

**MOUNTAIN IRON CITY COUNCIL MEETING  
COMMUNITY CENTER  
MOUNTAIN IRON ROOM  
MONDAY, DECEMBER 15, 2014 - 6:30 P.M.  
A G E N D A**

- I. Roll Call
- II. Consent Agenda
  - A. December 1, 2014, Regular Meeting (#1-11)
  - B. Receipts
  - C. Bills and Payroll
  - D. Communications (#81-88)
- III. Public Forum
- IV. Committee and Staff Reports
  - A. Mayor's Report
  - B. City Administrator's Report
    - 1. Wellhead Protection Plan
  - C. Director of Public Work's Report
  - D. Sheriff's Department Report
  - E. City Attorney's Report
  - F. City Engineer's Report
  - G. Public Health and Safety Board
    - 1. Emergency Operations Plan (#12-77)
  - H. Liaison Reports
- V. Unfinished Business
- VI. New Business
  - A. Fire Chief Appointment (#78)
  - B. Seasonal Workers (#79)
- VII. Communications (#81-88)
- VIII. Announcement
- IX. Closed Meeting for Performance Evaluations (#80)
- X. Action on Items Discussed During Closed Meeting
- XI. Adjourn

# Page Number in Packet

MINUTES  
MOUNTAIN IRON CITY COUNCIL  
DECEMBER 1, 2014

Mayor Skalko called the City Council meeting to order at 6:36 p.m. with the following members present: Joe Prebeg, Jr., Susan Tuomela, Alan Stanaway, Tony Zupancich, and Mayor Gary Skalko. Also present were: Jill M. Clark, Municipal Services Secretary; Rod Flannigan, City Engineer; Mike Downs, Director of Public Works; and Sally Yuccas, Librarian/Special Events Coordinator.

It was moved by Skalko and seconded by Tuomela that the consent agenda be approved as follows:

1. Add the following item to the agenda:  
IV. A. 2. Advertise for Board and Commission openings
2. Approve the minutes of the November 17, 2014, regular meeting as submitted.
3. Approve the minutes of the November 17, 2014, committee-of-the-whole meeting as submitted.
4. That the communications be accepted and placed on file and those requiring further action by the City Council be acted upon during their proper sequence on the agenda.
5. To acknowledge the receipts for the period November 16-30, 2014, totaling \$154,157.61, (a list is attached and made a part of these minutes).
6. To authorize the payments of the bills and payroll for the period November 16-30, 2014, totaling \$224,917.54, (a list is attached and made a part of these minutes).

The motion carried unanimously on a roll call vote.

No one spoke during the public forum.

At 6:39 p.m., it was moved by Zupancich and seconded by Prebeg to recess the regular meeting and open the public hearing on the Community Development Block Grant application for assistance with a storm sewer project in the Downtown Mountain Iron area. The motion carried.

The Mayor reported on the following:

- **Announcement.** Informed the Council that the 2015 Governor's Deer Opener will be held in Mountain Iron.
- **Laurentian Chamber of Commerce.** He advised the Council that he had submitted a letter to the Chamber to correct an advertisement in the Hometown Focus showing the location of nine businesses that were located in Mountain Iron, as they were listed in the City of Virginia.
- **Condolences.** To the Family of Peter Lanari.
- **Thank you.** He said that Sergeant Backman had informed him of a resident, Mike Shaleen, who assists Terry Knuti to trap, hunt, and attend conventions for trapping and hunting.

- Thank you. Councilor Zupancich thanked the voters for re-electing him as Councilor for the next four years.

It was moved by Zupancich and seconded by Tuomela to authorize a contribution of \$100 for the Senior Citizens Annual Christmas party, with the funds being expended from the Charitable Gambling Fund. The motion carried unanimously on a roll call vote.

It was moved by Skalko and seconded by Stanaway to direct City Staff to advertise for open positions on the Library Board and the Public Health and Safety Board with a deadline to apply as December 31, 2014 at 11:30 a.m. The motion carried.

The Director of Public Works reported on the following:

- Water Line Breaks. He informed the Council that they have had several water line breaks already. He advised the public to notify the City if they notice a lot of water in an area.
- City Garage Roof Project. The project was almost completed; still have some fascia work to complete.
- Nichols Town Hall Project. The project has been completed.
- Planned Power Outage. Advised the Council that a planned power outage would occur on December 11, 2014 from 11:45 p.m. until approximately 4:00 a.m. on December 12, 2014, to allow Minnesota Power to change out lines for their substation on County Road 102.

The Librarian/Special Events Coordinator reported on the following:

- 2015 Governor's Deer Hunting Opener. She will serve on the Planning Committee for this event.
- Tea on Tuesday. Vern Lind would be at the Library on December 2<sup>nd</sup>.
- Library Report. Reviewed the November 2014 report.
- Mountain Iron-Buhl High School Choir. Will perform two times, 11:30 a.m. and 1:30 p.m., on December 9<sup>th</sup> at the Library.
- Medical Workshop. Anne Flaim will present a workshop on blood pressure, chronic disease, and cholesterol management at 6:00 p.m. on December 3<sup>rd</sup>.
- Merritt Days Committee Meetings. She announced that the Committee meets every 3<sup>rd</sup> Thursday at 6:00 p.m. at the Library and new members are welcome.

At 6:53 p.m., Craig J. Wainio, City Administrator, entered the meeting.

It was moved by Zupancich and seconded by Prebeg to authorize change order number two to Hibbing Excavating for the Unity Drive Improvement Project to increase the contract price by \$969.29, for a total contract of \$600,414.79. The motion carried unanimously on a roll call vote.

It was moved by Prebeg and seconded by Tuomela to authorize payment request number six for the Unity Drive Improvement Project to Hibbing Excavating Incorporated in the amount of \$20,388.94. The motion carried unanimously on a roll call vote.

It was moved by Zupancich and seconded by Tuomela to accept the recommendation of the Utility Advisory Board and approve the Agreement for Collection of Residential and Commercial Recyclable Materials between the City of Mountain Iron and Saint Louis County, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Stanaway to accept the recommendation of the Utility Advisory Board and approve the Agreement for Program Administration Services between the City of Mountain Iron and Wisconsin Energy Conservation Corporation, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Tuomela to accept the recommendation of the Utility Advisory Board and approve the Sewer Maintenance Policy Number 2014-03, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Stanaway to adopt the 2015 budget as presented, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Stanaway to adopt Resolution Number 23-14, approving the 2014 Tax Levy, Collectable 2015, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Tuomela to adopt Resolution Number 24-14, approving the 2015 Market Rate Based Referendum Levy for the General Obligation Community Center Bonds and Interest, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Tuomela to adopt Resolution Number 25-14, concerning the 2015 Economic Development Authority Tax Levy, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Prebeg and seconded by Stanaway to adopt Resolution Number 26-14, approving the Community Development Block Grant Application, (a copy is attached and made a part of these minutes). The motion carried.

It was moved by Zupancich and seconded by Tuomela to allow Jeff and Greg Properties, Inc., dba: B.G.'s Saloon, to serve alcohol at the Mountain Iron Community Center on December 12, 2014, for the Brandon White Benefit. The motion carried.

It was moved by Prebeg and seconded by Zupancich to authorize a contribution of \$300 to the Mesabi Family YMCA for their Annual Dinner and Auction Fundraiser on March 26, 2015. The motion carried unanimously on a roll call vote.

At 7:14 p.m., it was moved by Zupancich and seconded by Tuomela that the regular meeting be recessed and enter into a closed meeting under MN Statute 13.05D, Subdivision 3(a) for performance evaluations concerning Management Employees subject to the public body's authority, following a recess. The motion carried.

At 7:30 p.m., Mayor Skalko called the closed City Council meeting to order with the following members present: Joe Prebeg, Jr., Susan Tuomela, Alan Stanaway, Tony Zupancich, and Mayor Gary Skalko. Also present was: Craig J. Wainio, City Administrator.

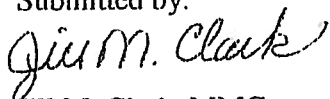
The Mayor stated that the purpose of the closed meeting was to conduct performance evaluations of the City Administrator, the Director of Public Works, and the Librarian/Special Events Coordinator. The City Administrator left the closed meeting during his evaluation.

At 8:58 p.m., it was moved by Zupancich and seconded by Tuomela that the closed meeting be adjourned and to reconvene the regular meeting. The motion carried.

At 8:59 p.m., Mayor Skalko called the regular City Council meeting to order with the following members present: Joe Prebeg, Jr., Susan Tuomela, Alan Stanaway, Tony Zupancich, and Mayor Gary Skalko.

At 9:00 p.m., it was moved by Zupancich and seconded by Tuomela that the meeting be adjourned. The motion carried.

Submitted by:



Jill M. Clark, MMC  
Municipal Services Secretary

[www.mtniron.com](http://www.mtniron.com)

#### COMMUNICATIONS

1. Saint Louis County, Environmental Services Department, a letter informing the City of an increase in the solid waste tipping fees for 2015.
2. Department of Homeland Security's Federal Emergency Management Agency (FEMA), an announcement regarding flood insurance in the City of Mountain Iron.
3. League of Minnesota Cities, forwarding the 2014-15 coverage changes, rates, and dividends.
4. Mesabi Family YMCA, a letter announcing their annual dinner and auction fundraiser and asking for support.
5. Mediacom, forwarding information about changes to the channel lineup.
6. City of Mountain Iron, a notice of a planned power outage on December 11-12, 2014.

## Summary By Category And Distribution

Category	Distribution	Amount
FINES	CRIMINAL	1,267.41
UTILITY	UTILITY	111,610.15
METER DEPOSITS	ELECTRIC	2,050.00
CHARGE FOR SERVICES	REFUSE REMOVAL-CHG FOR SERVICE	45.35
MISCELLANEOUS	LIBRARY-OVERPMT. BOOK ACCT.	210.30
BUILDING RENTALS	BUILDING RENTAL DEPOSITS	700.00
BUILDING RENTALS	COMMUNITY CENTER	205.00
MISCELLANEOUS	ASSESSMENT SEARCHES	10.00
PERMITS	BUILDING	2,421.24
COPIES	COPIES	41.75
MISCELLANEOUS	REIMB PHONE EXPENSE-ELEC	5.04
CD INTEREST	CD INTEREST 101	127.53
CD INTEREST	CD INTEREST 370	142.98
CD INTEREST	CD INTEREST 602	54.10
CD INTEREST	CD INTEREST 603	19.32
CD INTEREST	CD INTEREST 604	42.51
MISCELLANEOUS	REIMBURSEMENTS	35.00
CHARGE FOR SERVICES	ELECTRIC-CHG FOR SERVICES	1,641.49
MISCELLANEOUS	MISC. INCOME-ELECTRIC ACCT	24.62
LICENSES	CIGARETTE	100.00
MISCELLANEOUS	BLUE CROSS/BLUE SHIELD PAYABLE	32,512.82
LICENSES	LIQUOR	875.00
<b>Summary Totals:</b>		<b>154,157.61</b>

