

AGENDA FOR THE BOARD OF WARD COUNTY COMMISSIONERS

Tuesday, March 5, 2024

9:00 a.m. – Regular Commission Meeting

Pledge of Allegiance

Call to Order – Chairman Fjeldahl

Order of Business

Roll Call

1. Approve Agenda
2. Review and approve the meeting minutes from the Regular Commission Meeting on February 20, 2024, the Special Commission Meeting for Interviews on February 26, 2024 and from the Special Commission Meeting on February 26, 2024
3. Review and approve the regular bills totaling \$126,383.65 and HS Zone direct bills totaling \$13,287.99.
4. Public Hearing – Beth Pietsch
 - A. Outlot Plat
5. Dana Larsen – Highway Engineer
 - A. Demo project with new road surfacing product
6. Brian Billingsley – City of Minot
 - A. Updates to the Minot Renaissance Zone
7. Kelly Haugan – Emergency Management Director
 - A. Ward County Emergency Operations Plan Annual Update
8. Noreen Wilkie – Director of Tax Equalization
 - A. Tax Roll Adjustments and Items for Consideration and Action
9. Beth Pietsch – Planning and Zoning Administrator
 - A. Outlot Plat Applications
10. Lolly Gorze – Human Resources Director
 - A. Pay Amendments
11. Marisa Haman – Auditor/Treasurer
 - A. Receive and File the following correspondence: Economy at a Glance dated February 2024
 - B. Ward County Recorder Annual Report
 - C. Reallocation of ARPA funds for Minot Central Dispatch
 - D. Approval of Raffles – Souris Valley Amateur Radio Club
 - E. Board Guidelines
 - F. Coroner Contract Discussion

Minutes of the Board of Ward County Commissioners
February 20, 2024

The regular meeting of the Ward County Commission was called to order by Chairman/Commissioner Fjeldahl at 9:05 AM with Commissioners Anderson, Olson, Rostad, and Weppler present. Also present were department heads Brian Vangsness, Dana Larsen, Emily Burkett, Jason Blowers, Kelly Haugan, Kerriane Boetcher, Kristin Kowalczyk, Lolly Gorze, Marisa Haman, Noreen Wilkie, Robert Roed, and Roza Larson.

Moved by Comm. Weppler and seconded by Comm. Anderson to approve the agenda with no changes. Roll call; all voted yes; motion carried.

Moved by Comm. Rostad and seconded by Comm. Olson to approve the minutes from the Regular Commission Meeting on February 6th, 2024; Special Commission Meeting on February 13th, 2024 at 8:00 and, Special Commission Meeting on February 13th, 2024 at 9:15. Roll call; all voted yes; motion carried.

Marisa Haman, Auditor/Treasurer, pointed out that the US Bank payment for 1,880,875.00 is the last bond payment for the 2020 refunding bond, and that the SRT payment on the JP bill is slightly higher than normal as our contract expired, but it should go back to normal once the new contract is signed.

Moved by Comm. Anderson and seconded by Comm. Weppler approve the regular bills totaling \$2,517,658.23 and HS Zone direct bills totaling \$48,141.70 Roll call; all voted yes; motion carried.

Ryan Ackerman, Administrator for the Souris River Joint Board, appeared to present a progress update on the Mouse River Plan.

Mr. Ackerman gave completion update on Burlington flood project and Sawyer bridge. For the ongoing construction side, the MI-5 project is about one year ahead of schedule and should be substantially completed by the end of 2024. Phases MI-6 and MI-7 have the design stage completed and the bidding for those projects will start in the upcoming months with construction projected to be starting in June 2024. These phases will be the first work started on the south side of the river.

The Maple Diversion or MI-4 project has about 18 months left in the design phase. Mr. Ackerman described the hurdles of this particular part of the projects as it crosses or runs adjacent to both the BNSF and CPKC Railroads and runs through the Amtrak platform. This part of the project is partially funded by the Federal Government at the amount of \$65,000,000. Construction for the Maple Diversion will likely begin towards the end of 2025 or the beginning of 2026.

Chairman Fjeldahl questioned how the funding level is and if there are any delays in the projects due to funding. Mr. Ackerman responded that in the current biennium they have a commitment of 76.1 million from the State of North Dakota that is coupled with bond proceeds from a City of Minot bond sale.

Next, Jason Blowers, IT Director, came forward with a cost assessment and three PRI Line contract renewals through SRT. The previous contract has expired and we have made one payment at the non-contract rate. Currently Ward County holds three PRIs equaling 72 lines, Mr. Blowers recommended signing the 60 month contract for \$596.83 per PRI.

Moved by Comm. Wepler, seconded by Comm. Rostad to approve the 60 month contract with three PRIs through SRT. Rolled called; all voted yes; motion carried.

Dana Larsen, Hwy. Engineer, appeared requesting a resolution of support to apply for the 2024 RAISE Grant estimated at \$4,050,000. Short discussion was held regarding what the grant covers. Mr. Larsen advised that Ward County would be the lead agency, but would be working with the City of Minot and the State.

The Fire alarm went off at 9:27 AM, and the meeting took pause.

All clear was given at 9:35 AM, and the commission meeting resumed.

Moved by Comm. Wepler, seconded by Comm. Olson to approve application for the RAISE grant and have it signed if needed. Roll Called; all voted yes; motion carried.

Lolly Gorze, HR Director appeared with one pay amendment for B. Gilstad, Veteran's Service.

Moved by Comm. Wepler, seconded by Comm. Anderson to approve payroll amendment as presented. Roll called; all voted yes; motion carried.

Next Ms. Gorze presented application scores for the Veteran's Service Director position, that had eleven applicants.

Moved by Comm. Wepler, seconded by Comm. Anderson to interview top two applicants. Roll called; all voted yes, motion carried.

Discussion on scheduling interviews was held. Interviews were scheduled for Monday, February 26th starting at 10:00 AM.

Auditor/Treasurer Marisa Haman Appeared.

Moved by Comm. Wepler, seconded by Comm. Anderson to receive and file the following correspondence: Letter from Jusin Messner, Disaster Recovery Chief from North Dakota Dept. of Emergency Services, dated 2/6/24; Letter from Doug Diedrichsen, Principal Planner, City of Minot, dated 2/8/24; Central Dakota Metropolitan Planning Organization Meeting Minutes, dated 1/25/24.

Letter from Brian Billingsley, Community & Economic Development Director, City of Minot, dated 2/2/24 was pulled from the receive and file correspondence for further discussion. Chairman Fjeldahl inquired if it matters that the use of the building changed after TIF had been approved. Comm. Wepler

stated that the building qualified and was approved for TIF because it was a blighted property and that purpose of the building does not affect the TIF.

Moved by Comm. Weppler, seconded by Comm. Olson to receive and file correspondence letter from Brian Billingsley, Community & Economic Development Director, City of Minot, dated 2/2/24. Roll called; all voted yes; motion carried.

Moved by Comm. Anderson; seconded by Comm. Rostad to receive and file monthly reports including financials. Roll called; all voted yes; motion carried.

Ms. Haman provided an update on ARPA Projects. A letter had been sent out by Travis Schmitt towards the end June letting the applicants know that if their contracts were not submitted by December 31st, 2023 they would lose all funding.

Moved by Comm. Weppler, seconded by Comm. Olson to send a letter to all internal and external applicants who have not submitted reimbursement requests and request they advise on project status by April 1st, 2024. Also the letter should state that we didn't receive response by December 31, 2023 and if no response is received by April first, funds will not be dispersed. Roll called; all voted yes; motion carried.

Marisa Haman presented Guidelines for Those Appointed to Boards or Committees by Ward County Board of Commissioners. There was discussion on changing the wording of the guidelines to make sure that it would cover meetings that happen monthly meetings vs. meetings that happen less often. The board supported having appointees attend at least two thirds of meetings be added to the guidelines.

Move by Comm. Rostad, seconded by Comm. Weppler to receive and file pledged securities. Roll called; all voted yes, motion carried.

Agenda item 8F moved to last item on agenda; okayed by commission.

Moved by Comm. Weppler, seconded by Comm. Olson to have Chairman Fjeldahl sign NDSU Subaward 2023-2024. Roll called; all voted yes, motion carried.

Moved by Comm. Olson, seconded by Comm. Rostad to approve raffles for Minot Area Chamber EDC and Minot Association of Builders. Roll called; all voted yes; motion carried.

Moved by Comm. Anderson, seconded by Comm. Rostad to approve liquor licenses for Grove Hospitality and Kenmare Country Club. Roll called; all voted yes, motion carried.

Moved by Comm. Weppler, seconded by Comm. Anderson to accept the Widmer Roel proposal with costs not to exceed \$15,000 for forensic audit of ARPA funds dispersed to Project Bee.

At 10:28 AM with no further business, the meeting was adjourned.

Special Meeting Minutes of the Board of Ward County Commissioners
February 26, 2024

The special meeting of the Ward County Commission to interview for the Veteran's Service Director position was called to order by chairman Fjeldahl at 9:59 AM with Commissioners Anderson, Olson, Rostad, and Wepler present. Also present was Human Resource Director Lolly Gorze.

The Commission interviewed Brock Gilstad at 10:00 AM and David Altschuler at 11:00 AM.

A discussion took place after the interviews and a decision regarding the position was made.

Moved by Comm. Wepler, seconded by Comm. Anderson to hire Brock Gilstad as Veteran's Service Director. Roll Call; all voted yes, motion passed.

Moved by Comm. Wepler, seconded by Comm. Rostad to set the salary at \$71,442.50 for the Veteran's Service Director starting March 1st. Roll called; all voted yes, motion passed.

Brock Gilstad called back into meeting and accepted position.

At 11:51 AM with no further business, the meeting was adjourned.

Special Meeting Minutes of the Board of Ward County Commissioners
February 26, 2024

The special meeting of the Ward County Commission was called to order by Chairman/Commissioner Fjeldahl at 12:00 PM with Commissioners Anderson, Olson, Rostad, and Weppler present. Also present were department heads Jason Blowers, Lolly Gorze, Marisa Haman, and Robert Roed.

Decision was made at the beginning of the meeting to move the jail contract into the first position on the agenda and move the coroner contract to the second position.

Major Paul Olthoff came forward requesting to put out a Request for Proposals (RFP) for jail medical services as the current contract with Trinity Health had expired. He also requested that the current contract with Trinity be signed and backdated as a temporary contract until June so the RFP can be posted and filled.

Moved by Comm. Olson, seconded by Comm. Weppler to authorize an extension of the existing contract with Trinity Health and backdating to January 1, 2024 through June 30, 2024 as well as authorizing to advertise a Request for Proposals for medical services for the Ward County Jail. Roll Called; all voted yes; motion carried.

Comm. Olson gave an overview of past coroner services and the current status of the coroner contract. A year a coroner committee was created. There was a proposal to add death investigators to the contract to increase the quality of services and provide scene response to deaths; a new contract was developed and the budget for it was approved. However, Trinity Health is no longer able to provide those services.

Dr. Scott Knutson, current coroner through Trinity Health, came forward to discuss the quality of care for the deceased and how it has developed and improved in the last 5 years with the current group of coroners. He would like to see that level of care continue with whoever takes over the coroner services for Ward County.

Comm. Olson proposed to create part-time positions within Ward County to hire a coroner and deputy coroners or death investigators. There was discussion on the liability of having coroners as county employees. It was suggested to check with NDIRF for more information.

Discussion was held on the status of the Request for Proposal that was approved to be advertised at the regular commission meeting on February 6, 2024. The RFP was still being drawn up and had not advertised as it was not fully finalized.

Moved by Comm. Olson, seconded by Comm. Rostad to reconsider the issuance of the Request for Proposals until the next meeting and when more information is obtained on creating a coroner position within Ward County. Roll called; all voted yes; motion carried.

At 12:49 PM with no further business, the meeting was adjourned.

REGULAR COMMISSION MEETING 03/05/2024 BILL LIST

GENERAL BILLS

CHECK #	VENDOR	DESCRIPTION	AMOUNT
	BALCO UNIFORMS CO INC	STOCKING CAPS--SHERIFF	\$254.91
	BALCO UNIFORMS CO INC	CARRIER--SHERIFF	\$652.42
	BALCO UNIFORMS CO INC	VESTS--SHERIFF	\$2,516.00
	BEKKA'S BUTTONS	PATCH PLACEMENT - TC--JAIL OPS	\$60.00
	CDHRA	ANNUAL MEMBERSHIP 2024--HUMAN RESOURCES	\$50.00
	DAKOTA SUPPLY GROUP	LED BULBS FOR COURTHOUSE--FACILITY MGMT	\$40.27
	DAKOTA SUPPLY GROUP	SLOAN PLUMBING PARTS FOR JAIL--FACILITY MGMT	\$114.57
	DAKOTA SUPPLY GROUP	SLOAN PLUMBING PARTS FOR JAIL--FACILITY MGMT	\$133.81
	DAKOTA SUPPLY GROUP	SLOAN PLUMBING PARTS FOR JAIL--FACILITY MGMT	\$60.63
	ETSYSTEMS, INC	IN OFFICE PROGRAMMING JAIL--FACILITY MGMT	\$70.50
	KALIX	DOCUMENT DESTRUCTION--STATES ATTORNEY	\$243.83
	KASSON, SEAN BRADLEY	CONTRACT ATTORNEY 01/09/24 - 02/11/24 --STATES ATTORNEY	\$1,004.07
193565	MDU - BISMARCK OFFICE	GAS ADMIN BLDG--FACILITY MGMT	\$1,142.76
193501	MDU - BISMARCK OFFICE	GAS COURTHOUSE--FACILITY MGMT	\$1,564.02
193556	MDU - BISMARCK OFFICE	GAS JAIL BLDG SUP.--FACILITY MGMT	\$2,188.73
193501	MDU - BISMARCK OFFICE	GAS 900 BLDG--FACILITY MGMT	\$1,343.86
193501	MDU - BISMARCK OFFICE	GAS 425 BLDG--FACILITY MGMT	\$190.08
193556	MDU - BISMARCK OFFICE	GAS JAIL--FACILITY MGMT	\$2,294.43
	MOUNTAIN PLAINS YOUTH SERVICES	MONTHLY SHELTER CONTRACT FEB 24--GENERAL	\$5,754.65
	ROCHESTER ARMORED CAR CO INC	ARMORED CAR SERVICE--AUDITOR/TREAS	\$503.61
	ROSTAD, JAMES A	DAY TRIP MILEAGE KENMARE MEETING--COMMISSIONERS	\$64.32
	STARK COUNTY	TRAVEL RE-IMBURSEMENT CONFLICT CASE--STATES ATTORNEY	\$140.30
	SUMMIT FOOD SERVICES LLC	INMATE MEALS - JANUARY 2024--JAIL OPS	\$45,753.47
193566	THOMAS LAW FIRM	2024 INDIGENT DEFENSE MARCH 2024--GENERAL	\$2,000.00
	UNITED MAILING SERVICES INC	POSTAGE - 02/05 - 02/16--EXTENSION	\$94.72
	UNITED MAILING SERVICES INC	SERVICES - 02/05 - 02/16--EXTENSION	\$30.62
	UNITED MAILING SERVICES INC	POSTAGE - 02/05 - 02/16--GENERAL	\$766.23
	UNITED MAILING SERVICES INC	SERVICES - 02/05 - 02/16--GENERAL	\$202.13
193557	WEX HEALTH, INC.	FSA MONTHLY FEES - JANUARY 2024--HUMAN RESOURCES	\$217.00
	WIDMER ROEL PC	2022 AUDIT - SERVICES THRU 01/31/24--GENERAL	\$6,000.00
193567	WILHELM TIM	2024 INDIGENT DEFENSE MARCH 2024--GENERAL	\$2,000.00
DD-1155	XCEL ENERGY	ELECTRICITY SOO LINE PARKING LOT--FACILITY MGMT	\$38.66
DD-1154	XCEL ENERGY	ELECTRICITY 900 BLDG - COLD STORAGE--FACILITY MGMT	\$32.11
DD-1153	XCEL ENERGY	ELECTRICITY 900 BLDG--FACILITY MGMT	\$838.65
Total General Bills:			\$78,361.36

PARK BOARD BILLS

CHECK #	VENDOR	DESCRIPTION	AMOUNT
	BAKER, MARVIN	PARK BOARD MEETING 02/06/2024	\$50.00
	OLSON, DARRELL D	PARK BOARD MEETING 02/06/2024	\$50.00
DD-1163	XCEL ENERGY	ELECTRICITY - O.S. PARK 8711 PROJECT RD N	\$58.39
DD-1162	XCEL ENERGY	ELECTRICITY - O.S. PARK PUMP 401 PARK RD	\$37.97
Total Park Board Bills:			\$196.36

ROAD/HIGHWAY BILLS

CHECK #	VENDOR	DESCRIPTION	AMOUNT
	ACME TOOLS GRAND FORKS	INV #12411253 CERAMIC NOZZLES FOR SHOP	\$83.98
	ACME TOOLS GRAND FORKS	INV #12418677 STARTER ASSEMBLY FOR UNIT 243	\$124.84
	ACME TOOLS GRAND FORKS	INV #12420065 GENERATOR FOR UNIT 1709	\$999.00
	AMERICAN TRUCK & TRAILER	INV #33796 TOOL BOXES FOR UNIT 1709	\$1,637.83
	BUTLER MACHINERY	INV #03PS0498828 LIGHTING FOR UNIT 1709	\$154.70
	BUTLER MACHINERY	INV #03PS0498829 PUSH BUTTON CAP FOR UNIT 45A	\$3.48
	BUTLER MACHINERY	INV #03PS0498887 BATTERY FOR UNIT 128	\$527.46
	BUTLER MACHINERY	INV #03PS0499265 BATTERY FOR UNIT 1	\$157.18
	BUTLER MACHINERY	INV #03PS0499417 SAFETY SHIELD KIT FOR UNIT 105	\$302.23
	BUTLER MACHINERY	INV #03WO0134773 EQUIPMENT REPAIR ON UNIT 129A REPLACE TURBOCHARGE	\$4,269.62
	CAPITAL ONE TRADE CREDIT	INV #D48003 SHOP SUPPLIES	\$124.55
	CAPITAL ONE TRADE CREDIT	INV #D48742 SHOP SUPPLIES	\$9.23
	DAKOTA FLUID POWER INC	INV #7170681 THREAD HOSE CONNECTORS	\$274.03
	DAKOTALAND AUTOGLASS	INV #1272514 PAINT MATERIAL FOR UNIT 191	\$234.87
	DAKOTALAND AUTOGLASS	INV #1272709 WINDOW INSTALL ON UNIT 94A	\$517.80
	DAKOTALAND AUTOGLASS	INV #1276006 SPRAY GUN PAINT REMOVER FOR UNIT 191	\$54.80
	DAKOTALAND AUTOGLASS	INV #1276107 DISPOSABLE SPRAY GUN FILTERS FOR UNIT 191	\$37.50
	DAKOTALAND AUTOGLASS	INV #1276270 PAINT SUPPLIES FOR UNIT 191	\$419.40
	EAPC ARCHITECTS ENGINEERS	INV #56413 ARCHITECT FEES FOR BLDG C ADDITION	\$1,312.06

	GENERAL TRADING CO	INV #309225 SHOP SUPPLIES	\$73.30
	GERDAU	INV #9012985523 PARTS FOR UNIT 1709	\$323.90
	MAGIC CITY GARAGE DOOR INC	INV #124-0137 GARAGE DOOR REMOTE	\$44.00
	MARCO TECHNOLOGIES	INV #12207983 MONTHLY CONTRACT	\$36.00
193564	MDU - BISMARCK OFFICE	GAS KENMARE SHOP	\$102.86
193558	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG D	\$734.70
193558	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG B	\$1,242.95
193558	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG A	\$521.23
193558	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG C	\$975.87
193558	MDU - BISMARCK OFFICE	GAS 200 72ND ST SE BLDG E	\$174.89
	MENARDS - MINOT	INV #51684 SHOP SUPPLIES	\$19.97
	MENARDS - MINOT	INV #51719 SHOP SUPPLIES	\$767.36
	MENARDS - MINOT	INV #51744 SHOP SUPPLIES	\$4.99
	MENARDS - MINOT	INV #51832 SHOP SUPPLIES	\$434.80
	MENARDS - MINOT	INV #52085 SHOP SUPPLIES	\$15.48
	MENARDS - MINOT	INV #52106 WHEELS FOR OFFICE CHAIR	\$25.29
	MENARDS - MINOT	INV #52241 SHOP SUPPLIES	\$171.24
	MENARDS - MINOT	INV #52321 SHOP SUPPLIES	\$60.05
	MINOT CITY OF, LANDFILL	INV #00479795 GARBAGE DISPOSAL	\$11.52
	MINOT CITY OF, LANDFILL	INV #00479868 GARBAGE DISPOSAL	\$10.00
	MINOT CITY OF, LANDFILL	INV #00481329 GARBAGE DISPOSAL	\$33.60
	MINOT CITY OF, LANDFILL	INV #00481351 GARBAGE DISPOSAL	\$54.60
	MINOT CITY OF, LANDFILL	INV #00481397 GARBAGE DISPOSAL	\$47.25
	MINOT CITY OF, LANDFILL	INV #00481416 GARBAGE DISPOSAL	\$56.40
	MINOT CITY OF, LANDFILL	INV #00481609 GARBAGE DISPOSAL	\$47.10
	MINOT CITY OF, LANDFILL	INV #00481644 GARBAGE DISPOSAL	\$55.50
	MINOT CITY OF, LANDFILL	INV #00481695 GARBAGE DISPOSAL	\$53.55
	ND ASSOC OF COUNTIES	INV #25764 DRUG & ALCOHOL ANNUAL TESTING FEE 2024	\$1,234.80
	OTIS ELEVATOR CO INC	INV #100401476019 SERVICE CONTRACT	\$1,090.20
193559	OTTERTAIL POWER CO	ELECTRIC - DOUGLAS SHOP	\$270.01
	PARKLAND USA CORP DBA FARSTAD OIL	INV #934879-24 BULK DIESEL FILL AT MINOT SHOP	\$25,094.18
	RDO/POWERPLAN	INV #P9144407 REAR VIEW MIRROR ON UNIT 94A	\$187.90
	RDO/POWERPLAN	INV #P9144507 PARTS FOR UNIT 94A	\$1,122.56
	RDO/POWERPLAN	INV #P9150807 RETURNED PARTS ON INV #P9144507-CREDIT	-\$209.68)
	SWANSTON EQUIPMENT CO	INV #P63552 PARTS FOR UNIT 5204	\$276.48
	SWANSTON EQUIPMENT CO	INV #P63552 PARTS FOR UNIT 5204	\$66.55
	TEAM ELECTRONICS INC	INV #27792 RADIO KIT FOR UNIT 1709	\$845.00
193560	TRI N PROPANE	DOUGLAS SHOP PROPANE	\$241.83
	WALLWORK TRUCK CENTER	INV #07P128066 SHOP SUPPLIES	\$37.04
Total Road/Highway Bills:			\$47,599.83

VISION ZERO BILLS			
CHECK #	VENDOR	DESCRIPTION	AMOUNT
	SCHOEN, MOLLY C	OVERNIGHT PER DIEM SAFETY CONFERENCE BISMARCK	72.00
	SCHOEN, MOLLY C	DAY TRIP MILEAGE AG EXPO BOOTH BISMARCK	154.10
			\$0.00
Total Vision Zero Bills:			\$226.10

GRAND TOTAL **\$126,383.65**

WARD COUNTY HUMAN SERVICE ZONE**LISTING OF BILLS****BILLS PAID - March 5, 2024****ZONE BOARD REVIEW- March 19, 2024****HUMAN SERVICE ZONE**

VENDOR	DESCRIPTION	AMOUNT
Lindsay Coca	Employee Travel 12/12-2/7/24	135.83
DSHS Vital Statistics	Birth Certificare-RH	22.00
Kimberly Harris	March-Assist with Expenses	200.00
LabCorp	Paternity Testing-1/10/24	152.00
Mountain Plains Youth Service	Minot-Shelter Care-January	2,080.00
Shalisha Norton	Employee Travel 12/19-2/15/24	226.14
Valerie Potter	Employee Travel/Meals 1/31-2/16	238.18
Ashley Powers	Employee Travel/Meals 1/4-1/31	110.36
Thomas Family Funeral Home	GA Burial-S Bates	2,970.38
Thomas Family Funeral Home	GA Burial-C Hutchins	3,500.00
Thompson Larson Funeral Home	GA Burial-M Pinson	3,500.00
United Mailing Service	Postage/Service 2/5-2/16/24	153.10
TOTAL		13,287.99



TO: Ward County Commissioners

FROM: Brian Billingsley, AICP, Community & Economic Development Director

DATE: February 26, 2024

SUBJECT: Updates to the Minot Renaissance Zone *BB*

With the cooperation and support of the Ward County Commissioners and Minot Public Schools Board, the City of Minot approved a five-year extension to the Minot Renaissance Zone on November 3, 2021. During the 68th legislative assembly in 2023, the State of North Dakota adopted SB 2391, which enacted several changes to the renaissance zone program. SB 2391 gives local government the ability to adopt new provisions to the local renaissance zone. The changes include:

- Allowing local governments to provide an eight (8) year property tax abatement when 75% of the true and current value of a property is improved.
- Adding a second “island” to the renaissance zone.
- Allowing an extension to the duration of the renaissance zone from five (5) to ten (10) years.
- Allowing a specific property to receive another benefit after 30 years have lapsed from the completion date of the most recent project.

The City is asking the taxing bodies to support four major (4) amendments to the Minot Development Plan and boundary amendments to the Minot Renaissance Zone map.

Amendment #1

Adopt a new benefit that would grant an eight (8) year property tax abatement benefit when a property owner invests 75% of the site's true and current value into building improvements.

The City wishes to retain the five (5) year property tax abatement benefit at 50% of the site's true and current value. Offering a higher threshold of 75% could help make a major remodel project “pencil out” for a property developer. The cost of building rehabilitation and new construction is at an all-time high due to supply chain issues and labor shortages. Extending the lifespan of an old building requires a major investment. Offering a second benefit option with a higher threshold makes sense for Minot during this time of higher interest rates and construction prices.

Amendment #2

Adopt a second island to the Minot Renaissance Zone.

An island is an area that is not attached or contiguous to the main area of the renaissance zone. Minot renaissance zone currently does not have an island, but we are proposing to create a first island under Amendment #5.

Amendment #3

Grant a ten (10) year extension to the Minot Renaissance Zone.

In the past it was customary to extend the renaissance zone up to five years. The City is requesting a ten-year extension, but would not object if either taxing body supports a five-year extension.

Amendment #4

Allow a specific property to receive another benefit after thirty (30) years have lapsed from the completion date of the last project.

Minot's renaissance zone was launched in 2001. Project No. 1 (Planet Pizza) was completed in 2003; therefore this provision, if adopted, will not take effect until the year 2033.

Amendment #5

Amend the Minot Renaissance Zone Map to declare blocks 2C and 40C as completed blocks and add blocks 1F and 2F to the Minot Renaissance Zone.

Block 2C is located at the southwest corner of Broadway and Burdick. The property contains a strip mall that was the recipient of renaissance zone benefits several years ago after the building was constructed. Block 40C contains the Minot Housing Authority office and the Center for Technical Education (CTE), which is currently under construction. Both entities are either publicly owned or non-profit.

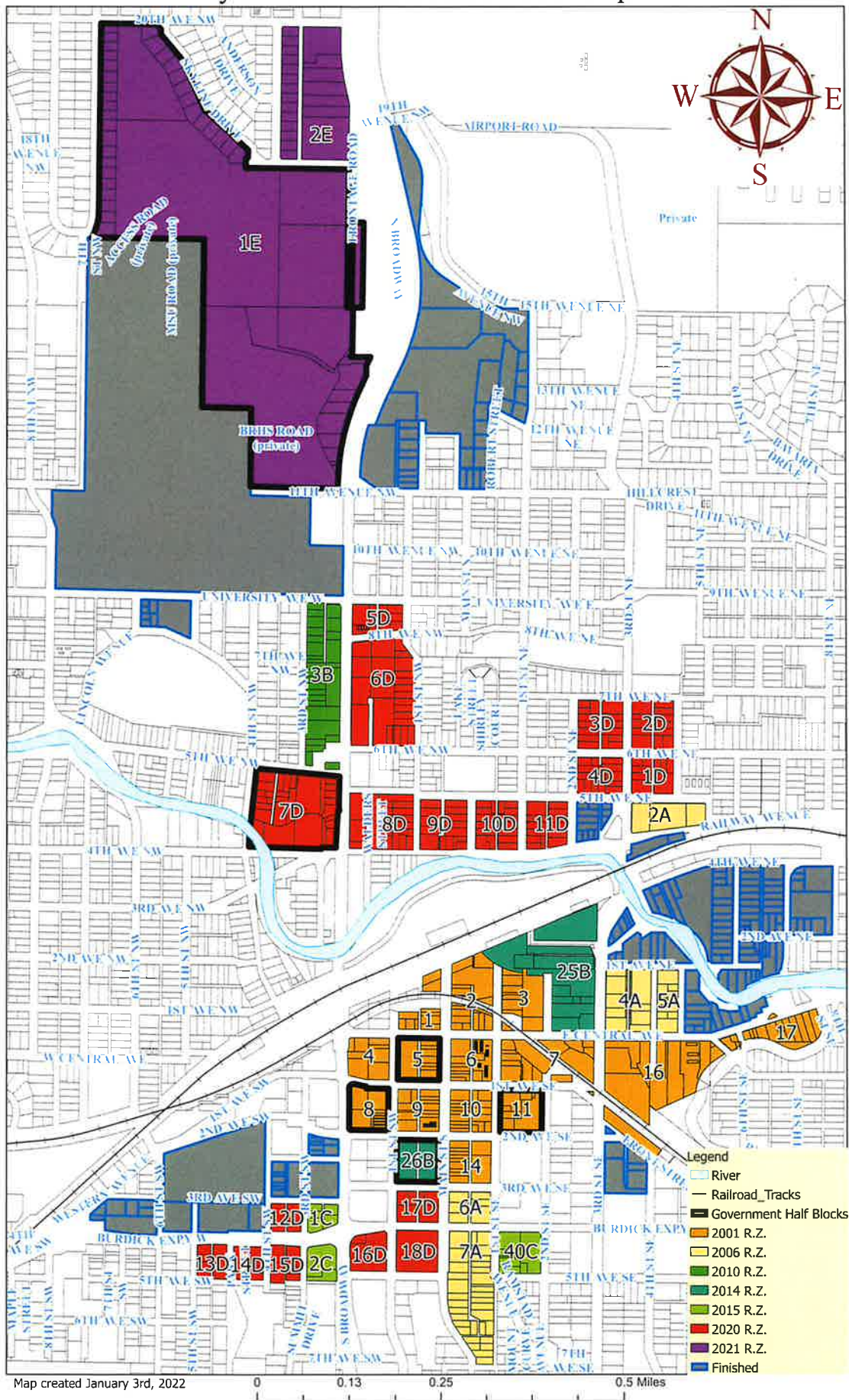
Block 1F located on the west side of Broadway between 21st Ave. NW and 22nd Ave. NW and contains the Economy Hotel, Pinkerton Animal Hospital, Watt Alterations, and two vacant buildings. Block 2F is located on the west side of Broadway between 22nd Ave. NW and 24th Ave. NW and contains the Vegas Hotel, Hardees, vacant property, a church, and several single-family dwellings.

Annexing blocks 1F and 2F would constitute an "island". This annexation would constitute Minot's first renaissance zone island. Maps of the current Minot Renaissance Zone boundary and proposed boundary changes are attached to this memo. The Century Code allows Minot to have up to 42 blocks. The reduction of two blocks and annexation of two blocks will give Minot a grand total of 42 blocks.

Conclusion

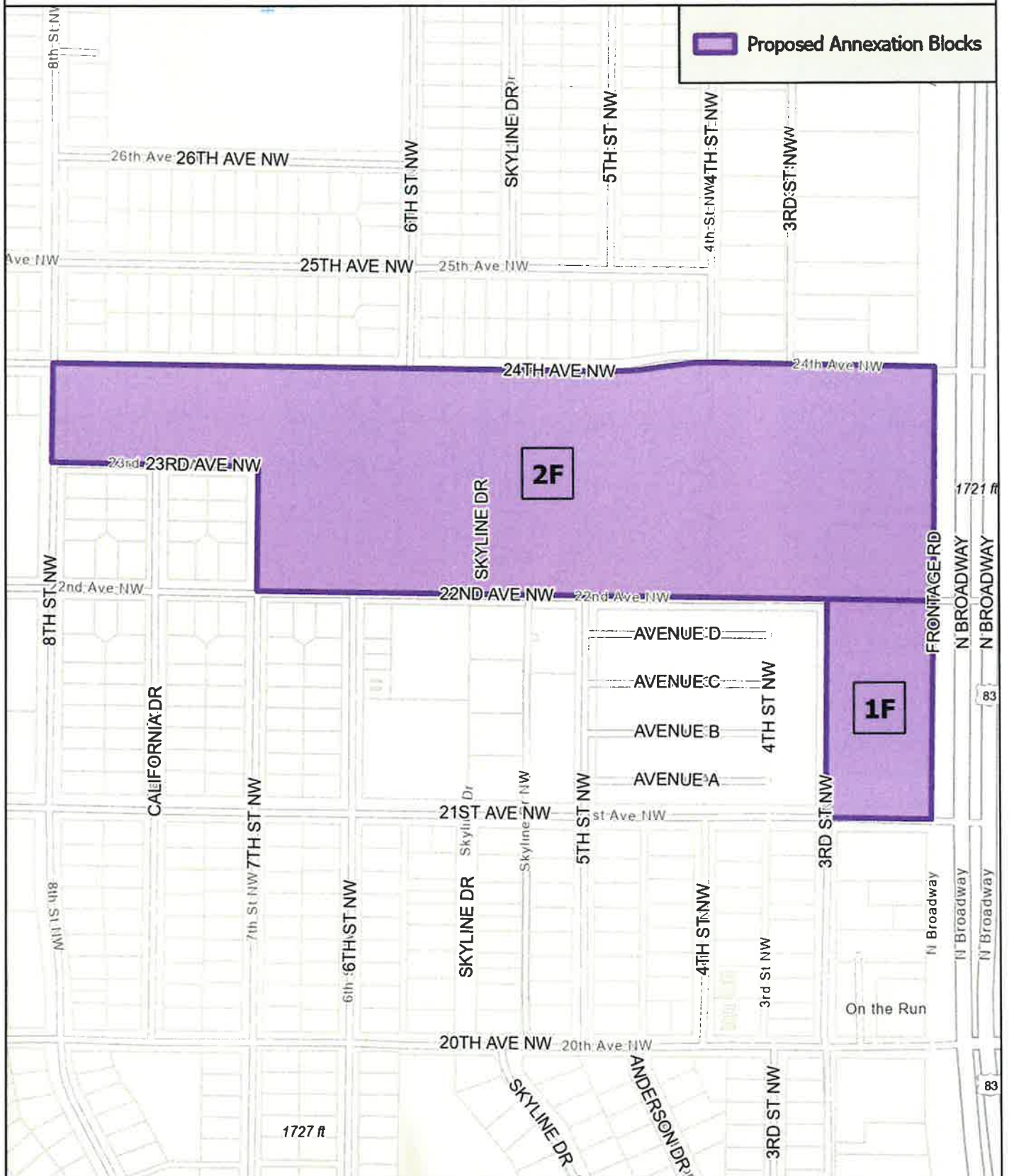
In addition to the five (5) major amendments, staff will be updating the goals and parcel information within the Development Plan to meet current economic and demographic conditions. I can be reached at 701-857-4147 should you have any questions.

City of Minot Renaissance Zone Map



Proposed Renaissance Zone Annexation

 Proposed Annexation Blocks



WARD COUNTY, NORTH DAKOTA

ALL – HAZARDS

EMERGENCY OPERATIONS PLAN



2024

Office of Primary Responsibility: Ward County Emergency Management

Record of Changes for Emergency Operations Plan Last Updated: 8 January 2023

#	As Reads	Page Number	Changes to Read	Date
1	Lead Agency: NW Regional Hazmat Team, in conjunction with the Local Fire Department	82	Local Fire Department	12-12-23
2		83	Add NW Regional Hazmat Team to Supporting Agency	12-12-23
3	A. Public Health and sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases; contamination and epidemics/pandemics; the development and monitoring of health information, inspection of food, water quality, and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies; as well as sewage treatment services.	52	A. Public Health and sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases; contamination and epidemics/pandemics; the development and monitoring of health information, inspection of food, water quality, and sanitation measures; immunizations; laboratory testing of water.	12-18-23
4	Trinity Health Emergency Preparedness Coordinator or designee*	26	Trinity Health Communications & Emergency Preparedness Manager or designee	12-18-23
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Distribution List

Ward County Commission	
Ward County Sheriff's Department	
Ward County Emergency Management	
Ward County Dept. of Human Services	
Ward County Highway Department	
Ward County Auditor/Treasurer	
Minot Fire Department	
Minot Police Department	
Minot Public Works	
Minot Public Information Office	
Minot Rural Fire Department	
Minot Air Force Base	
Trinity Health First Response	
Mayor, City of Minot	
Mayor, City of Berthold	
Mayor, City of Burlington	
Mayor, City of Carpio	
Mayor, City of Des Lacs	
Mayor, City of Donnybrook	
Mayor, City of Douglas	
Mayor, City of Kenmare	
Mayor, City of Makoti	
Mayor, City of Ryder	
Mayor, City of Sawyer	
Mayor, City of Surrey	
ND Highway Patrol	
ND State Fair	
ND DES	
ND DOT	
First District Health Unit	
Trinity Health	
American Red Cross	
PSAP Public Safety Answering Point	
Ward County Superintendent of Schools	
Salvation Army	
Souris Valley Amateur Radio Club	
Souris Valley Animal Shelter	
Ward County 911/PIO	
Minot City Manager	
Minot Public Information Officer	
Minot Park District	
Minot International Airport	
Roosevelt Park Zoo	

Signature Page

_____ Ward County Commission Chair

_____ Ward County Emergency Management

_____ Ward County Auditor/Treasurer

_____ Ward County Sheriff

_____ Ward County Highway Department

_____ Ward County 911/PIO

_____ Ward County Superintendent of Schools

_____ Ward County Human Services

_____ Minot Rural Fire Department, Fire Chief

_____ MAFB Emergency Management

_____ Mayor, City of Berthold

_____ Mayor, City of Burlington

_____ Mayor, City of Carpio

_____ Mayor, City of Des Lacs

_____ Mayor, City of Donnybrook

_____ Mayor, City of Douglas

_____ Mayor, City of Kenmare

_____ Mayor, City of Makoti

_____ Mayor, City of Minot

_____ Minot Police Chief

_____ Minot Fire Chief

_____	Minot Public Works Director
_____	Minot City Manager
_____	Minot PIO
_____	Mayor, City of Ryder
_____	Mayor, City of Sawyer
_____	Mayor, City of Surrey
_____	PSAP Public Safety Answering Point
_____	ND Highway Patrol
_____	Souris Valley Amateur Radio Club
_____	Trinity Health
_____	First District Health Unit
_____	Salvation Army
_____	American Red Cross
_____	ND State Fair
_____	Minot Park District
_____	Roosevelt Park Zoo
_____	Souris Valley Animal Shelter
_____	Turtle Mtn. Animal Rescue

Approval

Under the direction of the Ward County Commission and the Ward County Local Emergency Planning Committee, the **Ward County Emergency Operations Plan - 2023** has been approved.

