

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, December 8<sup>th</sup>, 2020  
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

November Claims	\$286,656.99
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COMMUNICATIONS

TRUSTEE REPORTS

STAFF REPORTS

OLD BUSINESS

NEW BUSINESS

1. New Fire Fighter Bausman Introduction and Oath of Office
2. 1<sup>st</sup> QTR FY21 Budget vs Actual
3. Updated Drug and Alcohol Policy
4. MRFD Board Oath of Candidacy

ADJOURNMENT

Missoula Rural Fire District  
Board of Trustees  
Missoula, Montana 59804

November 11, 2020

*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, 11/10/2020**.

**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, Chairman; Ben Murphy, Vice Chair; Dan Corti, Trustee and Dick Mangan, Trustee. Absent: Chuck Beagle, Secretary.

**READING OF THE MINUTES:** Trustee Dick Mangan moved to accept the October minutes as submitted. Vice Chair Ben Murphy seconded the motion. Motion voted and passed.

**CLAIMS:** Trustee Dick Mangan noted that the claims included the payment for the new engines. Chief Newman confirmed that they have been received and are getting ready to be put into service. Trustee Dick Mangan moved to accept the claims as submitted. Trustee Dan Corti seconded the motion. Motion voted and passed.

**COMMUNICATIONS:** ***Fire Chief Chris Newman reported:*** The packet contained the current public relations outreach breakdown of 11 total documented events, which included 10 social media posts to the various social media platforms that we post to.

IT (Information Technology) Manager Joe Ford is staying busy with upgrading our systems to make them more secure and with taking care of the day-to-day issues of roughly 60 people in the department. Trustee Dick Mangan commented that he would be curious to know what the District's cost savings are now that we have had internal IT support for a couple of years. Chief Newman replied that we are confident that we are saving money; however, in some ways, it is difficult to quantify because of the amount of work that he is doing. We probably would not have had a lot of those things if we were still using a third-party or outsourcing our IT service. Vice Chair Ben Murphy also noted that several of the admin staff also had to do quite a bit of IT work for a while. OM Schnee agreed and confirmed that she no longer has to do any work with computers, telephones, copiers, or printers, and countless hours have now been saved for the administration. Chief Newman also agreed: for a while, he was personally doing a lot of IT work in a fair amount of our computer programs, when he should not have been any further involved after basic implementation. Having someone in-house has been invaluable when considering the amount of time we spent on computer issues and not necessarily doing all that great of a job at it. We received confirmation from the Missoula County Commissioners that 12 annexations that we sent forward have been approved. Also in the packet was the individual performance rating for Engineer Jon Muir: he was part of the Type III team that went over to Lame Deer for the

COVID-19 response. As noted on his performance rating, everything was either fully successful or exceeds successful.

**TRUSTEE REPORTS:** None.

**VOLUNTEERS ASSOCIATION:** None.

**LOCAL 2457: Vice President Cameron Harris reported:** Engineer Jon Muir just took over our Peer Support program from Lieutenant Casey Porte. The Local would like to thank Casey for his hard work in getting that program started up: it is essentially behavioral health for members in our Local, and we have been working closely with Admin with that program. So, Engineer Muir is taking that over, and as the Chief said, we anticipate that he will do a great job with this.

Regarding our Operation Warm/Coats for Kids: we did send out some coats. However, due to the minimal in-person handout of coats, we will essentially have a stockpile for future years. So, we are saving a lot of those for future need.

**BC'S OPERATIONS REPORT: BC (Battalion Chief) Ron Lubke reported:** The packet contained the Call for Service report: we had 275 calls in October; we responded to 256 those, and our mutual aid partners solely handled 19. We provided mutual aid on 81 incidents, and we received mutual aid a total of 46 times from seven different neighboring departments over the month. Some significant calls that we had was a significant structure fire on Chandler Street, just the week before Halloween, that displaced a family there. Also, there were two significant vehicle fires over the month. With the early onset of slick roads, we have had several motor vehicle accident responses. About a dozen of those have turned into pretty significant incidents recently, including a double fatality, which unfortunately happened on 11/8/2020, on Highway 200, just outside of Bonner. Our crews had to extricate a total of four patients from that accident. In October, we responded to an accident on the Lolo flats, and as our engine from Station 5 was arriving, a second accident occurred, essentially right in front of the engine. Fortunately, Lieutenant Andy Brown's crew was able to handle both incidents. There were no significant injuries from either one of these accidents, and our crews were all safe and uninjured, as well. Trustee Dick Mangan commented that he heard about the accident in Billings that killed the two tow-truck drivers, even though they were using lights and doing all the right things. He asked that we continue to tell the guys to be really careful. Chief Newman added that that is something that we stress all the time. When responding to accidents on the road, it can still lead to injuries and fatalities to firefighters, police, medical personnel, and tow-truck drivers. Responding to accidents is one of the most dangerous things that we do. We put a lot of time and effort into the training side with our TIMs training (Traffic Incident Management) training that we have done in the past and continue to remind our folks of it. We are always reminding our crews to use the apparatus for blocking as much as possible and not taking chances. This is something that we are all concerned about. Chief Finlay added that we also have an updated SOG in the works concerning lane blocking and all of the particulars that go along with it.

**STAFF REPORTS:**

**Office Manager (OM) Melissa Schnee reported:** We are balanced with the County through September now. She has been in contact with the auditor, who has had some unforeseeable delays. We hope to have her at the January meeting to report regarding our audit for fiscal year 19. We have also finished the Fuel Mitigation billing, wildland billing, and getting things wrapped up from the busy summer.

**Assistant Chief Paul Finlay reported:** It seems that we are spending a fair amount of time each day with COVID related items. So far, we have avoided serious problems regarding our staffing by taking a proactive approach and often dealing with it internally prior to receiving the word from the Health Department.

We did a final engine inspection in Sioux Falls, SD, last month. And Chief Finlay and Captain Tim DeVos brought those engines back to Missoula that day and the following day for a bit of a road trip test. Often, it is helpful to drive the vehicles on a long road trip to identify all the small bugs along the way. The new engines are now in Missoula. We are hoping to have our first one in service to train with next week, assuming that a few of the small parts that we have on order will come in on time. Our goal is to get it out and rotate it around our stations so that our people can use it and see the differences that time has made on the equipment and the new technology to go with it.

We started working recently on a water tender (WT) specification to potentially replace WT-347 as part of the apparatus replacement fund that we have going on.

Chief Finlay has been involved with several meetings, including some work on a policy that we intend to submit to the Board for approval. He has been involved with some training meetings, his monthly planning meeting with the battalion chiefs, and some meetings regarding the new Station 4.

We are also in the process of starting a legal ad for a cab chassis bid to replace a Type 5 with the apparatus replacement schedule. Chief Finlay also assisted in putting in a new alternator on Engine 311, while Resource Manager Brian LaForest was in quarantine.

**Fire Chief Chris Newman reported:** As Chief Finlay had mentioned, COVID has become a significant time investment: we are trying to stay ahead of this, but unfortunately, it seems that the Health Department has limited resources available for such a daunting task. If someone is considered a close-contact and needs to be in quarantine, they might not find out from the Health Department until 4-6 days later. So, we have taken it upon ourselves to do immediate contact tracing, at least within the department. We have gotten pretty good at knowing who will be quarantined and who is not, based on the current CDC (Center for Disease Control) and the Health Department guidelines that are out right now.

Chief Newman attended a firefighter testing consortium meeting with the representatives from around the state. Hopefully, the next CPAT (Candidate Physical Ability Test) test will be this coming spring; it has been put off for about a year and a half. The departments have been encouraged to do whatever they can if they need to hire right now, whether off the old list or do their own testing. But, hopefully, we can get back to the state testing process here next spring.

We have had several meetings on the new Station 4: they did break ground, and so we are moving forward on that. Chief Newman had talked with the excavator on the day they had started, and he said that he likes working when it is colder; so, it worked out to start on the project this late in the year.

Chief Newman has mentioned from past meetings about the Wye Targeted Economic Development District (TEDD) that they are looking at forming. The Board of County Commissioners held their first meeting for it in October. As a fire district, we were able to express our concerns about what happened with the airport TIF (Tax Increment Financing). It seemed to

be taken favorably by the County Commissioners, and we are hopeful that something will be able to be worked out with the City, as far as the length of time after sunset for annexation.

Chief Newman attended part of a meeting for the Helena College of Technology fire rescue program: unfortunately, there were some technical difficulties, so he is waiting to hear the updates. They are looking to improve the program. Hopefully, it can come back stronger, especially for the younger kids trying to get into the program, and it is a great thing for our Resident Firefighters. Trustee Dick Mangan stated that the legislature will be meeting in two months and asked if there was anything that we needed at that level. Chief Newman replied that this seems to be more of an internal college issue and what the College of Technology is willing to put into the program. The bottom line is that it needs to be cost-effective for them, and they need to have the students. A lot of it also has to do with getting the instructors, who are often from the local fire departments. It seems like they have some good plans, so we will see what comes of that. We had a Center for Public Safety Excellence meeting, site visit, by, and this is the accreditation folks for that Standard of Cover community risk assessment that we are doing right now. And so, a representative was out here for three days with us doing training, and also getting a really in depth look at our district so he can help us out, as far as that community risk assessment as we move forward.

We were notified a couple of weeks ago that our water tenders are no longer allowed to go across the Maclay Bridge because of the deterioration of the bridge and the updated weight limits. We previously had been granted an exception back in 2012; however, that exception has been pulled, and we are no longer allowed to respond with our water tenders over this bridge. With that said, this increases our water tender response time to anything west of Maclay Bridge: including O'Brien Creek, anything out on Blue Mountain on the west side, Big Flat Road out to where we would meet up with Station 6, and anything along Saddleback and Horseback Ridge, and Upland Trail. A significant number of residences out there are going to be affected by the slower water delivery. We were required to turn in our updated weight limits on our Type 1 engines (E): our current E-311 and E-351 are no longer allowed to go over the bridge. The only engine allowed so far is E-361; unfortunately, E-361 is our reserve engine. Running a reserve engine out of Station 1 is not ideal, especially considering that Station 1 is our busiest station. We have the new Type 1s that we just received, but they are not a lot lighter, by axle weights and the calculations they use with the wheelbases; so, we anticipate that those are not going to be allowed across the bridge, either. Besides keeping our reserve as a first due engine out of Station 1, we do not have another plan right now. Our hope that that new bridge can happen at some point, as it is truly a matter of public safety for us. Trustee Dan Corti asked if anyone has heard of any update regarding the South Avenue Bridge. Chief Newman replied that he has not. Trustee Dick Mangan stated that it is a pretty polarizing event in the Target Range/Big Flat area. Chief Newman agreed; he is just looking at it strictly from the side of public safety. Vice Chair Ben Murphy stated that even if they decided to start building that bridge immediately, it would still take a fair amount of time to get it done.

Chief Finlay agreed. Vice Chair Ben Murphy stated that it would probably be at least a two-year project.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. **Resolution 2020-15: Banking Authority for Trail West Bank Update:** Chief Newman explained that the only change to this resolution is that Chief Newman is being added in as one of the signers. So, we would then have three (3) eligible signers consisting of

Chairman Larry Hanson, Chief Newman, and OM Schnee. Originally, it was just Chair Hanson and OM Schnee. However, at the advice of legal counsel, it was recommended that the fire chief should be added in there. Trustee Dick Mangan asked if the Board would all need to sign on this resolution. OM Schnee replied that last time, the Board made a motion to have Chief Newman sign on behalf of the Board. However, since this resolution will add Chief Newman as one of the signers, perhaps the Board might make a motion to have Chief Finlay sign on behalf of the Board. Chief Newman agreed that that would be appropriate. Vice Chair Ben Murphy made a motion to approve the update for Resolution 2020-15 and to have Assistant Chief Finlay sign on behalf of the Board. Trustee Dick Mangan seconded the motion. Motion voted and passed.

- Resolution 2020-19: Authorizing Participation in the Intercap Program and Loan Documents for the Two New Type 1 Engines:** Chief Newman explained that this regarding the \$350,000.00 loan for the two new Type 1 engines. This is a lot of paperwork, but these are the official documents for the loan. This resolution would provide the Board's approval to go forward with the Intercap loan. Trustee Dick Mangan asked if all of the Board members would need to sign for approval. OM Schnee explained the only signatures required are for the Board Chair and for the Office Manager to attest to his signature. Trustee Dick Mangan moved to approve Resolution 2020-19. Trustee Dan Corti seconded the motion. Motion voted and passed.

**ADJOURNMENT:** Trustee Dan Corti made a motion to adjourn. Vice Chair Ben Murphy seconded the motion. Chairman Larry Hanson adjourned the meeting at 19:36 hours.

