

AGENDA

REGULAR MEETING
MISSOULA RURAL FIRE DISTRICT

BOARD OF TRUSTEES

DATE: Tuesday, March 14th, 2023
TIME: 4:00 P.M.
PLACE: Station #1, 2521 South Avenue West, Missoula

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

READING OF MINUTES

PUBLIC COMMENT

CLAIMS

January Claims	\$ 8,743.14
February Claims	<u>\$ 201,936.25</u>
Total Claims	\$ 210,679.39

COMMUNICATIONS

TRUSTEE REPORTS

STAFF REPORTS

OLD BUSINESS

NEW BUSINESS

1. Discussion and Decision on Adoption of Procurement Policy

ADJOURNMENT

Missoula Rural Fire District
Board of Trustees
Missoula, Montana 59804

February 14th, 2023

The Missoula Rural Fire District (MRFD) Board of Trustees (BOT) met in regular session at the Station 1 Headquarters meeting room and via a "Zoom" video conference on **Tuesday, February 14th, 2023**

CALL TO ORDER: Chairman Murphy called the meeting to order at 16:00 hours.

PLEDGE OF ALLEGIANCE

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

READING OF THE MINUTES: Trustee Merritt moved to accept the minutes as written. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.

PUBLIC COMMENT: No one from the public was present for comment.

CLAIMS: Trustee Corti moved to accept the minutes as submitted. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.

COMMUNICATIONS: Raquel Wilkinson conveyed that the communications consisted of three thank you cards, two letters from the County Commissioners to annex two of MRFD's properties into Missoula City, Public Relations Outreach Breakdown, two DFM reports, a Calls for Service Report, and an IT Report.

TRUSTEE REPORTS:

STAFF REPORTS:

Local 2457: No one from the Union was present to give a report.

Battalion Chief (BC): BC Orr reported that the Calls for Service were 8.5% above January 2022 call numbers. There were multiple motor vehicle accidents, including a fatality and another mass casualty in Granite County, where 341 had assisted.

Finance and Human Resources (HR): Melissa Schnee reported that MRFD is balanced with Missoula County through December. She is working with the auditor on the FY21 audit. The auditor is behind on MRFD's audit and to get caught up, the auditor proposed to combine FY22 and FY23 audits which MRFD accepted. Melissa reported meeting with Chief Finlay, Chief Newman, and the Resource Manager (RM) LaForest to review and update the apparatus replacement schedule and budget for FY24. They are also looking at the training budget for FY24 with Training Officer Crocker. She met with Lieutenant Paulsen regarding the resident and volunteer budget. Melissa also reported that they applied for the 2022 Assistance to Firefighter Grants for breathing air compressors for Station 6, which Lieutenant Richards is heading up.

Fire Chief: Chief Newman was out on vacation and not available to give his report.

Assistant Chief of Operations: Chief Finlay reported that he and RM LaForest traveled to South Dakota for the Type III and the Type I inspection. The build process for the Type I is expected to be completed by the end of February. Rosenbauer will use the Type III at the Fire Department Instructors Conference in

Indianapolis this Spring, anticipating the delivery of the Type III by May 1st. This apparatus will go to Station 6 due to their area's urban interface potential and four-wheel drive needs. As Melissa Schnee mentioned, they have had a lot of budgeting discussions recently. There was a significant roof leak at Station 6 over the living quarters. Due to its flat roof, they've had many difficulties and decided to add a pitch. Chief Finlay and Chief Newman met with MMW Architects to discuss the project. They will draw up a plan that MRFD will provide to the County for permitting and start the bidding process. Chief Finlay attended the Bonner Community Council Meeting that went well. He also met with the Missoula City Fire Department (MFD) to discuss changing MRFD's responses based on accreditation. They want to ensure they use the effective response forces, a term based on Center for Public Safety Excellence needs. It will also include sending an MFD fire engine to the Target Range and Orchard Homes areas for structure fires. MRFD is currently calling MFD on CPR in progress calls and will move on to structure fires and continue to work more closely with them as time progresses. In addition, a substantial training plan will be put in place between the two agencies to provide live burn training to the new staff that has yet to have that opportunity. Chairman Murphy asked where the new Type I would be in service. Chief Finlay said it would likely be used at Station 1 because of milage needs, and the current 311 would be moved to Station 4. Chairman Murphy asked where the money would come from for the Station 6 roof. Chief Finlay answered that a line item in the budget allows for emergencies such as a new roof. The architect estimated that it would be about \$50,000.

OLD BUSINESS:

NEW BUSINESS:

1. **1st Quarter Budget vs Actual:** Melissa Schnee communicated that both quarters are available. She pointed out that the 1st quarter's total revenue received is 4% because MRFD gets paid twice a year, which is why the cash reserve is so important. Total expenses was at 25% which is right on track for 1st quarter. Chief Finlay added that there are a couple of overages in the 1st quarter based on the first-of-the-year needs. For example, the administration is expended at 40%, because the apparatus payments and insurance are taken out at the begining of the fiscal year, as well as computer programs. He also pointed out that the medical budget is over by 25%, partly due to Dr. Gildea's contract also getting paid at the beginning of the fiscal year.
2. **2nd Quarter Budget vs. Actual:** Chief Finlay mentioned that the 2nd quarter budget's revenue increased to 55%. Secretary Mangan said he noticed significant amounts of money that have yet to be spent. He asked if there's a plan for funds to be allocated to other areas or if it would be carried over to FY24. Melissa Schnee answered that normally, she would look at which budgets would be over and under, and if there's anything left, it's carried over to the following year. The most important thing is to keep the overall budget balanced. Large purchases, such as the new Type I and Type III, will bring that number down significantly. Upcoming training that was postponed due to Covid, priority list items and non-essential spending opened in January which will also impact these numbers. The bank balance and cash reserve will be much closer this year than in the past three years.
3. **Resident Paramedic Education/Tuition Agreement:** Melissa Schnee explained that Secretary Mangan initiated the request for this agreement. The agreement will allow MRFD to pay to residents or volunteers for paramedic school in advance if student loans are not available and states what will happen if they do not complete the program. Several of MRFD's personnel have attended paramedic school through the University of Montana and were able to get student loans, which is ideal. Still, there are some programs where student loans aren't offered. This contract was received from the attorney, and MRFD has already executed it with one of its residents. Chairman Murphy pointed out that it says they must complete their resident program to meet the terms for this and asked how it works for volunteers. Melissa responded that it could also be for volunteers. When a volunteer is interested in the program, this contract will be used as a basis and eliminate the language not relevant to volunteers. Secretary Mangan asked how many fully certified paramedics

are on staff currently and how many are in training. Chief Finlay answered that MRFD has 21 paramedics, and 3 are going through the program now. Melissa added that in addition to the career paramedics, 4 residents and 1 volunteer are in the program.

4. **Resolution #2023-1 go to bid for two staff vehicles:** Chief Finlay said that both of MRFD's Deputy Fire Marshals have been using older vehicles that are inadequate for the terrain they drive on in the winter months. This resolution will allow MRFD to go out for bid for two smaller four-wheel drive trucks that will be capable of hauling their gear. Chairman Murphy asked if these vehicles would be response capable. Chief Finlay answered no because it adds to the cost and is unnecessary. Trustee Merritt moved to accept the resolution. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.
5. **Resolution #2023-2 go to bid for a water tender:** Chief Finlay stated that the new water tender that was purchased last year was supposed to be going to Station 4 to replace 347, but due to a tank failure at Station 6, they had to adjust their plan and accommodate for that need. They would like to continue to replace 347 with this resolution. Trustee Merritt moved to accept the resolution. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.
6. **Resolution #2023-3 go to bid for a water tender retrofit:** Chief Finlay said this resolution would be for the water tender that had the tank failure and would likely replace the water tender at Station 5. MRFD has a chassis with low mileage and would like to bid for the retrofit to determine the costs for a new tank and fire body. Secretary Mangan asked about the expected lifespan of a water tender. Chief Finlay answered that it's 25 years. Chairman Murphy asked about the age of the chassis. Chief Finlay responded that it's 21 years old but only has 12,000 miles on it, and based on the retrofit, he believes they can get 15 additional years out of it. They believe the cost will be about \$150,000 versus the \$333,000 for a new one. Trustee Merritt moved to accept the resolution. Vice-Chairman Hanson seconded the motion. The motion was voted on and passed.
7. **Montana Board of Investments ACH Authorization:** Melissa Schnee stated that in order to get money back for an overpayment on the last InterCap loan payment, the Chairman of the Board's signature is required. Chairman Murphy agreed to sign the authorization.