Check Issue Date(s): 12/01/2014 - 12/02/2014

Per	Date	Check No	Vendor No	Payee	Check GL Accl	Amount
12/14	12/02/2014	146192	620	CARLA LEIKAS	101-20200	200.00
12/14	12/02/2014	146193	1202	CHAMPAGNE SCHALLERT	101-20200	100.00
12/14	12/02/2014	146194	30072	COMPUTER WORLD	301-20200	3,377.00
12/14	12/02/2014	146195	50049	ESSENTIA HEALTH	101-20200	200.00
12/14	12/02/2014	146196	60026	FASTENAL COMPANY	101-20200	3.60
12/14	12/02/2014	146197	60006	FISHER PRINTING COMPANY	604-20200	235.00
12/14	12/02/2014	146198	70016	GOPHER STATE ONE CALL INC	604-20200	110.50
12/14	12/02/2014	146199	70004	GRANDE ACE HARDWARE	101-20200	33.46
12/14	12/02/2014	146200	70028	GREATER MINNESOTA AGENCY INC	101-20200	204.00
12/14	12/02/2014	146201	70029	GUARDIAN PEST CONTROL INC	101-20200	84.40
12/14	12/02/2014	146202	70009	GULBRANSON EXCAVATING CO	604-20200	2,462.80
12/14	12/02/2014	146203	140013	HD WATERWORKS SUPPLY	601-20200	5,927.74
12/14	12/02/2014	146204	80017	HENRY'S WATERWORKS INC	601-20200	677.51
12/14	12/02/2014	146205	80042	HERMANTOWN HYDRAULICS LLC	101-20200	181.10
12/14	12/02/2014	146206	80008	HIBBING EXCAVATION INC	301-20200	20,388.94
12/14	12/02/2014	146207	100023	JIM'S CLEANING	101-20200	60.00
12/14	12/02/2014	146208	120032	LAKE COUNTRY POWER	101-20200	202.00
12/14	12/02/2014	146209	120014	LUNDGREN MOTORS	101-20200	225.00
12/14	12/02/2014	146210	130030	MACQUEEN EQUIPMENT	603-20200	96.61
12/14	12/02/2014	146211	130004	MESABI DAILY NEWS	101-20200	188.00
12/14	12/02/2014	146212	5061	MESABI FAMILY YMCA	230-20200	300.00
12/14	12/02/2014	146213	130006	MESABI HUMANE SOCIETY	101-20200	3,000.00
12/14	12/02/2014	146214	130026	MESABI SIGN COMPANY	603-20200	235.40
12/14	12/02/2014	146215	130044	MINNESOTA DEPT OF HEALTH	601-20200	1,491.00
12/14	12/02/2014	146216	140026	MINNESOTA ENERGY RESOURCES	603-20200	1,800.50
12/14	12/02/2014	146217	130009	MINNESOTA POWER (ALLETE INC)	101-20200	1,088.62
12/14	12/02/2014	146218	130123	MORTON SALT	101-20200	3,117.63
12/14	12/02/2014	146219	13110	MOUNTAIN IRON SENIOR CITIZENS	230-20200	100.00
12/14	12/02/2014	146220	140008	NORTRAX EQUIPMENT/POWERPLAN	101-20200	52.40
12/14	12/02/2014	146221	160003	PERPICH TV & MUSIC INC	101-20200	17.99
12/14	12/02/2014	146222	180004	RANGE COOPERATIVES	604-20200	36.34
12/14	12/02/2014	146223	180029	RGGS LAND & MINERALS, LTD., LP	101-20200	190.00
12/14	12/02/2014	146224	180005	ROAD MACHINERY AND SUPPLY	603-20200	39.14
12/14	12/02/2014	146225	190010	SEPPI BROTHERS	101-20200	5,465.05
12/14	12/02/2014	146226	190004	SKUBIC BROS INC	603-20200	102.66
12/14	12/02/2014	146227	190024	ST LOUIS CO SHERIFF LITMAN	101-20200	42,500.00
12/14	12/02/2014	146228	190002	ST LOUIS COUNTY AUDITOR	603-20200	18,772.50
12/14	12/02/2014	146229	190016	ST LOUIS COUNTY AUDITOR	101-20200	208.00
12/14	12/02/2014	146230	190080	ST LOUIS COUNTY RECORDER	101-20200	40.00
12/14	12/02/2014	146231	1201	STACY PETERSON	101-20200	100.00
12/14	12/02/2014	146232	200003	TACONITE TIRE SERVICE	101-20200	772.43
12/14	12/02/2014	146233	220014	VIKING INDUSTRIAL NORTH	101-20200	1,130.03
12/14	12/02/2014	146234	230028	WISCONSIN ENERGY CONSERVATION	604-20200	100.64
12/14	12/02/2014	146235	230033	WITMER ASSOCIATES INC	101-20200	623.09
12/14	12/02/2014	146236	260002	Z/TECH	101-20200	59.98
12/14	12/02/2014	146237	260003	ZEE SERVICE COMPANY	101-20200	205.40

Totals:

116,506.46

Payroll-PP Ending 11/21/14

108,411.08

TOTAL EXPENDITURES

\$224,917.54

**DUE TO THE LENGTH  
OF  
THE FOLLOWING:**

- 1. AGREEMENT FOR COLLECTION OF RESIDENTIAL  
AND COMMERCIAL RECYCLABLE MATERIALS**
- 2. AGREEMENT FOR PROGRAM ADMINISTRATION  
SERVICES**
- 3. SEWER MAINTENANCE POLICY**
- 4. 2015 BUDGET**

**THEY WILL NOT BE  
COPIED AGAIN  
FOR THE APPROVAL OF THE MINUTES.**

**COPIES ARE AVAILABLE UPON  
REQUEST OR ARE IN THE DECEMBER 1,  
2014 CITY COUNCIL PACKET.**





# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

PHONE: 218-748-7570 • FAX: 218-748-7573 • www.mtniron.com  
8586 ENTERPRISE DRIVE SOUTH • MOUNTAIN IRON, MN • 55768 8260

## RESOLUTION NUMBER 23-14

### APPROVING 2014 TAX LEVY, COLLECTABLE 2015

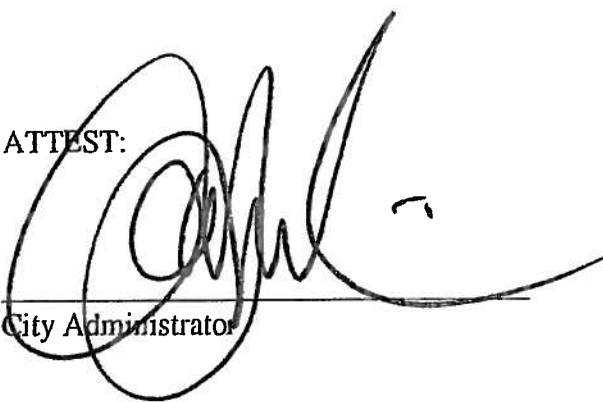
**BE IT RESOLVED**, by the City Council of the City of Mountain Iron, County of Saint Louis, Minnesota, that the following sums of money be levied for the current year, collectable in 2015, upon the taxable property in the City of Mountain Iron for the following purposes:

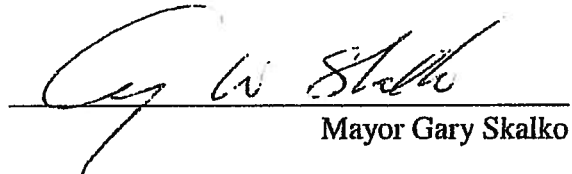
TOTAL PROPOSED LEVY	\$1,206,978.00
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The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Saint Louis County, Minnesota.

**DULY ADOPTED BY THE CITY COUNCIL THIS 1<sup>ST</sup> DAY OF DECEMBER, 2014.**

ATTEST:

  
\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
Mayor Gary Skalko



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 24-14

### APPROVING 2015 MARKET RATE BASED REFERENDUM LEVY FOR THE GENERAL OBLIGATION COMMUNITY CENTER BONDS AND INTEREST

**WHEREAS**, in February 1998 the voters in the City of Mountain Iron approved a market rate based referendum levy for bonds and interest to construct the Mountain Iron Community Center.

**NOW, THEREFOR BE IT RESOLVED**, by the City Council of the City of Mountain Iron, County of Saint Louis, Minnesota, that the following market rate based levy shall be made in 2013 payable in 2014 for all property in the City of Mountain Iron:

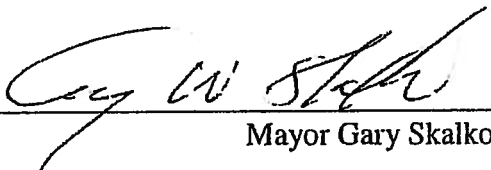
General Obligation Community Center Bond levy shall be \$83,811.00

The City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Saint Louis County, Minnesota.

**DULY ADOPTED BY THE CITY COUNCIL THIS 1<sup>st</sup> DAY OF DECEMBER, 2014.**

ATTEST:

  
\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
Mayor Gary Skalko



# CITY OF MOUNTAIN IRON

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## RESOLUTION NUMBER 25-14

### CONCERNING THE 2015 ECONOMIC DEVELOPMENT AUTHORITY TAX LEVY

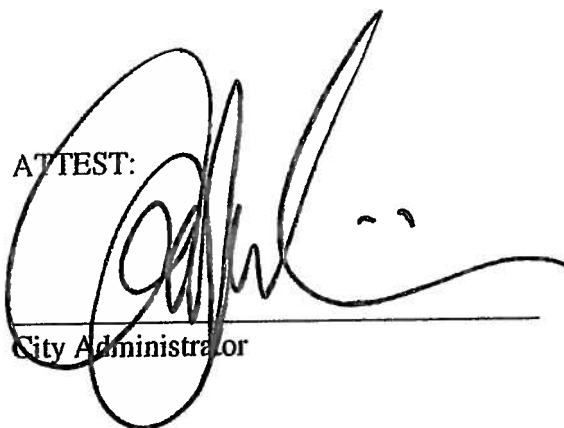
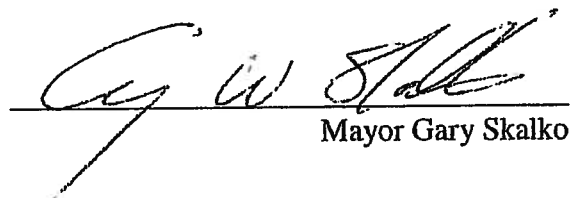
**WHEREAS**, the Mountain Iron Economic Development Authority was created on the 19th day of April, 2004, pursuant to Minnesota Statutes 469.090-469.108 and;

**WHEREAS**, Minnesota Statutes, Section 469.107, Subdivision 1, specifically authorized the Mountain Iron Economic Development Authority to levy against the taxable property of the City of Mountain Iron, St. Louis County, Minnesota.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of Mountain Iron, Minnesota, that for the purpose of further development and to provide for any activities that are within the jurisdiction of the Mountain Iron Economic Development Authority as defined according to Minnesota Statutes. The Mountain Iron City Council submits to the County Auditor of St. Louis County, Minnesota, a final tax levy with a levy set to the maximum allowable for the Mountain Iron Economic Development Authority.

**DULY ADOPTED BY THE CITY COUNCIL THIS 1<sup>ST</sup> DAY OF DECEMBER, 2014.**

ATTEST:

  
\_\_\_\_\_  
City Administrator  
\_\_\_\_\_  
Mayor Gary Skalko



# CITY OF MOUNTAIN IRON

"TACONITE CAPITAL OF THE WORLD"

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## RESOLUTION NUMBER 26-14

### APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

**WHEREAS**, St. Louis County is preparing a Consolidated Plan/Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs, and

**WHEREAS**, St. Louis County has requested CDBG-eligible projects from participating communities for inclusion in the Action Plan, and

**WHEREAS**, the City of Mountain Iron has conducted a public hearing on December 1, 2014 in regard to the Storm Sewer Replacement Project and the City of Mountain Iron's CDBG application for the project, and

**WHEREAS**, it is found that the project meets the benefiting low and moderate income persons federal objective of the CDBG program and is prioritized by the community as a high priority need.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MOUNTAIN IRON, MINNESOTA**, that the Mountain Iron CDBG application related to the Storm Sewer Replacement Project is hereby authorized to be submitted to St. Louis County for inclusion in St. Louis County's Consolidated Plan/Action Plan to the U.S. Department of Housing and Urban Development, and that the City Administrator is hereby authorized to execute all documents, agreements, or contracts which result from this application to St. Louis County.

**DULY ADOPTED BY THE CITY COUNCIL THIS 1<sup>st</sup> DAY OF DECEMBER, 2014.**

ATTEST:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Mayor Gary Skalko

**COUNCIL LETTER 121514-IVG1**  
**PUBLIC HEALTH AND SAFETY**  
**EMERGENCY OPERATION PLAN**

**DATE:** December 11, 2014  
**FROM:** Public Health and Safety Board  
Craig J. Wainio  
City Administrator

---

The Public Health and Safety Board in conjunction with City staff and Bonnie Hundrieser of ARDC, work extensively to update the City's Emergency Operations Plan. Our previous plan was woefully out of date and was in a definite need of revamping. This plan will be used as guidance for all possible disasters, natural or manmade. Public Health and Safety recommends to the City Council that the Mountain Iron Emergency Operations Plan be adopted.