Ward County Commission Chair

Date

Ward County Local Emergency Planning Committee Chair

Date

Table of Contents

Cover Page	1
Record of Changes	2
Distribution List.....	3
Signature Page	4 - 5
Approval	6
Table of Contents.....	7 - 8
Basic Plan	9
Promulgation Statement	9
Authorities.....	9
References	9
Purpose	10
Assumptions	10
Concept of Operations.....	11
General.....	11 - 12
Continuity of Government.....	12
Preservation of Records.....	12 - 13
Relocation of Government.....	13
Emergency Checklist	13 - 15
Functional & Task Coordinators	15
Mutual Aid Agreements.....	15
Departments & Organizations General Responsibilities	16
Roles & Responsibilities	17
Administration	18
Public Information Officer (PIO).....	18
Health	18 - 19
Public Safety: Law Enforcement.....	19
Public Safety: Fire Department/Emergency Medical Services (EMS)	19 - 20
Highway Department/Public Works	20
Primary Incident Management Chart.....	21
Emergency Operations Center (EOC).....	22
EOC Purpose.....	22 - 23
EOC Location.....	23
Activation of the Emergency Operations Center (EOC)	23
EOC Activation Guide	24
EOC Activation Authority.....	25

EOC Security	25
Authorized EOC Personnel	26 - 27
Functional Annexes	28 - 69
Annex A: Agriculture	28 - 30
Annex B: Aircraft Incidents.....	31 - 34
Annex C: Central Dispatch, Communications & Warnings	35 - 37
Annex D: Cyber	38 - 39
Annex E: Emergency Medical Services (EMS)	40 - 41
Annex F: Fire Services.....	42 - 44
Annex G: Hazardous & Radiological	45 - 47
Annex H: Law Enforcement	48 - 51
Annex I: Public Health & Medical	52 - 53
Annex J: Public Works & Engineering.....	54 - 58
Annex K: Urban Search & Rescue	59 - 60
Annex L: Rural Search & Rescue	61 - 62
Annex M: Transportation.....	63 - 64
Annex N: Ward County Schools.....	65
Annex O: Distribution Points	66
Annex P: Pet Sheltering & Rescue.....	67 - 69
Emergency Support Annex's (ESAs)	70 - 77
ESA 1: American Red Cross.....	70
ESA 2: Salvation Army Northern Division.....	71 - 72
ESA 3: City of Minot Public Transportation	73
ESA 4: Souris Valley Amateur Radio Club	74
ESA 5: North Dakota Wing Civil Air Patrol	75 - 76
ESA 6: Ward County Human Services	77
Appendices.....	78 - 96
Appendix 1: Flood Response	78 - 80
Appendix 2: Train Derailment-Crude.....	81 - 88
Appendix 3: Glossary of Terms.....	89 - 91
Appendix 4: Acronyms	92 - 95
Appendix 5: Supplemental Plans	96

Basic Plan

Promulgation Statement

Government at all levels, have the responsibility for the protection of life, property, and the environment from hazards, which are known to threaten their jurisdiction. Therefore: by the authority of the Ward County Commission, we do hereby order that the Ward County Emergency Operations Plan be put into effect and be promulgated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and city agencies as well as establishing a broad concept for conducting preparedness, response, and recovery efforts if an emergency and/or disaster threatens or occurs.

These cities, by resolution, hereby adopt the concepts and conditions set forth by the Ward County Operations Plan:

City	Date of Resolution
Berthold	_____
Burlington	_____
Carpio	_____
Des Lacs	_____
Donnybrook	_____
Douglas	_____
Kenmare	_____
Makoti	_____
Minot	_____
Ryder	_____
Sawyer	_____
Surrey	_____

Authorities

Public Law 920, the Federal Civil Defense Act, as amended
Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Act, as amended
Public Law 106-390. Disaster Mitigation Act of 2000
NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended
Administrative Code, N.D.A.C. 33-06-03-03
NDCC 23-01-05(12)
NDCC 23-35-12(2)
NDCC 23-35-08(9)
NDCC 36-01
NDCC 23-07.6
FEMA Public Assistance Guide (FEMA 322)

References

Homeland Security Act of 2002
Homeland Security Presidential Directive – 5, *Management of Domestic Incidents*
Homeland Security Presidential Directive – 8, *National Preparedness*
Department of Homeland Security, National Incident Management System, March 1, 2004

Purpose

This plan is an effort by the Ward County Emergency Management Office as well as the Ward County Local Emergency Planning Committee (WCLEPC) to reasonably explain the duties and responsibilities of the various County/City departments in the event of an emergency and/or disaster in Ward County. The understanding and interest of all responsible key persons in County/City government is a must in order to develop plans to mitigate an emergency/disaster.

This document has been developed to assist the emergency response departments and agencies that may be active in the event of an emergency and/or disaster, thus minimizing any problems or confusion that might result when various agencies and governmental departments respond to a situation.

The purpose of the Emergency Operation Plan for Ward County is:

- A. To define the responsibilities of departments of local government (tribal, county, and city) and appropriate private entities.
- B. To ensure a coordinated effort using the Incident Command System (ICS) by local, state, and federal government; as well as private response forces, to save lives, protect property, and the environment in the event of an emergency and/or disaster.
- C. To facilitate short-term and long-term recovery activities.

Assumptions

Proper implementation of this plan will reduce or prevent loss of life, damage to property, and/or the environment. Key officials within Ward County are aware of the possible occurrence of any emergency and/or disaster and their responsibilities in the execution of this plan.

- A. The county commission and city councils have overall statutory responsibility for the continued use, development, and maintenance of this plan. Delegation of responsibilities to department heads does not abolish the authority of the heads of local governments to make necessary decisions or changes to the plan for the protection of life, property, and the environment.
- B. The contents of this plan must be known and understood by those people responsible for its implementation. The emergency manager is responsible for briefing personnel, county, and/or city officials concerning their role in emergency management and the contents of this plan in particular.
- C. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies.
- D. Department heads are responsible for the development and maintenance of their respective functions and tasks in this plan.
- E. In addition, each functional coordinator and task coordinator must maintain supporting Standard Operation Procedures (SOPs) describing how functions/tasks will be accomplished or implemented. SOPs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.
- F. An annual review of this plan will be conducted by all officials involved in its execution. The emergency manager will coordinate this review and any revision and distribution found necessary.
- G. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to functional coordinators, and task coordinators responsible for plan maintenance and response.

Concept of Operations

A. General

It is the responsibility of government to protect life, property, and the environment from the effects of hazardous events using the five phases of emergency management: preparedness, prevention, mitigation, response and recovery. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

This plan incorporates the principles of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management, to be applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrines, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels. NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations as follows:

Incident Command System (ICS)

The Incident Command System (ICS) is considered the most effective system for managing emergencies. The National Fire Academy ICS can be used as a standard for emergency management operations. Ward County subscribes to the use of ICS as an important part of NIMS. ICS is a standardized, flexible, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of a single or multiple incidents without being hindered by jurisdictional boundaries.

Unified Command System (UCS)

A Unified Command System, part of ICS, is established upon activation response to an incident. This system gives agencies a responsibility, for the incident, to participate in the decision making process. Under a Unified Command, agencies work together through the designated members of the Unified Command to analyze information and establish a common set of objectives and strategies.

Area Command (Unified Area Command)

Area Command establishes two objectives. The first objective is to oversee the management of multiple incidents that are each being handled by an ICS organization. The second is to oversee the management of large or multiple incidents to which Incident Management Assistant Teams (IMAT) have been assigned. Area command has the responsibility to set overall strategies and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, ensure that objectives are met, and strategies followed. Area command becomes Unified Area Command (UAC) when incidents are multi-jurisdictional. Area command may be established at an Emergency Operations Center (EOC) facility or at some location other than an Incident Command Post (ICP).

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources that are not available at the local level. If local resources (county, city, and private) are not available, the county/city may request assistance through the county emergency management office after the political subdivision has issued an emergency or disaster declaration. When the emergency

exceeds county government's capacity to respond, assistance from the state government will be requested through the North Dakota Department of Emergency Services (NDDDES) by the county's Emergency Manager. After the county has issued an emergency or disaster declaration, he or she will request the Governor to request federal assistance if the county has reached their allotted damage dollar amount through a Presidential emergency or major disaster declaration. The federal government may provide assistance and resources to the state where needed. Federal assistance may be extended to aid in recovery from major disasters.

The county's Emergency Operation Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal day-to-day situations responded to by law enforcement, fire, and Emergency Medical Services (EMS) agencies. The incident commander and/or commanders will make the decision to activate the EOC.

Day-to-day functions that do not contribute directly to response actions to an incident may be suspended for the duration of such incident. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of the resources.

Hazard-specific appendices are covered in the local multi-hazard mitigation plan, which links to the Emergency Operations Plan (EOP). The multi-hazard mitigation plan and the EOP are linked in that the multi-hazard plan identifies the prevention measures and the EOP addresses procedures for responding to problems created by the hazards.

B. Continuity of Government

Succession of Leadership:

County Commissioners

- 1) Chair
- 2) Vice chair
- 3) Highest senior member of commission

City Government

- 1) Mayor
- 2) President of city council
- 3) Highest senior member of council

EOC Personnel

- 1) Emergency Manager
- 2) Assistant Emergency Manager
- 3) Ward County Sheriff/Designee

Line of succession for each agency/department is according to the department rules and/or Standard Operating Procedures. Each county/city functional coordinator will have a designated alternate to fulfill assigned responsibilities. Contact information can be found in the Resource Spreadsheet for all functional coordinators and their alternates in the Emergency Management Office.

C. Preservation of Records

The preservation of important records and the taking of measures to ensure continued operations and, if necessary, reconstitution of local government during and after catastrophic disasters or

incidents of national security is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

- 1. Records are required to protect the rights of individuals.** These records include: marriage licenses and divorce papers; property and land titles; tax statements and licenses; and records required by health, fire, law enforcement, and public works to conduct incident/emergency/disaster operations.
- 2. Records required to re-establish normal government functions and to protect the rights and interests of government.** Appropriate department heads will be responsible for securing documents necessary for continuing operation during times of emergencies/disasters.

D. Relocation of Government

All critical facilities at the county and city level such as the EOC, law enforcement, fire, and the courthouse should have an alternate location if evacuation becomes necessary. Educational facilities, public works buildings, jails, communication centers, fire halls, and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment. Each department is responsible for their own continuity planning. If any department needs to have representation in the Ward County EOC there is a pre-identified alternate EOC location and it is listed in the EOC section of this plan. A list of possible alternative locations is listed on page 25.

E. Emergency Checklist

The following is a guide as applicable for response to all hazards.

1. Emergency Notification/Warning - To alert the persons designated to respond the general public:

1. Notify First Response Agencies
 - Law enforcement
 - Fire
 - Emergency Medical Services
 - Notify hospital
 - Notify coroner
 - Public works
 - Highway Department
2. Establish NIMS Incident Command Structure
3. Initial Assessment of Situation
 - Scene safety
 - Nature of disaster
 - Atmospheric conditions
 - Injuries/fatalities
 - Resources committed
 - Evaluate need for outside assistance
4. Notify EOC/Emergency Manager
5. Initiate Public Warning Systems
 - Outdoor warning sirens
 - Activate Hyper-Reach
 - Emergency Alert System (EAS)
 - Public loud speaker
 - Public information officer (PIO)

6. Notify functional coordinators
7. Alert Mutual Aid Partners for additional support
8. Notify chief elected officials
9. Notify ND Department of Emergency Services (NDDDES)
10. Notify volunteer organizations as needed

2. Immediate Public Safety - To provide for the safety of people and aid the injured:

1. Initiate actions to reduce current and future hazards
 - Activate teams
 - Activate Bomb Squad/SWAT
2. Evacuation/Shelter-in-place
3. Emergency Medical Services
 - Triage
 - Decontamination (DeCon)
 - Transport
 - Treat
4. Search and Rescue (LE)
 - Contact NDDDES for (potential) Civil Air Patrol support

3. Property Security - To provide protection for public and private property:

1. Provide barricades in necessary areas
2. Provide traffic and crowd control
3. Establish Perimeter Scene Security
4. Remove objects that may be ongoing hazards
5. Facility security
 - Family Assistance Center (FAC)
 - Health facilities (including morgue)
 - EOC
 - Critical facilities
 - Airports
 - Water facilities
 - Power generation
 - Communication
 - Courthouse/City Hall

4. Public Welfare - To provide care for people injured or dislocated and assess damage:

1. Establish Family Assistance Center
2. Establish Family Reunification Area
3. Disseminate public information
4. Shelter
5. Food/water
6. Clothing
7. Sanitation
8. Prescriptions
9. Animal welfare

5. Restoration - To bring the necessities of life back to normal:

1. Reestablish communication capability ASAP
2. Mobilize community resources

3. Restore critical facilities
 - Hospitals
 - Law enforcement center
 - EOC
 - Fire
 - Nursing homes
 - Schools
4. Restore Utility services
 - Water/waste water
 - Power
 - Electric
 - Gas
 - Telephone
5. Restore transportation arteries
6. Decontamination
 - Public infrastructure
 - Homes/businesses

F. Functional and Task Coordinators

Significant responsibilities common to emergencies and disasters are grouped into five areas, which are called functions. The departments having responsibility by law or day-to-day resource and operational capability within each of these functions are identified and assigned by specific task/responsibility, and are listed in the appendixes.

Any county/city agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of SOPs located at their facility. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

1. Provide personnel, backfill, equipment, and facilities on a 24-hour basis.
2. Plan and provide for the safety of employees and protection of public property in the event of an emergency.
3. Coordinate actions with the County Emergency Manager and with departments having related tasks.
4. Train personnel assigned to incident/emergency/disaster tasks and participate in exercises to test incident/emergency/disaster plans and procedures.
5. Provide for record keeping and documentation of the incident/emergency/disaster and actions taken.
6. Prepare damage assessments.

G. Mutual Aid Agreements

Ward County and the City of Minot foreseeing difficult times during emergency or disaster, has made certain agreements to ensure the protection of the life, property, environment, and infrastructure. These enable the County and City to use the resources, facilities, equipment, and manpower from departments, cities, and counties within the region. As needs arise, Ward County and the City will continue to make these agreements as necessary to align further resources. Copies of these agreements for mutual aid in a time of emergency/disaster can be found with Ward County Emergency Management, Ward County Auditor, or City of Minot Finance Department.

Departments & Organizations General Responsibilities

All participants in the Ward County Emergency Operations Plan (EOP) are responsible for carrying out emergency/disaster operations and advising chief elected officials, functional and task coordinators and the emergency manager on matters pertaining to their areas of functional responsibility.

All members of the Ward County Local Emergency Planning Committee are responsible for the following tasks:

Preparedness:

- A. Review and update communications Standard Operating Guidelines (SOG's)
- B. Recommend changes of the EOP, Hazard Mitigation Plan, and Sheltering Plan
- C. Participate in incident/emergency/disaster exercises and training
- D. Maintain log of all staff contact numbers
- E. Review of Tier II Reports

Response:

- A. Complete functional assessment of essential services and develop action plan to sustain these services
- B. Facilitate and coordinate with EOC Manager/Emergency management
- C. Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested
- D. Maintain logs to support documentation, expenditures, situation status, resource allocations, and reports
- E. Keep a log of all activities performed and update incoming shifts
- F. Obtain required resources to sustain operations

Recovery:

- A. Administer public/private contractor support/recovery activities
- B. Reflect on emergency operations
- C. Recommend updated changes of the EOP
- D. Complete assessment of system performance and vulnerability and recommend mitigation/improvement strategies
- E. Conduct Hotwash/After Action of Incident

Roles & Responsibilities

Purpose

The roles and responsibilities section of the EOP defines the emergency/disaster related functions of departments and organizations providing essential support functions for the community.

Roles and responsibilities relating to preparedness, response, and recovery are outlined for each of the departments and organizations included in the EOP.

The Ward County Local Emergency Planning Committee (WCLEPC) emergency planning key functional areas serve as coordinators for departments and other organizations with related functions. The six concepts of operations on the previous page illustrate the WCLEPC components and primary emergency functions conducted by departments within each component.

Situation and Assumptions

Depending on the nature and severity of a potential incident, personnel availability of each department and organization may be significantly compromised.

Emergency response personnel are more willing to report to work if they are aware of the status and the well-being of their family members.

Not all roles and responsibilities can be pre-determined. Flexibility is required and reassignment of personnel may be necessary.

Concept of Operations

This section of the Emergency Operations Plan identifies responsibilities. Each department and organization identified in the plan will establish operations and procedures (plans) to outline how the responsibilities identified in this plan will be carried out, and will established Mutual Aid Agreements as necessary to enhance capabilities to carry out the responsibilities identified.

Agencies Roles and Responsibilities

Agencies such as Administration, PIO, Agriculture, Public Health, Public Safety: Law Enforcement, Public Safety: Fire/EMS and the Highway Department/Public Works have specific roles and responsibilities they must perform in response to an emergency or hazard. These roles and responsibilities include but are not limited to:

Administration

- A. Policy
- B. Emergency Declaration
- C. Liaison
 - 1) Elected Officials
 - 2) State Government
 - 3) External Agencies
- D. Attorney
 - 1) Legal Council
- E. Emergency Management
 - 1) EOC Coordination
 - 2) Permitting
 - 3) Liaison to state/federal
- F. County/City Auditor/Treasurer
 - 1) Documentation
 - 2) Financial Records
 - 3) Purchasing

Public Information Officer:

- A. Rapid dissemination of critical instructions and accurate information to the community and the region via a variety of media
- B. Timely public information flow and updates to stake holders
- C. Rumor control
- D. Initiation and scheduling of media briefings as appropriate
- E. Establishment of a "media center" near the briefing site for use by the media
- F. Timely response to media inquiries and calls from the community
- G. Coordination and networking with other local PIO's as necessary and appropriate

Health

- A. Community Assessment
- B. Treatment
- C. Medications/Immunizations
- D. Quarantine
- E. Air Quality
- F. Surveillance/Epidemiology
- G. Liaison:
 - 1) Health Officer
 - 2) Local Government
 - 3) Medical Providers
 - 4) Mental Health
- H. Public Information
- I. Infectious/Communicable Diseases
- J. Health Hazard Assessment
- K. Mortuary Coordination

- L. Laboratory Coordination
- M. Bio-Terrorism Coordination
 - 1) Strategic National Stockpile Liaison (Regional & State)

Public Safety: Law Enforcement

- A. Establish Perimeters
- B. Site Security
- C. Scene Security:
 - 1) Traffic/Crowd Control
 - 2) Ingress/Egress Screening
- D. Evacuation
- E. Damage Assessment Support
- F. Criminal Investigation
- G. Evidence Collection
- H. Assist with Quarantine
- I. Special Operations:
 - 1) Bomb Squad
 - 2) Search & Rescue
 - 3) Special Weapons and Tactics (SWAT)
 - 4) Negotiators
- J. Public Information
- K. Communications
 - 1) Warning
 - 2) Dispatch Activity
 - 3) EOC Communication Support

Public Safety: Fire/EMS

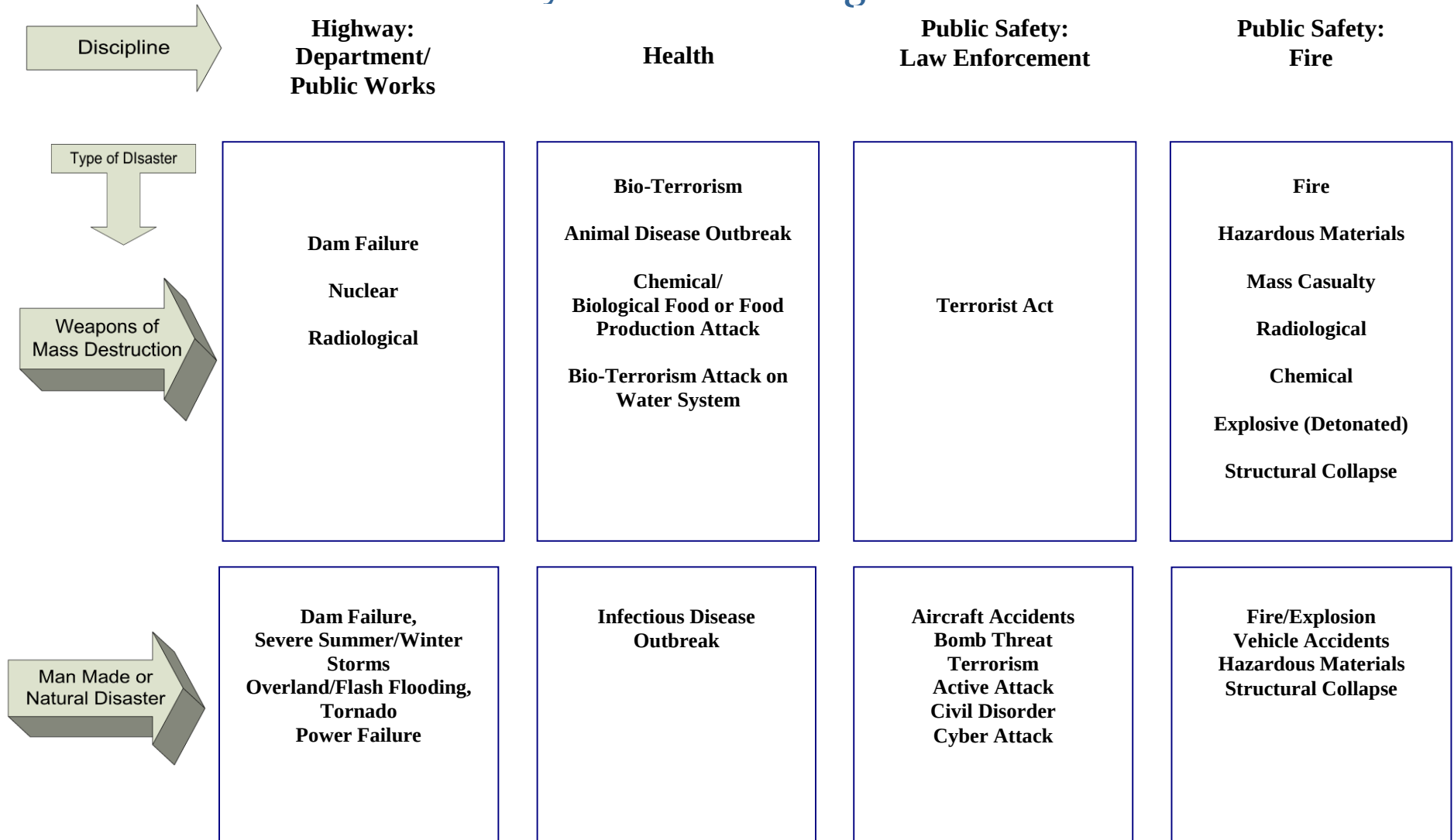
- A. Fire Suppression
- B. Search & Rescue
- C. Fire Protection
- D. Pre-Incident Planning
- E. Fire Investigation
- F. Special Operations:
 - 1) Weapons of Mass Destruction (WMD) Response
 - 2) Hazardous Materials
 - 3) Structural Collapse
 - 4) Trench Rescue
 - 5) Confined-Space Rescue
 - 6) Swift & Surface Water Rescue
 - 7) Extrication
 - 8) High-angle Rope
 - 9) Rapid Intervention
- G. Emergency Medical Service (EMS) Response:
 - 1) Triage Support
 - 2) Treatment-Support
- H. Damage Assessment
- I. Ambulance
 - 1) EMS Primary
 - 2) WMD Response
 - 3) Mass Casualty Unit

- 4) Triage
- 5) Treatment
- 6) Transportation
- 7) Public Information

Highway Department/Public Works

- A. Streets:
 - 1) Clearing
 - 2) Cleaning
 - 3) Barricading
 - 4) Detouring
 - 5) Construction
- B. Hazardous Materials (HazMat):
 - 1) Diking
 - 2) Dam
 - 3) Diverting
- C. Debris Removal
- D. Sandbagging
 - 1) Storage
 - 2) Distribution
- E. Water & Sewer Utility Maintenance
- F. Fleet Maintenance
- G. Damage Assessment

Primary Incident Management Chart



Note: This chart shows which of the four disciplines identified in the Ward County EOP is the primary incident commander for each identified disaster

Emergency Operations Center (EOC)

Purpose

This section of the EOP identifies how, when, and who is involved in activation of the EOC and identifies the general responsibilities of the EOC personnel.

Situation and Assumptions

Most incidents are handled on scene by the Incident Commander via the Incident Command System and do not require activation of the EOC. The EOC is activated when the needs, resources, and complications overwhelm the ability of personnel on the scene to manage and control effectively. In the event that the EOC is needed to support emergency response operations, the Incident Commander will activate the EOC.

The accumulation, compilation, and dissemination of information to the public are key responsibilities of the EOC. Incidents that require significant coordination of Public Information may warrant EOC activation strictly to perform that sole purpose.

The EOC should be activated when an incident is too complex, affects too many people, causes too much damage, or covers too broad an area for all of the functional needs to be addressed at the scene and/or Minot Central Dispatch Center. Upon activation of the EOC, the Emergency Manager will assume the responsibility of EOC Manager and will coordinate the operations and activities within.

Functions of an EOC can take place at an alternate site from those pre-identified as the situation and event necessitates.

During an incident the EOC Level I and Level II personnel are the only members who are allowed in the EOC. If the "primary" representative is not able to attend a successor or designee maybe appointed by the primary representative. Only the IC or Emergency Manager can grant access to the EOC if the person is not listed in Level I or Level II list.

EOC Purpose

The EOC is both a facility and a function that supports the gathering of resources and information needed to effectively facilitate community-wide disaster response and short-term recovery. A primary role of the EOC is to collect, validate, analyze and organize emergency information to enact effective decision making about the direction and utilization of resources and personnel. The EOC also addresses policy and legal issues, sets priorities, and communicates and coordinates with other levels of government as well as the public and private sectors for effective response and recovery. In effect, the EOC views the incident as a whole and supports response by directing and tracking response efforts, coordinating and ordering resources and by gathering and disseminating information.

EOC Major Objectives Include:

- Assess the situation
- Issue an Emergency/Disaster Declaration, if warranted
- Establish priorities
- Provide leadership and overall direction of efforts
- Identify and address Mass Care (family assistance) needs
- Identify and address legal and policy issues
- Provide accurate public information throughout response and recovery efforts
- Provide incident support
- Resource management

- Identify and activate mutual aid, if needed
- Identify any State Historic Preservation Office (SHPO) permits needed and apply for
- Identify and request additional assistance, if needed
- Coordinate with the State Operations Center and other Department Operations Centers to accomplish response and recovery objectives
- Provide for coordination with other facilities such as shelters, Family Assistance Centers, etc.
- Coordinate damage assessment activities
- Provide for continuity of government and operations
- Lead recovery efforts following disaster

EOC Location

The location of the primary EOC is Ward County Administrative Building 225 3rd St SE; Minot, ND.

The secondary location is First District Health Unit, 800 11th Ave SW in Minot, ND and the Tertiary EOC is located at the Minot Municipal Auditorium at 420 3rd Ave SW, room 201.

Activation of the Emergency Operations Center (EOC)

The EOC may be activated prior to, during, or after an event depending on the circumstances. The EOC Activation Guide Table illustrates the activation criteria, levels of activation, and initial staffing levels. Upon activation of the EOC, EOC staff will utilize EOC standard operating guides which outline EOC position responsibilities and EOC procedures.

EOC Activation Guide

Activation Criteria ¹ (Event/Situation)	Activation Level	Staffing ²
Impending events/situations such as large scale conventions, festivities, sporting events, etc. prior to their commencement Significant weather event – for situation/damage assessment purposes Events requiring a “one voice” concept to address media inquiries & public information needs Emergencies in neighboring jurisdictions which may impact our jurisdiction or departments	Level One Activation Method: Emergency Manager or any authorized Incident Commander will activate the Hyper-Reach system and the message will say “Level One personnel to report to EOC”	Incident Commander³ Department Representatives: Fire, Police, EMS, Public Health, Public Works, Hospital, Finance, PIO, Ward County Water Board, Red Cross, City Manager EOC Coordinator – Emergency Manager See Following List of Authorized EOC Personnel
Large scale emergencies that overwhelm any one agency Resources beyond local capabilities are required The emergency is of long duration Major policy decision will or may be needed	Level Two Activation Method: Emergency Manager or any authorized Incident Commander will activate the Hyper-Reach system and the message will say “Level Two personnel to report to EOC”	Incident Commander³ Department Reps: Fire, Police, EMS, Public Health, Public Works, Hospital, Finance, PIO, Ward County Water Board, Red Cross, City Manager, City Transit, IT EOC Coordinator – Emergency Manager See Following List of Authorized EOC Personnel

¹ These are examples to serve as a guide, not an all-inclusive list.

² Staffing levels are flexible, similar to the principles of ICS. The Incident Commander, Department Representative and Section Chiefs determine staffing levels

³ The Incident Commander is selected among Department Representatives based on the principles of unified command and is event driven

Important Note: Initial activation of the EOC will be at Level One

Operations, Planning/Intelligence, and Finance Sections are activated at the discretion of the Incident Commander

Level One Activation: Initial Emergency Activation

- Call Minot Central Dispatch and request EOC Level 1 activation.
- Minot Central Dispatch personnel will activate EOC staff, including the emergency manager, via the Hyper-Reach System. The emergency manager will initiate EOC start up activities.

Level Two Activation: Full Activation

- A. Level Two activation is conducted by EOC staff as directed by the Incident Commander after a situation assessment is completed by “Level One” EOC staff.

EOC Activation Authority

Authority to activate the EOC will be limited to those listed below and respective designees. A complete list of Level One and Level Two Activation personnel and contact information can be found in the Ward County Emergency Operations Plan Resource Manual.

- A. Mayor
- B. City Administrator
- C. Fire Chief
- D. Police Chief
- E. Ward County Sheriff
- F. Ward County Engineer
- G. Public Works Director
- H. Public Health Director
- I. County Emergency Manager

EOC Security

Many times during an incident with widespread impact, certain individuals may resolve to enter the EOC to voice or physically express their questions, concerns, or complaints. Due to the amount of convergence of private citizens, contractors, and the media, provisions for private security may be made by the Incident Commander and EOC manager to limit access to the EOC in order to provide for the safety and security of EOC staff, to protect sensitive information, and to allow staff to focus on response to the event without being sidetracked. The following list comprised of only Level 1 and Level 2 personnel authorized for entry into the EOC are the only staff permitted in the EOC but others may be permitted only at the discretion of the EOC Manager and the Incident Commander.

Authorized EOC Personnel

Level 1 EOC Staff

Law Enforcement

Ward County Sheriff and/or designee*
City of Minot Police Chief and/or designee*
Highway Patrol Commander or designee*
City of Kenmare Police Chief or designee*
City of Burlington Police Chief or designee*
City of Surrey Police Chief or designee*
City of Berthold Police Chief or designee*
E911 Coordinator
PSAP Manager

Fire Rescue and Suppression

Minot Rural Fire Chief and/or designee*
Minot Fire Chief and/or designee*
Berthold Fire Chief or designee*
Burlington Fire Chief or designee*
Carpio Fire Chief or designee*
Des Lacs Fire Chief or designee*
Donnybrook Fire Chief or designee*
Douglas Fire Chief or designee*
Kenmare Fire Chief or designee*
Makoti Fire Chief or designee*
Ryder Fire Chief or designee*
Sawyer Fire Chief or designee*
Surrey Fire Chief or designee*

Emergency Medical Service

First District Health Unit Director and/or designee*
Trinity Health Communications & Emergency Preparedness Manager or designee
Trinity Health First Response Director or designee*
Berthold Ambulance Service Chief or designee*
Burlington First Responders Chief or designee*
Kenmare Ambulance Service Chief or designee*
Ryder-Makoti Quick Response Unit Chief or designee*

Public Works

Ward County Engineer and/or designee*
Ward County GIS Specialist
City of Minot Public Works Director and/or designee*
City of Minot Engineer or designee*
Minot City Transit Representative or designee*
City of Minot GIS Specialist
City of Burlington Engineer or designee*
City of Des Lacs Public Works or designee*
City of Donnybrook Public Works or designee*
City of Makoti Engineer or designee*

City of Sawyer Engineer or designee*
City of Surrey Engineer or designee*

Local Government Officials

****No more than 2 per jurisdiction**

Ward County Commissioners
Minot City Council Members
Mayor of Minot
Berthold City Council Members
Mayor of Berthold
Burlington City Council Members
Mayor of Burlington
Carpio City Council Members
Mayor of Carpio
Des Lacs City Council Members
Mayor of Des Lacs
Donnybrook City Council Member
Mayor of Donnybrook
Douglas City Council Members
Mayor of Douglas
Kenmare City Council Members
Mayor of Kenmare
Kenmare Public Works
Makoti City Council Members
Mayor of Makoti
Ryder City Council Members
Mayor of Ryder
Sawyer City Council Members
Mayor of Sawyer
Surrey City Council Members
Mayor of Surrey
State and Federal Legislators
Ward County Emergency Management Department
City of Minot Emergency Manager
Ward County Public Information Officer (PIO)
Public Information Officer (PIO) from each city within Ward County
Ward County Auditor
City of Minot Finance Director
Auditor from each city within Ward County
Chairman of the Ward County Water Resource Board
North Dakota Department of Emergency Services Director and/or designee*

Volunteer Agencies

Local Red Cross Representative or designee*
Local Salvation Army Representative or designee*

Representatives of pertinent volunteer agencies may be permitted access to the EOC by the Incident Commander and the EOC Manager.

Level 2 EOC Staff

Support Agencies

National Weather Service representative or designee*
Souris Valley Amateur Radio Club representative or designee*
Civil Air Patrol representative or designee*
Red Cross representative or designee*
Salvation Army representative or designee*
North Dakota State University Extension Office representative or designee*
North Dakota State Fair Representative or designee*
Upper Souris Wildlife Refuge (Lake Darling) Representative or designee*
Army Corps of Engineers Commander or designee*
North Dakota National Guard Commander and staff
Minot Air Force Base Emergency Manager
Minot Air Force Base Commander or designee*
Minot State University representative or designee*
Department of Transportation Representative or designee*
Minot Park Board Representative or designee*
Appropriate Critical Infrastructure Representative or designee*

* Where a designee is permitted, one person will be allowed access to the EOC in addition to the noted official or in the official's stead to represent them in strictly that capacity.

Functional Annexes

Annex A: Agriculture

Purpose

This annex deals with diseases and infestations that could affect plant and animal species. It also will provide protection for Ward County's food supply and to ensure that victims of any emergencies and/or disasters are provided adequate and healthy food. Lastly, it also provides preparedness, response, and recovery for the citizens of Ward County's health, care, and environment during and after an emergency and/or disaster.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function

Agriculture, fire, health, medical, police, and evacuation

Secondary Function

Sheltering, food, and water supply

Situation

- A. Disasters and/or hazards that occur in Ward County impact agriculture which includes: crops, livestock, food supplies, as well as other related agriculture concerns.
- B. Due to the amount of farm land and livestock within Ward County, state and federal agricultural assistance is typically required following disasters and/or hazards.

Assumptions

- A. Local Farm Service Agencies will notify Minot Police Department, Minot Fire Department, First District Health Unit, and/or the Emergency Manager concerning the status of local agricultural emergencies and the need for assistance.
- B. Disasters and/or hazards may devastate local agricultural assistance
- C. Agricultural emergencies and/or hazards lead to long-term economic impacts requiring an extended amount of federal and state assistance for recovery.

Lead Agency

North Dakota State University Extension Services

Support Agencies

Local responding Fire Departments, Local responding Law Enforcement, First District Health Unit, Emergency Management, Minot Roosevelt Zoo, State Veterinarian, Animal Control, and other volunteer/support agencies.

Preparedness

- A. Coordinate with public and private organizations for the use and supply of potable water
- B. Conduct a public health hazard vulnerability risk assessment
- C. Develop arrangements and agreements to identify, acquire, and mobilize agricultural, nutritional, and animal related resources for emergency and/or disaster.