ADJOURNMENT: Trustee Merritt made a motion to adjourn. Vice-Chairman Hanson seconded the motion. Chairman Murphy adjourned the meeting at 19:52 hours.

Respectfully submitted,



Jenn Culp, Administrative Assistant
Missoula Rural Fire District

John (Ben) Murphy, Chairman

Date

Dick Mangan, Secretary

Date

03/10/23
14:11:18

MISSOULA RURAL FIRE DISTRICT
Claim Details
For the Accounting Period: 1/23

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Report ID: AP100V

For check #s from 80914 to 80918
* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
43435	80914S	77 CURTIS	7,600.00						
1	INV670517 01/26/23	SMALL TOOLS	7,600.00*			1000 50 420460	234		101000
		Total for Vendor:	7,600.00						
43448	80915S	420 KELLEY Connect	306.31						
1	33355246 01/26/23	COPIER MAINT	306.31			1000 10 420510	356		101000
		Total for Vendor:	306.31						
43443	80916S	1570 LOGAN HEALTH MEDICAL CENTER	50.00						
1	01/01/23	BLS CARDS	50.00			1000 50 420460	380		101000
		Total for Vendor:	50.00						
43438	80917S	855 PITNEY BOWES	150.00						
1	01422579 01/31/23	POSTAGE	150.00			1000 10 420510	311		101000
		Total for Vendor:	150.00						
43447	80918S	1714 STRYKER SALES CORP	636.83						
1	4033469 01/30/23	MEDICAL SUPPLIES	636.83			1000 80 420461	222		101000
		Total for Vendor:	636.83						
		# of Claims	5	Total:	8,743.14	# of Vendors	5		

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
43498	80975S	1507 A & I DISTRIBUTORS	971.77						
1	3899317	02/13/23 OIL	971.77			1000 20 420440	232		101000
		Total for Vendor:	971.77						
43495	80976S	1594 ACROSS THE STREET PRODUCTIONS	7,118.74						
1	INV13589	02/13/23 BLUE CARD	7,118.74			1000 50 420460	380		101000
		Total for Vendor:	7,118.74						
43515	80956S	1661 ALEC BRAY	27.50						
1	23.0228	02/28/23 BRAY FEB GYM REIMBURSEMENT	27.50			1000 50 420460	132		101000
		Total for Vendor:	27.50						
43444	80919S	7 ALL AMERICAN TROPHY	243.00						
1	86227	02/03/23 ID TAGS	243.00			1000 50 420460	369		101000
		Total for Vendor:	243.00						
43449	80920S	8 ALLBRAND'S APPLIANCE SERVICE	1,390.00						
1	170383	02/10/23 STA 6	1,390.00			1000 50 420460	366		101000
		Total for Vendor:	1,390.00						
43452	80921S	1788 AMAZON CAPITAL SERVICES	53.45						
1	ICMJ64MYLC	01/25/23 STA 1	53.45			1000 50 420460	361		101000
43540	80977S	1788 AMAZON CAPITAL SERVICES	605.01						
1	19HVQP3J13	02/01/23 OFFICE SUPPLIES	38.69			1000 10 420510	210		101000
2	1H4Q1DKCGM	02/05/23 STA 5	38.41			1000 50 420460	365		101000
3	114QDWCC1C	02/06/23 OFFICE SUPPLIES	31.35			1000 10 420510	210		101000
4	1WTX1TY9D3	02/09/23 STA 4	47.84*			1000 50 420460	364		101000
5	11HCNPWVC4	02/15/23 OFFICE SUPPLIES	93.83			1000 10 420510	210		101000
6	1RHR1VQVPC	02/20/23 STA 5	28.44			1000 50 420460	365		101000
7	1CD4NTRJQY	02/26/23 STA 2	271.46			1000 50 420460	362		101000
8	17HRD7D976	02/28/23 OFFICE SUPPLIES	54.99			1000 10 420510	210		101000
		Total for Vendor:	658.46						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	FO #	Fund Org Acct	Object	Proj	Cash Account
43497	80978S	1782 ASSOCIATED EMPLOYERS	890.00						
1	23.0201 02/01/23 ANNUAL MEMBERSHIP		800.00			1000 10 420510	333		101000
2	23-130920 02/15/23 SCHNEE MT HR HOUR		90.00			1000 10 420510	380		101000
		Total for Vendor:	890.00						
43496	80979S	32 BIG BEAR SIGN COMPANY	18.00						
1	2023-207 02/14/23 ADDRESS SIGN		18.00			1000 40 420410	220		101000
		Total for Vendor:	18.00						
43441	80922S	819 BLACKFOOT COMMUNICATIONS	485.70						
1	166467 02/01/23 STA 2		485.70			1000 10 420510	345		101000
		Total for Vendor:	485.70						
43494	80980S	685 BLUE RIBBON AUTO BODY	28.00						
1	98946 02/06/23 306		28.00			1000 20 420440	272		101000
		Total for Vendor:	28.00						
43421	80878S	1480 BRIAN LAFOREST	117.29						
1	23.0206 02/06/23 LAFOREST ANNUAL PHYSICAL		44.29			1000 10 420510	356		101000
2	23.0202 02/02/23 LAFOREST EVT TEST FEE		35.00			1000 20 420440	380		101000
3	23.0207 02/07/23 LAFOREST TRAVEL 2/1 PER DIEM		38.00			1000 20 420440	379		101000
43456	80923S	1480 BRIAN LAFOREST	50.00						
1	23.0215 02/15/23 LAFOREST PERDIEM TRAVEL TO SP		50.00			1000 20 420440	379		101000
43486	80945S	1480 BRIAN LAFOREST	15.00						
1	23.0228 02/28/23 LAFOREST FEB GYM REIMB		15.00			1000 20 420440	132		101000
		Total for Vendor:	182.29						
43465	80936S	1424 CHARTER	781.90						
1	0937511021 02/12/23 STA 1		540.00			1000 10 420510	345		101000
2	8313200410 02/11/23 STA 1		11.59			1000 10 420510	345		101000
3	0215411021 02/16/23 STA 6		230.31			1000 10 420510	345		101000

