



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

**FROM:** Kelli Kronschnabel, Fire Chief

**DATE:** April 9, 2019

**SUBJECT: STRUCTURAL EVALUATION OF BURN BUILDING**

**I. RECOMMENDED ACTION**

1. Recommend acceptance of the proposal submitted by EAPC.
2. Recommend the City Council pass an ordinance amending the 2019 annual budget to increase the Fire Department professional service contracts expenditures and decrease the Fire Department education and training expenditures for a structural evaluation of the Fire training tower.

**II. DEPARTMENT CONTACT PERSONS**

Chief Kelli Kronschnabel	857-4740
Training Captain Austin Burns	857-4740

**III. DESCRIPTION**

A. Background

The City of Minot Fire Department has a burn structure and tower located at 1725 West Bypass that is used for training of fire department personnel. According to the manufacturer and to stay compliant in NFPA 1403 the standard for Live Fire Training Evolutions, we are required to have the structure evaluated by a licensed professional engineer every five years. This is to ensure that the structure is safe for use as designed and identify any areas that may be disintegrating due to exposure to heat.

The RFP resulted in only one proposal from EAPC. The RFP was sent to multiple firms resulting in either no response or a letter of no submission.

**IV. IMPACT:**

A. Strategic Impact:

This evaluation will assure that our building is maintained according to the NFPA standard. The Minot Fire Department strives to provide the community the highest possible level of service through a well-trained and maintained fire department. Training is vital and having the tools necessary to provide the level of service our citizens expect.

B. Service/Delivery Impact:

This evaluation will ensure that the building is safe for operation as well as identify any preventative maintenance necessary to prolong the life of the structure.

C. Fiscal Impact:

Cost of the evaluation \$7,200.00

**V. ALTERNATIVES**

- A. The City Council could reject the proposal and try to solicit more bids.
- B. The City Council could reject the proposal and not comply with the NFPA standards and manufacturers recommendations.

**VI. TIME CONSTRAINTS**

**VII. LIST OF ATTACHMENTS**

- A. Request for proposals
- B. Proposal from EAPC
- C. Procurement Checklist