# **CITY OF MOUNTAIN IRON, MINNESOTA**



# **EMERGENCY OPERATIONS PLAN**

**Revised  
November, 2014**



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**CITY OF MOUNTAIN IRON**  
8586 Enterprise Drive South  
Mountain Iron, MN 55768  
Phone: (218) 748-7570







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SUPPLEMENTS

- Supplement 1. St. Louis County Emergency Alert System Plan
- Supplement 2. City of Mountain Iron Emergency Management Ordinance
- Supplement 3. Essentia Health Virginia Emergency Operations Plan
- Supplement 4. Dept. of Public Utilities Emergency Plan for Security and Water
- Supplement 5. St. Louis County Emergency Operations Plan
- Supplement 6. Minnesota Department of Public Safety, Division of Emergency Management  
Damage and Impact Assessment
- Supplement 7. Minnesota Department of Public Safety, Division of Emergency Management,  
Presidential Disaster Declaration Process
- Supplement 8. Amateur Radio Emergency Service (RACES) Emergency Plan and Directory
- Supplement 9. St. Louis County Disaster Services Directory (2013-2014)
- Supplement 10. Chart C - 2014 Emergency Contact List (Contact information of key personnel or  
organizations referred to in the Basic Plan and Annexes).



## VERIFICATION OF PLAN

The Emergency Operations Plan for the City of Mountain Iron, Minnesota, has been reviewed and approved by the Mayor and the Emergency Management Coordinator of this date:

\_\_\_\_\_  
Mayor  
City of Mountain Iron

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Management Coordinator  
City of Mountain Iron, Minnesota

\_\_\_\_\_  
Date



## FORWARD

The basic purpose of this plan is to provide a guide for emergency operations. The Emergency Operations Plan (EOP) is intended to assist key City officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions as outlined in the City of Mountain Iron's Ordinance 0-40, City Code Chapter 33: Emergency Management. Ordinance 0-40 was adopted by the City Council on December 18, 2000 and made a part of the Emergency Operations Plan (Supplement 2).

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel familiar with unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

Supplemental information is included with the Emergency Operations Plan to support response and recovery by the City of Mountain Iron. A hardcopy of the supplemental information shall be located in the City Administrator's Office to support Emergency Operations Center functions in the event of activation.



## 2014 REVIEW COMMITTEE

The following individuals, listed by position title, participated in planning meetings and/or provided review and revisions for the 2014 Emergency Operations Plan update:

### City of Mountain Iron

- Mayor
- City Administrator
- City Council Public Safety & Health Board Chair
- City Council Public Safety & Health Board Committee Member
- City Council Planning and Zoning Commission Board Chair
- Administrative Staff

### Mountain Iron Fire Department

- Fire Chief
- Assistant Fire Chief

### St. Louis County Sheriff - Mountain Iron Office

- Sergeant in Charge

### Mountain Iron - Buhl Independent School District #712

- Transportation Director

### Mountain Iron Public Works Department

- Director of Public Works

### Ex Officio Resources

- City of Virginia Fire Department –Fire Chief
- City of Virginia Police Department –Police Chief
- St. Louis County Emergency Management –Emergency Services Manager
- St. Louis County Public Health & Human Services – Emergency Preparedness Coordinator
- American Red Cross Serving Northeast Minnesota – Disaster Program Manager



**RECORD OF REVISION (1990 – 2014)**

<u>SECTION TITLE</u>	<u>DATE OF LAST REVISION</u>	<u>REVISION NUMBER</u>
Cover Page	10/27/14	1
Table of Contents	10/27/14	1
Verification of Plan Approval	10/27/14	1
Forward	10/27/14	1
Revision Committee Members	10/27/14	0 (new to 2014 EOP)
Record of Revision	10/27/14	1
Emergency Operations Plan Distribution List	10/27/14	0 (new to 2014 EOP)
<b><u>BASIC PLAN</u></b>		
I. Reason for Emergency Operations Plan and Definitions	10/27/14	1
II. Purpose of Plan	10/27/14	1
III. Legal basis, references, and supporting plans	10/27/14	1
IV. Organization (Chart A)	10/27/14	1
V. Direction and Control for Incident Management	10/27/14	1
VI. Emergency Responsibility Assignments (Chart B)	10/27/14	1
VII. Operations Policies	10/27/14	1
VIII. Support	10/27/14	1
IX. Plan Updating, Training and Exercises	10/27/14	1
<b><u>EMERGENCY OPERATING PLAN ANNEXES</u></b>		
Annex 1. Warning and Notification	10/27/14	1
Annex 2. Direction and Control	10/27/14	1
Annex 3. Emergency Public Information	10/27/14	1
Annex 4. Search and Rescue	10/27/14	1
Annex 5. Health and Medical	10/27/14	1
Annex 6. Evacuation, Traffic Control & Security	10/27/14	1
Annex 7. Fire Protection	10/27/14	1
Annex 8. Damage Assessment	10/27/14	1
Annex 9. Congregate Care	10/27/14	1
Annex 10. Debris Clearance	10/27/14	1
Annex 11. Utilities Restoration	10/27/14	1
Annex 12. Radiological Protection	10/27/14	1
Annex 13. Hazardous Materials	10/27/14	1
Annex 14. Biological Protection	10/27/14	1
Annex 15. Telecommunications	10/27/14	1



**PLAN DISTRIBUTION**

LOCATION OF OFFICE	DATE RECEIVED
<b>Mayor - City of Mountain Iron</b> 8586 Enterprise Drive South Mountain Iron, MN 55768	
<b>City Administrator - City of Mountain Iron</b> 8586 Enterprise Drive South Mountain Iron, MN 55768	
<b>Sergeant in Charge - City of Mountain Iron</b> 8586 Enterprise Drive South Mountain Iron, MN 55768	
<b>Fire Chief - City of Mountain Iron</b> Fire Hall – 8866 Slate Street Mountain Iron, MN 55768	
<b>Public Works Department - City of Mountain Iron</b> 8866 Slate Street Mountain Iron, MN 55768	
<b>Trenti Law Firm (City of Mt. Iron Attorney)</b> 225 1st St N Virginia, MN 55792	
<b>Mountain Iron-Buhl Public Schools</b> I.S.D. #712 – Superintendent/Transportation Director 5720 Marble Avenue Mountain Iron, MN 55768	
<b>Essentia Health Virginia</b> 901 9 <sup>th</sup> Street North 8 Virginia MN 55792	
<b>HSEM Northeast Minnesota Regional Program Coordinator</b> Minnesota Interagency Fire Center 402 SE 11th St, Grand Rapids, MN 55744	
<b>St. Louis County Sheriff's Dept.</b> <b>Office of Emergency Management</b> 5735 Old Miller Trunk Highway Duluth, MN 55811	
<b>AEOA, Transit Director</b> 702 3 <sup>rd</sup> Avenue South Virginia, MN 55792	
<b>Fairview Mesaba Clinics – Mountain Iron</b> 8496 Enterprise Drive South Mountain Iron, MN 55768	
<b>St. Luke's Laurentian Medical Clinic</b> 8373 Unity Drive Mountain Iron, MN 55768	



City of Mountain Iron, Minnesota

**BASIC PLAN**







## I. REASON FOR PLAN

Emergencies and disasters have affected St. Louis County in the past, and will again in the future. An Emergency Operations Plan (EOP) is needed to direct the effective response of local government during an emergency or disaster and ensure the protection of the public. This Emergency Operations Plan (EOP) provides an **outlined response to an emergency or disaster** in order to protect the health and safety of the public, preserve property and the environment, ensure essential services, and provide continuity of community function.

**Emergencies** are defined as unplanned events which require an immediate response to preserve life, health, property or the environment. Most of these public safety events are dealt with on a daily basis by professional or volunteer emergency services including law enforcement, firefighters, emergency medical and public works personnel. Some, however, require an emergency declaration to provide an urgent and coordinated response from multiple agencies working under a common framework.

**Disasters** are crises that overwhelm the community's ability to respond, and require the use of government powers and resources beyond the scope of one agency or service. Disasters in the City of Mountain Iron can be from natural causes (thunderstorms, winter storms, fires, floods, tornados or high winds, etc.), man-made causes (explosions, hazardous material releases, pipeline leaks, transportation disasters), or acts of terrorism (chemical, biological, radioactive, nuclear or explosive devices). Hazards which can pose a threat to the citizens and visitors, are defined, prioritized, and mapped in the St. Louis County Hazard Mitigation Plan.

**Emergency Management** means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by flood, fire, tornado and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps or emergencies that are technological in nature. These functions include, without limitation, fire fighting services, police services, emergency medical services, rescue, engineering, warning services, communications, radiological, chemical, and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services and congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection, together with all other activities necessary or incidental for carrying out of the foregoing functions.

**Emergency Management Forces** means the total personnel resources engaged in city-level emergency management functions in accordance with the provisions of this resolution or any rule or order hereunder. This includes personnel from City departments, authorized volunteers, and private organizations and agencies.

**Emergency Management Organization** means the staff element responsible for coordinating city-level planning and preparation for disaster response. This organization provides City liaison and coordination with federal, state, and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.



## II. PURPOSE, FORMAT AND RATIONAL OF THE PLAN

### A. Purpose:

The City of Mountain Iron has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and non-government professions and groups in Mountain Iron. **The purpose of this plan is to ensure the effective, coordinated use of local resources, including facilities, equipment, personnel and skills of government and non-government organizations to:**

1. Maximize the protection of life and property.
2. Ensure the continuity of the government.
3. Sustain survivors.
4. Repair essential facilities and utilities.

### B. Format:

The City of Mountain Iron EOP consists of a Basic Plan and Annexes.

The **Basic Plan** provides a summary of the plan purpose, format, legal basis, and plan maintenance, as well as the organization and roles of partners involved in emergency response. The Basic Plan provides an overview of the City of Mountain Iron's emergency response organization and policies, cites the legal authority for emergency operations, summarizes the situations addressed by the Emergency Operations Plan, explains the general concept of operations, and assigns responsibilities for emergency planning and operations.

**Functional Annexes** are organized around the performance of a broad task. Each annex focuses on one of the critical emergency functions that the City of Mountain Iron will perform in response to an emergency. Functional annexes are oriented toward operations and their primary audience consists of those who perform the tasks. They do not repeat general information contained in the Basic Plan. **Hazard-specific Annexes** provide additional detailed information applicable to the City of Mountain Iron's performance of a particular function in the face of a particular hazard. Hazard-specific annexes are prepared when hazard characteristics and regulatory requirements warrant.

### B. Rational:

Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds, or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure or emergencies that are technological in nature; and in order to insure that preparations of this City will be adequate to deal with such disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this City, it is hereby found and declared to be necessary:



1. To establish a City emergency management organization responsible for City planning and preparation for emergency government operations in time of disasters.
2. To provide for the exercise of necessary powers during emergencies and disasters.
3. To provide for the rendering of mutual aid between this City and other political subdivisions of this State and of other states with respect to the carrying out of emergency preparedness functions.
4. To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, which requires that each political subdivision of Minnesota shall establish a local organization for emergency management.



