



Budget Briefs with City Council
Tuesday, June 23, 2026, at 12:30 PM
Fire Station #1 (2111 10th St SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. Fire Department 2027 Budget Brief

Minot Fire Department 2027 Budget



Community Expectations for Public Safety

- Fast, reliable emergency response
- 24/7 police and fire protection
- Highly trained, professional responders
- Modern equipment and safe facilities
- Effective emergency communications

Fire Dept. and
Police are
amazing!

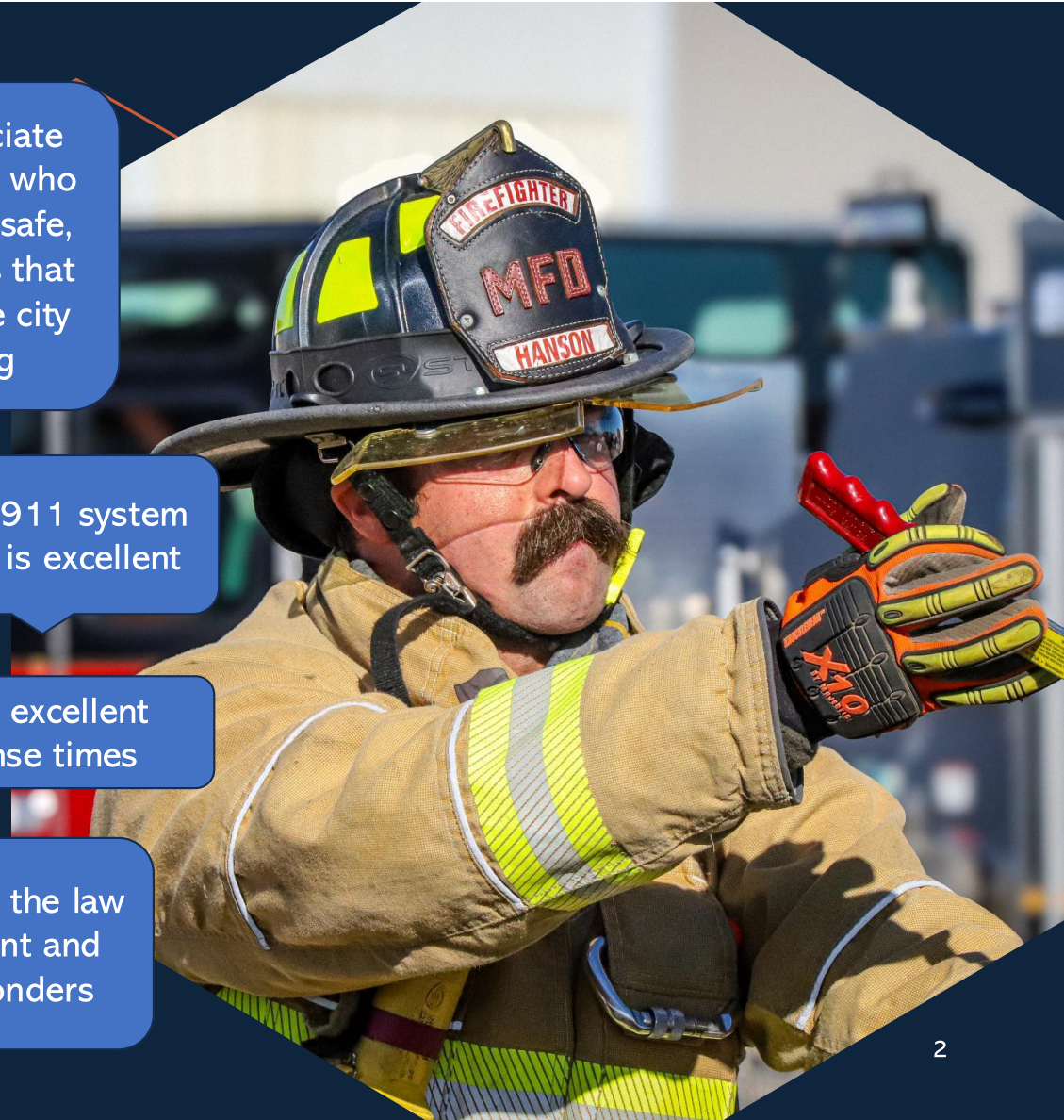
Low crime,
good PD
and FD

I appreciate
the ones who
keep us safe,
the ones that
keep the city
going

911 system
is excellent

FD has excellent
response times

I appreciate the law
enforcement and
first responders



Budget Strategies

1. Maintaining what already exists

2. Improve current operations

3. Build for the future

*** Council Priority: Being Fiscally Responsible ***

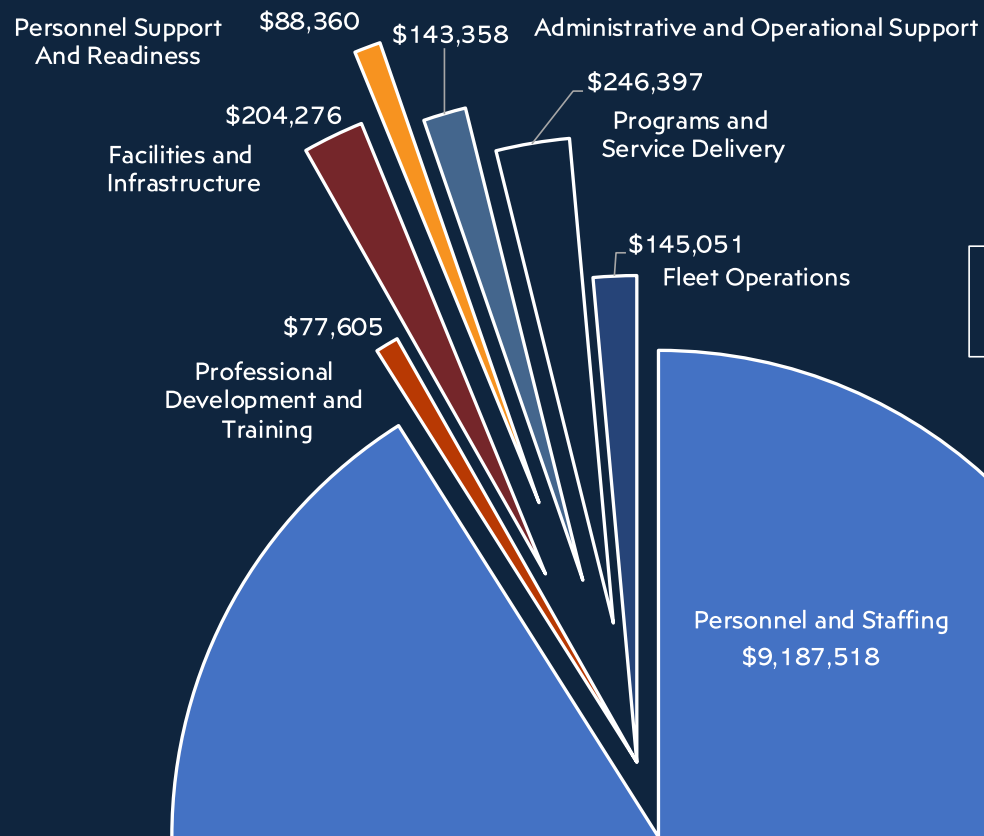


Maintaining what already exists

Goals of 2027 Budget

- Includes reduction of 1 fire inspector position (-80,000)
- Maintaining current fleet
- Maintaining of facilities without necessary identified upgrades or repairs
- CIP – Training building included from the committee
- Ladder included in fleet replacement schedule committee recommendations

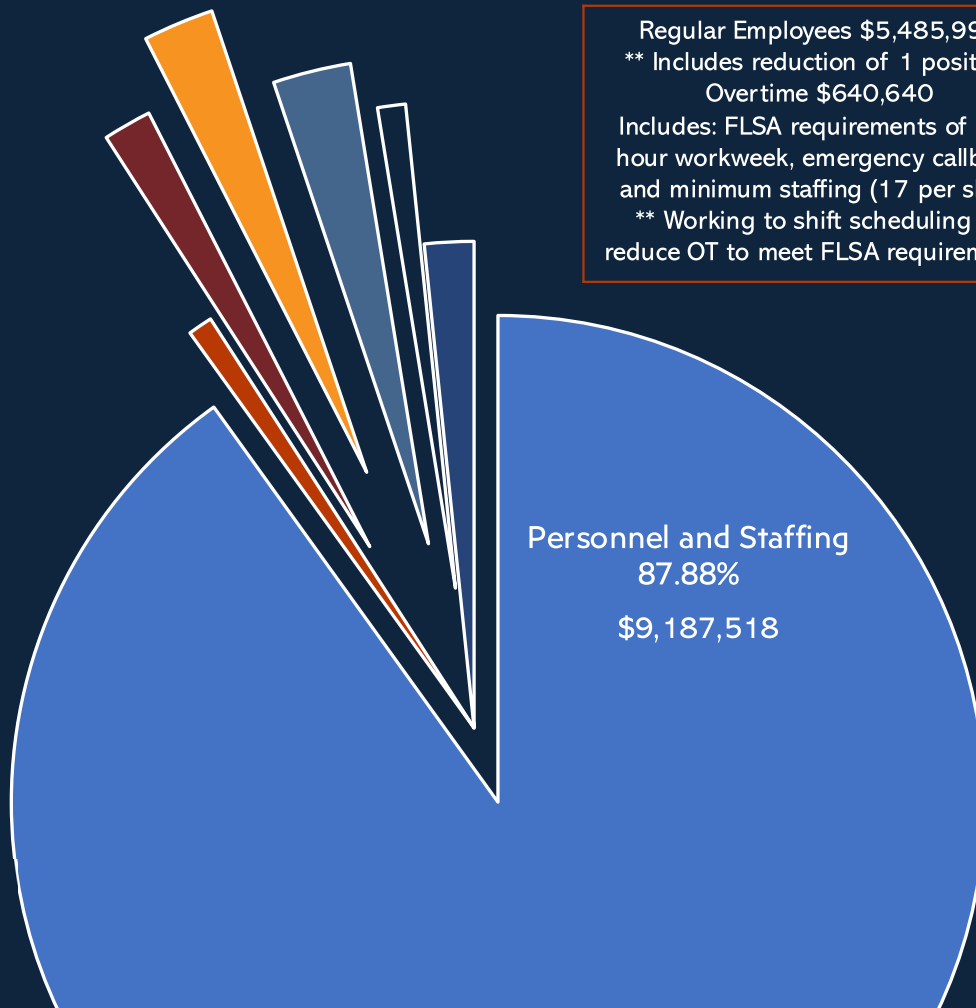




Total Budget
\$10,454,485

Fire Budget 2027

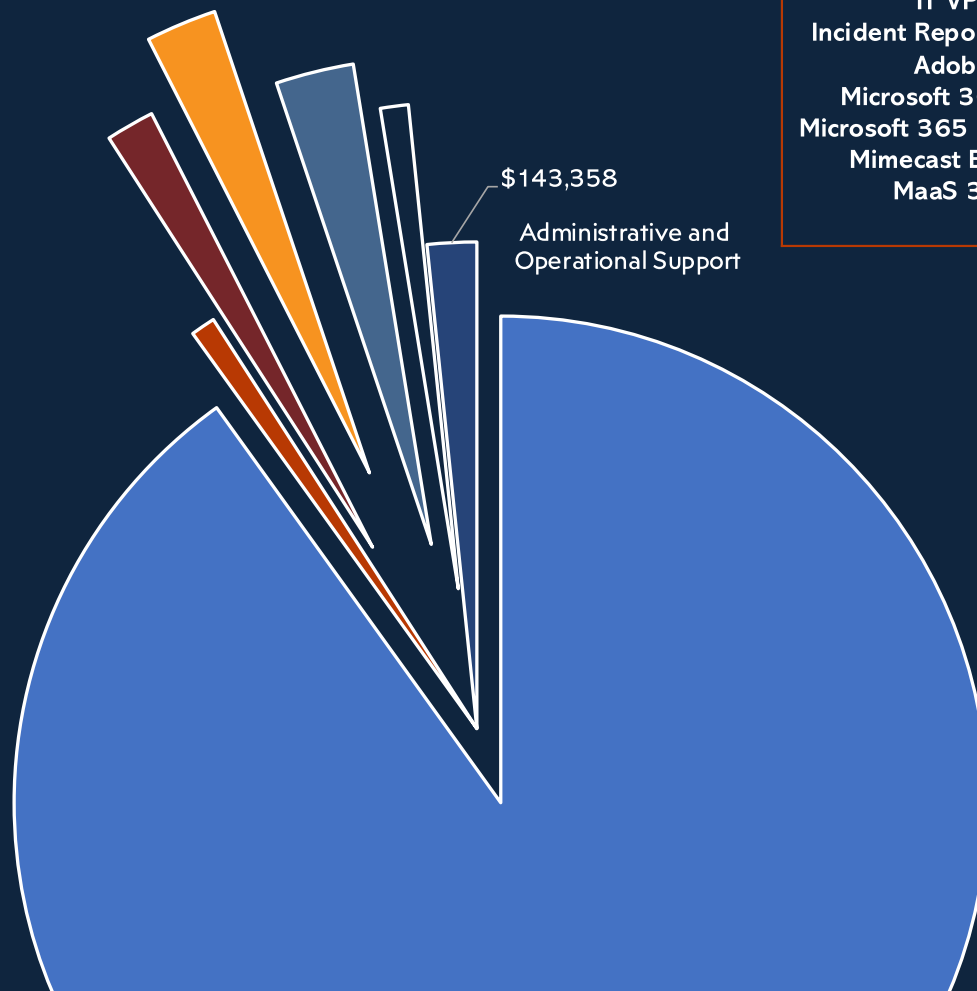




Regular Employees \$5,485,993
** Includes reduction of 1 position
Overtime \$640,640
Includes: FLSA requirements of 53-hour workweek, emergency callback and minimum staffing (17 per shift)
** Working to shift scheduling to reduce OT to meet FLSA requirements

Health Insurance \$1,089,206
Life Insurance \$3,565
Medicare \$85,115
Retirement \$1,742,676
Unemployment \$1,218
WSI/ST/LT Disability \$139,105

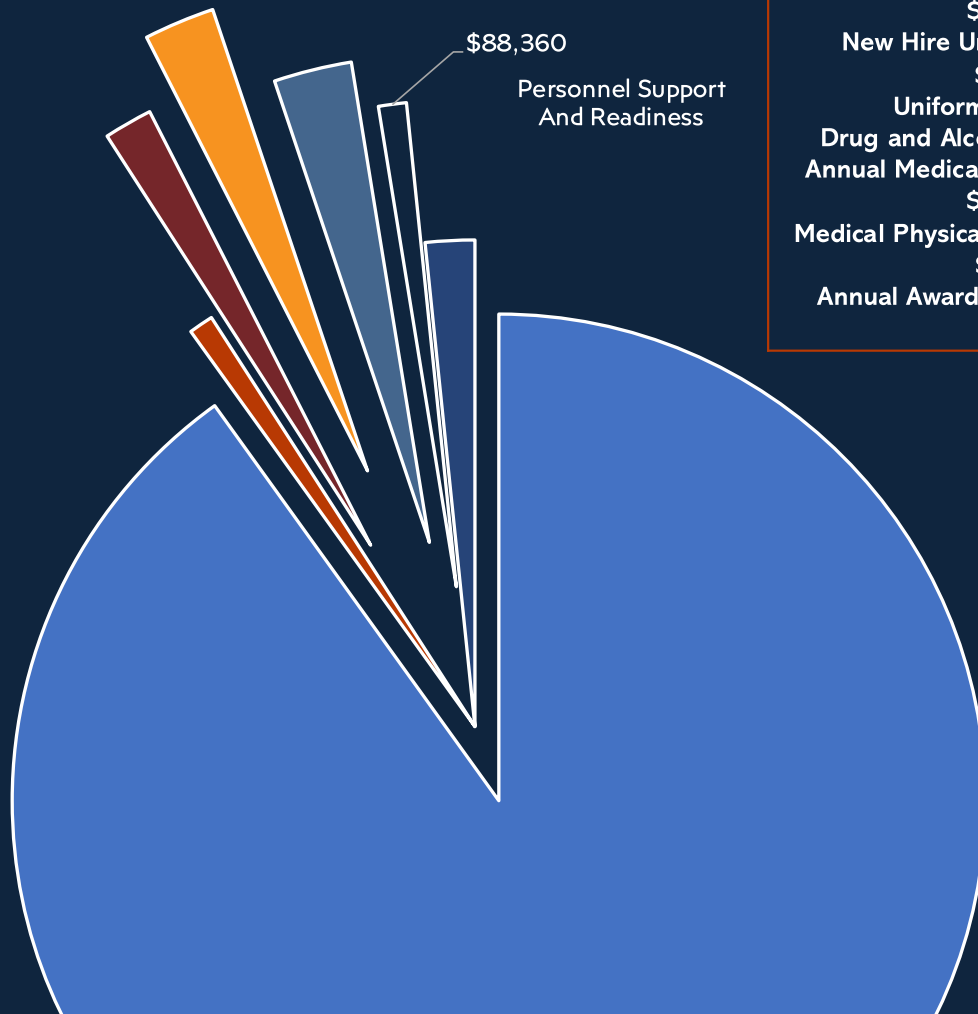
Fire Budget 2027



Telephone \$23,140
IT VPN Access \$759
Incident Reporting Software \$36,000
Adobe Acrobat \$170
Microsoft 365 Licensing \$11,346
Microsoft 365 Backup Licensing \$2400
Mimecast Email Security \$4,115
MaaS 360 Device \$642

