# MISSOULA RURAL FIRE DISTRICT
# BOARD OF TRUSTEES
# NOTICE OF PUBLIC MEETING AND AGENDA

**DATE:** **Tuesday, November 10, 2026**
**TIME:** **4:00 P.M.**
**PLACE:** **Station #1, 2521 South Avenue West, Missoula**

---

CALL TO ORDER
ROLL CALL
PUBLIC COMMENT (on any public matter that is not on the agenda and that is within the jurisdiction of the Board)

1. Approval of Minutes for Regular Board Meeting held on October 13, 2026

2. Discussion and Decision on Approval of Sept. and Oct 2026 Claims.

| | |
|---|---|
| Sept. Claims | $ 9,882.05 |
| Oct. Claims | $ 375,672.70 |
| Total Claims | $ 385,554.75 |

3. Communications/Correspondence.

4. Trustee Reports.

5. Fire Chief and Staff Reports.

6. Discussion and Decision Regarding Annexation of 13353 Wildrose Court, Lolo

7. Presentation of South Avenue Right-of-Way Easement Proposal

8. Discussion and Decision on RESOLUTION NO. 2026-13 Policy Adoption

9. Discussion and Decision on External vs. Internal Fire Chief and potential utilization of the Prothman Company.

10. Discussion and Decision on Local 2457 MOU (48/96 Schedule)

11. Discussion and Decision on VEBA Adoption

12. Closed Executive Session – Litigation Strategy

ADJOURNMENT

MISSOULA RURAL FIRE DISTRICT
BOARD OF TRUSTEES
Missoula, Montana

October 13, 2026

The Missoula Rural Fire District (MRFD) Board of Trustees (Board) met in regular session at the Station 1 Headquarters meeting room and via a "Teams" video conference on October 13, 2026. Staff present: Interim Fire Chief Kirk Paulsen, Deputy Chief Cory Horsens, Battalion Chief Ron Lubke, HR Director Jason Prinzing, IT Manager Ben Farquhar, Office Manager Christine Coulter, Administrative Assistant Emma Christman.

**CALL TO ORDER:**
Chair Corti called the meeting to order at 16:00 hours.

**ROLL CALL:**
Present: Chair Dan Corti, Vice Chair/Secretary Nate Nunnally, Trustee Dan Burger, Trustee John Kappes, Trustee Danica Nelson

**PUBLIC COMMENT** (on any public matter that is not on the agenda and that is within the jurisdiction of the Board):
There was no public comment.

**1. Approval of Minutes for Regular Board Meeting held on September 8, 2026.**

The Board reviewed the minutes of the **September 8, 2026,** regular Board meeting. Two minor revisions were requested. There was no public comment. Trustee Burger moved to approve the minutes with the two minor corrections. Trustee Kappes seconded the motion. The motion passed with 5 ayes, 0 nays, and 0 abstentions.

**2. CPR Lifesaver Award Presentations.**

Two members of the community, M.J. McBride and CJ Morrison, were each awarded the CPR Lifesaver Award for their quick reactions and assistance on the site of a motor vehicle accident. Their actions were pivotal in saving the life of another community member.

**3. Discussion and Decision on Approval of August and September 2026, Claims.**

The Board reviewed the August and September 2026 claims as presented in the Board packet. There was a question regarding a late fee on the Mastercard statement. The Office Manager reported that fee was from the month prior. There were no other questions from the Board. There was no public comment. Trustee Kappes moved to approve the claims as presented. Trustee Nelson seconded the motion. The motion passed with 5 ayes, 0 nays, and 0 abstentions.

**4. Communications / Correspondence.**

The Office Manager reported that the communications and correspondence are as presented in the Board Packet.

**5. Trustee Reports.**

There were no trustee reports.

## 6. Fire Chief and Staff Reports.

**Local 2457:** Local 2457 reported that there are a few upcoming annual events for which they are preparing. Coats for Kids is one of the events in which the Local provides coats for children in the community that need coats. This is a partnership with Operation Warm. The Local reported that over the last few years they have been able to provide socks and shoes for children in need as well. This Saturday Local 2457 will be doing their annual Fill the Boot Drive for the Muscular Dystrophy Association. They will be doing this on South Ave.

**Battalion Chief (BC):** The Battalion Chief reported on the MRFD Calls for Service and the MRFD Monthly Turnout Times and Goals. In September there was a large front end loader fire in West Riverside. There was a structure fire in Bonner. The structure was a 30-foot pole barn that was housing a 5th wheel camper. MRFD assisted with a plane crash type incident at the airport. There was a significant incident on Mullan Road that involved several patients and extractions. There was also a report of a vehicle that had gone over a 100-foot embankment in Idaho that MRFD crews responded to, that included an extensive search for a patient that was in the vehicle.

**Finance Director:** The Financial Director was not present and no report was given.

**Deputy Chief:** Chief Horsens reported that October is Fire Prevention month. MRFD generally attends puppet shows at local schools for fire prevention week. MRFD's IT Manager Joe Ford retired last week. New IT Manager Ben Farquhar facilitated a deal for a replacement server from Frenchtown School District that saved the District several thousand dollars. Chief Horsens reported that Emergency Medical Service (EMS) Coordinator Captain Jason Dufner and Medical Director Dr. Jon Gildea have been updating and consolidating county wide EMS protocols. Chief Horsens, Captain Dufner, and Dr Gildea met with representatives from St. Pat's Hospital regarding a pre-hospital blood administration program that the hospital will be piloting. Regarding accreditation, Chief Horsens reported that MRFD hosted a Technical Advisory Program team from the Center for Public Safety Excellence to aid in the updating of the District's Strategic Plans. Chief Horsens reported that the District received engagement from members of the community and two Board members, in addition to a representative cross-section of the organization. Chief Horsens reported that the District has received a draft of the Strategic Plan and it is under final review. Chief Horsens reported that he was selected to participate in an accreditation review peer team for Stoney Point Fire Department, Fayetteville, North Carolina. Chief Horsens explained that the District's participation of accreditation peer team reviews is part of the arrangement with the accreditation agency and MRFD becoming an accredited agency. In regard to station maintenance, Chief Horsens reported that there are some minor issues with appliances. Chief Horsens reported that all irrigation sprinklers have been winterized. Chief Horsens reported that the District received a proposal for a right-of-way easement that would slightly encroach on Station 1. This would be necessary for the improvements to the intersection of South Ave. and Reserve Street. The proposal is under review by attorney, Issac Kantor. Chair Corti asked if there was a reason the District is not having the county attorney review the proposal. Chief Horsens explained that he did reach out to the county attorney and was informed that it could be a conflict of interest since the county was involved in drafting that proposal. Chief Horsens reported that he recently attended the new Executive Chief Officer class at the National Fire Academy in Emmitsburg, MD. Chief Horsens and Chief Paulsen will be attending the Montana State Fire Chiefs Conference in Helena this week. Chief Horsens reported that he will also be attending the Lolo Community Council meeting. Chief Horsens reported that the District and Local 2457 came to a tentative agreement to trial a new schedule of 48 hours on shift, 96 hours off shift.

**Interim Fire Chief:** Interim Chief Paulsen reported that he attended Bonner Community Council meeting recently and provided information on calls-to-date, specifically regarding Station 4 and was able to present information regarding call volumes and significant call types. Chief Paulsen reported that he

discussed accreditation and strategic planning at that meeting as well. Chief Paulsen reported that he did a similar presentation with groups from Target Range, El Mar Estates, and Pattee Canyon. Chief Paulsen reported that the District has submitted all necessary information for the ESCI Targeted Economic Development Districts (TEDD) and Tax Increment Financing (TIF) Impact Study. Chief Paulsen reported that there will be a site visit October 14 at Station 1 and ESCI will be reevaluating what the District has submitted. Chief Paulsen extended an invitation to one or two of the Board members if they are interested in learning more about the study. The purpose of the study is to examine the impact TEDD's and TIF's have on the District. Business inspections and call volume are among the topics that are being assessed in the study. Chief Paulsen reported that Missoula County created a committee – Missoula Jurisdictional Advisory Committee (MJAC) and this committee is going to be the first entity to receive the requests for building proposals and would then be able to ask the District questions regarding the requests, MJAC would then be able to advise the County Commissioner with their findings. Chief Paulsen reported that he met with HR Director Prinzing to discuss and review the District policies that were completed about two years ago but had not been approved by the Board and the Union. The policies were a part of a goal to create an employee handbook. Chief Paulsen reported that his goal is to get the policies to the Union for their review and have the policies ready for the Board's review at the next Board meeting. Chief Paulsen attended the Missoula County Fire Protection Association (MCFPA) meeting and explained that the meeting next month will be his last meeting as the Board Chair for MCFPA. Chief Paulsen reported that he is continuing to work with the resource manager and the apparatus committee to acquire a new Type 1 Engine and is planning on a delivery date in the fall of 2028. Chief Paulsen reported that he received a request from Chief Horsens to withdraw his resignation and retirement in December. Chief Paulsen approved this request based on the District's current policies.

**7. Discussion and Decision on Annexation of 20396 Highway 12 West.**

Chief Horsens reported that this annexation request came from a building permit that was being reviewed by the Missoula County Building Department. Deputy Fire Marshall (DFM) Pete Giardino reviewed and found the location was not within the District's jurisdiction. The residents opted to apply for annexation into the District. Chief Horsens reported that he and DFM Giardino recommend approval of this annexation. Vice Chair Nunnally motioned to approve the annexation of 20396 Highway 12 West. Trustee Burger seconded. There was no public comment. The motion passed with 5 ayes, 0 nays, 0 abstentions.

**8. Board of Trustees Officer Elections.**

Vice Chair/Secretary Nunnally stepped down as Secretary and nominated Trustee Nelson for the Secretary position. Trustee Nelson asked what the duties of Secretary include and the information was provided to her by Chair Corti. She accepted the nomination. Chair Corti seconded the motion. There was no public comment. The motion was voted on and passed with 5 ayes, 0 nays, and 0 abstentions.

**9. Discussion on New Fire Chief Process and Timeline.**

Chief Paulsen provided the Board with a draft of a suggested process and timeline for hiring a new Fire Chief. Chief Paulsen expressed that having three Chief's is appropriate for the District's needs, and that it is in the budget to employee a third Chief. Paulsen provided a list of pros and cons for both external and internal hiring. Chief Paulsen reported that based on the pros and cons, it is his recommendation to hire internally. Chief Paulsen reported that notice would go out to qualified candidates in late November. Applications and resumes would be due late December, with the interviews starting early January. Chief Paulsen proposed that the interview process be changed from the process that has traditionally been followed. Chief Paulsen proposed that the interviews for Fire Chief include members of the Union, members of the Board, Chief Paulsen, HR Director Prinzing and two external Fire Chiefs: Chief Lonnie Rash from Missoula City Fire and Chief Damien Frisbee from Frenchtown Rural Fire District. Chief

Paulsen reported that there are three suspected candidates, and he said that the Fire Chief is not a position he has interest in. Chief Paulsen reported that Chief Horsens intends to apply for the Fire Chief position, but he would like to maintain full transparency. Chief Paulsen reported that he and Chief Horsens share an office, but he has done due diligence to keep Chief Horsens out of any conversations regarding the interview process for the Fire Chief position. Chief Paulsen will not submit any questions for this but will utilize HR Director Prinzing. Chair Corti recommended that the whole Board sit in on the interviews. Board members expressed that interviews that last more than an hour would be the most beneficial as the decision of Fire Chief would be one of the most important decisions they make. Chair Corti and Vice Chair Nunnally volunteered to be a part of the interviews. There was discussion of the potential for hosting a meet-and-greet to see candidates in a more relaxed setting in addition to the interviews. Vice Chair Nunnally advised that forming the interview panel and creating a process for the interviews should be started soon. Discussion moved to the Assistant and Deputy Chief positions, and it was explained that the Fire Chief appoints the Assistant Chief and the Deputy Chief position is one that goes through an interview process. That process is one that has been in place for quite some time. HR Director Prinzing explained that this process is something that the District is in a position to be able to change if it chooses. Chair Corti stated that his interpretation of the District's bylaws is that it is under the Chiefs' discretion to make the decision of the process in which the Assistant and Deputy Chief positions are filled. Chief Paulsen explained that in order to do that, the Assistant Chiefs job description would need to be changed by the Board to avoid any bias decisions being made by Chief Paulsen. Chief Paulsen recommended that the Assistant Chief position should be made to a promotional position with a formal interview. Lieutenant Casey Porte relayed that maintaining an open and transparent assessment process for upper-level leadership positions creates valuable opportunities for professional growth and career advancement. Allowing qualified employees from various ranks to compete encourages education, leadership development, and preparation for future roles. The assessment process should be clearly established before a new Fire Chief is appointed, with input from the Board, administrative staff, union representatives, and outside fire service professionals as appropriate. This approach promotes fairness, consistency, and transparency while helping develop the department's future leaders. Secretary Nelson stated that it would be helpful to consult with the external Fire Chiefs or have them join the Board during their interview to provide the technical knowledge and to avoid duplication of interview questions. Chair Corti stated that it is also important to preserve Chief Paulsen's position. Trustee Burger inquired on scoring and how the scoring would be weighted. HR Director Prinzing explained a few ways that the scoring could be done. There was discussion of doing away with the presentation during the Chief's interview process. Trustee Kappes stated that a version of a presentation or report that was focused on how the potential candidates aim to move the organization forward, what they envision the future of the organization, and what issues they may see, would be beneficial in the hiring process. Chair Corti, Vice Chair Nunnally, Chief Paulsen, and HR Director Prinzing will meet before the next Board meeting and will develop an outline for the process of hiring a Fire Chief with consideration to the input discussed under this agenda item. The Board agreed that a decision will be made at the November Board meeting to decide whether to hire internally or externally.

**ADJOURNMENT:**

Chair Corti adjourned the meeting at 17:57 hours.

