

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: March 5, 2013
Via: Patrick Wussow, County Administrator
From: Kirk Peysar, County Auditor

Title of Item:
Fire Protection Contract with City of Hill City

Requested Meeting Date: March 12th Estimated Presentation Time: n/a

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

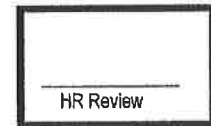
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 04-422-6801

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) contract

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Kirk Peysar
Aitkin County Auditor
209 Second Street Northwest Room 202
Aitkin, Minnesota 56431
218.927.7354

March 5, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor



Re: 2014 Fire Protection contract with the City of Hill City

The City of Hill City has submitted a renewal contract to provide fire protection to the 3 neighboring unorganized townships. The allocation of fire protection costs are as follows: 52-25 \$2,295.22; 52-27 \$2,234.50, and 51-27 \$959.38

Request to authorize signatures to the 2014 Fire Protection contract with the City of Hill City for the unorganized townships.

AGREEMENT FOR FIRE SERVICE

This Agreement, made and entered into this March day of 2013, between the City of Hill City Fire Department, hereinafter called the City of Hill City and the township of 52-25, hereinafter called the "Town".

1. The City of Hill City agrees to furnish fire protection to all properties within the Town for this contract and under the conditions herein provided.
2. In providing said fire protection service, the City of Hill City agrees as follows:
 - A. To make reasonable efforts to respond to all fire calls in the Town.
 - B. To provide and keep in good operating condition fire fighting equipment adequate to provide such fire protection service.
 - C. It is contemplated that the City of Hill City will provide similar fire protection service in several towns in Aitkin and Itasca County. If two or more calls are received, the City will answer them in the order in which they are received.
 - D. Road and weather conditions must be such that the fire call can be made with reasonable safety to the firemen and equipment. The decision of the City, whether the fire run can be made with reasonable safety to the firemen and equipment, shall be final.
 - E. The City shall not be liable to the Town for the loss or damage of any kind whatever resulting from any failure to furnish or any delay in furnishing firemen or fire equipment, or from any failure to prevent, control, or extinguish fire whether such loss or damage is caused by the negligence of the employees of the City or otherwise.
3. For the services contracted, the Town shall pay into the City Fire Account its fair share annually. The City shall pay into the City Fire Account its fair share annually. The City shall annually determine the fair share cost of fire service, and notify the Township of that amount before its annual meeting. Your fair share cost of fire service for this service contract is \$2295.22. Payments can be made at the discretion of the Town as long as the total fair share amount is paid each year.
4. The Town shall annually, during the term of this contract, make a tax levy which has been authorized by the town electors for the purpose of providing their fair share of the costs of operating this fire protection service. This levy shall be

reviewed each year and any changes made as certified by the City, who shall file a detailed budget account of the costs of providing such service.

5. This contract shall run from its date for a term on one (1) year, unless earlier terminated by written notice of either party given by mail three (3) months prior to any anniversary date of this contract.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands

this _____ day of _____.

CITY OF HILL CITY

By: _____
Mayor

ATTEST:

City Clerk

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands

this ____ day of _____, 20 ____.

TOWN OF _____

By: _____
Chairman of Town Board

ATTEST:

Town Clerk

AGREEMENT FOR FIRE SERVICE

This Agreement, made and entered into this ____ day of March, 2013, between the City of Hill City Fire Department, hereinafter called the City of Hill City and the township of 52-27, hereinafter called the "Town".