General Liability Insurance \$22,116
Copier Rental \$984
Cyber Insurance \$3,929
Advertising \$1,000
Postage \$900
Copier \$657
Office Supplies \$20,000
Misc. Office Needs \$15,000
Credit Card Fees \$200

Fire Budget 2027



Uniforms 70@\$350
\$24,500
New Hire Uniforms 3@\$1,000
\$3,000
Uniform Repair \$850
Drug and Alcohol Testing \$3,328
Annual Medical Physicals 69@\$500
\$34,500
Medical Physicals New Hires 3@\$800
\$2,400
Annual Awards and Ribbons \$500

Background Checks 3@\$75
\$225
Mental Health Evaluations 71@\$175
\$12,425
Cordico Wellness App \$5,400
Security Badges Airport 68@\$10
\$680
New Hires Security Badging 3@\$20
\$60

Fire Budget 2027

Programs and Service Delivery
\$246,397

Suppression
Fire Hose and Testing \$10,000
Apparatus Equipment \$16,000
Fire Extinguishers \$3,000
Fire Cap Foam \$3,900
AFFF Foam \$8,500
ARFF Purple K \$2,200

Emergency Medical Services
Epinephrine A/P \$1,700
Nitroglycerin \$1,440
AED and Maintenance Contract \$6,500
Misc. EMS Supplies \$2,000

Personal Protective Equipment
Turnout Gear 16@\$5,512 \$88,192
Helmets 14@\$530 \$7,420
Fire Gloves 34@\$106 \$3,604
Fire Boots 16@\$710 \$11,360
Maintenance and Replacement \$5,300
Fire Hoods 16@\$240 \$3,840
Emergency Bailout Kits 10@\$750 \$7,500

Special Operations
Hazardous Materials \$5,000
Technical Rescue \$5,000
Dive Maintenance and Repairs \$2,000
Dry Suit \$2,000
Mustang Suit \$1,200
Dive Small Equipment \$500

SCBA/Air Compressors
Air Sampling \$1,780
Annual Maintenance Compressors \$2,230
Calibration of Test Bench \$1,180
SCBA Masks 4@\$450 \$1,800
Replacement Parts \$3,000
Mask Lenses 10@\$170 \$1,700
Mask Shields 20@\$50 \$1,000

Radio Batteries 46@\$169 \$7,801
Radio Repairs and Maintenance \$6,000

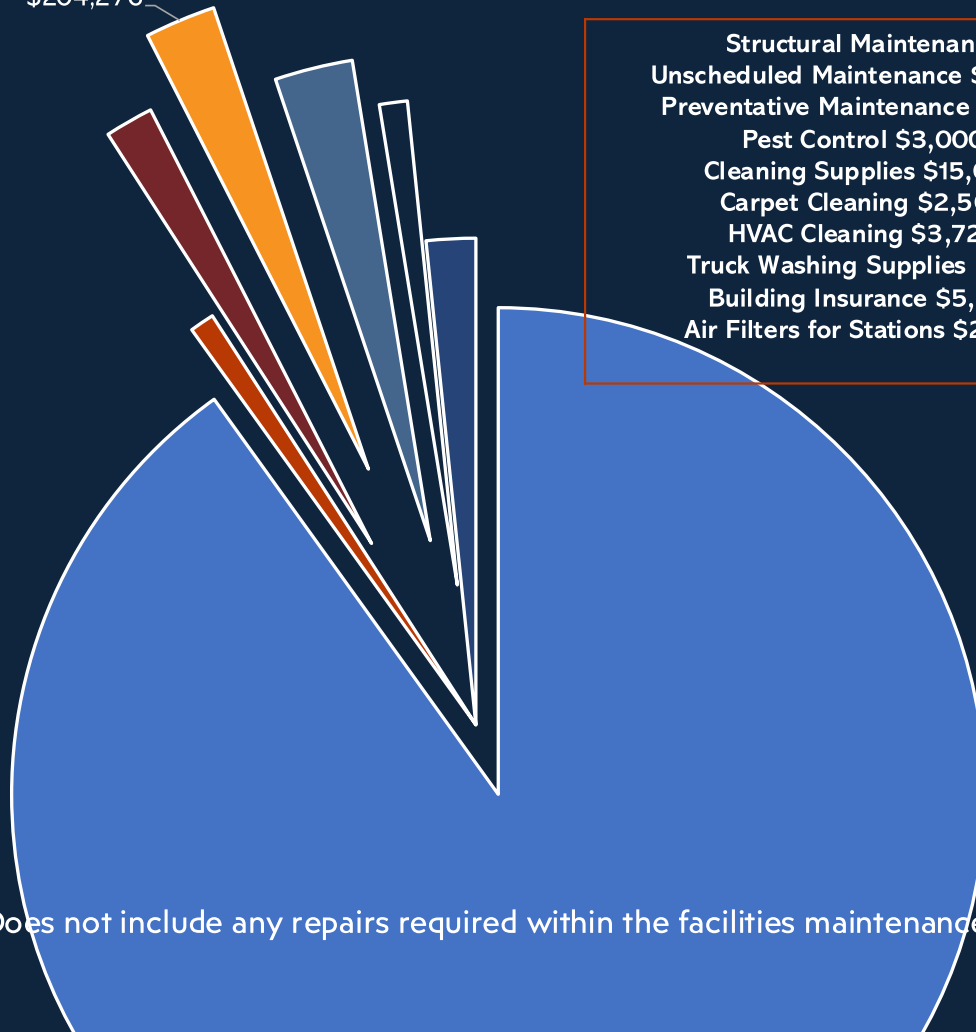
Community Risk Reduction
Fire Inspection Equipment \$250
Smoke Detectors \$1,000
Care Resources Connection \$12,000

Physical Fitness
Maintenance and Repairs \$2,000
Treadmill \$6,500

Fire Budget 2027



Facilities and Infrastructure
\$204,276



Structural Maintenance
 Unscheduled Maintenance \$35,000
 Preventative Maintenance \$2,000
 Pest Control \$3,000
 Cleaning Supplies \$15,000
 Carpet Cleaning \$2,500
 HVAC Cleaning \$3,720
 Truck Washing Supplies \$500
 Building Insurance \$5,017
 Air Filters for Stations \$2,250

Water/Sewer \$23,102
 Natural Gas \$40,717
 Electricity \$52,192
 Sprinkler Inspections \$320
 Fire Alarm Monitoring \$700
 Cookware/Appliances \$6,500
 Station Furniture \$5,000
 Turnout Gear Wash \$636
 Computer Replacement IT Schedule \$4,122
 Paint \$2,000

Fire Budget 2027



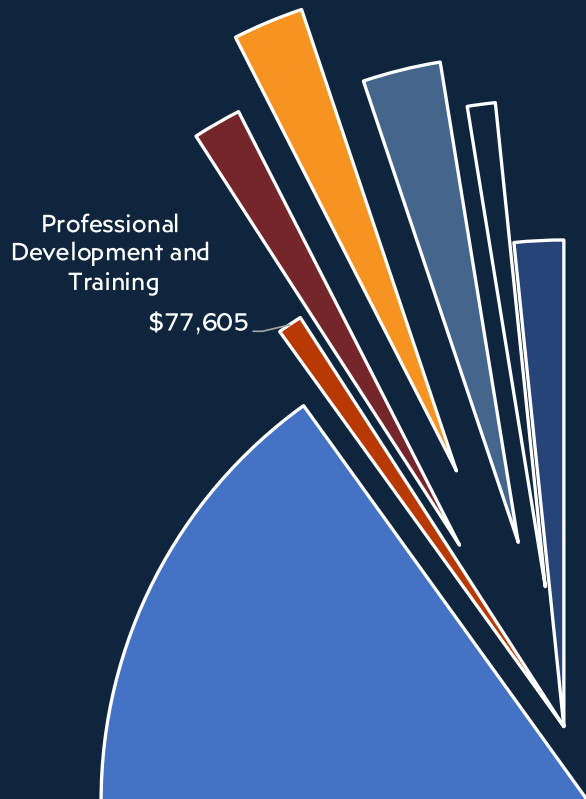
** Does not include any repairs required within the facilities maintenance plan

Fleet Operations
\$145,051

Vehicle Maintenance \$50,000
Equipment Maintenance \$15,000
E-bike Maintenance \$630
Automotive Insurance \$18,004
Inland Marine Insurance \$731
Deisel \$50,000
DEF \$1,591
Unleaded \$9,095

Fire Budget 2027





- Professional Memberships \$1,715
- Travel \$10,000
- ARFF Live Fire \$17,640
- Dive Certification \$6,000
- EMT Certification \$2,500
- Building Materials for Training Props \$7,200
- Training Discretionary \$10,000
- Proboard Training Certificates \$3,000
- State Fire Convention \$1,000

- Fire Prevention
- Educational Materials \$5,000
- ND Fire Prevention Association \$1,200
- IAAI International Training \$2,600
- ND IAAI State Conference \$2,250
- ICC Educodes \$3,000
- Officer Development \$3,000
- National Fire Academy \$1,500

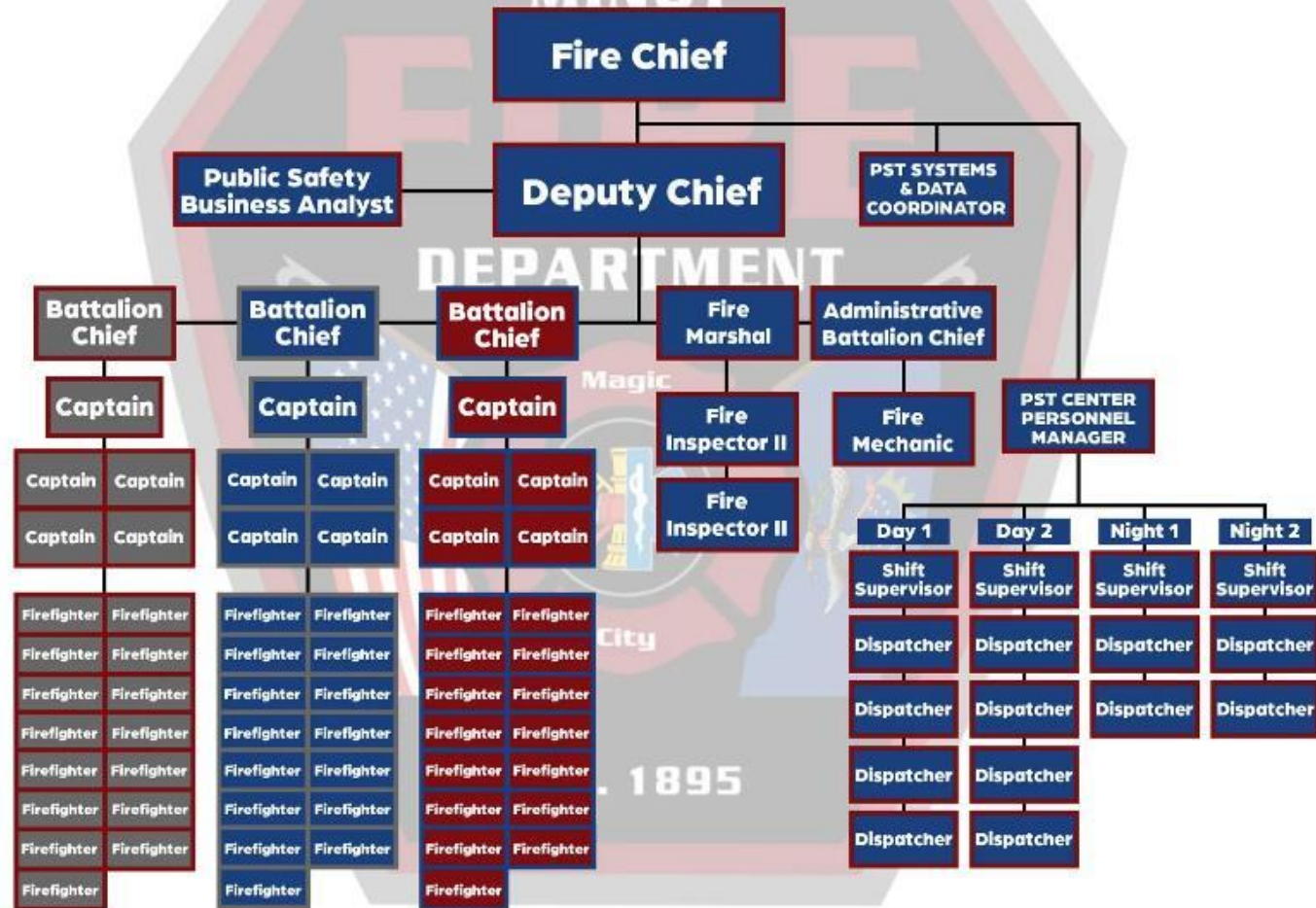
Fire Budget 2027

Areas we researched

- Reduction of staffing
 - Firefighters (-3% = 10 personnel reduction \$800,000)
 - Moving Fire Chief to Public Safety Director
 - Reduction in staffing of the Fire Prevention Department
 - Going back to fire prevention being done on shift (company inspections or inspectors on shift)
 - Combining with PD to create public safety officers
- Outsourcing all of fire inspections, plans review and investigations to the ND State Fire Marshals office
- Outsourcing maintenance of the fleet
 - 1 mechanic (\$110,500) and \$50,000 vehicle maintenance = \$160,500
 - \$10,000,000 fleet (conservative) – 1.65% fleet maintenance budget
- Browning out Station 4 and pull all personnel within the core of the city
- Working with HR to change work schedule to reduce the amount of OT from FLSA mandated requirements
- Moving to a volunteer or combination fire department
- Responding in rescue trucks or smaller SUVs to reduce wear and tear on larger apparatus and less fuel



Minot Fire Department Organization Chart



NFPA 1710

Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operation to the Public by Career Fire Departments

Current Operations

NFPA 1710 15 Personnel Required

MFD Full Staffing per Shift – 21 Personnel

MFD Minimum Staffing per Shift – 17 Personnel

16 Personnel with 1 assigned to ARFF

4 PTO Slots Available

NFPA 1710 Minimum 4 person per engine/ladder

Under minimum staffing, MFD has 1 Battalion Chief,
4 – 3-person engines and 1 – 3-person ladder

NFPA 1710

Low Hazard deployment – 17 personnel

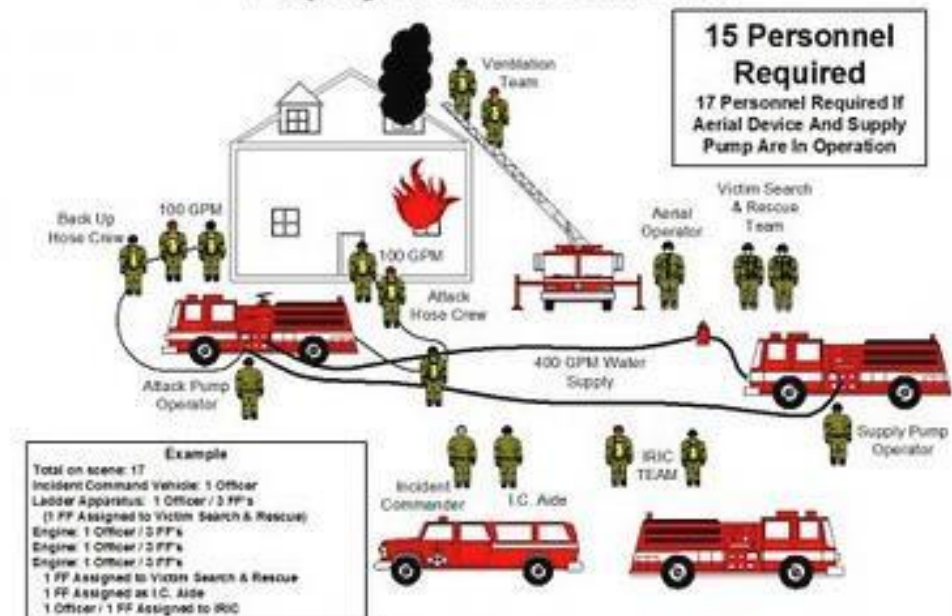
Medium Hazard deployment – 28 personnel

High Hazard deployment – 43 personnel

MFD all hazard initial deployment – 16 personnel



5.2.3.2.2 Initial Full Alarm Assignment Capability Deployed Within 8 Minutes



NFPA 1710

Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operation to the Public by Career Fire Departments