Respectfully submitted,



Heidi Sather, Administrative Assistant  
Missoula Rural Fire District

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ben Murphy, MRFD Vice Chair

\_\_\_\_\_  
Date

<Absent: 11/10/2020 Board Meeting>  
\_\_\_\_\_  
Chuck Beagle, MRFD Board Secretary

\_\_\_\_\_  
Date

12/03/20  
18:46:09

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Claim Details  
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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
40335	78272S	1507 A & I DISTRIBUTORS	739.95					
1	3546065 11/02/20	Lubricant	739.95			1000 20 420440	232	101000
		<b>Total for Vendor:</b>	<b>739.95</b>					
40285	78228S	1661 ALFC BRAY	26.00					
1	October 20 10/30/20	Gym reimbursement	26.00			1000 50 420460	132	101000
		<b>Total for Vendor:</b>	<b>26.00</b>					
40231	78273S	8 ALLBRAND'S APPLIANCE SERVICE	189.00					
1	17133 11/18/20	Sta 6	189.00			1000 50 420460	366	101000
		<b>Total for Vendor:</b>	<b>189.00</b>					
40297	78241S	1681 AT&T MOBILITY	686.93					
1	11112020 11/03/20	Smartphones	686.93			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>686.93</b>					
40347	78274S	33 BIG SKY FIRE EQUIPMENT	40.68					
1	500413 11/23/20	Posi Check	40.68			1000 20 420440	370	101000
		<b>Total for Vendor:</b>	<b>40.68</b>					
40275	78229S	819 BLACKFOOT COMMUNICATIONS	485.70					
1	166467 11/01/20	Sta 2	485.70			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>485.70</b>					
40291	78242S	73 BLAINE COWAN	110.38					
1	Cowan 11/20/20	Annual Physical Reimbursement	110.38			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>110.38</b>					
40292	78243S	948 CASEY PORTE	79.85					
1	Porte 11/20/20	Annual Physical Reimbursement	79.85			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>79.85</b>					
40336	78275S	1202 CG'A METALS	398.66					
1	677336 11/23/20	351	83.69			1000 20 420440	272	101000
2	672656 11/09/20	321 out	226.28			1000 20 420440	272	101000
2	677528 11/23/20	318	88.69			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>398.66</b>					

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40366	78276S	1687 CDW Government	7,819.24					
1	03602251 10/31/20 MDT		354.20			1000 10 410510	368	101000
2	4592339 11/23/20 BlueCard Computers		7,465.04*			1000 30 420430	221	101000
		<b>Total for Vendor:</b>	<b>7,819.24</b>					
40304	78253S	1764 CENTER FOR PUBLIC SAFETY	8,625.00					
1	05-15157 09/25/10 CPSE TAP CRA-SOC Facilitation		8,625.00			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>8,625.00</b>					
40295	78244S	1424 CHARTER	548.50					
1	111220 11/12/20 Sta 1		540.00			1000 10 410510	345	101000
2	0096052 11/11/20 Sta 1		8.50			1000 10 410510	345	101000
40311	78254S	1424 CHARTER	234.71					
1	111620 11/16/20 Sta 6		234.71			1000 10 410510	345	101000
40318	78263S	1424 CHARTER	352.90					
1	0104251 11/26/20 Sta 4		134.84			1000 10 410510	345	101000
2	0122687 11/20/20 Sta 5		218.06			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>1,136.11</b>					
40301	78245S	1299 CITY OF MISSOULA-FINANCE	5.60					
1	187950 11/05/20 Storm Water-Sta 1		5.60			1000 10 410510	341	101000
		<b>Total for Vendor:</b>	<b>5.60</b>					
40334	78277S	1113 CLARK INDUSTRIAL, INC	2,740.00					
1	810997 11/13/20 B18		2,740.00			1000 20 420440	370	101000
		<b>Total for Vendor:</b>	<b>2,740.00</b>					
40222	78264S	216 Clearwater Credit Union	1,825.40					
1	1244600 11/22/20 321 out- Hazmat		698.75			1000 70 420450	220	101000
2	1244600 11/22/20 Hazmat supplies		133.46			1000 70 420450	220	101000
3	1244600 11/22/20 321 out		26.30*			1000 20 420440	270	101000
4	1244600 11/22/20 Graduation		13.34			1000 10 410510	391	101000
5	1244600 11/22/20 Blue Card - TNewman/JSporna		770.00			1000 20 420440	380	101000
6	1244600 11/22/20 Medical Supplies		183.55			1000 80 420480	222	101000
		<b>Total for Vendor:</b>	<b>1,825.40</b>					



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40300	78246S	1458 COLE RILEY	62.46					
1		Riley 11/20/20 Annual Physical Reimbursement	62.46			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>62.46</b>					
40365	78278S	67 COMMUNITY MEDICAL CENTER	150.00					
1	51073	11/06/20 COVID-19 Testing	150.00			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>150.00</b>					
40323	78265S	72 COSTCO	5,308.97					
1	5334	11/19/20 Transporting New Engines-Fuel	488.44			1000 20 420440	231	101000
2	5334	11/19/20 Transporting New Engines-Lodgin	327.72			1000 10 410510	379	101000
3	5334	11/19/20 Sta 1	84.20			1000 50 420460	361	101000
4	5334	11/19/20 321 out	232.51*			1000 20 420440	270	101000
5	5334	11/19/20 Blue Card NLapinski	385.00			1000 50 420460	380	101000
6	5334	11/19/20 RFF Jacket	33.10			1000 60 420490	391	101000
7	5334	11/19/20 RFF Jacket	8.50			1000 60 420490	391	101000
8	5334	11/19/20 Medical Supplies	63.98			1000 80 420480	222	101000
9	5334	11/19/20 Rehab	85.75			1000 50 420460	379	101000
10	5334	11/19/20 Zoom	15.55			1000 10 410510	333	101000
11	5334	11/19/20 CRSE	99.70			1000 10 410510	379	101000
12	5334	11/19/20 RFF Quarantine	1,404.05			1000 10 410510	379	101000
13	5334	11/19/20 Computer Supplies	21.99			1000 10 410510	368	101000
14	5334	11/19/20 Sta 6	24.99			1000 50 420460	366	101000
15	5334	11/19/20 312	1,154.58			1000 20 420440	372	101000
16	5334	11/19/20 318	254.97			1000 20 420440	272	101000
17	5334	11/19/20 321 out	623.94			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>5,308.97</b>					
40364	78279S	1770 DISASTER MANAGEMENT SYSTEMS, INC	146.32					
1	25467	11/18/20 Medical Supplies	146.32			1000 80 420480	222	101000
		<b>Total for Vendor:</b>	<b>146.32</b>					
40307	78253S	1765 DONNELLY SPRINKLER SYSTEMS	50.00					
1	102020	10/20/20 Sta 1	50.00			1000 50 420460	361	101000
		<b>Total for Vendor:</b>	<b>50.00</b>					

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40363	78280S	1769 FENCCRAFTERS MISSOULA INC	9,800.00					
1	20248 11/09/20	Sta 4	9,800.00			2399 10 410510	920	101000
		<b>Total for Vendor:</b>	<b>9,800.00</b>					
40280	7823JS	840 FIRST CALL COMPUTER SOLUTIONS	68.95					
1	69827 11/01/20	Web Maint	68.95			1000 10 410510	368	101000
		<b>Total for Vendor:</b>	<b>68.95</b>					
40276	78231S	141 GENERAL FIRE APPARATUS	55.56					
1	12235 10/05/20	Ladder	55.56			1000 20 420440	370	101000
40337	78291S	141 GENERAL FIRE APPARATUS	471.15					
1	12429 11/19/20	Placard Holders	471.15			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>526.71</b>					
40339	78282S	1506 HARLOW'S TRUCK CETNER	344.21					
1	02P1810 11/04/20	311	344.21			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>344.21</b>					
40339	78283S	1399 HEIMAN FIRE EQUIPMENT	5,899.60					
1	0893573 11/19/20	Hose 321 out	5,899.60			1000 50 420460	236	101000
		<b>Total for Vendor:</b>	<b>5,899.60</b>					
40321	78266S	650 HOME DEPOT CREDIT SERVICES	1,110.16					
1	09189220 11/20/20	Sta 6	104.84			1000 50 420460	366	101000
2	09189220 11/20/20	Training Supplies	49.32			1000 30 420430	220	101000
3	09189220 11/20/20	321 out	956.00*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>1,110.16</b>					
40358	78284S	455 INLAND TRUCK PARTS	30.73					
1	742104 11/02/20	311	30.73			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>30.73</b>					

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40314	782565	1700 JARED DEMERS	79.85					
1	Demers 11/01/20 Annual Physical		79.85			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>79.85</b>					
40313	782575	508 KIRK PAULSEN	95.50					
1	KPaulsen 11/01/20 321 Helmet Tags		95.50			1000 50 420460	224	101000
		<b>Total for Vendor:</b>	<b>95.50</b>					
40274	782325	1347 KRONOS	4,251.71					
1	11677867 10/30/20 Schedule Software Dec20-Dec2		4,251.71			1000 10 410510	321	101000
		<b>Total for Vendor:</b>	<b>4,251.71</b>					
40332	782855	77 M.N. CURTIS AND SONS	206.82					
1	442036 11/20/20 Extrication Maint		157.50			1000 20 420440	302	101000
2	437660 11/04/20 TIC		49.32			1000 20 420440	203	101000
		<b>Total for Vendor:</b>	<b>206.82</b>					
40286	782335	1763 LAW OFFICE CATHERINE L. DINWIDDIE	2,148.95					
1	13620 11/05/20 Attorney Fees		2,148.95			1000 10 410510	352	101000
		<b>Total for Vendor:</b>	<b>2,148.95</b>					
40328	782865	1282 LIFE-ASSIST, INC	1,867.16					
1	1046895 11/02/20 Medical Supplies		330.53			1000 80 420480	222	101000
2	1047046 11/02/20 Medical Supplies		345.00			1000 80 420480	222	101000
3	1047459 11/03/20 Medical Supplies		1.22			1000 80 420480	222	101000
4	1047879 11/04/20 Medical Supplies		15.78			1000 80 420480	222	101000
5	1051368 11/17/20 Medical Supplies		407.03			1000 80 420480	222	101000
6	1051474 11/18/20 Medical Supplies		478.25			1000 80 420480	222	101000
7	1051774 11/18/20 Medical Supplies		23.67			1000 80 420480	222	101000
8	1051783 11/18/20 Medical Supplies		78.53			1000 80 420480	222	101000
9	1051612 11/18/20 Medical Supplies		179.26			1000 80 420480	222	101000
10	1051613 11/18/20 Medical Supplies		7.89			1000 80 420480	222	101000
		<b>Total for Vendor:</b>	<b>1,867.16</b>					

12/03/20  
18:46:10

MISSOULA RURAL FIRE DISTRICT  
Claim Details  
For the Accounting Period: 11/20

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Report ID: AP100V

\* ... 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
40340	782875	1721 LIGHTHOUSE UNIFORM CO.	1,165.60					
1	A300038 11/25/20 Uniform		1,165.60*			1000 50 420460	230	101000
		<b>Total for Vendor:</b>	<b>1,165.60</b>					
40362	782885	1766 LORENZEN SOIL MECHANICS	2,355.00					
1	2405 08/21/20 Sta 4		2,355.00			2399 10 410510	920	101000
		<b>Total for Vendor:</b>	<b>2,355.00</b>					
40284	782345	228 MISSOULA COUNTY TREASURER	571.16					
1	48280 11/30/20 Sta 5 Parcel#5905087		17.30			1000 10 410510	341	101000
2	48735 11/30/20 Sta 2 Parcel#5940307		286.81			1000 10 410510	341	101000
3	45680 11/30/20 Sta 6 Parcel#5844740		267.05			1000 10 410510	341	101000
		<b>Total for Vendor:</b>	<b>571.16</b>					
40327	782895	211 MISSOULA COUNTY WORKERS COMP	884.71					
1	Nov 2020 11/30/20 Vol FF November 2020		884.71			1000 60 420490	146	101000
40367	782895	211 MISSOULA COUNTY WORKERS COMP	83,484.20					
1	9180 11/23/20 Admin		6,444.80			1000 10 410510	143	101000
2	9180 11/23/20 RM		1,731.10			1000 20 420440	143	101000
3	9180 11/23/20 TR		1,731.10			1000 30 420430	143	101000
4	9180 11/23/20 FP		4,134.70			1000 40 420410	143	101000
5	9180 11/23/20 Sup		69,442.50			1000 50 420460	143	101000
		<b>Total for Vendor:</b>	<b>84,368.91</b>					
40346	782905	232 MISSOULA FIRE EQUIPMENT	323.70					
1	21003 11/07/20 810 Brackets		323.70*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>323.70</b>					
40349	782915	235 MISSOULA MOTOR PARTS	656.34					
1	555-344420 11/07/20 Shop		41.78*			1000 20 420440	270	101000
2	555-346494 11/07/20 366		5.49			1000 20 420440	272	101000
3	555-347414 11/10/20 321 out		37.76			1000 20 420440	272	101000
4	555-346328 11/12/20 Shop		26.01*			1000 20 420440	270	101000
5	555-351038 11/20/20 Shop		91.40*			1000 20 420440	270	101000
6	732944 11/23/20 351		8.56			1000 20 420440	272	101000

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MISSOULA RURAL FIRE DISTRICT  
Claim Details  
For the Accounting Period: 11/20