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43484	80946S	1424 CHARTER	463.61						
1	0122687022	02/20/23 STA 5	212.67			1000 10 420510	345		101000
2	0121719022	02/20/23 STA 4	250.94			1000 10 420510	345		101000
Total for Vendor:			1,245.51						
43471	80937S	1583 CITI CARDS	1,101.69						
1	9808	02/20/23 POSTAGE	-113.96			1000 10 420510	311		101000
2	9808	02/20/23 SCHNEE NOTARY	25.00			1000 10 420510	380		101000
3	9808	02/20/23 SCHNEE SHRM	229.00			1000 10 420510	380		101000
4	9808	02/20/23 GRAMMARLY	144.00			1000 10 420510	368		101000
5	9808	02/20/23 SCHNEE SHRM	30.00			1000 10 420510	333		101000
6	9808	02/20/23 ZOOM	15.55			1000 10 420510	368		101000
7	9808	02/20/23 KAHOOT	120.00			1000 80 420461	222		101000
8	9808	02/20/23 POSTAGE	113.96			1000 10 420510	311		101000
9	9808	02/20/23 FINLAY MIDPOINT INSP BAGGAGE	35.00			1000 10 420510	379		101000
10	9808	02/20/23 LAFOREST MIDPOINT INSP BAGGAGE	35.00			1000 50 420460	379		101000
11	9808	02/20/23 FINLAY MIDPOINT INSP BAGGAGE	35.00			1000 10 420510	379		101000
12	9808	02/20/23 LAFOREST MIDPOINT INSP BAGGAGE	35.00			1000 50 420460	379		101000
13	9808	02/20/23 FUEL	13.98			1000 20 420440	231		101000
14	9808	02/20/23 STA 1	39.92			1000 50 420460	361		101000
15	9808	02/20/23 STA 1	16.24			1000 50 420460	361		101000
16	9808	02/20/23 357	328.00			1000 20 420440	272		101000
Total for Vendor:			1,101.69						
43440	80924S	1299 CITY OF MISSOULA-FINANCE	34.69						
1	187950	02/01/23 STA 1	34.69			1000 10 420510	341		101000
43516	80957S	1299 CITY OF MISSOULA-FINANCE	48.23						
1	197965	02/23/23 STA 6	20.36			1000 10 420510	341		101000
2	194500	02/24/23 STA 2	27.87			1000 10 420510	341		101000
Total for Vendor:			82.92						
43485	80958S	216 Clearwater Credit Union	6,999.81						
1	1244600	02/22/23 GIARDINO BLUE CARD	385.00			1000 40 420410	380		101000
2	1244600	02/22/23 STA 2 LIGHTS	2,366.00			1000 50 420460	367		101000
3	1244600	02/22/23 FEES	4.23			1000 10 420510	356		101000

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Claim/ Line #	Check Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	1244600	02/22/23 NEWMAN CPSE	-645.00			1000 10 420510	380		101000
5	1244600	02/22/23 ANTENNA 311 MDT	260.00			1000 10 420510	268		101000
6	1244600	02/22/23 MCFPA MEETING	17.86			1000 10 420510	379		101000
7	1244600	02/22/23 MCFPA MEETING	188.60			1000 10 420510	379		101000
8	1244600	02/22/23 RILEY IAAI	103.00			1000 50 420460	380		101000
9	1244600	02/22/23 BLAKELY WUI FLIGHT	1,442.41			1000 50 420460	379		101000
10	1244600	02/22/23 BLAKELY WUI FLIGHT	30.00			1000 50 420460	379		101000
11	1244600	02/22/23 BLAKELY WUI LODGING	492.46			1000 50 420460	379		101000
12	1244600	02/22/23 NEWMAN EMT RESERT	25.00			1000 10 420510	380		101000
13	1244600	02/22/23 HORSENS REPORT WRITER LODGING	-150.96			1000 50 420460	379		101000
14	1244600	02/22/23 HORSENS REPORT WRITER LODGING	150.96			1000 50 420460	379		101000
15	1244600	02/22/23 K. PAULSEN FDIC	649.00			1000 50 420460	380		101000
16	1244600	02/22/23 HARD DRIVE	165.96			1000 10 420510	268		101000
17	1244600	02/22/23 HORSENS CPSE	-645.00			1000 50 420460	380		101000
18	1244600	02/22/23 HARD DRIVE	74.48			1000 10 420510	268		101000
19	1244600	02/22/23 BROWN WUI FLIGHT	30.00			1000 50 420460	379		101000
20	1244600	02/22/23 BROWN WUI FLIGHT	1,431.40			1000 50 420460	379		101000
21	1244600	02/22/23 BROWN WUI LODGING	392.46			1000 50 420460	379		101000
22	1244600	02/22/23 SCHNEE CPSE FLIGHT	-28.00			1000 10 420510	379		101000
23	1244600	02/22/23 HARD DRIVE	224.95			1000 10 420510	268		101000
24	1244600	02/22/23 NEWMAN EMT RESERT	35.00			1000 10 420510	380		101000
Total for Vendor:			6,999.81						
43470	80938S	1458 COLE RILEY	120.00						
1	23.0221	02/21/23 RILEY FSTS PER DIEM	120.00			1000 50 420460	379		101000
Total for Vendor:			120.00						
43518	80959S	76 CULLIGAN WATER CONDITIONING	62.25						
1	607138	02/25/23 ALL STATIONS	62.25			1000 10 420510	341		101000
Total for Vendor:			62.25						
43541	-99987C	1874 DISCOUNTCELL, INC	179.99						
1	OE-26644	02/09/23 COMPUTER SUPPLIES	179.99			1000 10 420510	268		101000
Total for Vendor:			179.99						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
43450	80925S	1738 DYLAN WICK	137.54						
1	23.0204 02/04/23	WICK ANNUAL PHYSICAL	137.54			1000 10 420510	356		101000
		Total for Vendor:	137.54						
43437	80926S	1865 GECKO DESIGNS, LLC	87.50						
1	11643 02/08/23	WEBSITE DEVELOPMENT	87.50			1000 10 420510	368		101000
		Total for Vendor:	87.50						
43505	-99988C	141 GENERAL FIRE APPARATUS	3,514.72						
1	15186 08/02/22	311	203.64			1000 20 420440	272		101000
2	15202 08/04/22	310	443.80			1000 20 420440	272		101000
3	15244 08/15/22	WATER TENDER	-3,500.00			1000 20 420440	272		101000
4	15595 10/18/22	361	142.54			1000 20 420440	272		101000
5	16023 02/02/23	SMALL TOOLS	206.00			1000 20 420440	234		101000
6	16097 02/20/23	318	6,018.74			1000 20 420440	272		101000
		Total for Vendor:	3,514.72						
43501	80981S	1286 HILLYARD - MT dba HOUSE OF CLEAN	1,562.60						
1	605017467 02/06/23	STA 1	6.64			1000 50 420460	361		101000
2	605040549 02/28/23	STA 1	274.87			1000 50 420460	361		101000
3	605029288 02/16/23	STA 2	234.19			1000 50 420460	362		101000
4	605035996 02/23/23	STA 2	204.45			1000 50 420460	362		101000
5	605018888 02/07/23	STA 4	28.64*			1000 50 420460	364		101000
6	605033123 02/21/23	STA 4	434.47*			1000 50 420460	364		101000
7	605035997 02/23/23	STA 4	70.78*			1000 50 420460	364		101000
8	605020559 02/08/23	STA 5	7.08			1000 50 420460	365		101000
9	605030707 02/17/23	STA 6	245.42			1000 50 420460	366		101000
10	605035998 02/23/23	STA 6	56.06			1000 50 420460	366		101000
		Total for Vendor:	1,562.60						
43472	80939S	650 HOME DEPOT CREDIT SERVICES	90.30						
1	9220 03/17/23	STA 6	16.87			1000 50 420460	366		101000
2	9220 03/17/23	STA 6	73.43			1000 50 420460	366		101000
		Total for Vendor:	90.30						