Operations under 2027 Proposed Plan
NFPA 1710 15 Personnel Required

MFD Full Staffing per Shift – 18 Personnel
MFD Minimum Staffing per Shift – 15 Personnel
14 Personnel with 1 assigned to ARFF
3 PTO Slots Available

NFPA 1710 Minimum 4 person per engine/ladder
Under minimum staffing, MFD has 1 Battalion Chief,
3 – 3-person engines and 1 – 3-person ladder

NFPA 1710

Low Hazard deployment – 17 personnel

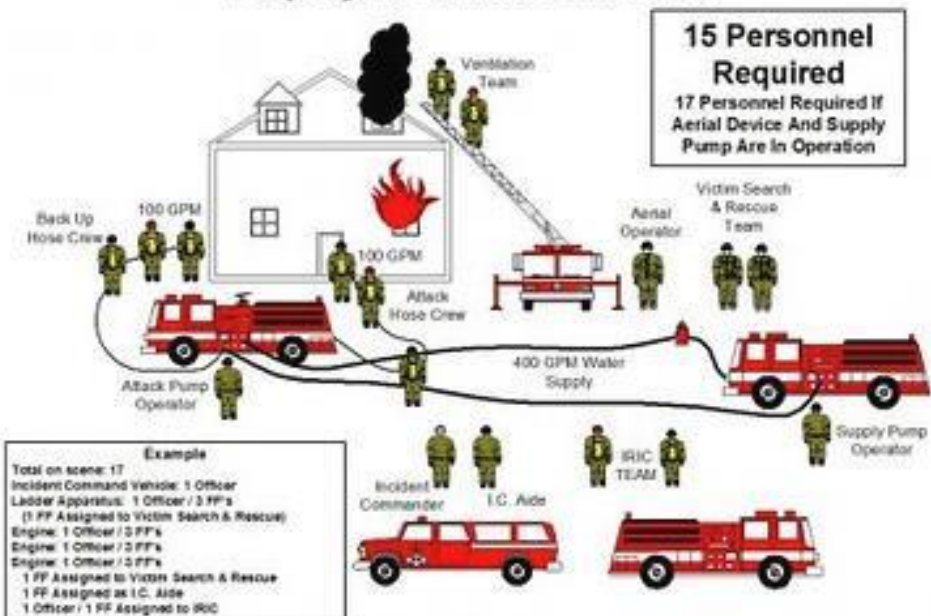
Medium Hazard deployment – 28 personnel

High Hazard deployment – 43 personnel

MFD all hazard initial deployment – 14 personnel

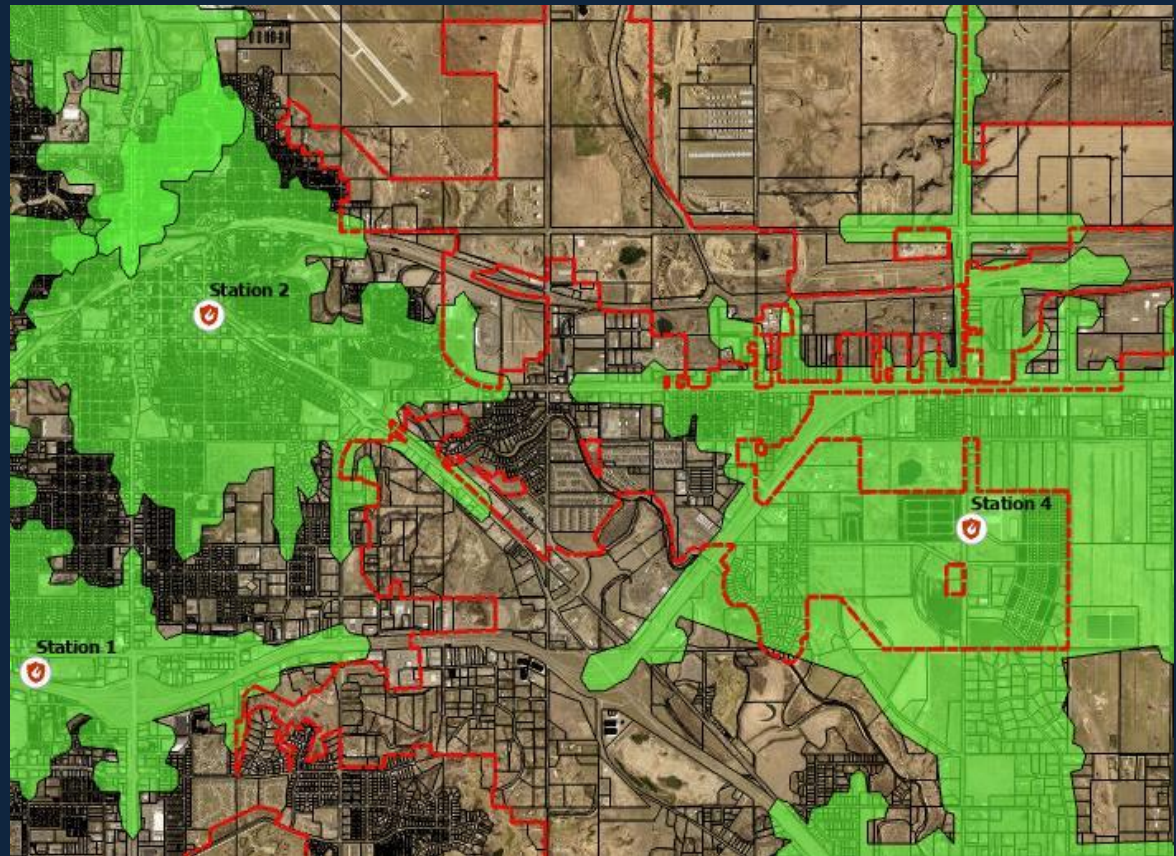


5.2.3.2.2 Initial Full Alarm Assignment Capability Deployed Within 8 Minutes



Station 4: Brownout Impacts

- Reduction in staff will decrease ISO rating from a 2 to a rating of 3 or 4
- Reduction of annual costs of utilities and operating costs (\$12,000)
- Increased response times to the eastern side of the community

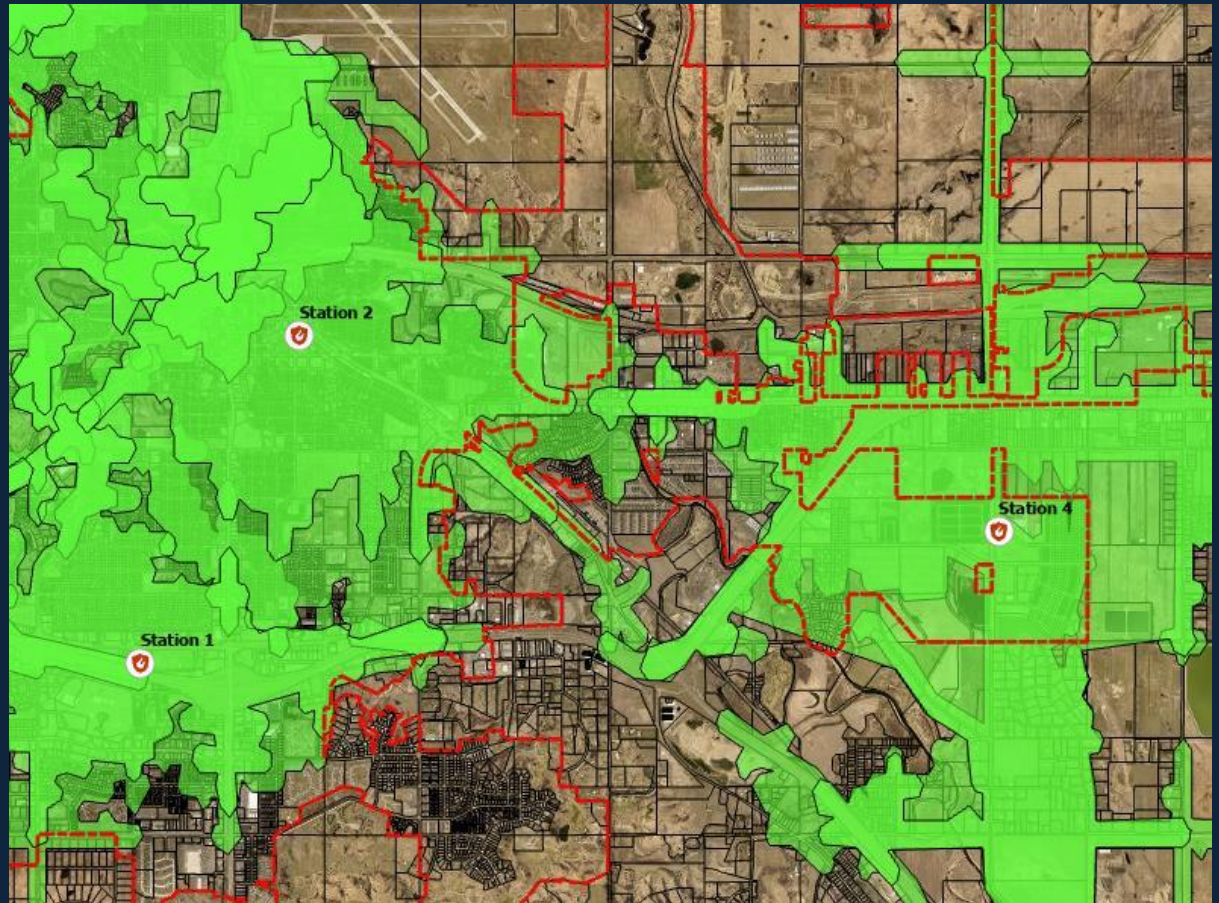


4-minute response time



Station 4: Brownout Impacts

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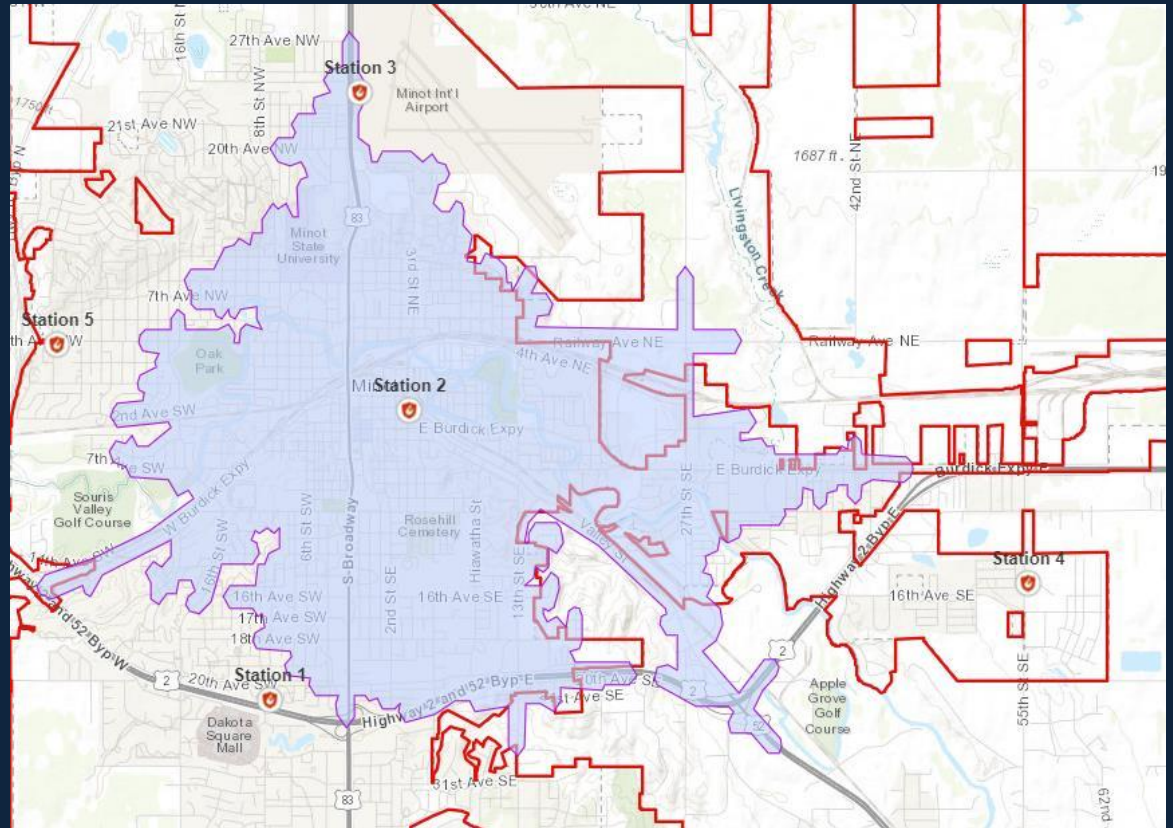


5-minute response time



Station 4: Brownout Impacts

- Reduction in staff will decrease ISO rating from a 2 to a rating of 3 or 4
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- Increased response times to the eastern side of the community

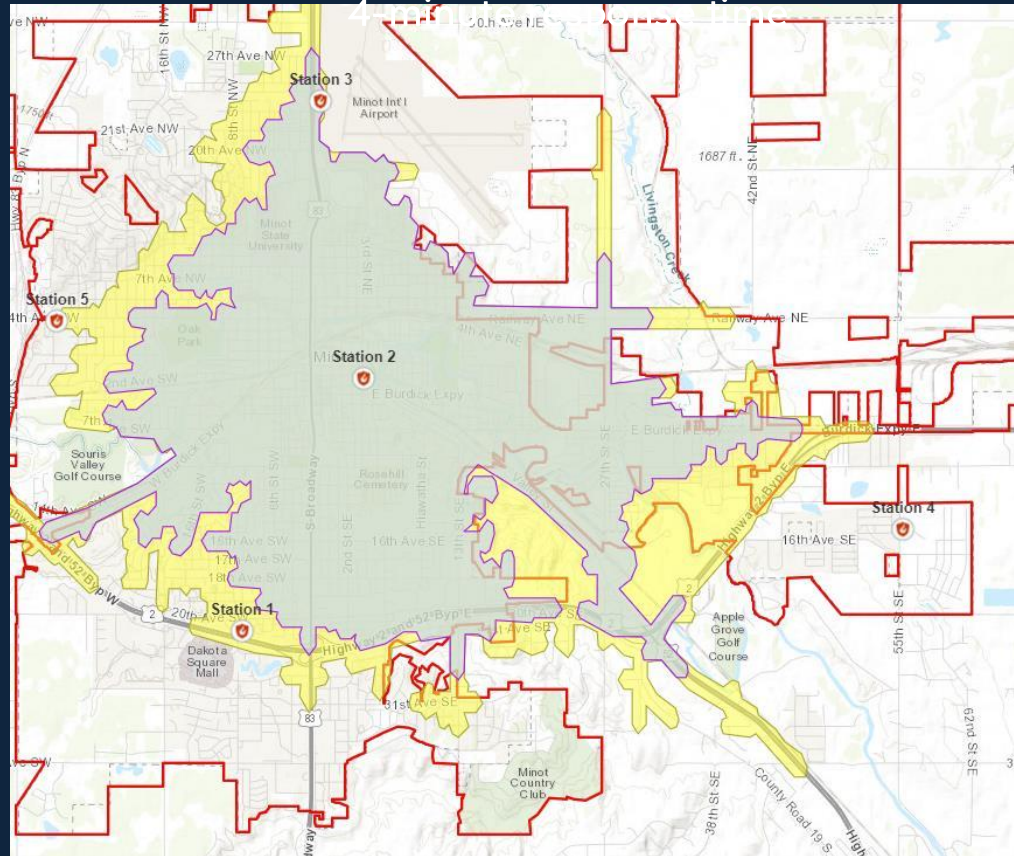


6-minute response time



Station 4: Brownout Impacts

- Reduction in staff will decrease ISO rating from a 2 to a rating of 3 or 4
- Reduction of annual costs of utilities and operating costs (\$12,000)
- Increased response times to the eastern side of the community