- D. Plan, exercise and review emergency operations procedures on a regular basis
- E. Identify community resources applicable to the physical, social, and psychological effects of disaster and/or hazard
- F. Identify all and/or possible dump sites
- G. Identify groups most at risk
- H. Provide disaster education in advance of an event
- I. Develop an advocate public policy to reduce the public health impact of potential disasters
- J. Assess and coordinate emergency transportation for personnel and livestock with possible evacuation
- K. Coordinate availability of facilities to be used for emergency medical care
- L. Coordinate requirements for communicable disease prevention and control

Response

- A. Conduct agriculture assessments at the site of the emergency and/or disaster to determine the needs and priorities
- B. Activate and mobilize agricultural personnel, facilities, and material resources
- C. Assess the status of plant and animal health in the state and determine whether any diseases, infestations, or infections threaten the county's food supply and/or domestic and wild animal life
- D. Provide logistical support for the local agriculture personnel
- E. Establish how much food is required for the affected citizens and livestock supply.
- F. Test and/or dispose of contaminated food, livestock, and/or agricultural products if needed
- G. Set up for inspectors, sanitarians, and veterinarians to respond to the affected area
- H. Conduct food inspections
- I. Ban and quarantine food and/or agricultural products if needed
- J. Conduct a surveillance of the affected agricultural communities to be able to identify and address agriculture related problems
- K. Identify approved food sources and/or products
- L. Activate Health Alert Network
- M. Report health findings and recommended actions to The First District Health Unit. If there is a need they will contact the state health officer and other agencies as indicated
- N. Maintain liaison with health officer, environmental health, local officials, and regional emergency preparedness and response coordinator
- O. Advise local officials on request to the Governor regarding waiver of regulatory requirements necessary to public health emergency response
- P. Coordinate medical equipment, supplies, and community resource requests with the EOC
- Q. Track and log response activities, personnel, and costs
- R. Assess need for and request deployment of strategic stockpile with emergency preparedness and response coordinator and State Department of Health
- S. Establish dispensing clinics for focused administration of mass medications
- T. Coordinate with American Red Cross to provide shelter services
- U. Assist with patient identification and tracking
- V. Coordinate mass fatality and morgue services
- W. Conduct health surveillance and epidemiological investigations
- X. Assist in patient evacuation
- Y. Assess worker health and safety issues and provide recommendations
- Z. Assist in implementing isolation and quarantine activities
- AA. Provide education and public information, including disease prevention by providing health advisories on injury prevention, food and water safety, and vector control
- BB. Maintain records of the operations, including cost records that can be used after the emergency

Recovery

- A. Agriculture activities will continue as long as necessary after the conclusion of the emergency or disaster
- B. Continue to gather information on the restoration of the health and abundance of plant and animal life to acceptable limits
- C. Assemble key personnel for analysis of medical and public health operations
- D. Complete damage assessment reports with costs incurred
- E. Recommend changes and updates to local response plan
- F. Make recommendations during post incident analysis to improve upon the emergency operations plan
- G. Return all rented and borrowed equipment and replenish or replace inventory as necessary.
- H. Maintenance and repairs to all equipment shall be conducted
- I. Work with community agencies to mitigate long term impact on public health
- J. Monitor long term disease trends
- K. Provide community education to enhance public awareness for injury control, to aid community adjustment and educate about health risks and how to deal with them
- L. Advise to the safety regarding the public health of citizens reoccupying areas

Annex B: Aircraft Incidents

Incident within Airfield

Purpose

The aircraft incident annex is to provide general information for people of Ward County of the affected or could become affected area(s) regarding an incident and/or hazard. It is also to provide a means to restore and maintain air transportation during an emergency and/or disaster.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function

Search and rescue, evacuation, traffic control, airport access control, barricades, and debris removal.

Secondary Function

Evidence collection, sheltering, reunification, and clean-up

Situation

- A. Disaster and/or hazards will increase the amount of resources needed to respond to an aircraft incident. If incident is on MOT property refer to Minot International Airport Emergency Plan (AEP) Section III.1 –Aircraft Incidents & Accidents for response protocol.
- B. North Dakota can experience extreme cold weather during certain months that can cause additional issues for resources being out in the elements for a long period.
- C. Accidents could also cause a lot more disruption and damage to populated areas and have impacts to airspace/air transportation.
- D. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

Assumptions

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to the amount of debris that has spread across a possible large area
- B. Disasters and/or hazards that affect aircraft can cause a great deal of damage that could affect a large number of people.
- C. Local first responders will respond, however, federal responders such as the FAA, NTSB, and FBI will join the response and investigation shortly after the incident.

Lead Agency

Local Law Enforcement, Local Airport/Airfield, Local Fire Department, and National Transportation Safety Board

Support Agencies

Highway Patrol, EMS, Public Works Department, Volunteer Agencies, Airline Companies, and Air Traffic Control

Preparedness

- A. Develop the Minot Airport Emergency Plan (AEP) for response and recovery
- B. Coordinate with different public, federal, private, and non-government organizations that have resources that could assist in an aircraft incident.
- C. Maintain a contact list of all public, federal, private, and non-government organizations that have resources that could assist in evacuation
- D. Review the Minot Airport AEP on an annual basis, and allow training for emergency responders on a regular basis.
- E. Conduct a full-scale exercise at a minimum of once every three years.
- F. Work with smaller airfields to ensure local emergency procedures are planned and practiced.

Response

- A. Set up incident command as soon as possible.
- B. Set up communications between emergency responders
- C. Alert the public as needed
- D. Evacuate area if needed
- E. Acquire resources from public, federal, private, and non-government organizations
- F. Coordinate with federal agencies when requested
- G. Provide family support location
- H. Establish a joint information system
- I. Provide reports to the EOC on a regular basis

Recovery

- A. Haul debris and other materials to designated dump site (may require aircraft hangar or warehouse for investigation/evidence)
- B. Repair ground damage including runway/taxiway pavements and graded safety areas
- C. Return all resources to the correct places
- D. All emergency responders return to their normal day-to-day duties

Agencies that assist with Aircraft incident	Incident Command	Support	Evacuation	Investigation	Mobile Communication	Cleanup
Local Law Enforcement	X		X	X	X	
Local Fire Department	X	X	X		X	
EMS		X			X	
Highway Patrol		X	X	X	X	
Minot Airport	X	X	X		X	X
Federal Partners		X		X	X	
Airlines		X				X
Air Traffic Control		X				X
National Transportation Safety Board				X		
Volunteer Organizations		X				

Incident Outside of Airfield

Purpose

The aircraft incident annex is to provide general information for people of Ward County of the affected or could become affected area(s) regarding an incident and/or hazard. It is also to provide a means to restore and maintain air transportation during an emergency and/or disaster.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function

Search and rescue, evacuation, traffic control, barricades, and debris removal.

Secondary Function

Evidence collection, sheltering, reunification, and clean-up

Situation

- A. Disaster and/or hazards will increase the amount of resources needed to respond to an aircraft incident.
- B. An aircraft accident can occur anywhere, whether it is a populated area or rural.
- C. Some of the Rural areas are difficult to access in regular response vehicles.
- D. Some of the Rural areas have limited to no cell phone coverage causing more communication difficulties.
- E. North Dakota can experience extreme cold weather during certain months that can cause additional issues for resources being out in the elements for a long period.
- F. Accidents could also cause a lot more disruption and damage to populated areas, and have impacts to airspace/air transportation.
- G. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

Assumptions

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to the amount of debris that has spread across a possible large area
- B. Disasters and/or hazards that affect aircraft can cause a great deal of damage that could affect a large number of people.
- C. Local first responders will respond, however, federal responders such as the FAA, NTSB, and FBI will join the response and investigation shortly after the incident.

Lead Agency

Local Law Enforcement, National Transportation Safety Board, and Local Fire Department

Support Agencies

Highway Patrol, EMS, Public Works Department/Highway Department/Township, Volunteer Agencies, Airport and Airline Companies

Preparedness

- A. Develop the Minot Airport AEP for response and recovery
- B. Coordinate with different public, federal, private, and non-government organizations that have resources that could assist in an aircraft incident.
- C. Maintain a contact list of all public, federal, private, and non-government organizations that have resources that could assist in evacuation
- D. Review the Minot Airport AEP on an annual basis, and allow training for emergency responders on a regular basis.
- E. Conduct a full-scale exercise at a minimum of once every three years.

Response

- A. Set up incident command as soon as possible.
- B. Set up communications between emergency responders
- C. Alert the public
- D. Evacuate area if needed
- E. Acquire resources from public, federal, private, and non-government organizations
- F. Coordinate with federal agencies when requested
- G. Provide family support location
- H. Establish a joint information system
- I. Provide reports to the EOC on a regular basis

Recovery

- A. Haul debris and other materials to designated dump site (may require aircraft hangar or warehouse for investigation/evidence)
- B. Repair ground damage including runway/taxiway pavements and graded safety areas
- C. Return all resources to their respective places
- D. All emergency responders return to their normal day-to-day duties

Agencies that assist with Aircraft incident	Incident Command	Support	Evacuation	Investigation	Mobile Communication	Cleanup
Local Law Enforcement	X		X	X	X	
National Transportation Safety Board				X		
Highway Patrol		X	X	X	X	
Local Fire Department	X	X	X		X	
Minot Airport	X	X			X	
Federal Partners		X		X	X	
Airlines		X				X
Air Traffic Control		X				
EMS		X			X	
Volunteer Organizations		X				

Annex C: Central Dispatch, Communications, & Warnings

Purpose

This function provides procedures for preparedness, response, and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

This function has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function

To provide program support and to establish, maintain, and manage the emergency communication network.

Situation

- A. Disasters and/or hazards affect the ability to communicate by overloading the system or equipment, overpowering staff, and creating conditions that make delivery and/or repair to communications resources difficult or impossible
- B. The EOC contains sixteen landline phones that can be used on a 24/7 basis
- C. The EOC contains a protected wireless capability for all EOC personnel to use
- D. The Incident Command Trailer contains a Tactical Communications Bridge Radio (TCB-4) that contains two VHF radios, one UHF radio and one 800 MHZ radio to merge any radio's together no matter what frequency they are on that will enable all emergency personnel to communicate.

Assumptions

- A. Central Dispatch and the EOC will take on the responsibility for assisting Logistics in locating, obtaining, and assigning a location for resources requested by City Departments during an incident within the City of Minot
- B. The EOC will assist emergency personnel with setting up and operating communications capabilities as needed.
- C. The EOC will be operational and support communications within the county operations during and after the emergency and/or hazard
- D. Ward County with the assistance of private organizations (i.e. SRT and Midcontinent Communications) will restore lost or broken lines of communications

Lead Agencies

Central Dispatch, Emergency Management, and Police Department

Supporting Agencies

SRT, Midcontinent Communications, Midstates, Local Fire Department, First District Health Unit, American Red Cross, and other voluntary agencies

Preparedness

- A. Work with Emergency Management in identifying local businesses to obtain resources to assist City Departments
- B. Identify vulnerable communication locations
- C. Review communications resource requirements
- D. Identify and verify agreements with private and public sector agencies to augment communications capabilities
- E. Ensure testing and maintenance of communications equipment on a regular basis
- F. Instruct staff on contents and use of message handling system
- G. Ensure availability of message forms
- H. Renew radio licenses as required
- I. Update and review warning capabilities with available technology
- J. Update and confirm warning resources

Response

- A. Assisting IC in locating, obtain, and assign a location for resources requested by City Departments
- B. Request Assistance from County Emergency Management for Support
- C. Alert communications personnel, as needed
- D. Provide supplemental emergency communications
- E. Ensure communication capability for:
 - a. Teletype
 - b. Emergency Alert System (EAS) and IPAWS
 - c. Hyper-Reach
 - d. Interactive Video Network
 - e. Pagers
 - f. Amateur radio, SVARC, REACT
 - g. NOAA Weather Radio for civil emergency message
 - h. Public Safety radio channels
 - i. Cellular phones
 - j. Sirens
 - k. NAWAS
 - l. Fax
 - m. Telephone
 - n. Local Area Networks (LAN)
 - o. Modems (email)
- F. Advise functional coordinators of communication status
- G. Activate EAS/IPAWS for immediate protective actions to include warning alerts and evacuation
- H. PIO Will:
 - a. Implement media release point and set schedule for periodic briefings, as required
 - b. Confirm policy on admittance of news media to disaster area with local officials
 - c. Coordinate release of all public information advisors and instructions with appropriate EOC staff
- I. Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems
- J. Ensure that supplies and equipment for the information center are adequate and in place, as required

Recovery

- A. Maintain communications with state government and adjacent communities
- B. Maintain a log of all communication activity
- C. Prepare a report of communication activities during disaster situations
- D. Assess disaster effects on communications facilities and systems
- E. Report status of communications system to emergency management director
- F. Provide instructions to the public for the recovery phase
- G. Release safety measures and precautions applicable to hazard and recovery activities

Agencies that assist with communication efforts before, during and after a disaster/hazard occurs.	Activation	Set Up	Incident Command Trailer	Notification	Restoration
Central Dispatch	X	X	X	X	
Emergency Manager	X	X	X		
Fire Department	X		X		
Police Department	X		X		
SRT/Midcontinent		X			X
Media				X	
Volunteer Organizations		X		X	X
Ward County Highway Department			X		
Volunteer organizations include some private relief organizations such the American Red Cross and the Salvation Army.		X			

Annex D: Cyber

Purpose

The purpose and scope of the Cyber Incident Annex is to create an emergency action plan in response to criminal activity and / or disruption to the cyber community. There has been an increasing amount of cyber incidents occurring and it is imperative that a plan is in place for local, State, and private industry to respond and recover from a cyber-attack and / or disruptive incident.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Primary Function

Information Security and Protection

Secondary Functions

Investigation and Data/Information Loss Recovery

Situation

- A. Hacker(s) gain unauthorized access to City of Minot and/or Ward County Computer Networks to destroy/disable and/or steal data.
- B. Employee(s) or trusted third parties may intentionally or unintentionally damage/destroy our system and/or steal data
- C. A natural and/or manmade disaster could have the potential to knock down some or all of entire infrastructure.
- D. Whether someone has hacked our network, an employee or third party has intentionally or unintentionally damaged, destroyed our system and/or steal data, or a disaster has taken out some or all of our infrastructure, the disruption could affect some or all of the departments within the City and/or County's ability to function.

Assumptions

- A. Cyberspace is comprised of hundreds of thousands of interconnected computers, servers, routers, switches and network cables that make our critical infrastructure work. Thus, the healthy functioning of cyberspace is essential to our economy and security. The threat of a cyber - related attack that could affect the County or Cities infrastructure, computer systems, communications capabilities, and other critical assets cannot be minimized or ignored in today's computer - dependent world.
- B. Some redundant telecommunications and information technology services will survive the effects of an emergency or disaster.
- C. Cyber incidents may occur with little or no warning and may involve a variety of tactics that could affect critical County or City infrastructure and key resource sites. A cyber incident could consequently overwhelm the ability of our local capability to respond to natural, technological, and / or human – caused events.
- D. Ward County and the City of Minot's critical infrastructure and key resources depend on properly functioning cyber and communication equipment to perform its functions and maintain a standard of living. Damage to these systems could create great hardship and civil unrest.
- E. Telecommunications and information technology services and activities are essential to providing direction and control for emergency operations and response activities, providing emergency information, warnings and guidance to the general public, and communicating with all levels of government, where necessary.

Lead Agency: Ward County and/or the City of Minot Information Technology Department, Local IT Vendor

Support Agencies: Ward County Sheriff Department, Local Police Department, North Dakota State and Local Intelligence Center (NDSLIC), Multi-State Information Sharing & Analysis Center (MS-ISAC)

Preparedness

- A. Providing indications and warning of potential threats, incidents, and attacks.
- B. Analyze/Review computer system and network infrastructures to determine infection scope.
- C. Isolate infected system(s).
- D. Prevention of loss of electronic information and communications systems and information contained therein.
- E. Prevention of unauthorized use of electronic information and communications systems and information contained therein.
- F. Prevention of exploitation of electronic information and communications systems and information contained therein.
- G. Monitor and control sensitive processes and physical functions.

Response

- A. Contact Lead and Support agencies listed herein to help investigate source and scope of the Incident
- B. Identify and Isolate affected department and agency to avoid wide spread of attacks/incident
- C. Implement response procedure as established by affected entities/agencies

Recovery

- A. Restoration of electronic information and communications systems and information contained therein.

Agencies that assist with Cyber	Preparedness	Response	Recovery	Monitoring
IT Department	X	X	X	X
Law Enforcement		X	X	
Emergency Management		X		
North Dakota State IT		X		X
North Dakota SLIC & BCI Cyber Division		X		X

Annex E: Emergency Medical Services (EMS)

Purpose

Trinity First Response and the surrounding volunteer ambulance services throughout Ward County provide ongoing emergent care in their jurisdictions through preparedness, response, and recovery.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander. Medical Command is established by the responding EMS entity.

Primary Function

To provide emergency medical care which includes medical command, triage, treatment, and transportation that is consistent with established EMS protocols.

Situation

- A. This plan serves all residents and non-residents of Ward County
- B. Local EMS, Local Healthcare, and the First District Health Unit have first-line responsibility for response to health-related emergencies.
- C. Local EMS, Local Healthcare, and First District Health Unit are responsible to dispense and/or vaccinate Ward County if needed.
- D. The First District Health Unit and/or Local Healthcare will provide general information to the public health officials about the health status of the population of Ward County (i.e. disease reporting, syndromes surveillance, and specimen submission).
- E. Disasters and/or hazards that occur within Ward County can impact the community's health that which in turn will require a response. Commonly affected services could include, but are not limited to: waste water, solid waste, potable water, air quality, health supplies, and public health services.
- F. Secondary disasters and/or hazards could release chemical, biological, and/or radiological materials that could further impact Ward County and overpower personnel and resources.

Assumptions

- A. The First District Health Unit will notify North Dakota Department of Health of the situation and status of Ward County's need for assistance.
- B. Disaster and/or hazards could render emergency services inoperable
- C. Secondary disasters and/or hazards could occur that may cause health emergencies that may not have occurred in the initial disaster and/or hazard
- D. An increase of injury or disease could be caused when a disaster/hazard occurs that causes a disruption of sanitation services, loss of power, and mass of people arriving in shelters all at once.
- E. Due to the extreme damage and devastation the hospital may need to relocate some or all of their facilities
- F. A disaster and/or hazard may exceed the personnel and resources within Ward County which would require state and possible federal emergency resources
- G. Requests for support will be coordinated through the Emergency Manager or his/her designee

Lead Agencies: Emergency Medical Services, Local Healthcare, First District Health Unit

Support Agencies: Local Fire Department, Search and Rescue, Law Enforcement, and other Voluntary Agencies

Preparedness

- A. Determine, enhance and assure local capabilities exist to:
 - 1. Provide patient support
 - 2. Accommodate patient transportation needs
 - 3. Alternate patient care facilities (nursing homes, clinics, etc.) for various influx of patient numbers (i.e. 25 patients, 50 patients, 100 patients, 200 patients, etc.)
 - 4. Develop mutual aid agreements with other ambulance services
 - 5. Determine number of patient's hospitals in surrounding areas could receive and assure transport capabilities exist when necessary
 - 6. Coordinate with EMS/rescue squads to support an evacuation of local hospitals or nursing homes
 - 7. Coordinate availability of non-medical facilities useable for emergency medical care (i.e. schools, churches, MSU Dome, etc.)
 - 8. Develop procedures to provide medical assistance at shelters
 - 9. Identify potential areas for the storage of human remains.
- B. Enhance training in areas of weapons of mass destruction and hazardous materials; utilize NIMS Incident Command System, and participate in disaster exercises
- C. Participate in response route planning for alternate routes during poor weather conditions or obstructed routes

Response

- A. Respond to the Incident Command Post, make contact with the Fire Department, the Incident Commander (IC) and establish a medical branch
- B. Implement medical command, triage, treatment and transportation of the injured
- C. Maintain communication with local health care providers and the IC
- D. Coordinate medical resource requirements with the IC
- E. Coordinate activities and resource requirements with the IC
- F. Participate in morgue operations as necessary
- G. Maintain records of medical operations
- H. Maintain inventory and determine the needs of the victims, relaying this information to the IC for logistical support
- I. Provide medical care to emergency response personnel in a location other than patient triage, treatment, and transportation locations
- J. Receive, shelter, triage, treat, and transport post decontamination victims
- K. For mass casualty incidents, calls for amount and severity of victims will be made to medical control. Medical Control will in turn make decisions on the transportation mode and destination.

Recovery

- A. During recovery all ambulance services and all other departments shall return all rented or borrowed equipment and replenish or replace inventories as necessary.
- B. Maintain and repair all vehicles and equipment
- C. Make recommendation to the IC during post incident analysis' to improve upon the emergency operation plan.

Annex F - Fire Services

Purpose

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life, property, and incident stability.

The incident commander will provide direction to coordinate the actions of fire departments, search and rescue units, and hazardous materials response teams. Through unified command under the Incident Command System (ICS) responders will coordinate to ensure the immediate safety of themselves, all citizens, protect public and private property, provide for incident stabilization, conduct Hazardous Materials assessment and mitigation, and provide protection for essential industries, supplies, facilities, and infrastructure for any type of disaster.

Coordination

This function coordinates with unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function

Fire Protection, Fire Suppression, Search and Rescue, Hazardous Materials, and Technical and Water Rescue.

Secondary Function

EMS Control, Evacuation, Traffic Control, Sheltering, and Site Security

Situation

- A. Ward County possesses several emergency fire and medical services through a network of paid fire, volunteer fire, and EMS departments
- B. All paid and volunteer firefighters go through extensive training and certification prior to any response as well as regularly scheduled training to maintain certification.
- C. Fire Departments who service predominantly rural areas throughout the county must provide a quick and effective response with limited equipment and personnel.
- D. Some firefighters within Ward County have limited access to utilities or natural resources to suppress wild fires, terrorism attacks, hazardous materials incidents, and chemical, biological, radiological, nuclear and explosive emergencies
- E. Specialized teams such as Hazmat, Search and Rescue, Technical and Water rescue, Mouse River Firefighters Association, and many of the countywide fire departments may, through mutual aid agreements and memorandums of understanding, respond to assist functions including fire suppression and rescue in a time of emergency.

Assumptions

- A. In most situations Fire Department personnel, equipment, resources, and Mutual Aid Agreements (MAA) with private/public organizations should be adequate to augment response to any emergency or disaster.
- B. All fire departments within Ward County utilize the Incident Command System (ICS) to manage emergency operations at any incident.

- C. All coordination of departments, resources, personnel, and communications will take place by using ICS
- D. If all resources, personnel, and equipment have been used up the Fire Department will contact other fire departments for resources, personnel, and equipment. Fire Departments will contact the Emergency Management Office to request the regional resources like the NW Regional Hazmat Team.

Primary Agency

Local Fire Department having jurisdiction

Support Agencies

NW Regional Hazmat Team, Search and Rescue, Technical and Water Rescue Teams, Ward County Dive Team, other fire Departments throughout Ward County, and other volunteer agencies

Preparedness

- A. Determine available resources and review and update Mutual Aid Agreements and Memorandums of Understanding to augment response capabilities
- B. Review fire Standard Operating Procedures (SOP's)
- C. Provide training for volunteer firefighters and refresher training in traffic control procedures
- D. Develop plans for utilizing volunteers
- E. Accomplish inspections of commercial buildings and shelter/emergency lodging facilities for adherence to fire safety codes and ordinances.
- F. Response capabilities are assured through routine, scheduled checks and maintenance to all standby generators and Self Contained Breathing Apparatus (SCBA) cascade compressor systems. In addition, inventories of necessary items are maintained
- G. Procedures and operating principles are coordinated with local health and EMS providers to assure efficiency and effectiveness at incidents involving emergency medical triage, treatment and transport
- H. Staff and volunteers are kept updated on all changes to operating guidelines
- I. The NW Regional Hazardous Materials Team assures that it is trained and properly equipped to provide for the stabilization and mitigation of incidents involving spills and releases of noxious and life threatening hazardous materials throughout Ward County.
- J. Water and Technical Rescue Teams train and certify to maintain a state of readiness when called upon to perform rapid and effective rescue operations.
- K. Procedures are reviewed and refresher training given for decontamination procedures
- L. Prepare for possible shortage of water, electricity, chemicals, and fuel
- M. Coordinate activities with Ward County Emergency Management
- N. Coordinate communications requirements with communication officer Public Information Officer

Response

- A. During response, the Fire Department implements the National Incident Management System (NIMS) and establishes a command location and/or command post, which may include a trailer outfitted with work areas and communication capabilities. If the need for additional resources is determined, including EOC activation.
- B. Fire Departments are responsible for assuring scene safety and to establish control and safe zones
- C. The Water and Technical Rescue teams will deploy to aid victims in situations that pose an immediate danger to life safety and require specialized training in order to safely and effectively provide for their rescue.

- D. The NW Regional Hazardous Materials team will respond with equipment and expertise to mitigate spills or releases of dangerous contaminants and chemicals and to rescue/decontaminate victims and stabilize the incident.
- E. Determination of personnel and equipment needed is made and requests are made accordingly through mutual-aid. Damage assessments are made and collected that are forwarded to the EOC
- F. Initiate public safety measures such as rescue, evacuation, or shelter-in-place
- G. During chemical and WMD chemical incidents water supplies are established and decontamination is implemented
- H. Coordinate with utility companies for the termination of utilities during an incident and coordinate with respective oil companies for spills and pipeline emergencies.
- I. Coordinate Fire Departments role in providing emergency medical stabilization and establish triage and treatment
- J. Coordinate inspection and damage assessment of affected buildings for safety and stability, as soon as possible after event

Recovery

- A. Return borrowed equipment and acknowledge assistance
- B. Replenish depleted supplies
- C. Contact utility companies if homes and/or businesses are damaged by flood waters if needed
- D. Complete all required reports
- E. Maintenance and repairs to all apparatus and equipment shall be conducted to comply with NFPA guidelines.

Annex G: Hazardous & Radiological

Purpose

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property against oil spills, hazardous materials, and/or radiation incidents within Ward County.

The functional coordinator will provide direction to emergency personnel to coordinate the actions of personal safety and decontamination through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure their own immediate safety before they respond into the hot zone.

Coordination

This function coordinates with the unified command as required by the Incident Commander.

Supervision

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function

Decontamination, first aid, triage, emergency medical treatment, traffic control, crowd control, site security, and evacuation

Secondary Function

Search and rescue, sheltering, decontamination for materials (i.e. air, water, and soil), and morgue

Situation

- A. Disasters and/or hazards can occur anywhere at any time within Ward County.
- B. Disasters and/or hazards can affect a large populated area; but it can also affect a number of people in other areas, animals, as well as the environment
- C. Hazardous materials can come in various sizes of containers. They can affect small and/or large areas depending on the amount of hazardous materials one has
- D. Ward County first responders will handle the incident primarily. If all resources, personnel, and equipment have been used up the Emergency Manager will contact the state ND DES to obtain resources, personnel, and equipment
- E. There are thousands of hazardous materials produced, transported, used, and stored within Ward County. In 1986 an Act was established to produce a list of Extremely Hazardous Substances (EHSs) called the Superfund Amendment and Reauthorization Act (SARA)
- F. There are many environmentally sensitive areas within Ward County that include air, soil, vegetation, and transportation. Water sources are also sensitive area. These areas include but are not limited to: Minot's Water Treatment Plant, Des Lacs (Upper and Lower lakes), Hiddenwood Lake, Makoti Lake, Missouri River Basin, Mouse River, North and South Carlson Lakes, Rice Lake, Souris River Basin.
- G. Soil and vegetation areas that are affected by hazardous materials should be deposited of as soon as possible to restore the area

Assumptions

- A. Ward County does have emergency plans for dealing with hazardous materials as well as primary response

- B. Some hazardous incidents may and will go beyond the abilities of Ward County. Mutual Aid Agreements, State, and Federal assistance may be needed.
- C. Hazardous materials incidents often give no warning
- D. Protective actions may have to be recreated for different circumstances that arise
- E. Communication systems are redundant with back-up locations/equipment
- F. The public will be notified of the situation, potential dangers, and precautionary actions

Lead Agency:

Agency with Jurisdiction

Support Agencies:

Regional Hazmat Teams, Local Fire Department, Certified Teams, Minot Bomb Squad, Local Police Department, EMS, Emergency Management, First District Health Unit, Local Healthcare, the American Red Cross, Department of Agriculture, NDSU Extension Center, Public Works/Engineering, and other Voluntary Agencies

Preparedness

- A. Develop plans, procedures, and arrangements and/or agreements to identify, activate, coordinate different resources and expertise to manage oil spills, and hazardous materials and/or radiation.
- B. Train on a regular basis
- C. Assess the different health affects hazardous materials can cause to people, animals, and the environment
- D. Identify the needs of Ward County for hazmat incident support
- E. Maintain a working relationship with private agencies and/or organizations that have an expertise that could assist in preparedness, response and/or recovery efforts.
- F. Have first responders visit facilities that contain oil, hazardous material, and/or radiation materials to familiarize them with the facility as well as information that could be useful in responses (i.e. facilities EOP, types and location of materials, affects the materials could cause if they were released, storage tanks, drainage systems, etc.).
- G. Distribution to the public of proactive actions needed to take if there is a spill, leak, and/or release of hazardous materials and/or radiation.

Response

- A. It is the owners and/or transporters duty to notify authorities if there is a leak, spill, and/or release of oil, hazardous materials, and/or radiation.
- B. Alert, activate, and mobilize resources to incident
- C. Provide responders with Personal Protective Equipment
- D. Notify people who could be affected by the material to take protective action
- E. Establish Incident Command post if needed
- F. Set up site security
- G. Block drains to avoid contamination
- H. Set up parameters (hot and cold zones) if necessary
- I. Establish communications and back-up communication for emergency responders
- J. Establish a decontamination location for those who have been contaminated
- K. Supply victims who have been contaminated with a new set of clothing
- L. Test air, water (i.e. aquifers, water wells, supplies, dams, dikes, coolies, and waterways); soil, vegetation, and any other materials for contamination on a regular basis.
- M. Continually keep the public advised of the situation, dangers, and protective actions to take

Recovery

- A. Operations will continue until the leak, spill, and/or release has been stopped, contained, and cleaned up and restored to its original state
- B. All response resources will be returned, replenished, and repaired
- C. All emergency responders will return to their normal day-to-day duties

The responsibilities of the agencies/organizations if there is a spill, leak, and/or a release of oil, hazardous material, and/or radiation.	Coordination	Analysis Support	Personnel	Equipment	Communications	Remediation
Emergency Managers	X				X	
Police Department	X		X	X	X	
Fire Department	X	X	X	X	X	
Department of Agriculture		X	X	X	X	X
NDSU Research Extension Center		X	X			
First District Health/Trinity Health		X	X			
Public Works/Engineering	X		X	X	X	X
Volunteer Organizations		X	X	X	X	
Volunteer organizations include some private relief organizations such as the American Red Cross and the Salvation Army.						

Annex H - Law Enforcement

Purpose

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of law enforcement through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property, and provide protection for essential industries, and supplies and facilities for any type of disaster.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function:

Traffic Control, Crowd Control, Scene Security, and Evacuation

Secondary Function:

Search and Rescue and Morgue

Situation

- A. During an emergency and/or hazard, law enforcement agencies may need to expand their operations to provide increased protection. Within Ward County, law enforcement agencies such as Ward County Sheriff's Office, Minot Police Department, Highway Patrol, and all other city police departments are available upon utilization of Memorandums of Understanding (MOUs).
- B. The Ward County Sheriff's Office and Minot Police Department have a joint Special Weapons and Tactics (SWAT) team and Crisis Negotiations Team (CNT) to respond to any incidents within Ward County which may include high-risk operations that may involve confronting heavily-armed criminals, forcible entry and hostage rescue, and performing high risk arrests.
- C. The Ward County Sheriff's Office and the Minot Police Department have a joint Bomb Squad with personnel which have acquired specialized training to respond to any incident to seek out and disable or render safe explosives and incendiary devices.
- D. The Ward County Sheriff's Office and the Minot Police Department have established a Crisis Negotiations Team (CNT) to handle negotiations with individuals whom are barricaded or present a clear and immediate danger to themselves and others.
- E. The Ward County Sheriff's Office, Minot Police Department, and the Burlington and Berthold Police Departments utilize Police Service Dog (K-9) units as a resource to assist response to incidents involving crowd control and civil disobedience and to support search and rescue throughout Ward County.
- F. All Ward County law enforcement personnel go through extensive training prior to being released for duty.
- G. Law Enforcement is faced with hazards with limited equipment and personnel in rural areas of Ward County

- H. Law enforcement agencies will be called up for operations during times of an emergency and/or hazard occurs.
- I. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
- J. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment and facilities.

Assumptions

- A. Ward County law enforcement's primary duty is to protect the lives and property of all residents and visitors within Ward County.
- B. Available off-duty law enforcement personnel can be mobilized in an hour to an hour and a half.
- C. Law Enforcement are prepared, staffed, and equipped to provide: traffic control when an emergency has disabled automated systems; scene security, established in the form of one or more perimeters around the location of an emergency and/or incident; general security, accomplished by various means of patrol, including air, vehicle and/or foot; and crowd control when situation has caused convergence of disorderly persons.
- D. When responding to any incident, all law enforcement personnel will follow their established Standard Operating Procedures.
- E. Ward County's law enforcement capabilities can be overpowered by any large scale emergency and/or hazard and could require other counties and/or state assistance.

Lead Agency:

Ward County Sheriff's Office and Local Police Departments

Support Agencies:

State Highway Patrol, Minot Police Department, North Dakota Bureau of Criminal Investigation (ND BCI), Minot Police Department Special Weapons and Tactics team (SWAT), Minot Police Department Hostage Negotiation Team (HNT), Minot Police Department Bomb Squad, Minot Police Department K-9 unit , Ward County Sheriff's Office K-9 unit, Berthold Police Department K-9 unit, Burlington Police Department K-9 unit, Surrey Police Department, Burlington Police Department, Berthold Police Department, Kenmare Police Department and other volunteer agencies

Preparedness

- A. Identify critical infrastructure and essential facilities that need enhanced security during emergencies and/or disasters and is the lead agency on evacuation planning and procedures, working closely with other agencies to assure the timely initiation of an evacuation
- B. Assures Mutual-Aid Agreements exist to provide law enforcement activities for the incident at hand as well as continuity of service for the unaffected areas of the county and/or community
- C. Reviews operating guidelines and assures all vehicles and equipment are in a state of operational readiness
- D. Assures procedures for the apprehension, incarceration, and transportation of criminals are in place and operational
- E. Assure appropriate staff is trained in the primary and supportive roles to assure effective and efficient operations during emergencies. In addition, other agencies will be provided training when supporting law enforcement operations to assure safety
- F. Assure the Special Weapons and Tactics (SWAT) team, Hostage Negotiations Team (HNT), and the Bomb Squad is trained and properly equipped to quickly and effectively respond to neutralize any incident which may require their specialization and expertise throughout the county.

- G. Ward County Sheriff's Office, Minot Police Department, Burlington Police and Berthold Police Department Service Dog (K-9) units and their handlers train and certify to maintain a state of readiness when called upon to support functions to include search and rescue, and crowd control.
- H. Review policies for animal control.
- I. Coordinate activities with emergency manager if necessary.
- J. Prepare for possible shortage of water, electricity, chemicals, and fuel.
- K. Complete daily assessments on special events, weather reports, road closures, fire danger, or other factors that may influence operations
- L. Coordinate communications requirements with Public Safety Answering Point (PSAP)
- M. Coordinate with the Emergency Manager, Red Cross, and Ward County Human Services to determine locations of special needs groups (handicapped, elderly, and transients) that may need special consideration.
- N. Coordinate security procedures with public health function in the event of a mass casualty incident
- O. Develop procedures to implement crowd and traffic control procedures to maintain perimeters and civil order throughout the county and/or community during emergencies
- P. Gather intelligence and share appropriate information to other emergency response agencies as necessary
- Q. Assure all personnel are adequately trained, competent, and able to utilize the Incident Command System

Response

- A. Isolate and secure the scene, establish control zones
- B. Establish on-site command post and communication
- C. Evaluate scene safety and security, as well as, establish outer perimeters to protect the public and emergency response personnel as well as allow other emergency response agencies access to the scene, access to the affected property and access to fire hydrants. Perimeters shall also include ingress and egress routes for all emergency response equipment and vehicles as well as ingress and egress screening of vehicles and personnel
- D. Assist warning function(s)
- E. Activate Mutual Aid Agreements, as needed
- F. Activate and Deploy the Bomb Squad equipment and personnel to cordon off, search out and neutralize the threat of explosives, and other incendiary devices.
- G. Activate and Deploy the Special Weapons and Tactics (SWAT) team to establish a perimeter, to locate, isolate and neutralize the threat with the tactical application of force.
- H. Activate and Deploy the Hostage Negotiation Team (HNT) to respond to situations that require communication and negotiation to neutralize situations with individuals whom are barricaded or present a clear and immediate danger to themselves and others.
- I. The Ward County Sheriff's Office, Minot Police Department, Burlington Police Department and Berthold Police Department Service Dog (K-9) units may be deployed to incidents that require response to perform crowd control, to neutralize incidents of civil disobedience and to participate in search and rescue efforts.
- J. Utilize self-protective measures (proper Personnel Protective Equipment (PPE) if available, minimize number of personnel exposed, time, distance & shielding)
- K. Initiate public safety measures (evacuation or shelter-in-place, if necessary)
- L. Coordinate with fire services if evacuation is required
- M. Assist in the coordination and security of evacuation points for special needs groups with special transportation requirements and, if needed, assist in transportation in large scale evacuation operations.