### III. LEGAL BASIS AND REFERENCES

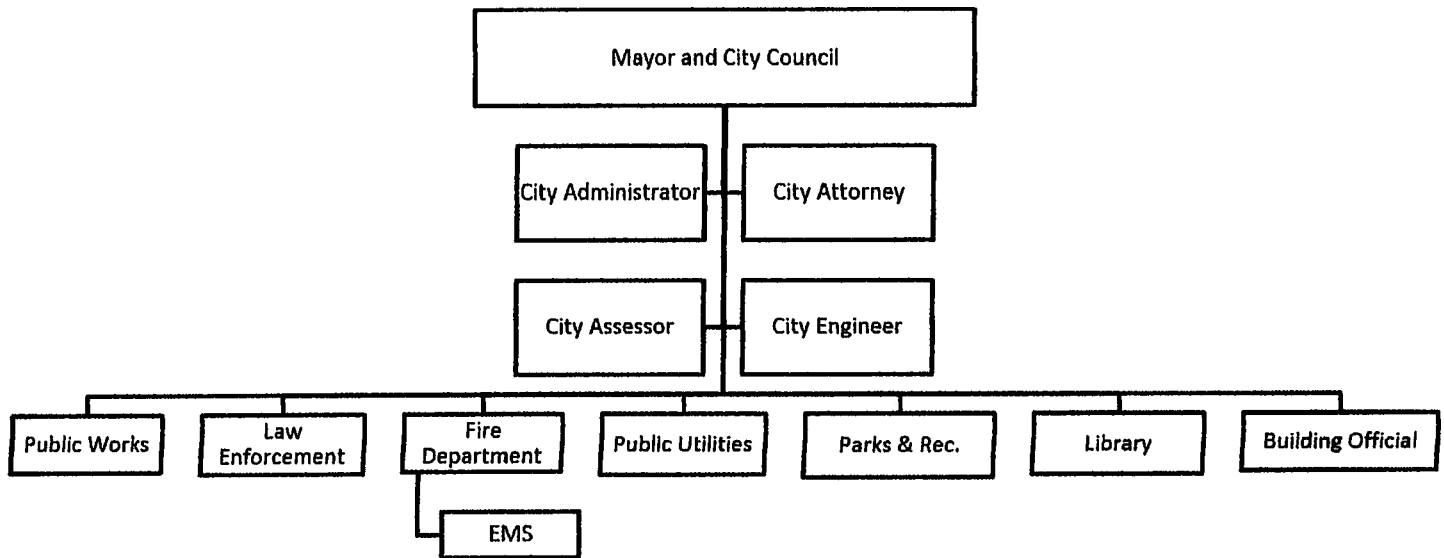
1. Public Law 920, as amended (Federal Civil Defense Act of 1950).
2. Public Law 99-499 (Superfund Amendments and Reauthorization Act (SARA) of 1986).
3. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act).
4. Minnesota Statutes, Chapter 299J, as amended (The Minnesota Pipeline Safety Act).
5. Minnesota Statutes, Chapter 299K.01 (The Minnesota Emergency Planning and Community Right to Know Act).
6. Homeland Security Presidential Directives (HSPD's) 5 (Management of Domestic Incidents) and 8 (National Preparedness).
7. Minnesota Governor Executive Order #05-02 (Designation of the National Incident Management System (NIMS) as the Basis for all Incident Management in the State of Minnesota).
8. *St. Louis County All-Hazard Emergency Operations Plan, December 2012.*
9. Mutual Aid Agreements, as noted.
10. City of Mountain Iron Emergency Management Ordinance, established on December 18, 2000.
11. City of Mountain Iron Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, 2014 adopting the National Incident Management System (NIMS) as the city's standard for incident management.



#### IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, City departments will perform emergency activities related to those they perform on a day-to-day basis.

City organization and interrelationships for emergency operations are shown on **Chart A**, below:





## V. DIRECTION AND CONTROL FOR INCIDENT MANAGEMENT

The direction and control of government incident management operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. The City of Mountain Iron has provided for this as follows:

### A. City Government Responsibility:

In the City of Mountain Iron, the Mayor is responsible for providing overall direction and control of City government resources involved in the response to a disaster. If the Mayor is unavailable, the Deputy Mayor will be responsible for implementation of the plan.

The City Administrator will serve in a staff capacity to the Mayor, and will be designated as the Emergency Management Coordinator to oversee and coordinate emergency operations. The City Administrator will also serve as a liaison with St. Louis County Emergency Management.

The need to implement any or all for the Emergency Operations Plan will be determined first by the Mayor. This will be done in conjunction with the Emergency Management Coordinator and other Emergency Services Personnel.

### B: Emergency Operations Center Designation:

As per City Code Chapter 33: Emergency Management, the City Administrator shall provide and equip in the city a control center, and if necessary, an auxiliary control center to be used during an emergency as headquarters for the direction and control of communication systems with heads of emergency services, the station and operating units of municipal services and other agencies concerned with emergency services and for communications with other communities and control centers within the surrounding area and with the federal and state agencies concerned.

#### 1. **Designation of Primary Emergency Operations Center:**

Direction and control of the City's response to a major disaster will take place from the Emergency Operations Center (EOC), which is located at the **Mountain Iron Community Center, located at 8586 Enterprise Drive South.**

#### 2. **Designation of Auxiliary (Back-up) Emergency Operations Center:**

If the Community Center is not accessible to function as the Emergency Operations Center, the **Mountain Iron Fire Hall located at 8866 Slate Street** will serve as the back-up EOC and center of communications for the City of Mountain Iron.

Please refer to Annex 2. Direction and Control for additional information such as criteria for EOC activation, staffing, and EOC equipment/supplies.



## VI. EMERGENCY RESPONSIBILITIES ASSIGNMENTS

### A. Summary:

A summary of the City of Mountain Iron's emergency responsibility assignments, by function, is shown on **Chart B** on page 19 of this plan. **Heads of the various departments and agencies identified will be responsible for carrying out the assignments shown on this chart.** Additional information about these emergency responsibility assignments is contained in the annexes to this plan. One annex exists for each of the responsibilities (functions) that are shown on Chart B.

### B. Responsibility for Standard Operating Guidelines:

**All City departments and emergency response organizations identified are expected to maintain current Standard Operating Guidelines (SOG's), resource lists and checklists necessary to support and maintain their operations.** SOG's are noted as supporting documentation in each annex and shall be centrally located in the City Administrator's office to support the EOC.

### C. Level of Responsibilities:

Responsibilities in Chart B have been assigned by a code letter: "P", "S" or "C".

1. "P" indicates **primary** operational responsibility, which means the official or agency is in charge of, and responsible to make provision for that function.
2. "S" indicates **support** responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primary response.
3. "C" indicates **coordination** responsibility, and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-governmental agencies are involved.



**CHART B- EMERGENCY RESPONSIBILITY ASSIGNMENTS**

P= Primary, S=Secondary, C=Coordination

FUNCTION	RESPONSIBLE AGENCIES	CONTACT/TELEPHONE
<b>1. Warning and Notification</b> See Annex 1, page 26	P = St. Louis County 911  S = St. Louis County Sheriff's Office - Mountain Iron	9-1-1  9-1-1
<b>2. Direction and Control</b> See Annex 2, page 28	P = Mayor  S= City Administrator	Mayor 748-7570 (office)  City Administrator 748-7570 (office)
<b>3. Emergency Public Information</b> See Annex 3, page 31	P = Mayor  S = City Administrator	Mayor 748-7570 (office)  City Administrator 748-7570 (office)
<b>4. Search and Rescue</b> See Annex 4, page 33	P = Mt. Iron Fire Department or Mutual Aid Departments  S = St. Louis County Sheriff's Office - Mountain Iron	9-1-1  9-1-1
<b>5. Health and Medical</b> See Annex 5, page 35	P = Essentia Health Virginia  S= Mt. Iron Fire Department or Mutual Aid Departments	(218) 749-9493 or (218) 742-8600  9-1-1
<b>6. Evacuation, Traffic Control &amp; Security</b> See Annex 6, page 38	P = St. Louis County Sheriff's Office - Mountain Iron  S = Mutual Aid Departments	9-1-1  800-442-0798 (State Duty Officer)
<b>7. Fire Protection</b> See Annex 7, page 41	P = Mt. Iron Fire Department  S= Area Mutual Aid Departments	9-1-1  9-1-1
<b>8. Damage Assessment</b> See Annex 8, page 43	P = City Administrator, Public Works  S = County Assessor	748-7570 (office)  651-281-1200 (office) 800-925-1122 (toll-free)





<b>CHART B- EMERGENCY RESPONSIBILITY ASSIGNMENTS</b>		
<b>P= Primary, S=Secondary, C=Coordination</b>		
<b>FUNCTION</b>	<b>RESPONSIBLE AGENCIES</b>	<b>CONTACT/TELEPHONE</b>
<b>9. Congregate Care</b> See Annex 9, page 46	P = St. Louis County Public Health and Human Services  S = American Red Cross Serving Northeast Minnesota  S = Salvation Army (Virginia Salvation Army, Northern Division)	9-1-1  (office) 218-722-0071 (cell) 218-590-3144  218-741-1889
<b>10. Debris Clearance</b> See Annex 10, page 49	P = Public Works Department  S = Parks & Rec Department	Director of Public Works 748-7570 (office)  Parks and Rec Director 748-7570 (office)
<b>11. Utilities Restoration</b> See Annex 11, page 51	P = Mountain Iron Public Utilities  S= Mountain Iron Public Works (Water and Sewer) or Minnesota Power (Electric)	218-748-7540 x123 (office) 218-780-1767 (cell)  218-748-7540 (Public Works) 218-722-2625 (MN Power)
<b>12. Radiological Protection</b> See Annex 12, page 52	P = Mt. Iron Fire Department  S = Essentia Health Virginia	9-1-1  218-749-9493 or 218-742-8600
<b>13. Hazardous Materials</b> See Annex 13, page 54	P = Mt. Iron Fire Department S = Mutual Aid Departments S = State Haz-mat Team	9-1-1 9-1-1 9-1-1
<b>14. Biological Protection</b> See Annex 14, page 57	P = Mountain Iron Fire Dept.  S = Essentia Health Virginia	911  218-749-9493 or 218-742-8600



**CHART B- EMERGENCY RESPONSIBILITY ASSIGNMENTS**

**P= Primary, S=Secondary, C=Coordination**

<b>FUNCTION</b>	<b>RESPONSIBLE AGENCIES</b>	<b>CONTACT/TELEPHONE</b>
<b>15. Telecommunications</b> See Annex 15, page 59	P = City Administrator  S = Mt. Iron Fire Department	218-748-7570 (office)  911



## VII. OPERATIONS

- A. Protection of life and property, and alleviation of human distress will be the primary goals of City government emergency operations.
- B. In an emergency or disaster occurs affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- C. The City Administrator will assist in providing resource coordination between government agencies and the private sector.
- D. City government resources will be utilized to the maximum before requesting County, State, or Federal assistance.
- E. Each agency, department, or service of City government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.
- F. In the event of a major disaster, the Mayor may declare a local emergency (see City Code Chapter 33: Emergency Management). Such a declaration will invoke necessary portions of this plan, and will permit the City of Mountain Iron to take such actions as may be required to protect lives and property.



## VIII. SUPPORT

### A. County Government Support

Information and assistance in securing County Government Support may be obtained by contacting the St. Louis County Emergency Management Director at (218) 336-4341 or 9-1-1.

### B. State and Federal Government Support

#### 1. General

Information and assistance in securing State and Federal support should be obtained by contacting the St. Louis County Emergency Management Director at (218) 336-4341 or by paging them through 911.

In addition, the State of Minnesota Division of Homeland Security and Emergency Management (HSEM) Regional Program Coordinator for Northeast Minnesota (HSEM Region 2) will provide additional technical information and assistance, if requested.

#### 2. Emergency Assistance

In the event of a major emergency/disaster which exceeds the capabilities of the City of Mountain Iron and the St. Louis County Sheriff's Office, and which necessitates immediate State and/or Federal assistance, contact the State Duty Officer at (800) 442-0798 (24 hours). For Federal Emergency Assistance involving chemical, biological or environmental concerns, contact the National Response Center hotline at (800) 424-8802.

#### 3. National Guard

When a disaster or other major emergency is beyond the capability of the City of Mountain Iron and St. Louis County Governments, the National Guard may be available.

Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement authorities.

The St. Louis County Sheriff is the only local government authority authorized to submit the request for National Guard assistance. Such requests are to be submitted to the Minnesota Duty Officer (800) 442-0798 (24 hours).

#### 4. Federal Assistance

If the party responsible for a serious hazardous materials accident is unknown, or is not taking appropriate action, and the response is beyond the capabilities of the City of Mountain Iron and St. Louis County governments, and which necessitates immediate State and/or Federal assistance, contact the State Duty Officer at (800) 442-0798 (24 hours).



## IX. PLAN UPDATING, TRAINING AND EXERCISES

- A. For purposes of this plan, the City of Mountain Iron City Administrator shall serve as the planning coordinator (Emergency Management Coordinator). As such, the Coordinator will have overall authority and responsibility for the maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The City of Mountain Iron City Administrator will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the State of Minnesota Division of Homeland Security and Emergency Management (HSEM). In order to carry out this task, the Administrator may request assistance from the St. Louis County Emergency Management Director.
- C. If there are any deficiencies in the plan, the Emergency Management Director will work with the responsible persons to ensure that the deficiencies are corrected.
- D. This plan will be distributed to all City government departments and agencies, which have emergency assignments in the event of a major disaster in the City of Mountain Iron. The City Administrator will maintain a plan distribution list.
- E. The Emergency Management Coordinator shall, in cooperation with existing City departments, organize, recruit, and train City personnel and local volunteers to carry out emergency management plans of the City and the state. The Coordinator shall conduct practice, drills, and other training exercises that may be necessary to fully train and equip emergency management personnel for their duties in time of need. (See City Code Chapter 33: Emergency Management). Essential education and training should include Incident Command System positions and duties for staffing the EOC as well as initial shelter management and operations for mass care.
- F. The City of Mountain Iron will comply with public law 99-499, (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises is available at the City Clerk's Office in City Hall.



