

# City of Minot

## Office of the Fire Chief



The articulation agreement is between the City of Minot departments of Fire and Airport. This agreement is entered into on September 1, 2017 in order to have a formal document articulating the obligations of the fire department and the airport when it comes to providing aircraft rescue and firefighting (ARFF) services at the Minot International Airport.

### Facilities:

- Use – The airport fire station is staffed 24 hours a day by four City of Minot Fire Department personnel. This facility provides four-response bay (2 ARFF and 2 structural) as well as living quarters for these personnel. The Minot Fire Department airport response protocol requires four personnel respond initially when dispatched to an incident on the airport with an additional 16 responding as needed.
- Maintenance – The facility is maintained by the City of Minot Fire Department and property maintenance. Routine maintenance is paid for by the City. Larger projects such as remodeling or the previous ARFF bay expansion are a shared cost between the fire department (50%) and the airport/FAA (50%). The airport/FAA is not responsible for maintenance or projects related to the structural bay or equipment.
- Utilities – Water, electricity and natural gas is paid for by the fire department through the city's general fund.
- Insurance – Insurance on the facility is paid for by city's general fund.
- Rent/Lease – There is currently no land lease or rental agreement between the City/Fire Department and Airport for the ARFF facilities, including the structural portion, which is typically required for the use of airport lands purchased with FAA funding.

### Apparatus:

- Fuel – Fuel for the ARFF truck will be provided by the airport.
- Maintenance – Maintenance of the ARFF trucks is performed by the fire department fleet mechanic. Replacement parts are paid for by the airport but fluids and smaller items are paid for by the fire department. No compensation is charged for the mechanic's time.
- Replacement – Replacement of the ARFF vehicles is done through Airport Improvement Program (AIP) funding between the FAA, state, and airport. This is based on the airport replacement schedule and coordinated with the fire department.
- Insurance – Insurance on the ARFF vehicles is paid for by city's general fund.

### Equipment:

- Fuel – Fuel for the ARFF truck equipment will be provided by the airport.
- Maintenance – Maintenance of the ARFF equipment is performed by the fire department fleet mechanic. Replacement parts are paid for by the airport but fluids and smaller items are paid for by the fire department. No compensation is charged for the mechanic's time.
- Replacement – Replacement of the ARFF equipment is done through FAA, airport and state funding.
- Foam – Foam is paid for by airport funds.
- Radios – Radios are maintained by the fire department but replaced through funding provided by the airport. If significant maintenance is required and needs third party vendor to complete this is charged out to the airport.
- Communications – The process for alerting from the tower is maintained by the City. Any major changes would be charged to the airport.

Other:

- Inspections – The quarterly inspections of the fuel storage and refueling apparatus is provided by the City Fire Marshal.

Personnel:

- Wages and Benefits – The wages and benefits of three senior firefighters are paid for by the airport to ensure 24 hour staffing of the ARFF truck. The fire department provides a total of four personnel at the airport station but if an emergency occurs within their response area three personnel will handle that call leaving the one ARFF personnel to maintain index status. During an alert when all personnel are present within the station then all four will respond, two on one ARFF truck and two on the backup ARFF truck.
- Worker's Compensation – Worker's compensation is provided by the Workforce Safety and Insurance and paid for by airport funds for three of the 62 personnel.
- Security Badges – The fire department will cover the costs of the initial and biennial badging of personnel. 62 personnel will be badged per TSA requirements.
- Medical Physicals and Vaccinations – Annual medical physicals and vaccinations are provided by the fire department. This comprehensive health and wellness program ensures the readiness of all staff.
- Personal Protective Equipment – A full complement of personal protective equipment is paid for by the fire department and includes repairs and replacement.
- Uniforms – Uniforms are paid for by the fire department.
- Drug Testing – Drug testing for pre-employment, reasonable suspicion, random and post-accident is paid for by the fire department.
- Training – ARFF training is provided by fire department personnel. The airport budget covers hiring a third party vendor that is contracted to provide ARFF live fire drill annually. This training is conducted for all frontline firefighters (57 personnel). The

crew stationed at the airport is linked to the main station via interactive television network to maintain other necessary certifications (hazardous materials, EMT, etc.) as well as attend other trainings and meetings.

- The frontage road and parking lot is maintained jointly by the city and the airport.
- Snow removal is provided jointly by the fire department personnel and airport operations on the flight line side. The city provides snow removal in the parking lot and frontage road.

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Kelli Flermoen  
Fire Chief

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Rick Feltner  
Airport Director

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Chuck Barney  
Mayor