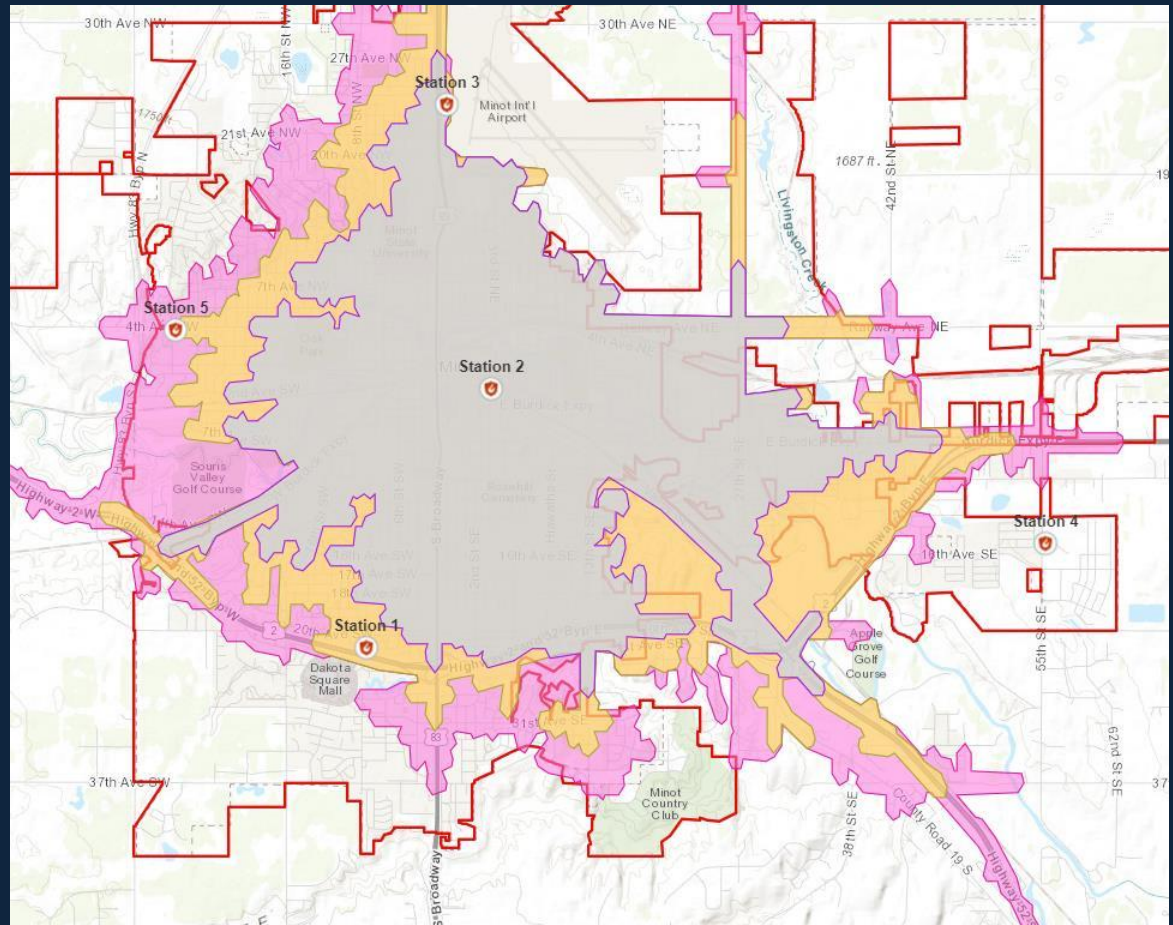


7-minute response time



Station 4: Brownout Impacts

- Reduction in staff will decrease ISO rating from a 2 to a rating of 3 or 4
- Reduction of annual costs of utilities and operating costs (\$12,000)
- Increased response times to the eastern side of the community

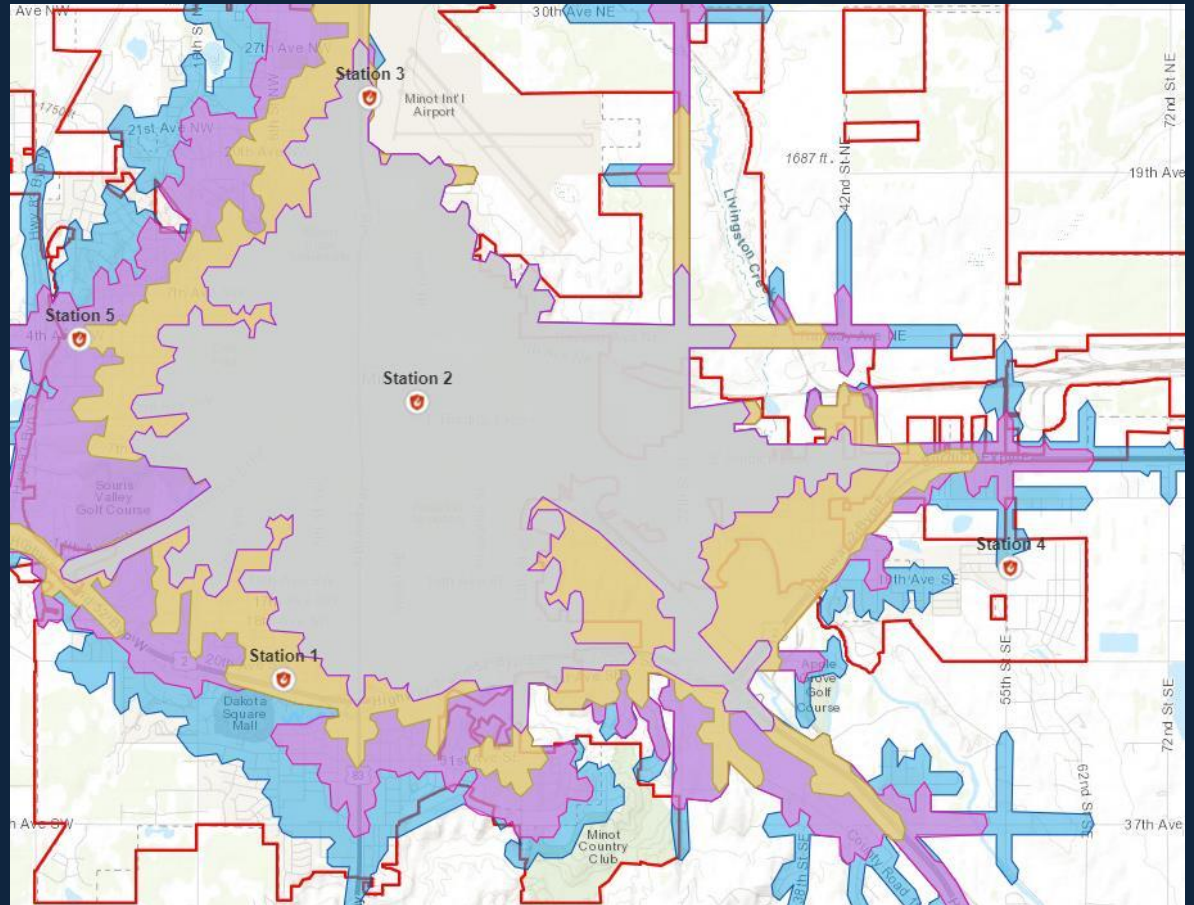


8-minute response time



Station 4: Brownout Impacts

- Reduction in staff will decrease ISO rating from a 2 to a rating of 3 or 4
- Reduction of annual costs of utilities and operating costs (\$12,000)
- Increased response times to the eastern side of the community



9-minute response time



Proposed within the budget: Reduction of 1 Fire Inspector



Organization Group ▾	Month ▾	Primary Focus ▾	Zones ▾	Total Scheduled Records ▾	Routine Zone ▾	Annual/Special ▾	Liquor ▾	FAA ▾	Total
	January	FAA Q1 / Annual Report / Data Cleanup	Admin / Special Program	7	0	7	0	7	21
	February	Reinspections / Complaints / Plan Review	Admin / Special Program	0	0	0	0	0	0
	March	Zone 8 Deployment + Reinspections / Complaints / Plan Review	Admin / Special Program	24	0	1	0	0	25
	April	Zone 1 + FAA Q2	1	129	117	16	0	7	269
Kalix	May	Zone 9 + Kalix	9	400	368	36	0	0	804
REM	June	Zone 12 + REM	12	156	144	18	0	0	318
Edgewood	July	Zone 13 + FAA Q3 + Edgewood	13	303	286	36	0	7	632
Trinity	August	Zone 5 + Trinity	5	110	86	24	0	0	220
None, MPS	September	Liquor Licenses + MPS	8	188	84	104	101	0	477
	October	Zone 11 + FAA Q4 + Fire Prevention	11	52	42	16	0	7	117
	November	Zones 2/3/4 Combined + Follow-ups	2, 3, 4	71	71	11	0	0	153
	December	Annual Review / KPI Reporting / Next-Year Planning	Admin / Special Program	0	0	0	0	0	0
			Total	1440	1198	269	101	28	3036



Current Status of the Division:

Current Status of the Division:

- 1 Fire Marshal
- 2 Fire Inspectors
 - One done 12/2026

Staffed with 3 Fire Inspectors since 2021

- Plans review
- Fire Inspections
 - Annual occupancies
 - Special occupancies
 - Daycare inspections
 - Follow-up inspections
 - Re-inspections
 - Complaint investigations
- Fire and life safety investigations
- Public education programming
- Occupancy database management
- First Due data migration and validation
- Community Risk Reduction program
- Problem Property Unit
- Annual reporting and analytics



Community Risk Reduction Department

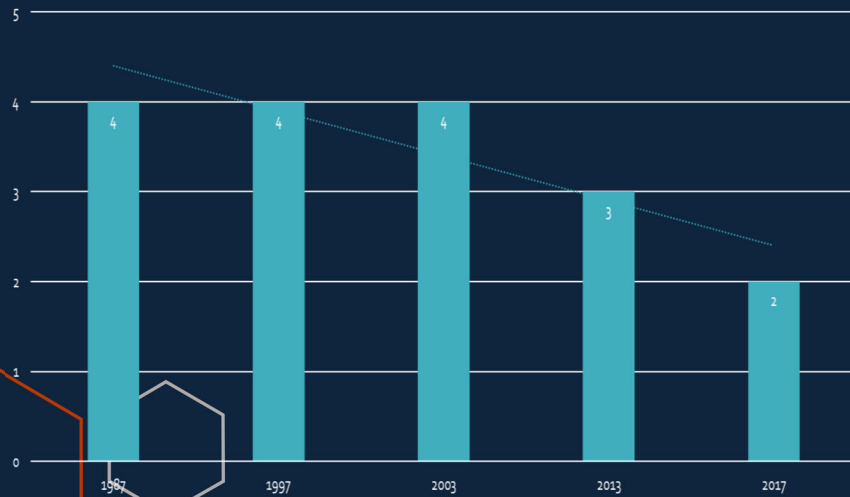
Rebranding Target: January 2027

Key elements incorporated into the model include:

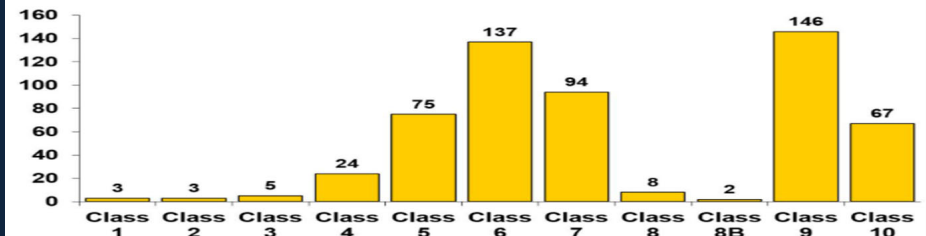
- Geographic zone deployment strategy
 - Seasonal workload balancing for North Dakota winter operations
 - Risk-based inspection prioritization
 - Historical inspection data integration
 - Balanced odd/even inspection cycle workload
 - Annual/special occupancy tracking
- Administrative capacity during winter months for:
 - plans review
 - investigations
 - public education
 - CRR analytics
 - annual reporting
 - Occupancy database cleanup and validation efforts tied to the First Due migration



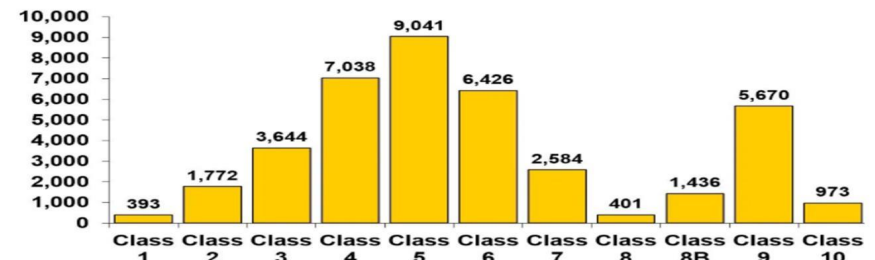
Insurance Services Office (ISO)



North Dakota



Countrywide



Insurance rates based on classification

Category	Residential Property	Commercial Property
Typical Property Value	~\$275,000	~\$900,000
Estimated Annual Premium (ISO Class 2)	\$1,650-\$2,750	\$5,500-\$12,500
Estimated Annual Premium (ISO Class 4)	\$1,730-\$3,150	\$6,050-\$15,500
Dollar Increase (2-4)	\$80-\$400	\$550-\$3,000
Precent Increase	5%-15%	10%-25%
Sensitivity to ISO Rating	Low	Moderate to High

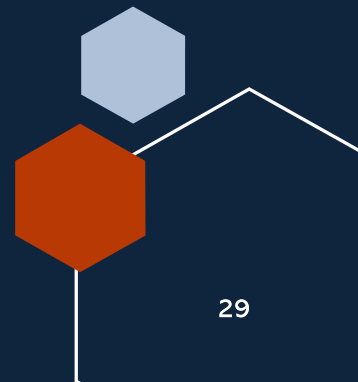
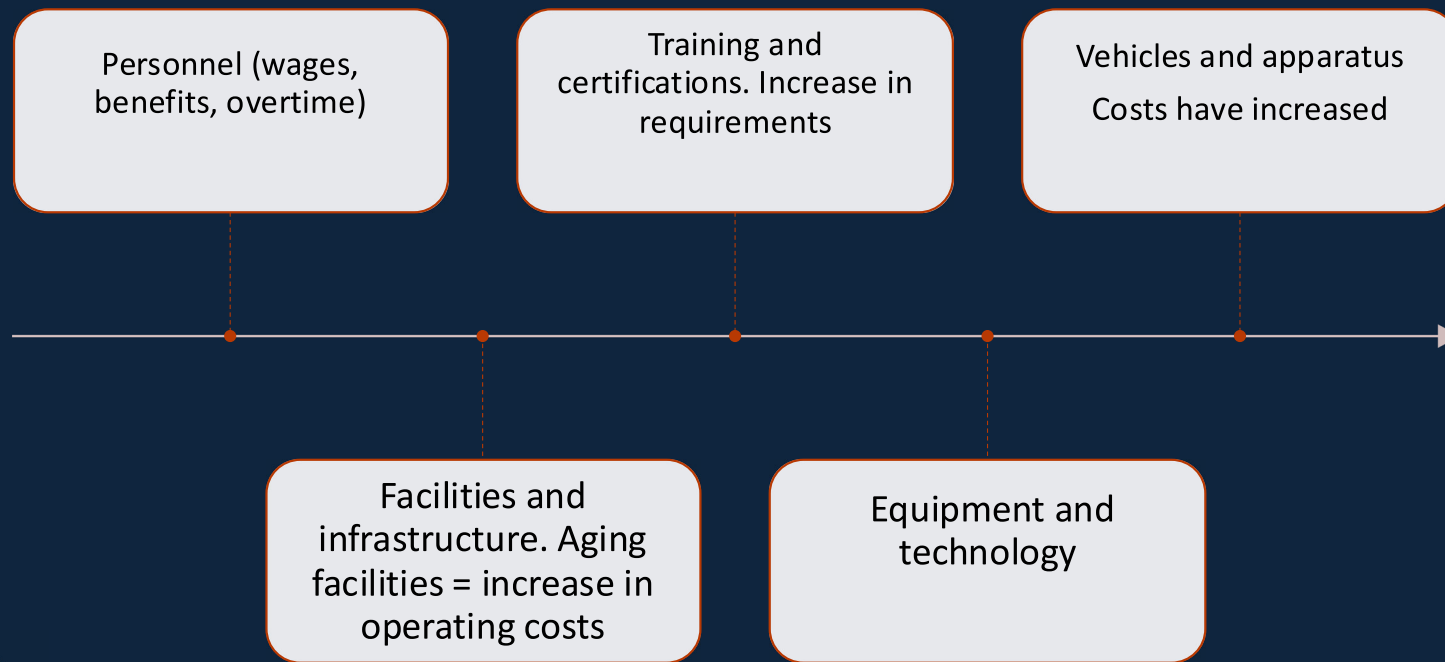


Improving Current Operations and Building the Future

- Cost drivers in the Fire Department
- Long term planning and community impact
- Cost Projections
- Department Revenues
- Department recommendations for City Administration and City Council to consider