1. The City of Hill City agrees to furnish fire protection to all properties within the Town for this contract and under the conditions herein provided.
2. In providing said fire protection service, the City of Hill City agrees as follows:
 - A. To make reasonable efforts to respond to all fire calls in the Town.
 - B. To provide and keep in good operating condition fire fighting equipment adequate to provide such fire protection service.
 - C. It is contemplated that the City of Hill City will provide similar fire protection service in several towns in Aitkin and Itasca County. If two or more calls are received, the City will answer them in the order in which they are received.
 - D. Road and weather conditions must be such that the fire call can be made with reasonable safety to the firemen and equipment. The decision of the City, whether the fire run can be made with reasonable safety to the firemen and equipment, shall be final.
 - E. The City shall not be liable to the Town for the loss or damage of any kind whatever resulting from any failure to furnish or any delay in furnishing firemen or fire equipment, or from any failure to prevent, control, or extinguish fire whether such loss or damage is caused by the negligence of the employees of the City or otherwise.
3. For the services contracted, the Town shall pay into the City Fire Account its fair share annually. The City shall pay into the City Fire Account its fair share annually. The City shall annually determine the fair share cost of fire service, and notify the Township of that amount before its annual meeting. Your fair share cost of fire service for this service contract is \$ 2234.50 . Payments can be made at the discretion of the Town as long as the total fair share amount is paid each year.
4. The Town shall annually, during the term of this contract, make a tax levy which has been authorized by the town electors for the purpose of providing their fair share of the costs of operating this fire protection service. This levy shall be

reviewed each year and any changes made as certified by the City, who shall file a detailed budget account of the costs of providing such service.

5. This contract shall run from its date for a term on one (1) year, unless earlier terminated by written notice of either party given by mail three (3) months prior to any anniversary date of this contract.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands

this _____ day of _____.

CITY OF HILL CITY

By: _____
Mayor

ATTEST:

City Clerk

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands

this ____ day of _____, 20____.

TOWN OF _____

By: _____
Chairman of Town Board

ATTEST:

Town Clerk

AGREEMENT FOR FIRE SERVICE

This Agreement, made and entered into this 13 day of March, 2013 between the City of Hill City Fire Department, hereinafter called the City of Hill City and the township of 51-27, hereinafter called the "Town".

1. The City of Hill City agrees to furnish fire protection to all properties within the Town for this contract and under the conditions herein provided.
2. In providing said fire protection service, the City of Hill City agrees as follows:
 - A. To make reasonable efforts to respond to all fire calls in the Town.
 - B. To provide and keep in good operating condition fire fighting equipment adequate to provide such fire protection service.
 - C. It is contemplated that the City of Hill City will provide similar fire protection service in several towns in Aitkin and Itasca County. If two or more calls are received, the City will answer them in the order in which they are received.
 - D. Road and weather conditions must be such that the fire call can be made with reasonable safety to the firemen and equipment. The decision of the City, whether the fire run can be made with reasonable safety to the firemen and equipment, shall be final.
 - E. The City shall not be liable to the Town for the loss or damage of any kind whatever resulting from any failure to furnish or any delay in furnishing firemen or fire equipment, or from any failure to prevent, control, or extinguish fire whether such loss or damage is caused by the negligence of the employees of the City or otherwise.
3. For the services contracted, the Town shall pay into the City Fire Account its fair share annually. The City shall pay into the City Fire Account its fair share annually. The City shall annually determine the fair share cost of fire service, and notify the Township of that amount before its annual meeting. Your fair share cost of fire service for this service contract is \$959.38. Payments can be made at the discretion of the Town as long as the total fair share amount is paid each year.
4. The Town shall annually, during the term of this contract, make a tax levy which has been authorized by the town electors for the purpose of providing their fair share of the costs of operating this fire protection service. This levy shall be

reviewed each year and any changes made as certified by the City, who shall file a detailed budget account of the costs of providing such service.

5. This contract shall run from its date for a term on one (1) year, unless earlier terminated by written notice of either party given by mail three (3) months prior to any anniversary date of this contract.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands

this _____ day of _____.

CITY OF HILL CITY

By: _____
Mayor

ATTEST:

City Clerk

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands

this ____ day of _____, 20____.

