

**Department New Request Form
Fiscal Year 2025**

Program	Public Safety	Title of New Request:	Rank:	5
Department	Fire	Fire Department Training and Travel		
Request Category	Service Module Change			
Request Rating	Efficiency			
Department Goal	Provide necessary training to continue life saving services.	# of FTE's in this request	0.00	

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

The Missoula Fire Department is required to attend annual training in order to maintain certifications and life saving skills. The cost to attend such training as well as travel costs have increased. In order to risk losing valuable certifications, our training and travel budgets need to be increased.

2. What specifically is needed to achieve this goal?

Increase training and travel budgets to provide required certifications and life safety training.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2025 Unfunded	FY 2025 Funded	Proposed FY 2026 Ongoing
Ongoing Expenses								
1000.300.420440.370	Travel	1	3,425		3,425	3,425	—	
1000.300.420440.380	Training	1	3,425		3,425	3,425	—	
1000.300.420490.370	Travel	1	1,500		1,500	1,500	—	
1000.300.420490.380	Training	1	1,500		1,500	1,500	—	
1000.300.420460.370	Travel	1	500		500	500	—	
1000.300.420460.380	Training	1	1,500		1,500	1,500	—	
					—	—	—	
					—	—	—	
One-time Expenses								
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				—	11,850	11,850	—	—

Revenue Offset:

Account #			Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	T		Tax Fund		11,850
Revenue Sub-Total				-	11,850

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. Required certification and continuing ed credits to maintain certifications provide supportive documentation for members of the Maintenance Division. Data used for outside training will be ran on a new report annually. This will look at annual outside training hours and opportunities.

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	11,850
Non-tax	-	-
Fund Balance	-	-
Total	-	11,850