Department New Request Form
Fiscal Year 2024

Program	**Public Safety**	***Title of New Request:***	***Rank:*** 6
Department	Fire	Maintenance Division Training and Travel	
Request Category	**Service Module Change**		
Request Rating	**Urgent**		
Department Goal	Provide ncessary training to maintain our fleet and facilities		

1. How will request assist in achieving Department Goal and benefit the customer

The Missoula Fire Department Maintenance Division is a critical cog in the operations of the Missoula Fire Department. The Maintenance Division consists of 3 full time employees that are responsible for the maintenance and repair fo 32 emergency vehicles, 14 department vehicles, 5 stations , training burn tower, and the boat house. The training needs of the Maintenece Division are unique based on the critical nature of the vehicles they are repairing and maintaining. The staff of the Maintenance Division is responsible to maintain their certification of Emergency Vehicle Technician (EVT). This certification provides the necessary education and skills to repair, diagnose, and maintain emergency response vehicles to NFPA 1911,1915,1071, and 1451. As the Missoula Fire Department continues to grow so do the training and skill demands of the Maintenance Division.

As identified in the 2020-2023 City of Missoula Strategic plan, Organizational excellence strategic goals 2. Line 6 “encourage employee growth and improvement by providing regular training opportunities suited to the departments and the employee’s goals.

2. What specifically is needed to achieve this goal?

Funding for required training to maintain emergency response vehicles, $3,000.00 annual increase.

3. Cost Impact of New Program:

Account #	Item	Qnty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2024 Unfunded	FY 2024 Funded	Proposed FY 2025 Ongoing
Ongoing Expenses								
1000.300.420490.370	Travel	1	1500		1,500	1,500	—	
1000.300.420490.380	Training	1	1500		1,500	1,500	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
			Expense Sub-Total	**—**	**3,000**	**3,000**	**—**	**—**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	tx	Transfer from All Hazards Fund		3,000
		Revenue Sub-Total	**-**	**3,000**

4. What sort of data will be used to report results and outcomes of request?

Required certification and continuing ed credits to maintain certifications provide supportive documentation for members of the Maintenance Division.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	-	**3,000**
Fund Balance	-	-
Total	-	**3,000**