Respectfully submitted,

Emma Christman
Administrative Assistant
Missoula Rural Fire District

Dan Corti, Chair _____ Date _____

Danica Nelson, Secretary _____ Date _____

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48422 | -98906C | 1507 A & I DISTRIBUTORS | 966.51 | | | | | | | | |
| 1 | 272451-00 | 10/07/26 LUBRICANT | 966.51 | | | 1000 | 20 | 420440 | 232 | | 101000 |
| | | **Total for Vendor:** | **966.51** | | | | | | | | |
| 48398 | 84354S | 1661 ALEC BRAY | 33.00 | | | | | | | | |
| 1 | 093026AB01 | 09/30/26 SEPTEMBER GYM REIMB | 33.00 | | | 1000 | 50 | 420460 | 132 | | 101000 |
| 48481 | 84380S | 1661 ALEC BRAY | 33.00 | | | | | | | | |
| 1 | 103126AB01 | 10/31/26 GYM REIMBURSEMENT | 33.00 | | | 1000 | 50 | 420460 | 132 | | 101000 |
| | | **Total for Vendor:** | **66.00** | | | | | | | | |
| 48440 | -98901C | 8 ALLBRAND'S APPLIANCE SERVICE, | 140.00 | | | | | | | | |
| 1 | 196910 | 10/16/26 STA 1 | 140.00 | | | 1000 | 50 | 420460 | 361 | | 101000 |
| | | **Total for Vendor:** | **140.00** | | | | | | | | |
| 48458 | -98892C | 1788 AMAZON CAPITAL SERVICES | 1,657.37 | | | | | | | | |
| 1 | 6H9J-4LCL | 10/29/26 STA 1 | 21.99 | | | 1000 | 50 | 420460 | 361 | | 101000 |
| 2 | XMHD-J14J | 10/27/26 STA SUPPLY | 95.80 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| 3 | LKHF-CWMN | 10/27/26 STA SUPPLY | 340.53 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| 4 | 9R6W-X6C3 | 10/16/26 STA SUPPLY | 24.93 | | | 1000 | 50 | 420460 | 365 | | 101000 |
| 5 | PWMR-QNFF | 10/14/26 STA SUPPLY | 1,064.66 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| 6 | XQXG-DNY3 | 10/14/26 STA 1 | 69.50 | | | 1000 | 50 | 420460 | 361 | | 101000 |
| 7 | VGCD-CJWY | 10/14/26 STA 5 | 39.96 | | | 1000 | 50 | 420460 | 365 | | 101000 |
| | | **Total for Vendor:** | **1,657.37** | | | | | | | | |
| 48412 | 84361S | 2013 ANGEL ARMOR, LLC | 9,735.00 | | | | | | | | |
| 1 | 19736 | 07/31/26 ACTIVE SHOOTER BALLISTIC VESTS | 9,735.00 | | | 1000 | 80 | 420461 | 220 | | 101000 |
| | | **Total for Vendor:** | **9,735.00** | | | | | | | | |
| 48429 | 84362S | 1219 BEN CROCKER | 44.45 | | | | | | | | |
| 1 | 092925BC | 09/29/25 Annual Phys. Reimb 7/2025 | 44.45 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **44.45** | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48423 | -98905C | 33 BIG SKY FIRE EQUIPMENT | 112.25 | | | | | | | | |
| 1 | 0506991 | 10/02/26 SCBA | 112.25 | | | 1000 | 50 | 420460 | 204 | | 101000 |
| | | **Total for Vendor:** | **112.25** | | | | | | | | |
| 48411 | -98911C | 1448 BIG SKY MOTORSPORTS | 64.99 | | | | | | | | |
| 1 | 4330404 | 10/14/26 MULE | 64.99 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| | | **Total for Vendor:** | **64.99** | | | | | | | | |
| 48407 | 84363S | 819 BLACKFOOT COMMUNICATIONS | 362.28 | | | | | | | | |
| 1 | 166467 | 10/01/26 STA 2 | 362.28 | | | 1000 | 10 | 420510 | 345 | | 101000 |
| | | **Total for Vendor:** | **362.28** | | | | | | | | |
| 48474 | -98887C | 1963 BOUND TREE MEDICAL, LLC | 2,531.36 | | | | | | | | |
| 1 | 86377980 | 10/02/26 EMS SUPPLIES | 747.48 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| 2 | 86393903 | 10/15/26 EMS SUPPLIES | 1,680.38 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| 3 | 86402134 | 10/22/26 EMS SUPPLIES | 103.50 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | | **Total for Vendor:** | **2,531.36** | | | | | | | | |
| 48472 | 84381S | 1480 BRIAN LAFOREST | 15.00 | | | | | | | | |
| 1 | 103126BL01 | 10/31/26 OCT GYM REIMB | 15.00 | | | 1000 | 50 | 420460 | 132 | | 101000 |
| | | **Total for Vendor:** | **15.00** | | | | | | | | |
| 48413 | 84364S | 1424 CHARTER | 293.10 | | | | | | | | |
| 2 | 172884701 | 10/14/26 STA 6 | 293.10 | | | 1000 | 10 | 420510 | 345 | | 101000 |
| | | **Total for Vendor:** | **293.10** | | | | | | | | |
| 48427 | 84365S | 1967 CHRIS CROWELL | 200.00 | | | | | | | | |
| 1 | 102226CC | 09/11/25 Annual Physical Reimb 9/10/2 | 200.00 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **200.00** | | | | | | | | |
| 48404 | 84355S | 2012 CHRISTINE COULTER | 65.95 | | | | | | | | |
| 1 | 101426CC01 | 10/08/26 RETIRE. PARTY: J FORD | 65.95 | | | 1000 | 10 | 420510 | 379 | | 101000 |
| | | **Total for Vendor:** | **65.95** | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48443 | 84371S | 1583 CITI CARDS | 445.86 | | | | | | | | |
| 1 | | 1031265790 10/31/26 BUTLER CARSEAT TECH RECERT | 60.00 | | | 1000 | 50 | 420460 | 380 | | 101000 |
| 2 | | 1031265790 10/31/26 301 CAR WASH | 28.99 | | | 1000 | 20 | 420440 | 372 | | 101000 |
| 3 | | 1031265790 10/31/26 302 CAR WASH | 28.99 | | | 1000 | 20 | 420440 | 372 | | 101000 |
| 4 | | 1031265790 10/31/26 303 CAR WASH | 28.99 | | | 1000 | 20 | 420440 | 372 | | 101000 |
| 5 | | 1031265790 10/31/26 HALLOWEEN CANDY | 153.94 | | | 1000 | 10 | 420510 | 210 | | 101000 |
| 6 | | 1031265790 10/31/26 HALLOWEEN CANDY | 144.95 | | | 1000 | 10 | 420510 | 210 | | 101000 |
| | | **Total for Vendor:** | **445.86** | | | | | | | | |
| 48399 | 84356S | 1299 CITY OF MISSOULA-FINANCE | 44.23 | | | | | | | | |
| 1 | | 187950 10/13/26 STA 1 | 44.23 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| | | **Total for Vendor:** | **44.23** | | | | | | | | |
| 48471 | -98888C | 2001 CIVICPLUS LLC | 315.00 | | | | | | | | |
| 1 | | 363255 11/01/26 MONTHLY WEBHOSTING | 315.00 | | | 1000 | 10 | 420510 | 368 | | 101000 |
| | | **Total for Vendor:** | **315.00** | | | | | | | | |
| 48478 | -98885C | 1921 CLINICAL ENGINEERING SERVICES, | 2,245.00 | | | | | | | | |
| 1 | | 2545 10/30/26 MEDICAL SUPPLIES | 2,245.00 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | | **Total for Vendor:** | **2,245.00** | | | | | | | | |
| 48439 | -98902C | 76 CULLIGAN WATER CONDITIONING | 112.00 | | | | | | | | |
| 1 | | 607138 10/25/26 ALL STA | 112.00 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| | | **Total for Vendor:** | **112.00** | | | | | | | | |
| 48459 | -98891C | 77 CURTIS | 552.09 | | | | | | | | |
| 1 | | 1125831 10/29/26 341 | 552.09 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| | | **Total for Vendor:** | **552.09** | | | | | | | | |
| 48485 | 84385S | 1918 DANIELA HICKS | 50.00 | | | | | | | | |
| 1 | | 110426DH01 11/04/26 GYM MEMBERSHIP REIMB. | 50.00 | | | 1000 | 50 | 420460 | 132 | | 101000 |
| | | **Total for Vendor:** | **50.00** | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48424 | 84366S | 1163 DIRECT AUTOMOTIVE DISTRIBUTING | 336.00 | | | | | | | | |
| 1 | 07jt6325 | 10/12/26 LUBRICANT | 336.00 | | | 1000 | 20 | 420440 | 232 | | 101000 |
| 48464 | 84390S | 1163 DIRECT AUTOMOTIVE DISTRIBUTING | 117.85 | | | | | | | | |
| 1 | 07JU3064 | 10/22/26 303 LUBRICANT | 96.14 | | | 1000 | 20 | 420440 | 232 | | 101000 |
| 2 | 07JU3809 | 10/23/26 303 LUBRICANT | 43.42 | | | 1000 | 20 | 420440 | 232 | | 101000 |
| 3 | 07JU7013 | 10/29/26 303 LUBRICANT | -21.71 | | | 1000 | 20 | 420440 | 232 | | 101000 |
| | | **Total for Vendor:** | **453.85** | | | | | | | | |
| 48487 | 84386S | 2016 ELK HORN EXCAVATING | 1,150.00 | | | | | | | | |
| 1 | 05-3131 | 11/01/26 STA 6 | 1,150.00 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| | | **Total for Vendor:** | **1,150.00** | | | | | | | | |
| 48452 | 84372S | 1991 EMMA CHRISTMAN | 107.96 | | | | | | | | |
| 1 | 103026EC | 10/30/26 Halloween Candy/Trunk or Tre | 107.96 | | | 1000 | 10 | 420510 | 210 | | 101000 |
| | | **Total for Vendor:** | **107.96** | | | | | | | | |
| 48403 | 84351S | 2011 FRENCHTOWN SCHOOL DISTRICT | 5,000.00 | | | | | | | | |
| 1 | FSD2026001 | 10/14/26 RACKMOUNT SERVER | 5,000.00 | | | 1000 | 10 | 420510 | 268 | | 101000 |
| | | **Total for Vendor:** | **5,000.00** | | | | | | | | |
| 48447 | 84373S | 2015 Garlington, Lohn & Robinson, | 490.00 | | | | | | | | |
| 1 | 1038560 | 10/22/26 LEGAL SERVICES | 490.00 | | | 1000 | 10 | 420510 | 352 | | 101000 |
| | | **Total for Vendor:** | **490.00** | | | | | | | | |
| 48475 | 84391S | 1258 I-STATE TRUCK CENTERS | 111.71 | | | | | | | | |
| 1 | CA25321994 | 10/15/26 363 | 68.14 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| 2 | CA25322005 | 10/19/26 341 | 43.57 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| | | **Total for Vendor:** | **111.71** | | | | | | | | |
| 48461 | -98897C | 1840 IMAGE TREND | 450.00 | | | | | | | | |
| 1 | 128910 | 10/26/26 Subscription Agreement | 450.00 | | | 1000 | 10 | 420510 | 368 | | 101000 |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48480 | -98896C | 1840 IMAGE TREND | 33,057.27 | | | | | | | | |
| 1 | | INV125718 06/25/26 06/25/26-06/30/26 | 108.76 | | | 1000 | 10 | 420510 | 368 | | 101000 |
| 2 | | INV126275 07/22/26 ANNUAL FEES ELITE EMS/CAD/N | 32,948.51 | | | 1000 | 10 | 420510 | 368 | | 101000 |
| | | **Total for Vendor:** | **33,507.27** | | | | | | | | |
| 48397 | 84357S | 1700 JARED DEMERS | 233.46 | | | | | | | | |
| 1 | | 101226JD01 10/12/26 ANNUAL PHYSICAL | 233.46 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **233.46** | | | | | | | | |
| 48420 | 84367S | 969 JASON DUFNER | 90.00 | | | | | | | | |
| 1 | | 102026JD01 10/20/26 EMS Bag Zipper Repair Remi | 90.00 | | | 1000 | 80 | 420461 | 221 | | 101000 |
| 48431 | 84367S | 969 JASON DUFNER | 116.20 | | | | | | | | |
| 1 | | 102226JD 11/25/25 Annual Physical Reimb 7/2025 | 116.20 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **206.20** | | | | | | | | |
| 48463 | 84392S | 1638 KARL TYLER'S EXPRESS LUBE | 98.60 | | | | | | | | |
| 1 | | 3780 10/28/26 303 | 98.60 | | | 1000 | 20 | 420440 | 372 | | 101000 |
| | | **Total for Vendor:** | **98.60** | | | | | | | | |
| 48437 | -98903C | 420 KELLEY CREATE CO | 16.91 | | | | | | | | |
| 1 | | 43307247 10/20/26 COPIER MAINTENANCE | 16.91 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **16.91** | | | | | | | | |
| 48419 | -98907C | 1114 KENWORTH SALES MISSOULA | 1,640.04 | | | | | | | | |
| CUSTOMER 1144 | | | | | | | | | | | |
| 1 | | 10349 08/12/26 311 BODY SHOP LABOR | 1,640.04 | | | 1000 | 20 | 420440 | 373 | | 101000 |
| | | **Total for Vendor:** | **1,640.04** | | | | | | | | |
| 48489 | -98884C | 1282 LIFE-ASSIST, INC | 161.84 | | | | | | | | |
| 1 | | 2225775 10/15/26 EMS SUPPLIES | 96.84 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| 2 | | 2230572 10/23/26 EMS SUPPLIES | 65.00 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | | **Total for Vendor:** | **161.84** | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48495 | 84393S | 1894 LOWE'S | 620.80 | | | | | | | | |
| 1 | 915175 | 10/05/26 STA SUPPLIES | 83.05 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| 2 | 933270 | 10/05/26 STA 6 | 181.90 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 3 | 971361 | 10/05/26 STA 6 | 178.21 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 4 | 994750 | 10/05/26 STA 6 | 71.32 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 5 | 994880 | 10/14/26 STA 6 | 123.36 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 6 | 917423 | 10/14/26 STA 6 | -17.04 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| | | **Total for Vendor:** | **620.80** | | | | | | | | |
| 48479 | 84382S | 1994 MASTERCARD | 8,993.11 | | | | | | | | |
| 1 | 1031260139 | 10/31/26 PAULSEN MT FIRE CHIEF | 375.00 | | | 1000 | 10 | 420510 | 380 | | 101000 |
| 2 | 1031260139 | 10/31/26 PAULSEN MT FIRE CHIEF LODG | 465.60 | | | 1000 | 10 | 420510 | 379 | | 101000 |
| 3 | 1031260139 | 10/31/26 EQUINOX | 27.51 | | | 1000 | 20 | 420440 | 333 | | 101000 |
| 4 | 1031260139 | 10/31/26 AITCHISON BLUE CARD | 385.00 | | | 1000 | 50 | 420460 | 380 | | 101000 |
| 5 | 1031260139 | 10/31/26 ADOBE | 19.99 | | | 1000 | 10 | 420510 | 333 | | 101000 |
| 6 | 1031260139 | 10/31/26 COULTER BLACKMTN TRAINING | 299.00 | | | 1000 | 10 | 420510 | 380 | | 101000 |
| 7 | 1031260139 | 10/31/26 STARLINK INTERNET | 55.00 | | | 1000 | 10 | 420510 | 333 | | 101000 |
| 8 | 1031260139 | 10/31/26 STARLINK | 49.95 | | | 1000 | 10 | 420510 | 333 | | 101000 |
| 9 | 1031260139 | 10/31/26 DEMERS TRAINING | 358.60 | | | 1000 | 50 | 420460 | 380 | | 101000 |
| 10 | 1031260139 | 10/31/26 PAULSEN SIG STAMP | 24.98 | | | 1000 | 10 | 420510 | 210 | | 101000 |
| 11 | 1031260139 | 10/31/26 SAGER BLUE CARD | 385.00 | | | 1000 | 50 | 420460 | 380 | | 101000 |
| 12 | 1031260139 | 10/31/26 PRINTER | 84.99 | | | 1000 | 10 | 420510 | 368 | | 101000 |
| 13 | 1031260139 | 10/31/26 MISSOULIAN | 2.99 | | | 1000 | 10 | 420510 | 333 | | 101000 |
| 14 | 1031260139 | 10/31/26 MICR PRINTER | 512.68 | | | 1000 | 10 | 420510 | 368 | | 101000 |
| 15 | 1031260139 | 10/31/26 OFFICE SUPPLIES | 19.59 | | | 1000 | 10 | 420510 | 210 | | 101000 |
| 16 | 1031260139 | 10/31/26 STEYEE TRAINING | 358.60 | | | 1000 | 50 | 420460 | 380 | | 101000 |
| 17 | 1031260139 | 10/31/26 OFFICE SUPPLIES | 73.29 | | | 1000 | 10 | 420510 | 210 | | 101000 |
| 18 | 1031260139 | 10/31/26 HORSENS BAGGAGE | 50.00 | | | 1000 | 10 | 420510 | 379 | | 101000 |
| 19 | 1031260139 | 10/31/26 HORSENS TRANSPORTATION | 19.20 | | | 1000 | 10 | 420510 | 379 | | 101000 |
| 20 | 1031260139 | 10/31/26 STA 6 | 207.84 | | | 1000 | 50 | 420460 | 365 | | 101000 |
| 21 | 1031260139 | 10/31/26 COMPRESSOR RENTAL | 211.15 | | | 1000 | 50 | 420460 | 367 | | 101000 |
| 22 | 1031260139 | 10/31/26 OFFICE SUPPLIES | 40.46 | | | 1000 | 10 | 420510 | 210 | | 101000 |
| 23 | 1031260139 | 10/31/26 HORSENS MT FIRE CHIEF | 375.00 | | | 1000 | 10 | 420510 | 380 | | 101000 |
| 24 | 1031260139 | 10/31/26 HORSENS MT FIRE CHIEF LODG | 465.60 | | | 1000 | 10 | 420510 | 379 | | 101000 |
| 25 | 1031260139 | 10/31/26 FIRE PREVENTION SUPPLIES | 3,332.50 | | | 1000 | 40 | 420410 | 220 | | 101000 |
| 26 | 1031260139 | 10/31/26 HORSENS TRAINING | 175.00 | | | 1000 | 10 | 420510 | 380 | | 101000 |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 27 | 1031260139 | 10/31/26 SHOP SUPPLIES | 85.00 | | | 1000 | 20 | 420440 | 270 | | 101000 |
| 28 | 1031260139 | 10/31/26 319 | 54.48 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| 29 | 1031260139 | 10/31/26 CPSE | 469.11 | | | 1000 | 10 | 420510 | 357 | | 101000 |
| 30 | 1031260139 | 10/31/26 LATE FEE FROM SEPT | 10.00 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **8,993.11** | | | | | | | | |
| 48446 | -98898C | 141 MES SERVICE COMPANY LLC | 765.74 | | | | | | | | |
| 1 | 2583026 | 09/05/26 328 | 268.10 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| 2 | 2609489 | 10/15/26 317 | 390.90 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| 3 | 2609481 | 10/15/26 317 | 106.74 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| | | **Total for Vendor:** | **765.74** | | | | | | | | |
| 48438 | 84374S | 1906 MICHELE PUIGGARI | 13,317.50 | | | | | | | | |
| 1 | 102726 | 10/27/26 CONTRACT SERVICES | 13,317.50 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **13,317.50** | | | | | | | | |
| 48451 | 84375S | 1360 MICKELSON PLUMBING & HEATING | 160.00 | | | | | | | | |
| 1 | 21028 | 10/28/26 21028 STA 1 | 160.00 | | | 1000 | 50 | 420460 | 361 | | 101000 |
| | | **Total for Vendor:** | **160.00** | | | | | | | | |
| 48441 | 84376S | 702 MISSOULA COUNTY FIRE PROTECTION | 900.00 | | | | | | | | |
| 1 | 102726 | 10/27/26 MCFPA FY27 ASSESSMENTS | 900.00 | | | 1000 | 10 | 420510 | 333 | | 101000 |
| | | **Total for Vendor:** | **900.00** | | | | | | | | |
| 48456 | 84377S | 208 MISSOULA COUNTY MEDICAL BENEFITS | 120,281.10 | | | | | | | | |
| 1 | | 10/01/26 ADMIN | 8,942.20 | | | 1000 | 10 | 420510 | 143 | | 101000 |
| 2 | | 10/01/26 RM/ARM | 4,936.20 | | | 1000 | 20 | 420440 | 143 | | 101000 |
| 3 | | 10/01/26 TO | 2,468.10 | | | 1000 | 30 | 420430 | 143 | | 101000 |
| 4 | | 10/01/26 FP | 2,468.10 | | | 1000 | 40 | 420410 | 143 | | 101000 |
| 5 | | 10/01/26 SUP | 101,466.50 | | | 1000 | 50 | 420460 | 143 | | 101000 |
| 48462 | 84383S | 208 MISSOULA COUNTY MEDICAL BENEFITS | 123,809.80 | | | | | | | | |
| 1 | 13615 | 08/21/26 ADMIN | 11,640.80 | | | 1000 | 10 | 420510 | 143 | | 101000 |
| 2 | 13615 | 08/21/26 RM/ARM | 4,936.20 | | | 1000 | 20 | 420440 | 143 | | 101000 |
| 3 | 13615 | 08/21/26 TO | 2,468.10 | | | 1000 | 30 | 420430 | 143 | | 101000 |
| 4 | 13615 | 08/21/26 FP | 2,468.10 | | | 1000 | 40 | 420410 | 143 | | 101000 |
| 5 | 13615 | 08/21/26 SUP | 102,296.60 | | | 1000 | 50 | 420460 | 143 | | 101000 |
| | | **Total for Vendor:** | **244,090.90** | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48450 | 84378S | 228 MISSOULA COUNTY TREASURER | 612.45 | | | | | | | | |
| 1 | INV-001749 | 10/21/26 Sept 2026 Telephone | 612.45 | | | 1000 | 10 | 420510 | 345 | | 101000 |
| | | **Total for Vendor:** | **612.45** | | | | | | | | |
| 48406 | 84358S | 211 MISSOULA COUNTY WORKERS COMP | 416.00 | | | | | | | | |
| 1 | 93026 | 09/30/26 SEPT RFF MONTHLY HOURS | 416.00 | | | 1000 | 60 | 420462 | 146 | | 101000 |
| | | **Total for Vendor:** | **416.00** | | | | | | | | |
| 48405 | 84359S | 230 MISSOULA ELECTRIC COOPERATIVE | 491.57 | | | | | | | | |
| 1 | 223950 | 10/06/26 223950 STA 2 | 25.76 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| 2 | 223950 | 10/06/26 223950 STA 6 | 255.43 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| 3 | 223950 | 10/06/26 223950 STA 2 | 210.38 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| | | **Total for Vendor:** | **491.57** | | | | | | | | |
| 48484 | 84394S | 235 MISSOULA MOTOR PARTS | 2,674.48 | | | | | | | | |
| 1 | 555-152592 | 10/01/26 336 | 92.36 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| 2 | 555-154424 | 10/06/26 LUBRICANT | 7.14 | | | 1000 | 20 | 420440 | 232 | | 101000 |
| 3 | 555-154430 | 10/06/26 SMALL TOOLS | 16.00 | | | 1000 | 20 | 420440 | 234 | | 101000 |
| 4 | 555-154435 | 10/03/26 ANNUAL FILTER ORDER | 1,928.23 | | | 1000 | 20 | 420440 | 270 | | 101000 |
| 5 | 555-154559 | 10/06/26 STA 6 WAX | 25.65 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 6 | 183004 | 10/06/26 SHOP | 164.94 | | | 1000 | 20 | 420440 | 270 | | 101000 |
| 7 | 183074 | 10/06/26 STA 1 | 34.20 | | | 1000 | 50 | 420460 | 361 | | 101000 |
| 8 | 555-156580 | 10/12/26 SHOP | 14.16* | | | 1000 | 20 | 420460 | 270 | | 101000 |
| 9 | 555-156754 | 10/12/26 STA 2 | 25.65 | | | 1000 | 50 | 420460 | 362 | | 101000 |
| 10 | 184209 | 10/12/26 DEF | 119.90 | | | 1000 | 20 | 420440 | 231 | | 101000 |
| 11 | 555-157172 | 10/13/26 335 | 109.15 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| 12 | 555-157390 | 10/14/26 STA 6 | 102.80 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 13 | 555-158080 | 10/15/26 STA 6 WAX | -25.65 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 14 | 185649 | 10/20/26 STA 1 | 59.95 | | | 1000 | 50 | 420460 | 361 | | 101000 |
| | | **Total for Vendor:** | **2,674.48** | | | | | | | | |
| 48477 | -98886C | 244 MISSOULA TEXTILE SERVICES | 584.14 | | | | | | | | |
| 1 | 103126 | 10/31/26 ALL STA | 584.14 | | | 1000 | 10 | 420510 | 356 | | 101000 |
| | | **Total for Vendor:** | **584.14** | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48442 | -98900C | 247 MOUNTAIN SUPPLY | 218.10 | | | | | | | | |
| 1 | | 9757327 10/15/26 327 | 18.85 | | | 1000 | 20 | 420440 | 272 | | 101000 |
| 2 | | 9758144 10/20/26 STA 6 | 111.00 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| 3 | | 9758431 10/21/26 STA 6 | 88.25 | | | 1000 | 50 | 420460 | 366 | | 101000 |
| | | **Total for Vendor:** | **218.10** | | | | | | | | |
| 48414 | -98910C | 259 MSUES FIRE TRAINING SCHOOL | 190.00 | | | | | | | | |
| 1 | | 26-267 10/06/26 RFF WOOD D/O CERT | 95.00 | | | 1000 | 60 | 420462 | 380 | | 101000 |
| 2 | | 26-267 10/06/26 RFF STORY D/O CERT | 95.00 | | | 1000 | 60 | 420462 | 380 | | 101000 |
| 48444 | -98899C | 259 MSUES FIRE TRAINING SCHOOL | 95.00 | | | | | | | | |
| 1 | | 26-268 10/28/26 RFF FEHEY D/O CERT | 95.00 | | | 1000 | 60 | 420462 | 380 | | 101000 |
| | | **Total for Vendor:** | **285.00** | | | | | | | | |
| 48465 | 84395S | 205 MT ACE HARDWARE | 121.87 | | | | | | | | |
| 1 | | 292418577 10/02/26 STA 4 | 15.94 | | | 1000 | 50 | 420460 | 364 | | 101000 |
| 2 | | 278880650 10/21/26 HYDRANT LOCKS | 5.98 | | | 1000 | 50 | 420460 | 220 | | 101000 |
| 3 | | 278887452 10/27/26 SDTA 1 | 31.97 | | | 1000 | 50 | 420460 | 361 | | 101000 |
| 4 | | 278890134 10/29/26 STA MAINTENANCE | 67.98 | | | 1000 | 50 | 420460 | 367 | | 101000 |
| | | **Total for Vendor:** | **121.87** | | | | | | | | |
| 48466 | 84396S | 654 NORCO, INC. | 401.42 | | | | | | | | |
| 1 | | 0048241899 10/20/26 MEDICAL OXYGEN | 201.47 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| 2 | | 0048351493 10/31/26 CYLINDER RENT | 199.95 | | | 1000 | 80 | 420461 | 356 | | 101000 |
| | | **Total for Vendor:** | **401.42** | | | | | | | | |
| 48400 | 84360S | 547 NORTHWESTERN ENERGY | 1,348.65 | | | | | | | | |
| 1 | | 0461994-6 10/01/26 STA 5 | 1,226.04 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| 2 | | 3571057-3 10/01/26 OLD STA 5 | 122.61 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| 48421 | 84368S | 547 NORTHWESTERN ENERGY | 1,063.81 | | | | | | | | |
| 1 | | 3868058-3 10/15/26 STA 4 | 1,063.81 | | | 1000 | 10 | 420510 | 341 | | 101000 |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48435 | 84379S | 547 NORTHWESTERN ENERGY | 1,155.82 | | | | | | | | |
| 1 | | 0537315-4 10/16/26 STA 6 | 71.62 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| 2 | | 1489125-3 10/19/26 STA 1 STORAGE | 148.20 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| 3 | | 0477741-3 10/19/26 STA 1 | 870.70 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| 4 | | 0536085-4 10/21/26 STA 2 | 65.30 | | | 1000 | 10 | 420510 | 341 | | 101000 |
| | | **Total for Vendor:** | **3,568.28** | | | | | | | | |
| 48425 | -98904C | 1725 PIERCE LEASING | 750.00 | | | | | | | | |
| 1 | | 99358 10/06/26 MOBILE OFFICE | 750.00 | | | 1000 | 10 | 420510 | 530 | | 101000 |
| | | **Total for Vendor:** | **750.00** | | | | | | | | |
| 48467 | -98890C | 756 POMP'S TIRE SERVICE, INC | 243.00 | | | | | | | | |
| 1 | | 1850068756 10/22/26 335 | 243.00 | | | 1000 | 20 | 420440 | 372 | | 101000 |
| | | **Total for Vendor:** | **243.00** | | | | | | | | |
| 48408 | -98912C | 1747 TARGET SOLUTIONS LEARNING LLC | 21,003.36 | | | | | | | | |
| 1 | | 101326 10/13/26 VECTOR CHECK IT | 21,003.36 | | | 1000 | 10 | 420510 | 368 | | 101000 |
| | | **Total for Vendor:** | **21,003.36** | | | | | | | | |
| 48426 | 84370S | 1730 TELEFLEX LLC | 2,245.00 | | | | | | | | |
| 1 | | 9512262727 10/02/26 EMS SUPPLIES | 2,245.00 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | | **Total for Vendor:** | **2,245.00** | | | | | | | | |
| 48468 | -98889C | 463 TRI ARC, INC. | 18.52 | | | | | | | | |
| 1 | | R37904 10/31/26 CYLINDER RENT | 18.52 | | | 1000 | 20 | 420440 | 370 | | 101000 |
| | | **Total for Vendor:** | **18.52** | | | | | | | | |
| 48415 | -98909C | 1628 UNIVISION | 2,408.46 | | | | | | | | |
| 1 | | 270687 10/06/26 MICROSOFT 365 | 2,408.46 | | | 1000 | 10 | 420510 | 368 | | 101000 |
| | | **Total for Vendor:** | **2,408.46** | | | | | | | | |
| 48417 | -98908C | 408 VERIZON WIRELESS | 992.28 | | | | | | | | |
| 1 | | 6155604809 10/11/26 WIRELESS | 992.28 | | | 1000 | 10 | 420510 | 345 | | 101000 |
| | | **Total for Vendor:** | **992.28** | | | | | | | | |