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43511	80982S	1258 I-STATE TRUCK CENTER	559.36						
1	C253178003 02/07/23 367		258.69			1000 20 420440	272		101000
2	C253178117 02/09/23 367		170.50			1000 20 420440	272		101000
3	R253055689 02/23/23 311		130.17			1000 20 420440	372		101000
		Total for Vendor:	559.36						
43493	80983S	898 INTERNATIONAL HEART INSTITUTE OF	40.00						
1	1505070 02/20/23 BLS PROVIDER CARD		40.00			1000 50 420460	380		101000
		Total for Vendor:	40.00						
43457	80927S	1625 JAKUB SPORNA	445.26						
1	23.0215 02/15/23 SPORNA ANNUAL PHYSICAL		445.26			1000 10 420510	356		101000
		Total for Vendor:	445.26						
43481	80947S	1351 JON MUIR	46.25						
1	23.0227 02/27/23 MUIR FEB GYM REIMB		46.25			1000 50 420460	132		101000
		Total for Vendor:	46.25						
43519	80960S	689 KEN MORRIS	55.00						
1	23.0228 02/28/23 MORRIS MT AEMT RENEWAL		55.00			1000 50 420460	380		101000
		Total for Vendor:	55.00						
43425	80880S	508 KIRK PAULSEN	150.00						
1	23.0206 02/06/23 K PAULSEN L380 PER DIEM		150.00			1000 50 420460	379		101000
		Total for Vendor:	150.00						
43433	80912S	1831 MEAGAN BUNNELL	5,000.00						
1	23.0208 02/08/23 BUNNELL PARAMEDIC TUITION		5,000.00			1000 60 420462	380		101000
		Total for Vendor:	5,000.00						
43469	80940S	1568 MELISSA SCHNEE	250.00						
1	23.0221 02/21/23 SCHNEE CPSE PER DIEM		250.00			1000 10 420510	379		101000
		Total for Vendor:	250.00						

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43492	80984S	655 METALWORKS OF MONTANA	253.00						
1	R7805 02/22/23 STA 6		253.00			1000 50 420460	366		101000
		Total for Vendor:	253.00						
43506	80985S	1708 METRO EXPRESS CAR WASH-MISSOULA	84.00						
1	1213832251 01/05/23 301		7.00			1000 20 420440	372		101000
2	7290325870 01/14/23 301		7.00			1000 20 420440	372		101000
3	9313184827 01/16/23 302		7.00			1000 20 420440	372		101000
4	9345513736 01/20/23 302		7.00			1000 20 420440	372		101000
5	5357611682 01/21/23 301		7.00			1000 20 420440	372		101000
6	3398696200 01/26/23 302		7.00			1000 20 420440	372		101000
7	5001685691 02/02/23 302		7.00			1000 20 420440	372		101000
8	5016418184 02/03/23 302		7.00			1000 20 420440	372		101000
9	6026346888 02/04/23 302		7.00			1000 20 420440	372		101000
10	9066415598 02/08/23 301		7.00			1000 20 420440	372		101000
11	8112939605 02/12/23 302		7.00			1000 20 420440	372		101000
12	4162937019 02/17/23 301		7.00			1000 20 420440	372		101000
		Total for Vendor:	84.00						
43476	80948S	39 MICHAEL BOWMAN	90.00						
1	23.0227 02/27/23 BOWMAN CAT PER DIEM		90.00			1000 50 420460	379		101000
		Total for Vendor:	90.00						
43422	80881S	1360 MICKELSON PLUMBING & HEATING	1,179.00						
1	11769 02/03/23 STA 1		1,179.00			1000 50 420460	361		101000
43436	80928S	1360 MICKELSON PLUMBING & HEATING	1,049.00						
1	11769-3 02/10/23 STA 1		1,049.00			1000 50 420460	361		101000
43467	80941S	1360 MICKELSON PLUMBING & HEATING	495.50						
1	11832-1 02/17/23 STA 4		495.50*			1000 50 420460	364		101000
		Total for Vendor:	2,723.50						

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43480	80949S	208 MISSOULA COUNTY MEDICAL BENEFITS	85,632.90						
1	0000010874 02/21/23 ADMIN		8,765.80			1000 10 420510	143		101000
2	0000010874 02/21/23 RM		1,857.10			1000 20 420440	143		101000
3	0000010874 02/21/23 TO/RVC		3,714.20			1000 30 420430	143		101000
4	0000010874 02/21/23 FP		3,094.10			1000 40 420410	143		101000
5	0000010874 02/21/23 SUP		68,201.70			1000 50 420460	143		101000
		Total for Vendor:	85,632.90						
43430	80929S	228 MISSOULA COUNTY TREASURER	370.06						
1	59 07/12/23 JUNE TELE SERVICE		370.06			1000 10 420510	345		101000
43439	80929S	228 MISSOULA COUNTY TREASURER	370.18						
1	1010 02/07/23 JAN TELE SERVICES		370.18			1000 10 420510	345		101000
		Total for Vendor:	740.24						
43535	80986S	211 MISSOULA COUNTY WORKERS COMP	630.67						
1	23.0228 02/28/23 VFF/RFH FEB HOURS		630.67			1000 60 420462	146		101000
		Total for Vendor:	630.67						
43451	80930S	230 MISSOULA ELECTRIC COOPERATIVE	560.00						
1	223950 02/06/23 STA 2		19.50			1000 10 420510	341		101000
2	223950 02/06/23 STA 6		282.73			1000 10 420510	341		101000
3	223950 02/06/23 STA 2		257.77			1000 10 420510	341		101000
		Total for Vendor:	560.00						
43502	80987S	235 MISSOULA MOTOR PARTS	962.23						
1	658606 02/01/23 305		108.50			1000 20 420440	232		101000
2	658870 02/02/23 367		61.41			1000 20 420440	272		101000
3	660193 02/06/23 361		5.32			1000 20 420440	272		101000
4	330204 02/06/23 SHOP SUPPLY		17.44			1000 20 420440	270		101000
5	660333 02/06/23 STA 1		30.00			1000 50 420460	361		101000
6	660681 02/07/23 LUBRICANT		47.96			1000 20 420440	232		101000
7	660681 02/07/23 322		7.05			1000 20 420440	272		101000
8	661365 02/08/23 367		-37.00			1000 20 420440	272		101000
9	661865 02/10/23 347		61.41			1000 20 420440	272		101000
10	661950 02/10/23 347		-37.00			1000 20 420440	272		101000

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11	662909 02/13/23 307		47.38			1000 20 420440	272		101000
12	662927 02/13/23 307		254.62			1000 20 420440	272		101000
13	662928 02/17/23 SMALL TOOLS		28.59			1000 20 420440	234		101000
14	909862 02/17/23 STA 1		45.42			1000 50 420460	361		101000
15	6649777 02/20/23 SHOP SUPPLY		39.48			1000 20 420440	270		101000
16	6649777 02/20/23 317		124.10			1000 20 420440	272		101000
17	6649777 02/20/23 311		61.41			1000 20 420440	272		101000
18	910397 02/21/23 DFM1		4.11			1000 20 420440	272		101000
19	666091 02/23/23 302		138.54			1000 20 420440	272		101000
20	666271 02/23/23 302		-18.00			1000 20 420440	272		101000
21	666271 02/23/23 317		-62.00			1000 20 420440	272		101000
22	666524 02/24/23 366		1.55			1000 20 420440	272		101000
23	667757 02/28/23 322		2.02			1000 20 420440	272		101000
24	667976 02/28/23 311		14.96			1000 20 420440	272		101000
25	667976 02/28/23 351		14.96			1000 20 420440	272		101000
		Total for Vendor:	962.23						
43508	809885 244 MISSOULA TEXTILE SERVICES		401.45						
1	20 02/27/23 ALL STATIONS		401.45			1000 10 420510	356		101000
		Total for Vendor:	401.45						
43491	809895 249 MODERN MACHINERY CO., INC.		28.00						
1	2881977 02/13/23 317		14.00			1000 20 420440	372		101000
2	2885714 02/28/23 311		14.00			1000 20 420440	372		101000
		Total for Vendor:	28.00						
43453	80931S 614 MRFD Volunteer Association		3,000.00						
1	23.0214 02/14/23 FY23 OPERATING BUDGET		3,000.00			1000 60 420462	133		101000
		Total for Vendor:	3,000.00						
43428	-99996C 259 MSUES FIRE TRAINING SCHOOL		95.00						
1	26-196 02/02/23 BUNNELL FF1		95.00			1000 60 420462	380		101000
43442	-99995C 259 MSUES FIRE TRAINING SCHOOL		95.00						
1	26-197 02/08/23 BOWMAN FI1		95.00			1000 50 420460	380		101000