- N. Assign personnel to traffic control points in the event of an evacuation
- O. Assign security personnel to shelters, as needed
- P. Assist with perimeter control, scene safety and security, and isolation or restraint of patients
- Q. Provide security to affected areas, as needed
- R. Coordinate search and rescue support resources
- S. Coordinate traffic and crowd control areas
- T. Provide damage reports to EOC
- U. Advise on road closures and parking restrictions
- V. Maintain status or record of manpower, vehicles and equipment

Recovery

- A. In the event of an evacuation, establish traffic control for return of population, resources, and assist with special needs groups, if required
- B. Return all equipment rented or borrowed by each respective law enforcement agency and replenish or replace inventories as necessary; maintenance and repairs to all law enforcement vehicles and equipment shall also be conducted.
- C. Participate in damage assessment
- D. Review and analyze law enforcement operations and update plan with any changes in procedures
- E. Complete administrative and fiscal reports, as required

Annex I: Public Health & Medical

Purpose

To provide public health, sanitation, medical, hospital services, counseling, and mental health services to disaster/emergency victims and personnel; to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma.

Coordination This function coordinates with the unified command as required by Incident Commander.

Supervision Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function

- A. Public Health and sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases; contamination and epidemics/pandemics; the development and monitoring of health information, inspection of food, water quality, and sanitation measures; immunizations; laboratory testing of water.
- B. Medical care refers to emergency, resident, and medical care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals clinics and units, planning and operation of facilities and services.
- C. Crisis Counseling and Mental Health refer to the provision of professional personnel; services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.

Situation

- A. This plan serves the entire population of Ward County. EMS personnel, resources, and services will address everyone within the county, which includes: senior citizens, people with disabilities, people with special medical and/or dietary needs, people with limited socio-economic resources, people who are non-English speaking, pregnant women, children, as well as infants.
- B. Local EMS, Local Healthcare, and the First District Health Unit have first-line responsibility for response to health-related emergencies.
- C. Local EMS, Local Healthcare, and First District Health Unit are responsible to dispense and/or vaccinate Ward County if needed.
- D. The First District Health Unit and/or Local Healthcare will provide general information to the public health officials about the health status of the population of Ward County (i.e. disease reporting, syndromes surveillance, and specimen submission).
- E. A Joint Information Center (JIC) will be established to inform the public on any necessary and actionable information regarding public health or medical emergencies.
- F. Disasters and/or hazards that occur within Ward County can impact the community's health that which in turn will require a response. Commonly affected services could include, but not limited: waste water, solid waste, portable water, air quality, health supplies, and public health services.
- G. Secondary disasters and/or hazards could release chemical, biological, and/or radiological materials that could further impact Ward County and overpower personnel and resources.

Assumptions

- a) The First District Health Unit will notify North Dakota Department of Health of the situation and status of Ward County's need for assistance.
- b) Disaster and/or hazards could cause emergency services inoperable

- c) Secondary disasters and/or hazards could occur that may cause health emergencies that may not have occurred in the initial disaster/hazard
- d) An increase of injury or disease could be caused when a disaster/hazard occurs that causes a disruption of sanitation services, loss of power, and mass of people arriving in shelters all at once.
- e) Due to the extreme damage and devastation the hospital may need to relocate some or all of their facilities
- f) A disaster and/or hazard may exceed the personnel and resources within Ward County which would require state and possible federal emergency resources
- g) Requests for support will be coordinated through the Emergency Manager or designee

Lead Agencies:

Local Healthcare, First District Health Unit, North Central Health and Human Services, and EMS

Support Agencies:

Local Fire Department, City Public Information Officers, Ward County Superintendent of Schools, Local Chamber of Commerce, North Dakota Department of Health, and other Volunteer Organizations

Preparedness

- A. Develop plans, procedures, arrangements and agreements to identify, acquire, and mobilize public health and medical resources for emergencies and disasters.
- B. Develop and maintain information as well as, a liaison with public health and medical resources within Ward County or the affected area that could provide assistance in an emergency/disaster.

Response

- A. Activate and mobilize personnel, facility and material resources.
- B. Conducts needs assessment (health, hazard, and vulnerability) and identify needs and resources to assist/support disaster response efforts of area medical treatment facilities as well as other disaster response agencies.
- C. Survey the affected area to determine whether the disaster and/or hazard have created any public health problems or threats. The person in charge of the survey will direct the appropriate resources to the area to remove and solve problems and suppress any threats to health and sanitation.
- D. Assess the public health impact of utility damages and outages and recommend the allocation of generators, potable water, and other resources to areas that are in need.
- E. Compile lists of particular health, medical, and sanitation facilities that are in need of priority utility restoration and forward that information to the appropriate utility providers.

Recovery

- A. Public Health, Medical services, as well as any other activities will continue as long as necessary after the conclusion of the emergency/disaster
- B. Gather information on the restoration of health, medical, and sanitation facilities and assets to acceptable levels
- C. Return any rented or borrowed equipment.
- D. Restock supplies used to appropriate levels; repair and damaged equipment.
- E. As situation downsizes, return crews and equipment to normal operations.
- F. Conduct debriefing to ascertain any areas of concern for staff welfare and any areas in need of improvement for future response.

Annex J: Public Works & Engineering

Purpose

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for maintenance, replacement, and/or repair of public works facilities and services during and after an emergency or disaster situation.

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks, and protect and repair the infrastructure of the jurisdiction.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function:

Engineering Services, Utility Maintenance, Barricades and Sandbags, Clean-up/Debris Removal, and Temporary Solutions

Secondary Function:

Traffic Control and Evacuation

Situation

- A. Disaster and/or hazards cause damage to properties such as homes, public and private buildings, and other facilities
- B. Damage properties may require reinforcement, demolition, and/or isolation to ensure public safety
- C. Public utilities may be inoperable
- D. Flood waters may threaten life and/or property
- E. Resource equipment maybe damaged or inaccessible
- F. Emergency responders may need to obtain resources form other counties that have a Mutual Aid Agreement (MAA) and/or the state

Assumptions

- A. Emergency responders will prioritize their missions to life-saving and/or human health issues
- B. Damage assessment must be done in order to prioritize work assignments
- C. Removal of debris and demolition will be in accordance with debris removal plan and regulations of the Environment Protection Agency (EPA)

Lead Agency:

Public Works Department/Engineering

Support Agencies:

Local Fire Department, Certified Teams, Local Police Department, First District Health Unit and other Volunteer Organizations

Preparedness

- A. Develop and maintain individual departmental emergency plans and procedures
- B. Develop and maintain inventory of individual departmental resources and assist in identifying and obtaining the appropriate construction equipment to support response and recovery within jurisdiction
- C. During increased periods of readiness or warning periods, alert all operational departments and put personnel on standby status
- D. Advise resource members anticipated needs and support required
- E. Determine availability of quantity and procedures to obtain sandbags in coordination with emergency manager
- F. Pre-select sites for acquisition of material for emergency stream bank and/or dike repair
- G. Pre-select dump sites for debris and other materials for disposal
- H. Review requirements for location of traffic control devices and ascertain if sufficient devices are available
- I. Determine current status of public utilities
- J. Develop limited use policies for submission to local officials in the event needs exceed utilities capabilities
- K. Establish liaison with local private utilities
- L. Review emergency power generating capability fixed and mobile
- M. Participate in public information dissemination and interagency coordination activities
- N. Provide maps and maintenance documents for disaster services
- O. Ensure egress routes are maintained in optimum condition
- P. Assist in development of general resolution to permit access for emergency stream bank and/or dike repair
- Q. Interpret flood forecasting with county, city, and state agencies

Response

- A. Evaluate status of essential public works facilities, coordinate emergency repair, and construction of public works facilities
- B. Coordinate private construction resources to respond to the emergency and/or disaster
- C. Coordinate with law enforcement to assist in site security and redirecting traffic flow. Provide barricades and signs for road closures, as well as boundary identification and re-program traffic lights, if needed
- D. Support health function to decontaminate areas exposed to hazardous materials spill and/or release
- E. Assist with issues related to public water and sewer systems
- F. Assist resource members in providing emergency power to critical facilities and locations (public and private)
- G. Recommend establishment of reduced service areas, if necessary
- H. Assist in development of general resolution to permit access for emergency stream bank and/or dike repair
- I. Monitor utility use and access capabilities
- J. Clear emergency routes and arterial streets to facilitate movement of emergency equipment
- K. Initiate temporary emergency road repairs, as needed
- L. Establish detour routes
- M. Close off storm sewers, as needed
- N. Ensure all streets, highways, and roads are open to traffic
- O. Notify law enforcement of location(s) of vehicles being towed
- P. Provide vehicles and personnel for transport (food, medical supplies, and victim transfer)

- Q. Provide engineering expertise to inspect public structures, road, bridges, buildings, and infrastructure
- R. Prioritize and coordinate the use of generators, fuel supplies, and emergency lighting
- S. Determine where debris should go then determine a permanent location for debris. If necessary, coordinate security of debris sites with law enforcement
- T. Provide advice and guidance on monitoring of public and private water sources, sewage disposal systems, and issuance of appropriate public health warnings, if necessary
- U. Work with waste haulers and public health to arrange for special pickup and disposal of waste items to minimize prolonged exposure of potential health and safety hazards
- V. Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris from becoming a health hazard

Recovery

- A. Install or restore service(s) according to priority
- B. Complete debris clearance activity
- C. Restore all streets, roads, and highways to normal conditions
- D. Recover traffic control devices
- E. Replace damaged or destroyed utility service equipment
- F. Assist in compiling final damage assessment reports (department costs incurred)
- G. Return borrowed or requisitioned equipment and material
- H. Make repairs to street or road structures
- I. Complete restoration of normal services
- J. Conduct safety inspection prior to restoration of private dwelling service

Damage Assessment for Functional Area

Purpose

This function describes the uniform damage assessment process to document damage from incidents or disasters within Ward County. An extensive damage assessment is necessary to support requests for future planning, response, and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulation, which, in turn could reduce structural damage from future events.

Primary Function

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude, and overall impact of an emergency and/or disaster situation. The coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook) and photos and maps of damaged areas to the North Dakota Department of Emergency Services (NDDDES) when damages first occur and when local government requests outside assistance.

Situation

- A. Disaster and/or hazards cause damage to properties such as homes, public and private buildings, and other facilities
- B. Damage properties may require reinforcement, demolition, and/or isolation to ensure public safety
- C. Public utilities may be inoperable
- D. Resource equipment maybe damaged or inaccessible
- E. Emergency responders may need to obtain resources form other counties that have a Mutual Aid Agreement (MAA) and/or the state

Assumptions

- A. Emergency responders will prioritize their missions to life-saving and/or human health issues
- B. Damage assessment must be done in order to prioritize work assignments
- C. Removal of debris and demolition will be in accordance with debris removal plan and regulations of the Environment Protection Agency (EPA)

Lead Agency: Public Works Department/Engineering

Support Agencies:

Local Fire Department, Certified Teams, Police Department, First District Health Unit, Park District, and other Volunteer Organizations

Preparedness

- A. Attend training in the damage assessment process and procedures
- B. Establish and train damage assessment teams
- C. Purchase supplies/equipment for damage assessment teams
- D. Establish tracking system for use during all phases of damage assessment
- E. Maintain current maps of the county/city
- F. Distribute to city and county offices North Dakota Disaster Procedures Handbook
- G. Maintain supply of forms needed for each phase of damage assessment

Response

- A. Notify damage assessment teams and other agencies with damage assessment responsibilities
- B. Assign EOC damage assessment staff
- C. Define perimeter of disaster area

- D. Brief local emergency services of initial damage assessment procedure and requirements
- E. Ascertain safety of affected areas prior to allowing field teams in for damage assessment
- F. Coordinate and compile damage reports from damage assessment teams (private, public and agricultural) and advise coordination and control group
- G. Contact county/city offices to notify them of the need and deadline for providing records of emergency work expenses

Recovery

- A. Complete the preliminary damage assessment within the timeline set forth by the Incident Commander for the onset of the incident and submit to EOC
- B. Compile priority list for emergency repairs and submit to EOC
- C. Identify areas needing debris removal
- D. Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes
- E. Identify areas needing restoration of utilities and coordinate with utility service to restore services
- F. Submit final damage assessment summary within the timeline set forth by the Incident Commander for the onset of the incident to emergency manager to give to NDDES
- G. Provide assessment information on damage to public parks and trees in conjunction with the Park District.
- H. Coordinate support for state and federal public damage inspection teams
- I. Assist in preparation of requests for state and federal assistance

Annex K: Urban Search & Rescue

Purpose

This function provides support in all activities associated with Search and Rescue (SAR) operations in buildings. Under this function SAR can include identification, mobilization, and coordination of all of the counties and private industry and resources for the following activities:

- A. **Search** – All actions directed toward locating individuals who are missing or are reported missing, in threat of danger, or possible in threat of danger of life and/or limb in a structure.
- B. **Rescue** – All actions directed toward the deployment of organized and trained personnel to free person or person's trapped in damaged buildings, shelters, vehicles, enclosures, or from remote contaminated areas. Trained personnel will also be in charge of providing first aid and/or treatment.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type this function is headed by the fire department. Support agencies can include: local law enforcement, county engineers, county emergency management, local police, and/or county sheriff department who reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function: Search and Rescue

Secondary Functions: Decontamination/First aid and medical treatment

Situation

- A. Buildings, homes, and other facilities are subjected to structural damage from disasters and/or hazards that could become severe which could, in turn, threaten and/or injure people who reside or are within the building.
- B. Depending on the location there could be a number of people who need to be rescued if the building or facility collapses.
- C. Some victims may or may not be injured
- D. Due to the severity secondary hazards could arise that may compromise the victims as well as the rescue personnel
- E. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- F. If a disaster and/or hazard is large-scaled, search and rescue personnel, equipment, facilities, and communications may be affected
- G. Rescue personnel may have communication difficulties with victims such as people who are deaf or hard of hearing, people with cognitive or developmental disabilities, people with mental illness, as well as those with limited English proficiency.
- H. During the winter months' rescue personnel may have operations that include below freezing water and ice rescues

Assumptions

- A. Trained search and rescue personnel will conduct operations, stabilize weakened structures, release trapped victims, and locate the missing and/or dead

- B. Disasters may be restricted because of the damaged infrastructure
- C. If local resources are insufficient Ward County will pursue Mutual Aid Agreements, however, if additional support is still needed a request to the State for additional resources will be made by the Emergency Manager or his/her designee
- D. Search and Rescue could include: ground, air, and/or water
- E. During a disaster and/or hazard Ward County's resources may be damaged and/or depleted
- F. Different public and/or private agencies (i.e. health care personnel, transportation, housing, etc.) will provide assistance to the community if it is needed

Lead Agency: Local Fire Department and/or Local Law Enforcement

Support Agencies: EMS, First District Health Unit, Emergency Management, Minot Central Dispatch, Ward County Human Services, Regional Technical Rescue team and other Voluntary Agencies

Preparedness:

- A. Develop, revise, and update plans on a regular basis
- B. Train personnel on a regular basis in rescue skills and procedures
- C. Equipment is tested and maintained on a regular basis
- D. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.

Response:

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Initial rapid decontamination
- C. Acquire proper resources to sustain the mission(s) and to meet the needs of the responders (i.e., bulldozers, back hoes, dump trucks, as well as air and/or water assets if needed)
- D. Provide site security access restrictions to area(s) needed
- E. Provide traffic control
- F. Establish EOC if needed
- G. Establish proper communications between different organizations and/or agencies if needed
- H. Evacuation and relocation if needed
- I. Assign a PIO for the media if needed
- J. Administer first aid and medical treatment if needed

Recovery:

- A. Begin the return to normalcy when the mission is complete
- B. Replace inventory
- C. Return to regular day-to-day duties

Annex L: Rural Search & Rescue

Purpose

This function provides support in all activities associated with Search and Rescue (SAR) land operations in all the townships and/or areas located within Ward County. Under this function SAR can include identification, mobilization, and coordination of all of the counties and private industry and resources for the following activities:

- **Search** – All actions directed toward locating individuals who are missing or are reported missing, in threat of danger, or possible in threat of danger of life and/or limb.
- **Rescue** – All actions directed toward the deployment of organized and trained personnel to locate the person or persons from remote areas. Trained personnel will also be in charge of providing first aid and/or treatment.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Primary Function: Search and rescue

Secondary Functions: First aid and medical treatment

Situation

- A. Some victims may or may not be injured
- B. Due to the severity secondary hazards could arise that may compromise the victims as well as the rescue personnel
- C. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- D. If a disaster and/or hazard is large-scaled, search and rescue personnel, equipment, facilities, and communications may be affected
- E. Rescue personnel may have communication difficulties with victims such as people who are deaf or hard of hearing, people with cognitive or developmental disabilities, people with mental illness, as well as those with limited English proficiency.

Assumptions:

- A. If local resources are insufficient Ward County will pursue Mutual Aid Agreements, however, if additional support is still needed a request to the State for additional resources will be made by the Emergency Manager or his/her designee
- B. Search and Rescue could include: ground, air, and/or water
- C. During a disaster and/or hazard Ward County's resources may be damaged and/or depleted. Different public and/or private agencies (i.e. health care personnel, transportation, housing, etc.) will provide assistance to the community if it is needed

Lead Agency: Local Law Enforcement and/or Local Fire Departments

Support Agencies: Certified Teams, EMS, First District Health Unit, Emergency Management, Minot Central Dispatch, Regional Technical Rescue Team, Ward County Human Services, and other Voluntary Agencies

Preparedness

- A. Develop, revise, and update plans on a regular basis
- B. Train personnel on a regular basis in rescue skills and procedures

- C. Equipment is tested and maintained on a regular basis
- D. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.

Response

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Acquire proper resources to sustain the mission(s) and to meet the needs of the responders (i.e., bulldozers, back hoes, dump trucks, as well as air and/or water assets if needed)
- C. Provide site security access restrictions to area(s) needed
- D. Provide traffic control
- E. Establish EOC if needed
- F. Establish proper communications between different organizations and/or agencies if needed
- G. Evacuation and relocation if needed
- H. Assign a PIO for the media if needed
- I. Administer first aid and medical treatment if needed

Recovery

- A. Begin the return to normalcy when the mission is complete
- B. Replace inventory
- C. Return to regular day-to-day duties

Agencies that assist with Search and Rescue operations	SAR – Land	SAR – Air	SAR – Water	Identification/ Investigation	Transportation – Air	Transportation - Land
Fire Department	X					X
Police Department	X	X		X	X	X
Sheriff's Department	X	X		X	X	X
Public Works/Engineering	X	X	X		X	X
Volunteer Organizations	X	X	X		X	X
Volunteer organizations include some private relief organizations such as the American Red Cross and the Salvation Army.						

Annex M: Transportation

Purpose

The transportation annex is to provide transportation means for people of Ward County out of the affected or could become affected area(s) from a disaster and/or hazard. It is also to provide a means to restore and maintain land, water, and air transportation routes during an emergency and/or disaster.

Coordination

This function coordinates with the unified command as required by Incident Commander.

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commander.

Primary Function:

Evacuation, search and rescue, engineering services, traffic control, barricades, debris removal, and temporary solutions

Secondary Function: Engineering services, sheltering, and clean-up

Situation

- A. Disasters and/or hazards that affect Ward County can damage transportation infrastructure and can cause difficulty of emergency personnel to respond to the incident by delaying resources needed
- B. Disaster and/or hazards will reduce the availability of resources from public and/or private agencies that will require the transportation of personnel and resources to the affected area
- C. Evacuations that occur due to disasters/hazards will be conducted by emergency responders; however, if all local emergency responders are exhausted the state may assist with evacuation if requested by the Ward County Emergency Manager

Assumptions

- A. Disaster and/or hazard responses addressing transportation can be difficult to coordinate immediately following the incident due to blocked roadways from fallen debris and/or damage
- B. Repairs to roadways will be prioritized based upon benefit to victims and the disaster's effect on the community
- C. The requirement for transportation capacity immediately following and during the emergency and/or disaster may exceed the local responders and resources. The Emergency Manager will have to request the state for personnel as well as resources through NDDPS

Lead Agency:

Ward County Highway Department, Public Works Department, and Townships

Support Agencies:

Police Department, Highway Patrol, Sheriff's Department, Local Fire Department, Certified Teams, Ambulance, Public Works Department, Non-Governmental Organizations, Private Organizations and other Volunteer Agencies

Preparedness

- A. Develop plans and procedures to mobilize transportation for evacuation

- B. Coordinate with different public and private organizations that have resources that could assist in evacuation
- C. Obtain a contact list of all public and private organizations that have resources that could assist in evacuation
- D. Obtain maps of the county to reference all possible routes for evacuation
- E. Train emergency responders on a regular basis
- F. Service possible evacuation transportation vehicles on a regular basis to ensure all resources are ready if needed

Response

- A. Set up communications between emergency responders
- B. Alert the public
- C. Evacuate
- D. Repair and remove debris transportation route
- E. Assess the damage transportation infrastructure
- F. Haul debris and other materials to designated dump site
- G. Repair roads and highways if needed
- H. Repair culverts and bridges if needed
- I. Acquire resources from private and/or public organizations
- J. Coordinate with air and railroad if needed
- K. Provide reports to the EOC on a regular basis
- L. Hold and protect mail for the evacuated area

Recover

- A. Return all resources to the corrective places
- B. Service and Repair all vehicles and other equipment used during the emergency and disaster
- C. All emergency responders return to their normal day-to-day duties

Types of Transpiration

Agencies that assist with transportation operations	Air	Land	Operators	Traffic Control & Routing	Mobile Communications	Fuel Supply
Police Department	X	X		X	X	
Fire Department	X	X	X		X	
Sheriff's Department	X	X		X	X	
First District Health/Trinity Health		X				
Public Works/Engineering	X	X				X
Superintendent of Schools		X				
Department of Aging	X					
Volunteer Organizations	X	X	X			

Annex N: Ward County Schools

Purpose

To identify how Ward County Schools may support community-wide emergency/disaster response and recovery efforts. For a list of all Ward County Schools and contact information please see the Emergency Operations Plan Resource Manual and Contact Directory.

Primary Function

For incidents that impact the schools directly, the primary responsibility is to oversee the health and safety of the students, school staff, and faculty; and to coordinate with emergency response personnel. If necessary, the Ward County Superintendent of Schools or the City of Minot Superintendent will be asked to report to the EOC.

Support Function

Ward County Schools will provide support to the community in the event of an emergency/disaster by providing resource support if possible. Resource support may include facilities, equipment, and/or personnel. Ward County Schools will provide a liaison to community and coordinate with the EOC. The liaison will report to the EOC if requested and if possible.

Preparedness

- A. Develop, test, and update school emergency response plans and procedures
- B. Ensure parents are aware of the emergency response procedures and are aware of the general expectations for students and parents during emergency situations to ensure student safety

Response and Recovery – Primary Function

- A. The primary response and recovery functions are outlined in the school emergency response plans and procedures

Response and Recovery – Support Function

- A. Ward County Schools will provide a Liaison to coordinate with the Ward County EOC and will report the EOC if requested if possible.

Provide Resource Support

- A. Provide buses for evacuation or “on-scene sheltering”
- B. Determine students, staff and faculty availability for volunteer and/or paid services to support the personnel needs of the community during disaster response and recovery efforts, if requested by Ward County EOC personnel
- C. Make school facilities and equipment available to the County/City and/or American Red Cross for alternate uses, when possible. Potential alternate uses include:
 - 1. Temporary sheltering to provide for basic human needs
 - 2. Use of kitchen, showers, and bathrooms
 - 3. Use of equipment
 - 4. Use as staging areas for equipment, supplies, personnel, and donations
 - 5. First aid treatment center following large-scale incident

Disaster “assistance centers” locations to provide recovery assistance and information to those impacted

Annex O: Distribution Points

Purpose

To identify facilities and areas that, upon activation by the incident commander, may be utilized to distribute certain resources to civilians in large quantities during a wide-spread and time-intensive event. It is at these points that food and other resources may be handed out in a structured and safe manner. The facilities have been identified based on their capability to facilitate certain goals such as they may have a kitchen which can aid in preparing food for citizens.

Coordination

This function is coordinated through unified command as required by Incident Commander.

Supervision

Function supervision is mainly driven by disaster type. All information and reports from this function are requested and given to the Incident Commander.

Preparedness

- A. Develop and update plans and procedures for activation of distribution points and establish such agreements as to utilize these facilities in a time of need.
- B. Ensure agencies involved with distribution are aware of the expectations and procedure in activation and utilization of distribution points.

Response

- A. The primary function of distribution points during the response phase of an emergency/disaster is to distribute food or such materials as designated by the incident commander. They may be kept open to distribute resources until the incident commander designates such a time as they should no longer be required.
- B. A designee may be assigned to represent and oversee large distribution operations from the EOC.
- C. Distribution points should be kept separate from sheltering locations if possible due to a large convergence of people.

Recovery

- A. Distribution points may continue to be open through the recovery phase to meet the needs of the affected populations, but it is advised that distribution operations make an effort to not inhibit the regular function of the listed facilities that may be utilized.

Annex P: Pet Sheltering & Rescue

Purpose

This function provides public law, and procedures for preparedness, response (evacuation, transportation, and shelter), and recovery to establish for pet sheltering and rescue. Should Souris Valley Animal Shelter's (SVAS) and Turtle Mountain Animal Rescue's (TMAR) facilities become overwhelmed and/or over capacity due to an emergency and/or disaster alternative measures will be planned and implemented.

This function has the responsibility (Public Law 109-308 (109th Congress) – October 6, 2006) to address the needs of individuals with household pets (cats, dogs, ferrets, mice/rats, guinea pigs, chinchillas, turtles, various types of birds) and service animals such as dogs following a major disaster or emergency. Ward County, along with the SVAS/TMAR all have financial and medical restraints, to establish, set up, maintain, and manage a large animal sheltering operation or a large animal rescue operation that will require utilization from other outside agencies to ensure the safety of the animals, shelter staff, and bio security is conducted before the return of animals to their owners avoid the spread of any diseases.

Coordination

This function coordinates with the Emergency Operation Center (EOC) as required by Incident Commander.

Supervision:

Driven by the disaster type; normally this function reports to the EOC Manager. All information and reports from this function are requested and given to the EOC manager to report to the Incident Commander.

Primary Function

To provide animal shelter, animal transportation, and animal rescue during an emergency and/or disaster if.

Situation

- A. Disasters and/or hazards affect the ability for people to take their pets, or bring them to the human shelter. Federal law requires that we provide pet sheltering for emergency and disasters.
- B. Ward County does not have any departments that can provide pet sheltering or rescue, nor do they have the required expertise to operate either.
- C. SVAS/TMAR will take point as shelter operators/managers; however, they do not have enough staff to provide long term sheltering and may need to call upon one of their partners to assist.
- D. Ward County and Roosevelt Park Zoo co-own an animal response trailer. The trailer can be used for many different tasks, and is also available regionally if needed.

Assumptions

- A. If an emergency and/or disaster does occur, we have identified three possible locations for establishing a shelter that includes: SVAS/TMAR, North Dakota State Fair, and North Dakota State University Extension Center.
- B. The EOC will assist with requests for equipment, supplies, and support personnel.
- C. The animal shelter may require to be open for weeks up to months depending on the type of emergency or disaster.
- D. Ward County and SVAS/TMAR do not have funds set aside for pet sheltering, and will require assistance from the Ward County Emergency Fund if required to set up a shelter.

Lead Agencies: SVAS/TMAR

Supporting Agencies: Ward County Emergency Management, Roosevelt Park Zoo, Minot Animal Control, Veterinarians, North Dakota Board of Animal Health, Local Law Enforcement, NDSU Extension Center and Volunteer Organizations.

Preparedness

- A. Ward County and Roosevelt Park Zoo have obtained an animal response trailer that can assist in rescue or pet sheltering if needed. It is stored at the Roosevelt Park Zoo.
- B. Roosevelt Park Zoo and SVAS/TMAR have supplies and personnel to start a shelter if needed, but not for a long duration.
- C. SVAS/TMAR have contacts with ASPCA, Best Friends Animal Society, and Humane Society of the United States if we need to bring in outside organization(s) to assist us if needed.
- D. Ward County has roughly 50 dog kennels at the County North Building if needed.

Response

- A. Activation would come from SVAS/TMAR for a hoarding call, if a human shelter and/or evacuation would be required by the incident/unified command.
- B. Depending on the magnitude sheltering would begin at SVAS/TMAR office, and needed we would move it to one of the other locations based off of availability.
- C. Bio-Security measures should be taken into consideration of all animals to limit zoonotic disease transmission risks with recommended quarantine protocols such as foot baths, Tyvek suits and/or gloves, etc.
- D. Request Assistance from County Emergency Management for Support if needed
- E. Alert all support agencies to assist in shelter set up/operations and/or rescue.
- F. Contact contracted members if possible activation if needed.
- G. Provide media information as to which type of animals is acceptable to come into the shelter, what items owners need to bring with them if they are leaving their pet, and location of where to bring them.
- H. Provide transportation if needed for rescue and/or evacuation of pets with the animal response trailer.

Recovery

- A. Maintain communications with Emergency Management and EOC for duration of shelter operations
- B. Conduct bio security to clean up shelter location, animal response trailer, and kennels for next incident
- C. Place any abandoned animals within SVAS/TMAR or outside shelters that can assist.

Ward County, North Dakota All-Hazard Emergency Operations Plan - 2023

Agencies that assist with pet sheltering efforts before, during and after a disaster/hazard occurs.	Activation	Set Up	Animal Response Trailer	Notification	Shelter Staffing
Souris Valley Animal Shelter/Turtle Mountain Animal Rescue	X	X	X		X
Emergency Manager	X	X	X		
Roosevelt Park Zoo		X	X		X
Law Enforcement/Animal Control	X		X		
Veterinarians		X			X
Media				X	
Volunteer Organizations		X		X	X
Volunteer organizations include some private relief organizations such the American Red Cross and the Salvation Army.		X		X	X

Emergency Support Annexs (ESAs)

ESA 1: American Red Cross

Purpose

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

Primary Function

American Red Cross Disaster Cycle Services supports local Emergency Management Agencies by providing disaster preparedness, response, and recovery services.

Preparedness

American Red Cross disaster preparedness activities include:

- A. Recruit, train, and equip a volunteer workforce
- B. Work with government and partner agencies to identify community hazards, resources, and needs
- C. Work with government and partner agencies to develop and exercise appropriate disaster response plans
- D. Provide relevant preparedness education and services to the community

Response

American Red Cross disaster response activities include:

- A. Establishing communications with appropriate state, local volunteer, and private organizations
- B. Assess the disaster situation, determine the adequacy of mass care response activities, and forecast mass care response needs
- C. Provide technical assistance to the state agencies responsible for mass care resources
- D. Validate requests from the affected jurisdiction for mass care resources
- E. Coordinate the resources necessary to support mass care services with appropriate state agencies
- F. Coordinate with federal, state, local, and tribal organizations for the transition from response to recovery operations
- G. If appropriate, facilitate reunification of people affected by disaster using American Red Cross Safe and Well

Recovery

American Red Cross disaster recovery activities include:

- A. Coordinate transition to recovery phase with government and partner agencies
- B. Assist in convening and coordinating local recovery committee
- C. Provide individual casework services as appropriate

ESA 2: Salvation Army Northern Division

Purpose

Salvation Army Northern Division disaster relief operations focus on meeting the public's immediate and prolonged emergency disaster-caused needs without discrimination. When a disaster's impact affects a community, the Salvation Army facilitates aid to supplement shelter needs and provide food, clothing and essential services to address basic human needs. The Salvation Army operations center around six main services: basic needs, counseling, disaster relief, housing, rehabilitation, and youth services. These operations seek to restore the quality of life to those residents in crisis affected by disaster.

The Salvation Army operations also support the provision of food for emergency workers, handling, sorting, and distributing donations by members of the community and abroad, and by helping those disaster-affected residents to access other available resources.

Primary Function

The Salvation Army Northern Division provides emergency services to evacuees, disaster victims, and emergency workers involved in or threatened by a disaster. To facilitate their mission in the county of Ward, the Salvation Army has a worship and service facility at 315 Western Ave. and a thrift store at 1933 South Broadway in Minot. These centers provide food for the hungry, shelter for the homeless, counseling for the emotionally lost and other services.

Preparedness

The Salvation Army Northern Division prepares for disaster response by providing up-to-date required training for all staff and volunteers year-round. The Salvation Army also coordinates and collaborates with other disaster relief organizations to maximize the effectiveness and efficiency of relief services. They also work closely with the Department of Homeland Security, local emergency management, and the Federal Emergency Management Agency, as well as being a member of the Souris River Basin chapter of the Volunteer Organizations Active in Disasters. The Salvation Army follows nationally established disaster response policies and procedures as:

- A. Identify facilities suitable for:
 - 1. Service Delivery Sites
 - 2. Volunteer Management
 - 3. Staging areas to serve as collection or dissemination points (e.g. special populations requiring transportation assistance)
- B. Recruit and train personnel to effectively manage the Salvation Army response to assist citizens affected by disaster
- C. Develop and implement agreements, such as Memorandums of Understanding (MOUs), with local businesses, service organizations, and response agencies to supply goods and services required for Salvation Army response during disasters
- D. Identify special planning considerations for special needs populations
- E. Prepare a registration and contact plan for citizens to enlist in Salvation Army services when available

Response

The Salvation Army Northern Division can be accessed by calling The Salvation Army Minot Worship and Service Center, the local emergency manager, E911, the local EOC if activated, or law enforcement. A staff member is on duty during normal working hours and can respond within minutes to a disaster/emergency. The local "on-call" staff can also respond to a disaster/emergency within minutes after contact from the answering service.

- A. Provide emergency assistance to victims and/or first responders. This may include:
 - 1. Fixed or mobile feeding stations
 - 2. Clothing
 - 3. Cleaning supplies
 - 4. Comfort kits, first aid, or supplementary medical care
 - 5. Disaster health services
 - 6. Establish and operate a Family Assistance Center (FAC) coordinate with Emergency Management
 - 7. Disaster Mental Health (MDH) services
- B. As soon as families are able to resume living as families rather than in shelters, they may receive additional assistances, which may include:
 - 1. Rent, bedding/linens, health needs, and minor repairs
 - 2. Additional recovery assistance may be provided via referrals with partner agencies for emotional or financial support
 - 3. All partner agencies provide assistance via MOUs with the Salvation Army Northern Division.
- C. Other response activities include:
 - A. Liaison with government agencies and other organizations providing human services
 - B. Coordinate with emergency management office(s) and EOC(s) if activated. Provide a Salvation Army representative to the EOC, if activated
 - C. Maintain logs to support documentation, expenditures, situation status, resource allocations, and reports of Salvation Army response
 - D. Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested
 - E. Inform field units of all locations of shelters, other pertinent facilities, and provide updates to relief personnel as they come on duty
 - F. Keep log of activities and update incoming shifts
 - G. Coordinate with members of the clergy for emergency sheltering and counseling

Recovery

- A. Provide temporary housing for persons in shelters
- B. May provide services and support to the operations and personnel at designated locations.
- C. Provide disaster mental health support and counseling to those affected by a disaster.

ESA 3: City of Minot Public Transportation

Purpose

The City of Minot provides transportation support during emergencies and disasters in all activities associated with public transportation and evacuations. In this way, City of Minot Transit can aid the ability to move a large amount of people in a short amount of time in the event of an incident anywhere within Ward County. Its transportation abilities also cover those with special needs and its regular transportation routes run throughout the greater Minot area.

Coordination

City of Minot Transit coordinates with the unified command as required by Incident Commander.

Primary Function: Mass transportation and evacuation

Preparedness

The City of Minot Public Transportation prepares for disaster response by providing required training for all personnel. The City of Minot Transit also coordinates and collaborates with other response organizations to maximize the effectiveness and efficiency of evacuation and relocation operations. They also work closely with local emergency management and other public safety officials in disaster planning. The City of Minot Public Transportation follows nationally established transportation standards, policies, and procedures of:

- A. Train personnel to compliance with transportation regulations and standards.
- B. Equipment is tested and maintained on a regular basis
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.
- D. A City of Minot Public Transportation representative is active in the Local Emergency Preparedness Committee (LEPC) and is included in the level 2 Emergency Operation Center activation procedures.
- E. City of Minot Transit personnel are equipped to perform mass evacuation and transportation in a time of emergency or disaster.

Response

The City of Minot Transit transportation services can be requested by the incident commander. Additional staff can be recalled if operations necessitate.

- A. Mass evacuation and transportation operations throughout the area within Ward County.
- B. Provide a representative for the Emergency Operation Center (EOC), if needed.
- C. Establish proper communications between different organizations and/or agencies if needed

In response, City of Minot Transit can participate and aid in the following areas:

- A. Ground evacuations to safe, designated locations of citizens only. Only 1 carryon bag will be permitted for emergency purposes
- B. The City of Minot Transit has a compliment of 12 buses. 11 of those buses are capable of transporting disabled persons as noted in the Americans with Disabilities Act (ADA). These 11 buses have capacities of 28-33 each which allows the transport of about 300 evacuees. The additional 1 non-ADA compliant bus can accommodate 44 evacuees.
- C. Per request for additional resources from the Incident Commander, additional trained staff may be called in to operate buses. City of Minot Transit may also provide a dispatcher to the EOC.

Recovery: In short-term recovery, Minot City Transit can aid in returning evacuees to points of origin.

ESA 4: Souris Valley Amateur Radio Club

Purpose

The Souris Valley Amateur Radio Club (SVARC) is a public service provided by a reserve (volunteer) communications group within that function within times of extraordinary need. During periods of activation, certified unpaid personnel are called upon to perform many tasks to augment communications for the entities within Ward County. The exact nature of every activation will be different.