## City of Mountain Iron, Minnesota



# ANNEXES

- Annex 1: *Warning and Notification*
- Annex 2: *Direction and Control*
- Annex 3: *Emergency Public Information*
- Annex 4: *Search and Rescue*
- Annex 5: *Health and Medical*
- Annex 6: *Evacuation, Traffic Control & Security*
- Annex 7: *Fire Protection*
- Annex 8: *Damage Assessment*
- Annex 9: *Congregate Care*
- Annex 10: *Debris Clearance*
- Annex 11: *Utilities Restoration*
- Annex 12: *Radiological Protection*
- Annex 13: *Hazardous Materials*
- Annex 14: *Biological Protection*
- Annex 15: *Telecommunications*



## ANNEX 1. WARNING AND NOTIFICATION

### A. Purpose

To provide an overview of the responsibilities and procedures whereby the notification of key officials and the warning of the public are accomplished in the event of a major emergency/disaster in the City of Mountain Iron.

### B. Responsibilities

Primary – St. Louis County 911 .....911  
Secondary – St. Louis County Sheriff’s Office – Mountain Iron.....911  
Sergeant in Charge.....218-  
748-7574

### C. Procedures

The St. Louis County Communications Department (911) is the County Warning Point. The County warning point is responsible for relaying emergency notification (i.e., severe weather, technological disasters, etc.) which it sends to the City of Mountain Iron Fire Department, St. Louis County Sheriff’s department, as well as the Emergency Management Director. The \_\_\_\_\_ is the City of Mountain Iron Warning Point.

Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance must call 911. The personnel who answer 911 calls are responsible for determining the appropriate agency or agencies to dispatch to the scene of an emergency.

Upon being notified of a warning, the City Warning Point will:

1. Notify key City government officials.
2. Notify the Essentia Health Virginia, Fairview Mesaba Clinics – Mountain Iron and Laurentian Medical Clinic as necessary.
3. Activate the outdoor warning sirens as necessary in accordance with policy and procedure.
4. Carry out direct warnings (house-to-house) with use of public address systems on law enforcement vehicles as needed (See also “Annex 3. Emergency Public Information”).



5. Request an emergency activation of St. Louis County Emergency Alert System (EAS).  
(See Supplement 1).

Activation of the outdoor warning system in cases of sudden violent storms and tornadoes should be at the discretion of the on-duty Sheriff's Deputy. When 911 or other sources report severe weather and/or tornadoes are approaching, the officers in the field should verify the conditions and relay the information to their Supervisor who will make the decision on whether or not to activate the sirens.

D. Early Warning Sirens

The Early Warning Sirens shall be tested monthly on the 1<sup>st</sup> Wednesday of every month at 1:00 p.m. Testing will be done by the Virginia Police Department.

Early Warning Sirens in the City of Mountain Iron are located at the following locations:

1. 8586 Enterprise Drive South, Community Center
2. 5633 Mineral Avenue, Water Treatment Plant

E. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron - Warning and Notification SOG details the specific warning and notification procedures to be followed by the City Warning Point, on file at the Mountain Iron EOC.

SIGNED:

---

Authority having Responsibility

---

Date





## ANNEX 2. DIRECTION AND CONTROL

### A. Purpose

To describe how direction and control of the City of Mountain Iron's response to a major emergency/disaster will be accomplished.

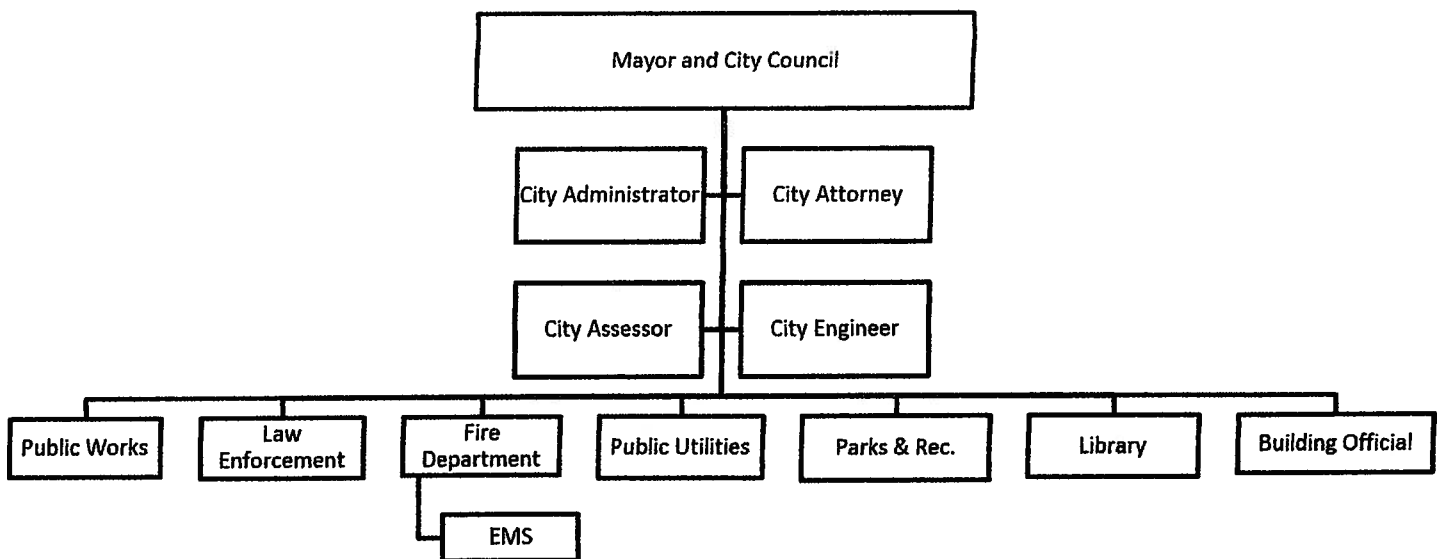
### B. Responsibilities

Primary – Mayor

Secondary – City Administrator

The Mayor, as chief executive, shall be responsible for providing overall direction and control of all resources involved in the response to a disaster.

It is anticipated that the Council and all City administrative staff will assist and support the Mayor in this task. The City Administrator will serve in a staff capacity to the Mayor/Council and attempt to coordinate aspects within his/her sphere. All City Crews will report to a centralized Emergency Operations Center location as designated by the City Administrator for dispatching.



### C. Functions of the Emergency Operations Center (EOC):

The functions performed at the EOC will vary according to the type and scope of the disaster, but will generally involve the following:

A. Coordinating all communications.



- B. Coordinating the County government response to a disaster, including coordinating with the on-scene commander.
- C. Coordinating with any local, state or federal governments affected by or responding to the disaster.
- D. Coordinating with any businesses/industries directly affected by and/or responding to the disaster.
- E. Coordinating with the National Weather Service office during periods of weather affecting the emergency/disaster.
- F. Generating and disseminating appropriate public information.
- G. Coordinating and channeling the service of volunteers.
- H. Providing necessary logistical support for the response personnel in disaster situations.
- I. Implement a system for tracking resources deployed for disaster response.

D. Procedures

The Emergency Operations Center (EOC) will be a secure location and staffed by persons designated in this plan or by additional persons identified as necessary. The **Mountain Iron Community Center will serve as the EOC** unless otherwise designated by the Mayor or City Administrator. If the Community Center is not accessible to function as the Emergency Operations Center, the **Mountain Iron Fire Hall located at 8866 Slate Street will serve as the back-up EOC** and center of communications for the City of Mountain Iron.

Emergencies and disasters that require resources beyond a local capacity will act as trigger points that may implement the Emergency Operations Plan (EOP) and in turn activate the Emergency Operations Center (EOC). An emergency or disaster, anticipated or actually occurring, which rises to this level will be brought to the attention of the City of Mountain Iron Mayor and who will in turn make the determination to activate the EOP and/or the EOC.

1. **Criteria for EOC Activation**

Degree of activation will be determined by the severity of the emergency.



- a. The EOC may be **partially activated** due to a potential threat to life and/or property by an emergency or disaster.
- b. The EOC will be **fully activated** in response to an emergency in an actual threat to life and property by disaster.

**2. Responsibilities for EOC Activation**

In the event of a major disaster, EOC staff will be expected to automatically report to the EOC. However, the City Administrator is responsible for ensuring that the EOC is activated according to the previously described criteria.

**3. Staffing the EOC**

Staffing will normally consist of the Mayor, City Administrator, Director of Public Works and anyone else identified as necessary and requested by the Mayor.

EOC staff are responsible for operations of their particular area of assignment as per the **Incident Command System (ICS)**. The City Administrator and each department/agency that is represented in the EOC is responsible for ensuring that the representative is familiar with the ICS role and duties they will be expected to perform in the EOC as well as all aspects and capabilities of their individual departments.

**4. EOC Equipment/Supplies**

The City Administrator is responsible for ensuring that the EOC is operational. The necessary maps, displays, tables, chairs, communications equipment, message logs, etc. will be obtained as needed for use in the EOC. All EOC Staff should be familiar with the EOC.

**E. Supporting Documentation:**

- 1. Standard Operating Guidelines - The City of Mountain Iron - Direction and Control SOG, on file at the Mountain Iron EOC.

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Authority having Responsibility

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Date



### ANNEX 3. EMERGENCY PUBLIC INFORMATION

A. Purpose

To provide an overview of how emergency information will be disseminated in the City of Mountain Iron in the event of a major emergency/disaster.

B. Responsibilities

Primary –Mayor

Secondary – City Administrator

The only official spokesperson authorized to serve as Public Information Officer for the City is the currently serving Mayor. If the Mayor is unavailable, the City Administrator will designate an alternate. These individuals will be given access to all information necessary to carry out their role as Public Information Officer for the incident.

C. Procedures

1. All releases to the news media by the various staff will be through the Mayor.
2. All messages to the media must be cleared with the Mayor or City Administrator before issuance.
3. Information will be provided to government agencies as directed by the Mayor or City Administrator.
4. If it becomes necessary to establish a news briefing room, the Mayor or City Administrator will determine the location.
5. Media crews with trucks, satellites and related equipment will be directed to the City Hall / Community Center parking lot or other designated location in order to keep the roadways, disaster areas, etc. clear.
6. The St. Louis County Emergency Alert System (EAS) may be invoked by calling 911. (See Supplement 1)
7. Public Information will be disseminated through the following means:
  - a. Door-to-Door Notification with use of public address systems on law enforcement vehicles as needed.
  - b. Local Radio and Television
  - c. Duluth Area Radio and Television Stations
  - d. Website/Internet



- e. St. Louis County Emergency Alert System (EAS) (See Supplement 1)
- 8. Daily press passes will be issued by the Mayor or City Administrator.

D. Supporting Documentation:

- 1. Standard Operating Guidelines - The City of Mountain Iron - Emergency Public Information SOG, on file at the Mountain Iron EOC.

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## ANNEX 4. SEARCH AND RESCUE

### A. Purpose

To describe in general how search and rescue for persons who may be missing, injured, and/or trapped as the result of a disaster or emergency situation will be accomplished following a major emergency/disaster in the City of Mountain Iron.

### B. Responsibilities

Primary – Fire Department

Secondary – St. Louis County Sheriff's Office – Mountain Iron

### C. Procedures

The Mountain Iron Fire Department has Standard Operating Guidelines for Search and Rescue. Copies of these guidelines may be found in the dispatch office of the department.

They have engaged in area-wide cooperation efforts with other agencies engaged in search and rescue. (Mutual Aid agencies listed below)

The Fire Department will assign a Field Officer as a liaison to the City Administrator. It will be the Field Officer's responsibility to coordinate all search and rescue.

Law Enforcement will maintain scene security, evacuation and family notification.

### D. Resources

Supporting resources, agencies or organizations to help may include:

1. Mutual Aid Fire Departments
2. St. Louis County Sheriff's Rescue Squad
3. Public Works Department
4. Essentia Health Virginia, Fairview Mesaba Clinics – Mountain Iron, and Laurentian Medical Clinic
5. Minnesota State Patrol Aviation Department
6. American Red Cross – Northland Chapter
7. AEOA
8. MNICS – Minnesota Incident Command System Overhead Team

### E. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Search and Rescue SOG, on file at the Mountain Iron EOC.
2. "Annex 15. Telecommunications" for communication capabilities.