* ... Over spent expenditure

| Claim/ Line # | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48500 | -98883C | 1724 WEX BANK | 6,561.44 | | | | | | | | |
| 1 | 116183900 | 10/31/26 FUEL | 6,561.44 | | | 1000 | 20 | 420440 | 231 | | 101000 |
| | | **Total for Vendor:** | **6,561.44** | | | | | | | | |
| 48490 | 84384S | 1818 ZANON FULBRIGHT | 33.00 | | | | | | | | |
| 1 | 103126ZF01 | 10/31/26 OCT GYM REIMB | 33.00 | | | 1000 | 50 | 420460 | 132 | | 101000 |
| | | **Total for Vendor:** | **33.00** | | | | | | | | |

**# of Claims 68 Total: 375,672.70 # of Vendors 35**
**Total Electronic Claims 77,852.67**
**Total Non-Electronic Claims 297820.03**

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 48396 | C | 1963 BOUND TREE MEDICAL, LLC | 3,540.84 | | | | | | | | |
| | 86339581 | 09/01/26 MEDICAL SUPPLIES | 287.52 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | 86343058 | 09/03/26 MEDICAL SUPPLIES | 267.90 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | 86346866 | 09/08/26 EQUPIMENT | 429.99 | | | 1000 | 80 | 420461 | 221 | | 101000 |
| | 86350537 | 09/10/26 MEDICAL SUPPLIES | 398.92 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | 86350538 | 09/10/26 MEDICAL SUPPLIES | 185.73 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | 86360941 | 09/18/26 MEDICAL SUPPLIES | 1,568.00 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | 86369180 | 09/25/26 MEDICAL SUPPLIES | 402.78 | | | 1000 | 80 | 420461 | 222 | | 101000 |
| | | **Total for Vendor:** | **3,540.84** | | | | | | | | |
| 48375 | | 1894 LOWE'S | 453.26 | | | | | | | | |
| | 000857 | 09/07/26 STA SUPPLIES | 125.10 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| | 000905 | 09/26/26 STA SUPPLIES | 154.22 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| | 961642 | 09/06/26 STA SUPPLIES | 122.55 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| | 950747 | 09/14/26 STA SUPPLIES | 77.10 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| | 974271 | 09/17/26 STA SUPPLIES | -25.71 | | | 1000 | 50 | 420460 | 210 | | 101000 |
| | | **Total for Vendor:** | **453.26** | | | | | | | | |
| 48328 | | 349 SAFETY KLEEN CORPORATION | 226.45 | | | | | | | | |
| | 100701064 | 09/16/26 100701064 | 226.45 | | | 1000 | 20 | 420440 | 370 | | 101000 |
| | | **Total for Vendor:** | **226.45** | | | | | | | | |
| 48393 | C | 1471 SAW SHOP | 36.50 | | | | | | | | |
| | 6735 | 09/11/26 FILTER COVER | 25.00 | | | 1000 | 50 | 420460 | 206 | | 101000 |
| | 6735 | 09/11/26 HOSE | 11.50 | | | 1000 | 50 | 420460 | 206 | | 101000 |
| | | **Total for Vendor:** | **36.50** | | | | | | | | |
| 48394 | C | 1861 WESTERN STATES FIRE PROTECTION | 625.00 | | | | | | | | |
| | 026154 | 09/11/26 STA 4 | 625.00 | | | 1000 | 50 | 420460 | 364 | | 101000 |
| | | **Total for Vendor:** | **625.00** | | | | | | | | |

**# of Claims 5 Total:** 4,882.05 **# of Vendors** 2
**Total Electronic Claims** 4,202.34
**Total Non-Electronic Claims** 679.71

MISSOULA RURAL FIRE DISTRICT
Fund Summary for Claims
For the Accounting Period: 9/26



| Fund/Account | Amount |
|---|---|
| 1000 GENERAL FUND | |
| 101000 CASH ON DEPOSIT - COUNTY TREASURER | 4,882.05 |
| **Total:** | **4,882.05** |

MISSOULA RURAL FIRE DISTRICT
Claim Details by Fund, Account
For the Accounting Period: 10/26



For Doc # = 48403

| Fund | Department Name (Account) | Vendor #/Name | Description | Amount |
|---|---|---|---|---|
| 1000 GENERAL FUND | 420510 ADMINISTRATION | 2011 FRENCHTOWN SCHOOL | RACKMOUNT SERVER | 5,000.00 |
| | | | **Total for Fund:** | **5,000.00** |
| | | | **Total:** | **5,000.00** |

| Fund/Account | Amount |
|---|---|
| 1000 GENERAL FUND | |
| 101000 | 5,000.00 |
| **Total:** | **5,000.00** |

Claims reviewed and approved for payment at the Regular scheduled Missoula Rural Fire District Board of Trustee Meeting held Tuesday, October 13, 2026, at 4:00 PM.

_____ Melissa Schnee, Finance Director

_____ Dan Corti, Chairman

_____ Nate Nunnally, Secretary

# Deputy Fire Marshal Monthly Report

Peter V. Giardino

June 2023

October 2026

**Business Inspections (re-inspections):**

- 9220 Beierle Lane (Cultivation)
- 10541 Deschamps Court – Manufacturing and Cultivation.