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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
7	555-352144	11/24/20 Shoip	122.61*			1000 20 420440	270	101000
8	555-352519	11/25/20 312	352.71			1000 20 420440	272	101000
<b>Total for Vendor:</b>			<b>686.32</b>					
40290	782475	236 MISSOULA PARKING COMMISSION	20.00					
1	1620100309	11/12/20 Parking 16201003099	20.00			1000 10 410510	379	101000
<b>Total for Vendor:</b>			<b>20.00</b>					
40330	782925	242 MISSOULIAN	103.40					
1	20612173	11/22/20 Legal Ad	103.40			1000 10 410510	337	101000
<b>Total for Vendor:</b>			<b>103.40</b>					
40282	782355	1684 MMW Architects	16,572.17					
1	11 11/05/20	Sta 4	16,572.17			1000 10 410510	356	101000
<b>Total for Vendor:</b>			<b>16,572.17</b>					
40309	782935	249 MODERN MACHINERY	28.00					
1	3623419	11/03/20 Lubricants	28.00			1000 20 420440	232	101000
<b>Total for Vendor:</b>			<b>28.00</b>					
40343	782945	247 MOUNTAIN SUPPLY	41.25					
1	9214487	11/05/20 Sta 6	64.40			1000 50 420460	366	101000
2	9214712	11/06/20 Sta 6	-62.70			1000 50 420460	366	101000
3	9214719	11/06/20 Sta 6	39.55			1000 50 420460	366	101000
<b>Total for Vendor:</b>			<b>41.25</b>					
40341	782955	747 MEC INDUSTRIAL SUPPLY CO.	474.30					
1	4249614001	11/20/20 Shop	474.30*			1000 20 420440	270	101000
<b>Total for Vendor:</b>			<b>474.30</b>					
40342	782965	259 MSUES FIRE TRAINING SCHOOL	1,390.00					
1	26-122	11/12/20 FO1-Horsens/TNewman	1,390.00			1000 50 420460	380	101000
<b>Total for Vendor:</b>			<b>1,390.00</b>					

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MISSOULA RURAL FIRE DISTRICT  
Claim Details  
For the Accounting Period: 11/20

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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
40344	782978	1542 MT COFFEE EXPRESS	180.00					
1	300371 11/01/20	Sta 1	90.00			1000 10 410510	341	101000
2	11505 11/04/20	Sta 1	45.00			1000 10 410510	220	101000
3	11624 11/25/20	Sta 1	45.00			1000 10 410510	220	101000
		<b>Total for Vendor:</b>	<b>180.00</b>					
40289	782488	1383 MT DEPARTMENT OF LABOR &	33.33					
1	99881 11/20/20	Interest Fee	33.33			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>33.33</b>					
40348	782985	1322 MURDOCHS RANCH & HOME SUPPLY	7.78					
1	24910 11/27/20	small tools	7.78			1000 20 420440	234	101000
		<b>Total for Vendor:</b>	<b>7.78</b>					
40355	782996	295 NORCO	322.00					
1	65341013 11/12/20	Medical Supplies	240.00			1000 80 420480	222	101000
2	30762401 11/27/20	Medical Supplies	40.00			1000 50 420460	375	101000
3	30793864 11/30/20	Rental	42.00			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>322.00</b>					
40350	783005	299 NORTHWEST INDUSTRIAL	135.40					
1	3538932-1 11/02/20	321 out	135.40*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>135.40</b>					
40281	782366	547 NORTHWESTERN ENERGY	537.70					
1	04619946 11/02/20	Sta 5	508.04			1000 10 410510	341	101000
2	35710573 11/02/20	Original Sta 5	29.66			1000 10 410510	341	101000
40296	782496	547 NORTHWESTERN ENERGY	592.55					
1	05205802 11/12/20	Sta 4	582.62			1000 10 410510	341	101000
2	05205910 11/12/20	Sta 4	9.93			1000 10 410510	341	101000
40310	782536	547 NORTHWESTERN ENERGY	2,766.05					
1	04777413 11/16/20	Sta 1	1,936.83			1000 10 410510	341	101000
2	14891253 11/18/20	Sta 1	412.89			1000 10 410510	341	101000
3	05360854 11/18/20	Sta 2	252.06			1000 10 410510	341	101000

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MISSOULA RURAL FIRE DISTRICT  
Claim Details  
For the Accounting Period: 11/20

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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
4	05373154 11/13/20 Sta 6		164.27			1000 10 410510	341	101000
		<b>Total for Vendor:</b>	<b>3,896.30</b>					
40333	78301S 1266 NRS RESCUE		301.25					
1	1008258 11/10/20 321 out		301.25			1000 30 420430	394	101000
		<b>Total for Vendor:</b>	<b>301.25</b>					
40305	78259S 311 OVERHEAD DOOR COMPANY		258.00					
1	56636 07/22/20 Sta 6		258.00			1000 50 420460	366	101000
		<b>Total for Vendor:</b>	<b>258.00</b>					
40288	78237S 1289 PAULSON ELECTRIC		174.00					
1	09261 11/04/20 Sta 5		174.00			1000 50 420460	365	101000
40294	78250S 1289 PAULSON ELECTRIC		87.00					
1	09285 11/12/20 Sta 5		87.00			1000 50 420460	365	101000
		<b>Total for Vendor:</b>	<b>261.00</b>					
40351	78302S 1658 Performance Advantage Company		3,007.25					
1	0103266 11/02/20 New Engines		3,007.25			1000 20 420440	272	101000
		<b>Total for Vendor:</b>	<b>3,007.25</b>					
40293	78251S 1725 PIERCE LEASING		590.00					
1	0039294 11/10/20 Job Trailer Lease		590.00			1000 10 410510	943	101000
		<b>Total for Vendor:</b>	<b>590.00</b>					
40276	78238S 855 PITNEY BOWES		25.00					
1	01422579 11/06/20 Postage		25.00			1000 10 410510	311	101000
		<b>Total for Vendor:</b>	<b>25.00</b>					
40356	78303S 723 PRO TOWING, LLC		663.00					
1	05555 11/16/20 351 Towing		663.00			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>663.00</b>					

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MISSOULA RURAL FIRE DISTRICT  
Claim Details  
For the Accounting Period: 11/20

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\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
40277	782395	139 RICHARD GEBHARDT	2,618.75					
1	11022020	11/02/20 Attorney Fees	2,618.75			1000 10 410510	352	101000
		<b>Total for Vendor:</b>	<b>2,618.75</b>					
40354	78304S	360 SHIPPING DEPOT	39.82					
1	1042 11/30/20	Postage	39.82			1000 10 410510	311	101000
		<b>Total for Vendor:</b>	<b>39.82</b>					
40352	78305S	1540 SNAP ON INDUSTRIAL	405.99					
1	45992664 11/13/20	Small Tools	405.99			1000 20 420440	234	101000
		<b>Total for Vendor:</b>	<b>405.99</b>					
40299	78252S	369 STAPLES	164.58					
1	20384237 11/30/20	Office Supplies	164.58			1000 10 410510	220	101000
		<b>Total for Vendor:</b>	<b>164.58</b>					
40319	78267S	1760 SWANK ENTERPRISES	72,553.43					
1	3509 11/24/20	Sta 4 Project	72,553.43			2399 10 410510	920	101000
		<b>Total for Vendor:</b>	<b>72,553.43</b>					
40351	78306S	1740 TARGET SOLUTIONS LEARNING LLC	8,400.32					
1	16733 11/30/20	Target Solutions Premier	8,400.32			1000 10 410510	321	101000
		<b>Total for Vendor:</b>	<b>8,400.32</b>					
40306	78260S	1707 TEAR IT UP LLC	38.69					
1	52222 09/16/20	Shredding Service	38.69			1000 10 410510	356	101000
		<b>Total for Vendor:</b>	<b>38.69</b>					
40360	78307S	1730 Teleflex LLC	562.50					
1	9503296825 11/18/20	Medical Supplies	562.50			1000 80 420480	222	101000
		<b>Total for Vendor:</b>	<b>562.50</b>					
40361	78308S	385 THOMAS PLUMBING & HEATING	137.00					
1	79770 11/18/20	Sta 6	137.00			1000 50 420460	366	101000
		<b>Total for Vendor:</b>	<b>137.00</b>					



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MISSOULA RURAL FIRE DISTRICT  
Claim Details  
For the Accounting Period: 11/20

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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
40324	78263S	87 TIM DEVOS	5.24					
1	DeVos 11/25/20	321 out	5.24*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>5.24</b>					
40325	78269S	1465 TRENTON BROWN	14.58					
1	TBrown 11/25/20	321 out	14.58*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>14.58</b>					
40353	78309S	463 TRI ARC, INC.	59.76					
1	R17291 11/16/20	Rental	31.00			1000 10 410510	356	101000
2	35101 11/16/20	Supplies	28.76*			1000 20 420440	270	101000
		<b>Total for Vendor:</b>	<b>59.76</b>					
40283	78240S	1628 Division	1,353.60					
1	232361 11/01/20	Computer Support	207.00			1000 10 410510	368	101000
2	232203 11/01/20	Office 365	1,146.60			1000 10 410510	321	101000
		<b>Total for Vendor:</b>	<b>1,353.60</b>					
40309	78261S	1766 US ASSURE INSURANCE SERVICES OF	4,219.00					
1	ER73795130 11/11/20	Policy #ER73795130-001	4,219.00*			1000 10 410510	510	101000
		<b>Total for Vendor:</b>	<b>4,219.00</b>					
40312	78262S	408 VERIZON WIRELESS	327.92					
1	9866867504 11/11/20	Smartphones/PDTs	327.92			1000 10 410510	345	101000
		<b>Total for Vendor:</b>	<b>327.92</b>					
40393	78270S	411 WATERCOLOR COMPUTER TRAINING	447.00					
1	10307 11/22/20	Excell Class-Horsens	447.00			1000 50 420460	380	101000
		<b>Total for Vendor:</b>	<b>447.00</b>					
40310	78271S	1724 WEX Bank	2,472.09					
1	68938235 11/30/20	Fuel	2,472.09			1000 20 420440	231	101000
		<b>Total for Vendor:</b>	<b>2,472.09</b>					
		<b># of Claims</b>	<b>83</b>	<b>Total:</b>				<b>268,656.99</b>

12/03/20  
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MISSOULA RURAL FIRE DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 11/20

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Report ID: AP110

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Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH ON DEPOSIT - COUNTY TREASURER	\$183,948.56
2399 CAPITAL IMPROVEMENTS FUND	
101000 CASH ON DEPOSIT - COUNTY TREASURER	\$84,708.43
<b>Total:</b>	<b>\$268,656.99</b>

Claims reviewed and approved for payment at the Regular scheduled Missoula Rural Fire District Board of Trustee Meeting held Tuesday, December 8<sup>th</sup>, 2020 at 7:00 PM.

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

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

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

THANK YOU  
thank you

Dear Volunteer Fire Fighters,

Thank you so much for everything you do. The amount you all sacrifice and with very little in return often goes unnoticed. However, I want you to know how much I appreciate, care about, and see all of you and what you do. Thank you so much again and I hope you have an amazing holiday season!

Thank you,

Jayden Beed

Jayden Beed  
2220 Humble Rd  
Missoula, MT  
59804

MISSOULA MT 598

16 NOV 2020 PM 1 T

Volunteer Firemen  
2521 South Ave West  
Missoula, MT  
59804

Rev'd 11/17/20

5980486407



THANK YOU  
thank you

Dear Resident Fire Fighters,

Thank You so much for all that you do for the Missou Community. Risking your lives everyday for the Safty of others, especially now more than ever, is a huge sacrifice that many are not willing to make. Yet You choose to do so everyday with little thanks. I want you to know that I see, care, and appreciate you and everything you do. A simple thank you not will never be enough to show you how much we care nor. is it going to come close to what you deserve, but its a start. Once again thank you so much for everything you do and I hope you have a wonderful holiday season!

Sincerely,

Jayden Beed

Rev'd 11/17/20



## Call for Service Report

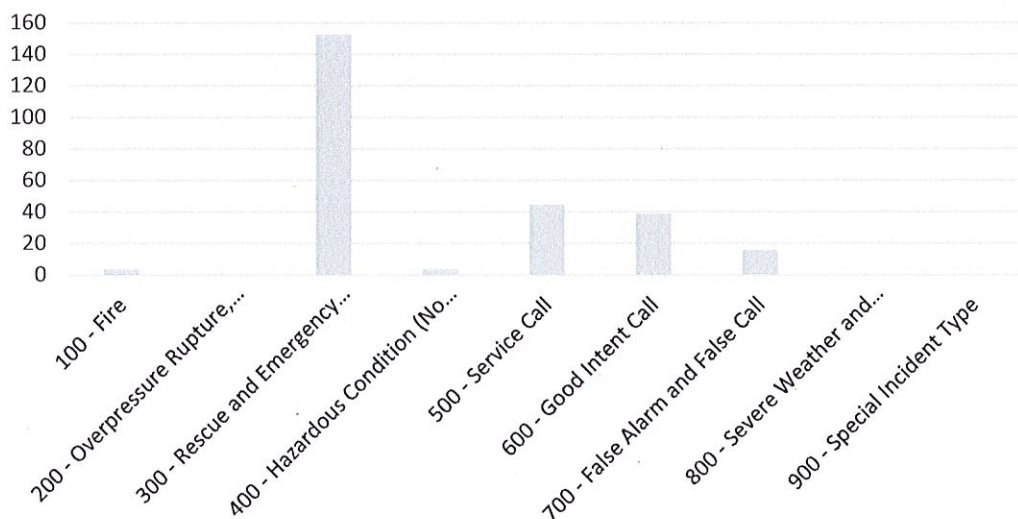
November 2020

In November of 2020, Missoula Rural Fire District (MRFD) answered 255 calls for service. MRFD responded to 238 of these incidents. The other 17 incidents were responded to solely by mutual aid partners. MRFD provided mutual aid on 68 incidents and received mutual aid on 27 incidents, overall working side by side with 8 neighboring agencies.

