

**Department New Request Form
Fiscal Year 2026**

Program	Public Safety	Title of New Request:	Rank: 3
Department	Fire	Data Analyst/GIS/IT Support	
Request Category	New Request/Service/Feature		
Request Rating	Urgent		
Department Goal	Provide support to department.	# of FTE's in this request	1.00

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

With the passage of the Fire Operations Levy, the Missoula Fire Department has grown substantially in the last year. The majority of our decisions are driven by the data we produce. One of Mayor Davis's priorities for 2025 identifies that the provision for better public service can be achieved through data-driven decision making. Currently one of our Admin III positions is responsible for numerous areas of support including data analysis. Due to the amount of analysis and specialization of this field, we feel we need to break this into two positions. We have found it difficult to find an individual with both Admin III and Data Analyst skill sets.

A position review has been submitted to the HR Dept.

2. What specifically is needed to achieve this goal?

This would be an additional position on our administrative support team. In addition to providing data analysis, we need an individual with strong IT skills that can assist with existing technology uses in the Fire Department as well as identifying new software and equipment to assist us in performing our job. This position would be a liaison with the City's IT Dept. and County OEM (911 Center).

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2026 Unfunded	FY 2026 Funded	Proposed FY 2027 Ongoing
Ongoing Expenses								
1000.300.420410.110	Salaries and Wages	1	73170		73,170	73,170	—	
1000.300.420410.140	Employer Contributions	1	32306		32,306	32,306	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
					—	—	—	
Expense Sub-Total				4,000	105,476	109,476	—	—
One-time Expenses								
1000.300.429000.220	Computer	1	4000	4,000		4,000	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
				—		—	—	
Expense Sub-Total				4,000	105,476	109,476	—	—

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.383000.00	tx Fire Levy	4,000	105,476
Revenue Sub-Total		4,000	105,476

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

Providing department metrix on a timely basis.

Requested/Proposed Funding Source		
	One-time	Ongoing
<i>Tax or Assessment</i>	—	—
<i>Non-tax</i>	4,000	105,476
<i>Fund Balance</i>	—	—
Total	4,000	105,476