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43466	-99994C	259 MSUES FIRE TRAINING SCHOOL	95.00						
1	26-198 02/15/23	SANTOS FFII	95.00			1000 50 420460	380		101000
		Total for Vendor:	285.00						
43509	80990S	205 MT ACE HARDWARE	78.99						
1	237306491 02/01/23	STA 6	32.97			1000 50 420460	366		101000
2	237307341 02/02/23	OLD MULE	46.02			1000 20 420440	272		101000
		Total for Vendor:	78.99						
43503	-99990C	1542 MT COFFEE EXPRESS	347.50						
1	2411 02/01/23	STA 1	51.50			1000 10 420510	210		101000
2	800451 02/01/23	STA 1 WATER	90.00			1000 10 420510	341		101000
3	2530 02/17/23	STA 1	51.50			1000 10 420510	210		101000
4	2562 02/22/23	STA 1	154.50			1000 10 420510	210		101000
		Total for Vendor:	347.50						
43500	80991S	260 MT ELECTRONICS COMPANY	65.00						
1	4583 02/24/23	RADIO	65.00			1000 50 420460	371		101000
		Total for Vendor:	65.00						
43543	80992S	1686 NORTH RIDGE FIRE EQUIPMENT	2,055.20						
2	20630 02/16/23	327	335.00			1000 20 420440	272		101000
3	20630 02/16/23	347	154.95			1000 20 420440	272		101000
4	21083 02/17/23	HOSE	203.70			1000 50 420460	236		101000
5	21483 02/28/23	341	95.95			1000 20 420440	272		101000
6	21617 03/09/23	PPE	1,265.60			1000 50 420460	224		101000
		Total for Vendor:	2,055.20						
43454	80932S	547 NORTHWESTERN ENERGY	961.47						
1	0461994-6 02/01/23	STA 5	860.21			1000 10 420510	341		101000
2	3571057-3 02/01/23	OLD STA 5	101.26			1000 10 420510	341		101000
43474	80942S	547 NORTHWESTERN ENERGY	2,079.48						
1	3868058-3 02/14/23	STA 4	2,079.48			1000 10 420510	341		101000

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
43483	809505	547 NORTHWESTERN ENERGY	3,098.19						
1	0477741-3	02/16/23 STA 1	1,640.52			1000 10 420510	341		101000
2	0537315-4	02/16/23 STA 6	331.49			1000 10 420510	341		101000
3	1489125-3	02/16/23 STA 1	690.37			1000 10 420510	341		101000
4	0536085-4	02/20/23 STA 2	435.81			1000 10 420510	341		101000
		Total for Vendor:	6,139.14						
43520	80961S	1744 PAT LORENSEN	35.00						
1	23.0228	02/28/23 LORENSEN MT EMT RENEWAL	35.00			1000 50 420460	380		101000
		Total for Vendor:	35.00						
43426	80882S	114 PAUL FINLAY	34.00						
1	23.0207	02/07/23 FINLAY TRAVEL 2/1 PER DIEM	34.00			1000 10 420510	379		101000
43468	80943S	114 PAUL FINLAY	250.00						
1	23.0221	02/21/23 FINLAY CPSE PER DIEM	250.00			1000 10 420510	379		101000
		Total for Vendor:	284.00						
43521	80962S	142 PETER GIARDINO	55.00						
1	23.0227	02/27/23 GIARDINO MT AEMT RENEWAL	55.00			1000 40 420410	380		101000
		Total for Vendor:	55.00						
43504	-99989C	1725 PIERCE LEASING	590.00						
1	0053472	02/28/23 OFFICE TRAILER 2/28-3/27	590.00			1000 10 420510	530		101000
		Total for Vendor:	590.00						
43490	80993S	756 POMP'S TIRE SERVICE, INC	2,294.20						
1	1850010851	02/01/23 DFM2	141.15			1000 20 420440	233		101000
2	1850010864	02/01/23 DFM2	423.45			1000 20 420440	233		101000
3	1850011071	02/07/23 311	450.00			1000 20 420440	233		101000
4	1850011229	02/13/23 347	699.00			1000 20 420440	233		101000
5	1850011299	02/20/23 DFM1	580.60			1000 20 420440	233		101000
		Total for Vendor:	2,294.20						

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Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
43522	80963S	31 REPUBLIC SERVICES #889	996.54						
1	0889003294 02/28/23 ALL STATIONS		996.54			1000 10 420510	342		101000
		Total for Vendor:	996.54						
43523	80964S	204 RON LUBKE	27.50						
1	23.0228 02/28/23 LUBKE FEB GYM REIMBURSEMENT		27.50			1000 50 420460	132		101000
		Total for Vendor:	27.50						
43458	80944S	705 SEA WESTERN FIRE APPARATUS &	11,646.38						
1	20627 01/09/23 PPE		871.20			1000 50 420460	224		101000
2	20808 01/13/23 PPE		474.40			1000 50 420460	224		101000
3	21122 01/27/23 PPE		10,300.78			1000 50 420460	224		101000
		Total for Vendor:	11,646.38						
43510	80994S	360 SHIPPING DEPOT	123.00						
1	340878 02/22/23 POSTAGE		123.00			1000 10 420510	311		101000
		Total for Vendor:	123.00						
43499	80995S	1419 SOLESTONE REIMBURSEMENT SERVICES	241.74						
1	23.0208 02/08/23 EMS		241.74			1000 80 420461	222		101000
		Total for Vendor:	241.74						
43434	80913S	1737 STEVENS & CO	3,250.00						
1	086-22 09/23/23 APPRAISAL SERVICES STA 1		3,250.00			1000 10 420510	356		101000
		Total for Vendor:	3,250.00						
43539	80996S	375 STINE ELECTRONICS	2,964.00						
1	25185 01/29/23 RADIOS		190.00			1000 50 420460	371		101000
2	25188 02/02/23 RADIOS		144.00			1000 50 420460	371		101000
3	25201 02/10/23 RADIOS		2,630.00			1000 50 420460	271		101000
		Total for Vendor:	2,964.00						
43459	80935S	1732 TAYLOR BLAKELY	853.28						
1	23.0216 02/16/23 BLAKELY L381 HOTEL REIMB		673.28			1000 50 420460	379		101000
2	23.0216 02/16/23 BLAKELY L381 PER DIEM		180.00			1000 50 420460	379		101000

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43477	80951S	1732 TAYLOR BLAKELY	90.00						
1	23.0227	02/27/23 BLAKELY CAT PER DIEM	90.00			1000 50 420460	379		101000
		Total for Vendor:	943.28						
43423	80883S	87 TIM DEVOS	55.00						
1	23.0201	02/01/23 DEVOS EMT RENEWAL	55.00			1000 50 420460	380		101000
43455	80933S	87 TIM DEVOS	50.00						
1	23.0215	02/15/23 DEVOS PER DIEM TRAVEL TO SPOK	50.00			1000 50 420460	379		101000
43479	80952S	87 TIM DEVOS	13.99						
1	23.0225	02/25/23 32GB SANDISK	13.99			1000 50 420460	203		101000
		Total for Vendor:	118.99						
43482	80953S	1053 TOBY BALLARD	55.00						
1	23.0227	02/24/23 BALLARD AEMT RECERT	55.00			1000 50 420460	380		101000
		Total for Vendor:	55.00						
43488	80955S	1783 Trail West Bank	31,710.00						
1	23.0215	02/15/23 INTEREST 0392	3,450.00			1000 10 420510	620		101000
2	23.0215	02/15/23 INTEREST 0393	3,750.00			1000 10 420510	620		101000
3	23.0215	02/15/23 INTEREST 0394	4,860.00			1000 10 420510	620		101000
4	23.0215	02/15/23 INTEREST 0395	5,220.00			1000 10 420510	620		101000
5	23.0215	02/15/23 INTEREST 0396	6,510.00			1000 10 420510	620		101000
6	23.0215	02/15/23 INTEREST 0397	7,920.00			1000 10 420510	620		101000
		Total for Vendor:	31,710.00						
43489	-99991C	463 TRI ARC, INC.	34.96						
1	R24675	02/28/23 CYLINDER RENTAL	34.96			1000 20 420440	370		101000
		Total for Vendor:	34.96						
43478	80954S	1759 Tyler Loterbauer	90.00						
1	23.0227	02/27/23 LOTERBAUER CAT PER DIEM	90.00			1000 50 420460	379		101000