Coordination: The SVARC coordinates with the unified command as required by Incident Commander.

Primary Function

The SVARC operations involve emergency message handling on Amateur Radio Service frequencies. These operations involve transmitting messages between critical locations such as hospitals, emergency services, emergency shelters, and the emergency operation center. These communications are handled in any mode available, with 2 meters FM being the most prevalent.

Secondary Functions

The SVARC provides a pool of emergency communications personnel that can be called upon in time of need.

Preparedness

The SVARC prepares for disaster response by providing required training for all voluntary personnel. They also work closely with the North Dakota Department of Emergency Services and Ward County Emergency Management to prepare for operations during a disaster. SVARC follows nationally established disaster response policies and procedures.

- A. The SVARC is comprised of experts who utilize these radios regularly. Operators are required to pass the Federal Communications Commission's (FCC) exam to acquire an Amateur Radio License.
- B. Equipment is tested and maintained on a regular basis and is owned individually by the radio operators.
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate and radio equipment is functionally ready for use.
- D. Trained personnel will conduct communication drills in keeping with the FCC's requirements to test capabilities and prepare for future events.

Response

The SVARC can be called up at the request of the incident commander, the local emergency manager, the local EOC if activated, or law enforcement. The local "on-call" staff is ready to respond to a disaster/emergency within a half-hour to an hour after being notified.

- A. The SVARC can respond with a mobile radio facility, a radio tower, antennae, and numerous radios.
- B. Radio transmissions can be made locally, nationwide, or worldwide.
- C. If phone services are rendered unusable, communication via radio is ideal and can be implemented from any location to allow communications between critical facilities or areas.
- D. The SVARC is more a reactive than proactive organization as it can adapt to be implemented in any situation. As a reactive organization, most of the activities occur at the time they are requested.

Recovery

As phone lines, cell phone towers, and other means of communication come back online, The SVARC may scale back its operations.

ESA 5: North Dakota Wing Civil Air Patrol

Purpose

Civil Air Patrol provides support during emergencies and disasters in all activities associated with Search and Rescue (SAR), aerial reconnaissance, and disaster mapping. In this way, Civil Air Patrol can supplement an incident by giving a fuller perspective and more quickly locating the event and determining the severity and extent.

Coordination

Civil Air Patrol coordinates with the unified command as required by Incident Commander.

Primary Function: Urban and Wild Land Search and Rescue

Secondary Functions: Aerial Reconnaissance, Disaster Mapping, Thermal Imaging

Preparedness

The North Dakota Wing Civil Air Patrol prepares for disaster response by providing required training for all volunteers. The Civil Air Patrol also coordinates and collaborates with other response organizations to maximize the effectiveness and efficiency of operations. They also work closely with the Department of Homeland Security and local emergency management. The North Dakota Wing Civil Air Patrol follows nationally established disaster response policies and procedures.

- A. Train personnel on a regular basis in rescue skills and procedures
- B. Equipment is tested and maintained on a regular basis
- C. Equipment is repaired by qualified and capable personnel or the manufacturer to ensure that the repairs are accurate.
- D. Trained personnel will conduct aerial reconnaissance operations
- E. Civil Air Patrol personnel are equipped to provide pictures, video, and thermal imaging in a time of emergency or disaster.
- F. Civil Air Patrol maintains an NTIA-compliant VHF and HF communication network for local and national long-range two-way communications or to act as a relay. Additionally, all CAP vehicles and aircraft have access to State Radio channels for interoperability.

Response

The North Dakota Wing Civil Air Patrol flight missions can be requested by the incident commander, the local emergency manager, the local EOC if activated, or law enforcement. The local "on-call" staff is ready to respond to a disaster/emergency within a short time after being notified.

- A. Initiation of SAR missions as necessary for both general and focused areas
- B. Provide a representative for the EOC if needed
- C. Establish proper communications between different organizations and/or agencies if needed

In response, Civil Air Patrol can participate and aid in the following areas:

- A. A disaster or chemical release has affected an undetermined expanse of land.
- B. If a disaster and/or hazard is of large-scale, search and rescue personnel, equipment, facilities, and communications may be affected
- C. Post-disaster aerial damage assessments of critical infrastructure allow the focusing of resources.
- D. Aerial reconnaissance is helpful in determining the location of lost or missing persons, boats, and downed aircraft.
- E. Spring-melt river photo assessments can be performed to estimate potential dangers.
- F. Blizzards or other inclement conditions may leave motorists stranded and disoriented.

- G. Weather conditions such as high winds, cold temperatures, and rain could pose additional hazards to the victims and the rescue personnel
- H. During the winter, aerial reconnaissance may indicate breaks in power lines that may otherwise be hard to find.
- I. Extreme temperature and large expanse of search area may render search operations tedious and time consuming. Having the ability to cover more land from a different perspective and with thermal imaging equipment can increase the timeliness and allow ground search and rescue crews to find.
- J. Thermal imaging can be used for brush fire operations and locating missing targets.
- K. Volunteer pool can assist in disaster/casualty training.

Recovery

- A. In disaster relief, imaging such as still shots and video may provide perspective to emergency managers and public officials on where to focus relief efforts and the current state of recovery overall.

ESA 6: Ward County Human Services

Purpose

Ward County Human Services provides support throughout the mitigation, preparedness, response, and recovery phases of a disaster. The Human Services department may function to guide and structure activities throughout the incident period by leading and participating activities in concurrent areas to Human Services to include sheltering, aid in special considerations for children, elderly, and special needs.

Coordination

The Director of Human Services coordinates with the unified command as required by Incident Commander.

Primary Function

Coordinate the implementation to ensure the continuity of social health and welfare programs, as well as referrals.

Secondary Functions: Assist in staffing and coordinating shelter activities.

Preparedness

Ward County Human Services utilizes varied social programs to increase the quality of life and the ability of many individuals with special needs or circumstances to function normally. Given this assistance, these individuals are naturally better equipped and prepared for an event. They also work with cities, county, state, and federal officials. Programs that may be utilized and populations that are assisted include:

- A. Helping impoverished individuals find funding and general referrals for further assistance.
- B. Coordinates the implementation and distribution of the food stamp program.
- C. Child care, child negligence/abuse reports, follow-up, and child placement.
- D. Assessment of daycares and foster care-related home studies.
- E. Financial assistance to aid the elderly and blind/disabled populations in need.
- F. Other financial assistance as needed for qualifying individuals.

Response

Ward County Human Services operates to ensure continuity of the services that it provides, as well as may perform special tasks as requested by the incident commander during a disaster or emergent event. These special tasks may address:

- A. Coordinating placement of disabled individuals, providing financial assistance for hotel rooms, and helpers for those that qualify.
- B. Distribute quilts, blankets, jackets, clothing/clothing vouchers, hygiene supplies, and emergency medical equipment to individuals in need.
- C. Provide counseling and referrals to individuals affected by the event at shelter locations.
- D. Provide personnel assistance to help staff emergency shelters.
- E. Relaying special considerations to the incident commander.

Recovery

During the disaster recovery period, Ward County Human Services strives to ensure that individuals participating in regular assistance programs receive uninterrupted care and aid and Human Services works to return to normal operations back to. In addition, Human Services may:

- A. Help in providing financial assistance for housing or relocation of qualifying displaced individuals.
- B. Provide continued counseling services and referrals.
- C. Distribute materials and clothing as needed.

Appendices

Appendix 1: Flood Response

Purpose

Because both the Souris and Des Lacs Rivers are major tributaries, they overflow their banks to some extent almost annually. Most of these floods are small and short in duration causing only minor problems. Floods which result in more severe damages originate primarily from snowmelt in the Canadian portion of the Souris River Basin and have occurred seven times since 1969.

Based on the available data, flooding occurs at least once every five years. Therefore, the probability of a future occurrence of some type of flooding is moderate.

Coordination

This function coordinates with the unified command as required by the Incident Command Structure (ICS).

Supervision

Driven by disaster type; normally this function reports to the Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident/Unified Commanders.

Primary Function:

Communication, coordination of resources, road closures, possible evacuations, protection of critical infrastructure

Secondary Function:

Communication, search and rescue, sheltering, possible evacuations, possible call center activation, restricting access to locations

Situation

- A. Since 1936, Lake Darling Reservoir, owned and operated by the US Fish and Wildlife Service, has been a major factor in reducing damages in the Souris River Valley by controlling several small floods. The protection provided by the reservoir reduced concern about flooding and numerous residential and commercial developments were constructed at Minot in the river's floodplain. A major flood occurred in the Souris River Basin in 1969, which greatly impacted parts of rural Ward County and some of the Cities.
- B. In 2009 the Des Lacs River experienced two different surges that caused flooding along the river, and caused over a half million dollars in damages.
- C. In 2011, the Souris River basin was again inundated with severe flooding, resulting in hundreds of millions of dollars in damages throughout Ward County and some of the Cities.
- D. Parts of Ward County rural areas experiences minor flooding almost annually, as a result of spring thaw. The majority of this flooding is confined to unpopulated and undeveloped areas, and the flooding occurs in open space or agricultural areas.

Assumptions

- A. The National Weather Service provides Ward County and the Cities updated information if the flows out of Canada and/or Lake Darling increase above their normal operating levels.

- B. The National Weather Service lists three types of flood stages to identify what type of flooding could occur which include: minor, moderate, and major, and will send out an EAS if even one of the gages reach any of the stages. These stages include:
 - a. Souris River Near Foxholm
 - i. Minor Flooding is at 1,573 Ft
 - ii. Moderate Flooding is at 1,576 Ft
 - iii. Major Flooding is at 1,578 Ft
 - b. Souris River at Minot 4NW
 - i. Minor Flooding is at 1,562 Ft
 - ii. Moderate Flooding is at 1,565 Ft
 - iii. Major Flooding is at 1,570 Ft
 - c. Souris River at Minot-Broadway Bridge
 - i. Minor Flooding is at 1,551 Ft
 - ii. Moderate Flooding is at 1,553 Ft
 - iii. Major Flooding is at 1,557 Ft
 - d. Souris River at Logan
 - i. Minor Flooding is at 1,536 Ft
 - ii. Moderate Flooding is at 1,538 Ft
 - iii. Major Flooding is at 1,540 Ft
 - e. Souris River at Sawyer
 - i. Minor Flooding is at 1,524 Ft
 - ii. Moderate Flooding is at 1,526 Ft
 - iii. Major Flooding is at 1,528 Ft
 - f. Des Lacs River at Foxholm
 - i. Minor Flooding is at 1,651 Ft
 - ii. Moderate Flooding is at 1,653 Ft
 - iii. Major Flooding is at 1,654 Ft
- C. Once the National Weather Service has contacted the Emergency Management Department for a conference call, the department shall notify all communities that may be affected by the flooding so they can attend the call, as well as send out the information to all communities and agencies involved. Minot will enact their Flood Emergency Action Plan and monitor for closure structures needing to be installed and storm water pump placement.
- D. Depending on the situation the Incident Commander/Unified Command may ask for the Emergency Operation Center to be activated, to which the Emergency Management Department will stand up, and activate reverse 911 to recall level one personnel.
- E. At 2,700 CFS flood levels become a concern for the Minot Park District's Souris Valley Golf Course, and close observation of flood levels becomes a necessity.
- F. At 3,200 CFS flood water begins to enter Souris Valley Golf Course, and the Park needs to remove affected controllers.
- G. At 3,500 CFS the Park District must begin placing sandbags around the effected greens.
- H. At 5,000 CFS the course is devastated, and must be closed to the public.
- I. Depending on the situation the Incident Commander/Unified Command may request an Emergency Declaration to be declared if needed. The Incident and/or Unified Commanders would make the request to the Emergency Management Department to have them draw up the declaration for the City Council or County Commission to approve.
- J. Depending on the situation the Incident Commander/Unified Command may need to have roads closed due to water going over the roadways. The jurisdiction responsible for that roadway (i.e. Highway Department, City, or Township) will be responsible to close their own roadways.

- K. Depending on the situation the Incident Commander/Unified Command may request/require evacuation orders to be established. The Incident Commander/Unified Command will define the area(s) that need to be evacuated, as well as whether it would be a recommended or mandatory evacuation. They will submit the request to the Emergency Management Department for them to complete the required paperwork, and submit it to City Council or County Commission for approval.
- L. At minor flood stage at the Broadway Bridge, the Park Board activates their Emergency Risk Assessment Plan for Roosevelt Zoo.
- M. The public will be notified of the situation, potential dangers, and precautionary actions. In the case any type of flood event, getting information to the public is vital to their safety. The flow of information will come from the Unified Command to the Public Information Officers via social media, television, radio, reverse 911, IPAWS, the outdoor warning system, and any other communication methods not listed here.

Lead Agency:

Ward County Water Resource Board, Ward County Highway Department, and City Public Works Department

Support Agencies:

Law Enforcement, Local Jurisdiction Fire Department, EMS, Minot Central Dispatch, Emergency Management, Minot Park Board, First District Health Unit, Local Healthcare, Public Information Officer, local jurisdiction utility companies, the American Red Cross, and other voluntary agencies

Preparedness

- A. Ward County Water Resource Board will continue their maintenance program each year that is required under the Corps. Of Engineers agreement regarding the levee maintenance.
- B. Ward County Water Resource Board and the City's Public Works Department will conduct maintenance on their pump/lift stations to ensure they are working properly.
- C. If there is a large rain event and/or above average snow amount the Ward County Water Resource Board and/or the City's Public Works Department can conduct an inspection prior to and/or during to ensure equipment is working properly.
- D. Before freeze up Ward County Water Resource Board and the City's Public Works Department can perform snagging and clearing of any debris within the river channel to ensure debris is removed for spring thaw. Minot Public Works conducts levee assessments each quarter to determine if there are any deficiencies in the Minot levee system.

Recovery

- A. Ward County Water Resource Board and Minot Public Works will repair the levee system in accordance to the levee maintenance with the Corps of Engineers agreement.
- B. Ward County Water Resource Board and the City's Public Works Department will pump back water back into the river.
- C. Ward County Water Resource Board and the City's Public Works Department shall clean up all debris within the river channel.

Appendix 2: Train Derailment - Crude

Purpose

This function provides procedures for preparedness, response, and recovery to provide a coordinated effort for the immediate protection of life and property against crude oil spills, hazardous material (HazMat), and/or radiological incidents within Ward County.

The functional coordinator will provide direction to emergency personnel to coordinate the actions of personal safety and decontamination through Unified Command (UC) under the Incident Command System (ICS). Responders will ensure their own immediate safety before they respond into the hot zone.

Note: If the incident falls within Ward County, a Unified Command operation will be established that includes, but not limited to Local Fire Department, Regional Hazmat, Local Police Department, Local Ambulance, and responsible Railway.

Coordination

This function coordinates with the unified command as required by the Incident Command Structure (ICS).

Supervision

Driven by disaster type; normally this function reports to Incident Commander but may become the Incident Commander depending on disaster type. All information and reports from this function are requested and given to the Incident Commanders

Primary Function:

First aid, triage, emergency medical treatment, confine/limit spill, traffic control, crowd control, site security, evacuation, and decontamination

Secondary Function:

Search and rescue, sheltering, decontamination for materials (i.e. air, water, and soil), and morgue

Situation

- A. Disasters and/or hazards can occur anywhere at any time within Ward County.
There has been a significant increase of crude oil through the state of North Dakota since the Bakken Oil Boom. Ward County wants to prepare agencies to respond to a crude oil train derailment with maximum efficiency.
- B. Disasters and/or hazards can affect a large populated area; but it can also affect a number of people in other areas, animals, as well as the environment
Crude oil trains run through populated areas of the cities of Ward County. Along these train routes are rivers, fields that farm food grade crops, as well as wildlife areas.
- D. Hazardous materials can come in various sizes of containers. They can affect small and/or large areas depending on the amount of hazardous materials one has
This Emergency Response Plan will address specifically DOT-111 Rail Tank Cars (The DOT Reader, 2015). These non-pressurized rail tank cars hold 20,000 – 30,000 gallons and carry both hazardous and non-hazardous materials (The DOT Reader, 2015).
- E. City of Minot and Ward County first responders will handle the incident primarily. If all resources, personnel, and equipment have been used up the Emergency Manager will contact the state ND DES to obtain resources, personnel, and equipment based off of requests given by the Unified Commanders.

Ward County has a list of first responder agencies and those that will be in the Emergency Operations Center (EOC). If this incident occurs, Incident Commander should engage Ward County Emergency Management for mutual aid request.

- F. There are thousands of hazardous materials produced, transported, used, and stored within Ward County. In 1986 an Act was established to produce a list of Extremely Hazardous Substances (EHSs) called the Superfund Amendment and Reauthorization Act (SARA).
- G. There are many environmentally sensitive areas within Ward County that include air, soil, vegetation, and transportation. Water sources are also sensitive area. These areas include but not limit: Minot's Water Treatment Plant, Des Lacs (Upper and Lower lakes), Hiddenwood Lake, Makoti Lake, Missouri River Basin, Mouse River, North and South Carlson Lakes, Rice Lake, Souris River Basin. - **See Situations Point B.**
- H. Soil and vegetation areas that are affected by hazardous materials should be disposed of as soon as possible to restore the area. A team will be contracted by either the Oil or Rail company and will be assigned to dispose of hazardous materials in a form that is approve by the Environmental Protection Agency (EPA) and other Federal, State, and Local governments. Hazmat disposal team will not be from Ward County.

Assumptions

- A. Ward County does have emergency plans for dealing with hazardous materials as well as primary response. A crude oil train derailment will require that multiple agencies come together to combat this catastrophe. At least annually these agencies must ensure that their emergency response plans are not interfering with each other so that there will be no confusion if this incident were to arise. During this time, the agencies will also review departmental training plans to ensure that everyone is at an acceptable competency level for response.
- B. Some hazardous incidents may and will go beyond the abilities of Ward County. Mutual Aid Agreements, State, and Federal assistance may be needed. Mutual Aid should be engaged immediately by the Unified Command. This will provide a safety net of assistance if needed. If Mutual Aid are not engaged immediately, there may be lost time that cannot be recovered and will can add devastating long-term effects, such loss of lives, property, and environmental damage.
- C. Hazardous materials incidents often give no warning. Agencies need to practice readiness procedures at least annually. In this case, community tabletop exercises, roundtables, in addition to inter-department exercises need to be performed to validate those responders will respond correctly.
- D. Protective actions may have to be recreated for different circumstances that arise. It is known that many emergency response exercises may be similar and have similar emergency response procedures. This exercise may be done with the same or a similar scenario. To verify that responders are equipped, the scenarios may include multiple disasters.
- E. Communication systems are set up for responders, but there are alternate and backup available if needed. Each agency is responsible for alerting their departments of the emergency. Central Dispatch may only have the ability to contact the Emergency Operations Center list during the emergency. Inter-department communication can be delegated to another employee.
- F. The public will be notified of the situation, potential dangers, and precautionary actions. In the case of an oil trail incident, getting information to the public is vital to their safety. The flow of information will come from the Unified Command to the Public Information Officers via social media, television, radio, reverse 911, IPAWS, the outdoor warning system, and any other communication methods not listed here.

Lead Agency: Local Fire Department

Support Agencies:

NW Regional Hazmat Team, Supporting Fire Departments, 1st Civil Support Team (Bismarck), Local Police Department, Local Public Works, Local EMS, Emergency Management, First District Health Unit, Local Healthcare, the American Red Cross, and other Volunteer Agencies

Preparedness

- A. Develop plans, procedures, and arrangements and/or agreements to identify activate, coordinate different resources and expertise to manage oil spills, and hazardous materials and/or radiation. Agencies will have to create their own internal plans that align with the county emergency operations plan. **See Appendix E: Sample Agency Call Rosters.**
- B. Train on a regular basis. Multiple levels of training need to be conducted to ensure that everyone is on the same competency levels. Training on how to handle and respond to crude oil and how it will affect the community is a priority Each department involved will determine the intensity of their training program. Training for auxiliary agencies may include who to report to, where to go, and what resources are needed for assistance.
- C. Assess the different health affects hazardous materials can cause to people, animals, and the environment. North Dakota Department of Health will be consistently monitoring any affects to people, animals, and the environment. They will report to the Operations and Planning Section Chief who will in turn report to the Public Information Officers.
- D. Identify the needs of Ward County for Hazmat incident support. If there is a need for any resources the Unified Command must engage the Emergency Management Team so they can locate resources in the form of people, materials, and/or equipment. These requests are accepted at any time even when agencies are not in the middle of a crisis.
- E. Maintain a working relationship with private agencies and/or organizations that have an expertise that could assist in preparedness, response and/or recovery efforts. Ward County will maintain a list of agencies and organizations that have the potential to respond in the case of crude oil train incident. This list will be updated at lease annually and validated that those organizations still have the resource capacity to assist in preparedness, response and/or recovery efforts.
- F. Have first responders visit facilities that contain oil, hazardous material, and/or radiation materials to familiarize them with the facility as well as information that could be useful in responses (i.e. facilities EOP, types and location of materials, affects the materials could cause if they were released, storage tanks, drainage systems, etc.). As part of the training plan, first responders will know what facilities have materials that can potentially react to crude oil and how to address any dangers. The rail companies and oil companies should provide a portion of the training so that first responders get training and instructions from the experts in the industry. This will give first responders familiarity with the equipment and hazards that they will be up against.
- G. Distribution to the public of proactive actions needed to take if there is a spill, leak, and/or release of hazardous materials and/or radiation. Ensuring that the incident is contained is vital to the safety of the public and property. Information needs to be disclosed to the public so that they are not inadvertently putting themselves into danger because they do not recognize the perceived and unseen harms of the situation. This information will be communicated from the Unified Command to the Public Information Officers.

Emergency Response Process Flow

- | | |
|---------------------------------------|-----------------------------------|
| • Initial Notification | • Public Notification |
| • Activate Operations Center | • Set Up Joint Information Center |
| • Establish Incident Command | • Contamination Procedures |
| • Establish Radio Coms for Responders | • De-Con/Safe Zones |
| • Establish Security and Parameter | • Environmental Testing |
| • Mobilize Resources | • Operational Resource Mgt. |

Emergency Response Process Flow

Response Step	Process								
Initial Notification	The owners (oil company) and/or the transporters will perform the initial notification if there is a leak, spill and/or release of oil, hazardous materials, and/or radiation. Because the transporter (rail) will be alerted to a problem before the owner, this step will generally fall to the transporter. Note: The first person on scene is the incident commander until a Unified Command Center is established. In Ward County, the Unified Command works together through the incident. <table> <tr> <th>Step</th><th>Process</th></tr> <tr> <td>1.</td><td>The Transporter will contact Minot Central Dispatch alerting them of a rail incident involving crude oil.</td></tr> <tr> <td>2.</td><td>Minot Central Dispatch will use their paging system to start activation of all responding districts (See Appendix D: Unified Command Roster). These districts are divided into the various first responding agencies (Law Enforcement, Fire, and Ambulance). Central Dispatch will also alert the Fire Chief and Hazmat team if requested.</td></tr> </table>	Step	Process	1.	The Transporter will contact Minot Central Dispatch alerting them of a rail incident involving crude oil.	2.	Minot Central Dispatch will use their paging system to start activation of all responding districts (See Appendix D: Unified Command Roster). These districts are divided into the various first responding agencies (Law Enforcement, Fire, and Ambulance). Central Dispatch will also alert the Fire Chief and Hazmat team if requested.		
Step	Process								
1.	The Transporter will contact Minot Central Dispatch alerting them of a rail incident involving crude oil.								
2.	Minot Central Dispatch will use their paging system to start activation of all responding districts (See Appendix D: Unified Command Roster). These districts are divided into the various first responding agencies (Law Enforcement, Fire, and Ambulance). Central Dispatch will also alert the Fire Chief and Hazmat team if requested.								
Activate Emergency Operations Center	One of the Incident Commanders from the Unified Command will contact the Ward County Emergency Management to activate the Emergency Operations Center. The Operations Center is established to provide resources to the Unified Command. All ICS forms will be filled out by the planning section.								
Establish Unified Command	The Unified Command will be made up of the following: Local Fire, Law Enforcement and Ambulance service in the affected jurisdiction, along with the Railway Company.								
Establish Communication for Responders using Bank Five	Once Minot Central Dispatch has completed the initial agency page for an emergency they will continue to contact first responders. <table> <tr> <th>Step</th><th>Process</th></tr> <tr> <td>1.</td><td>Central Dispatch will contact first responder agencies using the call roster (See Appendix E: Sample Emergency Call Roster).</td></tr> <tr> <td>2.</td><td>Agency will internally contact appropriate resources from their internal call rosters to deploy responders.</td></tr> <tr> <td>3.</td><td>Agency leaders and responders will receive further instruction from the Unified Command Center.</td></tr> </table>	Step	Process	1.	Central Dispatch will contact first responder agencies using the call roster (See Appendix E: Sample Emergency Call Roster).	2.	Agency will internally contact appropriate resources from their internal call rosters to deploy responders.	3.	Agency leaders and responders will receive further instruction from the Unified Command Center.
Step	Process								
1.	Central Dispatch will contact first responder agencies using the call roster (See Appendix E: Sample Emergency Call Roster).								
2.	Agency will internally contact appropriate resources from their internal call rosters to deploy responders.								
3.	Agency leaders and responders will receive further instruction from the Unified Command Center.								
Set Up Security and Parameters	This will be done primarily by Law Enforcement Departments under the direction of the Unified Command, based off of the type of chemical. If unknown, it may be more ideal to have a larger perimeter until chemical(s)/affects are known.								
Mobilize Resources	Agencies will mobilize people and equipment resources. During this time, people resources will ensure they are wearing the correct protective equipment and testing devices to alert them of harmful chemicals. Agency responders will mobilize according to the Unified Command instructions and locations.								
Public Notification	The Unified Command will be responsible for communicating to the community via the Public Information Officer(s). They will communicate what the hazard is and how to take preventative actions. This communication will be done as soon as possible, as well as throughout the incident time frame.								
Set up Joint Information Center	The Joint Information Center will be crucial for those organizations at a location that the media can gather as well as disperse information to everyone at once.								
Contamination Procedures	See also Environmental Testing. The Public Works Department in conjunction with the Regional Hazmat Team will be responsible for blocking any drains that may be under threat of contamination. The State Health Department will perform								

	interval environmental testing will need to be completed to monitor air quality and if there are additional hazards to people and property.
Decontamination/ Safe Zones	First District Health - Decontamination locations will be established for those responders who have been in working in or around the incident area. These zones will be stocked with showers, clothes, and provisions. The decontamination locations will need to be in an area that can be easily accessed, and close to the affected area to reduce any additional contamination. This zone will also be considered a safe zone that is away from the incident and in an area that can medically treat and/or transport first responders and anyone affected.
Environmental Testing	Throughout the course of the incident, environmental testing will need to be completed to monitor the air quality, water sources, and vegetation. This information will need to communicate to the first responders and the public via the Public Relations Officers. The State Health Department will take the lead in continual testing.
Operational Resource Management	The Emergency Operations Center assist with monitoring first responder operational times working in the incident. There will need to be crew change over

Recovery

- A. Operations will continue until the leak, spill, and/or release has been stopped, contained, and cleaned up and restored to its original state. While first responders are responding to the incident, a team of environmental experts, public works, and community officials need to proactively start outlining what the recovery will entail after the incident has been controlled and/or contained. This is why the environmental updates on environmental testing are going to be crucial. These reports may be the only “eyes” on the situation that this team has to work from until they can get a crew out to see for themselves.
- B. All response resources will be returned, replenished, and repaired. When the incident is over, departmental courtesy will deem that any resources be returned in the same or better (if possible) condition than when they were borrowed. In the course of responding to the incident, something was damaged, it should be replaced. All materials need to be replenished in a timely manner. Departments depend on these pieces of equipment and materials in case of another emergency and they do not want to find themselves lacking resources.
- C. All emergency responders will return to their normal day-to-day duties. Unless there are extenuating circumstances (medical, psychological, counseling may be needed until everyone has had the opportunity) all emergency responders will return to their previously held positions in their departments.

Training Plan:

The following is a sample list of training courses for responders of Ward County, North Dakota in the event of a crude oil train accident. With the increase of crude oil being transported by rail, the county wants to validate that all employees have had some level of training to handle this type of catastrophe. This is an outline of a suggested training course that has the goal of ensuring that all responders to the accident have had at least this level of training and competence to handling the hazards associated with crude oil. There will be departments whose training programs far exceed what is listed in this outline. There are also auxiliary departments who may not need to have as much detail. It is the department's responsibility to validate that their employees have the correct competency level to have the ability to respond in their role and responsibility. This training would be in addition to their responder training if it does not cover crude oil accidents.

The Federal Emergency Management Agency (FEMA) has a division called the National Training and Education Division (FEMA, 2015). These training courses are designed to prepare, prevent and recover safely from disasters (FEMA, 2015). They offer certification programs as well as individual classes.

First Responders:

Emergency Responder Training/Certification that is available for crude oil response by job or volunteer role

- ICS 100, 200, 300, 400, 700, 800
- Introduction to Crude Oil: A course to explain the specific make up of North Dakota Sweet Crude Oil
- Hazards of Crude Oil
- Hazmat Awareness
- Flammable liquids/Boil Over Simulator
- Responding to Oil Field Emergencies
- Transporting Hazardous Materials – Knowing the types of Rail Cars/ Transport Cars
- TRANSCAER Railroad Training
- Hands on training with Rail Company/Inspection of Rail Cars
- Effective Communication /Disaster Communication Training
- Bank Five Training

Auxiliary Responders:

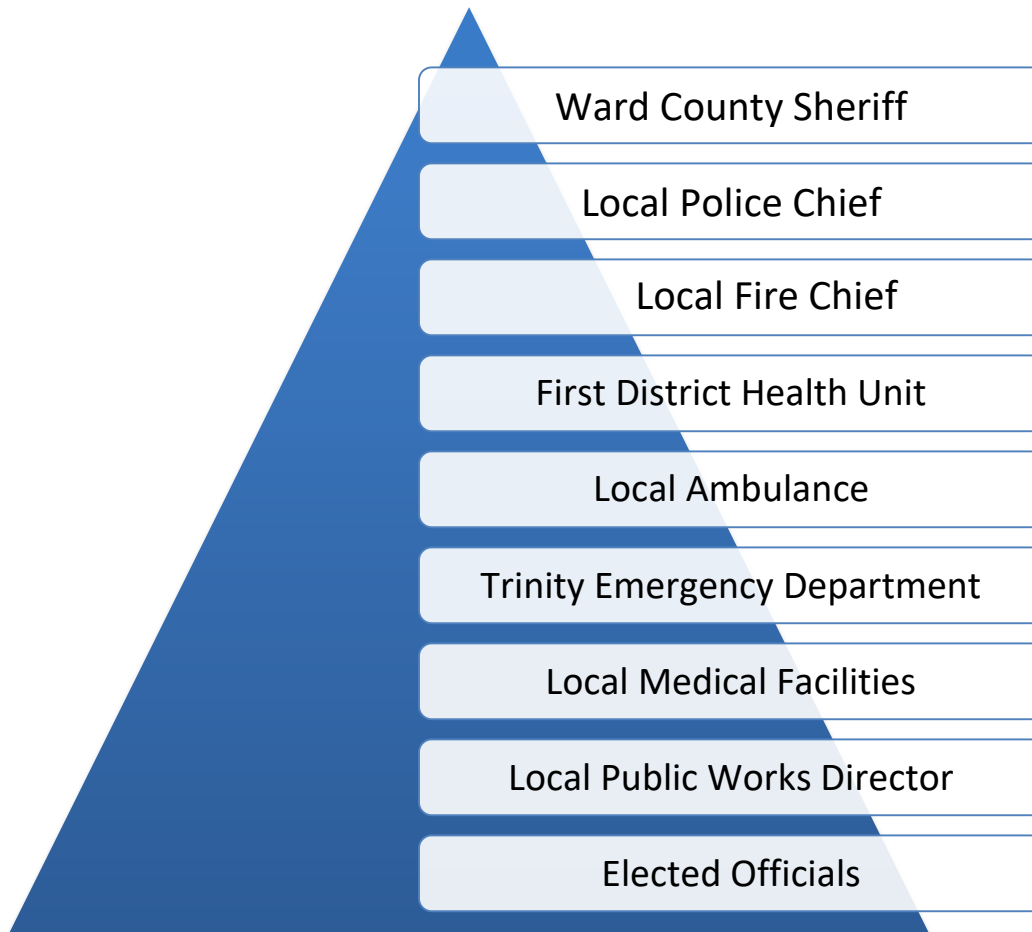
Emergency Responder Training/Certification that is available for crude oil response by job or volunteer role

- ICS 100, 200, 300, 400, 700, 800
- Hazards of Crude Oil
- Effective Communication /Disaster Communication Training
- Central Dispatch Calls - Administrative
- Bank Five Training

Unified Command Roster

The following is the Unified Command Center initial call roster that will be used by Minot Central Dispatch to page these representatives immediately upon hearing about a crude oil train accident. This list is flexible and has the potential to grow depending on the severity of the situation.

Note: Once this group is notified, it is their responsibility to communicate to their department first responders. Minot Central Dispatch will not be paging employees or resources for the agencies. If additional resources are needed either, ask for the assistance of Mutual Aid or contact the Emergency Management Team.



Sample Agency Call Out Roster

Call out roster instructions:

1. Department Chief will contact the Department Manager and the Department Admin.
2. The Department Manager and Department Admin will call the two supervisors listed underneath their names.
3. The supervisor will call the two employees listed underneath their names.
4. The employees will contact the employee underneath their name.

Note: If you are unable to reach the employee underneath your name, leave a message and contact the next employee.

Department Chief 701.XXX.XXXX							
Department Manager 701.XXX.XXXX				Department Admin 701.XXX.XXXX			
Department Supervisor 1 701.XXX.XXXX		Department Supervisor 2 701.XXX.XXXX		Department Supervisor 3 701.XXX.XXXX		Department Supervisor 4 701.XXX.XXXX	
Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX	Employee 701.XXX.XXXX
Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X
Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X	Employee 701.XXX.XXX X

Appendix 3: Glossary of Terms

Assisted Living Facility - For people needing assistance with Activities of Daily Living (ADLs) but wishing to live as independently as possible. Assisted Living Facilities exist to bridge the gap between independent living and nursing homes. Residents in these facilities are not able to live by themselves but do not require constant care either.

Damage Assessment- The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

Developmental Disability – A condition a person is born with that causes him/her not to develop normally. They usually have a lower IQ than those not born with this condition.

Disability – A condition due to sickness or injury that curtails a person's ability to carry on normal pursuits. A disability may be partial or total, and temporary or permanent as verified by a doctor.

Disaster- An event or imminent threat that causes or threatens widespread or severe damage, injury or disaster that may exceed the capability and resources of the State, local government or disaster relief organizations

Note: A disaster is of greater impact than an emergency.

Disaster Recovery Center- Places established in the area of a presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations.

Checkpoint – A location that is likely to be traveled and where people are encouraged to stop. If they stop, they will be provided with information regarding conditions they are likely to encounter within the area they are entering.

Contra flow – A temporary arrangement in which traffic travels in the same directions on both sides of the road.

Emergency- Any occasion or instance for which, in the determination of the Governor, State assistance is needed to supplement local efforts and capabilities to save lives, protect property, provide for the public health and safety and to lessen or avert the threat of a catastrophe.

Emergency Operations Center (EOC) - A centralized location where response to emergency or disaster situations is coordinated. Staff, procedures and communications are provided so that key officials and department/agency representatives can gather information and make key decisions in response to and in support of an emergency or disaster.

Emergency Operations Plan (EOP) - A reference document which outlines and explains functions, resources and coordination procedures for responding to and supporting emergency and disaster operations.

Evacuation Assembly Areas – Sites designated in the evacuation plan for citizens to gather while awaiting transportation from the threatened area.

Evacuation Centers – Relocation point where evacuees can be registered, needs for shelter determined and information on shelters posted.

Evacuation Shelters – Facilities managed and staffed by voluntary agencies for housing and feeding of evacuees.

Federal Coordinating Officer (FCO) - The Senior Federal official appointed by the President to coordinate the overall Federal response and recovery activities during a Presidential Declared Disaster.

Federal Emergency Management Agency- The Federal agency which coordinates Federal response for emergencies and disasters

Governor's Authorized Representative (GAR) - The person designated by the Governor to execute all necessary documents for disaster assistance following a declaration of an emergency or major disaster, including certification of applicants for public assistance.

Hazard- An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Incident Command System- A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

Mass Care – Food, clothing, shelter, and other necessary and essential assistance provided to a large number of affected people in response to, or recovery from, a disaster or emergency.

Mitigation- Sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards and their effects. Such measures include building codes, public education, hazard vulnerability analysis, compliance and enforcement, zoning and land-use measures and preventive health care.

Mutual Aid Agreements- Agreements between local, state, regional, and/or national agencies to reduce duplication and increase the effectiveness of emergency response and other post-disaster activities. Such agreements are often used to provide supplemental staff assistance in the post-disaster environment.

Nursing Home – A licensed facility for the care of individuals who do not require hospitalization and who cannot be cared for at home; Also known as Long Term Care Facilities.

Public Information Officer- A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

Preparedness- Actions taken in advance of an emergency or disaster to develop operational capabilities and facilitate response operations; Such measures include the development of plans, procedures, warning and communication systems, EOCs, training and exercises, mutual aid agreements and emergency public information.

Principal Executive Officer- They mayor or chairman of the board of county commissioners.

Response-Actions taken before, during or after an emergency or disaster to save lives, minimize damages and enhance recovery operations. Such measures include activating emergency operations centers, procedures; emergency broadcast systems, public warning and notification of public officials and providing mass care.

Roadblock – A location that blocks the passage of people or vehicles and where they are prevented from traveling into an area without providing a specific waiver or justifying their need to enter the area.