**Certificate of Occupancy Finals (Business)**

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

- 1020 Council Way (rough-in sprinkler)
- 9883 Hatton Lane
- 7637 Zaugg Drive
- 1915 Hummingbird Dr.
- 7260 Moon Dancer Cluster (rough-in)
- 5403 Gentry Way (sprinkler final)
- 5108 Rattlesnake Drive
- 9605 Nevada Trail
- 4312 Sierra Drive
- 4646 Langdon Court (rough-in sprinkler)

**Annexation**

- Completed ACF for 13353 Wildrose Court.
- Provided first mailings for three (3) properties on Morning Dunn Road.

**Water Supply (cisterns, hydrants, etc.)**

- Provided comments on cistern design for new U-Haul storage facility at 4567 Yuhas Ranch Road.
- Attempted flow test of new hydrant at Butler Creek Rd. and Goodan Lane. Hydrant was inoperable.
- Walk-through of Love's pump house and suppression system with 328's crew.

**Lockboxes**

- Followed up with 311's crew report of an empty lockbox at 26 Fort Missoula Road. (City Knox box)
- Generated invoice for 3 Rivers Landworks for Ibey Nursery hydrant lock.

**Community Risk Reduction, Fire Prevention, and Code Compliance**

- MCFPA fire prevention puppet shows:
  - Paxon Elementary
  - Hellgate Elementary (2 shows)
  - Chief Charlo
- Teams meeting re: MT State adoption of 2024 IFC and fire code officials' responsibilities.
- Provided fire code requirements for new commercial auto repair garage on Lot 17 of GVI subdivision.
- Reviewed fire code for separation distances for LPG bulk tanks.
- Delivered fire prevention goodie bags and swag to station 4.
- Received and inventoried fire prevention swag.

- Visit to 2444 Morning Dun Rod to assess driveway road grade.
- Provided comments re: storage of vehicles indoors and sprinkler requirements for 6506 Grand Am Way.

**Fire Investigations**

- Reviewed incident report for structure fire at 5507 Grant Creek Road.

**Classes/Training**

**Plan Reviews**

- 16 plan reviews

**Image Trend:**

- Spoke with Chief Paulsen from Havre Fire re: business inspections

**Assignments and Other Activities**

- Permitting Coordination meeting.
- Meeting with Chief Horsens to discuss CRR related issues.
- State-wide Fire Marshal's meeting via Teams.
- DRT meeting

**Accreditation**

- Reviewed Strategic Plan Draft.

**November 2026 Information Technology Board Report**

Since my last board report, I have successfully coordinated the purchase and pickup of the server from the Frenchtown School District. I have researched the remaining hardware needed for the project and requested several quotes from different vendors for what we need. While researching what we need for the server I discovered that we should be eligible for Government pricing discounts from Microsoft which we are currently not receiving. I have been working with Microsoft, our Microsoft licensing partner, and our MSP Univision to secure these discounts. Once the process is completed MRFD will save over $8000 per year on Microsoft licensing plus several thousand on the licensing required for the new server. On top of that I have completed several end user requests including but not limited to.

- Recovering audio recording of radio communications
- Purchase and set up new printer for HR
- Further remediation following penetration test results
- Locate 2 laptops that had not connected to the domain in months.
- Set up new PC for DFM
- Replaced multiple monitors
- Meet with Verizon to discuss adding a work line to personal smart phones.
- Resolve issue where Bozeman fire is unable to send emails to MRFD.
- Replace broken check printer in front office.
- Resolve locked out printer account on large printer at station 1
- Coordinate firmware upgrade on front office printer.

I very much appreciate the opportunity to support the Missoula Rural Fire District, and I am happy to answer any questions you may have.

Very Respectfully,

Ben Farquhar

IT Specialist

# MRFD CFS Report

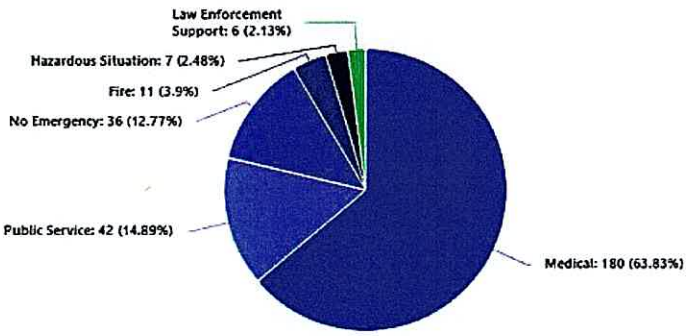
## October 2026

## Incident Numbers

| | | | | | |
|---|---|---|---|---|---|
| October 2026 | 300 | October 2025 | 298 | Percent Change | +0.67% |
| YTD 2026 | 3331 | YTD 2025 | 3218 | Percent Change | +3.51% |

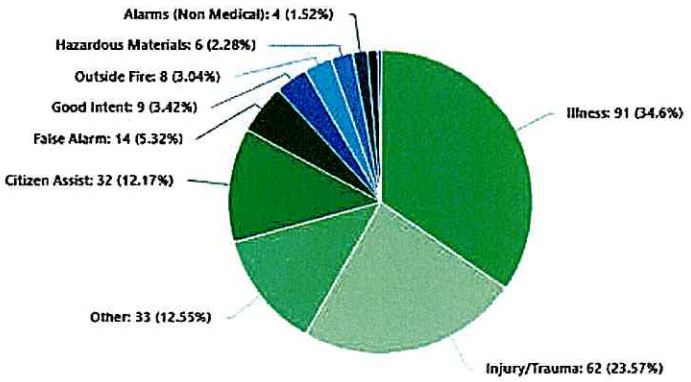
**Incidents by Category**

Oct 01, 2026 12:00 AM to Oct 31, 2026 11:59 PM



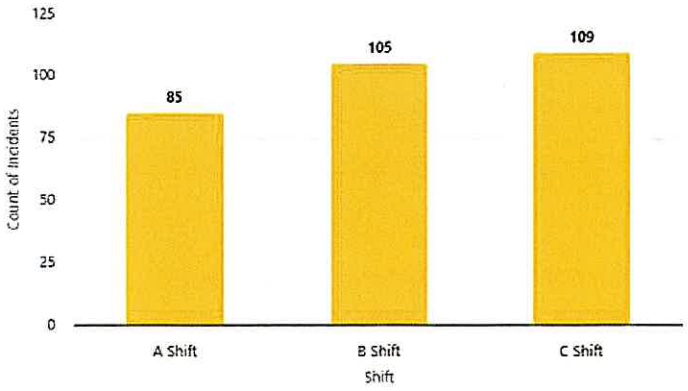

**Incidents by Type**

Oct 01, 2026 12:00 AM to Oct 31, 2026 11:59 PM



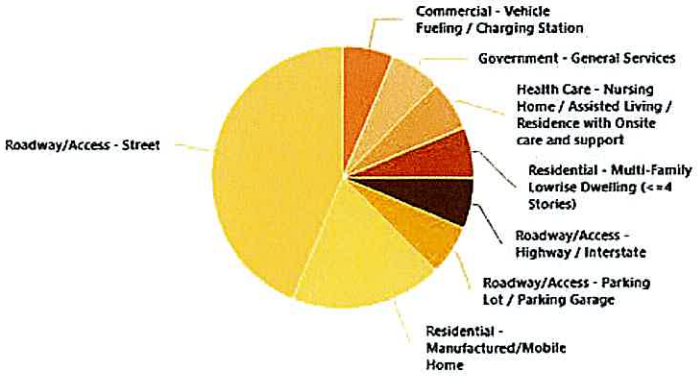

**Incidents by Shift**

Oct 01, 2026 12:00 AM to Oct 31, 2026 11:59 PM




**Incidents by Location Use Category**

Oct 01, 2026 12:00 AM to Oct 31, 2026 11:59 PM



MISSOULA RURAL
FIRE DISTRICT

# MRFD Monthly Turnout Performance Report through the month of October 2026

| | Fire | EMS |
|---|---|---|
| Q1 2026 GOAL | 1:55 (90%) | 1:30 (90%) |
| Jan-26 | 2:15 (77.9%) | 1:49 (79%) |
| Feb-26 | 2:29 (63%) | 1:52 (78.9%) |
| Mar-26 | 2:01 (84.8%) | 1:48 (82.5%) |
| Q2 2026 GOAL | 1:55 (90%) | 1:30 (90%) |
| Apr-26 | 2:10 (81.8%) | 1:59 (80.8%) |
| May-26 | 2:39 (80.6%) | 1:50 (74.7%) |
| Jun-26 | 2:44 (72.5%) | 2:06 (71.1%) |
| Q3 2026 GOAL | 1:55 (90%) | 1:30 (90%) |
| Jul-26 | 2:19 (76.8%) | 1:48 (75.9%) |
| Aug-26 | 2:33 (70.5%) | 2:07 (71.9%) |
| Sep-26 | 2:19 (73.9%) | 2:02 (71.6%) |
| Q4 2026 GOAL | 1:55 (90%) | 1:30 (90%) |
| Oct-26 | 2:17 (79.4%) | 2:02 (76.9%) |
| Nov-26 | | |
| Dec-26 | | |

Table explainer: Turnout Time is listed in minutes: seconds (1:55). All turnout times are reported at the 90th percentile. The percentage in parenthesis represents the percentage of time that MRFD met its turnout goal for that month. Example: Sept. 2026 (Fire) MRFD's monthly turnout time at the 90th percentile was 2:19 MRFD met the goal of 1:55 73.9% of the time.

# MISSOULA RURAL FIRE DISTRICT

Date: November 11, 2026

Board of County Commissioners
200 W Broadway St
Missoula, Montana 59802

The Missoula Rural Fire District Board of Trustees met in regular session and has approved the Petition for Annexation for services by this Fire District for the following properties:

| Address (city, state, zip) | Property Owner(s) | Taxpayer ID |
|---|---|---|
| 13353 Wildrose Court<br>Lolo, MT 59847 | Gordon Terpe<br>Amber Sparks | 5858647 |

Sincerely,

Kirk Paulsen, Interim Fire Chief
Missoula Rural Fire District

Enclosures:

# MISSOULA RURAL FIRE DISTRICT

October 27, 2026

To: Kirk Paulsen, Interim Fire Chief
Cory Horsens, Deputy Chief

Re: 13353 Wildrose Court, Lolo, MT 59847

On October 27, 2026, a Criteria for Annexation inspection was conducted by the Community Risk Reduction Division of the Missoula Rural Fire District for the above-referenced address. The property owner was contacted and has also received a signed copy of this Annexation Criteria Form (ACF) for their records. We explained that once we received the signed copy of the ACF to acknowledge their understanding and receipt of the form, we would submit this Petition for Annexation and ACF to the Deputy Chief and Fire Chief for their consideration.

After this inspection, the Community Risk Reduction Division recommends annexation of 13353 Wildrose Court into the Missoula Rural Fire District.

Respectfully submitted,

*Peter V. Giardino*

Peter V. Giardino
Deputy Fire Marshal Signature

# MISSOULA RURAL FIRE DISTRICT

To: MRFD Board of Trustees
From: Interim Fire Chief Kirk Paulsen and Deputy Chief Cory Horsens
**Re: Recommendation for Annexation: 13353 Wildrose Court, Lolo, MT 59847**

Dear Chair Corti and Members of the Board of Trustees:

Upon our review, we concur with the findings of the Community Risk Reduction Division.

Therefore, it is our recommendation to the Board that the property listed above should be annexed into the Missoula Rural Fire District.

Sincerely,

Cory 11-5-2026

Cory Horsens, Deputy Fire Chief Date
Missoula, Rural Fire District

11/5/2026

Kirk Paulsen, Interim Fire Chief Date
Missoula Rural Fire District

# MISSOULA RURAL FIRE DISTRICT

## PETITION FOR ANNEXATION

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

5858647 — **Taxpayer ID:**

13353 Wild Rose Ct., Lolo, MT 59847 — **Property Address:**

04-1975-02-3-01-12-0000 — **Geo Code:**

(BMW) BITTERROOT MEADOWS — **Subdivision Name** *(if applicable)*

BITTERROOT MEADOWS, S02, T11 N, R20 W, Lot 12 — **Legal Description** *(Quarter, Section, Township, Range, Lot #, Block, COS #, etc.)*

State Farm Fire and Casualty Company — **Name of Insurance Company – Property Insurance**

(406) 549-3621 — **Insurance Phone Number**

Gordon Terpe — **Contact Name for this Petition**

(406) 544-1712 — **Contact's Phone Number**

gordon@terpe.org — **Contact's Email Address**

| Property Owner Signature(s) | Printed Name(s) | Mailing Address |
|---|---|---|
| A Sparks 10/22/26 *(sign and date)* | Amber Sparks | 13353 Wild Rose Ct<br>Lolo, MT 59847 |
| 10/22/26 *(sign and date)* | Gordon Terpe | 13353 Wild Rose Ct<br>Lolo, MT 59847 |
| *(sign and date)* | | |

*FOR OFFICE USE ONLY:*

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

Signature: _____

Title: _____

*Revised: 2/5/2020*

# Inspection Report

## Community Risk Reduction (CRR) Information

Missoula Rural Fire District
Community Risk Reduction Division
2521 South Avenue W Missoula, Montana 59804

Deputy Fire Marshal: Pete Giardino
Phone: (406) 239-4844
email: pgiardino@mrfdfire.org

## Facility Information

**Occupant Name:** Residential Annexation
**Address:** 13353 Wildrose Court
**City:** Lolo
**State:** Montana
**Postal Code:** 59847

**Inspection Date:** 10/27/2026
**Inspection Number:** MRFD-261026-0076
**On-site Contact:** Gordon Terpe

## Inspection Information

**Inspection Type:** Annexation Criteria Form

**Inspector:** Giardino, Pete
**Passed:** Yes
**Violation Count:** 0

### Violations

**Repaired Date**

After our inspection, no violations exist. Please feel free to contact us at your convenience if you have any questions or concerns.

## Signatures

| Type | First Name | Last Name | Signature Date | Signature |
|---|---|---|---|---|
| Inspector | Pete | Giardino | 10/27/2026 |  |
| Owner/Rep. | Gordon | Terpe | 10/27/2026 |  |

## Inspection Notes

*If corrections to violations are completed prior to the re-inspection date listed above, please feel free to contact MRFD for an earlier re-inspection.

The Missoula Rural Fire District (MRFD) would like to thank you for your time and attention to life and fire safety. Please feel free to contact the Community Risk Reduction (CRR) Division of MRFD at the phone number or email provided at the top of this report if you have any questions or concerns, we are happy to assist.

