



**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Kelli Flermoen, Fire Chief

**DATE:** February 21, 2018

**SUBJECT:** **MINOT AIR FORCE BASE MUTUAL AID AGREEMENT**

**I. RECOMMENDED ACTION**

1. Recommend council to authorize the Mayor to sign the Minot Air Force Base Fire Department Mutual Aid Agreement with the Minot Fire Department.

**II. DEPARTMENT CONTACT PERSONS**

*Place name, titles, and phone numbers of the persons involved in hierarchical order:*

Kelli Flermoen, Fire Chief	857-4740
Dean Lenertz, Assistant Fire Chief	857-4740

**III. DESCRIPTION**

A. Background

This document is an updated version, which was approved and signed previously by the Mayor. This agreement will enter the Minot Fire Department as written in the document to be requested by the Minot Air Force Base Fire Department to assist in the event of a larger emergency. This defines roles, responsibilities and expectations as responding to the Minot Air Force Base.

This document was reviewed by the city attorney.

B. Proposed Project

Agencies work diligently to prepare for the emergencies that occur within our jurisdictions but at times, we need to ask for assistance from other departments for additional resources. This MOU will afford the Minot Air Force Base Fire Department to call upon the Minot Fire Department for that assistance.

C. Consultant Selection  
N/A

**IV. IMPACT:**

A. Strategic Impact:

This mutual aid agreement will allow the Minot Air Force Base Fire Department to meet the needs of the personnel working and living at the Minot Air Force Base in the event of a large emergency that is outside of the normal scope of preparedness.

B. Service/Delivery Impact:

This mutual aid agreement will allow additional resources to be called upon in the event of a large emergency that is beyond the capabilities of the Minot Air Force Base Fire Department to handle independently.

C. Fiscal Impact:

The mutual aid agreement articulates that the aid given and received will be at a no cost to the requesting party. The City of Minot would provide the Minot Air Force Base Fire Department assistance at no cost for the first operational period (8 hours). During that period of time the incident commanders for the City of Minot would be requesting for the Minot Air Force Base to be looking at augmenting their operation to allow for the Minot Fire Department to release assets. If beyond the 8-hour operational period the Minot Fire Department is still necessary, then reimbursement will be requested.

**V. ALTERNATIVES**

The Council could deny the request. The Minot Fire Department has current agreements with the Mouse River Firefighters Association, the Grand Forks Fire Department, Bismarck Fire Department, and Minot Rural Fire Department.

**VI. TIME CONSTRAINTS**

Council's approval of the recommendation will allow for the Minot Fire Department to have an effective Mutual Aid agreement with the Minot Air Force Base Fire Department.

**VII. LIST OF ATTACHMENTS**

- A. Mutual Aid Agreement