



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

DATE: Tuesday, June 23, 2026
TIME: 4:30 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. Discussion and Decision on Board of Trustee Officer Elections.
2. Discussion and Decision on Appointment of Acting Fire Chief.
3. Discussion and Decision on Direction to Acting Fire Chief Regarding Review of Notice to District of Retirement Policy.
4. Discussion and Decision on Fire Chief Recruitment Prothman Contract.
5. Discussion and Decision on District Collective Bargaining Negotiating Team.
6. Discussion and Decision on the Montana Department of Commerce METAP Contract.

ADJOURNMENT



Notice to District of Retirement Policy

Adopted by Missoula Rural Fire District Board of Trustees: 01/12/2021

Purpose

It is the policy of the District that it will honor the request for a date of severance from employment upon retirement. The District devotes substantial time, personnel and resources to support the retirement of our employees. It has been noted that often times, the employee has not been able to be definite in naming the date of retirement or changes the named date with insufficient notice to the District. In order to promote an orderly process of retirement and limit hardship upon the District staff, the Board has adopted the following statement of policy.

Statement of Policy

All employees of the Missoula Rural Fire District shall serve written notice of the date of retirement at least sixty day prior to such date. The date of retirement shall be final and binding upon the employee. In the event that a substantial hardship to the employee will result from the anticipated employee's date of retirement, the employee may apply to the Fire Chief for relief. Alteration or relief shall be in the sole discretion of the Chief.



June 18, 2026

Michael Langguth
Chairman, Board of Trustees
Missoula Rural Fire District
2521 South Avenue West
Missoula, MT 59804

Dear Chairman Langguth:

We thank the Missoula Rural Fire District for its confidence in the Prothman Company to assist in providing services for the recruitment of its new Fire Chief. The following represents a scope of work for these services and the associated professional fee and expenses.

Scope of Work

1. Develop a Tailored Recruitment Strategy

Project Review

The first steps will be to:

- ◆ Send an introductory recruitment "kick-off" email
- ◆ Review the scope of work
- ◆ Review the project schedule

Information Gathering and Research

Travel to Missoula Rural Fire District or meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next Fire Chief. To accomplish this, we will:

- ◆ Meet with Board of Trustees
- ◆ Meet with Current Fire Chief
- ◆ Meet with Leadership Team
- ◆ Meet with Fire Department Staff, as directed
- ◆ Meet with Union Representatives, as directed
- ◆ Meet with other Stakeholders, as directed

Position Profile Development

We will work with you and develop a profile of your ideal candidate. Once the Position Profile is approved by you, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Position Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience
 - Ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization
 - Description of the position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Qualified Candidates

Outreach and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position-*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which combines proven recruitment outreach tactics with innovative strategies that include the following:

- ◆ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of fire services management professionals who are not actively seeking a new position.
- ◆ **Focused Candidate Outreach** via personal networking, and through thousands of personal emails, updated for each recruitment, sent directly to fire services management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 - 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure both the candidate's skills and fit within your organization.

Candidate Presentation

We will prepare and send candidate packets electronically which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 - 5 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare For and Conduct Final Interviews

Final Interview Process

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Identifying Interview Panel Participants & Panel Facilitators**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Evening Reception**

You may wish to have a reception the evening before the interviews so that all stakeholders and staff have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- ◆ **Reference Checks**

Reference checks include 6 – 10 references. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include sample interview questions and the candidates' application materials and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to MRFD and facilitate the interviews. The interview process typically begins with a morning briefing during which we will review the schedule and outline the process with everyone involved. Each candidate will then participate in a series of one-hour interview sessions, with a one-hour break scheduled for lunch.
- ◆ **Candidate Evaluation Session**

After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss the next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement**

Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating the terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a Fire Chief full recruitment with a one-year guarantee is \$18,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews. Expenses are billed monthly.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. Missoula Rural Fire District will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,200 - \$1,700)
- Direct mail announcements (\$1,900)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging (approx. \$750 - \$950 per trip)
- Candidate Interview Packets and shipping, if requested: (approx. \$350 - \$650)
- Background checks performed by Sterling (approx. \$180 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

Guarantee

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct a replacement search with no additional professional fee, the only cost to you would be for the expenses.

Accepted by:

MISSOULA RURAL FIRE DISTRICT

PROTHMAN COMPANY

Michael Langguth
Chairman, Board of Trustees

Date

Sonja Prothman

Sonja Prothman
Chief Executive Officer

6/18/2026

Date