### Fire Department Services

| Question | Answer | Notes |
|---|---|---|
| What is the distance to the closest MRFD fire station (enter station #) | 1 mile from Station 5 | |
| What is the distance to the closest mutual/auto aid partner (enter agency and station #) | 8.2 miles from Florence Fire station #1 | |

### Means of Access

| Question | Answer | Notes |
|---|---|---|
| Are there buildings more than 400 sf (ground floor area) and/or public occupancies with structural components? | Yes | |
| Is there clear openings through gates at least 2 feet wider than the means of access it controls? | Yes | |
| Number of means of access. | 2 | |
| Can the fire department realistically access the property after a snow event or icy conditions? (*CRITICAL*) | Yes | |

### Roadways/Fire lanes

| Question | Answer | Notes |
|---|---|---|
| Are roadways constructed of a hard, all-weather surface designed to support all imposed loads of MRFD apparatus? (*CRITICAL*) | Yes | |
| Are the roadways a minimum clear width of 16 ft? | Yes | |
| Is there at least 13 ft 6 in. nominal vertical clearance over the full width of the roadway? (*CRITICAL*) | Yes | |
| Do the curves/turns in the roadway have a minimum radius of 60 ft to the outside of the turn? | Yes | |
| Is/Are bridge(s) present that require access to the property/structure(s) (*CRITICAL*) | No | |
| Is/Are bridge(s) designed to support the imposed load of all MRFD fire apparatus. (*CRITICAL*) | N/A | |
| Is the load limit clearly posted at both approaches to the bridge? | N/A | |
| Has the vegetation adjacent to the roadway been mitigated? | Yes | |

### Grades

| Question | Answer | Notes |
|---|---|---|
| Are there any road/driveway grades steeper than 10 percent? | No | |

### Dead Ends

| Question | Answer | Notes |
|---|---|---|
| Is there a dead-end roadway more than 300 ft in length? | No | |

| | |
|---|---|
| If yes, is there an appropriate turnaround for fire apparatus? (*CRITICAL*) | N/A |
| Is there a dead end/cul-de-sac that exceeds 1200 ft in length? | No |
| If yes, are there approved intermediate turnarounds at a maximum of 1200 ft intervals? (*CRITICAL*) | N/A |

**Driveways**

| Question | Answer | Notes |
|---|---|---|
| Is the driveway longer than 150 ft? | No | |
| If yes, is there an appropriate turnaround for fire apparatus? (*CRITICAL*) | N/A | |
| Is the driveway a minimum of 12 feet in width and 13 ft 6 in. in vertical clearance? | Yes | |
| If the driveway is longer than 300 ft, are there pullouts? | N/A | |

**Signage/Premises Identification**

| Question | Answer | Notes |
|---|---|---|
| Are the road and address signs made of appropriate materials and properly located? | Yes | |

**Building Access**

| Question | Answer | Notes |
|---|---|---|
| Is there adequate fire apparatus access provided to within 150 ft of any point of the exterior wall of each building? (300 ft for a sprinklered building) (*CRITICAL*) | Yes | |

**Building Separation**

| Question | Answer | Notes |
|---|---|---|
| Are building separations greater than 30 ft? | N/A | |

**Automatic Fire Protection/Fire Warning Systems**

| Question | Answer | Notes |
|---|---|---|
| Is the building(s) protected by an automatic sprinkler system in accordance with NFPA 13, 13R or 13D? | No | |
| Does the building(s) have a local/supervised fire alarm system in accordance with NFPA 72? | No | |

**Water Supply**

| Question | Answer | Notes |
|---|---|---|
| What is the distance to the nearest fire hydrant? | Approximately 290 feet | |
| What is the distance to the nearest water storage (cistern or draft site) that meets NFPA 1142 requirements? | N/A | |
| Are connections at either water source (if applicable) appropriate for MRFD use? | Yes | |

**Building Construction**

| Question | Answer | Notes |
|---|---|---|
| Non-combustible roof? | No | |
| Soffits enclosed? | Yes | |
| Soffit, attic and crawl space vents screened? | Yes | |
| Non-combustible siding? | No | |
| Double pane windows? | Yes | |
| Is/Are deck(s) present? | Yes | |
| Is/Are decks(s) non-combustible? | No | |
| Are decks fire resistant? | Yes | |

**Vegetation Clearance From Structures**

| Question | Answer | Notes |
|---|---|---|
| 30-100 ft, Reduced Fuel Zone-Is a fuel break provided by the disruption of the vertical and/or horizontal continuity of flammable/combustible vegetation? | Yes | |
| 0-30 ft, Defensible Space Zone-Is all flammable vegetation and combustible growth clear of this area? (*CRITICAL*) | Yes | |
| Is there a potential difference in the wildfire vs structure response capability? (Explain in comments) | No | |

# MISSOULA RURAL FIRE DISTRICT

Date: November 11, 2026

To: Gordon Terpe
Amber Sparks

Re: Annexation Request for 13353 Wildrose Court

Dear Gordon and Amber,

I am pleased to inform you that the Missoula Rural Fire District (MRFD) Board of Trustees formally approved your request for annexation into the Fire District on November 10, 2026.

The annexation request will now be forwarded to the Missoula Board of County Commissioners for their final approval. It may take up to thirty days for Missoula County to complete their portion of the process. MRFD will provide fire and emergency services coverage for your property while the formal annexation process is being completed.

Welcome to the Missoula Rural Fire District. Please do not hesitate to contact the MRFD Deputy Fire Marshall's office at (406) 239-4844 or pgiardino@mrfdfire.org if you have any questions.

Best regards,

Kirk Paulsen, Interim Fire Chief
Missoula Rural Fire District

WGMGROUP
Community Values. Inspired Futures.

September 27, 2026

Missoula Rural Fire District
Attn: Cory Horsens, Deputy Chief and Kirk Paulsen, Interim Fire Chief
2521 South Ave. W
Missoula, MT 59804-6407

Re: Project: South Avenue Safe Streets for All Project
Parcel No.: 1-63
Parcel Address: 2521 South Avenue W

Dear Cory and Kirk:

The City of Missoula, in partnership with Missoula County, has contracted with WGM Group to deliver the South Avenue Safe Streets for All project. I am assisting WGM Group with the right-of-way acquisition process and am contacting you because the project requires an easement on your property. The easement will allow construction of improvements such as sidewalks, shared-use paths, safer crossings, turn lanes, and related corridor safety upgrades.

The project will make South Avenue safer, more accessible, and better connected for people who live, work, travel, and own property along the corridor. Planned multimodal improvements will improve access to homes, schools, parks, medical services, businesses, and other important neighborhood destinations.

The following documents concerning your parcel are enclosed for your review and, where indicated, your signature:

1. "Transportation Property Needs" Brochure (Explanation of the right-of-way process)
2. Written Offer to Purchase & Summary Statement
3. Right-of-Way Agreement (Needs signature)
4. Easement w/exhibit (Needs Signature with Notary)
5. W-9 – Needs a signature and must include the taxpayer ID # (Social Security # or FEIN)

Your cooperation will help advance a project designed to reduce crash risks, improve ADA-compliant access, support safer multimodal travel, and create a safer South Avenue corridor.

After you have reviewed the enclosed documents, I would like to meet with you at your property or speak with you by phone to discuss the project and answer your questions. Please call me at (406) 207-0592 or email me at Maureen@FairWayRW.onmicrosoft.com at your earliest convenience.

Thank you for reviewing the enclosed materials and for your cooperation with this project

Respectfully Yours,

Maureen M. Walsh

Maureen M. Walsh, R/W Agent
Fair Way Right-of-Way Services, LLC for WGM Group

Enclosures

## Frequently Asked Questions

**Q: Will I lose access to my driveway during active project construction?**

*A:* Temporary construction permits explicitly outline how access remains functional. Contractors are mandated to keep properties safely reachable.

**Q: What happens to my landscaping, fences, or mature trees?**

*A:* Material assets inside the project footprint are thoroughly cataloged. The agency will either pay to replace them, compensate you for their value, or the contractor will physically relocate them.

**Q: Is this brochure a binding legal notice?** *A:* No. This is a civic informational guide designed to prepare you for future individual outreach and open discussion.

## Connect With Our Team

For direct inquiries regarding engineering designs, acquisition timelines, or specific parcel mapping for South Avenue, reach out directly:

**City of Missoula**
**Department of Public Works & Mobility**
435 Ryman St, Missoula, MT 59802
(406) 552-6350

**Missoula County**
**Public Works Department**
6089 Training Dr, Missoula, MT 59808
(406) 258-3701

**Mandated Federal-Aid ADA Disclosure:**

*The City and County of Missoula make reasonable accommodations for any known disability that may interfere with a person's ability to participate in public processes. Alternative accessible formats of this document will be provided upon request. To request an accommodation, please contact the Missoula ADA Coordinator at telephone (406) 552-7929 or email at hallstrome@ci.missoula.mt.us*

**CITY & COUNTY OF MISSOULA**
Departments of Public Works

# TRANSPORTATION PROPERTY NEEDS

**A Landowner's Guide to Right-of-Way Easements, Temporary Permits and Infrastructure Improvements**

**PROJECT FOCUS:**
Safe Streets for All (SS4A)
South Avenue Corridor Project

**Working together to build a safer, more connected Missoula Valley.**

## Investing in Our Infrastructure

As the Missoula metropolitan area continues to grow, our shared transportation grid must evolve to keep pace. The City and County of Missoula are actively working to improve corridor traffic flow, maximize multi-modal safety, and repair aging road infrastructure across our communities.

**The South Avenue Safety Focus:** Through the federal Safe Streets for All (SS4A) program, the South Avenue Corridor Project is improving the roadway to reduce crash risks, support safer multi-modal travel, improve ADA-compliant access, and create a safer South Avenue corridor.

**Why We Need Property:** To construct standard lanes, multi-use paths, modern roundabouts, or clear sight-triangle zones, the local agency must occasionally acquire permanent Right-of-Way Easements or Temporary Construction Permits (TCP's) from adjacent parcels.

**Our Commitment:** We pledge to work transparently, respect your ownership, and ensure your constitutional rights are upheld throughout the planning and acquisition process.

## Determining Just Compensation

If a Missoula county or city project directly impacts your parcel, the acquisition phase follows strict state guidelines and the federal Uniform Act to ensure completely fair and equal treatment:

1. **Independent Appraisal:** A certified professional appraiser will inspect your property to determine its current Fair Market Value. You or your designated representative have a legal right to accompany the appraiser during this field inspection.
2. In those cases where the property rights being acquired involve payment of nominal consideration (less than $15,000), the City's agent, after reviewing market transactions and other pertinent information, will administratively establish an amount to be offered through the Waiver Valuation process.
3. **Written Offer Package:** The agency will present you with an official, binding written offer package. These legal documents include:

- A full summary statement of the amount established as Just Compensation.
- Detailed legal descriptions and right-of-way plans showing the precise area required.
- An itemized breakdown of any damages to your remaining property, if any.

## Your Rights & Negotiations

**Time to Review:** Property owners are granted a reasonable, low-pressure window to fully review the offer, ask engineering questions, and consult with independent legal or financial counsel.

**Administrative Settlements:** You maintain the right to present counterevidence or valuations if you believe unique spatial features, structural improvements, or specific local assets were overlooked during the initial appraisal process.

**Voluntary Donation:** If desired, a landowner can choose to donate the necessary right-of-way to expedite public safely benefits and minimize tax impacts.

**Eminent Domain:** Condemnation is legally treated strictly as a last resort. If an agreement cannot be reached, values are determined impartially via the Montana judicial system, protecting your right to just compensation.

Missoula COUNTY
MDT-ROW-200 Rev. 04/2025

Page 1 of 2

# City and County of Missoula

(hereinafter referred to as City, County, and/or Grantee)

## Right-of-Way Agreement

South Avenue Reconstruction Project
**Designation**

Missoula
**Montana County**

**Project Name:** South Avenue Safe Streets for All

**R/W Project ID:** #2025-MSS-PWI-00034

**Uniform Project:** 17-04-10

| Parcel | From Station | To Station | QtrQtr, Tract, COS #, Etc. | Section | Township | Range |
|---|---|---|---|---|---|---|
| 1-63 | 102+16.83 RT | 106+33± RT | NE¼NE¼ | 31 | 13N | 19W |

### List Names & Addresses of the Grantors

(Contract Purchaser, Contract Seller, Lessee, etc.)

Missoula Rural Fire District
2521 South Ave. W
Missoula, MT 59804-6407
(406) 549-6172

1. In consideration of the payments herein set forth and the specific agreements to be performed by the parties hereto and written in this agreement, the parties bind themselves to the terms and conditions stated herein. No verbal representations or agreements shall be binding upon either party. This agreement is effective upon execution by the Acquisition Manager or a designated representative. Grantee will record the deed(s) as soon as possible to provide public notice of the transfer and protect the grantee's ownership rights against future claims. Possession of the property is when payment is sent in full or when the initial payment of a multiple payment arrangement is sent, whichever comes first. Grantors certify that any encumbrances on the property are shown on this agreement. If Grantors sell their remaining property prior to the highway project being constructed, Grantors agree to provide the Purchaser(s) with a copy of this entire Right-of-Way Agreement and agree to make the sale of their remaining property subject to all the terms and conditions contained in this Right-of-Way Agreement. Grantors contract that they will, on Grantor's request, execute easements required by City/County for all real property agreed to be conveyed by this agreement.

2. COMPENSATION FOR LAND AND IMPROVEMENTS (list acreage and improvements to be acquired.)

| | |
|---|---|
| Land by Easement: | |
| 1,163 Square Feet of Mixed-Use Land | $33,146.00 |

3. OTHER COMPENSATION

| | |
|---|---|
| Temporary Construction Permit | |
| 2,779 Square Feet of Mixed-Used Land @ 30/SF X 10% X 2 Years | $16,674.00 |
| Cost to Cure: | |
| Replace non-irrigated grass and asphalt paving | $4,832.00 |
| Administrative and Oversight Fee | $242.00 |
| Rounding | $6.00 |

4. TOTAL COMPENSATION (includes all damages to the remainder): **$54,900.00**

5. IT IS UNDERSTOOD AND AGREED THE STATE SHALL MAKE PAYMENTS AS FOLLOWS:

   Payment in the amount of **$54,900.00**, to be made payable to Missoula Rural Fire District, 2521 South Ave. W, Missoula, MT 59804-6407.

   Normal payment processing time is 4-6 weeks.

6. At no expense to the Grantor and at the time of highway construction, permission is hereby granted the City/County and/or its contractors to enter upon the Grantor's land at the locations and for the purposes described as follows:

| | | | | |
|---|---|---|---|---|
| A. | Station 102+16.82 to Station 105+76.29 | Variable-width temporary construction permit for the purpose of construction activities related to the construction of a shared-use path adjacent to said parcel | RT | SOP |

   It is understood and agreed that temporary construction permits will commence on the date the City/County gives its contractor notice to proceed with construction of this project and will remain in effect for a period of 2 years from that date.

   It is further understood and agreed that upon the completion of the construction of improvements within the temporary construction permit, said improvements will be considered the sole property of the Grantor and the maintenance and repair of said improvements will be the responsibility of the Grantor.

7. Permission is hereby granted the City/County to enter upon the Grantor's land, where necessary and for the purpose described as follows:

| | | | | |
|---|---|---|---|---|
| A. | Station 104+65± | Construct Private Approach | RT | SOP |

   Grantor shall maintain, at their sole expense, all approaches identified in this agreement. Grantor further agrees to conduct maintenance activities in a prudent manner providing for the safe and continued operation of thru traffic on the highway. Physical changes in size or location or the change in use of these approaches cannot be made without first obtaining an approved approach permit from either Missoula County or City of Missoula

THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT ON THE DATES SHOWN:

**Grantor's Statement:** We understand that we are required by law to provide our correct taxpayer identification number(s) to the City of Missoula and that failing to comply may subject us to civil and criminal penalties. We agree to provide our correct taxpayer identification number(s) by submitting a completed and signed W-9 or W-8 form. We further agree to provide City with a completed and signed W-9 or W-8 from all persons and/or entities receiving payments by assignment from us in this agreement. We further agree and authorize the City to process the payments outlined in this agreement by withholding a percentage of the payments, if required by the IRS, if we fail to submit the W-9 or W-8 forms within 30 days of signing this agreement.

Signature: **Missoula Rural Fire District, by** _____ **as** _____ Date

**Recommended for Approval:**

R/W Agent: Maureen M. Walsh Date

Consultant Project Manager: Stephen McDaniel Date

**Approved for and on Behalf of City/County**

Public Works & Mobility Director: Jeremy Keene Date

NSOP Items Approved, if Applicable Date

Missoula COUNTY
MDT-ROW-200 Rev. 04/2025



# City and County of Missoula

(hereinafter referred to as City, County, and/or Grantee)

## Right-of-Way Agreement

South Avenue Reconstruction Project
**Designation**

**Project Name:** South Avenue Safe Streets for All

**R/W Project ID:** #2025-MSS-PWI-00034

Missoula
**Montana County**

**Uniform Project:** 17-04-10

| Parcel | From Station | To Station | QtrQtr, Tract, COS #, Etc. | Section | Township | Range |
|---|---|---|---|---|---|---|
| 1-63 | 102+16.83 RT | 106+33± RT | NE¼NE¼ | 31 | 13N | 19W |

**List Names & Addresses of the Grantors**
(Contract Purchaser, Contract Seller, Lessee, etc.)

Missoula Rural Fire District
2521 South Ave. W
Missoula, MT 59804-6407
(406) 549-6172

1. In consideration of the payments herein set forth and the specific agreements to be performed by the parties hereto and written in this agreement, the parties bind themselves to the terms and conditions stated herein. No verbal representations or agreements shall be binding upon either party. This agreement is effective upon execution by the Acquisition Manager or a designated representative. Grantee will record the deed(s) as soon as possible to provide public notice of the transfer and protect the grantee's ownership rights against future claims. Possession of the property is when payment is sent in full or when the initial payment of a multiple payment arrangement is sent, whichever comes first. Grantors certify that any encumbrances on the property are shown on this agreement. If Grantors sell their remaining property prior to the highway project being constructed, Grantors agree to provide the Purchaser(s) with a copy of this entire Right-of-Way Agreement and agree to make the sale of their remaining property subject to all the terms and conditions contained in this Right-of-Way Agreement. Grantors contract that they will, on Grantor's request, execute easements required by City/County for all real property agreed to be conveyed by this agreement.

