



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

**FROM:** Kelli Kronschnabel, Fire Chief

**DATE:** May 5, 2021

**SUBJECT: DELEGATION OF AUTHORITY – ND STATE FIRE MARSHAL**

**I. RECOMMENDED ACTION**

The Fire Chief requests that council approves and allow for her to sign the Delegation of Authority from the North Dakota State Fire Marshal’s Office to allow the Authority Having Jurisdiction (AHJ) to have code responsibility for schools, State buildings and residential State buildings within the City of Minot.

**II. DEPARTMENT CONTACT PERSONS**

Fire Chief Kelli Kronschnabel 857-4740

**III. DESCRIPTION**

A. Background

The ND State Fire Marshal has sent us an updated version of the Delegation of Authority for the inspections and code enforcement. We have had this delegation since 2012. This new version will be updated each code adoption cycle which is every three years.

We are required under this agreement to provide inspections of the statutorily required to be completed by the ND State Fire Marshals office. This delegation allows for the Minot Fire Department to inspect them under our code which may be more restrictive than the adopted State fire code.

**IV. IMPACT:**

A. Strategic Impact:

This delegation allows our personnel to inspect these structures under the City of Minot adopted fire code. These inspections not only ensure that we meet the code requirements but also allow personnel to perform preplanning updates for these structures that are crucial for our suppression personnel when they are responding to an emergency at these buildings.

B. Service/Delivery Impact:

This delegation allows for a consistent inspection of the buildings throughout the community.

C. Fiscal Impact:

N/A

**V. ALTERNATIVES**

The council could deny this request and we would not be inspecting the buildings.

**VI. TIME CONSTRAINTS**

N/A

**VII. LIST OF ATTACHMENTS**

- A. Letter from ND State Fire Marshal
- B. Delegation of Authority form
- C. List of schools, State buildings and residential State buildings **\*\*NOTE:** This list of buildings is being updated by the prevention office in order to get an accurate list to the ND State Fire Marshal's office. We do not inspect buildings that are not within the City of Minot. We do not inspect in the 2 mile.