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43525	809655	1759 Tyler Loterbauer	55.00						
1	23.0225	02/25/23 LOTERBAUER MT AEMT RENEWAL	55.00			1000 50 420460	380		101000
		Total for Vendor:	145.00						
43445	80934S	1628 Univision	3,128.00						
1	247336	02/01/23 MICROSOFT 365	1,529.00			1000 10 420510	268		101000
2	247559	02/01/23 SUPPORT	1,599.00			1000 10 420510	268		101000
		Total for Vendor:	3,128.00						
43473	-99993C	408 VERIZON WIRELESS	947.26						
1	9927525821	02/11/23 WIRELESS	947.26			1000 10 420510	345		101000
		Total for Vendor:	947.26						
43507	80997S	1724 WEX Bank	4,525.42						
1	87681014	02/28/23 FUEL	4,525.42			1000 20 420440	231		101000
		Total for Vendor:	4,525.42						
		# of Claims	87	Total:	201,936.25	# of Vendors	63		
		Total Electronic Claims			5,899.43				
		Total Non-Electronic Claims			196036.82				

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Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH ON DEPOSIT - COUNTY TREASURER	\$201,936.25
Total:	\$201,936.25

Claims reviewed and approved for payment at the Regular scheduled Missoula Rural Fire District Board of Trustee Meeting held Tuesday, March 14th, 2023, at 4:00 PM.



_____ Melissa Schnee, Finance/HR Director

_____ Ben Murphy, Chairman

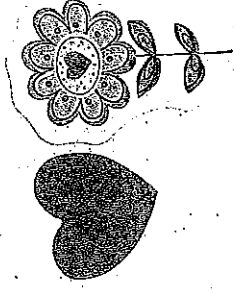
_____ Dick Mangan, Secretary

somebody

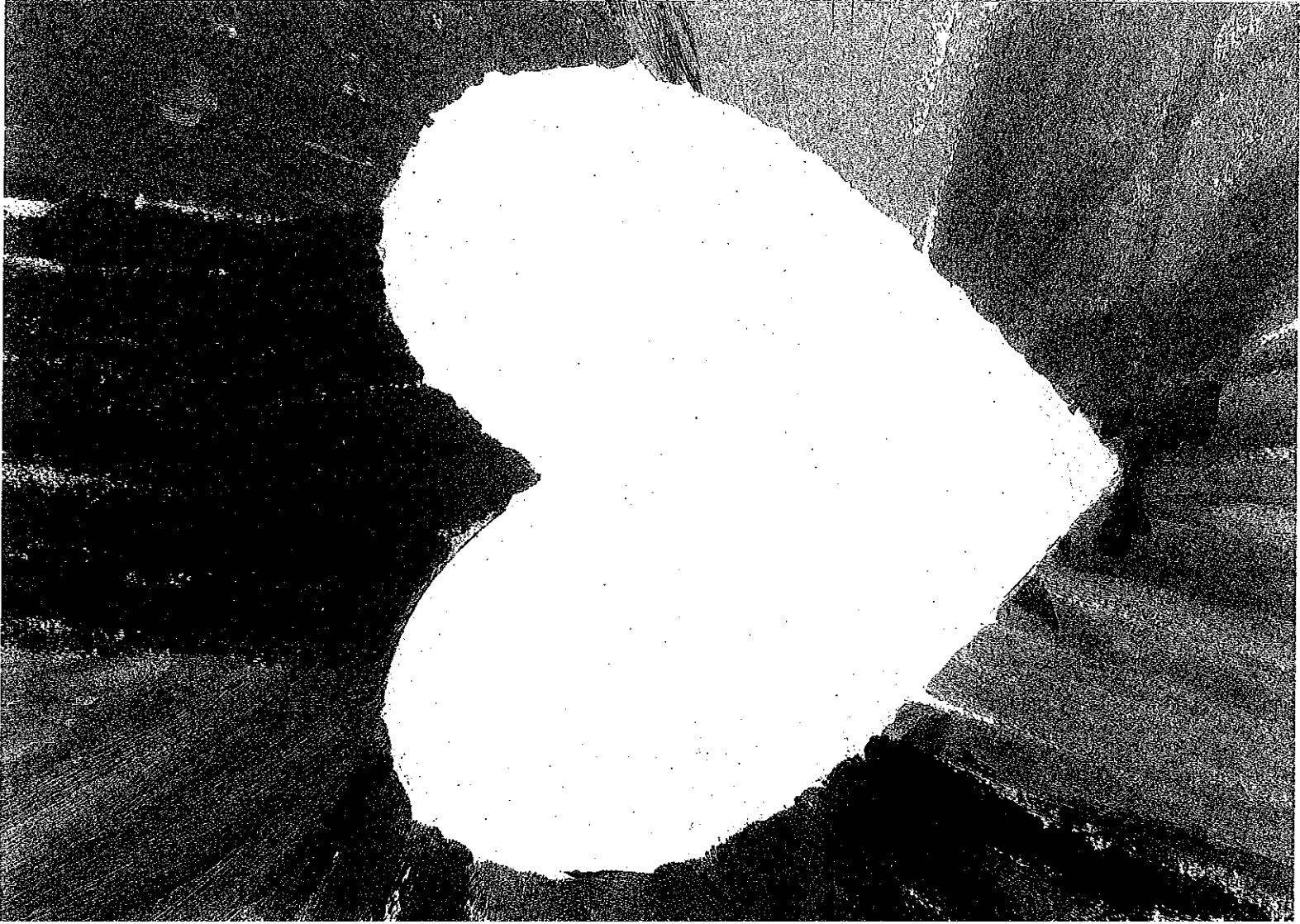
loves

you!

har son



And so we know and rely on the
love God has for us. God is love.
Whoever lives in love lives in God
and God in them. 1 John 4:



Dear M & F O -

Today and every day
you are loved and
appreciated!

Hope you have
a very happy
Valentine's Day.

You are always in
our prayers - much
love to you all,

THE "CHAPPIE" GUNTER
FAMILY.

SHERRY - MITCHELL - MICHAEL
KAYLEA - BRIANNA - MARY -
TRAE - JETT - KALVIN

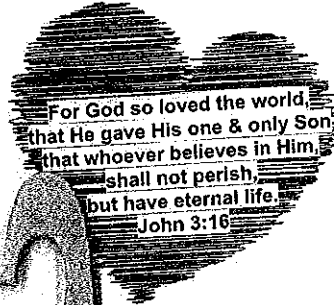
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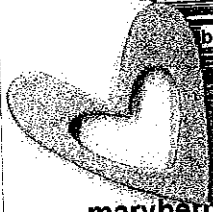
LOTS
of
LOVE



**Canines For Christ ~
Therapy Dog Ministry**



For God so loved the world,
that He gave His one & only Son,
that whoever believes in Him,
shall not perish,
but have eternal life.
John 3:16



Mary Cross

maryberningcross@gmail.com

Learn more at canines4christ.org

Missoula
Fire
Department

Thank you for your
time to assist the
Community Medical Center
in the care for our
beautiful daughter on 1-7-23
Harlee has been seizure free w/med's
for 2 weeks now!