2. COMPENSATION FOR LAND AND IMPROVEMENTS (list acreage and improvements to be acquired.)

| | |
|---|---|
| Land by Easement: | |
| 1,163 Square Feet of Mixed-Use Land | $33,146.00 |

3. OTHER COMPENSATION

| | |
|---|---|
| Temporary Construction Permit | |
| 2,779 Square Feet of Mixed-Used Land @ 30/SF X 10% X 2 Years | $16,674.00 |
| Cost to Cure: | |
| Replace non-irrigated grass and asphalt paving | $4,832.00 |
| Administrative and Oversight Fee | $242.00 |
| Rounding | $6.00 |

4. TOTAL COMPENSATION (includes all damages to the remainder): **$54,900.00**

5. IT IS UNDERSTOOD AND AGREED THE STATE SHALL MAKE PAYMENTS AS FOLLOWS:

   Payment in the amount of **$54,900.00**, to be made payable to Missoula Rural Fire District, 2521 South Ave. W, Missoula, MT 59804-6407.

   Normal payment processing time is 4-6 weeks.

6. At no expense to the Grantor and at the time of highway construction, permission is hereby granted the City/County and/or its contractors to enter upon the Grantor's land at the locations and for the purposes described as follows:

| | | | | |
|---|---|---|---|---|
| A. | Station 102+16.82 to Station 105+76.29 | Variable-width temporary construction permit for the purpose of construction activities related to the construction of a shared-use path adjacent to said parcel | RT | SOP |

   It is understood and agreed that temporary construction permits will commence on the date the City/County gives its contractor notice to proceed with construction of this project and will remain in effect for a period of 2 years from that date.

   It is further understood and agreed that upon the completion of the construction of improvements within the temporary construction permit, said improvements will be considered the sole property of the Grantor and the maintenance and repair of said improvements will be the responsibility of the Grantor.

7. Permission is hereby granted the City/County to enter upon the Grantor's land, where necessary and for the purpose described as follows:

| | | | | |
|---|---|---|---|---|
| A. | Station 104+65± | Construct Private Approach | RT | SOP |

   Grantor shall maintain, at their sole expense, all approaches identified in this agreement. Grantor further agrees to conduct maintenance activities in a prudent manner providing for the safe and continued operation of thru traffic on the highway. Physical changes in size or location or the change in use of these approaches cannot be made without first obtaining an approved approach permit from either Missoula County or City of Missoula

THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT ON THE DATES SHOWN:

**Grantor's Statement:** We understand that we are required by law to provide our correct taxpayer identification number(s) to the City of Missoula and that failing to comply may subject us to civil and criminal penalties. We agree to provide our correct taxpayer identification number(s) by submitting a completed and signed W-9 or W-8 form. We further agree to provide City with a completed and signed W-9 or W-8 from all persons and/or entities receiving payments by assignment from us in this agreement. We further agree and authorize the City to process the payments outlined in this agreement by withholding a percentage of the payments, if required by the IRS, if we fail to submit the W-9 or W-8 forms within 30 days of signing this agreement.

Signature: **Missoula Rural Fire District, by** _____ **as** _____ Date

**Recommended for Approval:**

R/W Agent: Maureen M. Walsh Date

Consultant Project Manager: Stephen McDaniel Date

**Approved for and on Behalf of City/County**

Public Works & Mobility Director: Jeremy Keene Date

NSOP Items Approved, if Applicable Date

City of Missoula
435 Ryman
Missoula, Montana 59802

# PUBLIC RIGHT-OF-WAY EASEMENT

**SOUTH AVENUE SAFE STREETS FOR ALL**
Geocode: 04-2200-31-1-70-10-0000
Parcel: 1-63

**THIS CONVEYANCE**, made this_____day of_____, 2026, by and between Missoula Rural Fire District, 2521 South Ave. W, Missoula, MT 59804-6407, the "Grantor", and the City of Missoula, a municipal corporation organized pursuant to the laws of the State of Montana, located at 435 Ryman St., Missoula, MT 59802, the "Grantee."

**KNOW ALL MEN BY THESE PRESENTS THAT** Grantor, owner of the property legally described as:

> That tract of land, being a portion of Parcel No. 1-63 on City and County of Missoula Project #2025-MSS-PWI-00034, as shown on the Right-of-Way plan for said project filed. Said tract is also described as a portion of that certain tract of land described in Book 226 Deeds, Page 179, on file and of public record in Missoula County, Montana, located in the NE¼ of Section 31, Township 13 North, Range 20 West, P.M.,M., Missoula County, Montana, containing a total area of 1,163 square feet, more or less, as shown by the shaded area on the Right-of-Way Exhibit consisting of 1 sheet, which is attached hereto and incorporated herein by this reference. (the "Property")

does hereby grant and convey to Grantee an exclusive Public Right-of-Way Easement to operate and maintain a public roadway and other right-of-way usages over, upon and across a portion of the Property. Said easement over and across the Property being more particularly shown on Exhibit A, which is by this reference made a part hereof (the "Easement Area").

**TO HAVE AND TO HOLD** the above-described Public Right-of-Way Easement subject to the following terms and conditions:

**Grantee Rights**. The Easement shall include the right, privilege, and authority of Grantee to construct, install, maintain, repair, operate, and replace roadway and transportation infrastructure in the Easement Area, along with the right to install, construct, operate, repair, and maintain, or permit others to do the same, public and private utilities upon, over, under and across the Easement Area. This Easement shall also include the right of Grantee to provide regulatory enforcement of applicable state and local laws within the Easement Area.

**Grantor Obligations**. Grantor agrees to maintain any curb, sidewalk, and boulevard in the right-of-way in accordance with City of Missoula Municipal Codes. Grantor agrees not to build any kind of permanent structure on the Property that will prevent access to the Easement Area for maintenance purposes.

DRAFT

**Grantee Obligations**. Grantee agrees to supply all materials, labor and equipment to maintain and repair the herein described right-of-way pavement surface (excluding street reconstruction) and provide sweeping and snow removal consistent with municipal services provided to other residential and commercial areas of municipal right-of-way. The Grantee agrees to provide regulatory enforcement of the usage of this public right-of-way in accordance with City of Missoula Municipal Codes in accordance with Missoula County Codes applicable to public rights of way.

**Warranty**. The Grantor acknowledges that they are the lawful owner(s) and seized of the real property over which and upon the easement described herein are granted, and that they have good and lawful right and authority to grant said easement.

**Binding Effect**. This grant of Easement, which shall be recorded at the Missoula County Clerk and Recorder's office, is binding upon the heirs, executors, personal representatives, assigns and successors of the parties hereto and shall run with the land.

DRAFT

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this day ____ of _____, 2026.

Property Owner (Grantor)

_____ as _____ of Missoula Rural Fire District
Signature (Type of Authority) (Name of Entity)

STATE OF_____)
) ss.
County of_____)

This instrument was acknowledged before me on the____day of_____, 2026 by_____ as an authorized representative of Missoula Rural Fire District.

_____
Notary Signature

**CITY OF MISSOULA ACCEPTANCE**

This easement is accepted and its terms and conditions agreed to by the City of Missoula on this _____ day of_____, 2026.

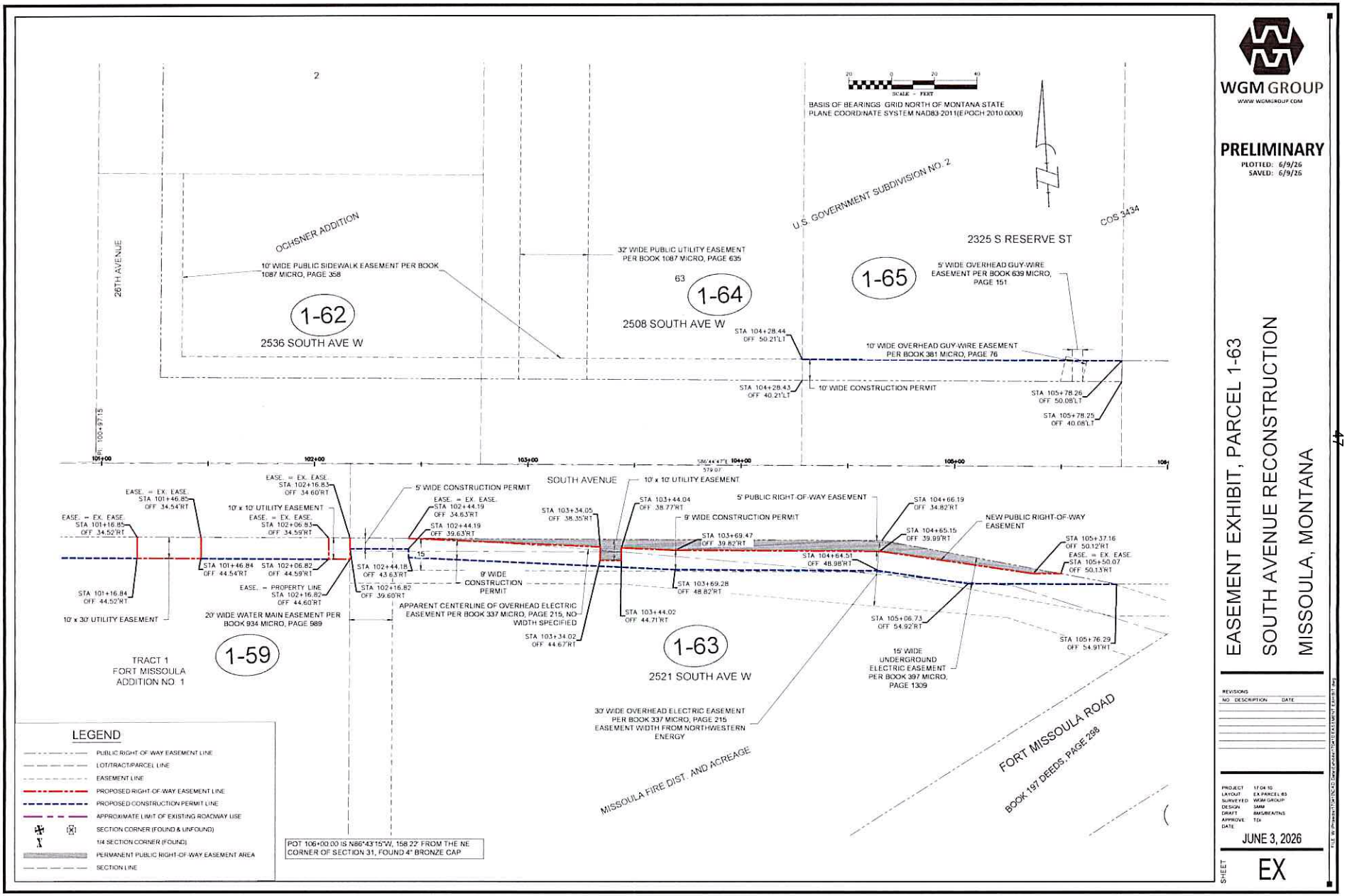
ATTEST:

_____
Claire Trimble, CMC
City Clerk

APPROVAL:

_____
Andrea Davis
Mayor

DRAFT




WGM GROUP
WWW.WGMGROUP.COM

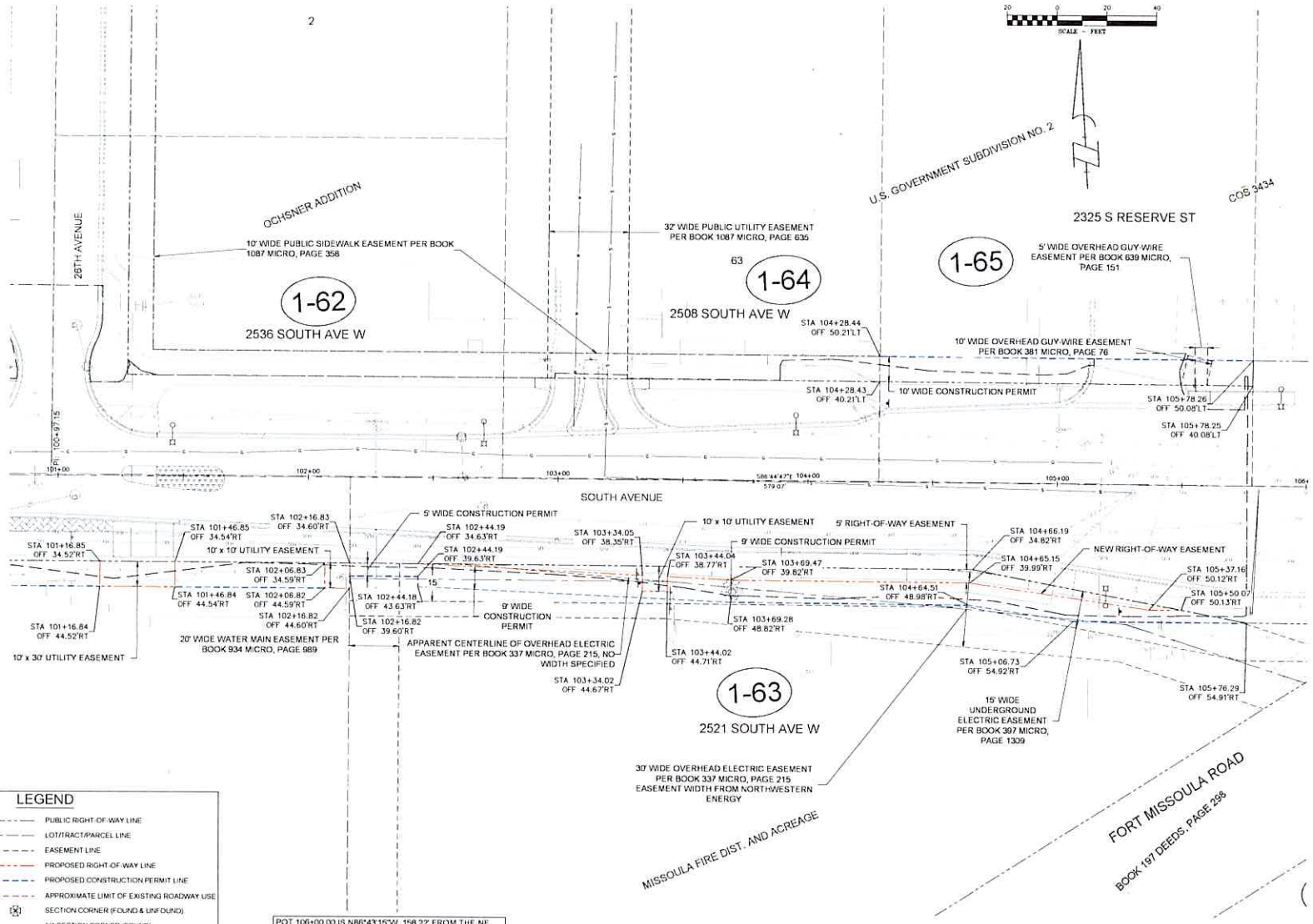
**PRELIMINARY**
PLOTTED: 6/9/26
SAVED: 6/9/26

# EASEMENT EXHIBIT, PARCEL 1-63
## SOUTH AVENUE RECONSTRUCTION
## MISSOULA, MONTANA

REVISIONS
NO. DESCRIPTION DATE

PROJECT 17.04.10
LAYOUT EX PARCEL 63
SURVEYED WGM GROUP
DESIGN SMM
DRAFT BM/BR/ATN/S
APPROVE TDI
DATE JUNE 3, 2026

SHEET EX




WGM GROUP
WWW.WGMGROUP.COM

**PRELIMINARY**
PLOTTED: 8/27/26
SAVED: 8/27/26

# RIGHT OF WAY PLANS
# SOUTH AVENUE RECONSTRUCTION
# MISSOULA, MONTANA

REVISIONS

| NO | DESCRIPTION | DATE |
|---|---|---|

PROJECT 17-04-10
LAYOUT ROW13
SURVEYED WGM GROUP
DESIGN SMM
DRAFT BMS/BEA/TNS
APPROVE TCS
DATE

AUGUST 27, 2026

SHEET ROW13

48

# MISSOULA RURAL FIRE DISTRICT

## RESOLUTION NO. 2026-13

## A RESOLUTION OF THE BOARD OF TRUSTEES ADOPTING PERSONNEL POLICIES

This Resolution was moved by Trustee_____ and seconded by Trustee_____. The Resolution was adopted by a vote Of ____-____

WHEREAS, pursuant to S 7-33-2105, MCA, the Board of Trustees ("Board") for the Missoula Rural Fire District ("District") has authority to provide firefighting and emergency response apparatus, equipment, personnel, housing, and facilities for the protection of the District; and

WHEREAS, pursuant to S 7-33-2001, MCA, the Fire Chief is the highest-ranking officer of the District and is responsible for its operation; and

WHEREAS, the Board adopts District policies to ensure consistent operations, regulatory compliance, effective personnel administration, and accountability in District operations; and

WHEREAS, written personnel policies promote transparency, consistency, and uniform administration of employee compensation, leave, and benefit practices; and

WHEREAS, the District employs non-union employees in both exempt and nonexempt positions, and the Board desires to formalize and standardize personnel practices for eligible nonunion employees in a manner that supports recruitment, retention, and operational continuity; and

WHEREAS, the Board desires to maintain personnel practices consistent with applicable Federal and Montana law; and

WHEREAS, Article 9 of the Collective Bargaining Agreement between the District and IAFF Local 2457 provides that union members, through their Executive Board, may offer suggestions and comments on proposed policies applicable to their membership prior to final Board approval; and

WHEREAS, the Board intends to adopt individual policies through formal Board action as they are developed, reviewed by staff, and, if applicable, submitted to the Local 2457 Executive Board for comment pursuant to the Collective Bargaining Agreement; and

WHEREAS, the policies are ready for formal Board adoption.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Missoula Rural Fire District as follows:

1. The Board hereby adopts the following policies, which are attached hereto as Exhibit A and incorporated into the Missoula Rural Fire District's official policy manual and/or employee handbook:

- Introduction
- Welcome Statement
- 1302.25 Recruitment and Selection
- 1048.01 Volunteers
- 1042.01 Time Sheets and Preparation of Payroll
- 1037.01 Return to Work
- 1033.01 Reduction in Workforce
- 1030.01 Probationary Period
- 1021.01 Hours of Work, Meal Breaks, and Rest Breaks
- 1013.01 Driver's License Requirement

2. These policies shall take effect immediately upon passage of this Resolution.

3. The Board will review these policies on a regular basis and may amend, rescind, or replace any provision as needed to reflect changes in applicable law, operational requirements, or governance priorities.