Road Closure – A barricade or other form of impeding travel into an area along a road, highway, street, trail or other location that reasonable requires a traveler to stop or otherwise recognize travel is prevented into an area. Road closures are usually temporary and are employed only when travel into an area clearly jeopardizes the life or safety of the traveler, emergency workers, or others within the area.

Recovery- Actions taken over the short term to return vital life support systems to minimum standards and long-term to return life to normal or improved levels; Such measures include damage assessment, supplemental Federal assistance to individuals and public entities, assessment of plans, procedures, development of economic impact studies and methods to mitigate damages.

Risk Assessment- A process or method for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure, and consequences.

State Coordinating Officer- The person assigned by the Governor to coordinate State response and recovery operations during State declared disasters. This is the FCO's counterpart during Presidential Disaster Declarations.

Vulnerability- The level of exposure of human life and property to damage from natural hazards.

Appendix 4: Acronyms

AAR	After-Action Report
ADA	Americans with Disability Act
AFB	Air Force Base
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASD	Administrative Services Division
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CAP	Civil Air Patrol
CAT	Crisis Action Team
CD	Correction Department
CDC	Center for Disease Control
CEO	Chief Executive Officer
CEP	Civil Emergency Preparedness
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CID	Construction Industries Division
CISM	Critical Incident Stress Management
COG	Continuity of Government
CVB	Convention & Visitors Bureau
CYFD	Children, Youth, & Families Department
DAC	Disaster Assistance Center
DAP	Disaster Assistance Program
DAT	Disaster Action Team
DFA	Department of Finance & Administration
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DOD	Department of Defense
DOE	Department of Energy
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DPS	Department of Public Safety
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
EAS	Emergency Alert System
ED	Education Department
ED	Environmental Department
EDD	Economic Development Division
EIDL	Economic Injury Disaster Loan
EMC	Emergency Management Center
EMNRD	Energy, Minerals and Natural Resources Department
EMS	Emergency Medical Service
EMSB	Emergency Medical Service Bureau
EMT	Emergency Medical Technician
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOCC	Emergency Operations Center Coordinator
EOP	Emergency Operations Plan

EPA	Environmental Protection Agency
EPI	Emergency Public Information
EPLO	Emergency Preparedness Liaison Officer
ERC	Emergency Response Coordinator
ERO	Emergency Response Officer
ERT-A	Emergency Response Team-Advance Element
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAC	Family Assistance Center
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDHU	First District Health Unit
FEMA	Federal Emergency Management Agency
FIA	Federal Insurance Administration
FNARS	FEMA National Radio System
FRP	Federal Response Plan
FSA	Farm Service Agency
G&F	Game & Fish Department
GAR	Governor's Authorizes Representative
GCO	Grant Coordinating Officer
GSD	General Services Department
HAZMAT	Hazardous Materials
HD	Highway Department
HF	High Frequency
HMER	Hazardous Materials Emergency Response Plan
HS	High School
HSD	Human Services Department
IAW	In Accordance With
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IFG	Individual Family Grant
IP	Injury Prevention
ISD	Information Systems Division
ISO	Information Systems Officer
IVN	Interactive Video Network
JFO	Joint Field Office
JIC	Joint Information Center
JIMC	Joint Information Media Center
LAN	Local Area Network
LEOP	Local Emergency Operations Plan
LEPC	Local Emergency Planning Committee
LGH	Local Government Handbook
LGR	Local Government Radio
LP	Local Primary
Lt.	Lieutenant
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding

MSCA	Military Support to Civilian Authorities
MTD	Motor Transport Division
NAWAS	National Warning System
NDA	National Defense Area
NDANG	North Dakota Army National Guard
NDCD	North Dakota Corrections Department
NDDDES	North Dakota Department of Emergency Services
NDSP	North Dakota State Patrol
NFIP	National Flood Insurance Program
NIIMS	National Interagency Incident Management Systems
NOAA	National Oceanic and Atmospheric Administration
NRCS	National Radio Communications Service
NRCS	National Resources and Conservation Service
NRT	National Response Team
NTSB	National Transportation Safety Board
NWC	National Warning Center
NWS	National Weather Service
OC	Office of Communications
OEM	Office of Emergency Management
OSC	On Scene Commander
OSE	Office of State Engineer
OSHA	Occupational, Safety, and Health Administration
PIO	Public Information Officer
PDA	Preliminary Damage Assessment
PHS	Public Health Service
PL	Public Law
POC	Point of Contact
PPE	Personnel Protective Equipment
PRC	Public Regulation Commission
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RAD	Radiation Absorbed Dose
RADEF	Radiological Defense
RCB	Radio Communications Bureau
REACT	Radio Emergency Assistance Communications Team
RETCO	Regional Emergency Transportation Coordinator
ROC	Regional Operations Center
RPP	Radiological Protection Program
RR	Remote Radio Transmitter
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SAT	Situation Analysis Team
SBA	Small Business Administration
SCEPA	State Civil Emergency Preparedness Act
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SDE	State Department of Education
SEOP	State Emergency Operations Plan
SF	State Forester
SFHA	Special Flood Hazard Area
SHMO	State Hazard Mitigation Officer

SIP	Shelter-In-Place
SITREP	Situation Report
SLIC	State and Local Intelligence Center
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
UBC	Uniform Building Code
UC	Unified Command
UCS	Unified Command System
UHF	Ultra-High Frequency
USDA	United States Department of Agriculture
USGS	United States Geological Survey
VA	Veterans Administration
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disasters
WCLEPC	Ward County Local Emergency Planning Committee
WMD	Weapons of Mass Destruction

Appendix 5: Supplemental Plans

The following plans work in conjunction with Ward County's Emergency Operation Plan and can be found at the Ward County Emergency Management Office:

- A. Ward County Communication Plan
- B. Ward County Hazard Mitigation Plan
- C. Ward County Flood Action Plan
- D. Lake Darling Dam Emergency Action Plan
- E. City of Berthold Emergency Operation Plan
- F. City of Burlington Emergency Operation Plan
- G. City of Carpio Emergency Operation Plan
- H. City of Des Lacs Emergency Operation Plan
- I. City of Donnybrook Emergency Operation Plan
- J. City of Douglas Emergency Operation Plan
- K. City of Kenmare Emergency Operation Plan
- L. City of Makoti Emergency Operation Plan
- M. City of Minot Emergency Action Plan for Mouse River Flooding
- N. City of Ryder Emergency Operation Plan
- O. City of Sawyer Emergency Operation Plan
- P. City of Surrey Emergency Operation Plan
- Q. Minot Airport Emergency Operation Plan
- R. Roosevelt Park Zoo Risk Assessment Plan

**DIRECTOR OF TAX EQUALIZATION**

Noreen Wilkie
Ward County Tax Director
PO Box 5005
Minot, ND 58702-5005
(701) 857-6430
noreen.barton@wardnd.com
www.wardnd.com

MEMO

DATE: 3/5/24

TO: Ward County Commissioners

FROM: Noreen Wilkie, Director of Tax Equalization

RE: Tax Roll Adjustments & Items for Consideration and Action on March 5, 2024

1. Property Owner qualifies for Farm Residence Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dahl, Grant & Denise	WI280990000011 Lot A of Olt 1 S2SE S28-153-82	18900 55 th St SE Sawyer, ND 58781	2023	\$258,000	\$1,000	\$11,615	\$50
Sys, Gary & Nanette	TR350990000010 Olt 1 of SE S35-153-84	9400 205 th Ave SW Douglas, ND 58735	2023	\$262,000	\$1,000	\$11,795	\$50
Saugstad, NS Family Trust	SR04005U010000 SWNE Lots 1 & 2 Less Por. Olt 44 Hwy, ROW & Por. Lying S & W of Hwy 52 S4-154-82	5000 37 th Ave SE Minot, ND 58701	2023	\$148,000	\$51,000	\$6,915	\$2,550

2. MH was moved out of County without a Moving Permit, remove 2024 Valuation:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Saucerman, Stephen	MI5104825 Magic City MHC LLC Lot A9	1305 31st St SE Lot A9 Minot, ND 58701	2024	\$37,000	\$0.00	\$1,665	\$0.00

3. MH Escaped Assessment for 2024:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Fossen, Jackie	EE5101207 Ruthville MHP Lot 11	107 128 th Ave NW Lot 11 Minot, ND 58703	2024	\$0.00	\$1,000	\$0.00	\$45

4. Adjusting the MH Value, the size was incorrect:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Bridge Investments LLC	MI5104994 Bridge Investments MHP Lot 4	1625 Hwy 2 Bypass E Lot 4 Minot, ND 58701	2023	\$47,000	\$36,000	\$2,115	\$1,620
Bridge Investments LLC	MI5104995 Bridge Investments MHP Lot 5	1625 Hwy 2 Bypass E Lot 5 Minot, ND 58701	2023	\$47,000	\$36,000	\$2,115	\$1,620
Bridge Investments LLC	MI5104997 Bridge Investments MHP Lot 6	1625 Hwy 2 Bypass E Lot 6 Minot, ND 58701	2023	\$47,000	\$36,000	\$2,115	\$1,620
Bridge Investments LLC	MI5104998 Bridge Investments MHP Lot 7	1625 Hwy 2 Bypass E Lot 7 Minot, ND 58701	2023	\$47,000	\$36,000	\$2,115	\$1,620

5. Property is owned by Tax Exempt Entity, value prorated from date of sale 10/23:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
City of Makoti	MK000010600190 Lots 17 – 19 Block 6	221 Main St N Makoti, ND 58756	2023	\$55,000	\$46,000	\$2,750	\$2,300

6. MH is Unlivable value being removed:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Ingwerson, Ashley	MI5103713 Jefferson MHP Lot B59	3100 11 th Ave SE Lot B59 Minot, ND 58701	2024	\$18,000	\$0.00	\$810	\$0.00
Ingwerson, Ashley	MI5103713 Jefferson MHP Lot B59	3100 11 th Ave SE Lot B59 Minot, ND 58701	2023	\$18,000	\$0.00	\$810	\$0.00
Lopez, Alejandro	MI5100770 Jefferson MHP Lot B33	3100 11 th Ave SE Lot B33 Minot, ND 58701	2024	\$4,000	\$0.00	\$180	\$0.00
Lopez, Alejandro	MI5100770 Jefferson MHP Lot B33	3100 11 th Ave SE Lot B33 Minot, ND 58701	2023	\$5,000	\$0.00	\$225	\$0.00

7. Continuation of #6:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Wick, Esther	MI5102150 Jefferson MHP Lot B40	3100 11 th Ave SE Lot B40 Minot, ND 58701	2024	\$6,000	\$0.00	\$270	\$0.00
Wick, Esther	MI5102150 Jefferson MHP Lot B40	3100 11 th Ave SE Lot B40 Minot, ND 58701	2023	\$6,000	\$0.00	\$270	\$0.00
Dietrich, Julie	MI5104879 Holiday Village MHP Lot 501	1325 27 th St SE Lot 501 Minot, ND 58701	2024	\$35,000	\$0.00	\$1,575	\$0.00
Dietrich, Julie	MI5104879 Holiday Village MHP Lot 501	1325 27 th St SE Lot 501 Minot, ND 58701	2023	\$35,000	\$0.00	\$1,575	\$0.00
Ruff, Steven	TA5100785 Magic Gardens LLC Lot 100	13001 2 nd ST NW Lot 100 Minot, ND 58703	2024	\$3,000	\$0.00	\$135	\$0.00
Ruff, Steven	TA5100785 Magic Gardens LLC Lot 100	13001 2 nd ST NW Lot 100 Minot, ND 58703	2023	\$3,000	\$0.00	\$135	\$0.00
Copeland, Darcy	TA5103229 Magic Gardens LLC Lot 88	13001 2 nd ST NW Lot 88 Minot, ND 58703	2024	\$4,000	\$0.00	\$180	\$0.00
Copeland, Darcy	TA5103229 Magic Gardens LLC Lot 88	13001 2 nd ST NW Lot 88 Minot, ND 58703	2023	\$4,000	\$0.00	\$180	\$0.00
Christensen, Jayden	TA5105859 Magic Gardens LLC Lot 96	13001 2 nd ST NW Lot 96 Minot, ND 58703	2024	\$3,000	\$0.00	\$135	\$0.00
Christensen, Jayden	TA5105859 Magic Gardens LLC Lot 96	13001 2 nd ST NW Lot 96 Minot, ND 58703	2023	\$3,000	\$0.00	\$135	\$0.00
Smith, Edward	TA5100947 Magic Gardens LLC Lot 45	13001 2 nd ST NW Lot 45 Minot, ND 58703	2024	\$2,000	\$0.00	\$90	\$0.00
Smith, Edward	TA5100947 Magic Gardens LLC Lot 45	13001 2 nd ST NW Lot 45 Minot, ND 58703	2023	\$2,000	\$0.00	\$90	\$0.00

8. Property Owner qualifies for Blind Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Hunt, Shiloh & Janelle	MI02F470000040 Ramstad Heights 9 th Addn. Lot 4	3408 14 th St NW Minot, ND 58703	2023	\$288,000	\$128,000	\$12,960	\$5,760
Hunt, Shiloh & Janelle	MI02F470000040 Ramstad Heights 9 th Addn. Lot 4	3408 14 th St NW Minot, ND 58703	2022	\$270,000	\$110,000	\$12,150	\$4,950
Kittilson, Kenneth & Eunice	MI250190200140 Boston Heights Addn. Lot 14 Block 2	227 13 th Ave SE Minot, ND 58701	2023	\$150,000	\$31,000	\$6,750	\$1,550
Kittilson, Kenneth & Eunice	MI250190200140 Boston Heights Addn. Lot 14 Block 2	227 13 th Ave SE Minot, ND 58701	2022	\$141,000	\$31,000	\$6,345	\$1,550

9. Recent Inspection concluded that a reduction is needed to reflect Market Value:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Christenson, Bruce	MI225000300070 Westfield Addn. Lot 7 Block 3	2125 Westfield Ave. Minot, ND 58701	2023	\$238,000	\$216,000	\$10,710	\$9,720
Brasfield, Nicole	MI240730900070 Eastwood Park Addn. S/D of Blocks 9 & 10 Lot 7 Block 9	21 9 th St SE Minot, ND 58701	2023	\$161,000	\$130,000	\$7,245	\$5,850
Chiu Chou, Nian	MI111330100011 Goheens Addn. E ½ Lot 1 & E ½ N10' of Lot 2 Block 1	2145 N Broadway Minot, ND 58701	2023	\$491,000	\$314,000	\$24,550	\$15,700

10. Property Qualifies for Wheelchair Exemption:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Dickinson, Kyle & Bobbi	ML290990000050 Olt 5 of NWNE Less ROW S29-156-81	11900 72 nd Ave NE Surrey, ND 58785	2022	\$280,000	\$160,000	\$12,615	\$7,215

11. Property is Tax Exempt:

Property Owner	Description	Physical Address	Valuation Year	Old True & Full	New True & Full	Old Taxable Value	New Taxable Value
Prairie Grit Adaptive Sports	NE321470300190 Quality Warehouse Condos Condo 3 Unit 19 On Olt 30 of SENW S32-155-82	2515 31 st St SE STE 19 Minot, ND 58701	2023	\$99,000	\$0.00	\$4,950	\$0.00



Planning and Zoning Dept.
701-857-6405
PO Box 5005
Minot, ND 58702-5005

DATE: March 5, 2024
TO: Ward County Board of Commissioners
FROM: Beth Pietsch, Planning and Zoning Dept.
SUBJECT: Planning and Zoning Items from Planning Commission

MEMORANDUM

Public Hearings:

1. Petersen –Outlot 4 Plat and Variance- Public Reading

Application for a **Outlot Plat** for the following described property:

Proposed Outlot 4 being a portion of Gov't Lot 12 of Sec 3-152-
85 Rice Lake Twp

Variance Application: Variance is required as proposed parcel is less than Ward County 2.00 acre requirement.

The applicant is proposing to create parcel containing 0.50 acres for future residential use. Ward County zoning applies with the township recommending approval.

Planning Commission recommends Approval of the Variance Application based on finding of facts.

Regular Agenda:

2. Clinton Olafson- Outlot Plat

Application for a **Outlot Plat** for the following described property:

Proposed Outlot 1 being a port of NWSW & SWSW Sec 10-156-
82, McKinley Twp

The applicant is requesting to parcel an outlot containing 10.56 acres for future agricultural use. Ward County zoning applies, with the township recommending approval.

Planning Commission recommends Approval of the Outlot Plat Application based on finding of facts and staff recommendations.

3. **Al Zahursky- Outlot plat**

Application for a **Outlot Plat** for the following described property:

Proposed Outlot 3 being a portion of SW of Sec 15-151-83
Rushville Twp

The applicant is proposing to create parcel containing 7.07 acres for agricultural use to expand farmyard. Ward County zoning applies and Rushville is an unorganized township.

Planning Commission recommends Approval of the Outlot Plat Application based on finding of facts and staff recommendations.

4. **Alex and James Degenstein – Outlot Plat**

Application for a **Outlot Plat** for the following described property:

Proposed Outlot 6 being a portion of Outlot 1 and an unplatted port
of SWSE Sec 27-157-85 Mayland Twp

The applicant is proposing to create parcel containing 7.35 acres for residential use. Ward County zoning applies, with the township recommending approval.

Planning Commission recommends Approval of the Outlot Plat Application based on finding of facts and staff recommendations.



Planning/Zoning Office

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

PLAT APPLICATION \$50/LOT

APPLICANT INFORMATION

Name: Martin Peterson

Phone: 320 905 5325

Email Address: martin.peterson@steffesgroup.com

Mailing Address: 14083 51st Street NW, Williston, ND 58801

SUBJECT PROPERTY INFORMATION

Proposed Name of Plat(s): Outlot 4

Legal Description: Outlot 4, Section 3, T152N, R85W, 5th P.M., Ward County, ND

Address: (If Applicable)

Proposed use: AG

Existing Use: AG

Number of Lots Proposed: 1

OWNER OF RECORD INFORMATION

Name: Douglas Petersen, Leona Petersen c/o Randall Petersen

Phone:

Address: 605 19th Avenue SE Apt. C, Minot, ND 58701

Email Address:

If applicant is different than the owner, please explain the position of the applicant as to the property in question:

3r party executor by court order

SIGNATURE

☒ the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant:

Martin Peterson

Date: 09/14/23

**** Please submit with this application, an official, notarized and signed surveyor's plat. All Landowners names and signatures must the plat.**

OFFICIAL USE

Current Zoning: *Rural*

Paid: Yes / No

Amount Paid:

Payment method/date:

Date Received: *10/2/23*

Received By:

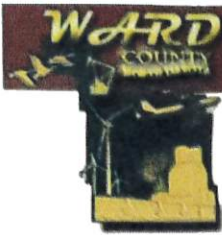
[Signature]

Staff Check List:

- ☐ Tnsp rcmd sent _____ Received _____
- ☐ WRD rcmd sent _____ Received _____
- ☐ Rcdr Rvw sent _____ Received _____
- ☐ Staff report written

PC Action:

CC Action:



RECEIVED

JAN 18 2024

BY: llp

Planning & Zoning Administrator
PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

VARIANCE APPLICATION \$100

APPLICANT INFORMATION

Name: Steffes Group - Martin Peterson

Email Address: martin.peterson@steffesgroup.com

Phone: 701 237 9173

Current Address: 14083 51st Street NW

City: Williston

State: ND

ZIP Code: 58801

Legal description of subject property: Ward County, ND

Ward County, ND

REASON* FOR VARIANCE

- | | | |
|--|--|--|
| ☐ Exceptional shallowness of parcel | ☐ Oddly shaped parcel | ☐ Exceptional topographical conditions |
| ☐ Reasonable use of parcel is not possible | ☐ Unique preexisting circumstances | ☒ Other: <u>minimum acreage</u> |

*Financial inconvenience is NOT an exceptional hardship, thus does not qualify as a reason for a variance.

DESCRIBE THE PROPOSED PROJECT

Outlot 4 is being created for additional open space adjacent to Lot 59, North Shore Addition to Rice Lake, being purchased by the owner of said Lot 59.

VARIANCE TO WHAT ORDINANCE

- | | | |
|---|---------------------------------------|---|
| ☐ Set back requirements | ☐ Building height | ☒ Square footage |
| ☐ Parking | ☐ Landscaping | ☐ Other: _____ |

SIGNATURES

☒ I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.Signature of applicant: [Signature]Date: 1/12/2024

OFFICIAL USE

Date Received by Staff: 1/28/24Received by: B. ProbstPaid: Yes ☒ No ☐ Type: _____

Staff Check List:

- ☒ PHN to MDN 1/26
☒ PHN to Ntfn Area 1/26
☒ Comment Received Y ☐ N ☐
☒ Staff report written

PC Action:

1st Reading: 1/18 - Approved

2nd Reading:

2/15 - Approved

CC Action:

X _____

Date: _____



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

**Planning Commission
Staff Report**

Item #: 1

Recommendations

Staff: Approval w/conditions

Township: Approval w/o Conditions

Water Board: Approval w/Conditions

1st Reading Meeting Date: January 18, 2024

2nd Reading Meeting Date: February 15, 2024

Applicant: Martin Peterson , Court Appointed Referee
14083 51st St. NW., Williston ND 58801
701.905.5325

Owner: Douglas Peterson, Leona Peterson c/o Randall Peterson

Current legal description: Government Lot 12 Sec 3-152-85

Proposed legal description: Outlot 4 lying in Government Lot 12 Sec 3-152-85

Address: (if applicable) N/A

Township: Rice Lake Township

Current Zoning: Ward County Rural

Zoning Ordinance Reference: Ward County Zoning Dist. 2

PROJECT DESCRIPTION:

PLAT APP: The applicant is requesting to outlot for a future residential use.

VARIANCE APP: The Variance is needed as the parcel is 0.50 acres and does not meet Ward County Ordinance of 2 acres.

RECOMMENDATION:

Staff recommends approval based on the findings of fact, recommendations from the township, Water Board and County Highway Department.

FINDINGS OF FACT:

1. Proposed Outlot 4 is 0.5 acres
2. The land is currently residential and will be used for residential purposes.
3. The outlot 4 has access from Sunset Drive on the east side of the proposed outlot.



PLANNING AND ZONING CONSIDERATIONS:

The applicant is proposing to parcel an outlot for residential purpose. Outlot 4 is 0.50 acres. Variance is needed for undersized lot as it does not meet Ward County minimum.

HIGHWAY ENGINEERING CONSIDERATIONS:

The proposed outlot is under 2 acres would require a variance to the two acre minimum, along with documentation from the Rice Lake Recreational District Sewer System and North Prairie Rural Water System that the property would be eligible to connect to utilities along with the proposed connection fees. If the outlot is approved, there should either be a recorded document stating that no building permits would be issued unless the property is connected to the Rice Lake Recreational District Sewer System and North Prairie Rural Water System or some type of mechanism to make sure the property is not improved without connecting.

The current road does not have enough room for snow removal equipment and fire trucks to turn around at the end of the road. Roads are supposed to have a Cul-de-sac at the end of a dead end roadway. The request should be made to grant either an easement or temporary ROW in order to meet current code or until further development occurs.



TOWNSHIP RECOMMENDATION:

Based upon review Rice Lake Township has responded and the Rice Lake Township Board of Supervisors has recommended the plat be approved without comment or objection.

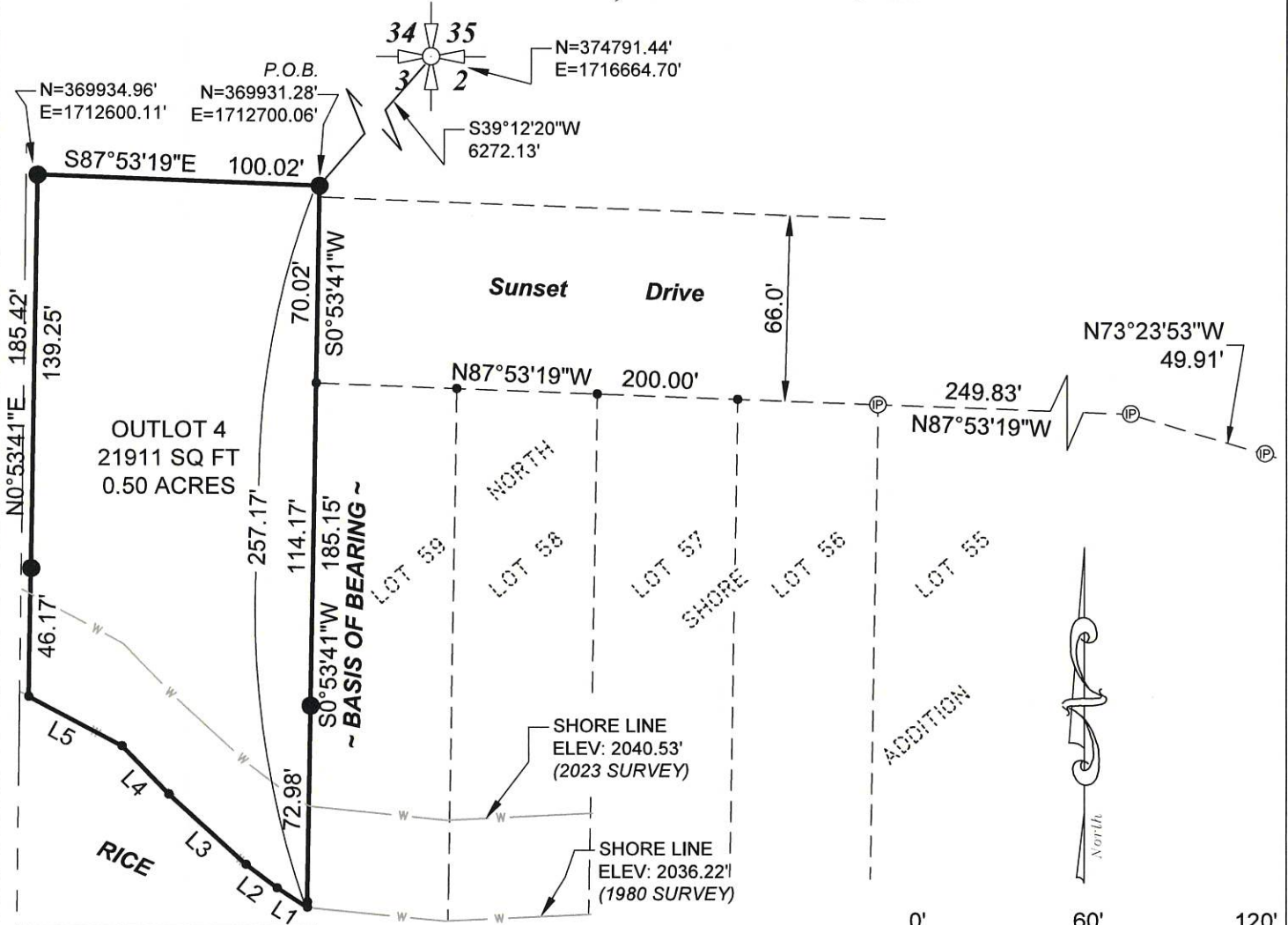
WATERBOARD RECOMMENDATION:

Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

1. A storm water management plan may be required if the subject property:
 - has a special use permit applied for
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.
3. Development of properties adjacent to Rice Lake should meet Ward County minimum elevation guidelines to account for the natural overflow elevation of Rice Lake and for wave run-up.

OUTLOT 4

SITUATE IN GOV'T LOT 12, SEC. 3, T152N, R85W, 5TH P.M.,
WARD COUNTY, NORTH DAKOTA



Line Table

Line #	Length	Direction
L1	12.80'	N57°07'55\"W
L2	13.88'	N52°37'15\"W
L3	37.18'	N47°27'24\"W
L4	24.00'	N43°45'16\"W
L5	37.43'	N62°00'50\"W

~ BASIS OF BEARING ~

THE BASIS OF BEARING FOR THIS SURVEY IS NAD 83, NORTH
DAKOTA STATE PLANE COORDINATES, NORTH ZONE 3301, USFT
POINT OF ORIGIN: NDMAX
LAT 47°49'37.03345\"N;
LONG 101°17'42.96375\"W
HEIGHT: 2077.061'
NAVD88 DATUM CONVERTED TO NGVD29 DATUM
COMBINED SCALE FACTOR: 0.999845139
GROUND DISTANCES SHOWN

~ SURVEYOR'S CERTIFICATE ~

I, EDWARD J RINTAMAKI, A REGISTERED LAND SURVEYOR WITH 49TH LATITUDE LAND SURVEY, LLC, DO HEREBY CERTIFY THAT THIS SURVEY WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION DURING THE MONTH OF SEPTEMBER, 2023, AND THIS PLAT IS A CORRECT REPRESENTATION OF THAT SURVEY SHOWN HEREON, AND THAT THE MONUMENTS ARE PLACED AS SHOWN, AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA.

Edward J Rintamaki
EDWARD J RINTAMAKI
REGISTERED LAND SURVEYOR NO. LS-7664
STATE OF NORTH DAKOTA
49TH LATITUDE LAND SURVEY, LLC

12/13/23
DATE

~ LEGEND ~

- SECTION CORNER, AS NOTED
- FOUND IRON PIPE
- SET REBAR, 5/8\" DIAM., W/ A PLASTIC CAP, MKD. \"EJR LS-7664\"
- CALCULATED POSITION, NOTHING FOUND OR SET
- BOUNDARY LINE, SURVEYED
- BOUNDARY LINE, EXISTING
- EDGE OF WATER, AT THE TIME OF SURVEY



13046 74th Street NW
Alamo, ND 58830
Contact: 701.580.2651
www.49latitudelandsurvey.net

FILE NAME

23_136 Peterson Boundary_SURVEY.DWG

SCALE

60 Ft/In

DATE

12/13/23

DRAWN BY

EJR

JOB

23_136

REVISION

1/1

SHEET

1/2

Prepared for: Doug & Leona Petersen

OUTLOT 4
SITUATE IN GOV'T LOT 12, SEC. 3, T152N, R85W, 5TH P.M.,
WARD COUNTY, NORTH DAKOTA

~ BOUNDARY DESCRIPTION ~

A TRACT OF LAND, BEING A PORTION OF THE GOV'T LOT 12, SECTION 3, TOWNSHIP 152 NORTH, RANGE 98 WEST, 5TH PRINCIPAL MERIDIAN, WARD COUNTY, NORTH DAKOTA, MORE PARTICULARLY DESCRIBED AS FOLLOWS;

COMMENCING AT THE NORTHEAST CORNER OF SECTION 3;

THENCE SOUTH 39°20" WEST, A DISTANCE OF 6272.13 FEET, TO A REBAR, 5/8 INCH DIAMETER, WITH A PLASTIC CAP, MARKED "EJR LS-7664", THE POINT OF BEGINNING;

THENCE AROUND THE SUBJECT PARCEL, IN A CLOCKWISE MANNER, THE FOLLOWING EIGHT (8) COURSES;

1. SOUTH 00°53'41" WEST, A DISTANCE OF 257.17 FEET, TO THE NORTH SHORE ADDITION PLAT SHORE LINE ELEVATION;
2. THENCE ALONG THE SAID SHORE LINE ELEVATION LINE, NORTH 57°07'55" WEST, A DISTANCE OF 12.80 FEET;
3. THENCE NORTH 52°37'15" WEST, A DISTANCE OF 13.88 FEET;
4. THENCE NORTH 47°27'24" WEST, A DISTANCE OF 37.18 FEET;
5. THENCE NORTH 43°45'16" WEST, A DISTANCE OF 24.00 FEET;
6. THENCE NORTH 62°00'50" WEST, A DISTANCE OF 37.43 FEET;
7. THENCE LEAVING SAID SHORE LINE, NORTH 00°53'41" EAST, A DISTANCE OF 185.42 FEET, TO A REBAR, 5/8 INCH DIAMETER, WITH A PLASTIC CAP, MARKED "EJR LS-7664";
8. THENCE SOUTH 87°53'19" EAST, A DISTANCE OF 100.02 FEET, TO THE POINT OF BEGINNING, CONTAINING 0.50 ACRES, MORE OR LESS;

HEREAFTER TO BE KNOWN AS OUTLOT 4, SITUATE IN GOV'T LOT 12, SECTION 3, T152N, R85W, 5TH P.M., WARD COUNTY, NORTH DAKOTA.

SUBJECT TO: ANY EXISTING RIGHTS OF WAY, EASEMENTS, COVENANTS, CONDITIONS, RIGHTS, RESERVATIONS, RESTRICTIONS, ENCUMBRANCES OR APPLICABLE SUBDIVISION, BUILDING AND ZONING ORDINANCES AND USE REGULATIONS, OF RECORD OR IN VIEW.

~ OWNER'S CERTIFICATION ~

THE UNDERSIGNED, REFEREE APPOINTED BY THE DISTRICT COURT, NORTH CENTRAL JUDICIAL DISTRICT, CASE NO. 51-2022-CV-00595, ORDER TO CONVEY DESCRIBED PROPERTY, IN ACCORDANCE WITH THE PROVISIONS OF THE NORTH DAKOTA CENTURY CODE, SITUATE IN WARD COUNTY, NORTH DAKOTA, HAS CAUSED TO BE MADE THE WITHIN AND FOREGOING PLAT OF SAID LAND, WITH THE LOTS AS HEREIN DESCRIBED, AND HAS CAUSED THE SAME TO BE PLACED ON RECORD, AS PROVIDED BY LAW.

IN TESTIMONY WHEREOF, THE SAID OWNERS HAVE HEREUNTO SET THEIR HAND AND SEAL THIS 18th DAY OF December, IN THE YEAR 2023.

[Signature]
MARTIN PETERSON, COURT APPOINTED REFEREE

12/18/2023
DATE

BE IT KNOWN ON THIS 18th DAY OF December, IN THE YEAR 2023, BEFORE ME PERSONALLY APPEARED MARTIN PETERSON, KNOWN TO ME TO BE THE PERSON WHO IS DESCRIBED IN THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME AND WHO EXECUTED THE SAME.

STATE OF NORTH DAKOTA)
COUNTY OF WARD) :SS

MY COMMISSION EXPIRES: 9/18/24

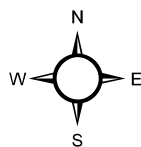
[Signature]

~ WARD COUNTY RECORDER ~

NICOLE MORIN
NOTARY PUBLIC, STATE OF NORTH DAKOTA
MY COMMISSION EXPIRES SEPT 18, 2024

REGISTERED LAND SURVEYOR
EDWARD J. RINTAMAKI
LS-7664
DATE: 12/13/23
NORTH DAKOTA

 LATITUDE LAND SURVEY® <i>Prepared for: Doug & Leona Petersen</i>	13046 74th Street NW Alamo, ND 58830 Contact: 701.580.2651 www.49latitudelandsurvey.net	FILE NAME 23_136 Peterson Boundary_SURVEY.DWG		
		SCALE 60 Ft/In	DATE 12/13/23	DRAWN BY EJR
		JOB 23_136	REVISION 1/1	SHEET 2/2



Martin Peterson
Outlot Plat Application
3-152-85
Rice Lake Township

Ward County Parcels
PlatsApplications

0 130 260 520 Feet

Township Board Plat Recommendation

TO: Board of Ward County Commissioners

The Rice Lake Township Board, Ward County, North Dakota has reviewed the plat for which Martin Peterson, has requested approval.

The plat is described as:

Outlot 4 lying in Government lot 12, 3-152-85, Rice Lake Township

It is the conclusion of the Township Board of Supervisors that:

☒ the plat be approved

☐ the plat not be approved, because _____

Comments or suggestions for amendment: _____

Signed: _____

Chairman Rice Lake Township Board of Supervisors

Date: _____

10-7-23

**Planning/Zoning Office**

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

PLAT APPLICATION \$50/LOT**APPLICANT INFORMATION**

Name: Clinton Olafson Phone: 701-240-5621
Email Address: _____
Mailing Address: 10421 55th St. NE Minot, ND 58703

SUBJECT PROPERTY INFORMATION

Proposed Name of Plat(s): Outlot 1
Legal Description: 16-156-82
Address: (If Applicable) _____
Proposed use: _____ Existing Use: _____ Number of Lots Proposed: 1

OWNER OF RECORD INFORMATION

Name: Clinton Olafson Phone: 701-240-5621
Address: 10421 55th St. NE Minot, ND 58703
Email Address: _____

If applicant is different than the owner, please explain the position of the applicant as to the property in question:

SIGNATURE

☒ I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant: [Signature] Date: 12-19-23

**** Please submit with this application, an official, notarized and signed surveyor's plat. All Landowners names and signatures must the plat.**

OFFICIAL USE

Current Zoning: _____	Paid: ☒ Yes / ☐ No	Amount Paid: <u>50.-</u>	Payment method/date: <u>Cash 12/21/23</u>
Date Received: <u>12/21/23</u>	Received By: <u>B. Fickel</u>		
Staff Check List: ☐ Tnsp rcmd sent _____ Received _____ ☐ WRD rcmd sent _____ Received _____ ☐ Rcdr Rvw sent _____ Received _____ ☐ Staff report written _____	PC Action: _____		CC Action: _____



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

Planning Commission Staff Report

Item #: 2

Recommendations

Staff: **Approved w/conditions**

Township: **Approved w/o conditions**

Water Board: **Approved w/conditions**

Meeting Date: February 15th, 2024

Applicant: Clinton Olafson
10421 55th St NE
Minot, ND 58703
701-240-5621

Owner: Faye Miller

Current legal description: Portion of the NWSW and SWSW of Sec. 10-156-82

Proposed legal description: Outlot 1 coming out a portion of the NWSW and SWSW of Sec.
10-156-82 McKinley Township

Address: (if applicable) N/A

Township: McKinley Township

Current Zoning: Ward County District #1

Zoning Ordinance Reference: Ward County Zoning #1

PROJECT DESCRIPTION:

The applicant is requesting to outlot parcel for future agricultural use.