TOWN OF _____

By: _____
Chairman of Town Board

ATTEST:

Town Clerk

	Pop%+Call%+TC%/3	2013 AMOUNT
HILL CITY	28.03%	\$17,019.82
HILL LAKE	25.93%	\$15,744.70
MACVILLE	12.06%	\$7,322.83
SPANG	13.98%	\$8,488.66
WILDWOOD	10.96%	\$6,654.91
52-25	3.78%	\$2,295.22
52-27	3.68%	\$2,234.50
51-27	1.58%	\$959.38
TOTALS	100.00%	\$60,720.00

Statistics

	POPULATION	POPULATION %	2010 Calls	2011 CALLS	2012 CALLS	3 YR AVERAGE CALLS %	TAX CAPACITY	TC %
HILL CITY	633	34.67%	7	6	11	34.78%	\$298,176	14.63%
HILL LAKE	430	23.55%	6	8	5	27.54%	\$544,682	26.70%
MACVILLE	206	11.28%	2	1	8	15.94%	\$182,871	8.96%
SPANG	264	14.46%	3	0	2	7.24%	\$413,159	20.25%
WILDWOOD	193	10.57%	0	0	3	4.35%	\$366,248	17.95%
52-25	50	2.74%	2	0	1	4.35%	\$86,872	4.26%
52-27	25	1.37%	0	2	2	5.80%	\$79,027	3.87%
51-27	25	1.37%	0	0	0	0%	\$68,914	3.38%
TOTALS	1826	100%	20	17	32	100%	\$2,039,949	100%

INCIDENT #	DATE	TYPE OF CALL	LOCATION	TIME	FIREFIGHTERS	HOURS	TOWNSHIP
1	1/2/2012	VEH THROUG ICE	DINNER PAIL LAKE	1702	16	1	SPANG
2	1/22/2012	RV FIRE	68474 HWY 169	1607	17	2	HILL LAKE
3	1/24/2012	CAR ACC W/INJURIES	HWY 169 S	1026	7	1	MACVILLE
4	1/24/2012	CHIMNEY FIRE	59583 OSPREY	1620	10	2	MACVILLE
5	2/10/2012	CAR ACC W/INJURIES	HWY 169 S	1549	9	1	MACVILLE
6	3/14/2012	GRASS/STRUCTURE FIRE	38944 610TH	1803	16	3	MACVILLE
7	3/15/2012	GRASS FIRE PERMIT	EAST SIDE HILL LAKE	1820	CANCELLED	1	HILL LAKE
8	4/5/2012	GRASS FIRE	34126 630TH	1213	6	1	MACVILLE
9	5/9/2012	GRASS FIRE	NORTH MAIN ST	1900	7	1	HILL CITY
10	6/8/2012	MOTORCYCLE ACC	COUNTY ROAD 7	2138	6	1	MACVILLE
11	6/9/2012	FIRE ALARM	536 GILL ST	2227	2	1	HILL CITY
12	6/21/2012	FLOOD RESPONSE	WILDWOOD TWSP	1705	7	6	WILDWOOD
13	6/22/2012	FLOOD RESPONSE	WILDWOOD TWSP	600	2	10	WILDWOOD
14	6/23/2012	FLOOD RESPONSE	11082 W SPLITHAND	1445	8	2	WILDWOOD
15	6/26/2012	FIRE ALARM	400 QUADNA RD	2043	7	1	HILL CITY
16	6/28/2012	FIRE ALARM	500 IONE AVE	1340	CANCELLED	1	HILL CITY
17	7/2/2012	CO ALARM	61305 372ND PL1	2035	7	1	MACVILLE
18	7/2/2012	CLEAR TREES FROM RD	HWY 200 EAST	2045	4	1	QUADNA
19	7/4/2012	ALARM	39963 HWY 200	1515	7	1	SHOVEL LK
20	7/6/2012	CAR ACC W/INJURIES	HWY 200/ HWY 169	1219	12	3	HILL CITY
21	7/14/2012	MOTORCYCLE ACC	HWY 200 WEST	1327	10	1	HILL LAKE
22	7/30/2012	MOTORCYCLE FIRE	WEST COUNTY LINE RD	1815	11	1	SPANG
23	8/18/2012	STRUCTURE FIRE	HWY 169/600TH LN	1510	13	2	MACVILLE
24	8/28/2012	SMOKE IN HOUSE	66029 420TH AVE	842	10	2	SHOVEL LK
25	9/23/2012	CO ALARM	141 IONE AVE	1957	9	1	HILL CITY
26	10/17/2012	CO ALARM	147 CEDAR ST	2353	4	1	HILL CITY
27	10/22/2012	DRYER FIRE	123 STONER AVE	1049	8	1	HILL CITY
28	11/4/2012	SMOKE IN HOUSE	402 QUADNA RD	2322	9	1	HILL CITY
29	11/18/2012	FIRE ALARM	QUADNA	1026	CANCELLED	1	HILL CITY
30	12/24/2012	CAR ACC W/INJURIES	GILL ST/HWY 169	1315	11	1	HILL CITY
31	12/29/2012	CAR ACC W/INJURIES	HWY 169 N	1200	12	1	HILL LAKE
32	12/29/2012	CAR ACC WO/INJURIES	HWY 169 N	1205	12	1	HILL LAKE