4. All prior policies addressing the same subject matter are hereby rescinded and superseded by these policies. In the event of any conflict between these policies and previously adopted provisions, the terms of these policies shall govern.

PASSED AND ADOPTED by the Board of Trustees of the Missoula Rural Fire District this10th day of November 2026.

MISSOULA RURAL FIRE DISTRICT
BOARD OF TRUSTEES

_____

Dan Corti, Chair

ATTEST:

_____

Danica Nelson, Secretary

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | Date Created: October 2026 |
| **Policy:** Introduction | Date Revised: October 2031 |
| **Policy Number:** Introduction | Employee Handbook |

# INTRODUCTION

## Welcome Statement

Welcome to Missoula Rural Fire District (MRFD) employment and your important role in protecting and assisting our community. You will be joining a dedicated group of individuals who have also chosen to serve the community with a career in public service. This Handbook is a general reference which will assist you in becoming familiar, as quickly as possible, with benefits and services available to you as a MRFD employee and the policies and standards covering your employment.

Nothing in this Handbook should be construed as an expressed or implied employment agreement. We cannot anticipate every situation or answer every question about employment, and this Handbook is designed to provide guidance only.

In some places you will note citations to applicable state and federal laws, such as Montana Code Annotated (MCA) and the Code of Federal Regulations (CFR), which will lead you to further relevant information if you so desire it. If you need more information on any policy, you can contact your supervisor, Human Resources personnel, or Administration.

We are happy to have you with us in providing essential civic services, and we look forward to our working relationship.

## Statement of Management Rights

In order to achieve its mission, goals and objectives, the MRFD retains the exclusive right to exercise the customary functions of management. These include, but are not limited to, the rights to manage and control buildings, property, grounds, and equipment; to contract out work; to select, hire, promote, assign, layoff, and discipline employees; to train employees; to determine and change the size, composition, and qualifications of the workforce; to establish and adopt new policies, rules and regulations; to determine and modify job descriptions and classifications; and to carry out all other ordinary functions of management.

***Relevant Information*: MCA 39-31-303**

## Collective Bargaining Agreements

If you are a member of a collective bargaining unit subject to a Collective Bargaining Agreement (CBA), the CBA primarily governs your employment with MRFD. If your CBA addresses an issue it will govern. If your CBA does not address an issue, the personnel policies and procedures in this Handbook shall apply. In the event of conflict between provisions in this Handbook and any CBA, the terms and conditions of the CBA, shall prevail.

## Conflicts between this Handbook and/or CBA and federal and state law

Conflicts between this Handbook and/or CBA and federal and state law. In the event of a conflict between the provisions in this Handbook and/or the CBA and federal and state law, the provisions of federal and state law shall prevail.

## Severability Statement

If any part of this Handbook is found to be unenforceable, invalid, or in conflict with the law, the other provisions of this Handbook are still applicable and valid.

## Changes to Personnel Policies and Procedures

MRFD provides all employees with general information regarding employee benefits and established personnel policies and procedures through the issuance of this Handbook. However, it is not a contract and is subject to change at any time. Policies and procedures shall be added to, updated, or deleted as determined appropriate by MRFD. MRFD specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. The policies are also not to be interpreted as promises of specific treatment.

# EMPLOYMENT POLICIES

## Definitions

The following employment definitions apply to this Handbook, and all employees will be designated into the following categories:

- ***Exempt employee*** is one not subject to the overtime pay provisions of the federal Fair Labor Standards Act of 1938 (FLSA) as amended, and its regulations; i.e., employees exempt from the overtime pay provisions of the FLSA in a position designated as executive, administrative, professional, or other exemption as these terms are defined in law. The employee must meet the definition of *exempt* as defined by the FLSA and the Montana Minimum Wage and Overtime Compensation Act. (See FLSA website: http://www.dol.gov/compliance/laws/comp-flsa.htm)

- ***Non-exempt employee*** means one who is subject to the overtime provisions of the federal Fair Labor Standards Act of 1938 as amended, and its regulations.

- ***Full-time employee*** means one who normally works 40 hours a week.

- ***Part-time employee*** means one who normally works less than 40 hours a week.

- ***Permanent employee*** means one who is assigned as permanent who has attained or is eligible to attain permanent status.

- ***Seasonal employee*** means a permanent employee designated by MRFD as seasonal who performs duties interrupted by the seasons and whom MRFD may recall without a loss of rights or benefits.

- ***Short-term employee*** is one hired by MRFD for an established hourly wage, who may not work for MRFD for more than 90 days in a continuous 12-month period, who is not eligible for permanent status, who MRFD cannot hire into another position without a competitive selection process, and who is not eligible to earn leave and holiday benefits.

- ***Temporary employee*** is one designated by MRFD as temporary for a definite period of time not to exceed 12 months, who performs temporary duties or permanent duties on a temporary basis, whose employment terminates at the end of the employment period, and who is ineligible to become a permanent employee without a competitive selection process.

***Relevant Information*: Definitions at MCA 2-18-101**

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | Date Created: October 2026 |
| **Policy:** Driver's License Requirement | Date Revised: October 2031 |
| **Policy Number:** 1013.01 | Employee Handbook |

## Driver's License Requirement

In order to use an MRFD vehicle, MRFD employees must have a valid Montana driver's license (appropriate for the type of vehicle to be used) and an acceptable use, which includes conducting business on behalf of MRFD, getting food and lodging when in a travel status, and certain other approved activities.

All new employees hired for work that entails the operation of a MRFD vehicle as an essential function of their position may, as a condition of employment, be required to submit to a Montana State Division of Motor Vehicles driving record check. Administration or Human Resources may conduct periodic checks of employees' driver's licenses through visual and formal Division of Motor Vehicles reviews. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Employees performing work which requires the operation of a MRFD vehicle must immediately notify their immediate supervisor in all cases where their license is expired, suspended, or revoked and/or if they are unable to obtain an occupational permit from the State Division of Motor Vehicles.

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | **Date Created:** October 2026 |
| **Policy:** Hours of Work, Meal Breaks, and Rest Breaks | **Date Revised:** October 2031 |
| **Policy Number:** 1021.01 | Employee Handbook |

# Hours of Work, Meal Breaks, and Rest Breaks

## A. Hours of Work and Meal Breaks

MRFD positions are vital to effectively managing MRFD business during operating hours and, therefore, MRFD employees shall follow established work schedules, receive prior approval from their supervisor to deviate from normal schedules, and use proper procedures for notification of daily work hours in accordance with this policy and the policy set forth in **Timesheets and Preparation of Payroll** herein.

Except as otherwise provided by labor agreement, the normal working hours for administrative or office-based MRFD employees are from 8:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch period. This does not include personnel engaged in shift work. If a position is part of a collective bargaining unit (i.e., a union), the employee should refer to that agreement for information about hours of work, meal periods, and rest breaks. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. Supervisors set individual work schedules depending on the work unit's needs.

Due to the nature of the work, hours for employees may vary from the normal office hours established above. Variances must be approved by the appropriate supervisor. Nothing in this policy limits MRFD from establishing or changing work schedules as necessary for the successful operation of MRFD programs.

When an employee is tardy or absent, the supervisor will notify HR via email and the email shall contain date and time and reason for absence. Tardiness or other attendance irregularities may be cause for disciplinary action.

## B. Rest Breaks

Employees may have a rest period of 15 minutes, on MRFD's time, for each four-hour work period. Rest periods shall be scheduled as near as possible to the midpoint of each four-hour work period. Breaks cannot be combined or saved to be used for a paid lunch or to leave early.

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | **Date Created:** October 2026 |
| **Policy:** Probationary Period | **Date Revised:** October 2031 |
| **Policy Number:** 1030.01 | Employee Handbook |

## Probationary Period

It is the policy of MRFD that new employees shall complete a probationary period. The purpose of a probationary period is to provide a trial period to assess employees' abilities to perform their job duties, to assess their conduct on the job, and to determine if they should be retained beyond the probationary period and attain permanent status. All new employees shall be given a probationary period of twelve months (12), depending on the position. If an employee has one or more leaves of absence during their probationary period, the time of each leave does not count as part of the probationary period unless MRFD affirmatively elects to include each leave.

MRFD may choose to extend an employee's probationary period prior to the expiration of the original period, but the original period plus the extension may not exceed 18 months. If the probationary period will be extended, the employee shall be notified of this in writing prior to the expiration of the original probationary period. After probation has been satisfactorily completed, the employee is considered a permanent employee. This policy does not apply to temporary staff or short-term workers, who cannot attain regular status.

The provisions of the **Employee Grievance** section of this Handbook do not apply to probationary employees.

***Relevant Information*: MCA 39-2-910**

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | Date Created: October 2026 |
| Policy: **Reduction in Workforce** | Date Revised: October 2031 |
| **Policy Number:** 1033.01 | Employee Handbook |

## Reduction in Workforce

If a reduction in MRFD workforce (layoff) becomes necessary, consideration will be given to the programs to be carried out by MRFD. Employees should be provided with notice of the reduction in force as much in advance of the reduction as is possible. A reduction in workforce requires Administration to continue meeting program services and objectives with fewer employees. MRFD will consider their program requirements, the employee's skills and qualifications necessary to meet these requirements, and other factors to decide the best way to conduct a reduction in workforce.

If a position is part of a collective bargaining unit (i.e., a union), the provisions of the agreement regarding reduction in force take precedence over this policy.

### A. Temporary, Seasonal, and Short-Term Workers

Temporary, seasonal, and short-term workers within the classification and department affected by the reduction in force shall be terminated before any permanent employees will be laid off.

### B. Deciding Factors for Permanent Employees

Permanent employees within the same job classification, department, and geographical area affected by the reduction in force will be evaluated for layoff based on program requirements, the employee's skills and qualifications necessary to meet these requirements, and other factors (e.g., other alternatives such as reduced work hours, furloughs, or employee seniority). Employee skills and qualifications may include education, experience, certification, and capabilities in relation to the continuing needs of the department or program; and employment history may include previous performance and disciplinary actions. If there is no documentable difference in employment history factors, an employee's length of continuous employment with MRFD shall be used as the criterion for retention, with the most senior employee being retained. "Continuous employment' means working within the same jurisdiction without a break in service of more than five working days or without a continuous absence without pay of more than 15 working days.

## C. Veterans' Preferences ☑

A veteran, disabled veteran, or eligible relative shall be retained over other employees with similar job duties and qualifications and the same length of service. A disabled veteran with a service-connected disability of 30% or more shall be retained over other veterans, disabled veterans, and eligible relatives with similar duties, qualifications, and length of service. The preference in retention does not apply if a performance appraisal system is being used and the eligible employee has been rated unacceptable. (MCA 39-29-111). The preference in retention does not apply to a position covered by a Collective Bargaining Agreement.

## D. Re-Staffing Preferences

In the event MRFD decides to staff the position as it did prior to the reduction in force, individuals who have been laid off shall have a preference for recall to the position they were removed from for a period of one calendar year from the effective date of layoff. In the event MRFD decides to fill the position within the one calendar year period, the laid-off individual shall be sent a written notice at his/her last known address. The individual shall have five working days to respond to the written notice. If the individual fails to respond or declines the recall, the individual shall have no further recall rights.

*Relevant Information*: **MCA 39-29-111**

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | **Date Created:** October 2026 |
| **Policy:** Return to Work | **Date Revised:** October 2031 |
| **Policy Number:** 1037.01 | Employee Handbook |

**Return to Work**

This Return-to-Work Policy outlines the Fire District's commitment to supporting employees returning from medical leave, including leave resulting from surgery, illness, or injury. The Fire District prioritizes employee health and safety, ensuring that individuals are medically cleared before resuming work and that their job duties align with any medical restrictions and needed accommodations. All documentation related to a Return-to-Work scenario will be kept in the employee's medical file by Human Resources, in accordance with HIPPA guidelines.

**Notification and Documentation**

- Employees must notify their supervisor of the need for medical leave as soon as practicable, preferably within 24 to 48 hours of receiving guidance from a healthcare provider.
- A Return-to-Work Certification must be submitted at least one (1) business day prior to the anticipated return date. It must clearly state the employee's ability to return, any medical restrictions (e.g., lifting or mobility limitations), and requested accommodation.
- Employees must provide their healthcare provider with a copy of their current Position Description outlining the essential duties and responsibilities of the position. The employee should review this description with the provider and discuss both the listed functions and any additional relevant duties and tasks.
- If returning with restrictions, the healthcare provider must document the nature and expected duration of the limitations and restrictions.

## Assessment of Restrictions

- The Fire District will review medical restrictions to determine whether reasonable accommodation can be made to support a safe return to work.
- The Fire District will coordinate with the employee and their supervisor to assess the feasibility of an accommodation on operational needs and medical limitations.
- For temporary restrictions, employees must submit updated medical documentation every thirty (30) calendar days or as otherwise directed by their healthcare provider for reassessment.

## Light Duty Assignments

- The Fire District may provide a temporary light duty assignment based on availability and the employee's physical capabilities.
- The supervisor and/or Human Resources will periodically communicate with the employee to evaluate the appropriateness of the light duty assignment.
- If medical restrictions change, such as if the employee's healthcare provider imposes additional limitations or clears the employee to perform more tasks, the Fire District may update the light duty assignment to reflect the changes or, if appropriate, end the light duty assignment.

## Monitoring

Employees returning from medical leave are responsible for ensuring they are working within their medical restrictions. Employees are required to immediately report any issues related to their medical condition or restrictions to their supervisor.

## Noncompliance and Disciplinary Action

Employees who fail to provide the required medical documentation, who do not comply with restrictions, or submit inaccurate time records may face disciplinary action, up to and including termination.

## Confidentiality

All medical information provided under this policy will be kept confidential in accordance with federal and state law. The Fire District will only share information necessary to accommodate the employee's return to work or as required by law.

## Accommodations

The Fire District will make reasonable accommodation(s) in accordance with the Americans with Disabilities Act (ADA) and applicable Montana state laws. Employees who require accommodation must submit their request in writing, and the Fire District will engage in an interactive process to determine reasonable accommodation(s).

Additional Reference: Missoula Rural Fire District "Return-to-Work Certification" Form

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | **Date Created:** October 2026 |
| **Policy:** Time Sheets and Preparation of Payroll | **Date Revised:** October 2031 |
| **Policy Number:** 1042.01 | Employee Handbook |

# Time Sheets and Preparation of Payroll

## A. Guidelines

1. Employees must prepare and complete timecards according to the following guidelines.

   - A "work hour" is any hour of the day that is authorized and worked. Work hours must be recorded to the nearest quarter of an hour.
   - The "workday" is defined as 24 hours of authorized work beginning at 7:00AM and ending at 6:59AM for 24-hr employees and eight hours of authorized work between 8:00 a.m. and 5:00 pm for 8-hr employees. 8-hr Employees may also be assigned to alternative schedules to include flextime or compressed workweeks with the authorization of their Chief.
   - A "work week" is seven consecutive days beginning on Sunday (at 7:00AM for 24-hr employees and 12:00 AM for 8-hr employees) and ending on Saturday (at 6:59AM for 24-hr employees and 11:59 PM for 8-hr employees.
   - The "pay period" covers two workweeks.
   - The "pay day" is the Friday following the end of the pay period.