RECOMMENDATION:

Staff recommends approval based on the findings of fact, recommendations from the township, Water Board and County Highway Department.

FINDINGS OF FACT:

1. Proposed Outlot 1 is 10.56 acres
2. The land is currently agricultural and will be used for rural agricultural purposes.
3. The proposed outlot 1 has access from 55th St NE.



PLANNING AND ZONING CONSIDERATIONS:

The applicant is requesting to outlot parcel for future agricultural use. Outlot 1 is 10.56 acres. The proposed outlot meets the 2.00 acre Ward County minimum.

HIGHWAY ENGINEERING CONSIDERATIONS:

The proposed outlot appears to have at least two field access points onto a McKinley Township Roadway, but any changes or improvements made to the approaches should be permitted through the township.

TOWNSHIP RECOMMENDATION:

Based upon review McKinley Township has responded and the McKinley Township Board of Supervisors has recommended the plat be approved without comment or objection.

WATERBOARD RECOMMENDATION:

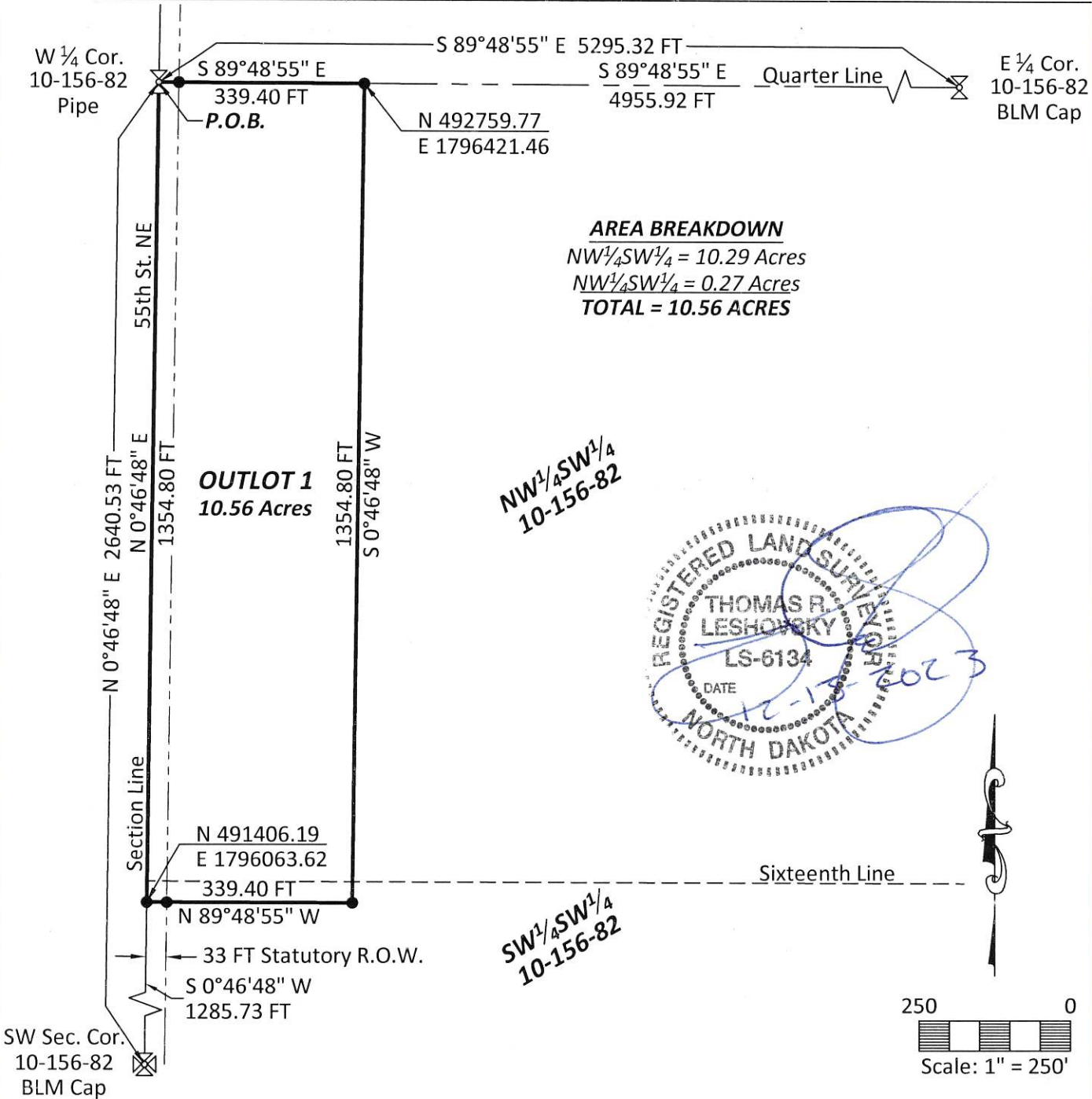
Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

1. A storm water management plan may be required if the subject property:
 - has a special use permit applied for
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.

PLAT OF OUTLOT 1

lying in the NW¹/₄SW¹/₄ of and the SW¹/₄SW¹/₄, Section 10, Township 156 N, Range 82 W

Owners Faye Miller



- - Denotes Property Corners Set 18" #5 Rebar with PLS Cap #6134
- ✕ - Denotes Traverse Point
- ⊗ - Denotes Section Corners
- ⊗ - Denotes Quarter Corners

- NOTES:**
- Basis of Bearing and Coordinates obtained from NGS OPUS Solution NAD 83 North Dakota North (3301) Int. Feet.
 - Bearings and Distances may vary from previous plats due to different methods of measurement.
 - Plat is subject to all prior Easements of record.

DESCRIPTION:

Outlot 1 of lying in the NW¹/₄SW¹/₄ and the SW¹/₄SW¹/₄, Section 10, Township 156 N, Range 82 W described as follows:

Beginning at the West Quarter Corner, of Section 10, Township 156 N, Range 82 W, of the 5th Principal Meridian, Ward County, North Dakota; Thence S 89°48'55" E, on the East-West Quarter Line, of said Section 10, a distance of 339.40 FT; Thence S 0°46'48" W, being Parallel with the West Line, of the Southwest Quarter, of said Section 10, a distance of 1354.80 FT; Thence N 89°48'55" W, being Parallel with the East-West Quarter Line, of said Section 10, a distance of 339.40 FT, to a Point being on the West Line, of the Southwest Quarter, of said Section 10; Thence N 0°46'48" E, on the West Line, of the Southwest Quarter, of said Section 10, a distance of 1354.80 FT, to the Point of Beginning.

Said described tract of land contains 10.56 Acres more or less.

THE UNDERSIGNED, Owners of the within described property, in accordance with the provisions of Sec. 57-02-39, Revised Code of 1943, and upon demand of the County Auditor of Ward County, North Dakota, have caused to be made the within and foregoing plat of said land with the lots as herein described, hereby donate and dedicate all the streets and alleys hereon shown to the public for public use, and have caused the same to be placed on record, as provided by law.

IN TESTIMONY WHEREOF the said owner has here unto set her hand and seal this 21st day of December, 2023.

Signed in the presence of
(Seal)

Faye Miller

(Seal)

(Seal)

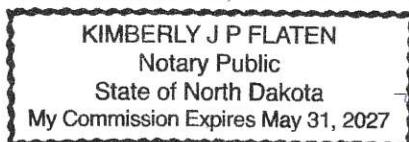
STATE OF NORTH DAKOTA }ss

County of Ward

On this 21st day of December in the year 2023, before me, a Notary Public in and for said County and State, personally appeared

Faye Miller

known to me to be the person who described in, and who executed the foregoing instrument and acknowledged that he executed the same.



My Commission Expires:

Kimberly J P Flaten
Notary Public

SURVEYOR'S CERTIFICATE

I, Thomas R. Leshovsky Registered Land Surveyor, do hereby certify that at the request of Clinton Olafson made the within and foregoing plat and description of the land as herein described, and that the lots, distances, area and location, as indicated on said plat and contained in said description, are true and correct.

STATE OF NORTH DAKOTA }ss

County of Ward

Thomas R. Leshovsky
Registered Land Surveyor

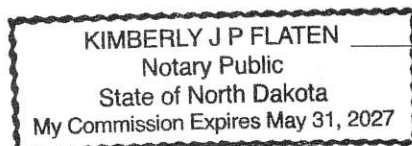
LS-6134

DATE

12-13-2023

Thomas R. Leshovsky
NORTH DAKOTA

Subscribed and sworn to before me this 13th day of December, 2023.

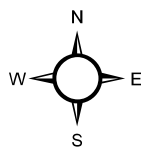
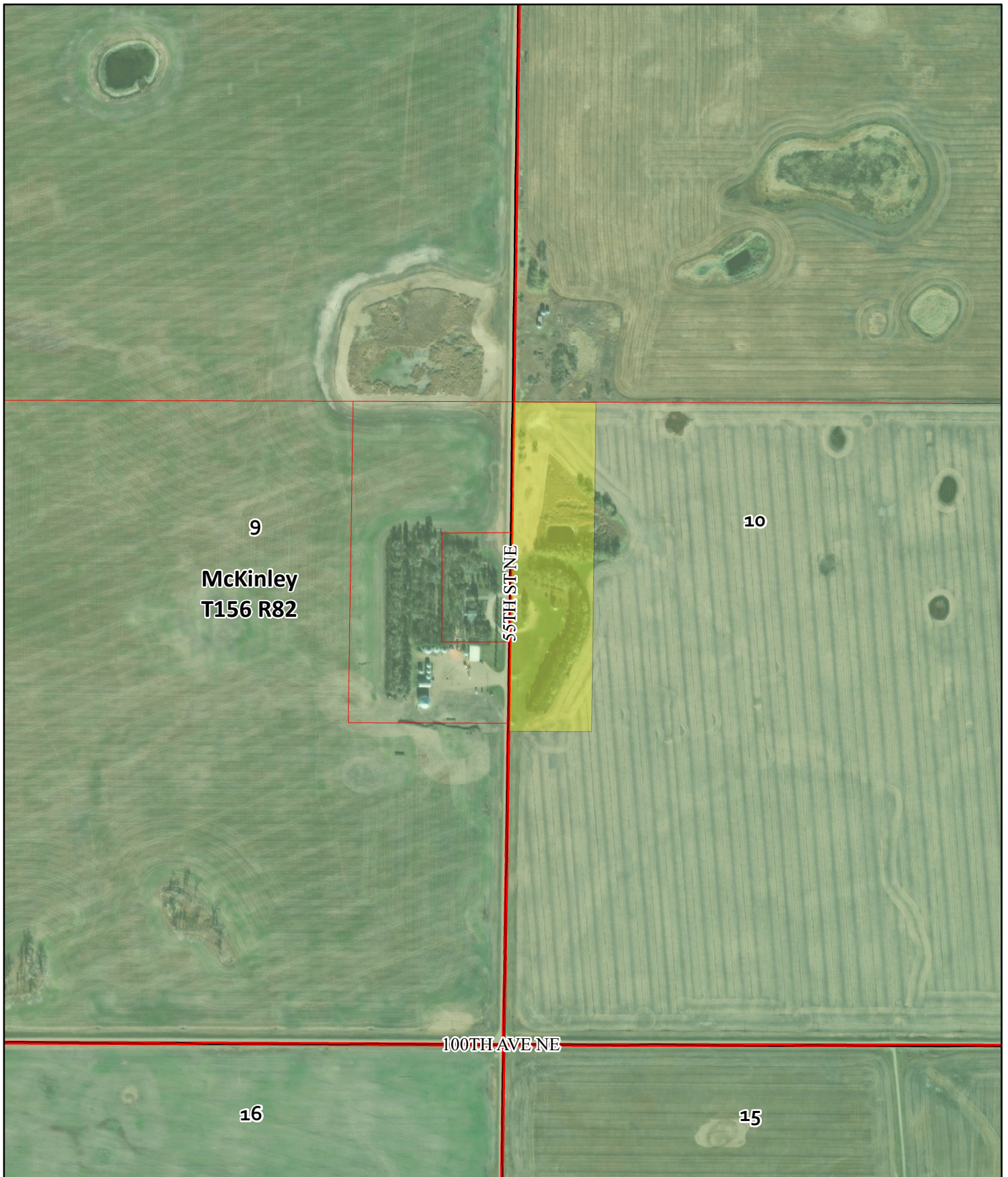


My Commission Expires:

Kimberly J P Flaten
Notary Public

Approved _____, 20____

Approved _____, 20____

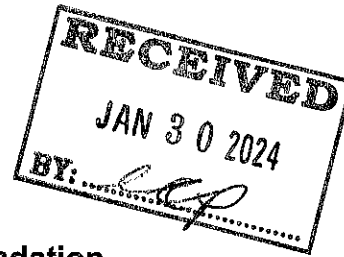


Clinton Olafson
Outlot Plat Application
10-156-82
McKinley Township

Ward County Parcels

Plats Applications

0 485 970 Feet



Township Board Plat Recommendation

TO: Board of Ward County Commissioners

The McKinley Township Board, Ward County, North Dakota has reviewed the plat for which Clinton Olafson, have requested approval.

The plat is described as:

Proposed Outlot 1 port of NWSW and SWSW Sec 10-156-82,
McKinley Township

It is the conclusion of the Township Board of Supervisors that:

☒ the plat be approved

☐ the plat not be approved, because _____

Comments or suggestions for amendment: none

Signed: Leo J. Schmidt
Chairman McKinley Township Board of Supervisors

Date: Jan. 26th 2024

OLI NWSW 10-156-82
SWSW

FAYE MILLER

Recorders Outlot Plat Checklist:

Property Outlot coming out of
looks to be correct

YES

NO

Signed by parties we show on deed

YES

NO

Doc #

3060494

Signed by Surveyor

YES

NO

Notarized (signer(s) & surveyor)

YES

NO

Surveyor's Seal on drawing on front
And on back with signatures

YES

NO

Outlot Number Available

YES

NO

Additional Comments:

Final Recorder Review

Janet Ritchie

1/24/24 Date



Planning/Zoning Office

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

PLAT APPLICATION \$50/LOT

APPLICANT INFORMATION

Name: AL Zahursky Phone: 701-833-0389
Email Address: _____
Mailing Address: 2864 HWY 83 NW Max, ND 58759

SUBJECT PROPERTY INFORMATION

Proposed Name of Plat(s): Out Lot 3
Legal Description: 15-151-83
Address: (If Applicable) _____
Proposed use: _____ Existing Use: _____ Number of Lots Proposed: 1

OWNER OF RECORD INFORMATION

Name: AL Zahursky Phone: 701-833-0389
Address: 2864 HWY 83 NW Max, ND 58759
Email Address: _____

If applicant is different than the owner, please explain the position of the applicant as to the property in question:

SIGNATURE

I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant: [Signature]

Date: 1-17-24

**** Please submit with this application, an official, notarized and signed surveyor's plat. All Landowners names and signatures must the plat.**

OFFICIAL USE

Current Zoning: Rural #2 Paid: Yes / No Amount Paid: 50.- Payment method/date: check #3230
Date Received: 1/17/24 Received By: B. Pitsch
Staff Check List:
☐ Tnsp rcmd sent _____ Received _____
☐ WRD rcmd sent _____ Received _____
☐ Rcdr Rvw sent _____ Received _____
☐ Staff report written _____
PC Action: _____
CC Action: _____



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

**Planning Commission
Staff Report**

Item #: 3

Recommendations

Staff: **Approved w/conditions**

Township: **Unorganized**

Water Board: **Approved w/conditions**

Meeting Date: February 15th, 2024

Applicant: Al Zahursky
2864 Hwy 83 NW
Max, ND 58759
701-833-0389

Owner: Allan Zahursky

Current legal description: Portion of the SW of Sec. 15-151-83

Proposed legal description: Outlot 3 coming out a portion of the SW of Sec. 15-151-83
Rushville Township

Address: (if applicable) N/A

Township: Rushville Township

Current Zoning: Ward County District #2

Zoning Ordinance Reference: Ward County Zoning #2

PROJECT DESCRIPTION:

The applicant is requesting to outlot parcel for future agricultural use to build a pole barn.

RECOMMENDATION:

Staff recommends approval based on the findings of fact, Water Board and County Highway Department.

FINDINGS OF FACT:

1. Proposed Outlot 3 is 7.07 acres
2. The land is currently agricultural and will be used for rural agricultural purposes.
3. The proposed outlot 3 has access easement included on Plat map from Highway 83.



PLANNING AND ZONING CONSIDERATIONS:

The applicant is requesting to outlot parcel for future agricultural use to build a pole barn. Outlot 3 is 7.07 acres. The proposed outlot meets the 2.00 acre Ward County minimum.

HIGHWAY ENGINEERING CONSIDERATIONS:

The proposed outlot 3 also has a 40 foot access easement shown in Exhibit A for the existing driveway that accesses out to US 83 and is used by the existing farmstead.



TOWNSHIP RECOMMENDATION:

Rushville Township is unorganized

WATERBOARD RECOMMENDATION:

Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

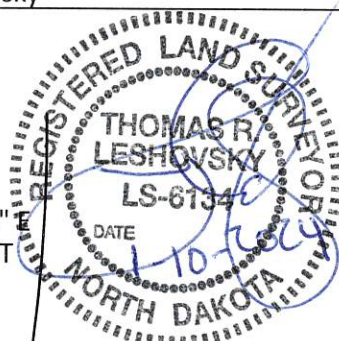
- 1. A storm water management plan may be required if the subject property:
- has a special use permit applied for*
- 2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.*

PLAT OF OUTLOT 3

of lying in the SW¹/₄, Section 15, Township 151 N, Range 83 W

Owners Allan Zahursky

NW Sec. Cor.
15-151-83
PLS Cap

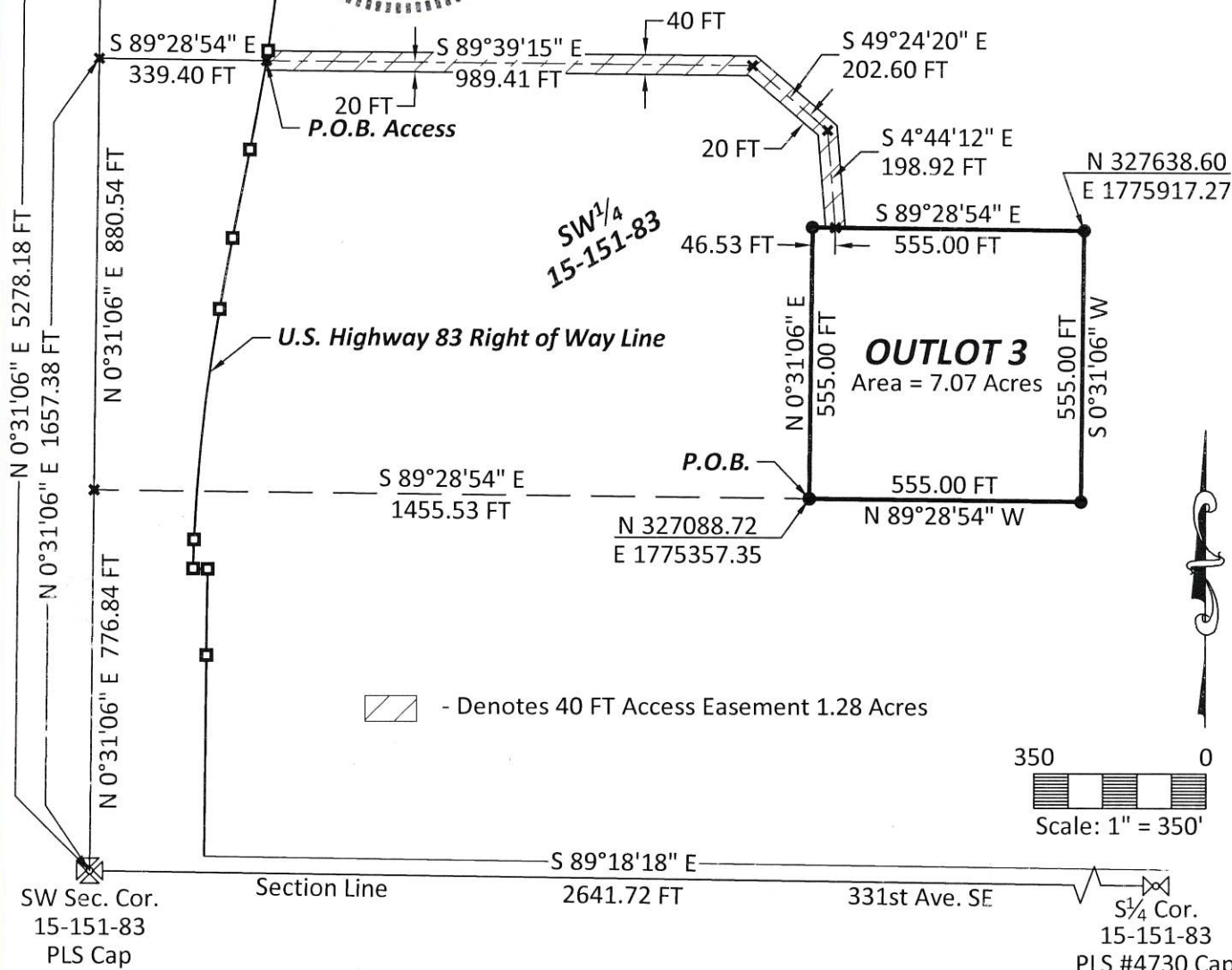


NOTES:

Basis of Bearing and Coordinates obtained from NGS OPUS Solution NAD 83 North Dakota North (3301) U.S. Feet.

Bearings and Distances may vary from previous plats due to different methods of measurement.

Plat is subject to all prior Easements of record.



- Denotes 40 FT Access Easement 1.28 Acres

350 0
Scale: 1" = 350'

- - Denotes Property Corners Set 18" #5 Rebar with PLS Cap #6134
- * - Denotes Traverse Point
- ⊗ - Denotes Section Corners
- ⊗ - Denotes Quarter Corners

RIGHT OF WAY NOTE:

Highway 83 Right of Way Shown is Based off of NDDOT Project No. F-4-083(24)160, Plat No. 7 of 26, Dated 3-25-81

DESCRIPTION:

Outlot 3 of lying in the SW¹/₄, Section 15, Township 151 N, Range 83 W described as follows:

Commencing at the Southwest Corner of Section 15, Township 151 N, Range 83 W, of the 5th Principal Meridian, Ward County, North Dakota; Thence N 0°31'06" E, on the West Line, of the Southwest Quarter, of said Section 15, a distance of 776.84 FT; Thence S 89°28'54" E, being Perpendicular to the West Line, of the Southwest Quarter, of said Section 15, a distance of 1455.53 FT, to the Point of Beginning;

Thence N 0°31'06" E, being Parallel with the West Line, of the Southwest Quarter, of said Section 15, a distance of 555.00 FT; Thence S 89°28'54" E, being Perpendicular to the West Line, of the Southwest Quarter, of said Section 15, a distance of 555.00 FT; Thence S 0°31'06" W, being Parallel with the West Line, of the Southwest Quarter, of said Section 15, a distance of 555.00 FT; Thence N 89°28'54" W, being Perpendicular to the West Line, of the Southwest Quarter, of said Section 15, a distance of 555.00 FT, to the Point of Beginning.

Said described tract of land contains 7.07 Acres more or less.



WOLD
ENGINEERING, P.C.

Bottineau: 228-2292
Minot: 852-0338
Bismarck: 258-9227

THE UNDERSIGNED, Owners of the within described property, in accordance with the provisions of Sec. 57-02-39, Revised Code of 1943, and upon demand of the County Auditor of Ward County, North Dakota, have caused to be made the within and foregoing plat of said land with the lots as herein described, hereby donate and dedicate all the streets and alleys hereon shown to the public for public use, and have caused the same to be placed on record, as provided by law.

IN TESTIMONY WHEREOF the said owner has here unto set his hand and seal this 17th day of January, 2024

Signed in the presence of 
(Seal)

(Seal)

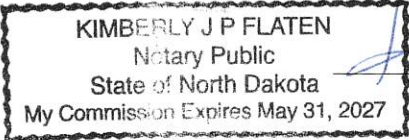
(Seal)

STATE OF NORTH DAKOTA }ss
County of Ward

On this 17th day of January in the year 2024, before me, a Notary Public in and for said County and State, personally appeared _____

Allan Zahursky
known to me to be the person who described in, and who executed the foregoing instrument and acknowledged that he executed the same.

My Commission Expires:




Notary Public

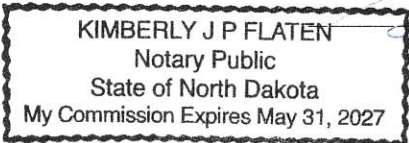
SURVEYOR'S CERTIFICATE

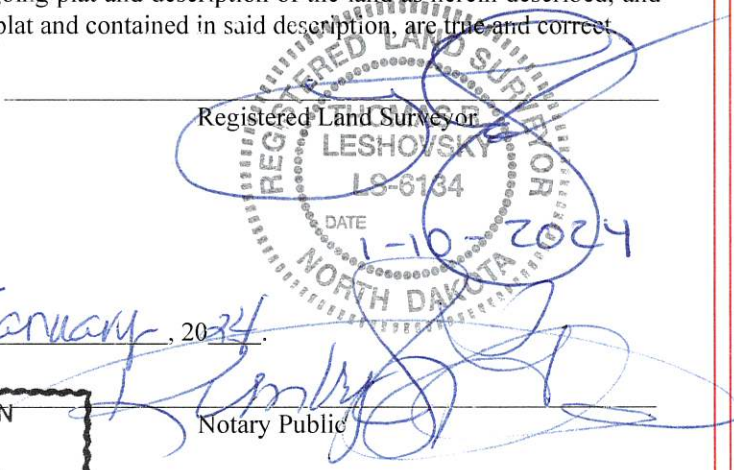
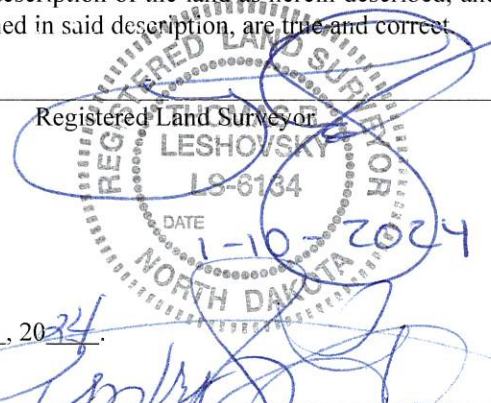
I, Thomas R. Leshovsky Registered Land Surveyor, do hereby certify that at the request of Allan Zahursky made the within and foregoing plat and description of the land as herein described, and that the lots, distances, area and location, as indicated on said plat and contained in said description, are true and correct

STATE OF NORTH DAKOTA }ss
County of Ward

Subscribed and sworn to before me this 10th day of January, 2024.

My Commission Expires:




Registered Land Surveyor


Approved _____, 20____

Approved _____, 20____

EXHIBIT "A"

of lying in the SW¹/₄, Section 15, Township 151 N, Range 83 W

Owners Allan Zahursky

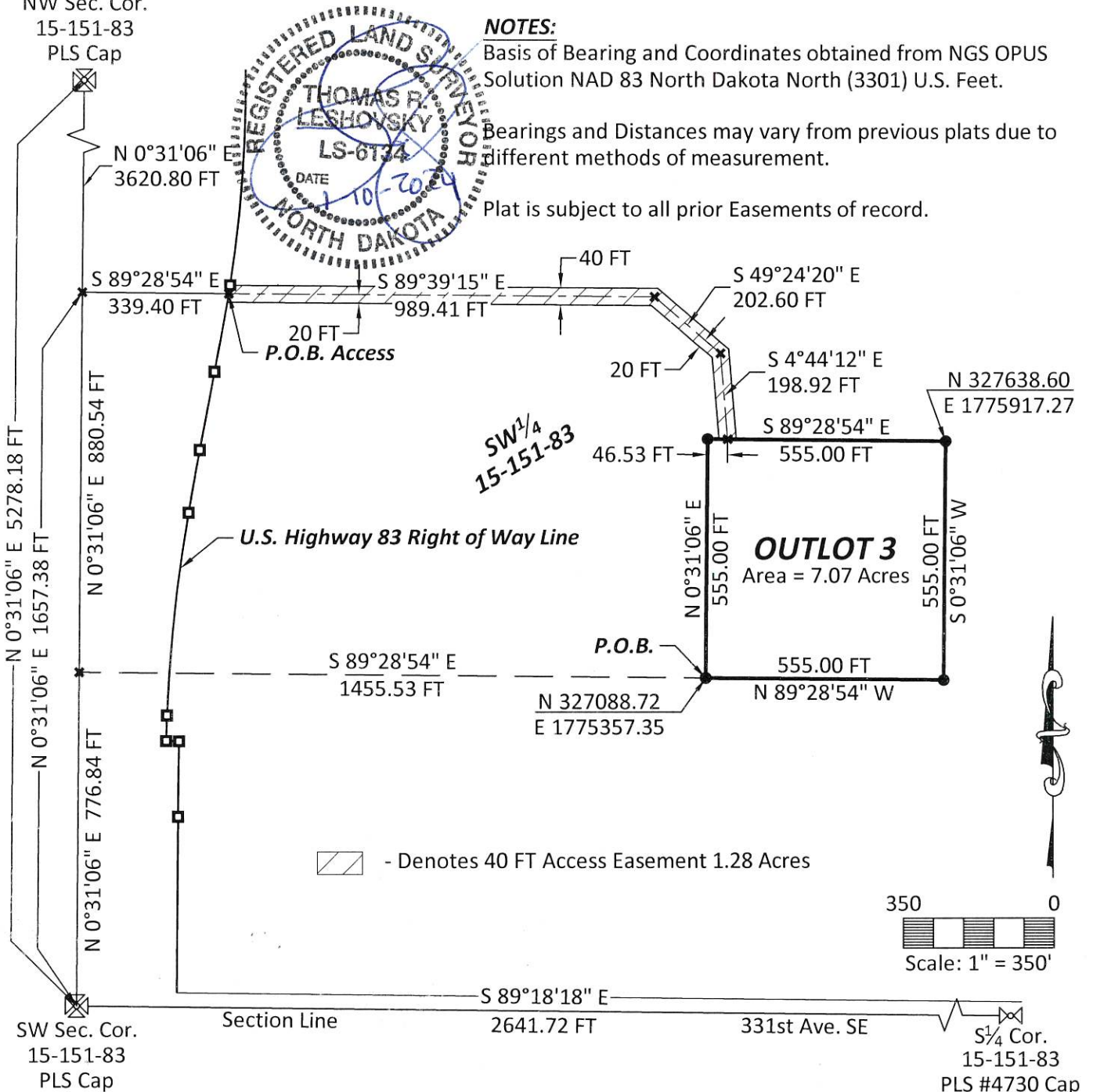
NW Sec. Cor.
15-151-83
PLS Cap

NOTES:

Basis of Bearing and Coordinates obtained from NGS OPUS Solution NAD 83 North Dakota North (3301) U.S. Feet.

Bearings and Distances may vary from previous plats due to different methods of measurement.

Plat is subject to all prior Easements of record.



- - Denotes Property Corners Set 18" #5 Rebar with PLS Cap #6134
- ✱ - Denotes Traverse Point
- ▣ - Denotes Right of Way Points
- ⊠ - Denotes Section Corners
- ⊠ - Denotes Quarter Corners

RIGHT OF WAY NOTE:

Highway 83 Right of Way Shown is Based off of
NDDOT Project No. F-4-083(24)160; Plat No. 7 of 26,
Dated 3-25-81

ACCESS EASEMENT DESCRIPTION:

Being 20.00 FT on each side of the following described Centerline; Commencing at the Southwest Corner of Section 15, Township 151 N, Range 83 W, of the 5th Principal Meridian, Ward County, North Dakota; Thence N 0°31'06" E, on the West Line, of the Southwest Quarter, of said Section 15, a distance of 1657.38 FT; Thence S 89°28'54" E, being Perpendicular to the West Line, of the Southwest Quarter, of said Section 15, a distance of 339.40 FT, to the Point of Beginning;

Thence S 89°39'15" E, a distance of 989.41 FT; Thence S 49°24'20" E, a distance of 202.60 FT; Thence S 4°44'12" E, a distance of 198.92 FT.

Said described tract of land contains 1.28 Acres more or less.



WOLD
ENGINEERING, P.C.

Bottineau: 228-2292
Minot: 852-0338
Bismarck: 258-9227

ACCESS EASEMENT

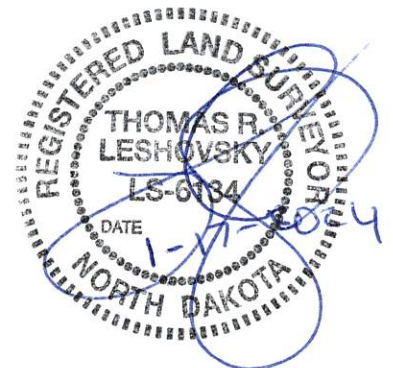
KNOW ALL PERSONS BY THESE PRESENTS that **Allan Zahursky of 2864 HWY 83 NW Max 58759, North Dakota**, does hereby assign and convey, a permanent right-of-way and easement for the purpose of access, ingress and egress to adjoin and/or contiguous land, and for the use of driveway, access way over, upon, across and through the following described real property, located in Ward County, North Dakota, to-wit:

See attached depiction of Plat of Exhibit "A" Shown on the attached plat of Exhibit A, prepared by Registered Land Surveyor, Thomas R Leshovsky, of Wold Engineering, P.C.

The access easement herein shall benefit the following described property, located in Ward County, North Dakota, to-wit: Outlot 3, located in, Section 15, Township 151 North, Range 83, West 5th Principal Meridian.

Being 20.00 FT on each side of the following described Centerline; Commencing at the Southwest Corner of Section 15, Township 151 N, Range 83 W, of the 5th Principal Meridian, Ward County, North Dakota; Thence N 0°31'06" E, on the West Line, of the Southwest Quarter, of said Section 15, a distance of 1657.38 FT; Thence S 89°28'54" E, being Perpendicular to the West Line, of the Southwest Quarter, of said Section 15, a distance of 339.40 FT, to the Point of Beginning; Thence S 89°39'15" E, a distance of 989.41 FT; Thence S 49°24'20" E, a distance of 202.60 FT; Thence S 4°44'12" E, a distance of 198.92 FT.

Said described tract of land contains 1.28 Acres more or less.



STATE OF NORTH DAKOTA)

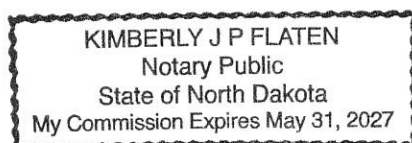
:SS

COUNTY OF Ward

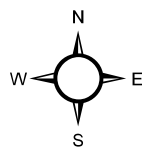
On this 17th day of January, 20 24, before me personally appeared **Allan Zahursky**, known to me to the person who is described in and who executed the within instrument and acknowledge to me that they execute the same.


Allan Zahursky

(SEAL)




Notary Public
State of North Dakota



Allan Zahursky
Outlot Plat Application
15-151-83
Rushville Township

Ward County Parcels

PlatsApplications

0 500 1,000 Feet

OL 3

SW

15-151-83

Austin ZAHORSKY

Recorders Outlot Plat Checklist:

Property Outlot coming out of
looks to be correct

YES

NO

Signed by parties we show on deed
Doc # 3025739

YES

NO

Signed by Surveyor

YES

NO

Notarized (signer(s) & surveyor)

YES

NO

Surveyor's Seal on drawing on front
And on back with signatures

YES

NO

Outlot Number Available

YES

NO

Additional Comments:

ALL OF THE SW

Final Recorder Review

Dan R. Felt

1-24-24

Date

**Planning/Zoning Office**

900 13th St. SE • P.O. Box 5005 • Minot, ND 58702-5005 • (701) 838-2810 • Fax (701) 838-3801

PLAT APPLICATION \$50/LOT**APPLICANT INFORMATION**

Name: Alex Degenstein or James Degenstein Phone: 770-500-9896
Email Address: james.degenstein@gmail.com
Mailing Address: 14401 212th St NW Berthold, ND 58718

SUBJECT PROPERTY INFORMATION

Proposed Name of Plat(s):

Legal Description:

Address: (If Applicable)

Proposed use: Existing Use: Number of Lots Proposed:

OWNER OF RECORD INFORMATION

Name: Alex Degenstein or James Degenstein Phone: 770-500-9896
Address: 14401 212th St NW Berthold, ND 58718
Email Address: james.degenstein@gmail.com

If applicant is different than the owner, please explain the position of the applicant as to the property in question:**SIGNATURE**

☒ I, the undersigned, hereby certify that the statements contained herein are true and correct to the best of my knowledge.

Signature of applicant: Alex Degenstein Date: 12/7/23

**** Please submit with this application, an official, notarized and signed surveyor's plat. All Landowners names and signatures must the plat.**

OFFICIAL USE

Current Zoning:	Paid: <u>Yes</u> / No	Amount Paid: <u>50 -</u>	Payment method/date: <u>check #1831 12/29/23</u>
Date Received: <u>12/29/23</u>	Received By: <u>B. Fietz</u>		
Staff Check List: ☐ Tnsp rcmd sent _____ Received _____ ☐ WRD rcmd sent _____ Received _____ ☐ Rcdr Rvw sent _____ Received _____ ☐ Staff report written	PC Action:		CC Action:



PO Box 5005
Minot, ND 58702-5005
(701) 857-6405

**Planning Commission
Staff Report**

Item #: 4

Recommendations

Staff: **Approved w/conditions**

Township: **Approved w/o conditions**

Water Board: **Approved w/conditions**

Meeting Date: February 15th, 2024

Applicant: Alex and James Degenstein
14401 212th St NW
Berthold, ND 58718
770-500-9896

Owner: Alex and James Degenstein

Current legal description: Portion of Outlot 1 in the SESE AND
unplatted port of SWSE of Sec. 27-157-85

Proposed legal description: Outlot 6 coming out of a port of Outlot 1 of SESE an unplatted
portion of the SWSE Sec. 27-157-85 Mayland Township

Address: (if applicable) N/A

Township: Mayland Township

Current Zoning: Ward County

Zoning Ordinance Reference: Ward County Zoning #2

PROJECT DESCRIPTION:

The applicant is requesting to parcel the residence from the pasture land.