Major Cost Drivers in Operating a Fire Department

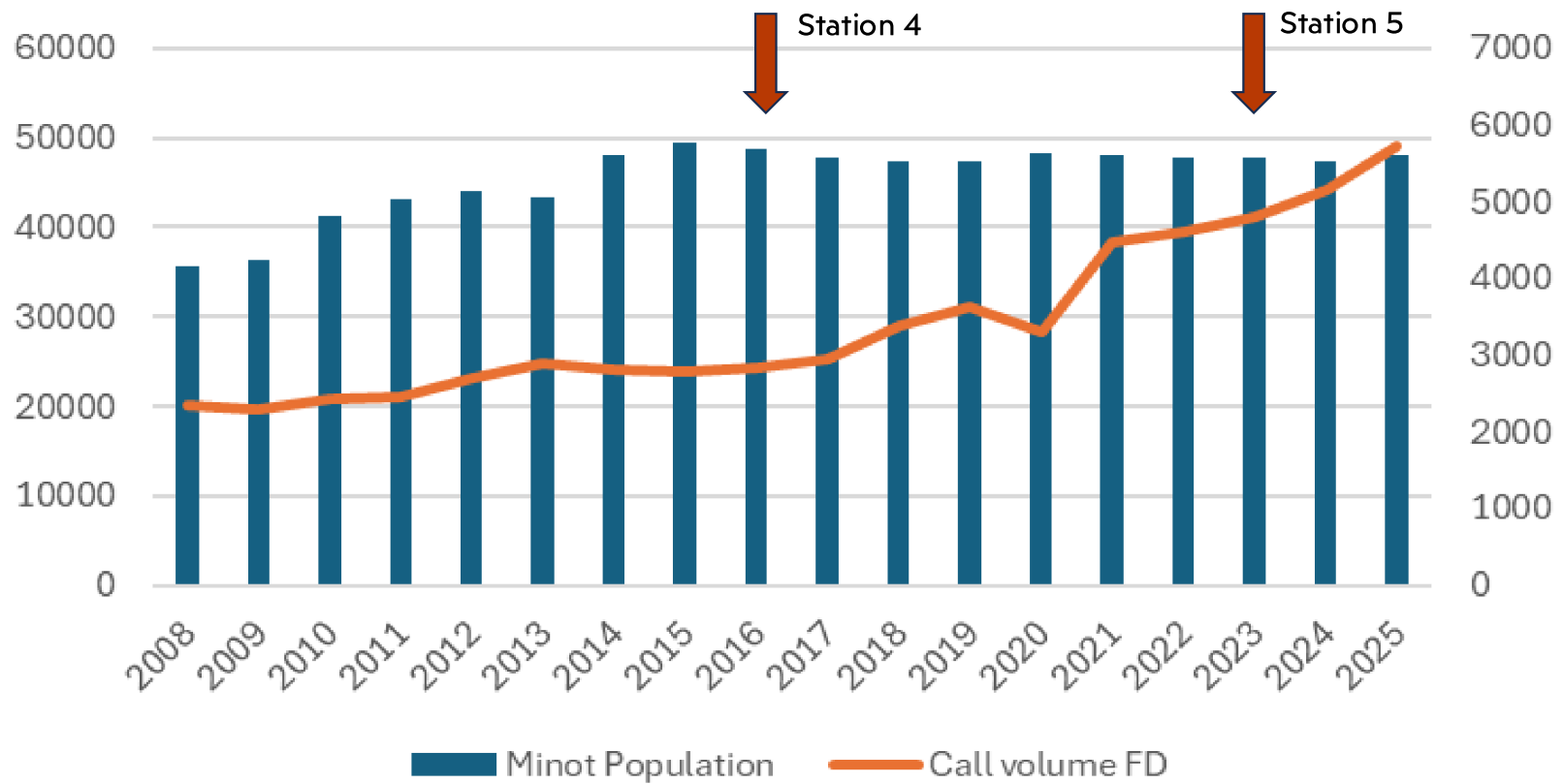


Fire Staffing Principles

- Response Times: Efficient staffing ensures quicker responses
- Fireground Safety: Adequate staffing improves the safety of personnel
- Service Reliability: A well-staffed fire department can provide more consistent and reliable services
- Minimum staffing per apparatus established by NFPA 1710 and 1500 for safety and efficiency
 - 4-person engine and ladder companies
- Simultaneous incident coverage 43% overlap
- Driving factor in ISO rating
- Increased medical and technical response demands – 10% trend of increasing call volume each year



MFD Call Volume and Population Growth

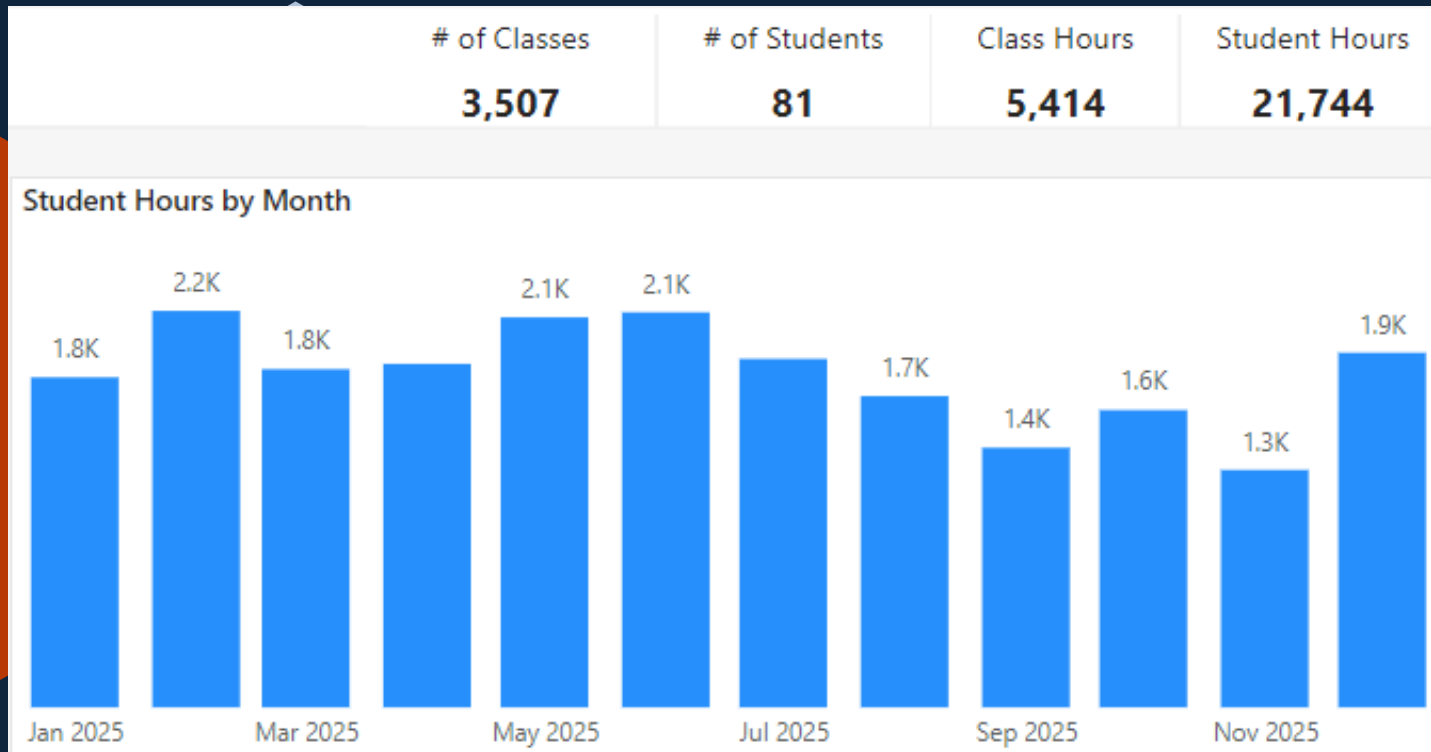


Recruitment and Retention The Costs of Turnover

- Personal Protective Equipment – two sets of custom fitted gear
- Onboarding and training
 - Firefighter I (8 weeks)
 - EMT course
- Staff time dedicated to training academy and EMT
- Yellow helmets indicate personnel with <1 year = inexperienced team members

Total = \$72,000





2025 Training Hours

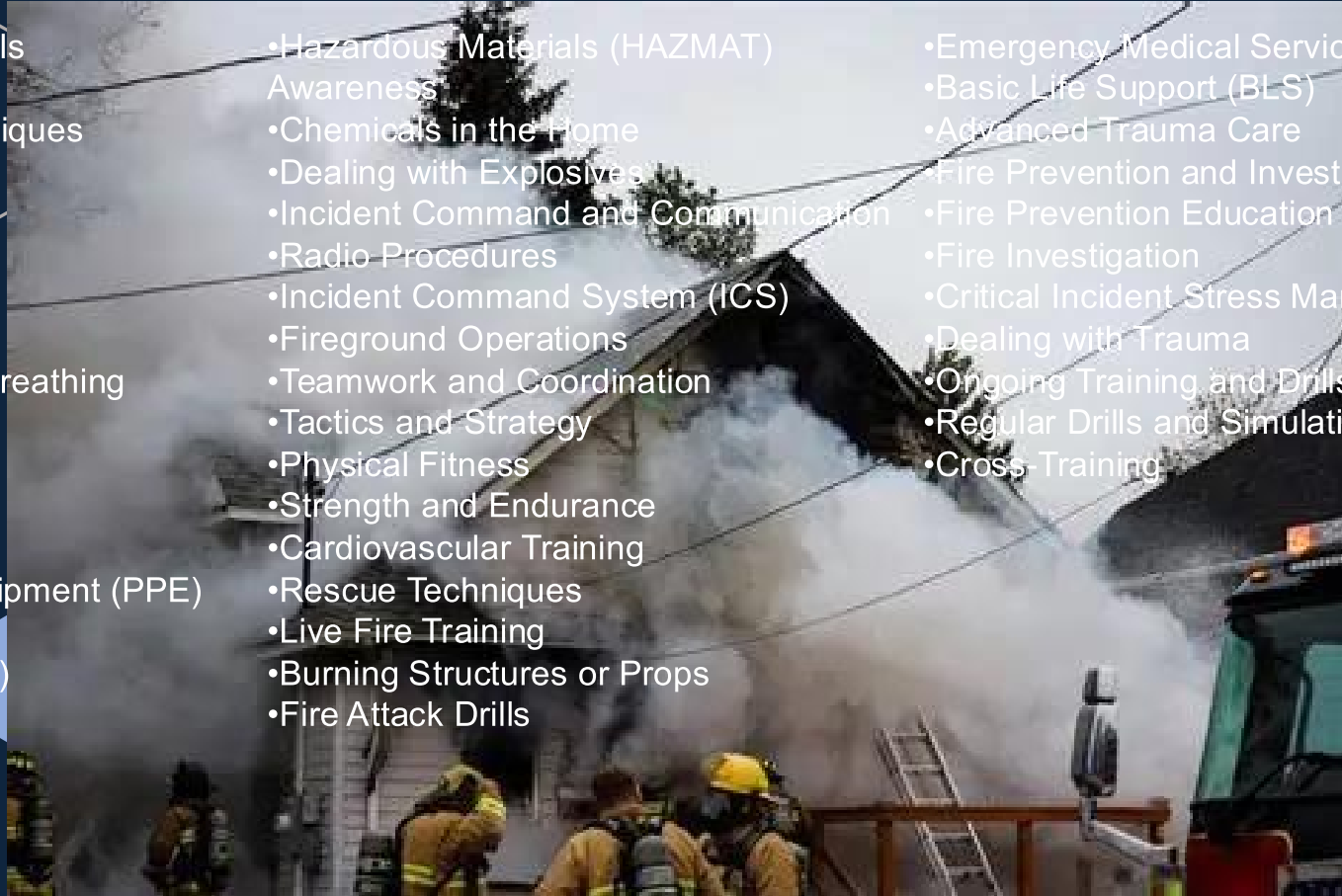


Training and Professional Standards

- Firefighting Fundamentals
- Fire Behavior Training
- Fire Extinguishing Techniques
- Structural Firefighting
- Search and Rescue
- Ventilation
- Forcible Entry
- Fire Suppression
- SCBA (Self-Contained Breathing Apparatus) Training
- Air Management
- Donning and Doffing
- Emergency Procedures
- Personal Protective Equipment (PPE) Usage
- Fire Gear (Turnout Gear)
- Safety Gear

- Hazardous Materials (HAZMAT) Awareness
- Chemicals in the Home
- Dealing with Explosives
- Incident Command and Communication
- Radio Procedures
- Incident Command System (ICS)
- Fireground Operations
- Teamwork and Coordination
- Tactics and Strategy
- Physical Fitness
- Strength and Endurance
- Cardiovascular Training
- Rescue Techniques
- Live Fire Training
- Burning Structures or Props
- Fire Attack Drills

- Emergency Medical Services (EMS)
- Basic Life Support (BLS)
- Advanced Trauma Care
- Fire Prevention and Investigation
- Fire Prevention Education
- Fire Investigation
- Critical Incident Stress Management
- Dealing with Trauma
- Ongoing Training and Drills
- Regular Drills and Simulations
- Cross-Training



Training and Professional Standards

- EMS systems & roles
- EMT safety & wellness (PPE, stress, injury prevention)
- Medical/legal & ethics (consent, refusal, confidentiality)
- Anatomy & physiology (how the body works)
- Medical terminology
- Vital signs & patient history (SAMPLE/OPQRST)
- Lifting & moving patients
- Airway anatomy
- Airway management (basic adjuncts)
- Oxygen therapy
- Ventilation (bag-valve mask)
- CPR / Basic Life Support (BLS)
- Scene size-up (safety, hazards)
- Primary assessment (life threats)
- Secondary assessment (detailed exam)
- Medical vs trauma assessment
- Ongoing reassessment
- Communication & documentation
- Respiratory emergencies
- Cardiac emergencies (heart attack, arrest)
- Neurologic (stroke, seizures)
- Endocrine

- (diabetes)
- Allergic reactions / anaphylaxis
- Poisoning & overdose (toxicology)
- Gastrointestinal & urologic issues
- Psychiatric/behavioral emergencies
- Infectious diseases
- Medication safety
- Routes of administration
- Common emergency meds (epi, nitro, glucose, etc.)
- Types of shock (hypovolemic, cardiogenic, etc.)
- Recognition & treatment
- CPR and cardiac arrest care
- Mechanism of injury (MOI)
- Bleeding control & shock
- Soft tissue injuries (burns, wounds)
- Head, neck, and spinal injuries
- Chest & abdominal trauma
- Musculoskeletal injuries (fractures, splinting)
- Pediatrics (infants & children)
- Geriatrics (elderly patients)
- Patients with special needs
- Childbirth

- Pregnancy complications
- Newborn care
- Ambulance operations
- Scene safety & incident command
- Mass casualty incidents (MCI)
- Rescue & extrication
- Hazardous materials awareness
- Hands-on practice (airway, splinting, CPR)
- Scenario-based training
- Clinical/ride-along experience



Training and Professional Standards

LEVEL 1 – FOUNDATIONAL (AWARENESS / CORE SKILLS)- ICS (Incident Command System)
 100 / 200 - NIMS (National Incident Management System) basics-
 Hazard recognition and scene safety-
 PPE and safety procedures-
 Basic rope awareness-
 Basic knots and hitches-
 Tool identification and use- Risk assessment and size-up-
 Basic medical care for rescuers (EMT or equivalent recommended)

LEVEL 2 – OPERATIONS LEVEL (TECHNICAL RESCUE OPERATIONS)-
 Rope Rescue Operations-
 Low-angle rescue-
 Basic rigging systems (MA systems)-
 Belay systems- Patient packaging and litter handling-
 Structural collapse operations awareness-
 Confined space operations-
 Trench rescue operations-
 Vehicle and machinery rescue (extrication basics)-
 Water/ice rescue operations (surface level)

LEVEL 3 – TECHNICIAN LEVEL (SPECIALIZED DISCIPLINES)-
 Rope Rescue Technician (high-angle)-
 Advanced rigging and mechanical advantage systems-
 Trench rescues-
 Tower and vertical rescue-
 Confined Space Rescue Technician-
 Trench Rescue Technician-
 Structural Collapse Rescue Technician-
 Vehicle and heavy machinery extrication (advanced)-
 Swiftwater Rescue Technician-
 Ice rescue technician- Wilderness / remote rescue

LEVEL 4 – ADVANCED / SPECIALTY TRAINING- Urban Search and Rescue (USAR) training (FEMA aligned)-
 Advanced shoring and collapse stabilization-
 Heavy rigging and crane operations support-
 Advanced confined space (permit-required, industrial)-
 Rope rescue instructor- Technical rescue instructor-
 Search canine integration (K9 SAR support)-
 Structural collapse breaching and breaking-
 Advanced patient care in technical r