2. The timecards will include:

   - Employee name
   - Position/Title
   - Pay period
   - Hours to be compensated, broken down on a daily basis into hours worked (e.g., Regular, Exchanges, Differential, Kelly Day, Military, etc.)

- Holiday time
- Sick leave
- Compensatory time
- Annual vacation leave
- Leave without pay or other designated leave (e.g., FMLA, Military, etc.)
- Employee signature and date
- Chief's signature

**B. Responsibilities**

1. Employee's are required to:

   - Maintain an accurate daily record on his or her time record of hours worked and the correct charge codes. All absences from work schedules should be appropriately recorded and coded.
   - Ensure that all hours are correctly input in scheduling software and match the scheduling software.
   - Obtain approval for any overtime or schedule adjustments to be made in the workday or work week.
   - Sign and submit the completed timecard, in the format required and by the due date, to Payroll.

2. MRFD will;

   - Ensure that all employees are paid earned wages/salaries on appropriate dates in accordance with federal and state regulations.
   - Distribute pay stubs or checks bi-weekly.
   - Maintain paid leave and compensation time accrual balances.
   - Post all time and labor charges to the labor distributions and allocation journals.

Payroll may be distributed by direct deposit with proper authorization from the employee. Direct deposit slips will be emailed to the employee's MRFD email. Paychecks will be distributed to the employees' mailbox at Station 1 unless other arrangements have been preapproved. An employee's paycheck may be released to the employee's spouse, designated family member, or another person only if authorized in writing by the employee. When an employee is terminated or laid off, the MRFD may pay the employee's final wages on the next regularly occurring pay day for the pay period that includes the last day the employee worked, or within 15 calendar days, whichever occurs first.

If the employee believes that there are any inaccuracies with their amount paid, the employee should notify MRFD immediately. MRFD will fix any verified wage and hour issues immediately.

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | **Date Created:** October 2026 |
| **Policy:** Volunteers | **Date Revised:** October 2031 |
| **Policy Number:** 1048.01 | Employee Handbook |

## Volunteers

With the approval of MRFD administration, an individual may be approved to perform work or provide services as a bona fide volunteer as defined under the 1985 amendment to Fair Labor Standards Act (FLSA), (29 U.S.C. §203(e)(4)(A)). Volunteers are not employees. Placement of a volunteer must meet all the following conditions:

1. Placement of a volunteer does not violate any laws or collective bargaining agreements.
2. The volunteer is at least 18 years of age.
3. No wages are paid; however, bona fide volunteers may, at MRFD discretion, be paid reasonable expenses, benefits or nominal fees under applicable Fair Labor Standards Act (FLSA) guidelines.

Per MT Statute, Volunteers are covered by MRFD Workers Compensation insurance

MISSOULA RURAL
FIRE DISTRICT

| | |
|---|---|
| **Missoula Rural Fire District** | **Date Created:** October 2026 |
| **Policy:** Recruitment and Selection | **Date Revised:** October 2031 |
| **Policy Number:** 1302.25 | Employee Handbook |

## Recruitment and Selection

MRFD provides a fair, consistent, and competitive hiring process based on each applicant's qualifications and competencies. MRFD may recruit applicants internally or externally in the recruitment and selection process. MRFD will use a selection process that is designed to select the best candidate based on merit and qualifications. Temporary and short-term workers are not eligible to become permanent employees without a competitive selection process. All statutory preferences shall be provided as required by law, including Veteran's and Disability preferences.

**Missoula Rural Fire District**

# Fire Chief Recruitment Recommendation

**To** MRFD Board of Trustees
**From** Fire Chief Recruitment Working Group
**Date** November 5, 2026

The working group, which includes representatives of Local 2457, District administration, and two Board of Trustees members, agreed to recommend that Missoula Rural Fire District (MRFD) open the Fire Chief recruitment and interview process to internal and external candidates and engage Prothman to oversee the process. Local 2457 supports interviewing both internal and external applicants.

## Estimated Cost and Guarantee

The estimated cost of Prothman's services is **$18,500 to $24,000**. This estimate includes a one-year guarantee for the selected candidate, subject to the terms of the final agreement.

## Key Reasons for the Recommendation

- **Set minimum qualifications.** Have Prothman develop and establish applicant requirements, including revising the Fire Chief job description to match those agencies comparable to MRFD in size and structure.
- **Define what MRFD seeks in its next Fire Chief.** Identify the leadership qualities, experience, and priorities that fit the District's needs.
- **Broaden the candidate pool.** Consider outside experience and perspectives that could help shape the District's future.
- **Tailor the recruitment strategy.** Develop outreach that reflects MRFD's needs and reaches qualified candidates.
- **Support a fair process.** Use independent oversight and consistent evaluation criteria to reduce potential liability and address perceptions of unfairness.

## Requested Board Action

Approve opening the Fire Chief recruitment and interview process to both internal and external candidates and engaging Prothman to oversee the process within the estimated cost range, subject to final contract terms.

# Memorandum Of Understanding

**Between IAFF Local 2457 and Missoula Rural Fire District**

**48/96 Shift Schedule Trial and Related Contract Provisions**

**Union Membership approval:** November 4, 2026

**MRFD Board of Trustees approval:** _____

## ARTICLE 15
## WAGE CALCULATION

1. The base annual wage schedule is set forth and attached to this Agreement as Appendix A, which shall form a part of and be subject to all of the provisions of this Agreement.
2. Annual salary shall be computed by taking the base annual wage, adding longevity pay, emergency medical certification incentive pay, Deputy Fire Marshal incentive pay and Hazardous Materials Technician incentive pay, if applicable.
   a. From the effective date of this agreement until January 2nd, 2027, for twenty-four (24) hour employees, Missoula Rural Fire District will use a twenty-seven (27) day work period: regular hourly wage = annual salary divided by two thousand five hundred ninety-seven and twenty-eight hundredths (2597.28).
   b. Effective January 3rd, 2027, for twenty-four (24) hour employees, Missoula Rural Fire District will use a twenty-four (24) day work period; regular hourly wage = annual salary divided by two thousand five hundred fifty-six and seventy-five hundredths (2556.75)
   c. For forty (40) hour employees: regular hourly wage = annual salary divided by two thousand eighty (2080).
   d. Annual salary will be divided by twenty-six (26) and be paid to each employee on a bi-weekly basis.

## ARTICLE 18
## TOURS OF DUTY

1. All employees shall be individually scheduled for a tour of duty. Tours of duty other than a or b shall be as listed below or will be mutually agreed upon by the Union and the District.
   a. Forty- (40) hour per week working any combination of set days and hours as mutually agreed upon.
   b. Effective January 3rd, 2027, Twenty-four (24) hour employees will begin a shift schedule trial period consisting of Forty-eight (48) hours on followed by ninety-six (96) consecutive hours off with one (1) Kelly day off every eighth (8th) shift.
2. Each shift shall be supervised by a Battalion Chief or acting Battalion Chief from the Union.
3. Each three-man engine company shall be supervised by a Captain or acting Captain from the Union.
4. Each two-man engine company shall be supervised by at least a Lieutenant or acting Lieutenant from the Union.
   a. 2 floaters on each shift will be at the rank of Lieutenant.
   b. 2 floaters on each shift will be at the rank of Firefighter I, Firefighter II, or Engineer
5. Officers designated as Station Officers shall be the rank of Captain or acting Captain from the Union.

Duty Day

The duty day for a twenty-four (24) hour employee shall consist of the following:

1. A duty day shall consist of twenty-four (24) consecutive hours beginning at 0700.
2. A one- (1) hour alarm time starting at 0700 hours.
3. An eight- (8) hour working day starting at 0800 hours and ending at 1700 hours, but not including a one- (1) hour lunch period and two (2) fifteen- (15) minute breaks.
4. A fourteen- (14) hour alarm time during which firefighters shall be available to assist in scheduled training, assist in make-up training, and attend any training available.

All Firefighters must be on call and available for all firefighting and emergency purposes during alarm time.

Only scheduled classes, drills, and essential work can be included on Sundays and Holidays. Interrupted lunch periods shall be made up at the earliest opportunity.

## ARTICLE 23
## VACATION LEAVE

1. Each full-time employee is entitled to and shall earn annual vacation leave credits from the first full pay period of employment.
2. Proportionate vacation leave credits shall be earned and credited at the end of each pay period.
3. Employees are not entitled to any vacation with pay until they have completed six (6) months of continuous employment. Upon completion of the qualifying period, the employee is entitled to all of the vacation leave credits that they have accumulated.
4. Vacation leave credits for employees on a twenty-four (24) hour tour of duty day shall be 6.46 hours per pay period (7 days) for the first ten (10) years of service. After ten (10) years, vacation leave credits shall be 8.31 hours per pay period (9 days), and after fifteen (15) years, they shall increase to 9.23 hours per pay period (10 days). After twenty (20) years, they shall increase to 12 hours per pay period (13 days).
5. Employees who work forty (40) hours per week shall earn vacation leave credits at the rate of 4.62 hours per pay period (15 days) for the first ten (10) years of service. After ten (10) years of service, they shall earn 5.54 hours per pay period (18 days). After fifteen (15) years, they shall earn 6.46 hours per pay period (21 days). After twenty (20) years, they shall earn 7.38 hours per pay period (24 days).
6. Annual vacation leave credits may be accumulated to a total not to exceed two (2) times the number of days earned annually, as of the last day of the calendar year.
7. The District shall keep and maintain an accurate and current total of the vacation leave credits due an employee.
8. Upon the termination of employment, an employee is entitled to and shall receive a lump sum payment for all unused, accumulated vacation leave credits they have earned. This payment shall be computed at the employee's rate of pay at termination.
9. Regular vacation must be scheduled at least eighteen (18) days in advance. A multiplier of 0.5 times (x) the number of Operational Employees will be used to determine the number of available vacation slots per pay period (ex., 48 x 0.50=24; 50 x 0.50=25). While calculating vacation slots, fractions will be rounded to the nearest whole number (ex., 49 x 0.50=24.5 rounds to 25). A maximum of two (2) Operational Employees per shift will be approved for those first requesting dates. Operational employees assigned to a 40-hour work week do not count towards vacation slots. Seniority will not entitle any employee to vacation dates granted another employee. Employees whose primary assignment is non-operational and that are assigned to a 40-hour work week may request and receive regular vacation without a fifteen- (15) day notice.
10. The Fire Chief, or their designee, may waive the eighteen (18) day notice of regular vacation use for unforeseen circumstances on a case-by-case basis.
11. With the approval of the on-duty Battalion Chief or Acting Battalion Chief, an Operational Employee on the 24-hour schedule may use earned vacation time within the eighteen (18) day advance window if the following conditions exist:
    a. There is a vacation slot available.
    b. Overtime is not created as a result of the vacation usage.
    c. Advanced Life Support (ALS) coverage is maintained at all MRFD stations.
    d. Staffing remains a minimum of twelve (12) employees from suppression, 24 hours a day. Each day consisting of at least one (1)-three (3) person engine company, four (4)-two (2) person engine companies and one (1) Battalion Chief with all MRFD stations staffed.

The on-duty Battalion Chief or Acting Battalion Chief will notify the Duty Chief of the approval including the employee's name and date of the vacation.

# Duration

**This agreement shall remain in effect until the conclusion of the trial period of the 48/96 schedule. The trial period shall begin January 3rd, 2027 and run the full calendar year through January 1st, 2028 or other mutually agreed upon date.**

**The Kelly Day change from every 9th to every 8th shift shall remain in effect regardless of the decision to adopt or not adopt the 48/96 schedule permanently.**

# Execution

**The undersigned representatives acknowledge approval of this Memorandum of Understanding by their respective parties.**

**IAFF Local 2457**

**Signature:** _____

**Printed Name/Title:** Max Kottwitz / President

**Date:** 11/6/2026

**Signature:** _____

**Printed Name/Title:** Eric Huleatt / Vice President

**Date:** 11/6/2026

**Missoula Rural Fire District**

**Signature:** _____

**Printed Name/Title:** _____

**Date:** _____

**Signature:** _____

**Printed Name/Title:** _____

**Date:** _____

# MISSOULA RURAL FIRE DISTRICT

## MEMORANDUM OF UNDERSTANDING

BETWEEN

Missoula Rural Fire District

(Employer)

and

IAFF Local 2457

(Union)

VEBA Group Name: MRFD Employee Group

VEBA Group Number: N/A (State Agencies)

The Employer is eligible to participate in the State of Montana VEBA Health Benefit Plan and Trust ('the Plan") once a completed Employer Adoption Agreement is accepted by the State of Montana, Department of Administration. As a participating Employer, the Employer may establish one or more VEBA groups for its eligible members.

The Employer and Union acknowledge that this memorandum of understanding (MOU) requires that all eligible employees (union and non-union), separating from service in the Missoula Rural Fire District MT VEBA HRA Group during the term of this MOU must contribute the value of their unused sick leave and annual vacation leave to the Plan as designated below.

Such contributions shall be applied uniformly to all eligible employees and such contributions shall be made on behalf of all eligible employees based on the following selected funding formulas (check all that apply):

☑ Cash-out value (25%) of all unused sick leave hours for employees eligible for such contributions at the time of their separation from service.

☑ Cash-out value (50%) of retirement bonus leave for employees eligible for such contributions at the time of their separation from service.

The MOU is effective from 11/15/2026 through 11/14/2027.

Dated this _____day of _____, 20____

Signed for the Employer: Signed for the Union:

_____

**RESOLUTION NO.** 26-14

**A RESOLUTION AUTHORIZING**
**THE** Missoula Rural Fire District **, MONTANA**
**TO PARTICIPATE IN**
**THE STATE OF MONTANA VEBA HEALTH BENEFIT PLAN AND TRUST**

WHEREAS Section 501(c)(9) of the Internal Revenue Code permits the creation of a Voluntary Employees' Beneficiary Association which is a tax-exempt health and welfare trust fund to provide benefits to participants through a self-insured medical reimbursement plan pursuant to Section 105(h) of the Internal Revenue Code; and

WHEREAS, the State of Montana, Department of Administration established as the State of Montana VEBA Health Benefit Plan and Trust (the "Plan"); and

WHEREAS eligible employers may participate in the Plan by executing an Employer Adoption Agreement and agreeing to abide by the terms of that agreement, and the Plan documents that govern the administration and operation of the Plan.

THEREFORE, the Employer hereby resolves:

SECTION 1: Effective 11/15/2026 the Employer hereby elects to participate in the State of Montana VEBA Health Benefit Plan and Trust as presently constituted or hereafter amended and hereby makes the Plan available to retirement eligible employees, who separate for any reason.

SECTION 2: The Plan will be funded by Employer contributions. Non-represented employees shall be eligible for contributions upon the adoption of this resolution. Represented employees shall be eligible for contributions when collective bargaining agreements or memorandums of understanding provide for those contributions.

SECTION 3: The proper officers of the Employer are authorized and directed to take such actions as are necessary to effectuate this resolution.

ADOPTED this ____ day of _____, 20__.

BY: _____

ATTEST

_____ DATE _____

# MISSOULA RURAL FIRE DISTRICT

## EMPLOYER POLICY FOR THE STATE OF MONTANA VEBA HEALTH BENEFIT PLAN AND TRUST

("MONTANA VEBA HRA")

The Missoula Rural Fire District, ("Employer") hereby adopts the following policy: The Employer is eligible to participate in the State of Montana VEBA Health Benefit Plan and Trust ("the Plan") after a completed Employer Adoption Agreement is accepted by the Department of Administration, State of Montana.

This policy requires that all employees separating from service for any reason and who are group members of the MRFD Employee Group ("Employee Group") while this policy is in effect shall be required to contribute the value of the contribution sources denoted below to the Plan.

The Employer shall make tax-free contributions to the Plan on behalf of the members of the Employee Group, when those group members separate from service for any reason.

Employer contributions shall be made as follows: (Check box(es) applicable)

- ❑ Cash-out value of 25% of unused sick leave hours for employees eligible for such contributions at the time of their separation from service.
- ❑ Cash-out value of 50% of unused sick leave/retirement bonus leave hours for employees eligible for such contributions at the time of their separation from service.

The effective date of this policy shall be 11/15/2026 to 11/14/2027.

_____

Authorized Signature

_____

Date