



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Dan Jonasson, Director of Public Works

**DATE:** March 30, 2021

**SUBJECT:** **APPROVAL OF EMERGENCY ACTION PLAN (EAP) FOR FLOOD FIGHT PREPAREDNESS**

**I. RECOMMENDED ACTION**

1. Recommend approval of the updated emergency action plan.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Asst. Director of Public Works	857-4140

**III. DESCRIPTION**

A. Background

As a requirement of our System Wide Improvement Framework for flood fighting and preparedness (SWIF) the city is required to prepare a flood fight plan and update this plan yearly. This plan is posted on our city webpage.

B. Proposed Project

The EAP is a living document that describes the process, procedures and materials needed in the event of a flood in the City of Minot to protect lives and prevent property damage in the event of a flood.

Some of the specific requirements of this plan address the following :

- Authority and Emergency declarations
- Shared resources and assistance needed from state and federal agencies
- Organization structure
- External resources and contacts
- Flood elevations, mapping and history
- Public and private utilities
- Critical facilities and sheltering
- Prioritized actions for varying flood event size
- Evacuation
- Internal and external communication

This plan was completed in 2016 and the information in this plan is revised and updated to reflect quantities and requirements needed for flood fighting based on construction of the permanent flood protection and to address the chain of command and personnel responsibilities in event of a flood fight. The contact information for the persons in charge is updated as turnover occurs.

C. Consultant Selection

Houston Engineering was chosen in accordance with state selection criteria to complete the SWIF, as well as the EAP or Emergency Action plan in the SWIF. This work is a continuation of previously selected work Houston has designed and overseen. Public works staff do the updates for this plan internally each year with our staff.

**IV. IMPACT:**

A. Strategic Impact:

This plan is a requirement of our SWIF agreement with the USACE to be able to be eligible for PL-84-99 funding in event of a flood.

B. Service/Delivery Impact:

The updates done in this plan are covered on page iv of the attached report and consist of the following changes or updates:

Name changes p.1, p.14, and p.15
Table 8-1: Emergency Shelters-modification to facilities p. 28
Sanitary Lift Station Flow Chart modification p. 36
Text Changes p.4
Transportation Resource Updates Table 5-8 p. 19
ICS Changes p. 45
Updates to Levee Fill Quantities P. 26
Text Changes – Water Treatment Plant P.34
Table 4-1 p.14 contact info updated for personnel

C. Fiscal Impact:

Approval is needed to remain eligible for PL-84-99 funding.

**V. ALTERNATIVES**

**VI. TIME CONSTRAINTS**

**VII. LIST OF ATTACHMENTS**

- A. Updated 2021 EAP report