Thank You
The Lanning's


FIRE-RESCUE

MISSOULA RURAL FIRE DISTRICT

MISSOULA RURAL FIRE DISTRICT

2521 South Avenue West • Missoula, Montana 59804

(406) 549-6172 • FAX (406) 549-6023

www.mrfdfire.org

February 22, 2023

Bolt & Bruizer's
1300 South Reserve St. - Suite A
Missoula, MT 59801

Dear Staff of Bolt & Bruizer's,

On behalf of the Missoula Rural Fire District firefighters and staff, we would like to thank you for hand delivering the cookies, bread and pastries to Station 1. This was a considerate reminder of the kindness and goodwill of our neighbors.

Sincerely,



Chris Newman
Fire Chief
Missoula Rural Fire District

CN/jc

Deputy Fire Marshal Monthly Report

Dodd McDermott

February 2023

Activities

Business Inspections (re-inspections):

- 11350 Highway 93 S
- 10565 Highway 12 W
- 116 Glacier Dr. Ste 107
- 11695 Highway 93 S
- 11380 Highway 93 S
- 1755 Lakeside Dr
- 11555 Highway 93 S
- 11300 Highway 93 S Ste V,W
- 11060 Highway 93 S
- 11835 Lewis and Clark Dr
- 11625 Highway 93 S
- 11000 Highway 93 S
- 11060 Highway 93 S reinspection
- 11865 Highway 93 S
- 6360 Highway 12 W
- 7037 Two Smokes Way Unit C, D

Certificate of Occupancy Finals (Business):

- 11882 Lolo Vista Bldg B

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

- 2467 Winsor Ct R-I
- 1010 Chief Joseph Cluster R-I
- 1900 Bluebird Dr
- 5983 Vang Ct
- 6090 MacArthur
- 8260 Butler Creek Rd
- 10530 Royal Coachman Dr R-I
- 10235 Pale Morning Ct R-I

Annexation:

- 10254 Bear Run Creek Rd
- 10260 Bear Run Creek Rd

Water Supply (cisterns, hydrants, etc.):



Lockboxes:



Community Risk Reduction, Fire Prevention, and Code Compliance:

- Budget

Fire Investigations:



Classes/Training:

- Confined Space
- OB Lecture

Plan Reviews:

- 3414 South Ave W
- 560 Big Flat Rd
- Schmit Rd
- 2806 Strand Ave
- 8889 Cusker Ln
- 6472 Shooting Center Ln
- 5176 Gleneagle Way
- 10254 Bear Run Creek Rd
- 10260 Bear Run Creek Rd
- 10065 Royal Coachman Dr
- 1890 Whitetail Ln
- 316 O'Connell Dr
- 1001 Lakeside Dr
- 1925 Big Flat Rd

First Due:



Assignments and Other Activities:

- Station 4 Sprinkler deficiencies
- Apparatus Committee Meeting

February 2023 IT Report

- Proceeded with upgrading crew workstations with Solid State Drives (SSD) that replace mechanical components with electronic ones. Users report a significant speed boost and are satisfied with the result. 11 are done so far with 3 or 4 left. Each one takes about two hours to complete by removing the old drive, using a drive copy device to make an exact copy, and then installing the new drive. This \$40 per computer upgrade should extend the useful life of these computers by at least a couple of years.
- Worked on the new station alerting system sporadically over the course of many days during February. Coordinated technical personnel from county IT, USDD, and Univision to configure network communications between individual stations and the alerting server at the county data center. At this point there are only three items left to resolve and the system will be ready for training and active use.
 - Link between CAD and alerting
 - Network configuration for radio
 - A communication failure between station 1 and data center
- Installed a 3rd crew computer at station 5 by repurposing an existing computer that was not in use.

Miscellaneous tasks such as:

- Server maintenance and backup
- Follow up on ATT texting problem
- external antenna placement for MDTs
- Printing problems

Joe Ford
IT Manager

Public Relations Outreach Breakdown

February 2023

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

Date

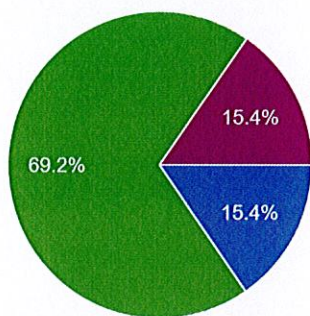
13 responses

Feb 2023

2 3 4 5 11 14 (2) 17 22 23 (3) 28

Type

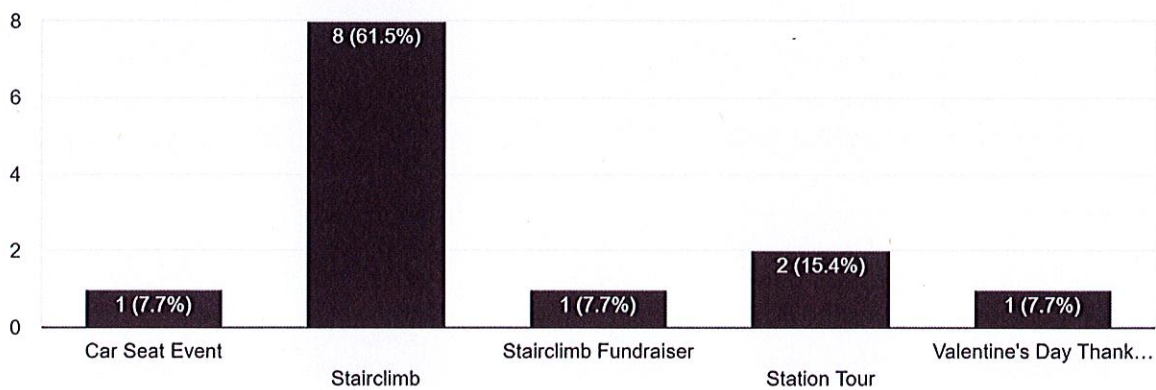
13 responses



- In-station event
- Scheduled media appearance
- Impromptu/incident media appearance
- Social Media Post
- Stairclimb Fundraiser

Topic Being Discussed

13 responses



MISSOULA RURAL FIRE DISTRICT
BOARD OF TRUSTEES

RESOLUTION NO. 2023-4

RESOLUTION ADOPTING THE MISSOULA RURAL FIRE DISTRICT
PROCUREMENT POLICY

THIS RESOLUTION was introduced by Fire Chief, Chris Newman. Trustee _____ moved by Trustee _____ and seconded by Trustee _____. The Resolution was adopted _____.

WHEREAS, the Board of Trustees for the Missoula Rural Fire District ("Fire District") has the authority to govern and manage the Fire District to provide adequate and standard firefighting and emergency response apparatus, equipment, personnel, housing, and facilities, including real property and emergency medical services and equipment, for the protection of the Fire District. § 7-33-2104 & § 7-33-2105, MCA; and

WHEREAS, the Board of Trustees desires to adopt a policy for the Fire District that establishes uniform, transparent, and equitable rules regarding the procurement of goods and services and to obtain the best value at the best price to optimize the use of public funds and resources.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees hereby adopts the Missoula Rural Fire District Procurement Policy, which policy is attached hereto and incorporated herein by this reference. All previous procurement resolutions and policies are rescinded and superseded.

Dated this ____ day of March, 2023.

MISSOULA RURAL FIRE DISTRICT
BOARD OF TRUSTEES

Ben Murphy, Chair

Attest:

Dick Mangan
Secretary, Board of Trustees

**MISSOULA RURAL FIRE DISTRICT
PROCUREMENT POLICY**

I. Authority and Purpose

A. Authority. The Board of Trustees for the Missoula Rural Fire District (“Fire District”) has the authority to govern and manage the Fire District to provide adequate and standard firefighting and emergency response apparatus, equipment, personnel, housing, and facilities, including real property and emergency medical services and equipment, for the protection of the Fire District. § 7-33-2104 & § 7-33-2105, *Montana Code Annotated (“MCA”)*. Absent specific statutory authority, the Fire District, as a local government entity and political subdivision follows the general statutory requirements applicable to counties. As a political subdivision, the Fire District is authorized to adopt parts of the Montana Procurement Act and the provisions of Title 18, Chapter 2, Part 5, MCA for use of alternative project delivery contracts.