Incident Type Data

NFIRS Incident Type Series	November 2020	2020 YTD	2020 YTD Percentage
100 - Fire	3	88	3.60 %
200 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	1	0.05%
300 - Rescue and Emergency Medical Service (EMS) Incidents	152	1387	56.80%
400 - Hazardous Condition (No Fire)	3	105	4.30%
500 - Service Call	44	287	11.75%
600 - Good Intent Call	38	455	18.63%
700 - False Alarm and False Call	15	118	4.83%
800 - Severe Weather and Natural Disaster	0	1	0.04%
900 - Special Incident Type	0	0	0.00%

November 2020 Incident Types



## **Public Relations Outreach Breakdown**

November 2020

- 8 total documented events
  - 8 social media posts (Facebook/Instagram/Twitter)
  - 0 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.)

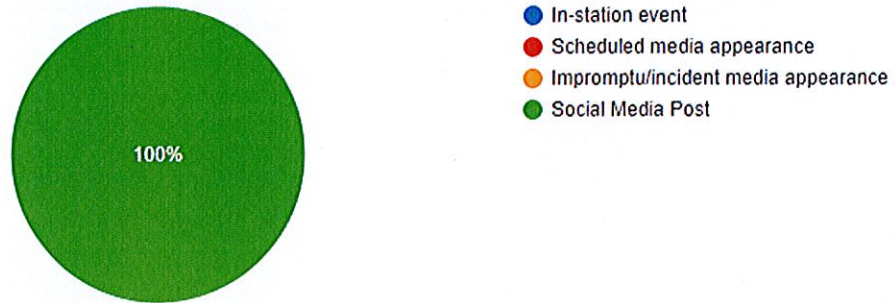
### Date

8 responses



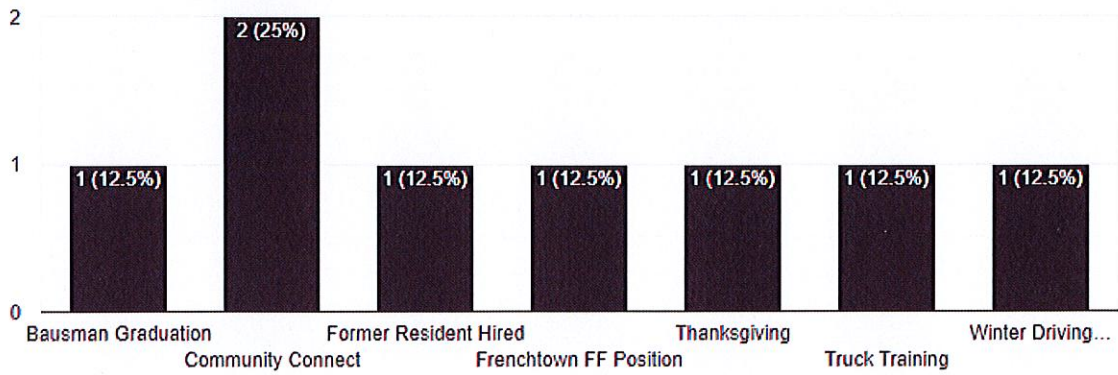
### Type

8 responses



### Topic Being Discussed

8 responses





## November 2020 IT Report

- Continued adding users to Remote Desktop Services (RDS). Refining software performance on RDS server such as proper Adobe PDF installation in a multiuser environment.
- Continued reconfiguring the physical server for relocation to the county data center.
- Determined that Teams meeting audio problems are a result of a Microsoft update to Teams that affected the Logitech Connect conferencing devices. With tens of thousands of those devices in use in many businesses I assume MS and Logitech are working on a resolution. I did read on Logitech forum just last week that one user said a resolution was in the current update to Teams. MS updates are rolled out in a staggered fashion to avoid server overloads. In the meantime, we are using external microphones and simple webcams. Also, updated firmware in all Logitech devices and ran manual updates to Teams on all Station Meetings computers.
- Researched performance requirements for computers to use in training for Blue Card certification. Tested Fire Studio simulation software on a variety of our current computers and then found an economical solution. Eight new laptops are now being configured for that use.
- Configured new main office printer for network usage. This included adding the printer to the Active Directory Domain Controller making it easily accessible, adding email addresses for scanning documents to individuals (the list of those addresses that were on the old printer was not downloadable due to the age of that printer), added scan to folders on the file server.
- Worked on Group Policy configuration with UniVision using our monthly support contract.
- Misc. items included persistent new hardware pop up dialogs on Chief Finlay's computer and ghost email failed deliveries for Chief Newman among other request from various users.



# **FIRE-RESCUE**

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## **MISSOULA RURAL FIRE DISTRICT**

1st Quarter Budget vs Actual

FY 20/21



11/09/20  
09:40:38

MISSOULA RURAL FIRE DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 9 / 20

Page: 1 of 2  
Report ID: B110

1000 GENERAL FUND

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
<b>310000 TAXES</b>					
311010 REAL PROPERTY TAXES	25,991.32	155,654.88	7,684,953.00	7,529,298.12	2 %
311021 MOBILE HOME PROPERTY TAXES	2,326.33	48,742.94	0.00	-48,742.94	** %
311022 PERSONAL PROPERTY TAXES	608.50	88,510.53	0.00	-88,510.53	** %
312000 PENALTY & INTEREST ON DELQ. TAXES	2,037.73	7,489.88	0.00	-7,489.88	** %
<b>Account Group Total:</b>	<b>30,963.88</b>	<b>300,398.23</b>	<b>7,684,953.00</b>	<b>7,384,554.77</b>	<b>4 %</b>
<b>330000 INTERGOVERNMENTAL REVENUES</b>					
331004 SAFER GRANT	0.00	0.00	586,426.00	586,426.00	0 %
333041 MSLA WATER PILT	0.00	0.00	20,000.00	20,000.00	0 %
335230 STATE ENTITLEMENT SHARE	203,081.20	203,081.20	812,325.00	609,243.80	25 %
336010 WILDLAND FIRE	65,857.09	65,857.09	80,000.00	14,142.91	82 %
336011 ALL HAZARDS	0.00	0.00	30,000.00	30,000.00	0 %
<b>Account Group Total:</b>	<b>268,938.29</b>	<b>268,938.29</b>	<b>1,528,751.00</b>	<b>1,259,812.71</b>	<b>18 %</b>
<b>340000 CHARGES FOR SERVICES</b>					
342023 SUB-DIVISION REVIEW FEES	0.00	4,600.00	10,000.00	5,400.00	46 %
342029 ALL HAZARD INCIDENT FEES	0.00	0.00	500.00	500.00	0 %
342030 LOCKBOX/SIGN FEES	0.00	0.00	4,000.00	4,000.00	0 %
342031 REPORT FEES	0.00	0.00	1,000.00	1,000.00	0 %
342060 FUEL MITIGATION FEES	0.00	0.00	6,000.00	6,000.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>4,600.00</b>	<b>21,500.00</b>	<b>16,900.00</b>	<b>21 %</b>
<b>360000 MISCELLANEOUS REVENUES</b>					
362010 OTHER REVENUE	0.00	0.00	66,817.00	66,817.00	0 %
362021 INSURANCE CLAIM	0.00	0.00	5,000.00	5,000.00	0 %
365010 GIFTS/DONATIONS	0.00	0.00	6,000.00	6,000.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>77,817.00</b>	<b>77,817.00</b>	<b>0 %</b>
<b>370000 INVESTMENT AND ROYALTY EARNINGS</b>					
371010 INTEREST EARNINGS	787.03	4,086.57	4,000.00	-86.57	102 %
<b>Account Group Total:</b>	<b>787.03</b>	<b>4,086.57</b>	<b>4,000.00</b>	<b>-86.57</b>	<b>102 %</b>
<b>380000</b>					
381000 PROCEEDS FROM LONG TERM DEBT	0.00	0.00	350,000.00	350,000.00	0 %
382000 PROCEEDS FROM SALE OF CAPITAL ASSETS	0.00	0.00	54,000.00	54,000.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>404,000.00</b>	<b>404,000.00</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>300,689.20</b>	<b>578,023.09</b>	<b>9,721,021.00</b>	<b>9,142,997.91</b>	<b>6 %</b>

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MISSOULA RURAL FIRE DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 9 / 20

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2399 CAPITAL IMPROVEMENTS FUND

Account	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
380000					
383000 Transfer In	0.00	0.00	1,406,480.00	1,406,480.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,406,480.00</b>	<b>1,406,480.00</b>	<b>0 %</b>
<b>Fund Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,406,480.00</b>	<b>1,406,480.00</b>	<b>0 %</b>
<b>Grand Total:</b>	<b>300,689.20</b>	<b>578,023.09</b>	<b>11,127,501.00</b>	<b>10,549,477.91</b>	<b>5 %</b>

MISOULA RURAL FIRE DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 20

1000 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
410000 GENERAL GOVERNMENT							
410510 ADMINISTRATION							
110	Full-time Salaries	32,922.26	113,704.22	429,447.00	429,447.00	315,742.78	26 %
120	Overtime Full-time	0.00	365.14	5,000.00	5,000.00	4,634.86	7 %
132	Health Club Reimbursement	0.00	26.00	0.00	0.00	-26.00	%
135	Clothing Allowances	0.00	2,200.00	2,200.00	2,200.00	0.00	100 %
136	Deferred Comp/Other Fringe	2,239.32	7,937.07	30,765.00	30,765.00	22,827.93	26 %
141	FICA	1,301.96	4,555.91	18,215.00	18,215.00	13,659.09	25 %
142	PERS	3,977.06	13,897.04	54,123.00	54,123.00	40,225.96	26 %
143	Health/Dental/Optical Insurance	6,444.80	19,334.40	77,337.00	77,337.00	58,002.60	25 %
144	Disability Coverage	39.54	118.36	757.00	757.00	638.64	16 %
145	UCC	49.37	174.36	668.00	668.00	493.64	26 %
146	Workers Compensation	964.97	3,431.40	14,731.00	14,731.00	11,299.60	23 %
147	EAP	0.00	47.70	200.00	200.00	152.30	24 %
220	Operating Supplies	569.92	1,023.88	7,500.00	7,500.00	6,476.12	14 %
221	Small Equipment	0.00	0.00	4,500.00	4,500.00	4,500.00	%
227	Petty Cash	0.00	0.00	500.00	500.00	500.00	%
234	Small Tools	0.00	0.00	500.00	500.00	500.00	%
311	Postage	228.36	493.06	4,000.00	4,000.00	3,506.94	12 %
320	Printing	0.00	896.27	4,000.00	4,000.00	3,103.73	22 %
321	Computer Programs	1,037.05	23,546.60	86,100.00	86,100.00	62,553.40	27 %
322	Books	0.00	0.00	1,000.00	1,000.00	1,000.00	%
333	Subscriptions	219.00	2,164.00	7,000.00	7,000.00	4,836.00	31 %
337	Legal Advertising	175.40	175.40	2,500.00	2,500.00	2,324.60	7 %
339	Public Information	0.00	0.00	3,500.00	3,500.00	3,500.00	%
341	Electricity, Gas, Water	1,926.08	7,965.31	48,000.00	48,000.00	40,034.69	17 %
342	Garbage Collection	636.37	1,823.75	8,000.00	8,000.00	6,176.25	23 %
345	Telephone	3,275.11	8,524.14	46,000.00	46,000.00	37,475.86	19 %
352	Attorney Fees	0.00	1,681.25	20,000.00	20,000.00	18,318.75	8 %
354	Audit Fees	0.00	0.00	30,000.00	30,000.00	30,000.00	%
356	Contract Services	31,316.51	155,426.68	266,500.00	266,500.00	111,073.32	58 %
368	Computer Maintenance	447.38	1,369.29	15,042.00	15,042.00	13,672.71	9 %
379	Food, Lodging, Travel	250.00	363.66	21,800.00	21,800.00	21,436.34	2 %
380	Training	0.00	0.00	7,790.00	7,790.00	7,790.00	%
391	Recruitment and Retention	0.00	543.75	5,535.00	5,535.00	4,991.25	10 %
395	Election Costs	0.00	0.00	10,000.00	10,000.00	10,000.00	%
510	Insurance	0.00	42,697.00	43,000.00	43,000.00	303.00	99 %
530	Office Rent	0.00	0.00	7,080.00	7,080.00	7,080.00	%
610	Interest and Debt Redemption	0.00	14,770.23	115,025.00	115,025.00	100,254.77	13 %
620	Interest	0.00	1,205.82	98,980.00	98,980.00	97,774.18	1 %
943	Office Equipment	590.00	1,770.00	0.00	0.00	-1,770.00	%
	<b>Account Total:</b>	<b>88,610.46</b>	<b>432,231.69</b>	<b>1,497,295.00</b>	<b>1,497,295.00</b>	<b>1,065,063.31</b>	<b>29 %</b>
	<b>Account Group Total:</b>	<b>88,610.46</b>	<b>432,231.69</b>	<b>1,497,295.00</b>	<b>1,497,295.00</b>	<b>1,065,063.31</b>	<b>29 %</b>
420000 PUBLIC SAFETY							
420410 FIRE PREVENTION							
110	Full-time Salaries	15,466.97	54,127.86	295,055.00	295,055.00	240,927.14	18 %
120	Overtime Full-time	0.00	0.00	13,438.00	13,438.00	13,438.00	%
135	Clothing Allowances	0.00	1,950.00	1,950.00	1,950.00	0.00	100 %
136	Deferred Comp/Other Fringe	1,257.12	4,449.65	16,825.00	16,825.00	12,375.35	26 %
141	FICA	222.82	808.05	4,428.00	4,428.00	3,619.95	18 %

