Department New Request Form
Fiscal Year 2024

Program	**Public Safety**	***Title of New Request:***	***Rank:*** 5
Department	Fire	Fire Prevention Bureau (FPB) Training and Travel	
Request Category	**Service Module Change**		
Request Rating	**Urgent**		
Department Goal	Provide necessary training to continue life saving services.		

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

The needs for continued education and training post pandemic are more critical than ever. The Missoula Fire department is scored on our training by the Insurance Services Office (ISO) which reflects insurance rates for taxpayers. The Missoula Fire Department Fire Prevention bureau has experienced a significant increase in building plan review and inspections. It is imperative that the members of the Missoula Fire Prevention bureau are current on national standards and certifications for building construction standards and fire code enforcement to expedite the plans review process. The members of the Fire prevention bureau must stay current on required certification's. For this to occur employees must have the necessary funds to continue their education and training. The current funding allows for 2 members to attend national level training out of a 5 member department.
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, in addition to institutionalizing training in basic systems.

2. What specifically is needed to achieve this goal?

Increase in funding for training and travel by $6,850.00.

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								
1000.300.420440.370	Travel	1	3425		3,425	3,425	—	
1000.300.420440.380	Training	1	3425		3,425	3,425	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
			Expense Sub-Total	**—**	**6,850**	**6,850**	**—**	**—**

Revenue Offset:

Account #		Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	tx	Transfer from All Hazards fund		6,850
		Revenue Sub-Total	**-**	**6,850**

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 credibility of members of the Fire Prevention Bureau.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	-	**6,850**
Fund Balance	-	-
Total	-	**6,850**