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## ANNEX 5. HEALTH AND MEDICAL

### A. Purpose

To provide an overview of how the health and medical care needs of residents will be met in the event of a major emergency/disaster in the City of Mountain Iron.

### B. Responsibilities

Primary – Essentia Health Virginia, Fairview Mesaba Clinics – Mountain Iron, and Laurentian Medical Clinic

Secondary – City of Virginia Ambulance / Mountain Iron First Responders

### C. Procedures

#### 1. **Pre-Hospital Emergency Care**

The City of Virginia Fire Department Ambulance service will provide immediate medical care to disaster victims and to transport injured persons. By the Minnesota EMSRB Ambulance Licenses number #250 (City of Virginia) the City of Mountain Iron is covered. *(The City of Mountain Iron has Emergency Medical Responders that first-respond for the City of Virginia Ambulances as well, but does not operate an ambulance service).* Patient transport via ambulance is calculated on a one (1) critical patient or two (2) less serious patients per unit.

Upon arrival of the first unit on the scene, a brief initial survey will be conducted. If the combined patient load, multi-agencies, or the severity of the injuries requires additional support **usually five (5) or more serious patients**, the following will be implemented:

#### A. Identify an individual (that stays with the radio) to act as Incident Command.

- This may be a First Responder or Mountain Iron EMS personnel most familiar with command structure.
- The role of Incident Command may change but should be maintained by fire department staff until the situation is mitigated or escalates into a larger command module (NIMS). The Incident Commander shall remain in command and on scene unless or until relieved.
- This individual should put on the medical command vest.

#### B. Contact Mountain Iron EMS Units and/or Mountain Iron Fire Department Headquarters, Essentia Health Virginia Hospital and 911 to inform them of the situation and patient load.

#### C. The following will act as a resource guide for multi-patient responses – All resources must be requested by the On-Scene Commanders and paged out by 911:





<b>LEVEL 1 (5-10 patients)</b>	<b>LEVEL 2 (10-20 patients)</b>	<b>LEVEL 3 (20 or more patients)</b>
Eveleth #1	Eveleth #1 and #2	Eveleth #1 & #2
Eveleth #2	Hibbing #1 and #2	Hibbing #1 and #2
Buhl #1	Buhl #1	Buhl #1
Hibbing #1	Chisholm #1	Chisholm #1
<p>These resources are pre-designated to provide efficient patient care.</p> <p>Patient transport via ambulance is calculated on a one (1) critical patient per unit or two (2) less serious patients per unit basis.</p>	Biwabik #1	Biwabik #1
	Tower #1	Tower #1
	Lakeland Rescue (Transport)	Babbitt #1
	Greenwood Rescue (Transport)	Cook #1
	McDavitt Rescue (Transport)	Hoyt Lakes #1
	Cherry Rescue (Transport)	Lakeland Rescue (Transport)
	Helicopter	Greenwood Rescue (Transport)
	SLC Rescue Squad (Command Van)	McDavitt Rescue (Transport)
	Disaster Trailer (SLCRS)	Cherry Rescue (Transport)
	On Scene Dispatcher (911/RACES)	Helicopter
	Mt. Iron 1 <sup>st</sup> Responders	SLC Rescue Squad (Command Van)
	Other Area 1 <sup>st</sup> Responders, as required	Disaster Trailer (SLCRS)
		On Scene Dispatcher (911/RACES)
Mt. Iron 1 <sup>st</sup> Responders		
	Pike Sandy/Britt 1 <sup>st</sup> Responders	

**2. Hospital Treatment**

All injured persons will be transported to the Essentia Health Virginia. If the number of injured requires additional hospitals or the seriousness (burn, head trauma, dialysis) of the injuries requires a higher level of care, other health care providers will be used.

**3. Mass Fatality and Mortuary Operations**

In the event of mass fatalities, the St. Louis County Sheriff's Office will contact the St. Louis County Medical Examiner's Office in Hibbing / Duluth for removal of bodies and investigation.

**4. Health Threats**

Serious potential or actual health problems (epidemic, food and/or water contamination, etc.) associated with a disaster will be the responsibility of the St. Louis County and/or Essentia Health Virginia Infection Control Person. The St. Louis County Health Officer shall have a support role. (See also Supplement 5, St. Louis County Emergency Operation Plan, Annex 5, Health and Medical)



D. Resources

Supporting resources, agencies or organizations to help may include:

1. Area Ambulance Services (Mutual Aid)
2. Other Area Ambulance Services
3. Air Ambulances
4. Area Hospitals
5. Area Clinics
6. Pharmacies
7. Medical Supplies

E. Supporting Documentation:

1. The Essentia Health Virginia maintains an emergency management plan. (See Supplement 3).
2. The Essentia Health Virginia maintains a chemical, biological, and nuclear emergency plan and is included in the above emergency management plan.
3. The Essentia Health Virginia has established procedures regarding which hospitals injured persons are to be transported to and which mode of transportation will be used (mutual aid).
4. The Mountain Iron Fire Department has mutual aid agreements with area fire/ambulance services.
5. County officials (if needed) can be called by notifying the St. Louis County Emergency Management Director through 911. (Please also see Supplement 5 and Annex 5: Health and Medical).
6. State support is available from the Minnesota Department of Public Safety by calling the State Duty Officer at 1-800-422-0798.
7. The Essentia Health Virginia Incident Command Center can be reached at 749-9471 (Fail Safe Ph. 741-3344).

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Authority having Responsibility

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Date



## ANNEX 6. EVACUATION, TRAFFIC CONTROL & SECURITY

### A. Purpose

To outline how evacuation, traffic control, and security will be carried out due to a major emergency/disaster in the City of Mountain Iron. The rationale for evacuation, whether for a large or small-scale emergency, is that hazardous conditions or potentially hazardous conditions can best be mitigated by moving the affected population to an area of lesser risk.

### B. Responsibilities

Primary – Mountain Iron Sheriff's Office

Secondary – Public Works

1. Evacuation should be jointly implemented by the Mayor, City Administrator, Fire Chief, and Police Chief (Sergeant in Charge). Primary responsibility for oversight of operations will be that of the City of Mountain Iron Sheriff's Office.
2. The City of Mountain Iron Sheriff's Office will be responsible for conducting and coordinating any large-scale evacuation of residents. This coordination will include supporting the evacuation of vulnerable populations (handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves).
3. The City of Mountain Iron Sheriff's Office will be responsible for establishing and staffing any traffic control points that may be necessary for controlled evacuation.
4. The City of Mountain Iron Sheriff's Office will be responsible for maintaining access control and security for the evacuated areas.
5. The City of Mountain Iron Sheriff's Office will be responsible for overseeing the removal of stalled vehicles, obstructions, or any other roadway impediments so that the evacuation route(s) can remain open.
6. The City of Mountain Iron Sheriff's Office will be responsible for determining when evacuees can safely return to their residences and coordinating such information to EOC for public information.

### C. Procedures

Prior to recommending evacuation due to an actual/potentially hazardous condition, county officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors (both internal and to the outside), windows, and fireplace dampers, sealing/closing all vents, fans and other openings to the outside, turning off furnaces/air conditioners, covering and staying away from windows, and (in buildings) minimizing the use of elevators.)



**1. Notification**

City of Mountain Iron residents to be evacuated will be notified by:

- a. Door-to-door notification
- b. St. Louis County Emergency Alert System (EAS) (See Supplement 1)
- c. Local Radio and Television
- d. Duluth Area Radio and Television Stations

**2. Evacuation Routes**

Selection of specific evacuation routes will be based on the extent of evacuation required, weather, road conditions and other pertinent factors.

Highway 169 will play a pivotal part in a citywide evacuation, as it passes through the entire City. Additional key evacuation routes from Mountain Iron include:

North/South	East/West
Mineral Avenue	Old Highway 169
County Road 7	County Road 102
Nichols Avenue	Mud Lake Road

Traffic Control & Security points will be determined by what portion(s) of the City is to be evacuated and will be coordinated through the Mountain Iron Sheriff's Office.

**3. Transportation**

In the event that the City of Mountain Iron requires mass transportation to support local evacuation, local bus resources will be mobilized by the Emergency Management Coordinator in the following order: Arrowhead Transit (AEOA), Mountain Iron – Buhl School District and Virginia Public School District under mutual aid.

Facilities that provide services to vulnerable populations (hospitals, nursing homes, senior housing, group homes, schools, etc.) are responsible to develop their own evacuation plans for transportation and relocation of vulnerable persons. It is recommended that these plans be on file with the City of Mountain Iron City Administrator.

**4. Communication Capabilities**

Please see "Annex 15. Telecommunications" for communication capabilities and radio equipment.



D. Resources

Supporting resources, agencies or organizations to help may include:

1. Fire Department
2. Sheriff's Office
3. Buses (Arrowhead Transit (AEOA), Mountain Iron – Buhl School District, Virginia Public School District)
4. Minnesota State Patrol
5. Minnesota Army National Guard (Call MN State Duty Officer)
6. Pet Care and Transport

E. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Evacuation, Traffic Control and Safety SOG, on file at the Mountain Iron EOC, Mountain Iron Sheriff's office and Mountain Iron Fire Chief's office.

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Authority having Responsibility

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Date



## ANNEX 7. FIRE PROTECTION

### A. Purpose

To provide an overview of how fire protection is provided in the City of Mountain Iron.

### B. Responsibilities

Primary – Fire Department

Secondary – Area Mutual Aid Agreement Departments

### C. Procedures

1. **Mutual Aid Agreements** – written agreements are on file at the Mountain Iron FD.

a. **PRIMARY**

Virginia Fire Department

Eveleth Fire Department

Great Scott Fire Department

b. **SECONDARY** (East Range Fire Department Coalition)

Aurora

Fayal

Buhl

Hoyt Lakes

Central Lakes

Lakeland

Cherry

McDavitt

Clinton

McKinley

Colvin

Palo

Cotton

Ellsburg

2. **Communications Capabilities**

a. **Radio Equipment**

Each piece of fire apparatus is equipped with communication equipment (stationary and portable) with ability to scan and transmit on 32 separate channels.

b. Please see “Annex 15. Telecommunications” for communication capabilities and radio equipment.

### D. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Fire Control SOG, on file at the Mountain Iron EOC, Mountain Iron Fire Department dispatch desk and the Fire Chief’s office. Such SOG(s) should include guidance and instructions for responding to a fire scene that involves hazardous materials.

2. Annex 12: Radiological Protection and Annex 13: Hazardous Materials to this plan.



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Authority having Responsibility

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## ANNEX 8. DAMAGE ASSESSMENT

### A. Purpose

To provide an overview of how damage assessment will be accomplished following a major emergency/disaster in the City of Mountain Iron. The purpose of a damage assessment report and team is to develop the information as to the severity, and the magnitude and the overall impact of an emergency or a disaster. Damage assessment reports, along with situation reports, will provide the information that will be essential in making a request for outside assistance.

### B. Responsibilities

Primary – City Administrator, Director of Public Works  
Secondary – St. Louis County Assessor

The City Administrator and the Director of Public Works will be responsible to do the following, with support from the St. Louis County Assessor as needed:

1. Developing a Damage Assessment Team composed of municipal and/or private sector agency representative(s). The Damage Assessment Team is responsible for the preliminary assessment. The objective of the preliminary assessment is to speedily gather the most comprehensive information available that will provide an accurate overall picture of the extent of the disaster-related damage to homes and other structures. The preliminary damage assessment (PDA) should begin immediately after the onset of the disaster. It involves gathering information from many sources and focuses on timeliness and quantity of information.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining procedures to be followed for damage assessment.
4. Coordinating the initial damage assessment process, following the occurrence of a disaster.

County officials (if needed) can be called by notifying the St. Louis County Emergency Management Director at (218) 336-4341 or through 911.

### C. Procedures

1. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
2. Where possible and when appropriate, pictures will be taken of damaged areas, and city maps will be used to show the location of damage sites.
3. Damage assessment forms will be used for tabulation of property damages.