MISSOULA RURAL FIRE DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 20

1000 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
142	PERS	1,702.98	6,093.63	35,640.00	35,640.00	29,546.37	17 %
143	Health/Dental/Optical Insurance	4,134.70	12,404.10	49,617.00	49,617.00	37,212.90	25 %
144	Disability Coverage	15.97	50.19	502.00	502.00	451.81	10 %
145	UCC	23.18	84.12	447.00	447.00	362.88	19 %
146	Workers Compensation	679.32	2,462.96	14,543.00	14,543.00	12,080.04	17 %
147	EAP	0.00	28.62	120.00	120.00	91.38	24 %
220	Operating Supplies	49.00	548.96	10,000.00	10,000.00	9,451.04	5 %
221	Small Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	%
235	Fire Investigation	0.00	0.00	1,000.00	1,000.00	1,000.00	%
322	Books	0.00	0.00	1,000.00	1,000.00	1,000.00	%
333	Subscriptions	0.00	0.00	5,700.00	5,700.00	5,700.00	%
339	Public Information	0.00	0.00	1,000.00	1,000.00	1,000.00	%
379	Food, Lodging, Travel	150.00	150.00	27,460.00	27,460.00	27,310.00	1 %
380	Training	0.00	12.00	13,731.00	13,731.00	13,719.00	%
384	Sub-Division Review	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	<b>Account Total:</b>	<b>23,702.06</b>	<b>83,170.14</b>	<b>496,956.00</b>	<b>496,956.00</b>	<b>413,785.86</b>	<b>17 %</b>
420420	STATE HAZMAT						
534	STATE HAZMAT-EQUIPMENT	0.00	1,251.68	6,972.00	6,972.00	5,720.32	18 %
	<b>Account Total:</b>	<b>0.00</b>	<b>1,251.68</b>	<b>6,972.00</b>	<b>6,972.00</b>	<b>5,720.32</b>	<b>18 %</b>
420430	TRAINING						
110	Full-time Salaries	6,436.62	22,108.39	85,677.00	85,677.00	63,568.61	26 %
120	Overtime Full-time	3,398.07	21,821.86	141,054.00	141,054.00	119,232.14	15 %
135	Clothing Allowances	0.00	650.00	650.00	650.00	0.00	100 %
141	FICA	142.60	646.11	1,681.00	1,681.00	1,034.89	38 %
142	PERS	924.30	3,174.77	12,303.00	12,303.00	9,128.23	26 %
143	Health/Dental/Optical Insurance	1,731.10	5,193.30	20,773.00	20,773.00	15,579.70	25 %
144	Disability Coverage	8.95	36.53	207.00	207.00	170.47	18 %
145	UCC	14.76	66.87	183.00	183.00	116.13	37 %
146	Workers Compensation	382.18	1,638.47	5,950.00	5,950.00	4,311.53	28 %
147	EAP	0.00	9.54	40.00	40.00	30.46	24 %
220	Operating Supplies	0.00	0.00	11,700.00	11,700.00	11,700.00	%
221	Small Equipment	0.00	0.00	2,600.00	2,600.00	2,600.00	%
333	Subscriptions	0.00	185.00	15,900.00	15,900.00	15,715.00	1 %
379	Food, Lodging, Travel	1,744.28	1,985.50	9,090.00	9,090.00	7,104.50	22 %
380	Training	0.00	0.00	3,395.00	3,395.00	3,395.00	%
392	Research and Development	0.00	405.00	3,150.00	3,150.00	2,745.00	13 %
394	Rescue Equipment Maintenance	0.00	0.00	6,000.00	6,000.00	6,000.00	%
920	Buildings and Improvements	0.00	0.00	5,000.00	5,000.00	5,000.00	%
941	Technical Equipment	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	<b>Account Total:</b>	<b>14,782.86</b>	<b>57,921.34</b>	<b>327,853.00</b>	<b>327,853.00</b>	<b>269,931.66</b>	<b>18 %</b>
420440	RESOURCE MANAGEMENT						
110	Full-time Salaries	5,678.09	19,860.19	75,155.00	75,155.00	55,294.81	26 %
120	Overtime Full-time	372.38	983.98	16,333.00	16,333.00	15,349.02	6 %
135	Clothing Allowances	0.00	650.00	650.00	650.00	0.00	100 %
141	FICA	87.73	311.67	1,205.00	1,205.00	893.33	26 %
142	PERS	815.37	2,851.92	10,792.00	10,792.00	7,940.08	26 %
143	Health/Dental/Optical Insurance	1,731.10	5,193.30	20,773.00	20,773.00	15,579.70	25 %
144	Disability Coverage	7.56	24.56	141.00	141.00	116.44	17 %

MISSOULA RURAL FIRE DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 20

1000 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
145	UCC	9.07	32.22	125.00	125.00	92.78	26 %
146	Workers Compensation	260.29	929.62	4,056.00	4,056.00	3,126.38	23 %
147	EAP	0.00	9.54	40.00	40.00	30.46	24 %
202	Extrication	0.00	72.91	2,200.00	2,200.00	2,127.09	3 %
203	Thermal Imaging	396.07	396.07	500.00	500.00	103.93	79 %
204	SCBA	928.61	900.28	4,000.00	4,000.00	3,099.72	23 %
206	Saws	7.95	7.95	1,200.00	1,200.00	1,192.05	1 %
221	Small Equipment	0.00	0.00	15,878.00	15,878.00	15,878.00	%
231	Fuel	4,918.44	12,517.63	44,000.00	44,000.00	31,482.37	28 %
232	Lubricants	242.71	242.71	4,500.00	4,500.00	4,257.29	5 %
233	Tires	6,423.12	9,262.81	28,068.00	28,068.00	18,805.19	33 %
234	Small Tools	37.54	37.54	5,637.00	5,637.00	5,599.46	1 %
270	Maintenance-All Other	1,019.06	2,421.12	3,500.00	3,500.00	1,078.88	69 %
271	Radio Maintenance	0.00	846.60	8,000.00	8,000.00	7,153.40	11 %
272	Vehicle Maintenance	3,482.02	8,592.94	43,300.00	43,300.00	34,707.06	20 %
301	Generators	0.00	2,791.25	7,100.00	7,100.00	4,308.75	39 %
302	Extrication	0.00	0.00	3,090.00	3,090.00	3,090.00	%
304	SCBA	0.00	0.00	9,000.00	9,000.00	9,000.00	%
305	Fire Extinguisher	0.00	95.20	1,210.00	1,210.00	1,114.80	8 %
333	Subscriptions	0.00	0.00	200.00	200.00	200.00	%
370	Maintenance - All other Equip.	445.00	2,710.05	11,606.00	11,606.00	8,895.95	23 %
371	Radio Maintenance	190.00	425.00	0.00	0.00	-425.00	%
372	Vehicle Maintenance	764.34	1,361.51	70,000.00	70,000.00	68,638.49	2 %
373	Vehicle Body Repair	0.00	53.25	10,000.00	10,000.00	9,946.75	1 %
375	Food, Lodging, Travel	100.00	100.00	3,440.00	3,440.00	3,340.00	3 %
380	Training	0.00	0.00	1,240.00	1,240.00	1,240.00	%
941	Technical Equipment	0.00	5,061.79	61,846.00	61,846.00	56,784.21	8 %
	<b>Account Total:</b>	<b>27,816.45</b>	<b>78,743.61</b>	<b>468,785.00</b>	<b>468,785.00</b>	<b>390,041.39</b>	<b>17 %</b>
420450	MRFD HAZMAT						
220	Operating Supplies	0.00	0.00	10,000.00	10,000.00	10,000.00	%
221	Small Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	%
224	Turnout Clothing	0.00	0.00	2,500.00	2,500.00	2,500.00	%
379	Food, Lodging, Travel	0.00	0.00	200.00	200.00	200.00	%
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>14,700.00</b>	<b>14,700.00</b>	<b>14,700.00</b>	<b>%</b>
420460	FIRE SUPPRESSION						
110	Full-time Salaries	262,011.62	915,679.73	3,396,507.00	3,396,507.00	2,480,827.27	27 %
111	Holiday Pay	12,321.20	24,419.44	134,466.00	134,466.00	110,046.56	18 %
120	Overtime Full-time	1,572.83	8,216.47	60,000.00	60,000.00	51,783.53	14 %
121	Overtime Incident	0.00	4,619.17	35,000.00	35,000.00	30,380.83	13 %
122	Overtime Regular Training	227.09	10,502.80	391,885.00	391,885.00	381,382.20	3 %
124	Overtime Vacation	8,259.12	31,554.84	80,000.00	80,000.00	48,445.16	39 %
125	Overtime Sick	3,648.08	22,601.45	70,000.00	70,000.00	47,398.55	32 %
126	Overtime Carseat	0.00	947.67	9,000.00	9,000.00	8,052.33	11 %
128	Overtime Wildland	149,074.30	176,928.46	100,000.00	100,000.00	-76,928.46	177 %
132	Health Club Reimbursement	0.00	0.00	4,000.00	4,000.00	4,000.00	%
135	Clothing Allowances	0.00	30,550.00	30,550.00	30,550.00	0.00	100 %
141	FICA	6,640.40	18,342.61	56,920.00	56,920.00	38,577.39	32 %
142	PERS	39,032.33	134,136.01	507,048.00	507,048.00	372,911.99	26 %
143	Health/Dental/Optical Insurance	67,711.40	203,134.20	824,118.00	824,118.00	620,983.80	25 %

MISSOULA RURAL FIRE DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 20

1000 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
144	Disability Coverage	405.38	1,202.30	6,663.00	6,663.00	5,460.70	18 %
145	UCC	655.67	1,839.01	5,879.00	5,879.00	4,039.99	31 %
146	Workers Compensation	16,915.84	50,257.55	191,266.00	191,266.00	141,008.45	26 %
147	EAP	0.00	448.38	1,880.00	1,880.00	1,431.62	24 %
223	Foam Concentrate	0.00	0.00	4,000.00	4,000.00	4,000.00	%
224	Turnout Clothing	0.00	22,296.00	71,508.00	71,508.00	49,212.00	31 %
225	Wildland Clothing	0.00	0.00	4,800.00	4,800.00	4,800.00	%
226	EMT Clothing	0.00	0.00	3,000.00	3,000.00	3,600.00	%
229	Wildland Supplies	0.00	333.20	5,265.00	5,265.00	4,931.80	6 %
230	Uniforms	16.46	16.46	1,300.00	1,300.00	1,283.54	1 %
234	Small Tools	0.00	0.00	5,500.00	5,500.00	5,500.00	%
236	Hose/Nozzle Replacement	0.00	945.60	24,000.00	24,000.00	23,054.40	4 %
322	Books	0.00	0.00	100.00	100.00	100.00	%
333	Subscriptions	0.00	0.00	200.00	200.00	200.00	%
361	Maint. Bldgs/Grounds Station 1	935.75	2,480.52	12,200.00	12,200.00	9,719.48	20 %
362	Maint. Bldgs/Grounds Station 2	18.51	1,522.12	8,500.00	8,500.00	6,977.88	18 %
364	Maint. Bldgs/Grounds Station 4	42.05	937.62	8,500.00	8,500.00	7,562.38	11 %
365	Maint. Bldgs/Grounds Station 5	328.81	1,378.35	8,500.00	8,500.00	7,121.65	16 %
366	Maint. Bldgs/Grounds Station 6	232.31	885.65	8,500.00	8,500.00	7,614.35	10 %
367	Station Maintenance Projects	0.00	0.00	74,020.00	74,020.00	74,020.00	%
369	Maint. Turnout Clothing	0.00	0.00	4,000.00	4,000.00	4,000.00	%
375	Exhaust System Maint.	122.39	218.36	3,000.00	3,000.00	2,781.64	7 %
379	Food, Lodging, Travel	5,518.78	5,948.05	66,165.00	66,165.00	60,216.95	9 %
380	Training	375.00	573.55	132,791.00	132,791.00	132,217.45	%
391	Recruitment and Retention	125.00	125.00	0.00	0.00	-125.00	%
533	Equipment Rental	0.00	0.00	500.00	500.00	500.00	%
941	Technical Equipment	0.00	0.00	54,609.00	54,609.00	54,609.00	%
	<b>Account Total:</b>	<b>576,190.32</b>	<b>1,673,040.57</b>	<b>6,406,140.00</b>	<b>6,406,140.00</b>	<b>4,733,099.43</b>	<b>26 %</b>
420470	FUEL MITIGATION						
110	Full-time Salaries	0.00	16,828.75	64,320.00	64,320.00	47,491.25	26 %
120	Overtime Full-time	0.00	0.00	1,000.00	1,000.00	1,000.00	%
128	Overtime Wildland	0.00	0.00	10,000.00	10,000.00	10,000.00	%
141	FICA	0.00	1,287.43	4,920.00	4,920.00	3,632.57	26 %
145	UCC	0.00	25.22	96.00	96.00	70.78	26 %
146	Workers Compensation	0.00	739.14	3,139.00	3,139.00	2,399.86	24 %
221	Small Equipment	0.00	322.81	5,000.00	5,000.00	4,677.19	6 %
231	Fue.	0.00	0.00	2,500.00	2,500.00	2,500.00	%
339	Public Information	0.00	0.00	500.00	500.00	500.00	%
356	Contract Services	0.00	0.00	500.00	500.00	500.00	%
	<b>Account Total:</b>	<b>0.00</b>	<b>19,203.35</b>	<b>91,975.00</b>	<b>91,975.00</b>	<b>72,771.65</b>	<b>21 %</b>
420480	MEDICAL						
221	Small Equipment	0.00	0.00	16,591.00	16,591.00	16,591.00	%
222	Medical Supplies	1,542.32	6,061.38	24,970.00	24,970.00	18,908.62	24 %
356	Contract Services	0.00	9,000.00	14,875.00	14,875.00	5,875.00	61 %
	<b>Account Total:</b>	<b>1,542.32</b>	<b>15,061.38</b>	<b>56,436.00</b>	<b>56,436.00</b>	<b>41,374.62</b>	<b>27 %</b>