RECOMMENDATION:

Staff recommends approval based on the findings of fact, Water Board, township
and County Highway Department.

FINDINGS OF FACT:

1. Proposed Outlot 6 is 7.35 acres
2. The land is currently agricultural and will be used for rural residential purposes.
3. The proposed outlot 6 has access from 212th St NW.



PLANNING AND ZONING CONSIDERATIONS:

The applicant is requesting to parcel the residence from the pasture land.
Outlot 6 is 7.35 acres. The proposed outlot meets the 2.00 acre Ward County minimum.

HIGHWAY ENGINEERING CONSIDERATIONS:

The proposed outlot 6 has an existing access point out to Mayland Township Roadway

TOWNSHIP RECOMMENDATION:

Based upon review Mayland Township has responded and the Mayland Township Board of Supervisors has recommended the plat be approved without comment or objection.

WATERBOARD RECOMMENDATION:

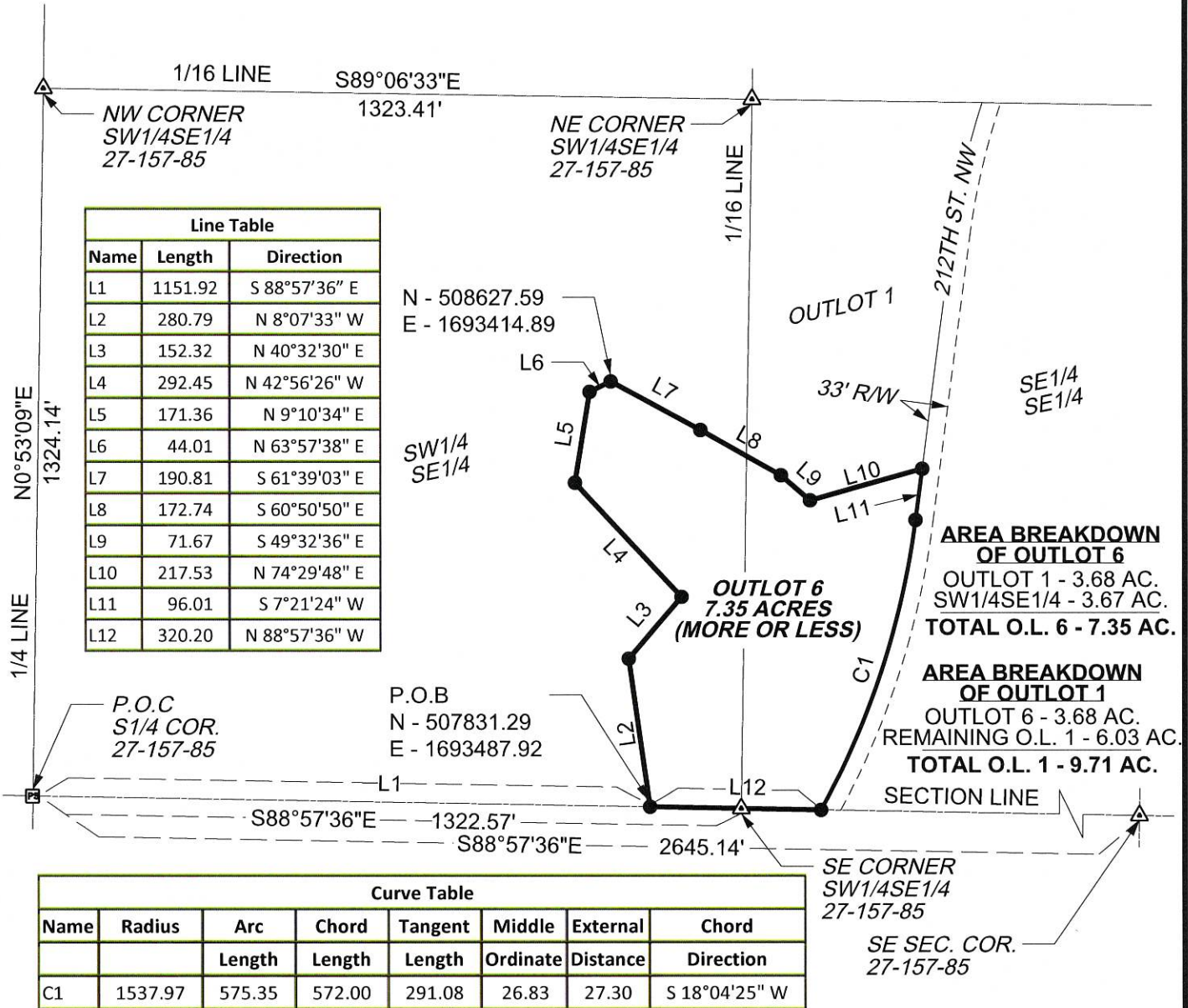
Based upon review and recommendation of the Water Resource Board Engineer, the plat is returned without objection but with the following recommendations:

1. A storm water management plan may be required if the subject property:
 - has a special use permit applied for
2. No development as a result of this plat should obstruct any watercourse or divert surface water flows.

PLAT OF OUTLOT 6

BEING A PORTION OF OUTLOT 1 IN THE SE1/4SE1/4
AND PART OF THE SW1/4SE1/4
SECTION 27, T157N, R85W, 5TH P.M.
WARD COUNTY, NORTH DAKOTA

OWNER: ALEX JAMES DEGENSTEIN OR JAMES D. DEGENSTEIN



DESCRIPTION:

TOWNSHIP ONE HUNDRED FIFTY-SEVEN (157) NORTH, RANGE EIGHTY-FIVE (85) WEST, OF THE FIFTH (5TH) PRINCIPAL MERIDIAN, WARD COUNTY, NORTH DAKOTA; THAT PART OF OUTLOT 1 IN THE SE1/4SE1/4 AND PART OF THE SW1/4SE1/4 OF SECTION TWENTY-SEVEN (27) DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH ONE QUARTER CORNER, OF SAID SECTION 27, THENCE S 88°57'36" E ALONG THE SOUTH LINE, OF THE SOUTHEAST QUARTER, OF SAID SECTION 27, A DISTANCE OF 1151.92 FEET TO THE POINT OF BEGINNING.

THENCE N 8°07'33" W A DISTANCE OF 280.79 FEET, THENCE N 40°32'30" E A DISTANCE OF 152.32 FEET, THENCE N 42°56'26" W A DISTANCE OF 292.45 FEET, THENCE N 9°10'34" E A DISTANCE OF 171.36 FEET, THENCE N 63°57'38" E A DISTANCE OF 44.01 FEET, THENCE S 61°39'03" E A DISTANCE OF 190.81 FEET, THENCE S 60°50'50" E A DISTANCE OF 172.74 FEET, THENCE S 49°32'36" E A DISTANCE OF 71.67 FEET, THENCE N 74°29'48" E A DISTANCE OF 217.53 FEET, THENCE S 7°21'24" W A DISTANCE OF 96.01 FEET, THENCE ALONG AN ARC, 575.35 FEET TO THE RIGHT, HAVING A RADIUS OF 1537.97 FEET, THE CHORD OF WHICH IS S 18°04'25" W FOR A DISTANCE OF 572.00 FEET TO A POINT ON THE SOUTH LINE, OF THE SOUTHEAST QUARTER, OF SAID SECTION 27, THENCE N 88°57'36" W ALONG SAID SOUTH LINE A DISTANCE OF 320.20 FEET TO THE POINT OF BEGINNING.

SAID DESCRIBED TRACT CONTAINS 7.35 ACRES MORE OR LESS.

NOTES:

COORDINATES SHOWN ARE BASED ON N.D. STATE PLANE, NAD 83, NORTH DAKOTA NORTH ZONE. UNITS: INT. FEET

BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS PLATS DUE TO DIFFERENT METHODS OF MEASUREMENTS.

PLAT IS SUBJECT TO ALL PRIOR EASEMENTS OF RECORD.



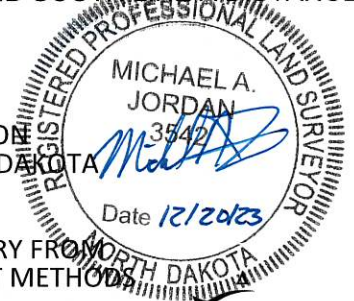
SCALE
1" = 300'

LEGEND

● = REBAR & CAP SET

△ = REBAR W/CAP

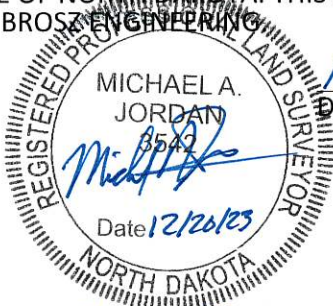
■ = FOUND ORIGINAL STONE



CERTIFICATE OF SURVEYOR

I, MICHAEL A. JORDAN, A REGISTERED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, DO HERE BY CERTIFY THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND THAT ALL DISTANCES, ANGLES, AND AREAS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND THAT I AM A DULY REGISTERED LAND SURVEYOR IN THE STATE OF NORTH DAKOTA. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH AS PERFORMED BY MYSELF OR BY BROSZ ENGINEERING, INC.

Michael A. Jordan
MICHAEL A. JORDAN R.L.S 3542

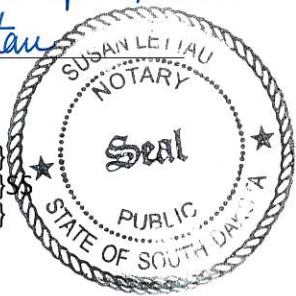


12/20/2023
DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS 20th DAY OF December, 2023

MY COMMISSION EXPIRES: April 1, 2026

Susan Lettau
NOTARY PUBLIC



STATE OF South Dakota
COUNTY OF Meade

THE UNDERSIGNED, OWNERS OF THE WITHIN DESCRIBED PROPERTY, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 57-02-39 OF THE NORTH DAKOTA CENTURY CODE, AND UPON DEMAND OF THE COUNTY AUDITOR OF WARD COUNTY, NORTH DAKOTA, HAVE CAUSED TO BE MADE THE WITHIN AND FOREGOING PLAT OF SAID LAND, WITH THE LOTS AS HEREIN DESCRIBED , AND HAS CAUSED THE SAME TO BE PLACED ON RECORD, AS PROVIDED BY LAW.

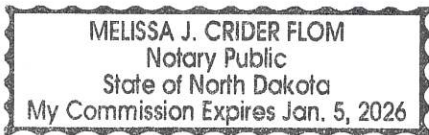
IN TESTIMONY WHEREOF THE SAID OWNERS HAVE HEREUNTO SET THEIR HAND AND SEAL THIS 20nd DAY OF December, 2023

Alex James Degenstein
ALEX JAMES DEGENSTEIN

BE IT KNOWN THAT ON THIS 20nd DAY OF December, 2023, BEFORE ME PERSONALLY APPEARED ALEX JAMES DEGENSTEIN KNOWN TO ME TO BE THE PERSON WHO IS DESCRIBED IN THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THEY EXECUTED THE SAME.

MY COMMISSION EXPIRES: _____

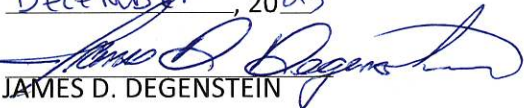
Melissa J. Crider Flom
NOTARY PUBLIC



STATE OF North Dakota
COUNTY OF Ward }SS

THE UNDERSIGNED, OWNERS OF THE WITHIN DESCRIBED PROPERTY, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 57-02-39 OF THE NORTH DAKOTA CENTURY CODE, AND UPON DEMAND OF THE COUNTY AUDITOR OF WARD COUNTY, NORTH DAKOTA, HAVE CAUSED TO BE MADE THE WITHIN AND FOREGOING PLAT OF SAID LAND, WITH THE LOTS AS HEREIN DESCRIBED , AND HAS CAUSED THE SAME TO BE PLACED ON RECORD, AS PROVIDED BY LAW.

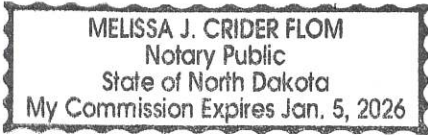
IN TESTIMONY WHEREOF THE SAID OWNERS HAVE HEREUNTO SET THEIR HAND AND SEAL THIS 22nd DAY OF December, 2023


JAMES D. DEGENSTEIN

BE IT KNOWN THAT ON THIS 22nd DAY OF December, 2023, BEFORE ME PERSONALLY APPEARED JAMES D. DEGENSTEIN KNOWN TO ME TO BE THE PERSON WHO IS DESCRIBED IN THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THEY EXECUTED THE SAME.

MY COMMISSION EXPIRES: _____

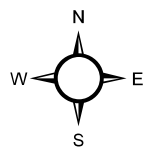

NOTARY PUBLIC



STATE OF North Dakota }
COUNTY OF Ward } SS

CERTIFICATE OF APPROVAL

APPROVED _____, 20__



Alex and James Degenstein
Outlot Plat Application
27-157-85
Mayland Township

Ward County Parcels

PlatsApplications

0 270 540 Feet

2122.513 ✓ Por OLI

SWSE
✓ 27-157-85

OLG - ALEX & JAMES
DEGENSTEIN

Recorders Outlot Plat Checklist:

Property Outlot coming out of
looks to be correct

YES

NO

Signed by parties we show on deed

YES

NO

Doc #

3061479

Signed by Surveyor

YES

NO

Notarized (signer(s) & surveyor)

YES

NO

Surveyor's Seal on drawing on front
And on back with signatures

YES

NO

Outlot Number Available

YES

NO

Additional Comments:

Final Recorder Review Dan DeLia 1-24-24 Date



Township Board Plat Recommendation

TO: Board of Ward County Commissioners

The Mayland Township Board, Ward County, North Dakota has reviewed the plat for which Alex and James Degenstein, have requested approval.

The plat is described as:

Proposed Outlot 6 of Port Outlot 1 of SESE AND Unplatted port
of SWSE of Sec 27-157-85, Mayland Township

It is the conclusion of the Township Board of Supervisors that:

☒ the plat be approved

☐ the plat not be approved, because _____

Comments or suggestions for amendment: _____

Signed: _____

Chairman Mayland Township Board of Supervisors

Date: 2-12-24



WARD COUNTY HUMAN RESOURCES DEPARTMENT

LOLLY GORZE, SHRM-CP
DIRECTOR

HUMAN RESOURCE GENERALISTS:
MYRNA MOBERG
DANAE GREEK

Memorandum

To: Commissioners
From: Lolly Gorze, Human Resources Director
Date: March 5, 2024
Re: Human Resource's Agenda Items for March 5, 2024 Commission Meeting

Human Resources Office's Agenda items for the March 5, 2024 Commission Meeting are as follows:

1. Pay Amendments

Pay Amendments

3/5/2024

New Hires/Rehires

Name	Dept	Title	FT/PT	Pay	Start Date
Linda Fixsal	Jail	Correctional Officer	FT	\$24.65	3.1.24
Jeffrey Hannah	Facilities	Building & Grounds II	FT	\$21.11	2.29.24

Dept Change/Promotion

Name	Dept	Title	FT/PT	Pay	Start Date
Brock Gilstad	Veteran's	Veteran's Service Director	FT	\$	3.1.24

Seperations	Dept	Title			End Date
Misty Shearer	HSZ				3.1.24

COLA - 6 Month Step

Increase	Dept	Title			End Date
Lewis Peterson	Facilities	Building & Grounds I			3.1.24

Featured Job Opportunities

Assistant County Engineer

Posted January 18, 2024 3:00 PM | Open Until Filled

Assistant County Engineer Ward County Highway Department is hiring for a Senior Assistant County Engineer and will underfill an Assistant County Engineer for the right... [Full Description](#)

Assistant State's Attorney

Posted January 18, 2024 8:30 AM | Open Until Filled

You can find the Online Ward County Application: HERE Assistant State's Attorney The Ward County Human Resources Department will be accepting applications for... [Full Description](#)

Correctional Officer

Posted January 18, 2024 8:00 AM | Open Until Filled

Correctional Officer The Ward County Human Resources Department will be accepting applications for the position of a Correctional Officer in the Ward County Detention... [Full Description](#)

Patrol Deputy

Posted January 18, 2024 10:45 AM | Open Until Filled

Online Ward County Application The Ward County Sheriff's Department is currently taking applications for the position of Dep Sheriff. Pay will start at... [Full Description](#)

[Apply Online](#)

Senior Assistant County Engineer

Posted January 18, 2024 3:00 PM | Open Until Filled

Senior Assistant County Engineer Ward County Highway Department is hiring for a Senior Assistant County Engineer. Starting Range: \$107,995.37 - \$113,462.64 Annually... [Full Description](#)

PAY AMENDMENT APPLICATION

Application is hereby made for a change in pay status for the employee and for the reasons show below.

Employee Name:	Linda Fixsal			
Department:	Jail			
Position Title:	Correctional Officer			
Effective Date of Change:	3.1.2024			
Type of Change (check only one)				
New Hire ☒	Promotion ☐	Demotion ☐	Leave Without Pay ☐	Other ☐
CURRENT STATUS:				
FT ☐	PT ☐	Temporary ☐	Seasonal ☐	
Not on Payroll ☐		On Unpaid Leave ☐		
Rate/Hour:		Rate/Semi-Monthly: \$		
Level	Step	Rate/Annual: \$		
REQUESTED STATUS:				
FT ☒	PT ☐	Temporary ☐	Seasonal ☐	
Not on Payroll ☐		On Unpaid Leave ☐		
Rate/Hour: \$24.65		Rate/Semi-Monthly: \$ 2,136.11		
Grade 6	Step 3	Rate/Annual: \$51,266.61		
ADDITIONAL EXPLANATION (if necessary):				
Backfill for Ty Jones				
APPROVED BY WARD COUNTY HR DIRECTOR:				
DATE:		HR DIRECTOR:		
APPROVED BY WARD COUNTY DEPARTMENT HEAD:				
DATE:		DEPARTMENT HEAD:		
APPROVED BY WARD COUNTY COMMISSIONERS:				
DATE:		CHAIR:		

PAY AMENDMENT APPLICATION

Application is hereby made for a change in pay status for the employee and for the reasons show below.

Employee Name:	Brock Gilstad			
Department:	Veteran's			
Position Title:	Veteran's Service Director			
Effective Date of Change:	3.1.2024			
Type of Change (check only one)				
New Hire ☐	Promotion ☒	Demotion ☐	Leave Without Pay ☐	Other ☐
CURRENT STATUS:				
FT ☒	PT ☐	Temporary ☐	Seasonal ☐	
Not on Payroll ☐		On Unpaid Leave ☐		
Rate/Hour: \$27.69		Rate/Semi-Monthly: \$2,400.03		
Level 7	Step 4	Rate/Annual: \$57,600.70		
REQUESTED STATUS:				
FT ☒	PT ☐	Temporary ☐	Seasonal ☐	
Not on Payroll ☐		On Unpaid Leave ☐		
Rate/Hour: \$34.35		Rate/Semi-Monthly: \$ 2,976.79		
Grade 11	Step 2	Rate/Annual: \$71,442.92		
ADDITIONAL EXPLANATION (if necessary):				
Backfill for Brad Starnes 2.5% according to policy.				
APPROVED BY WARD COUNTY HR DIRECTOR:				
DATE:		HR DIRECTOR:		
APPROVED BY WARD COUNTY DEPARTMENT HEAD:				
DATE:		DEPARTMENT HEAD:		
APPROVED BY WARD COUNTY COMMISSIONERS:				
DATE:		CHAIR:		

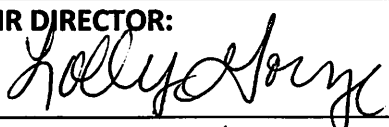
PAY AMENDMENT APPLICATION

Application is hereby made for a change in pay status for the employee and for the reasons show below.

Employee Name:	Jeffrey Hannah		
Department:	Facilities		
Position Title:	Building and Grounds II: Maintenance		
Effective Date of Change:	2.29.24		
Type of Change (check only one)			
New Hire ☐	Promotion ☐	Demotion ☐	Leave Without Pay ☐ Other ☒ Rehire
CURRENT STATUS:			
FT ☐	PT ☐	Temporary ☐	Seasonal ☐
Not on Payroll ☐		On Unpaid Leave ☐	
Rate/Hour:		Rate/Semi-Monthly: \$	
Level	Step	Rate/Annual: \$	
REQUESTED STATUS:			
FT ☒	PT ☐	Temporary ☐	Seasonal ☐
Not on Payroll ☐		On Unpaid Leave ☐	
Rate/Hour: \$21.11		Rate/Semi-Monthly: \$ 1,829.38	
Grade 4	Step 3	Rate/Annual: \$43,905.15	
ADDITIONAL EXPLANATION (if necessary):			
APPROVED BY WARD COUNTY HR DIRECTOR:			
DATE:		HR DIRECTOR:	
APPROVED BY WARD COUNTY DEPARTMENT HEAD:			
DATE:		DEPARTMENT HEAD:	
APPROVED BY WARD COUNTY COMMISSIONERS:			
DATE:		CHAIR:	

PAY AMENDMENT APPLICATION

Application is hereby made for a change in pay status for the employee and for the reasons show below.

Employee Name:	Peterson, Lewis			
Department:	Facilities			
Position Title:	Buildings and Grounds I			
Effective Date of Change:	3-1-2024			
Type of Change (check only one)				
New Hire ☐	Promotion ☐	Demotion ☐	Leave Without Pay ☐	Other ☒
CURRENT STATUS:				
FT ☒	PT ☐	Temporary ☐	Seasonal ☐	
Not on Payroll ☐		On Unpaid Leave ☐		
Rate/Hour:		Rate/Semi-Monthly: \$		
Level	Step	Rate/Annual: \$		
REQUESTED STATUS:				
FT ☒	PT ☐	Temporary ☐	Seasonal ☐	
Not on Payroll ☐		On Unpaid Leave ☐		
Rate/Hour: \$18.75		Rate/Semi-Monthly: \$1,625.02		
Grade	Step	Rate/Annual: \$39,000.28		
ADDITIONAL EXPLANATION (if necessary):				
Additional 2.5% not given until employee reached 6 months employment				
APPROVED BY WARD COUNTY HR DIRECTOR:				
DATE: 2-28-24		HR DIRECTOR: 		
APPROVED BY WARD COUNTY DEPARTMENT HEAD:				
DATE: 2-23-24		DEPARTMENT HEAD: 		
APPROVED BY WARD COUNTY COMMISSIONERS:				
DATE:		CHAIR:		

Minot, ND and Ward County Economy at a Glance



February 2024

WORKFORCE (Job Service North Dakota)

	Dec 2023	Nov 2023	Dec 2022	Dec 2021
Minot Unemployment Rate	1.7%	1.3%	2.1%	2.2%
Ward County Unemployment Rate	1.9%	1.6%	2.2%	2.3%
ND Unemployment Rate	1.7%	1.4%	2.0%	2.1%
US Unemployment Rate	3.5%	3.5%	3.3%	3.7%

SALES TAX COLLECTIONS (CITY OF MINOT, 1%, FINANCE)

	Dec 2023	Dec 2022	YTD 2023	YTD 2022
Minot	\$774,721.33	\$1,035,911.98	\$13,220,321.40	\$12,794,175.80

TAXABLE SALES & PURCHASES (OFFICE OF ND STATE TAX COMMISSIONER)

3rd Quarter	2023	2022	2021	2020
Minot	364,327,286	\$347,014,779	\$286,473,795	\$273,035,383
Ward County	410,004,451	\$386,255,076	\$318,369,668	\$283,662,614

REAL ESTATE (MINOT MULTIPLE LISTING)

	Dec 2023	Dec 2022	YTD 2023	YTD 2022
Number of single family homes sold in Minot	49	44	703	825
All Sold (Minot & rural surrounding area)	80	63	1,019	1,147
Average Sale Price for Minot	\$280,137	\$253,858	\$262,779	\$256,922
Average Sale Price All Market	\$244,112	\$229,285	\$249,300	\$246,131

TRANSPORTATION (MINOT INTERNATIONAL AIRPORT)

	Dec 2023	Dec 2022	YTD 2023	YTD 2022
Passenger Boardings	15,751	11,372	151,032	141,184

BUILDING (CITY OF MINOT COMMUNITY DEVELOPMENT DEPARTMENT)

	Dec 2023 Permits/Values	Dec 2022 Permits/Values	YTD 2023 Permits/Values	YTD 2022 Permits/Values
New Residential (Single Family, Townhouse & Condo)	0	0	91/\$14,312,220	52/\$10,346,000
New Commercial	0	0	\$92,787,880	\$79,736,443
Valuation of all permits	\$106,000	\$1,375,000	\$136,606,876	\$178,701,343

LODGING (VISIT MINOT)

	Dec 2023	Dec 2022	YTD 2023	YTD 2022
Lodging Tax (2%)	\$52,045	\$74,396	\$660,018	\$608,258
Occupancy Rate	43%	39%	56%	52%

Council for Community and Economic Research (C2ER)

Cost of Living

2023 Annual Average

	Minot, ND Micro	Bismarck/ Mandan, ND Metro	Grand Forks, ND-MN Metro	Fargo/ Moorhead, ND-MN Metro	Pierre, SD Micro
Composite Index	93.1	95.5	91.6	98.1	93.8
Groceries	92.2	94.1	93.5	97.1	94.5
Housing	77.9	90.3	81.4	84.1	94.9
Utilities	97.0	91.4	109.2	99.2	89.5
Transportation	104.1	99.8	94.6	98.5	98.1
Health Care	115.4	112.6	103.8	112.8	91.6
Misc. Goods	98.7	97.8	92.2	107.9	92.7

Minot's cost of living is 6.9% under the national average for the 2023 annual average. (U.S. Average Composite Index = 100%) The cost of living index is published by the American Chamber of Commerce Researchers Association (ACCRA). The ACCRA Cost of Living Index measures differences between areas in the cost of consumer goods and services, excluding taxes and non-consumer expenditures. It is based on 100,000 data points, for which prices are collected quarterly by the Minot Area Chamber EDC and 288 other urban areas across the nation.



County Recorder

Kristin Kowalczyk
County Recorder

Elizabeth Pietsch
Chief Deputy

To: Ward County Commissioners

Re: County Recorder

Annual Report for 2023

2023 Statistics

	Revenue Generated
Real Estate Documents Recorded 9,400	\$231,284.00
Plats	\$617.00
Filing Fees	\$6,265.00
Reports	\$1,360.00
Wills	\$120.00
Copies	\$16,808.40
Images	\$4,289.70
Data	\$1,128.00
Marriage Fees-County	\$17,220.00
Marriage Fees-State	\$20,090.00
Overpayment	\$11.00
Passport	\$33,985.00
Passport Card	\$1,015.00
Preservation Fee	\$55,492.10
ACH Payments (Dollars paid directly to bank)	\$97,206.10

TOTAL REVENUE \$384,267.50

REVENUE IS DOWN \$33,439.39 OVER 2022. DOCUMENT RECORDINGS ARE DOWN BY 2,327.

Attached Exhibits A & B used to compile 2023 statistics

2023 Accomplishments

Recorder's office made remarkable progress on the historical indexing project

Completed annual training and certification to maintain our status as acceptance facility for passports through the U.S. Department of State

Replaced 150 jacket covers on older document books

Completion of 90 vintage plats being recreated.

2024 Projects and Goals

Continue to work on our historical indexing project

Restore and refurbish older plats that are not legible

Provide staff with educational training

Replace old and outdated equipment utilizing the Document Preservation fund

Respectfully submitted this the 22nd day of February, 2024
Kristin Kowalczyk, Ward County Recorder

EXHIBIT A Tender Type Journal Summary

Included Tenders:

ACH, Check, CreditCard, MoneyOrder, OnAccount, cash, overshoot

Ward Recorder

From 1/1/23 12:00 AM To 12/31/23 11:59 PM

ID / Description	Check	Money Order	Cash	Total Deposit	ACH	Credit Card	Over/Short	Total Distribution
Revenue								
001-000-341-1500-001 - Real Estate	164,480.00		4,042.00	168,522.00	60,733.00	2,029.00		231,284.00
001-000-341-1500-002 - Copies	11,598.40		2,489.00	14,087.40		2,721.00		16,808.40
001-000-341-1500-003 - Plats	291.00		204.00	495.00		122.00		617.00
001-000-341-1500-004 - Filing Fees	6,165.00		100.00	6,265.00				6,265.00
001-000-341-1500-008 - Reports	1,360.00			1,360.00				1,360.00
001-000-341-1500-012 - Wills	70.00		30.00	100.00		20.00		120.00
001-000-341-1500-013 - Marriage Fees - County			17,220.00	17,220.00				17,220.00
001-000-341-1500-015 - Passports	9,835.00		9,590.00	19,425.00		14,560.00		33,985.00
001-000-341-1500-016 - Overpayment	11.00			11.00				11.00
001-000-341-1500-017 - Passport Card	420.00		140.00	560.00		455.00		1,015.00
419-0000-341-1700 - Marriage Fees - State	7.00		20,083.00	20,090.00				20,090.00
464-0000-369-0100 - Preservation Fee	17,766.00		684.00	18,450.00	36,763.10	279.00		55,492.10
Total for Revenue	212,003.40	0.00	54,582.00	266,585.40	97,496.10	20,186.00	0.00	384,267.50
Overages and Shortages								
Change and Adjustments - Cash/Check	30.00		(30.00)					
Total for Overages and Shortages	30.00	0.00	(30.00)	0.00	0.00	0.00	0.00	0.00
Grand Total								
Grand Total	212,033.40	0.00	54,552.00	266,585.40	97,496.10	20,186.00	0.00	384,267.50

EXHIBIT B

Document Count

Doc Type	Count	Fees
ADDITIONAL LIEN	4	\$80.00
ADDITIONAL LIEN RELEASE	5	\$145.00
AFFIDAVIT	236	\$4,705.00
AFFIDAVIT OF AFFIXATION	5	\$145.00
AGREEMENT	25	\$1,718.00
AGREEMENT AMENDMENT	1	\$68.00
AGREEMENT RELEASE	3	\$105.00
ASSIGNMENT OF RENTS AMENDMENT	1	\$20.00
ASSIGNMENT OF RENTS RELEASE	6	\$120.00
ASSIGNMENT RENTS	92	\$5,710.00
BURIAL PERMITS	626	\$6,250.00
CONDO LIEN RELEASE	1	\$20.00
CONSTRUCTION LIEN	1	\$20.00
CONSTRUCTION LIEN NOTICE	1	\$20.00
CONSTRUCTION LIEN RELEASE	3	\$60.00
CONTRACT FOR DEED	6	\$300.00
CONTRACT FOR DEED AMENDMENT	2	\$40.00
CONTRACT FOR DEED NOTICE	33	\$660.00
CORNER RECORD	81	\$750.00
COVENANTS	1	\$20.00
COVENANTS AMENDMENT	1	\$71.00
DEATH CERTIFICATE-DEED	207	\$5,788.00
DECLARATION	3	\$150.00
DECLARATION AMENDMENT	1	\$20.00
DEED	2344	\$46,874.00
EASEMENT	221	\$4,430.00
EASEMENT RELEASE	2	\$40.00
JUDGMENT-DEED	15	\$490.00
JUDGMENT-MISC	1	\$20.00
LEASE ASSIGNMENT	2	\$40.00
LEASE NOTICE	27	\$540.00
LEASE RELEASE	3	\$60.00
LEASES	35	\$1,015.00
LETTERS	121	\$2,506.00
LIS PENDENS	38	\$760.00
LIS PENDENS RELEASE	36	\$720.00
MARRIAGE CERTIFICATE	548	\$0.00
MECHANICS LIEN	2	\$85.00
MECHANICS LIEN RELEASE	3	\$80.00
MERGER	3	\$160.00
MINERAL DEED	145	\$3,264.00
MISCELLANEOUS	1	\$20.00
MORTGAGE	1721	\$104,359.00
MORTGAGE ASSIGNMENT	320	\$6,693.00
MORTGAGE ASSIGNMENT RELEASE	2	\$40.00

Marisa Haman

From: Margaret Haugan <margaret.haugan@minotnd.gov>
Sent: Thursday, February 15, 2024 7:06 AM
To: Marisa Haman; Kelly Haugan
Cc: Margaret Haugan; Justin Sundheim
Subject: ARPA Funds

EXTERNAL email received. DO NOT open suspicious emails.

Marisa

Good morning

I am emailing you this morning in regards to the ARPA funds which were awarded to Minot Central Dispatch awhile back. When Jennifer W. initially applied for the ARPA funds for us, we were in need of additional radios and a combiner so that we could record talkgroups for our agencies in which we serve. Since that time, we have built a new center and our new logger has fulfilled the ability to record all the talkgroups we are needing to record and has room for expansion.

I would like to know if we are able to reallocate those funds towards obtaining a call/training simulator for our agency? A call/training simulator would be most useful at this time not only for new hires to learn how to handle various calls which we receive, but would also be beneficial for all of our dispatchers to use for the calls which we don't receive on a daily basis or very often. The simulator would be able to be used to prepare for those "in case of" calls (ex. Active Shooter, train derailment, evacuations, etc.); the dispatchers would be able to perform exercises within the center to become better equipped on how to handle all calls and the "what if" calls as well.

There are many great opportunities for our center to advance and become more knowledgeable and better prepared for the future with a call/training simulator. If we are not able to reallocate the funds for a simulator, or this does not meet the requirements for the use of the ARPA funds, would you please advise me what the requirements are and I will continue to move forward with research so that we are able to use the funds to benefit the dispatch center and the needs of our agencies we serve.

Thank you
Respectfully,

Margaret Haugan
City of Minot, PSAP Manager
Minot Central Dispatch
Office Phone: 701-857-9816
Mobile Phone: 701-818-5411



Serving our neighbors, building our community with PRIDE.

Professionalism | Responsibility | Integrity | Dedication | Excellence



This email is confidential and intended solely for the use of the individual to whom it is addressed. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. If you have received this email in error, please delete this email including all attachments and contact the sender by reply email.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker* ☐ Twenty-One* ☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group <i>Souris Valley Amateur Radio Club</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>7-20-2024</i>	
Organization or Group Contact Person <i>Ralph Fetting</i>		E-mail <i>fettingrd@gmail.com</i>	Telephone Number <i>822-3467</i>
Business Address <i>201 149th Ave SW</i>		City <i>Minot</i>	State <i>ND</i> ZIP Code <i>58701</i>
Mailing Address (if different) <i>6656 Co. Rd. 12 W</i>		City <i>Minot</i>	State <i>ND</i> ZIP Code <i>58701</i>

SITE INFO

Site Name <i>SVARC Freedom Site</i>		County <i>Ward</i>	
Site Physical Address <i>201 149th Ave SW</i>		City <i>Minot</i>	State <i>ND</i> ZIP Code <i>58701</i>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <i>7-20-2024 Raffle Drawing</i>			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle <i>3-Cash Cards</i>	<i>3-Cash Cards</i>	<i>300.00</i>
<i>Raffle</i>	<i>Minot Park Board passes</i>	<i>250.00</i>
<i>Raffle</i>	<i>Case of Honey</i>	<i>144.00</i>
<i>Raffle -</i>		
Total (limit \$40,000 per year)		<i>\$994.00</i>

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds <i>Non profit To Support City of Minot and Ward Co. in emergencies</i>	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from any city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

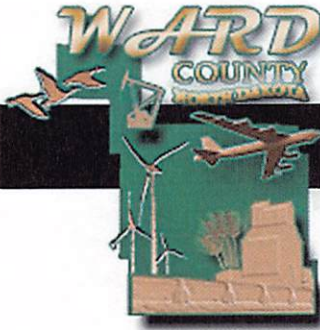
Printed Name of Organization Group's Permit Organizer <i>Ralph Fetting</i>	Telephone Number <i>822-3467</i>	E-mail Address <i>fettingrd@gmail.com</i>
Signature of Organization Group's Permit Organizer <i>Ralph Fetting</i>	Title <i>President</i>	Date <i>7-21-2024</i>

Raffle Quilt - 300⁰⁰

RECEIVED

FEB 21 2024

AT 302 2M
BY Sheriff, Ward Co., ND Kj



Guidelines for Those Appointed to Boards or Committees by Ward County Board of Commissioners

Organization

Board or Committee Appointees shall be appointed in the manner prescribed by the Ward County Policy for Handling Board & Commission Appointments and shall be recognized and assume the privileges and obligations of membership upon filing the proper oath of office with the Ward County Auditor and upon the effective date of the appointment, whichever is later.

Meeting Attendance and Professionalism

Meeting attendance by appointed members is important to the successful functioning of the Board or Committee. Appointees shall attend two-thirds of their regularly scheduled board meetings. If the appointee does not fulfill this attendance expectation the Chairperson or Meeting Administrator shall notify the Commission. The Commission will determine if further action should be taken.

Appointees shall conduct themselves in a professional manner and ethical manner; make informed, unbiased and fair decisions that abide by the North Dakota Century Code.

Adoption

These guidelines have been approved and adopted by the Ward County Board of Commissioners this 5th day of March, 2024.

Chairperson, Ward County Commission

Attest:

Ward County Auditor