4. Tabulation of all damages, both public and private, will be coordinated through the City Administrator's Office.

D. General Plan

1. **Define the area of damage**
  - a. Outline on a city map
  - b. Decide manpower needs
2. **Identify properties that are damaged**
  - a. Address
  - b. Owner
  - c. Mailing address
  - d. Legal description
  - e. Parcel Code
3. **Collect data on each property**
  - a. Inspect property
    1. Describe damage
    2. Take pictures
4. **Analyze data**
5. **Determine value**
  - a. Individual
    1. Contents
    2. Property
  - b. Total of event
6. **Report**

E. Resources:

Supporting resources, agencies or organizations to help may include:

1. In-depth information on the responsibilities of the County Assessor in a disaster situation can be found here: Disaster and Destroyed Property (Minnesota Department of Revenue)  
[http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/Pages/disaster.aspx](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/disaster.aspx)
2. FEMA (Operations Center)
3. Minnesota Association of Assessing Officers
4. American Red Cross Serving Northeast Minnesota ("windshield" disaster assessment)
5. Insurance Adjusters
6. Engineering/Architectural Firms



F. Supporting Documents

1. Standard Operating Guidelines - The City of Mountain Iron – Damage Assessment SOG, on file at the Mountain Iron EOC.
2. Supplement 6 - Minnesota Department of Public Safety, Division of Emergency Management Damage and Impact Assessment
3. Supplement 7 - Minnesota Department of Public Safety, Division of Emergency Management, Presidential Disaster Declaration Process

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Authority having Responsibility

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## ANNEX 9. CONGREGATE CARE

### A. Purpose

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of residents (as well as [potential] incoming evacuees from other communities) will be met in the event of a major emergency/disaster in the City of Mountain Iron.

### B. Responsibilities

The City Administrator will be responsible for providing overall coordination of the congregate care function. In order to facilitate this, the City Administrator will appoint a representative of the American Red Cross Serving Northeast Minnesota to serve in the Emergency Operations Center as a liaison.

#### A. Primary Needs.

The following primary congregate care needs of disaster victims will be met by the government departments or voluntary organizations indicated:

1. Short-term sheltering – American Red Cross Serving Northeast Minnesota. St. Louis County Public Health and Human Services will provide staff support to the Red Cross in managing shelters.
2. Emergency feeding – American Red Cross Serving Northeast Minnesota, Salvation Army – Northern Division.
3. Emergency clothing – American Red Cross Serving Northeast Minnesota, Salvation Army – Northern Division.
4. Behavioral Health / Crisis Counseling – American Red Cross Serving Northeast Minnesota, Local Clergy, and local behavioral health services. St. Louis County Public Health and Human Services has “crisis response teams” in the region based out of the Wellstone Center in Eveleth and associated with Range Mental Health, and also based out of the Birch Tree Center in Duluth. Either of these can be accessed through 911 or 211.
5. Medical Support - St. Louis County Public Health and Human Services will be able to refer and coordinate transport for people who need medical attention, coordinate medication, medical supplies, special services for shelter residents. Staff would not do direct medical treatment.
6. Emergency Pet Care and Transport – (Primary): Mesabi Humane Society of Virginia. (Secondary): Hibbing Animal Shelter and Humane Society, Precious Paws Humane Society of Chisholm, and Animal Allies Humane Society of Duluth.



**B. Additional Needs**

The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated:

1. Reception and registration center teams – American Red Cross Serving Northeast Minnesota, St. Louis County Public Health and Human Services
2. Inquiry and referral (regarding disaster victims) – American Red Cross “Safe and Well”
3. Coordination of Volunteers – American Red Cross will activate and coordinate VOAD groups as needed (Voluntary Organizations Active in Disaster).
4. Local Heating Assistance Program - AEOA Energy Assistance Program (Virginia)
5. Law enforcement for security services in reception and registration centers and lodging facilities – St. Louis County Sheriff’s Office - Mountain Iron

**C. Procedures**

In the event that shelters need to be activated for mass care, the City Administrator will work with the American Red Cross liaison to identify what facilities will be opened for sheltering. Information on shelters will be delivered through all available and appropriate means to reach the public and vulnerable populations that may require sheltering.

The American Red Cross Serving Northeast Minnesota, St. Louis County Public Health and Human Services and the Salvation Army have written plans and procedures in place for congregate care.

**D. Resources**

Supporting resources, agencies or organizations to help may include:

1. Food Suppliers
2. Wholesaler Grocers
3. Incoming Reception Centers/Temporary Housing
4. Churches
5. Portable Toilets
6. Water Suppliers

**E. Supporting Documentation:**

1. Standard Operating Guidelines - The City of Mountain Iron – Congregate Care SOG, on file at the Mountain Iron EOC.
2. Local / Regional Shelter Inventory – a listing of facilities in the City of Mountain Iron area that have formal agreements to serve as a shelter are on file with the American Red Cross Serving Northeast Minnesota.



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## ANNEX 10. DEBRIS CLEARANCE

### A. Purpose

To describe how debris clearance will be accomplished to open main thoroughfares to and from public/private properties and maintain refuse disposal efforts following a major emergency/disaster in the City of Mountain Iron.

### B. Responsibilities

Primary – Public Works Department

Secondary – Parks & Rec Department

### C. Procedures

1. Except for unusual circumstances, removal of debris from private property will be the responsibility of the property owner.
2. Debris of a natural origin (trees, shrubs, etc.) will be disposed of at tree disposal site at City dump.
3. Debris of a man-made origin (building materials, manufactured goods, etc.) will be disposed of in the manner prescribed by St. Louis County.
4. Hazardous materials disposal will be by the responsible party or by contractor hired for clean-up and disposal. Minnesota Department of Public Safety – Hazardous Materials Response Teams that may assist with response are not responsible for clean-up, transportation or disposal of Haz-Mat.
5. The Department of Public Utilities is responsible for removal of debris from power lines.

### D. Resources

Supporting resources, agencies or organizations to help may include:

1. Public Works
2. Parks & Rec
3. Public Utilities
4. Private firms
5. Fuel suppliers to City of Mountain Iron
6. Engineering Firms

### E. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Debris Clearance SOG, on file at the Mountain Iron EOC.



2. Communication Capabilities – See Annex 15. Telecommunications - for communication capabilities and radio equipment.

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Authority having Responsibility

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## ANNEX 11. UTILITIES RESTORATION

A. Purpose

To provide an overview of the coordination of personnel, facilities, and equipment for the restoration of utility services (power, heat, and water) following a major emergency/disaster in the City of Mountain Iron.

B. Responsibilities

Primary – Public Utilities Department  
Secondary – Public Works Department

C. Procedures

If required, State support can be obtained by contacting the State Duty Officer at 800-422-0798. This support is requested only after local resources are exhausted, or if there exists a State or Federal statutory requirement, or because of the consequences of utility disruption. (See also Supplement 4, Dept. of Public Utilities Emergency Plan for Security and Water).

D. Resources

Supporting resources, agencies or organizations to help may include:

1. Electricity, water
2. Natural gas
3. Sewage services
4. Water treatment
5. Solid waste disposal
6. Telephone services (Please also see “Annex 15. Telecommunications”)

E. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Utilities Restoration SOG, on file at the Mountain Iron EOC.
2. Communication Capabilities – See Annex 15. Telecommunications - for communication capabilities and radio equipment.

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## ANNEX 12. RADIOLOGICAL PROTECTION

### A. Purpose

To outline the actions and responsibilities of agencies and their personnel designated to identify, detect, measure, evaluate and report radiation levels in the event of an incident of a radiological emergency or disaster and protect the citizens of the City of Mountain Iron.

### B. Responsibilities

Primary – Mountain Iron Fire Department

Secondary – Essentia Health Virginia, Nuclear Medicine

### C. Procedures

The Mountain Iron Fire Department has the primary responsibility for responding to a hazardous material incident including radiological emergencies. The Mountain Iron Fire Department is trained to the “AWARENESS” response level.

In all cases, consult the Mountain Iron Fire Department Standard Operating Guidelines – “Hazardous Materials Incidents”. A copy of the Standard Operating Guidelines is available in the EOC. The specific guidelines outlined in the Fire Department’s Standard Operating Guidelines will be followed by the City’s responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer at (800) 442-0798.

Primary efforts at a Radiological emergency shall be directed at identification, isolation, containment and evacuation. Specific responsibilities are as follows:

#### 1. **Peacetime Incidents**

In all likelihood, most peacetime incidents will be confined to a relatively small area and will be minor in impact. However, if an incident is beyond the resource capabilities of the City, the St. Louis County Emergency Management Director can be called for assistance.

If the incident is beyond the scope of the County, the State Duty Officer will be called at (800) 442-0798 to summon the help of the State Haz-Mat Team, the Department of Public Safety and the Department of Health, Radiation Control Section. The Radiation Control Section has trained personnel, equipment, and authority to provide assistance to local government.

#### 2. **Enemy Attack**

Although plans and preparations have been made at the State and Federal levels to assist local governments during periods of widespread radiological emergencies caused by nuclear detonations, such assistance would probably be slow in coming.

Monitoring devices will be available for radiological monitoring of essential and non-essential areas. Essentia Health Virginia has related equipment such as dosimeters and



Geiger counters. Essentia Health Virginia Incident Command Center can be reached at 749-9471 (Fail Safe Phone: 741-3344).

D. Other Support

1. Essentia Health Virginia can provide medical treatment, monitoring, and decontamination of injured individuals at its facility.

E. Resources

Supporting resources, agencies or organizations to help may include:

1. Hazardous Spill Calling List

F. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Radiological Protection SOG, on file at the Mountain Iron EOC and City of Mountain Iron Fire Chief's office.

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Authority having Responsibility

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## ANNEX 13. HAZARDOUS MATERIALS

### A. Purpose

To outline the actions and responsibilities of agencies and their personnel designated to isolate, contain, and evacuate in the incident of a hazardous materials emergency or disaster and protect the citizens of the City of Mountain Iron.

### B. Responsibilities

Primary – Mountain Iron Fire Department

Secondary – State Hazardous-Materials Team

### C. Procedures

In all cases, consult the Mountain Iron Fire Department Standard Operating Guidelines – “Hazardous Materials Incidents.” A copy of the Fire Department’s Standard Operating Guidelines is available in the EOC. The specific guidelines outlined in the Fire Department’s Standard Operating Guidelines will be followed by the City’s responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer at (800) 442-0798.

#### 1. **Pre-Identification and Analysis of Risk**

The Mountain Iron Fire Department Dispatch Office has a list of companies or organizations within the City that have hazardous materials requiring reporting, in accordance with SARA Title III, Section 304.

#### 2. **Hazardous Materials Release Determination**

Facilities located in Mountain Iron that use, store, manufacture, or transport hazardous materials are responsible for developing plans and training personnel so as to be able to promptly determine and report that a release of hazardous materials has occurred.

Similarly, City personnel who respond to transportation or other incidents will receive training designed to help them determine if hazardous materials are present.

#### 3. **Response to a Hazardous Materials Release/Incident**

Facilities that have hazardous materials that require reporting are required to develop and maintain a standard operating plan that their personnel will follow in the event of a release. Copies of these plans are kept on file at the Mountain Iron Fire Department Dispatch Office.

#### 4. **City Response Capabilities**

The Mountain Iron Fire Department has the primary responsibility for responding to a hazardous material incident.

The Mountain Iron Fire Department is trained to the “AWARENESS” response level. They will isolate, identify, deny entry, and evacuate all endangered personnel from the area. In



addition, the State Haz-Mat response teams are available by calling the State Duty Officer (800-422-0798).

**5. Identification Process**

The Mountain Iron Fire Department will begin their determination of the area affected by a hazardous materials release by identifying and verifying the materials involved. The following reference guides will assist in determining actions to minimize the danger to fire personnel and to the public.

1. The 2012 Edition of the DOT Emergency Response Guidebook
2. Emergency Response to Terrorism Job Aid 1.0 Edition
3. Chemtrec (1-800-424-9300)
4. Material Safety Data Sheets (dispatch pre-plan book)

**6. Federal Support**

If a hazardous materials incident is beyond the capabilities of Local, County, and State Governments, the Incident Commander can request Federal assistance through the National Response Center (800) 424-8802.

Reimbursement of costs for hazardous materials incidents are available through the U.S. EPA. To be eligible for reimbursement, contact must be made to the National Response Center (800) 424-9902 within 24 hours of the incident and subsequently submit application for reimbursement.