B. Purpose & Goals. This (“Policy”) establishes uniform, transparent, and equitable rules regarding the procurement of goods and services with public funds. The policy promotes accountability and public trust by establishing specific spending limits and required actions regarding procurement of goods and services. This Policy seeks to obtain the best value at the best price to optimize the use of public funds and resources. Every reasonable effort will be made to acquire the best value and quality through competition. In some cases, the best value may not be the lowest purchase price. During the selection process, consideration may include, but not be limited to the following: quality, reputation, serviceability, maintenance, cost of operation and ownership, warranty, suitability for particular purpose, integration with existing equipment and operations and other considerations.

C. Montana Procurement Act. The Missoula Rural Fire District only adopts those provisions of the Montana Procurement Act that have been specifically set forth in this Policy.

D. Administration. The Fire Chief is authorized to act as the Fire District’s procurement officer and shall provide general oversight and assistance in the administration of this Policy and is the primary resource for questions and information regarding Missoula Rural Fire District procurement. The Fire Chief has authority to adopt processes and procedures necessary to administer and implement this Policy.

II. Authorization Levels for the Procurement of Good and Services

< \$10,000 For purchases of goods and services up to \$10,000 any purchasing method may be used that best meets the needs of the Fire District.

\$10,001-\$25,000 The Fire Chief must obtain and document a quote from a minimum of two vendors/offerors, if possible, for a price comparison on the desired item or service according to the specifications established for the purchase. Prices may be obtained verbally or through email, fax, or website posting.

\$25,001-\$80,000	The Fire Chief must obtain and document a quote from a minimum of three vendors/offerors, if possible, for a price comparison on the desired item or service according to the specifications established for the purchase. Prices may be obtained verbally or through email, fax, or website posting.
\$80,000 +	For the purchase of any vehicle, road machinery, other machinery, apparatus, appliances, equipment, or materials or supplies or for construction, repair or maintenance, a formal procurement process is required and must be approved by the Board of Trustees unless an exemption exists. See below for special requirements necessary for procuring architects, engineers and land surveyors.

III. Specific Procurement Processes.

A. Competitive Sealed Bids (IFB). Formal procurement process through the solicitation of competitive sealed bids for purchases including but not limited to: vehicles, road machinery, other machinery, apparatus, appliances, equipment, or materials or supplies or for construction, repair or maintenance. Awards are made to the lowest responsible bidder.

B. Competitive Sealed Proposals (RFP). Formal procurement process through the solicitation of competitive sealed proposals which may be used for the procurement of goods and services when it is desirable to incorporate factors other than price into the selection process. Missoula Rural Fire District specifically adopts § 18-4-304, MCA in its entirety. Missoula Rural Fire District shall act as the “department” and the Fire Chief shall act as the “procurement officer” set forth therein. The request for proposal must state the evaluation criteria and their relative importance. If an award is made, it must be made to the responsible and responsive offeror whose proposal best meets the evaluation criteria. Other criteria may not be used in the evaluation. When using this process, a selection committee may be formed to review the proposals. Members of the Board of Trustees shall not be members of the committee.

C. Request for Qualifications (RFQ). Formal procurement process used to acquire architectural, engineering, or land surveying services estimated over a certain amount as defined below. The selection is based on demonstrated competence and qualifications for the type of services desired at a fair and reasonable price.

- 1) **Services Over \$50,000.** Services provided by engineers, architects, or land surveyors estimated to exceed \$50,000.00 must be procured through a Request for Qualification process as set forth in Title 18, Chapter 8, Part 2, MCA.
- 2) **Services Under \$50,000.** Services provided by an engineer, architect, or land surveyor estimated not to exceed \$50,000.00 may be contracted for by direct negotiation without going through a formal procurement process.

D. Alternative Project Delivery. The Missoula Rural Fire District adopts the entirety of Title 18, Chapter 2, Part 5, MCA as a “governing body” set forth therein for the purposes of procuring alternative project delivery contracts, including construction management contracts, design-build contracts and general contractor construction management contracts.

IV. Exceptions to Formal Procurement Requirements.

A. Purchases at Public Auction. Under this exemption, in lieu of soliciting competitive bids, the Fire District may purchase at public auction a vehicle, road machinery, or other machinery, apparatus, appliances, equipment, or materials or supplies for an amount less than \$150,000.00.

B. Emergencies. The Fire District is exempt from competitive bidding requirements for purchases that are “made necessary by fire, flood, explosion, storm, earthquake, other elements, epidemic, or riot or insurrection; for the immediate preservation of order or the public health; for the restoration of a condition of usefulness that has been destroyed by accident, wear, tear or mischief; or for relief of a stricken community overtaken by calamity.” § 7-5-2304(2), MCA. However, such procurement shall be made with such competition as is practicable under the circumstances to get the lowest price and best value. A written determination of the emergency and for the selection of the particular vendor shall be maintained by the Fire Chief.

C. Cooperative Purchasing. To the extent necessary to participate as a “local public procurement unit” under Title 18, Chapter 4, Part 4, MCA, the Missoula Rural Fire District specifically adopts all or part of the same, as necessary, to utilize cooperative purchasing. Cooperative purchasing may include purchasing through federal supply schedules of the United States general services administration, joint or multiparty contracts between public procurement units, and open-ended state public procurement unit contracts that are made available to local public procurement units.

D. Sole Source Procurement. To the extent necessary to award a sole source contract for a supply or service item without competition, the Missoula Rural Fire District specifically adopts § 18-4-306, MCA, when the Fire Chief determines in writing that:

- (a) there is only one source for the supply or service item;
- (b) only one source is acceptable or suitable for the supply or service item; or
- (c) the supply or service item must be compatible with current supplies or services.

The Fire Chief may require the submission of cost or pricing data. The Fire Chief shall maintain a record listing all sole source contracts for a minimum of 4 years to include: each contractor's name; the amount and type of each contract; and a listing of the supplies or services procured under each contract.

V. General Provisions

A. Specifications. All quotes, bids, and proposals must be solicited using specifications that are appropriate, clear and accurate, reasonable, and fair. Specifications should allow the Fire District to obtain the best value and shall provide vendors/offerors a fair opportunity to consider the project or procurement requirements. All specifications shall promote overall economy for the purposes intended, encourage competition in satisfying the Fire District’s needs, and may not unduly restrict competition.

B. Accountability & Public Trust. All persons involved in the procurement of goods and services or expenditure of Fire District funds are accountable for their actions. All

actions must be fair and impartial to avoid any appearance of or actual impropriety. Proper record keeping and the avoidance of conflicts, favoritism, and self-dealing are essential to promoting the public trust. Persons with authority to procure goods and services or involved in the selection committee process must exercise independent judgment and uphold the highest standards of integrity and fiduciary responsibility.

C. Conflicts of Interest. No official, employee, or agent of the Fire District may participate in the selection, award, or administration of a contract if a conflict of interest exists, whether real or apparent. Such a conflict arises when:

The official, employee, or agent has an “interest” in the contract per § 2-2-201, MCA;

The official, employee, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

In addition, officers, employees, and agents of the Fire District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts in excess of the limits set forth at § 2-2-104, MCA.

D. Prohibition on Division of Contracts. Pricing for goods and services may not be artificially divided so as to remain below a certain purchase threshold.

E. Cancellation of Invitations for Bids or Requests for Proposals. An Invitation for Competitive Sealed Bids, a Request for Competitive Sealed Proposals, or other solicitation may be cancelled, and any or all bids or proposals may be rejected in whole or in part, when it is in the best interests of Fire District.

F. No Prohibition. There is nothing stated in this Policy that prohibits the use of formal procurement processes of goods and services for any price threshold.