HILL CITY FIRE DEPARTMENT 2012 STATISTICS

LOCATION:

City of Hill City – 11 Calls
Hill Lake Twsp – 5 Calls
Macville Twsp – 8 Calls
Spang Twsp – 2 Calls
Unorg. Twsp (Quadna) – 1 Call
Unorg. Twsp (Shovel Lake) – 2 Calls
Unorg. Twsp (Lemay) – 0 Calls
Wildwood Twsp – 3 Calls

TOTAL – 32 Calls

CALLS PER MONTH

January – 4 Calls
February – 1 Call
March – 2 Calls
April – 1 Call
May – 1 Call
June – 7 Calls
July – 6 Calls
August – 2 Calls
September – 1 Call
October – 2 Calls
November – 2 Calls
December – 3 Calls

TIMES OF CALLS

AM – 5 Calls
PM – 27 Calls

TYPES OF CALLS

Fire Alarms – 4 Calls
Structure Fires – 2 Calls
Grass/Brush Fires – 3 Calls
Vehicle Acc W/Injuries – 7 Calls
Vehicle Acc No Injuries – 1 Call
Chimney Fire – 1 Call
Other – 3 Calls
Vehicle Fires – 2 Calls
CO Alarms – 3 Calls
Flood Response – 3 Calls
Smoke in House – 2 Calls
Other Fires – 1 Call

Saturdays – 6 Calls
Sundays – 4 Calls
Mondays – 6 Calls
Tuesdays – 4 Calls
Wednesdays – 4 Calls
Thursdays – 4 Calls
Fridays – 4 Calls

AVERAGE PERSONELL PER CALL – 9 FIREFIGHTERS

COMPILED BY JEREMY NELSON – FIRE CHIEF

HILL CITY FIRE DEPARTMENT

2012 YEAR END REPORT

2012 Officers:

Chief Jeremy Nelson

Asst. Chief Mike Boleman

Captain Alan Myers

Captain Tom Fasteland

Captain Mark Meyer

Fire Marshal Jeff Madsen

Safety Officer/Secretary Dick Kaslow

In 2012 the Hill City Fire Department responded to 32 calls for service. This is an increase over the 18 calls in 2011, 22 calls in 2010, and equal to the amount of calls in 2009.

The break down of calls is:

Fire Alarms	4 Calls
CO Alarms	3 Calls
Structure Fires	2 Calls
Grass/Brush Fires	3 Calls
Chimney Fires	1 Call
Vehicle Accident W/injuries	7 Calls
Vehicle Accidents Without Injuries	1 Call
Flood Response	3 Calls
Other Calls	3 Calls
Vehicle Fires	2 Calls
Other Fires (Dryer on Fire)	1 Call
Smoke in Home	2 Calls

The two structure fires that we responded to this year were both in Macville Township.

