREFIGHTERS



Sharing  
heartfelt  
memories.

My very deepest  
condolences on the loss  
of Daniel. May his memory  
be as bright with you and  
your colleagues.  
Peace, Love & Happiness

In deepest sympathy.

So very sorry  
to learn of  
Daniel's death & your  
great work. -Dorothy Vera

Chief,  
So sorry  
for your loss  
His memory  
will  
live on  
-Tom

Heidi Sather  
5272 Excalibur Way  
Lolo, MT 59847

February 3, 2021

Missoula Rural Fire District  
Attn: Board of Trustees  
2521 South Ave W  
Missoula, MT 59847

Dear Chairman Hanson and other members of the Board of Trustees:

As an update to my January letter, I would like to arrange for my last day of employment with the Missoula Rural Fire District to be Friday, 3/5/2021. I am hopeful that this will allow for ample transition time for the District to prepare for my upcoming departure.

I am truly thankful for all of the support that I have received from the District throughout this process. It has been a blessing to work with such high-quality people on a daily basis.

Respectfully submitted,

A handwritten signature in blue ink that reads "Heidi S. Sather". The signature is written in a cursive style with a large initial 'H'.

Heidi S. Sather



## **Public Relations Outreach Breakdown**

January 2021

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

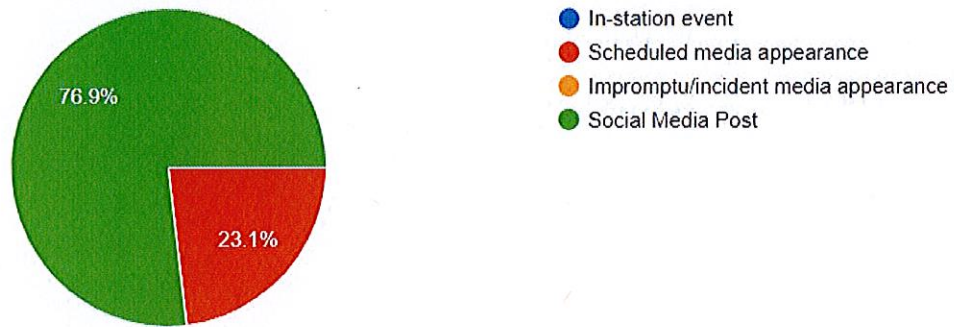
## Date

13 responses



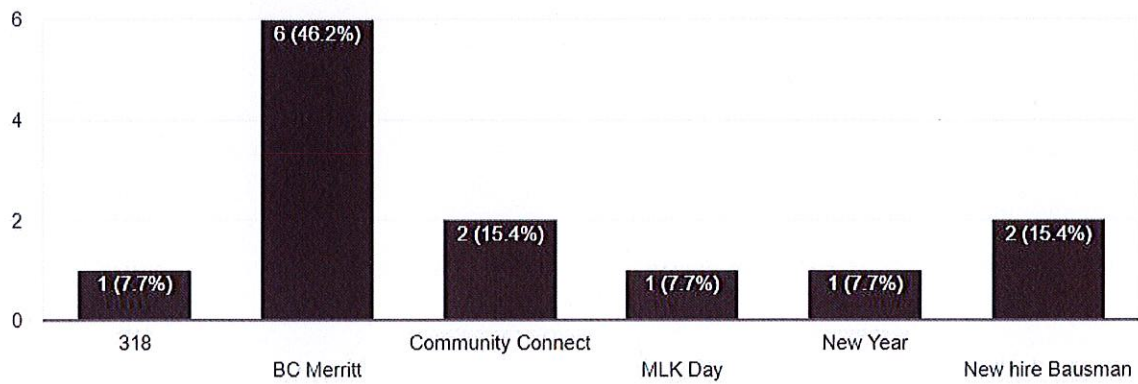
## Type

13 responses



## Topic Being Discussed

13 responses



## January IT Report

- Sharepoint organization and permissions
- Hyper-V-2 server data drive cleanup
- Active directory maintenance
- MS Live Stream research
- Reinstall Win10 on Stn1-Crew1 computer
- Classroom computers setup
- Target Solutions administration
- Sonic Wall firewall subscription renewal and maintenance
- FireStudio Blue Card training software purchase
- New BC printer setup
- NICE credentials maintenance
- 311 keyboard not working properly
- 318 new MDT setup
- Various server maintenance – prep for swap with computer at county data center
- Setup web meeting capability in Station 1 crew day room
- Added more users to Remote Desktop Services
- Began refurbishing existing computer for new accounting assistant use
- Misc user and email list maintenance

***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*

February 4, 2021

Board of Trustees  
Missoula Rural Fire District  
Missoula, Montana

I have audited the financial statements of the governmental activities and each major fund of Missoula Rural Fire District (the District) for the year ended June 30, 2019. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my letter to you dated July 27, 2020. Professional standards also require that I communicate to you the following information related to my audit.

**Significant Audit Matters**

***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2019. I noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements are the postemployment benefits liability estimate, which is based on an actuarial study of Missoula County's health insurance plan and the net pension liability estimate, which is based on actuarial studies of the state PERS and FURS plans. We evaluated the key factors and assumptions used to develop the postemployment benefits liability and the net pension liability in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

***Difficulties Encountered in Performing the Audit***

I encountered no significant difficulties in dealing with management in performing and completing my audit.

***Corrected and Uncorrected Misstatements***

Professional standards require me to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There was one material misstatement related to on-behalf state contributions for pensions that was detected as a result of audit procedures, which was corrected by management.

***Disagreements with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to my satisfaction, that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

***Management Representations***

I have requested certain representations from management that are included in the management representation letter dated February 4, 2021.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and my responses were not a condition to my retention.

### **Other Matters**

I applied certain limited procedures to management's discussion and analysis, budgetary comparison information, the schedule of proportionate share of net pension liability, the schedule of pension contributions, and the schedule of changes in other postemployment benefits liability and related ratios, which are required supplementary information (RSI) that supplements the basic financial statements. My procedures consisted 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

### **Restriction on Use**

This information is intended solely for the information and use of the board of trustees and management of Missoula Rural Fire District and is not intended to be, and should not be, used by anyone other than these specified parties.

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

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