LEVEL 5 – TEAM INTEGRATION / CONTINUING EDUCATION-
 Multi-agency coordination exercises-
 Full-scale disaster drills-
 Leadership in technical rescue incidents-
 Rescue team officer training-
 Ongoing skills verification and recertification-
 Physical fitness and rescue conditioning



Training and Professional Standards

LEVEL 1 – FOUNDATIONAL (PREREQUISITES)-
Firefighter I (NFPA 1001)-
Firefighter II (NFPA 1001)-
Hazardous Materials Awareness (NFPA 1072)-
Hazardous Materials Operations (NFPA 1072)-
Emergency Medical Training (EMT or First Responder recommended)-
ICS 100 / 200 (Incident Command System)-
NIMS compliance basics

LEVEL 2 – CORE ARFF CERTIFICATION (NFPA 1003)-
ARFF Firefighter (Aircraft Rescue Fire Fighting)-
Airport familiarization (runways, taxiways, hazards)-
Aircraft types and construction-
Aircraft systems (fuel, electrical, hydraulic)-
Fire behavior specific to aviation fuels-
ARFF apparatus and agent application (foam, dry chem, d agents)-
Emergency aircraft evacuation procedures-
Interior and exterior aircraft firefighting-
Rescue and victim removal from aircraft-
Incident command in airport environments

LEVEL 3 – FAA PART 139 REQUIRED TRAINING (FOR AIRPORTS)-
Live fire training (initial and recurrent)-
Agent application and handline operations-
Aircraft familiarization (specific to airport fleet)-
Emergency communications procedures-

Airport emergency plan (AEP) training-
Annual recurrent ARFF training (minimum FAA hours)- Night operations training

LEVEL 4 – DRIVER / OPERATOR (ARFF APPARATUS)-
ARFF vehicle driver/operator certification-
Pump and foam system operations-
High-reach extendable turret (HRET) operations (if applicable)-
Emergency vehicle operations (EVOC)

LEVEL 5 – ADVANCED / SPECIALIZED TRAINING-
Aircraft incident command (ARFF officer)-
Mass casualty incident (MCI) management-
Advanced extrication (aircraft-specific)-
Hazardous materials technician (aviation-related)-
Incident safety officer (ISO)-
Instructor certifications (ARFF / live fire)

LEVEL 6 – RECURRENT / CONTINUING TRAINING (FAA REQUIRED)-
Annual live fire drills-
Aircraft familiarization updates-
Review of new aircraft hazards and materials-
Emergency plan exercises (tabletop and full-scale)-
Skills competency verification



Training and Professional Standards

LEVEL 1 – PREREQUISITES (BASIC FIRE/EMS FOUNDATION)-
 Firefighter I (NFPA 1001) recommended or required-
 Hazardous Materials Awareness (NFPA 1072 / NFPA 470)-
 Hazardous Materials Operations (NFPA 1072 / NFPA 470)-
 Emergency Medical Technician (EMT) recommended-
 ICS 100 / 200 / 700 / 800 (Incident Command System / NIMS)-
 Basic PPE use and respiratory protection awareness-
 Scene safety and risk assessment fundamentals

LEVEL 2 – HAZMAT TECHNICIAN CORE COURSE (NFPA 470 / 1072)-
 Hazardous Materials Technician Certification Course-
 Chemical hazard recognition (solid, liquid, gas, vapor)-
 Toxicology fundamentals- Chemical protective clothing (CPC Level A, B, C) SCBA operations in IDLH environments-
 Decontamination procedures (gross and technical decon)-
 Air monitoring and detection equipment use-
 Radiation awareness and detection basics-
 Product control techniques (plugging, patching,

overpacking)-
 Leak control and mitigation strategies-
 Container identification (DOT cylinders, tanks, railcars, bulk systems)-
 Incident command integration at hazmat scenes-
 Evidence preservation and documentation

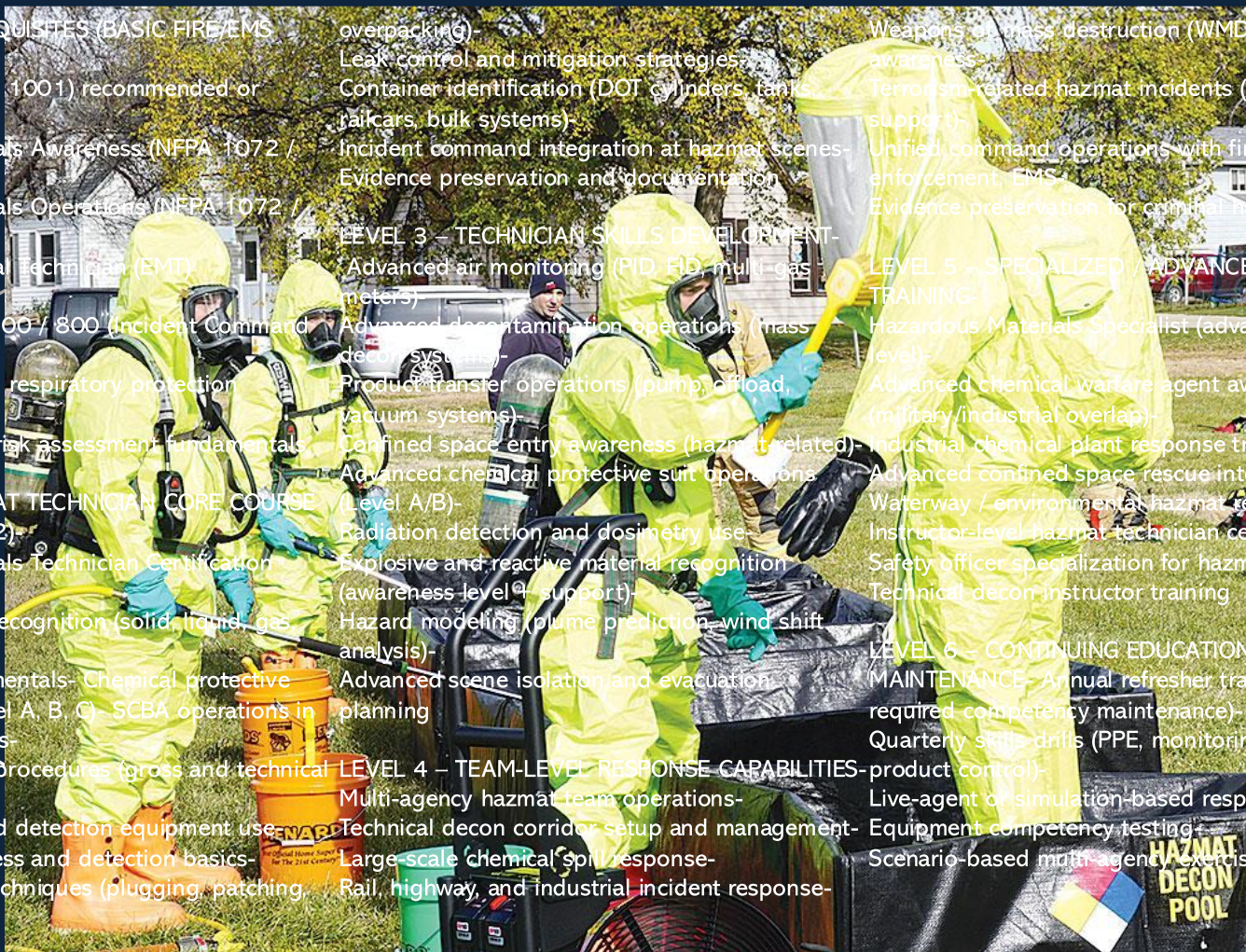
LEVEL 3 – TECHNICIAN SKILLS DEVELOPMENT-
 Advanced air monitoring (PID, FID, multi-gas meters)-
 Advanced decontamination operations (mass decon systems)-
 Product transfer operations (pump, offload, vacuum systems)-
 Confined space entry awareness (hazmat related)-
 Advanced chemical protective suit operations (Level A/B)-
 Radiation detection and dosimetry use-
 Explosive and reactive material recognition (awareness level + support)-
 Hazard modeling (plume prediction, wind shift analysis)-
 Advanced scene isolation and evacuation planning

LEVEL 4 – TEAM-LEVEL RESPONSE CAPABILITIES-
 Multi-agency hazmat team operations-
 Technical decon corridor setup and management-
 Large-scale chemical spill response-
 Rail, highway, and industrial incident response-

Weapons of mass destruction (WMD) response awareness-
 Terrorism-related hazmat incidents (awareness + support)-
 Unified command operations with fire, law enforcement, EMS-
 Evidence preservation for criminal hazmat scenes

LEVEL 5 – SPECIALIZED / ADVANCED HAZMAT TRAINING-
 Hazardous Materials Specialist (advanced doctrine level)-
 Advanced chemical warfare agent awareness (military/industrial overlap)-
 Industrial chemical plant response training-
 Advanced confined space rescue integration-
 Waterway / environmental hazmat response-
 Instructor-level hazmat technician certification-
 Safety officer specialization for hazmat incidents-
 Technical decon instructor training

LEVEL 6 – CONTINUING EDUCATION / MAINTENANCE- Annual refresher training (NFPA required competency maintenance)-
 Quarterly skills drills (PPE, monitoring, decon, product control)-
 Live-agent or simulation-based response training-
 Equipment competency testing-
 Scenario-based multi-agency exercises



Training and Professional Standards

Fire Inspector I:-

- Fire codes and standards (IFC / NFPA codes)-
- Basic fire inspections (commercial and residential)-
- Fire hazards identification-
- Exit routes, occupancy safety, and egress requirements-
- Fire protection systems basics (sprinklers, alarms)-
- Inspection documentation and enforcement procedures

Fire Inspector II:-

- Complex code interpretation and application-
- Plan review (new construction and renovations)-
- Legal enforcement procedures-
- Administrative hearings and compliance actions-
- Advanced fire protection systems evaluation-
- Coordination with building departments and contractors
- Fire origin and cause determination-
- Fire scene preservation and evidence handling-
- Arson investigation fundamentals-
- Scene photography and diagramming-
- Interview and interrogation techniques-
- Legal aspects of fire investigation (court testimony)-
- Accelerant detection and fire patterns-
- NFIRS reporting (National Fire Incident Reporting System)-
- Chain of custody procedures for evidence-
- Collaboration with law enforcement and ATF

Level I Public Educator:-

- Community risk reduction (CRR) basics-
- Fire safety messaging for the public-
- School fire safety programs-

Home fire safety inspections (basic level)-

- Public speaking and presentation skills

Level II / III Educator:-

- Program development and curriculum design-
- Juvenile fire setter intervention programs-
- High-risk population outreach (elderly, disabled)-
- Smoke alarm installation programs-
- Data-driven risk reduction strategies-
- Community outreach campaign planning-
- Media relations and public communication

Fire Inspector III (advanced code enforcement / management level)-

- Certified Fire Investigator (state or IAAI certification path)-
- Arson investigation advanced certification (IAAI-CFI recommended)-

- Forensic evidence collection and analysis-
- Expert witness courtroom testimony training-
- Leadership and program management in fire prevention-
- Incident command in investigation operations-
- Risk reduction program management (CRR officer level)
- Report writing and technical documentation-
- Legal system familiarity (civil and criminal fire law)-
- Interviewing and communication skills-
- Data analysis for fire trends and prevention-
- Computer reporting systems (NFIRS or equivalent)-
- Public speaking and education delivery skills-
- Community engagement and outreach coordination



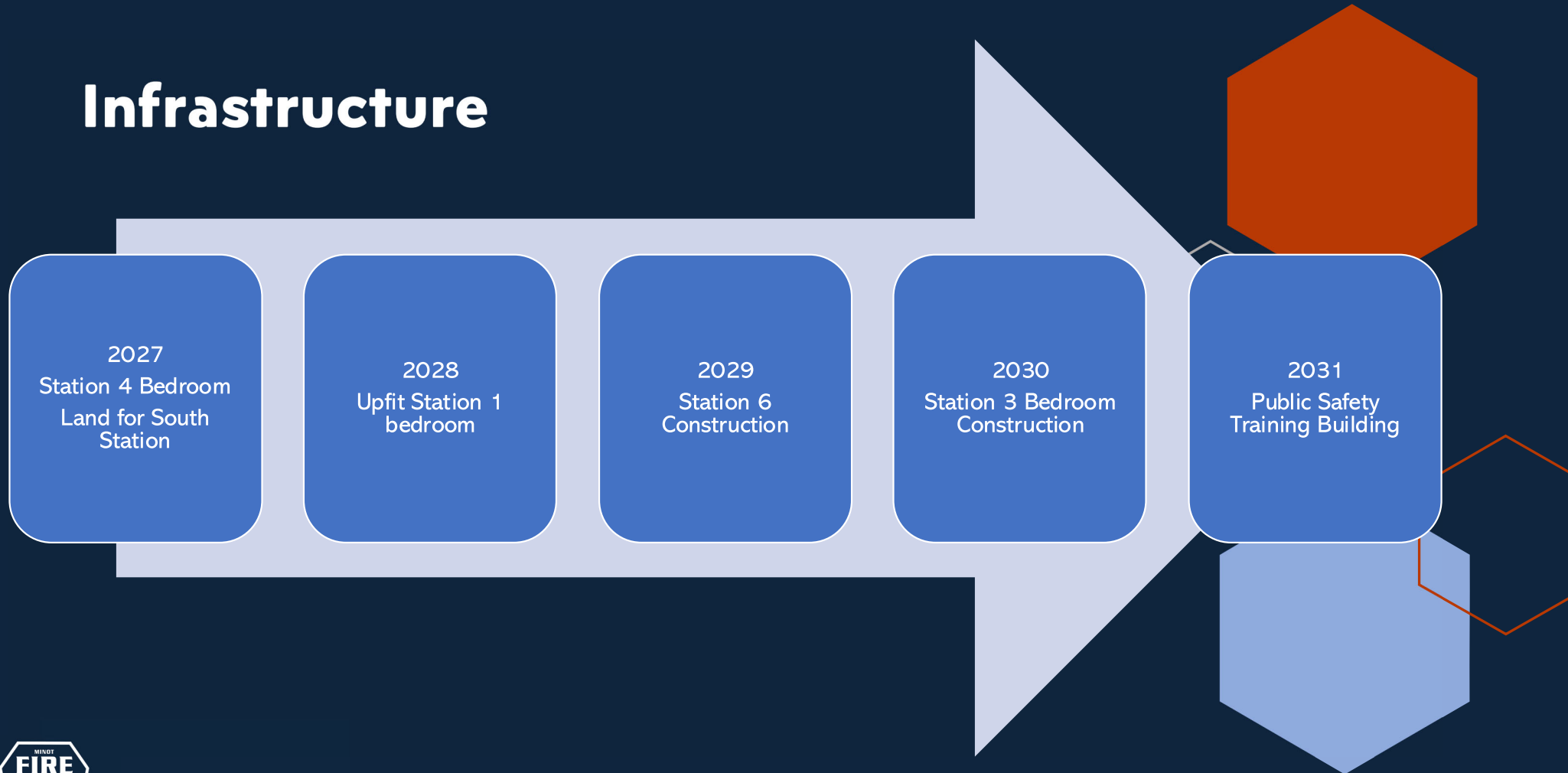
Additional Staffing:



Facilities & Infrastructure Needs- 20 years

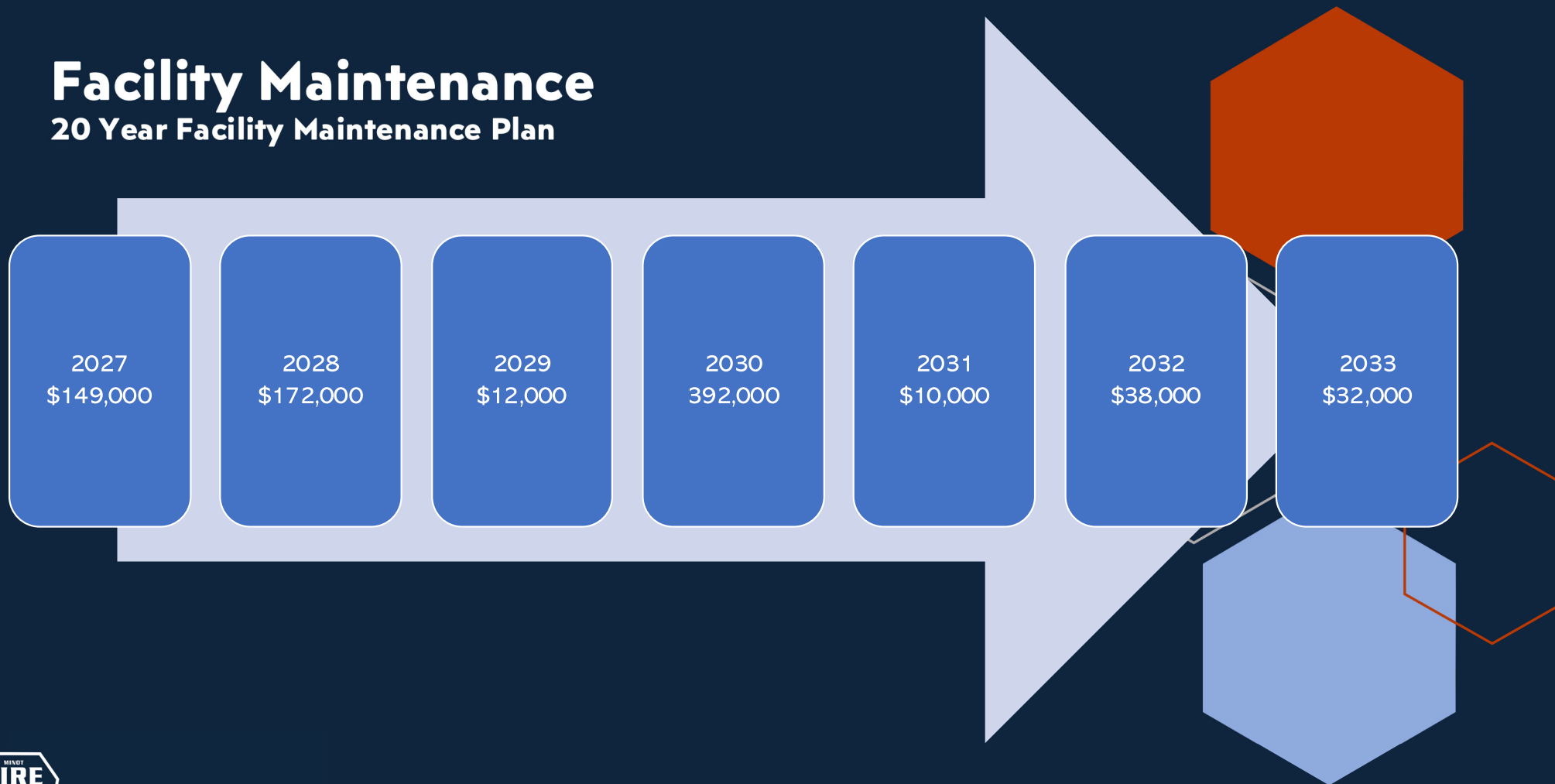


Infrastructure



Facility Maintenance

20 Year Facility Maintenance Plan



Fire Fleet health

Rig	In Service	Points	Grade	Type	Milage	Hours
225	2000	47	F	Wildland	99728	
229	2005	31	F	Dive Truck	4500	912
234	2010	64	F	Engine	94839	8207
233	2010	31	F	CBRNE	9993	1154
238	2012	60	F	Engine	84788	8911
241	2014	25	C	Rescue	36185	
243	2015	21	C	Tow Truck	13407	
244	2015	36	F	Ladder	32862	3440
245	2016	61	F	Ladder	68675	8267
246	2016	58	F	Engine	76623	7853
204	2022	24	C	Engine	30406	2704
206	2022	24	C	Engine	23408	2949
208	2008	57	F	Engine	78838	6023
209	2006	58	F	Engine	86749	5825
301	1992	15	A	ARFF	952	245
302	2012	32	F	ARFF	6342	1607
226	2002	39	F	Command	74951	
228	2000	50	F	Plow Pickup	106828	
235	2011	35	F	Command	71295	
239	2014	29	D	Utility	86780	
242	2009	44	F	Plow Pickup	148391	
247	2009	43	F	Mechanic	161908	
249	2019	22	C	Command	48001	
202	2009	34	F	Utility	76591	
203	2016	42	F	Utility	170963	
207	2020	27	D	Command	98017	
210	2025	11	A	Command	651	

Key	
<18 = A	
18-21 = B	
22-25 = C	
26-30 = D	
>31 = F	

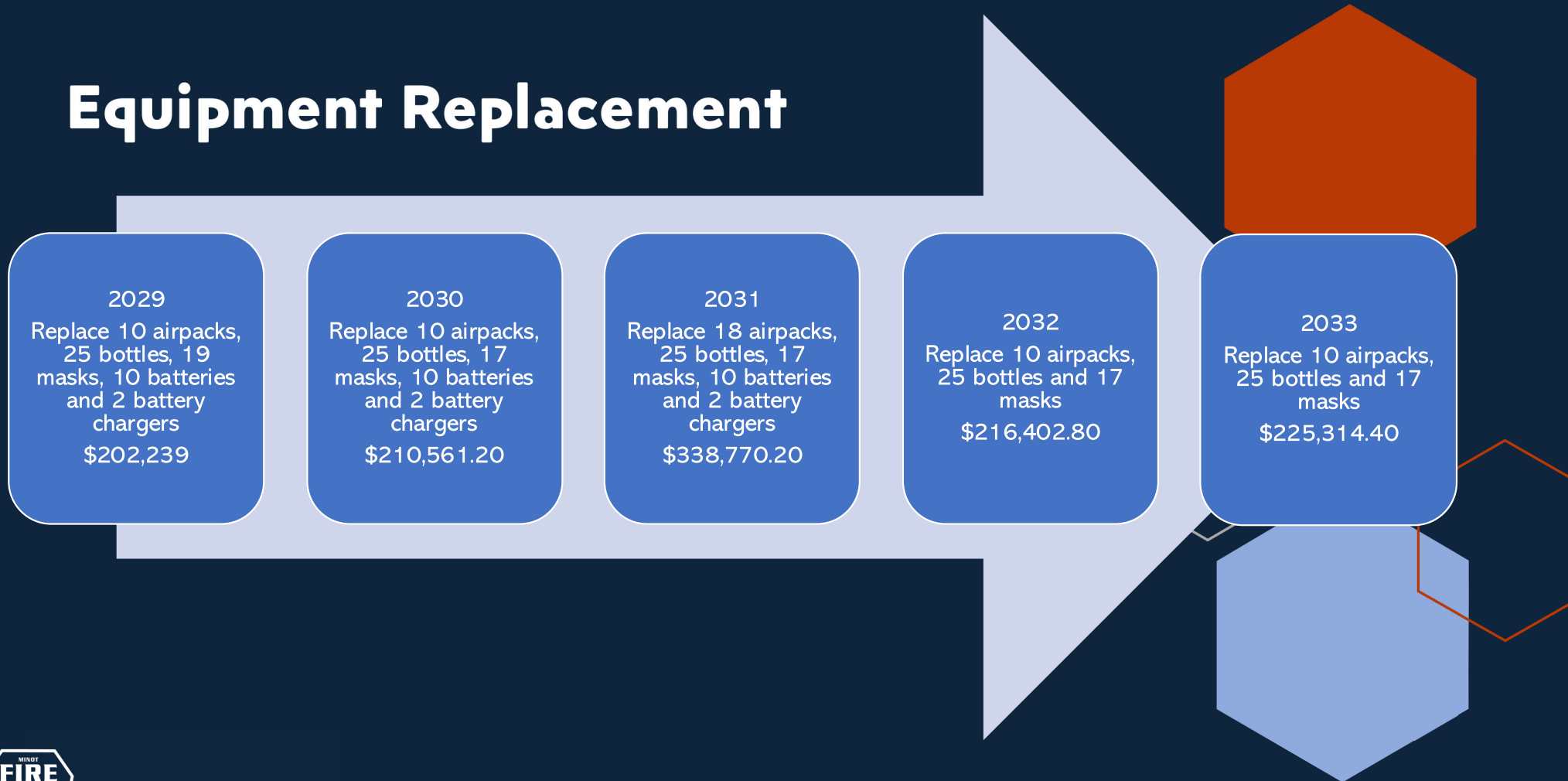
Age	One point for each year based on in-service date.
Miles/Hours	One point for each 10,000 miles or 250 of usage
Type of Service	Points assigned as one of five depending on the type of service performed on the vehicle.
Reliability	One to five points based on the frequency that a vehicle is in the shop for repairs per month. Preventative maintenance work is not included.
Maintenance and Repair Cost	One to five points based on the total life M/R cost, not including accident repairs
Condition	One to five points for body condition, rust, interior condition and anticipated repairs.



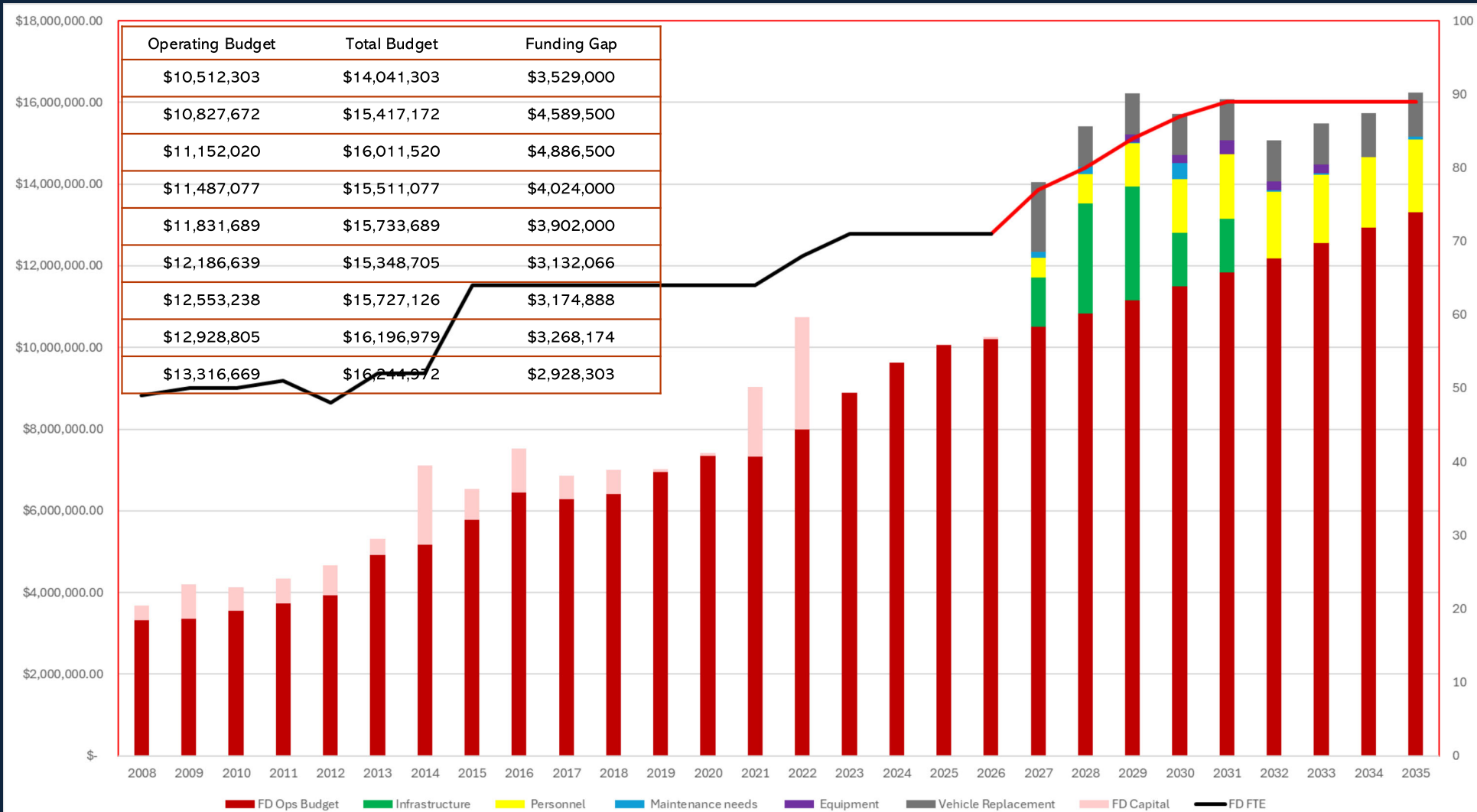
Frontline Apparatus Replacement Schedule

		2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Wildland	2020											
Dive Truck	2020									\$ 500,000.00		
Engine	2025						\$ 1,000,000.00					
CBRNE	2030											
Engine	2027							\$ 1,000,000.00				
Rescue	2034									\$ 500,000.00		
Ladder	2035	\$ 1,700,000.00										
Ladder	2036				\$ 1,000,000.00	\$ 1,000,000.00						
Engine	2031								\$ 1,000,000.00			
Engine	2037										\$ 1,200,000.00	
Engine	2037											\$ 1,200,000.00
Engine	2023			\$ 1,000,000.00								
Engine	2021		\$ 1,000,000.00									
Command	2034								\$ 75,000.00			
Command	2035									\$ 75,000.00		
		\$ 1,700,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,075,000.00	\$ 1,075,000.00	\$ 1,200,000.00	\$ 1,200,000.00

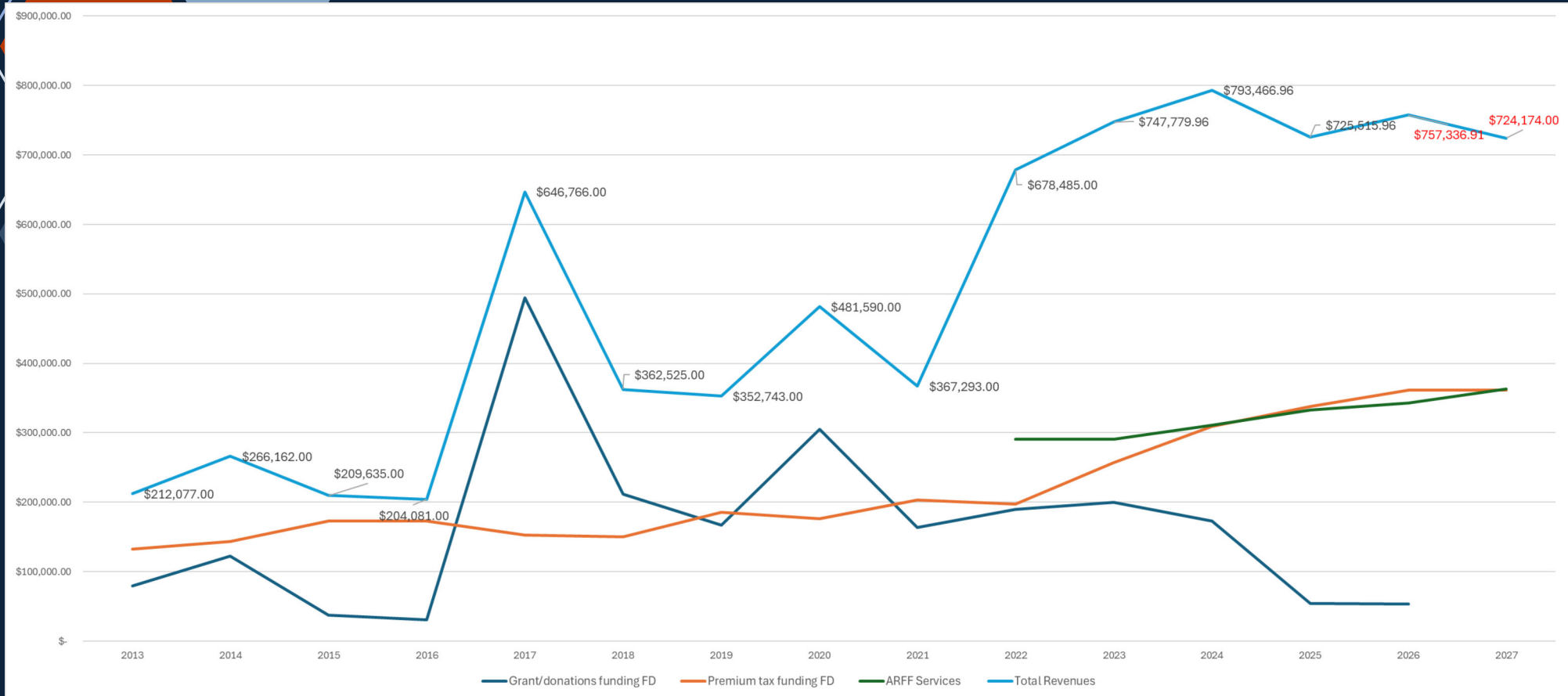
Equipment Replacement



Minot Fire Department Budget Projects with Funding Gap



Minot Fire Department Revenues



Potential Revenue Sources To Consider:

- Increasing fees on plans reviews and inspections
- Charging for lift assists at assisted living and nursing facilities
- Charging for accident extrication and/or fire responses
- Public Safety Fees
- Transport EMS for 911 Responses within the City of Minot
- Public Safety Sales Tax (1/2 cent)