The first one was on 03/14/12 and was the result of a permitted grass fire that got out of control. The structure was an unoccupied cabin, in Swatara, and was damaged by the fire but not destroyed. We were assisted on the scene by the Palisade Fire Dept, the Remer Fire Dept, the MN DNR, the Hill City Police Dept, and the Aitkin County Sheriff's Office.

The second structure fire was on 8/18/12 and was a small hunting shack located on Hwy 169 just north of 600th LN. The shack was already totally engulfed with fire when a passerby on Hwy 169 called it in. The cause of the fire appeared to be from a campfire that had not been totally extinguished and spread to recently cut grass and then to the shack a short distance away.

We also responded to two vehicle fires, one RV and one motorcycle.

On June 21,22,and 23rd we were called to assist with the flood response in Wildwood Township at Big and Little Splithand Lakes. This operation was coordinated by the Itasca County Sheriff's Office Emergency Management. Fire Department Members assisted with filling and deploying sand bags as well as flood assessment. Fire Departments from Grand Rapids, Cohasset, Coleraine, Bovey, Taconite, and Deer River also responded to assist, along with the MN DNR, Itasca County Sheriff's Office Search and Rescue, and many local community member volunteers.

Fortunately the vehicle accidents that we responded to this year only resulted in relatively minor injuries and no serious injuries or death. We did not have to use the Jaws of Life to extricate anyone in 2012. With the majority of the accidents, the Hill City Fire Dept. assisted with traffic control, assisted the First Responders and ambulance staff with patient care and removal from the scene. Other duties included clean up of debris, ensuring the vehicles were stable and not a fire danger, and cleaning up fluids that had leaked from the vehicles.

All of the fire alarms that we responded to this year were false alarms as were two of the three carbon monoxide alarms. One of the carbon monoxide alarms was a actual issue with the cause of the carbon monoxide in the residence being traced back to a charcoal grill that was in an attached garage.

Other calls included removing down trees from Hwy 200 after the wind storm on July 2, responding to a vehicle through the ice on Dinner Pail Lake (which turned out to be a false call), and two reports of smoke in houses – one was an electrical issue and the other was a oven mitt that was put in a microwave by a small child.

With Aitkin County Sheriff's Office moving to the 800 mhz system, to comply with the narrowband mandate by the end of 2012, we have received 6 portable radios from the Itasca County Sheriff's office for interoperability, 1 portable radio from a NE MN Radio Board grant, and 8 portable radios, 4 truck radios, and a base station from the Aitkin County Sheriff's Office. So far we have not had to purchase any 800 mhz radios. Costs to the Hill City Fire Department are going to be limited to purchasing new narrowband compliant pagers, most of which were purchased from a DNR matching grant, and the programming of the pagers. We have been very fortunate to have received radios from Itasca County and Aitkin County to keep our costs at a minimum.

In 2012 we hosted a propane emergency class that allowed members to fight a propane fire hands on in a training setting. We also did in house training with pumping and shuttling water, grass fires, 800 mhz radio training, and search and rescue training.

In 2012 as required by NFPA, both pumper trucks and our tanker(which also serves a back up pumper) pumps were serviced and certified. Our Self Contained Breathing Apparatus (SCBA) were also certified and all passed without issue.

As discussed In the fall of 2011 and the spring of 2012, the Hill City City Council has agreed to switch the way that the Fire Department fair share contracts are figured. In the past it has gone strictly off of the tax capacities for each township and the City. In the spring of 2012, after several meetings with the townships and with the City of Hill City, the City Council approved that a formula using population, a three year average of calls in the respective township/City, and the tax capacity. The formula and figures used to determine the amount paid by each entity are laid out in the attached spreadsheets.

If there are any questions about the this report or about the Hill City Fire Dept. please feel free to contact any of the Officers at the top of the page.