



# MONTANA MUNICIPAL INTERLOCAL AUTHORITY

PO Box 6669

Helena, MT 59604-6669

## RISK MANAGEMENT BULLETIN

Please distribute to all appropriate personnel and post in a conspicuous place.

**Date:** 8/1/24

**RM Bulletin #02-25**

**To:** MMIA Member-Owners

**From:** MMIA – Risk Management

**RE:** Maximum Capacities – Meeting Rooms and Buildings

### Maximum Occupancy Capacity

During the 2024 Municipal Summits, it was brought to the attention of the Risk Management Team that there is a need for some assistance with making sure guidelines are followed for capacity limits in rooms, buildings, and areas used for public municipal meetings. As more community members attend local government meetings, room and building capacities could easily be exceeded on a regular basis. Standing room only situations create significant hazards for emergency evacuations. The number of occupants allowed in a building or room is based upon standards from the International Fire Codes. These codes are the basis for determining occupancy limits as well as the number of exits required for a room, building, or area used for meetings. When additional or alternative locations are being considered to address capacity overflow, those locations should be reviewed in advance to make sure they meet code requirements.

MMIA Risk Management has been in touch with the State Fire Marshals office regarding capacity limits and emergency exit requirements. Due to the complexities in determining capacities for an occupancy, they have recommended scheduling an on-site consultation with the Fire Marshal to assist you. This will provide the best opportunity to accurately determine capacity, exit requirements for existing and new locations selected for meeting locations. If you do not have a local fire marshal in your community, please contact the state fire marshal's office. Regional offices and contact information are below. Fire Marshals have large territories so getting on the schedule sooner than later is the best approach.

#### **Below you will find the Regional County Offices contact information**

##### **Area 1 – Flathead, Lake, Lincoln, and Sanders Counties**

Dawn R. Drollinger, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 1864  
Kalispell, MT 59903  
Phone: (406) 270-7641  
E-mail: [ddrollinger@mt.gov](mailto:ddrollinger@mt.gov)

##### **Area 2 – Cascade, Chouteau, Glacier, Hill, Liberty, Pondera, Teton and Toole Counties**

Doug Ulsh, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 991  
Great Falls, MT 59403  
Phone: (406) 791-2710  
E-mail: [douglas.ulsh@mt.gov](mailto:douglas.ulsh@mt.gov)



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### **Area 3 – Daniels, Dawson, Garfield, McCone, Prairie, Richland, Roosevelt, Sheridan, Valley and Wibaux Counties**

George Lane, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
218 West Bell Ste. 204  
Glendive, MT 59330  
Phone: (406) 439-6227  
E-mail: [george.lane@mt.gov](mailto:george.lane@mt.gov)

### **Area 4 – Big Horn, Carbon, Golden Valley, Musselshell, Stillwater, Sweet Grass, and Yellowstone Counties**

Keith Kober, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 31094  
Billings, MT 59107  
Phone: (406) 896-4388  
E-mail: [keith.kober@mt.gov](mailto:keith.kober@mt.gov)

### **Area 5 – Meagher, and Wheatland Counties \*Cannabis only inspections in Beaverhead, Broadwater, Deer Lodge, Gallatin, Jefferson, Lewis & Clark, Madison, Park and Powell Counties**

Ron Martin, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 991  
Great Falls, MT 59403  
Phone: (406) 791-2721  
E-mail: [ronald.martin@mt.gov](mailto:ronald.martin@mt.gov)

### **Area 6 – Blaine, Fergus, Judith Basin, Petroleum, and Phillips Counties**

Adam Wajer, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 991  
Great Falls, MT 59403  
Phone (406) 438-5664  
Email: [awajer@mt.gov](mailto:awajer@mt.gov)

### **Area 7 – Granite, Mineral, Missoula, and Ravalli Counties**

James Jessop, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 455  
Corvallis, MT 59828  
Phone: (406) 438-5576  
E-mail: [jjessop@mt.gov](mailto:jjessop@mt.gov)

### **Area 8 – Beaverhead, Gallatin, Madison, and Park Counties ( \*does not inspect cannabis facilities in these counties- see area 5 for contact)**

Greg Megaard, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
2011 North 22nd Ave, Suite #1  
Bozeman, MT 59718  
Phone: (406) 594-7163  
Email: [greg.megaard@mt.gov](mailto:greg.megaard@mt.gov)

### **Area 9 – Carter, Custer, Fallon, Powder River, Rosebud, Treasure, and Yellowstone Counties**

Bill Tatum, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 31094  
Billings, MT 59107  
Phone: (406) 594-7078  
E-mail: [william.tatum@mt.gov](mailto:william.tatum@mt.gov)

### **Area 10- Broadwater, Deer Lodge, Jefferson, Lewis & Clark, Powell, and Silver Bow Counties ( \*does not inspect cannabis facilities in these counties- see area 5 for contact)**

Mark Criner, Deputy State Fire Marshal  
Fire Prevention & Investigation Section  
Division of Criminal Investigation  
P.O. Box 201417  
Helena, MT 59602  
Phone: (406) 750-2112  
Email: [mark.crinier@mt.gov](mailto:mark.crinier@mt.gov)