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MISSOULA RURAL FIRE DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 20

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1000 GENERAL FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
420490	MRFD Volunteers						
	133 Volunteer Operations Budget	0.00	0.00	7,000.00	7,000.00	7,000.00	%
	134 Volunteer Cell Phone Reimbursement	0.00	1,250.00	1,250.00	1,250.00	0.00	100 %
	146 Workers Compensation	953.83	2,712.91	15,000.00	15,000.00	12,287.09	18 %
	147 EAP	0.00	209.88	1,419.00	1,419.00	1,209.12	15 %
	380 Training	0.00	0.00	26,000.00	26,000.00	26,000.00	%
	391 Recruitment and Retention	0.00	659.54	134,412.00	134,412.00	133,752.46	%
	<b>Account Total:</b>	<b>953.83</b>	<b>4,832.33</b>	<b>185,081.00</b>	<b>185,081.00</b>	<b>180,248.67</b>	<b>3 %</b>
	<b>Account Group Total:</b>	<b>644,987.84</b>	<b>1,933,224.40</b>	<b>8,054,898.00</b>	<b>8,054,898.00</b>	<b>6,121,673.60</b>	<b>24 %</b>
520000							
521000	Transfer out						
	820 Transfer Out	0.00	0.00	1,406,480.00	1,406,480.00	1,406,480.00	%
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,406,480.00</b>	<b>1,406,480.00</b>	<b>1,406,480.00</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,406,480.00</b>	<b>1,406,480.00</b>	<b>1,406,480.00</b>	<b>%</b>
	<b>Fund Total:</b>	<b>733,598.30</b>	<b>2,365,456.09</b>	<b>10,958,673.00</b>	<b>10,958,673.00</b>	<b>8,593,216.91</b>	<b>22 %</b>

MISSOULA RURAL FIRE DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 20

2399 CAPITAL IMPROVEMENTS FUND

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
410000	GENERAL GOVERNMENT						
410510	ADMINISTRATION						
	920 Buildings and Improvements	0.00	0.00	450,000.00	450,000.00	450,000.00	%
	945 APPARATUS REPLACEMENT	0.00	0.00	896,496.00	896,496.00	896,496.00	%
	Account Total:	0.00	0.00	1,346,496.00	1,346,496.00	1,346,496.00	%
	Account Group Total:	0.00	0.00	1,346,496.00	1,346,496.00	1,346,496.00	%
420000	PUBLIC SAFETY						
420440	RESOURCE MANAGEMENT						
	941 Technical Equipment	0.00	0.00	300,000.00	300,000.00	300,000.00	%
	945 APPARATUS REPLACEMENT	0.00	0.00	896,496.00	896,496.00	896,496.00	%
	Account Total:	0.00	0.00	1,196,496.00	1,196,496.00	1,196,496.00	%
	Account Group Total:	0.00	0.00	1,196,496.00	1,196,496.00	1,196,496.00	%
	Fund Total:	0.00	0.00	2,542,992.00	2,542,992.00	2,542,992.00	%
	Grand Total:		733,598.30				
			0.00				
			2,365,456.09	13,501,665.00	13,501,665.00	11,136,208.91	18 %



**Missoula Rural Fire District  
Drug and Alcohol Testing Policy**

**Montana Workforce Drug & Alcohol Testing Act  
MCA §§ 39-2-205 through 211**

Missoula Rural Fire District hereby adopts the following Drug and Alcohol Testing Policy ("Policy") effective December 9<sup>th</sup>, 2020. This Policy is intended to apply to all Missoula Rural Fire District employees and management that fall within the guidelines of the Montana Workforce Drug and Alcohol Testing Act. These positions are listed on page 5 of this Policy.

1. Definitions. The following definitions apply to this Policy:
  - a. "Adulterated specimen" is one that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
  - b. "Alcohol" means an intoxicating agent in alcoholic beverages, ethyl alcohol, also called ethanol, or the hydrated oxide of ethyl.
  - c. "Alcohol concentration" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath, as indicated by an evidential breath test.
  - d. "Applicable Employee" shall have the meaning set forth in Section 7 of this Policy.
  - e. "Confirmation test" for alcohol is a second test following a screening test that provides an exact measure of alcohol concentration. For controlled substances testing, a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.
  - f. "Controlled substance" means a dangerous drug, as defined in 49 CFR, part 40, except a drug used pursuant to a valid prescription or as authorized by law, and shall, for all purposes of this Policy, include the drug commonly referred to as marijuana, regardless of whether the employee has obtained a registry identification card, or has been issued a written certification by a physician, pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
  - g. "Dilute specimen" is a specimen with creatinine and specific gravity values that are lower than expected, but are still within the physiologically producible ranges of human urine.
  - h. "Medical Marijuana" shall mean marijuana, when use is pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
  - i. "Medical review officer" (MRO) means a licensed physician trained in the field of substance abuse.

- j. "Primary specimen" in drug testing is the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system.
  - k. "Reasonable suspicion" is reason to suspect that an employee is impaired on the job, based on specific, contemporaneous, articulable observations concerning appearance, behavior, speech, performance indicators or body odors of the employee.
  - l. "Rehabilitation program" is the program established by a Substance Abuse Professional for the employee who violates this Policy or voluntarily seeks treatment for drug and/or alcohol related issues, including recommendations concerning education, treatment, follow-up testing, and aftercare.
  - m. "Safety-sensitive function" is any on-duty work task, activity, or duty that has potential of causing significant physical or mental injury to people or damage to property. The focus is on function rather than job description. A person's job may require several different functions, some of which are not safety-sensitive.
  - n. "Sample" means a urine specimen, a breath test, or oral fluid obtained in a minimally invasive manner and determined to meet the reliability and accuracy criteria accepted by laboratories for the performance of drug testing that is used to determine the presence of a controlled substance or alcohol.
  - o. "Screening test" (a.k.a. "initial test") in alcohol testing is an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his or her system. In controlled substance testing, a screen to eliminate negative urine specimens from further consideration.
  - p. "Split specimen" in drug testing is the part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
  - q. "Substance Abuse Professional" (SAP) is a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. The SAP evaluates employees who have violated drug and alcohol regulations, or voluntarily enrolled in drug and alcohol treatment, and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
  - r. "Substituted specimen" is a specimen that has been submitted in place of the donor's urine, as evidenced by creatinine and specific gravity values that are outside the physiologically producible ranges of human urine.
2. Policy Coordinator. The Policy Coordinator(s) is Melissa Schnee, Office Manager. Employees will be advised if a successor Policy Coordinator is designated.
3. Standards of Conduct. The following standards of conduct shall apply to all employees:

- a. Employees are prohibited from working while impaired by the use of legal or illegal drugs.
- b. The sale, possession, transfer, use or purchase of dangerous drugs on Missoula Rural Fire District property or while performing Missoula Rural Fire District business is strictly prohibited. Absent the mitigating circumstances set forth below, an employee testing positive for the presence of controlled substances, including Medical Marijuana, shall be deemed to be in violation of this standard of conduct, regardless of whether the use of such controlled substances occurred while at work or during non-work hours.
- c. The use by employees of alcohol while working, while on Missoula Rural Fire District premises, or while using a Missoula Rural Fire District vehicle or equipment, is prohibited.

4. Policy on Rehabilitation.

- a. Any employee who feels that he or she has an addiction or dependence on drugs or alcohol is encouraged to seek assistance. Requests for information concerning such assistance will be confidential. The cost of rehabilitation will be at the employee's expense. However, an employee seeking assistance for drug or alcohol dependency who has health insurance coverage should review his/her benefit booklet as he/she may be afforded coverage.

KEPRO Employee Assistance Program (EAP) is available at 1-800-999-1077 to assist employees with addiction or dependence-related counseling, assessment or referrals.

- b. Missoula Rural Fire District will grant rehabilitation leave for up to 30 days to employees seeking treatment for an addiction or dependence on drugs or alcohol on a voluntary basis. Except for rehabilitation addressed in Section 5.b., below, a request for rehabilitation leave must be enacted prior to any drug or alcohol test given, which may render the employee positive, and prior to the employee's notice of the requirement for testing. To request leave, employees must contact the Policy Coordinator. Rehabilitation Leave will be without pay; however, employees may use any available sick or vacation time while on leave for rehabilitation if available. Employees who have no sick or vacation time available may be entitled to the same total leave, but the leave will be without pay.
- c. Leave will be suspended for any employee who leaves a treatment program prior to proper discharge.
- d. Missoula Rural Fire District must receive written notification from a Substance Abuse Professional (see definition above) that the employee has successfully completed the rehabilitation program and passed (negative result) a drug and/or alcohol test in order to return to work. The employee will be subject to unannounced follow-up tests for twelve months following release from rehabilitation.

5. Sanctions for Violating Standards of Conduct or Testing Positive for Controlled Substances or Alcohol. The following sanctions shall apply to employees violating the standards of conduct or for testing positive for controlled substances or alcohol.

- a. Employees who test positive the first time for controlled substances or alcohol will be required to have a chemical dependency assessment by a licensed substance abuse professional, and to provide verification from a licensed substance abuse professional that the employee completed the recommended level of treatment successfully, all at the employee's expense, as a condition to continued employment. If an employee tests positive

for controlled substances and/or alcohol a second time, it will result in immediate termination.

- b. Employees who test positive for controlled substances or alcohol will be subject to follow-up testing for up to one year.
- c. Prospective employees who test positive for controlled substances or alcohol will not be considered for hire for a minimum of 12 months after a positive test.
- d. Former employees who tested positive for controlled substances or alcohol will not be considered for rehire for a minimum of 12 months after a positive test.
- e. Missoula Rural Fire District will take no negative sanctions if the employee presents a reasonable explanation or medical opinion indicating the positive test results were not caused by illegal use of controlled substances or by alcohol consumption. This explanation must be given to the Medical Review Officer (MRO) and confirmed as a reasonable explanation resulting in the rendering of the test negative. The MRO may not, however, downgrade a positive test to negative based on the fact that the employee has obtained a registry identification card, or has been issued a written certification by a physician, pursuant to the Montana Medical Marijuana Act, or a similar act of any other state.
- f. Refusal by an employee to submit to testing will be deemed a positive test and therefore subject the employee to the sanctions outlined above for a positive test. An employee has refused to take a drug test if he/she:
  - ❖ Fails to appear for any test within a reasonable time after being directed to do so by the employer (does not apply to pre-employment test).
  - ❖ Fails to remain at the collection site until the collection process is completed (does not apply for pre-employment test).
  - ❖ Fails to provide a urine specimen for any drug test required under this policy (does not apply to pre-employment test).
  - ❖ Fails to permit the observation or monitoring while providing a specimen or fails to follow the observer's instructions related to the collection process.
  - ❖ Fails to provide a sufficient amount of urine when directed, if it is determined through a required medical evaluation that there is no adequate medical explanation for the failure.
  - ❖ Fails or declines to take an additional drug test or collection as directed by the collector.
  - ❖ Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process.
  - ❖ Fails to cooperate with any part of the testing process
  - ❖ Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
  - ❖ Admits to the collector or MRO that he/she has adulterated or substituted the specimen.
  - ❖ Provides a sample for which test results are verified by the MRO as adulterated or substituted.
- g. If an employee's drug test comes back diluted, the following will apply:

- ❖ A positive dilute test result will be treated as a verified positive test and subject to sanctions set forth above.
- ❖ For a negative test that is dilute, the Missoula Rural Fire District will follow the MRO's direction, which may include another test, possibly under direct supervision, which will take place as soon as the MRO informs the Missoula Rural Fire District of the diluted test results. The results of this second test will be the results on which the Missoula Rural Fire District will rely. If the employee refuses to take the additional test based on the diluted result, it will be treated as a refusal to test.

6. Types of Testing. Missoula Rural Fire District will perform the following types of testing for controlled substances and alcohol:
  - a. Pre-employment testing for all Applicable Employees.
  - b. Reasonable suspicion testing of Applicable Employees.
  - c. Testing of Applicable Employees involved in work related accidents causing death or physical injury or property damage in excess of \$1,500, where there is reasonable suspicion that the incident is the result of employee impairment caused by the use of drugs and/or alcohol.
  - d. Follow-up testing of employees who test positive.
7. Employees Subject to Testing. All Applicable Employees are subject to testing. The term "applicable employees" has been defined by Montana law to include employees working in the following capacities:
  - a. Performance, supervision or management of work in hazardous work environments;
  - b. Position affecting public safety; and
  - c. Employees engaged in a fiduciary capacity.

Positions include, but are not limited to:

- Firefighter I
- Firefighter II
- Engineer
- Lieutenant
- Captain
- Battalion Chief
- Assistant Chief
- Fire Chief
- IT Manager
- Administration Assistant
- Office Manager

8. Illegal/Controlled substances Tested. Missoula Rural Fire District will test for the following types of illegal/controlled substances.