Council Recommendations

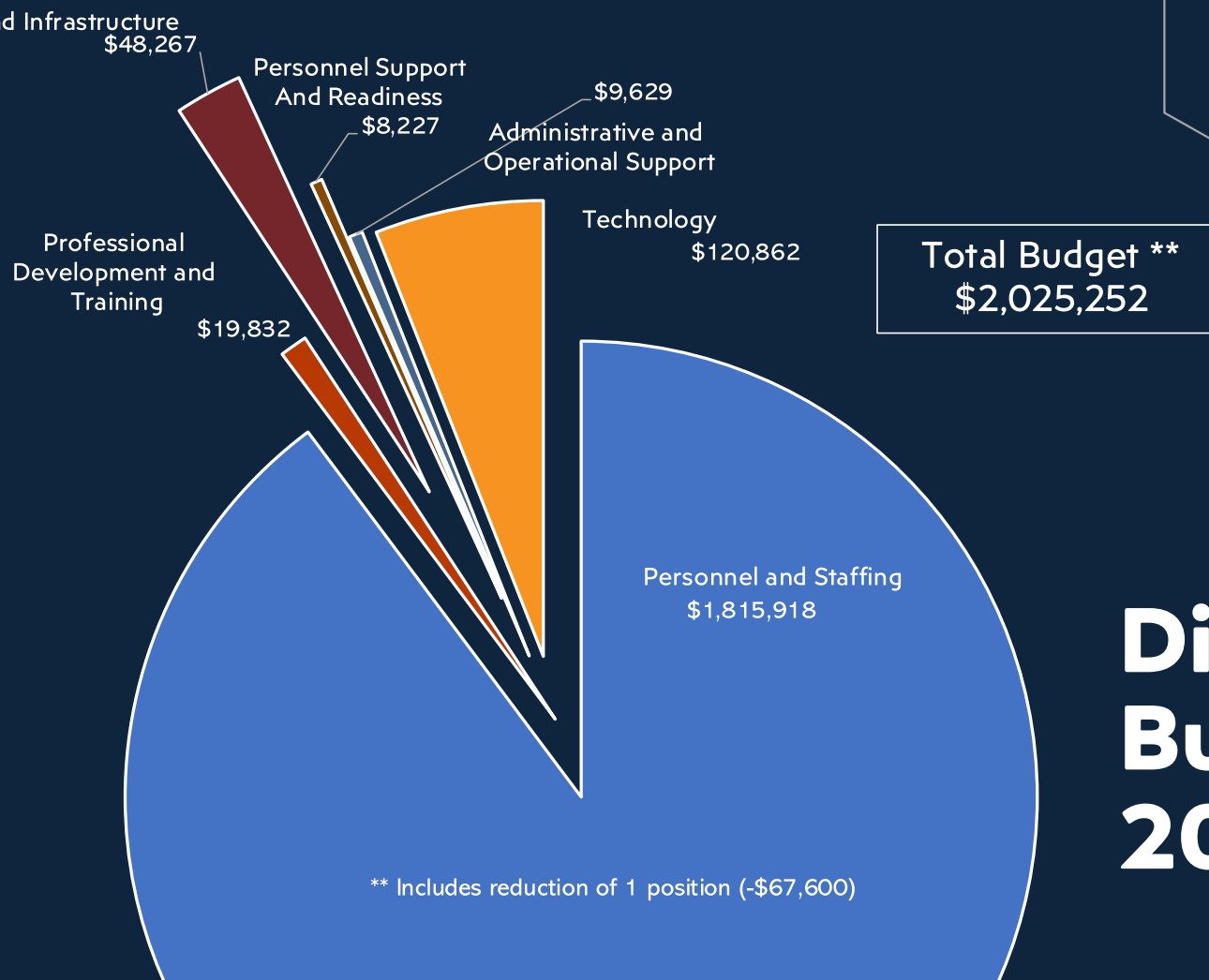
- Retain of Fire inspector
- Allow Fire Chief to develop fleet replacement fund and schedule using revenues generated from ARFF fees, ND Fire Premium Tax Refund, and Inspection fees
- Develop plan for future needs



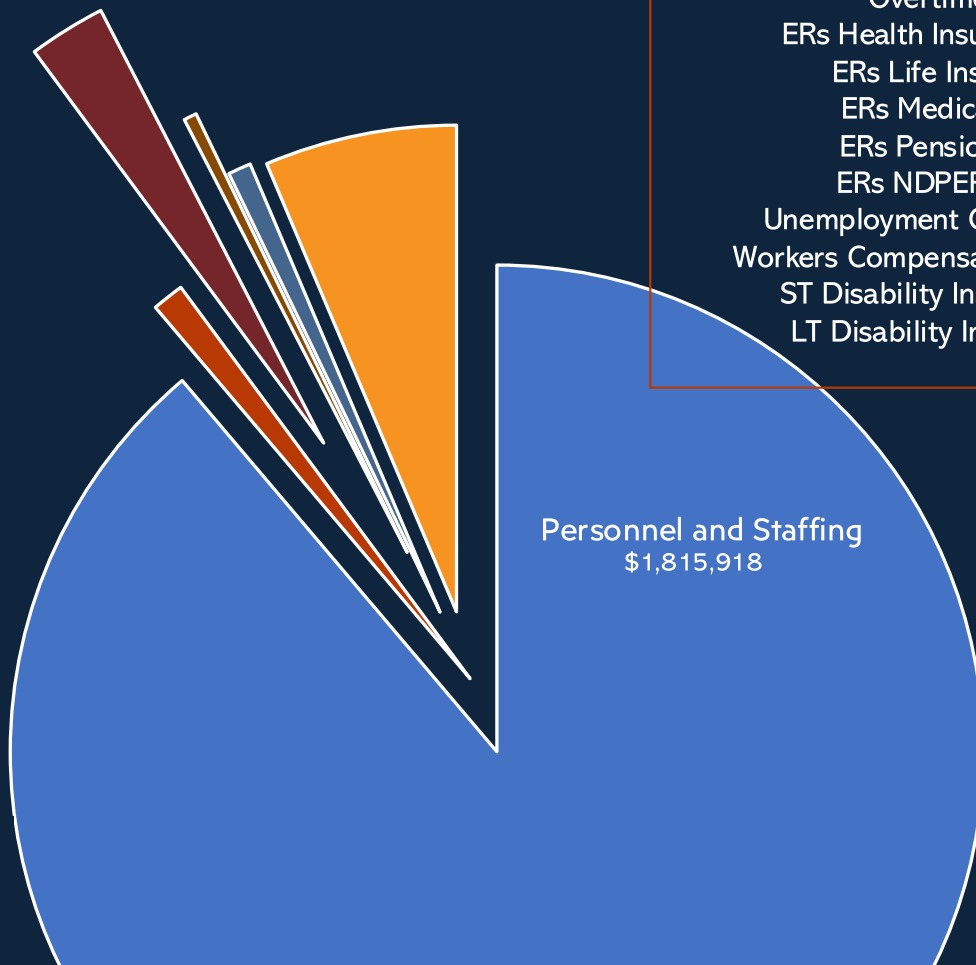


Minot Central Dispatch Division



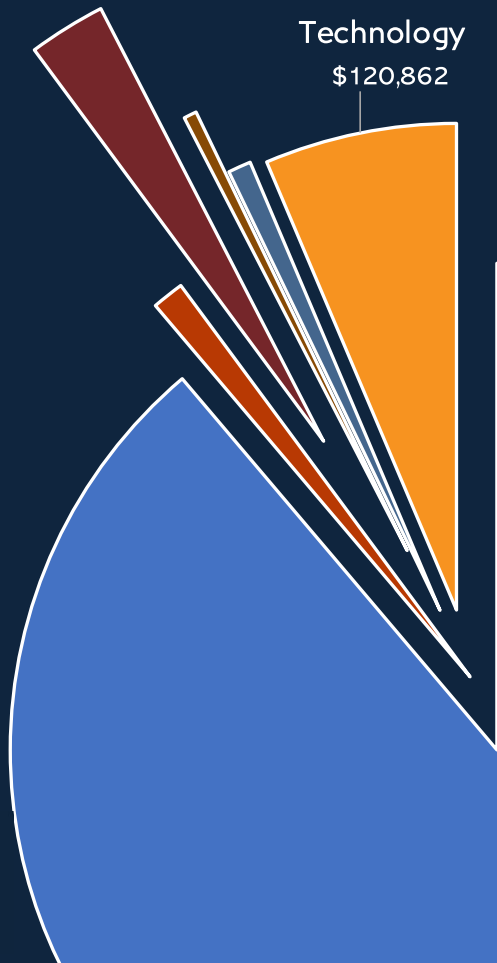


Dispatch Budget 2027



Regular Employees \$1,171,807
Overtime \$78,693
ERs Health Insurance \$236,341
ERs Life Insurance \$954
ERs Medicare \$17,494
ERs Pension \$162,485
ERs NDPERS \$131,058
Unemployment Compensation \$72
Workers Compensation Insurance \$803
ST Disability Insurance \$10,560
LT Disability Insurance \$5,651

Dispatch Budget 2027



Language Interpreter Services \$1,500
Adobe Acrobat Pro DC for Teams \$85
Frontline \$3,000
New World CAD Software Maintenance \$32,611
Vmware VVF \$9,995
UPS Hardware Maintenance \$7,103
Dell VxRail Maintenance \$3,757
Zuercher GIS Services \$5,924
Priority Dispatch ProQA \$10,900
Power DMS Communications \$1,775
ITD VPN Access \$202
RedHat Linx SW Maintenance \$315
UPS HW Annual Maintenance \$3,251
Microsoft 365 Licenses \$2,819
Microsoft 365 Backup Licensing \$654
Mimecast Email Security \$1,123
Dell Apex Backup Servers \$5,318
NDIT Backup WAN Connection \$4,332
HPN Cloud Backup Server \$615
Veeam Software Subscription \$1,932
State Radio Law Enforcement \$15,300
State Radio Open Fox \$900
Cyber Security Insurance \$1,051
Telephone Services \$6,400

Dispatch Budget 2027

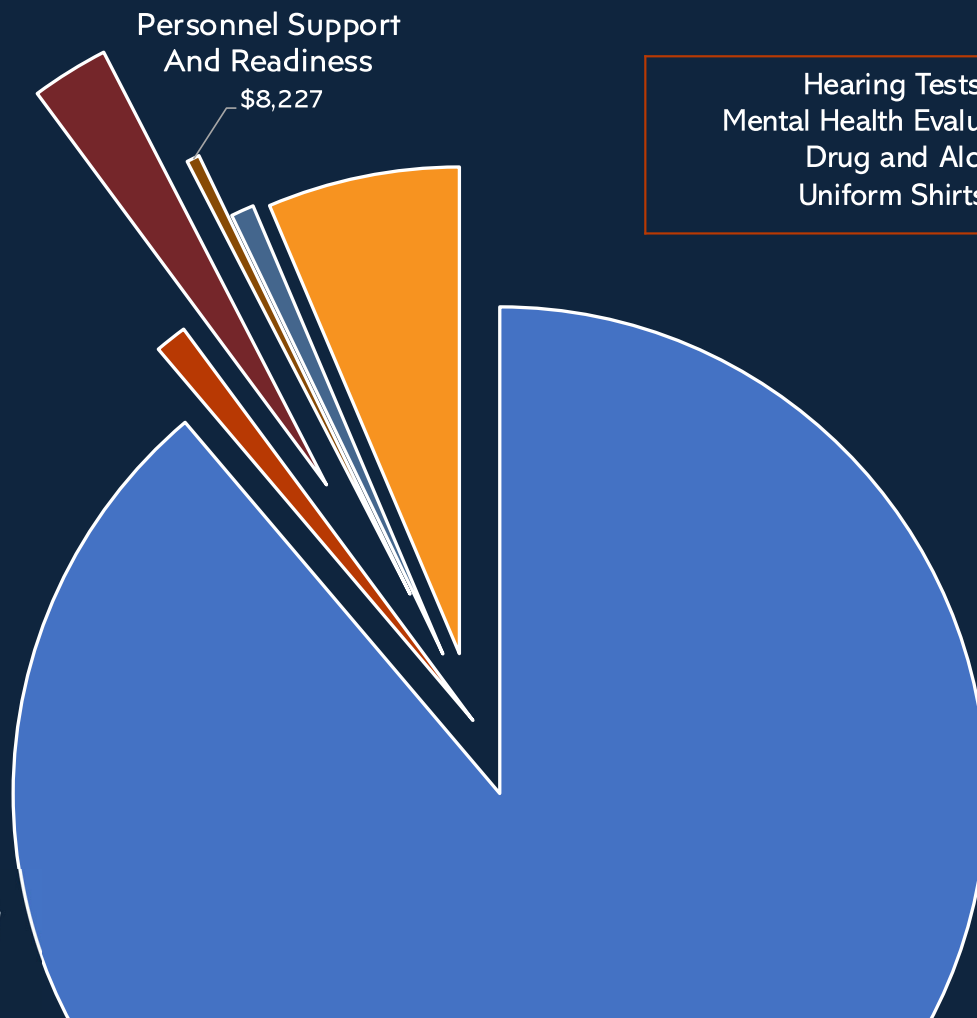
Administrative and
Operational Support

\$9,629

Copier Rental \$984
General Liability Insurance \$3,489
Office Supplies \$4,500
Citywide Copier Contract \$556
Copier overages \$100

Dispatch Budget 2027



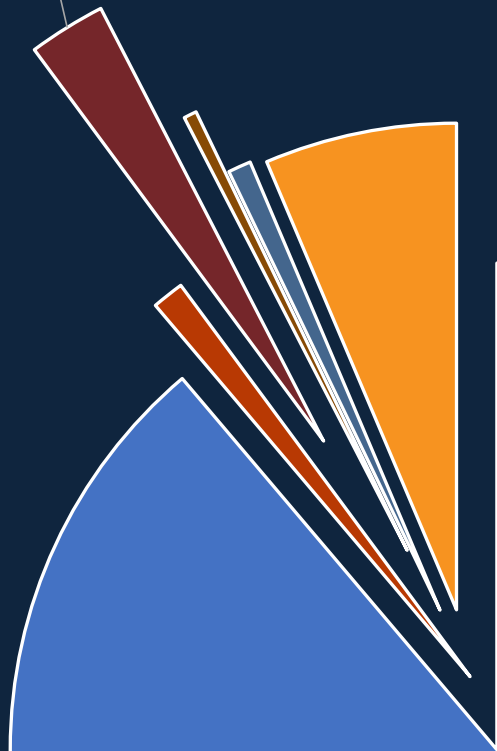


Hearing Tests 19@ \$108 \$2,052
Mental Health Evaluations 19@ \$175 \$3,325
Drug and Alcohol Testing \$1,000
Uniform Shirts and Jackets \$1,850

Dispatch Budget 2027

Facilities and Infrastructure

\$48,267



Water and Sewer Utility \$1,341
Central Dispatch System Repair \$8,500
Building and Contents Insurance \$2002
Office Chairs \$2,000
Computer Monitors per IT schedule \$4,200
Bluetooth Headset Replacements \$800
Standard Desktop Computer \$1,128
Performance Desktop Computer \$3,900
PL Warranty Extension \$322
UPS HW Maintenance Backup Dispatch \$6,623
UPS HW Maintenance City Hall \$2,568
Natural Gas \$856
Xcel Energy Electricity \$14,027

Dispatch Budget 2027



Professional
Development and
Training

\$19,832

APCO Membership \$1,012
ND911 Association membership dues \$200
NENA Membership fees \$420
Misc Travel \$4,000
ND APCO Conference Travel \$1,500
National Conference Travel \$4,000
Misc. Training \$7,000
ND APCO Conference \$600
National Conference \$1,100

Dispatch Budget 2027



Current State of the Center

2025 Non-Emergency Calls – 90,736

2025 911 Calls – 22,129

Push to Talk/Radio Traffic – 1,644,012

- 44 Agencies Supported – All of Ward County
- Department cost shared with County 65% (City)/35% (County)
- Ward County 911 Coordinator handles the 911 addressing, towers and budgeting for SIRC
- Significant staff time spent answering routine questions
- Increased call volume contributes to staffing challenges and overtime costs
- Emergency and non-emergency calls compete for dispatcher attention



Why Staffing Levels Matter

- Prevents implementation of improved scheduling models
- Limits employees' ability to earn full compensation through regular scheduled hours
- May reduce pension earnings because retirement benefits are based on eligible hours and compensation
- Increases overtime dependency and burnout
- Creates retention and recruitment challenges
- Reduces operational resilience during vacancies, leave, and training periods



Recommendation

- Retain the vacant dispatcher position within the authorized staffing complement
- Defund the position for the upcoming 2027 budget year
- Approve implementation of an AI-assisted non-emergency call management platform
- Direct staff to evaluate the effectiveness of the AI solution over a defined period and return to Council with findings and recommendations regarding future staffing needs.