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
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Missoula Rural Fire District – Drug & Alcohol Testing Policy

Marijuana metabolites	50 ng/mL	THCA <sup>1</sup>	15 ng/mL
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Opiate metabolites Codeine/Morphine <sup>2</sup>	2000 ng/mL	Codeine Morphine	2000 ng/mL 2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines <sup>3</sup> AMP/MAMP <sup>4</sup>	500 ng/mL	Amphetamine Methamphetamine <sup>5</sup>	250 ng/mL 250 ng/mL
MDMA <sup>6</sup>	500 ng/mL	MDMA MDA <sup>7</sup> MDEA <sup>8</sup>	250 ng/mL 250 ng/mL 250 ng/mL

<sup>1</sup>Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA)

<sup>2</sup>Morphine is the target analyte for codeine/morphine testing

<sup>3</sup>Either a single initial test kit or multiple initial test kits may be used provided the single test kit detects each target analyte independently at the specified cutoff

<sup>4</sup>Methamphetamine is the target analyte for amphetamine/methamphetamine testing

<sup>5</sup>To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL

<sup>6</sup>Methylenedioxyamphetamine (MDMA)

<sup>7</sup>Methylenedioxyamphetamine (MDA)

<sup>8</sup>Methylenedioxyethylamphetamine (MDEA)

ng/mL = nanograms per milliliter

9. Prohibited Alcohol Concentration Level. Employees who test positive for alcohol concentration at or above .04 will be subject to sanctions as set forth above.

Any applicable employee, who performs duties as defined in paragraphs 7a and 7b above, found to have an alcohol concentration of 0.02 or greater, but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours. Safety-sensitive functions are described under the definitions section of this Policy. No action will be taken against an employee based solely on tests results showing an alcohol concentration of less than 0.04, except as provided for in this statement. However, the Missoula Rural Fire District having independent authority, reserves the right to take any action deemed necessary, that is otherwise consistent with law, relating to the employee's test results showing an alcohol concentration of less than 0.04.

10. Testing Procedures. Missoula Rural Fire District has contracted with **Missoula Medical, 2683 Palmer St, Ste B, Missoula, MT 59808** to perform all testing. The testing procedures adopted by Missoula Rural Fire District are described in the attached materials. Positive tests will be reviewed by a medical review officer (MRO) prior to the imposition of sanctions against an employee. The initial test will be at the Missoula Rural Fire District's expense and employees will be paid at their regular rate, including benefits, for time attributable to the testing procedure.

11. If urine specimen is determined to be negative and diluted (urine specimen with a creatinine level of less than 20g/dl and a specific gravity of 1.003 or less), employer will require donor to undergo additional test(s) until the test result indicates a non-dilute and otherwise non-adulterated result, and the donor will be required to refrain from drinking excessive amounts of fluids prior to such subsequent test(s). The first test to indicate a non-dilute and otherwise non-adulterated result shall become the test of record.

12. Dispute Resolution Procedures. If an employee is tested and the employee disputes the result or believes that he or she has a reasonable explanation for the failed test, the employee will be



given the opportunity to provide the Medical Review Officer with any medical information that is relevant to interpreting the test results, including information concerning current or recently used prescription or non-prescription drugs.

The employee will be provided a copy of the test report. The employee or prospective employee has the right to request an additional test of the split sample by an independent laboratory selected by the person being tested. If a second test is requested, the cost of such test will be at the employee's expense if the test is positive, and at Missoula Rural Fire District's expense if the test is negative. If the second test is negative, the results of the test shall be deemed to have been negative. The employee may rebut or explain the results of *any* test.

13. Confidentiality Requirements. All information, interviews, reports, statements, memoranda, and test results shall be confidential and shall not be disclosed to anyone, except:
  - a. The tested employee or prospective employee.
  - b. Missoula Rural Fire District's designated Policy Coordinator and the Missoula Rural Fire District's Fire Chief.
  - c. In connection with any legal or administrative claim arising out of the implementation of sanctions, or in response to inquiries relating to a workplace accident involving death, personal injury, or property damage in excess of \$1,500 when there is reason to believe that the employee may have caused or contributed to the accident.
  - d. Information obtained in the testing process that is unrelated to the use of controlled substances or alcohol may not be released by the Medical Review Officer to the employer.
14. Chain of Custody Requirements. The collection, transportation and confirmation testing of any urine samples will be performed in accordance with 49 CFR, part 40.
15. Summary of Criminal Sanctions for Use of Controlled substances. The manufacture, distribution, possession, or use of controlled substances (other than pursuant to a valid prescription or otherwise authorized by law) is illegal under state and federal law, and is subject to various criminal sanctions, including fines of up to \$50,000 and prison sentences of up to life in prison and in some cases there are mandatory minimum prison sentences. Federal sanctions are generally more severe than are state sanctions.
16. Distribution of Safety Materials. Employer will make information available to all employees concerning the health and workplace safety risks of using controlled substances and alcohol. These materials will be distributed at the time each employee receives a copy of this Policy and to all employees who test positive for controlled substances or alcohol. Employees wishing to receive additional copies of these materials may do so by contacting the Policy Coordinator.

## **EMPLOYEE BRIEFING & INSTRUCTIONS FOR DRUG TESTING**

The collection of your urine will be conducted in accordance with the DOT and Federal Highway Administration regulation. These regulations allow for individual privacy and certain precautions to ensure that specimens are not altered. The following explains the collection and reporting procedures:

1. Photo identification must be presented at the collection site.
2. You will be asked to remove any unnecessary outer garments such as a coat or jacket. Purses or briefcases will be left in an area outside of the collection site. You may retain your wallet and you may ask for a receipt for your personal belongings.
3. You will be instructed to wash and dry your hands prior to providing a sample.
4. Your sample will be provided in the privacy of a stall or otherwise partitioned area that allows for individual privacy.
5. Water facilities to sinks and toilets will be shut off for the time during supplying sample. A bluing agent is added to the toilet bowl and sink.
6. After handing the specimen bottle to the collector, you should keep the sample in full view at all times until it is sealed and labeled.
7. If you are unable to produce an adequate amount of specimen, you will be asked to drink up to 40 ounces of fluid, distributed reasonably through a period of up to 3 hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. It is not a refusal to test if the employee declines to drink. The employee will be notified of the time at which the three-hour period begins and ends. If a sample still cannot be provided, the employee will be referred to a physician for a medical evaluation. If no medical reason exists, the result is the same as a refusal to test.
8. If the collection site person has reason to believe that you may have altered or substituted the sample, the collection site person will notify a higher-level supervisor to collect a second sample under direct observation. The collection site person must be of the same gender in this instance.
9. Your sample will be labeled, and you will be asked to initial the label.
10. You will be asked to complete portions of the Custody Control Form.
11. Collection is complete when the sample is sealed and initialed and the Custody Control Form is completed, and the sample is sealed in the envelope.
12. Your sample is then mailed to a qualified lab for testing of drug abuse. Your sample will be tested for 5 drugs: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP).
13. Negative results should be reported within 48 to 72 hours.

14. Positive results require a second test called gas chromatography/mass spectrometry, which will tell the quantity of the drug involved.
15. All test results are sent from the lab to a Medical Review Officer (MRO). The MRO shall report whether the test is positive or negative to the Missoula Rural Fire District's Policy Coordinator. Positive tests are not reported until the MRO has contacted or attempted to contact you to discuss the results. If the MRO is unable to reach you, he will contact the Missoula Rural Fire District's Policy Coordinator in an effort to get you to call the MRO. The MRO may verify test as positive without having communicated directly with you if all efforts required by state and federal law were exhausted. This must be properly documented by the MRO and the Missoula Rural Fire District's Policy Coordinator if the MRO found it necessary to contact the Policy Coordinator.
16. If a positive result has been reported, you are medically disqualified from performing safety-sensitive function(s) until DOT and/or Missoula Rural Fire District Policy procedures are satisfied.
17. The MRO only reports that a test was negative or positive. If positive, the MRO will only report the drug present. Nothing else is reported. A company official will be notified confidentially of the test results. The results may take longer if the MRO is unable to reach you (as much as 10 days).
18. All results are held in your Drug Screen File and are confidential.
19. To obtain a copy of the results of your test, you will be asked to sign a release allowing Missoula Rural Fire District to do so. Your request must be made within 60 days for pre-employment testing.

## What Are the Effects of Alcohol and Drugs on the Body?

### Alcohol

Alcohol, a central nervous system depressant, is the most widely abused drug. About half of all auto accident fatalities in this country are related to alcohol abuse.

**Fact:** A 12-ounce can of beer, a 5-ounce glass of wine and a 1½-ounce shot of hard liquor all contain the same amount of alcohol and take an average body about one hour to process and eliminate. Coffee, cold showers and exercise do not quicken sobriety.

Alcohol first acts on those parts of the brain that affect self-control and other learning behaviors. Low self-control often leads to aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and can cause permanent brain damage. On the average, heavy drinkers shorten their life span by about ten years.

### Other Effects:

- Greatly impaired driving ability
- Reduced coordination and reflex action
- Impaired vision and judgment
- Inability to divide attention
- Lowering of inhibitions
- Overindulgence (hangover) can cause
  - Headaches
  - Unclear thinking
  - Nausea
  - Unsettled digestion
  - Dehydration
  - Aching muscles

## **Marijuana**

Marijuana is also called 'grass,' 'pot,' 'weed,' 'Mary Jane,' 'Acapulco Gold,' 'joint,' 'roach,' 'herb,' 'hash,' among other street names.

**Fact:** While alcohol dissipates in matter of hours, marijuana stays in the body for 28 days.

Marijuana is the most commonly abused illicit drug in the United States. The main active chemical in marijuana is THC (delta-9-tetrahydrocannabinol). Marijuana alters a person's sense of time and reduces their ability to perform tasks requiring concentration, swift reactions, and coordination. The drug has a significant effect on a user's judgment, caution, and sensory/motor abilities.

### **Other Effects:**

- Driving ability impaired for at least 4-6 hours after smoking one 'joint' (cigarette)
- Restlessness
- Inability to concentrate
- Increased chance of heart attack
- Increased pulse rate and blood pressure
- Rapidly changing emotions and erratic behavior
- Altered sense of identity
- Impaired memory
- Dulling of attention
- Hallucinations, fantasies and paranoia
- Reduction or temporary loss of fertility

## Cocaine

Cocaine is a powerfully addictive stimulant drug, which increases heart rate and blood pressure. As a powder, cocaine is inhaled (snorted), ingested, or injected. It is known as 'coke,' 'snow,' 'nose candy,' and 'lady.' Cocaine is also used as free base cocaine known as 'crack' or 'rock,' which is smoked. It acquired its name from popping sound heard when heated.

**Fact:** Many people think that because crack is smoked, it is 'safer' than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive substance known today. The crack 'high' is reached in 4-6 seconds and lasts 15 minutes.

The most dangerous effects of cocaine are that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine induced heart attack. Since the heat-regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heartbeat are depressed - leading to death.

### Other Effects:

- 'Rush' of pleasurable sensations
- Heightened, but momentary, feeling of confidence, strength and endurance
- Accelerated pulse, blood pressure and respiration
- Impaired driving ability
- Paranoia, which can trigger mental disorders in users prone to mental instability
- Repeated sniffing/snorting causes irritation of the nostrils and nasal membrane
- Mood swings
- Anxiety
- Reduced sense of humor
- Compulsive behavior such as teeth grinding or repeated hand washing

## Amphetamines

Amphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and increases in speech and general physical activity. Some common street names for amphetamines are 'speed,' 'uppers,' 'black beauties,' 'bennies,' 'wake-ups,' 'footballs,' and 'dexies.' Methamphetamine is a very addictive stimulant drug that activates certain systems in the brain. Although chemically related to amphetamine, the effects of methamphetamine are much more potent, longer lasting, and more harmful to the central nervous system. Street methamphetamine is referred to as 'speed,' 'meth,' 'chalk,' and when in crystal form 'ice,' 'crystal,' 'glass,' and 'tina.'

**Fact:** People with a history of sustained low dose use quite often become dependent and believe they need the drug to get by. These users frequently keep taking amphetamines to avoid the 'down' mood they experience when the 'high' wears off.

Even small, infrequent doses can produce toxic effects in some people. Restlessness, anxiety, mood swings, panic, heartbeat disturbances, paranoid thoughts, hallucinations, convulsions, and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry and dull hair. Heavy, frequent doses can produce brain damage resulting in speech disturbances.

### Other Effects:

- Loss of appetite
- Irritability, anxiety, apprehension
- Increased heart rate and blood pressure
- Difficulty focusing eyes
- Exaggerated reflexes
- Distorted thinking
- Perspiration, headaches and dizziness
- Short term insomnia

## Opiates

Opiates, including heroin, morphine, and codeine are narcotics used to relieve pain and induce sleep. Common street names are 'horse,' 'hard stuff,' 'morpho,' 'M,' 'brown sugar,' 'Harry,' and 'Mr.H.'

**Fact:** Heroin, also called 'junk' or 'smack' accounts for 90% of the narcotic abuse in this country.

Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot even be obtained with a physician's prescription.

Most medical problems are caused by the uncertain dosage level, use of unsterile needles, contamination of the drug, or combination of a narcotic with other drugs. These dangers depend on the specific drug, its source and the way it is used.

### Other Effects:

- Short lived state of euphoria
- Impaired driving ability
- Drowsiness followed by sleep
- Constipation
- Decreased physical activity
- Reduced vision
- Change in sleeping habits
- Possible death



**PCP**

Phencyclidine or PCP, also called 'angel dust,' 'rocket fuel,' 'ozone,' 'wack,' 'killer joints' was developed as a surgical anesthetic in the late 1950's. Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured.

**Fact:** PCP is a very dangerous drug. It can produce violent and bizarre behavior even in people not otherwise prone to such behavior. More people die from accidents caused by the erratic and unpredictable behavior produced by the drug than from the drug's direct effect on the body.

PCP scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become difficult.

Low doses produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feeling of isolation, and convulsions.

**Other Effects:**

- Impaired driving ability
- Drowsiness
- Perspiration
- Repetitive speech patterns
- Incomplete verbal responses
- Blank stare
- Thick, slurred speech
- Involuntary eye movement

## MDMA

MDMA (3,4-methylenedioxymethamphetamine) is a synthetic, psychoactive drug that is chemically similar to the stimulant methamphetamine and the hallucinogen mescaline. MDMA produces feelings of increased energy, euphoria, emotional warmth, and distortions in time, perception, and tactile experiences.

### **How Is MDMA Abused?**

MDMA is taken orally, usually as a capsule or tablet. It was initially popular among Caucasian adolescents and young adults in the nightclub scene or at weekend-long dance parties known as raves. More recently, the profile of the typical MDMA user has changed, with the drug now affecting a broader range of ethnic groups. MDMA is also popular among urban gay males—some report using MDMA as part of a multiple-drug experience that includes marijuana, cocaine, methamphetamine, ketamine, sildenafil (Viagra), and other legal and illegal substances.

### **How Does MDMA Affect the Brain?**

MDMA exerts its primary effects in the brain on neurons that use the chemical (or neurotransmitter) serotonin to communicate with other neurons. The serotonin system plays an important role in regulating mood, aggression, sexual activity, sleep, and sensitivity to pain. MDMA binds to the serotonin transporter, which is responsible for removing serotonin from the synapse (or space between adjacent neurons) to terminate the signal between neurons; thus MDMA increases and prolongs the serotonin signal. MDMA also enters the serotonergic neurons via the transporter (because MDMA resembles serotonin in chemical structure) where it causes excessive release of serotonin from the neurons. MDMA has similar effects on another neurotransmitter—norepinephrine, which can cause increases in heart rate and blood pressure. MDMA also releases dopamine, but to a much lesser extent.

MDMA can produce confusion, depression, sleep problems, drug craving, and severe anxiety. These problems can occur soon after taking the drug or, sometimes, even days or weeks after taking MDMA. In addition, chronic users of MDMA perform more poorly than nonusers on certain types of cognitive or memory tasks, although some of these effects may be due to the use of other drugs in combination with MDMA. Research in animals indicates that MDMA can be harmful to the brain—one study in nonhuman primates showed that exposure to MDMA for only 4 days caused damage to serotonin nerve terminals that was still evident 6 to 7 years later.<sup>1</sup> Although similar neurotoxicity has not been shown definitively in humans, the wealth of animal research indicating MDMA's damaging properties strongly suggests that MDMA is not a safe drug for human consumption.

### **Addictive Potential**

For some people, MDMA can be addictive.<sup>2</sup> A survey of young adult and adolescent MDMA users found that 43 percent of those who reported ecstasy use met the accepted diagnostic criteria for dependence, as evidenced by continued use despite knowledge of physical or psychological harm, withdrawal effects, and tolerance (or diminished response).<sup>3</sup> These results are consistent with those from similar studies in other countries that suggest a high rate of MDMA dependence among users.<sup>4</sup> MDMA abstinence-associated withdrawal symptoms include fatigue, loss of appetite, depressed feelings, and trouble concentrating.<sup>2</sup>

### **What Other Adverse Effects Does MDMA Have on Health?**

MDMA can also be dangerous to overall health and, on rare occasions, lethal. MDMA can have many of the same physical effects as other stimulants, such as cocaine and amphetamines. These include increases in heart rate and blood pressure—which present risks of particular concern for people with circulatory problems or heart disease—and other symptoms such as muscle tension, involuntary teeth clenching, nausea, blurred vision, faintness, and chills or sweating.

In high doses, MDMA can interfere with the body's ability to regulate temperature. On rare but unpredictable occasions, this can lead to a sharp increase in body temperature (hyperthermia), which can result in liver, kidney, cardiovascular system failure, or death. MDMA can interfere with its own metabolism (breakdown within the body); therefore, potentially harmful levels can be reached by repeated MDMA administration within short periods of time. Other drugs that are chemically similar to MDMA, such as MDA (methylenedioxyamphetamine, the parent drug of MDMA) and PMA (paramethoxyamphetamine, associated

with fatalities in the United States and Australia),<sup>5</sup> are sometimes sold as ecstasy. These drugs can be neurotoxic or create additional health risks to the user. Furthermore, ecstasy tablets may contain other substances, such as ephedrine (a stimulant); dextromethorphan (DXM, a cough suppressant); ketamine (an anesthetic used mostly by veterinarians); caffeine; cocaine; and methamphetamine. Although the combination of MDMA with one or more of these drugs may be inherently dangerous, users who also combine these with additional substances such as marijuana and alcohol may be putting themselves at even higher risk for adverse health effects.

**What Treatment Options Exist?**

There are no specific treatments for MDMA abuse and addiction. The most effective treatments for drug abuse and addiction in general are cognitive-behavioral interventions that are designed to help modify the patient's thinking, expectancies, and behaviors related to their drug use and to increase skills in coping with life stressors. Drug abuse recovery support groups may also be effective in combination with behavioral interventions to support long-term, drug-free recovery. There are currently no pharmacological treatments for addiction to MDMA.

## **EMPLOYEE ACKNOWLEDGMENT FORM**

**(Employee: Please initial each paragraph and sign and date below)**

\_\_\_\_\_ I hereby acknowledge that I have received a copy of Missoula Rural Fire District's Drug and Alcohol Testing Policy dated **December 3, 2020**. I understand that Missoula Rural Fire District can, at its sole discretion, supersede, modify, revoke, suspend, or terminate the guidelines, policies, procedures, and information in this policy as circumstances or situations warrant, in whole or in part, at any time with notice to the employee and in accordance with State and Federal guidelines.

\_\_\_\_\_ I understand that my position is a covered position within the provisions of the Drug and Alcohol Testing Policy.

\_\_\_\_\_ I understand the testing provisions of the Drug and Alcohol Testing Policy are effective 60 days after December 9, 2020, which is 60 days from today, in accordance with the Montana Drug and Alcohol Testing Law.

\_\_\_\_\_ I understand that I should consult with the designated Drug and Alcohol Policy Coordinator if I have any questions regarding this policy or in the materials provided.

\_\_\_\_\_ I also accept responsibility for familiarizing myself with the information, seeking clarification of its terms or guidance, where necessary, and complying with the policy's content.

EMPLOYEE NAME (PRINTED) \_\_\_\_\_

EMPLOYEE Signature \_\_\_\_\_

Date \_\_\_\_\_

This form will be retained in the Employee's Personnel File.



PHONE: (406) 258-4751

TO: Community Councils, Fire Districts, Irrigation Districts, and Seeley-Swan Hospital District

FROM: Nathan Coyan, Deputy Elections Administrator

DATE: December 1, 2020

RE: 2021 May 4 Special District Election

bday@missoulacounty.us  
ncoyan@missoulacounty.us

Greetings!

As we approach a new election year, we are preparing early to help us run smooth elections this coming spring. Candidate Filing will open Thursday, December 10, 2021 and closes on Monday, February 8, 2021.

Enclosed are several documents for review and return to our office:

- **Ballot Certification Form:** This form outlines the number of eligible positions for May 4, 2021. It is important that this form is filled out in the presence of other board members to ensure the accuracy of information. With almost 40 special districts in Missoula County, we rely on each district to inform us of the number of positions and terms that are up for re-election. *This form dictates to our office the potential races on the ballot, so it is very important that it is returned to us by the Thursday, December 10<sup>th</sup> deadline. We have helped prefill this with information on file but requires your confirmation.* Please contact our office if you need an extension in submitting these forms ([electioninfo@missoulacounty.us](mailto:electioninfo@missoulacounty.us)).
- **Current Member Inventory List:** This form provides our office with an inventory of current members, positions, term expiration dates, and contact information. The top-left square is for the primary contact person. Please review the included roster and complete this blank roster and return it with the Ballot Certification Form. **PLEASE NOTE:** We have migrated membership information to an online service called 'OnBoard', located here: <https://boards.missoulacounty.us/> This resource is able to provide you, your members and the public with the most current and accurate information regarding your board or council.

**Both forms are needed by our office so that we can effectively process the election for your special district. Please return both completed forms to our office no later than**

**Thursday, December 10<sup>th</sup>, 2020.**

SPECIAL DISTRICT NAME: Missoula Rural Fire District

2020-2021 CURRENT MEMBERS

<p>NAME: <u>Melissa Schnee</u></p> <p>ADDRESS: <u>2521 South Ave West</u> <u>Missoula, MT 59804</u></p> <p>PHONE: <u>406-258-4306</u></p> <p>EMAIL: <u>mschnee@mrfdfire.org</u></p> <p>TERM LENGTH: <u>NA</u> EXPIRES: <u>NA</u></p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">PRIMARY CONTACT PERSON</p>	<p>NAME: <u>Larry Hanson</u></p> <p>ADDRESS: <u>PO Box 1712</u> <u>Lolo, MT 59847</u></p> <p>PHONE: <u>406-493-1189</u></p> <p>EMAIL: <u>loh_cih@yahoo.com</u></p> <p>TERM LENGTH: <u>3yr</u> EXPIRES: <u>5/2023</u></p>
<p>NAME: <u>John Murphy</u></p> <p>ADDRESS: <u>11815 Birch Road</u> <u>Missoula, MT 59808</u></p> <p>PHONE: <u>406-327-7861</u></p> <p>EMAIL: <u>mrfdmurphy@gmail.com</u></p> <p>TERM LENGTH: <u>3</u> EXPIRES: <u>5/2021</u></p>	<p>NAME: <u>Dan Corti</u></p> <p>ADDRESS: <u>11295 O'Brien Creek</u> <u>Missoula, MT 59804</u></p> <p>PHONE: <u>406-544-1638</u></p> <p>EMAIL: <u>dan.corti@mso.umt.edu</u></p> <p>TERM LENGTH: <u>3</u> EXPIRES: <u>5/2022</u></p>
<p>NAME: <u>Dick Mangan</u></p> <p>ADDRESS: <u>11400 Kona Ranch Rd.</u> <u>Missoula, MT 59804</u></p> <p>PHONE: <u>406-543-0013</u></p> <p>EMAIL: <u>blackbull@bigsky.net</u></p> <p>TERM LENGTH: <u>3</u> EXPIRES: <u>5/2021</u></p>	<p>NAME: <u>Chuck Beagle, Board Secretary</u></p> <p>ADDRESS: <u>2080 Edward Court</u> <u>Missoula, MT 59804</u></p> <p>PHONE: <u>406-546-9400</u></p> <p>EMAIL: <u>cbeagle.81@yahoo.com</u></p> <p>TERM LENGTH: <u>3</u> EXPIRES: <u>5/2021</u></p>





**Declaration for Nomination and  
Oath of Candidacy (Special Districts)**

**FOR FILING  
OFFICE ONLY**

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 Document # \_\_\_\_\_  
 Fee paid:  cash  check \_\_\_\_\_  credit  
 By: \_\_\_\_\_  
 Deputy or Filing Officer

DECLARATION AND OATH OF CANDIDACY TO BE FILED WITH SECRETARY OF STATE OR COUNTY ELECTION ADMINISTRATOR AS APPLICABLE

Filing for office of: \_\_\_\_\_  
 Full name of office including district and/or department numbers if applicable

\_\_\_\_\_   
 Position & Term (i.e. Trustee for a 3-year term)

Candidate Name (printed exactly as it should appear on the ballot): \_\_\_\_\_

Mailing Address \_\_\_\_\_

City and State \_\_\_\_\_

Zip Code \_\_\_\_\_

Residence Address \_\_\_\_\_

City and State \_\_\_\_\_

Zip Code \_\_\_\_\_

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

Contact Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website Address \_\_\_\_\_

**OATH OF CANDIDACY - CANDIDATE MUST SIGN IN THE PRESENCE OF A NOTARY PUBLIC OR AN OFFICER OF THE OFFICE WHERE THIS FORM IS FILED:**  
*I hereby affirm that I possess, or will possess within constitutional and statutory deadlines, the qualifications prescribed by the Constitution and laws of the United States and the State of Montana.*

\_\_\_\_\_  
 Signature of Candidate

\_\_\_\_\_  
 Date

NOTARY PUBLIC OR AUTHORIZED OFFICER

State of Montana  
 County of \_\_\_\_\_

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
 Printed Name of Candidate

**Where to file Federal, Statewide,  
State District and Legislative offices:**  
 Montana Secretary of State  
 P.O. Box 202801  
 State Capitol Building, 1301 E. 6<sup>th</sup> Ave  
 2<sup>nd</sup> Floor, Room 260  
 Helena, MT 59620  
 Online: [sosmt.gov/elections/filing/](http://sosmt.gov/elections/filing/)  
 Fax: 406-444-2023

**Where to file County, City and most  
Local District offices:**  
 County Election Office  
 A list of county election offices may be  
 found at: [sosmt.gov/elections](http://sosmt.gov/elections)

\_\_\_\_\_  
 Signature of Notary or Public Official

\_\_\_\_\_  
 Printed Name of Notary Public

Notary Public for the State of \_\_\_\_\_

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_, 20\_\_\_\_