**D. Resources**

Supporting resources, agencies or organizations to help may include:

1. FEMA Civil Preparedness Guide 1-30
2. National Response Team's Hazardous Materials Emergency Planning Guide and The Technical Guidance for Hazardous Analysis
3. U.S. Department of Transportation's Emergency Response Guidebook

**E. Supporting Documentation:**

1. Standard Operating Guidelines - The City of Mountain Iron – Hazardous Materials SOG, on file at the Mountain Iron EOC and City of Mountain Iron Fire Chief's office.



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Authority having Responsibility

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Date



## ANNEX 14. BIOLOGICAL PROTECTION

### A. Purpose

To outline the actions and responsibilities of agencies and their personnel designated to identify, isolate, contain, and evacuate in the incident of a biological emergency or disaster and protect the citizens of the City of Mountain Iron.

### B. Responsibilities

Primary – Mountain Iron Fire Department  
Secondary – Essentia Health Virginia

### C. Procedures

In all cases, consult the Mountain Iron Fire Department Standard Operating Guidelines – “Hazardous Materials Incidents”. A copy of the Fire Department’s Standard Operating Guidelines is available in the EOC. The specific guidelines outlined in the Fire Department’s Standard Operating Guidelines will be followed by the City’s responding departments in regard to preventing civilian contact, spread of contamination, controlling the incident scene from public access, and notifying the State Duty Officer at (800) 442-0798.

#### 1. **Analysis of Risk**

The Mountain Iron Fire Department has the primary responsibility for responding to a biological incident. The Mountain Iron Fire Department in concert with Essentia Health Virginia shall begin an analysis process that will involve broad-spectrum data collection from State and Federal Resources.

#### 2. **Response to a Biological Threat**

Upon recognition of a biological disaster, a primary concern shall be to isolate the incident.

However, if an incident is beyond the resource capabilities of the City, the St. Louis County Emergency Management Director can be called for assistance at (218) 336-4341 or through 911.

If the incident is beyond the scope of the County, the State Duty Officer will be called at (800) 442-0798 to summon the help of the State Haz-Mat Team, the Department of Public Safety and the Department of Health.

### D. Resources

Supporting resources, agencies or organizations to help may include:

#### 1. **Biological Incident - contact State Duty Officer**



E. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Biological Protection SOG, on file at the Mountain Iron EOC and City of Mountain Iron Fire Chief's office.

SIGNED:

\_\_\_\_\_  
Authority having Responsibility

\_\_\_\_\_  
Date



## ANNEX 15. TELECOMMUNICATIONS

### A. Purpose

To outline the actions and responsibilities of agencies and their personnel designated to provide for and maintain communication between all City departments and entities during a disaster.

### B. Responsibilities

Primary – City Administrator  
Secondary – Mountain Iron Fire Department  
Mountain Iron Sheriff's Office

### C. Procedures

In the case of a disaster, the Emergency Operations Center, (EOC) located in the Community Center at the Mountain Iron City Hall, will be the center of communications for the City of Mountain Iron.

If the Community Center is not accessible to function as the Emergency Operations Center, the Mountain Iron Fire Hall located at 8866 Slate Street will serve as the back-up EOC and center of communications for the City of Mountain Iron.

#### 1. **Communication via Radio in a Disaster**

- a. The Director of Public Works and any other department without the capability to speak with the Fire Department via their radios will report to the EOC so that they may be provided with a Mountain Iron Fire Department portable radio so that they can communicate with the EOC.
- b. All department heads with portable/mobile radios will be asked to turn to the radio channel designated by Dispatch so that they can communicate with the EOC.
- b. Essentia Health Virginia Emergency Room is accessible via the radio at the Fire Department.
- c. Fire Department Radio Channels and Frequencies (see pages 57-61).
- d. Essentia Health Virginia Command Center is the Administrative Board Room. Command Center Phone Number is 742-3405 and 742-3410. These numbers can only be used in an EMERGENCY.
- e. The Mountain Iron – Buhl Public Schools ISD #712 Transportation Director will report to the EOC (as needed) so that he/she may be provided with a Mountain Iron Fire Department portable radio so that they can communicate with the EOC.
- f. FEMA contact person (as designated at time of disaster).





- g. Amateur Radio Emergency Services (RACES), Northern St. Louis County, Emergency Plan and phone directory is Supplement 8 to this annex.

D. Resources

Supporting resources, agencies or organizations to help may include:

1. Cell Phone Service and Repair
2. Pagers
3. Voicemail Services/Equipment
4. Repair of Telephones (City Offices/Department of Public Utilities)
5. Computers/Networks
6. Radio Equipment Dealers and Suppliers
7. Radio Frequencies, Call Signs and Cell Phone Numbers
8. Amateur Radio Emergency Services (HAM Radio)
9. Websites
10. Essentia Health Virginia Communications Department

E. Supporting Documentation:

1. Standard Operating Guidelines - The City of Mountain Iron – Telecommunications SOG, on file at the Mountain Iron EOC and City of Mountain Iron Fire Chief's office.
2. Fire Fleet and Law Maps – Covering Fire Department Radio Channels and Frequencies (following this Annex, pages 57-61).

SIGNED:

\_\_\_\_\_  
Authority having Responsibility

\_\_\_\_\_  
Date



## ST. LOUIS COUNTY FIRE FLEET MAP



ZONE	Fa	Fb	Fc	Fd	Fdb	Fi	Gi	Tp	NE	SW	On	
1	BU-FTE 1	BU-FTE 2	BU-FTE 3	BU-FTE 4	BU-FTE 2	BU-FTE 1	BU-OFD MAIN	BU-FTE 1	NE-CALL	B-TAG 1	SCALD0	
2	BU-FTE 2	BU-FTE 3	BU-FTE 1	BU-FTE 1	BU-FTE 1	BU-FTE 2	BU**ADMIN	BU-FTE 2	NE-2	B-TAG 2	BTAC01	
3	BU-FTE 3	BU-FTE 3	BU-FTE 2	BU-FTE 2	BU-FTE 23	BU-FTE 3	BU-FTE 3	BU-FTE 3	NE-3	B-TAG 3	BTAC02	
4	BU-FTE 4	BU-FTE 4	BU-FTE 4	BU-FTE 3	BU-FTE 24	BU-FTE 4	BU-FTE 4	BU-FTE 4	NE-4	B-TAG 4	BTAC03	
5	BU-FTE 5	BU-FTE 5	BU-FTE 5	BU-FTE 5	BU-FTE 25	BU-FTE 5	BU-FTE 5	BU-FTE 5	NE-5	B-TAG 1	BTAC04	
6	BU-FTE 6	BU-FTE 6	BU-FTE 6	BU-FTE 6	BU-FTE 26	BU-FTE 6	BU-FTE 6	BU-FTE 6	NE-6	B-TAG 2	SCALL00	
7	BU-FTE 7	BU-FTE 7	BU-FTE 7	BU-FTE 7	BU-FTE 27	BU-EVENT 1	BU-FTE 7	BU-FTE 7	NE-7	B-TAG 3	SCALL00	
8	BU-FTE 8	BU-FTE 8	BU-FTE 8	BU-FTE 8	BU-FTE 28	BU-EVENT 2	BU-FTE 8	BU-FTE 8	NE-8	B-TAG 4	SCALL00	
9	BU-FTE 9	BU-FTE 9	BU-FTE 9	BU-FTE 9	BU-FTE 29	BU-EVENT 3	BU-FTE 9	BU-FTE 9	NE-9	B-TAG 1	SCALL00	
10	BU-FTE 10	BU-FTE 10	BU-FTE 10	BU-FTE 10	BU-FTE 30	BU-EVENT 4	BU-FTE 10	BU-FTE 10	NE-10	B-TAG 2	SCALL00	
11	BU**ADMIN	BU**ADMIN	BU**ADMIN	BU**ADMIN	BU**ADMIN	BU**ADMIN	BU-FTE 1	BU**ADMIN	NE-11	B-TAG 3	A-SDA 1	
12	BU-COMM 1	BU-COMM 1	BU-COMM 1	BU-COMM 1	BU-COMM 1	BU-COMM 1	BU-P8 COMM 1	BU-COMM 1	NE-12	B-TAG 4	A-SDA 2	
13	BU-COMM 2	BU-COMM 2	BU-COMM 2	BU-COMM 2	BU-COMM 2	BU-COMM 2	BU-P8 COMM 2	BU-COMM 2	NSP-CALL	PSDA 1	B-TAG 1	A-SDA 1
14	F-SDA 1	F-SDA 1	F-SDA 2	F-SDA 1	F-SDA 1	A-SDA 1	F-SDA 1	BU-ANNOUNCE	PSDA 2	E-TAG 2	F-SDA 2	
15	F-SDA 2	F-SDA 2	F-SDA 2	F-SDA 2	F-SDA 2	A-SDA 2	F-SDA 2	SU-ROOM	DYN-RGP	E-TAG 3	F-SDA 1	
16	BU-F1	BU-F1	BU-F1	BU-F1	BU-F1	BU-F1	BU-F1	BU-F1	BU-F1	E-TAG 4	F-SDA 2	

Updated September 21, 2012



## ST. LOUIS COUNTY FIRE FLEET MAP KEY



BLUE TEXT	LAW					
RED TEXT	FIRE/EMS TG	DEFINITIONS			Zone	Description
GREEN TEXT	LAW/FIRE/EMS	BU	STATE CODE FOR ST. LOUIS COUNTY		Fa	Fire Zone A
PDR TEXT	LAW ENCRYPT	FE	FIRE/EMS		Fb	Fire Zone b
BROWN TEXT	SW LAW TAC	ADMIN	AGENCY ADMINISTRATION TG		Fc	Fire Zone c
LAW ENCRYPTED		TG	TALK GROUP		Fd	Fire Zone d
BRT ENCRYPTED		SOA	SCENE OF ACTION		Fm	Fire Mass Casualty
LAW ENCRYPT TAC		F	FIRE		Fi	Fire Incident
FIRE SCENE OF ACTION		P	POLICE		OP	Out-of-Service
STATE WIDE		COMN	COMMON TG (FIRE/EMS/LAW)		Ta	Transfer
NATIONAL		NE	NORTH EAST REGIONAL		NE	North East
NORTH EAST REGIONAL		CN	CONVENTIONAL		SW	State Wide
		DYN RGP	DYNAMIC REGROUPING		CN	National
		SITE TRUNK	SITE TRUNKING			
		MSP	MINNESOTA STATE PATROL			



# ST. LOUIS COUNTY LAW FLEET MAP



ZONE	L1	L2	L3	L4	F1	F2	F3	F4	F5	HE	SW	CH	
1	SU-LAW 1	SU-LAW 2	SU-LAW 3	SU-LAW 4	SU-LAW 1	SU-LAW 1	SU-LAW 1	SU-LAW 1	SU-LAW 1	HE-CALL	S-TAC 1	SOALSO	
2	SU-INFO 1	SU-INFO 1	SU-INFO 1	SU-INFO 1	SU-INFO 1	SU-LAW 2	SU-INFO 1	SU-FIE 1	SU-FIE 2	SU-LAW 2	HE-2	S-TAC 2	STACSI
3	SU-INFO 2	SU-INFO 2	SU-INFO 2	SU-INFO 2	SU-INFO 2	AK-1MAN	SU-INFO 2	SU-FIE 2	SU-FIE 1	SU-LAW 3	HE-3	S-TAC 3	STACR2
4	SU-LAW 2	SU-LAW 1	SU-LAW 1	SU-LAW 1	SU-LAW 2	CL-1MAN	SU-LAW 2	SU-FIE 3	SU-FIE 25	SU-LAW 4	HE-4	S-TAC 4	STACR3
5	SU-LAW 3	SU-LAW 3	SU-LAW 2	SU-LAW 2	SU-LAW 3	CO-1MAN	SU-LAW 3	SU-FIE 4	SU-FIE 24	SU-LAW 5	HE-5	S-TAC 1	STACR4
6	SU-LAW 4	SU-LAW 4	SU-LAW 4	SU-LAW 3	SU-LAW 4	IT-1MAN	SU-LAW 4	SU-FIE 5	SU-FIE 25	SU-LAW 6	HE-6	S-TAC 2	STACR5
7	SU-LAW 5	SU-LAW 5	SU-LAW 5	SU-LAW 5	SU-LAW 5	LC-MAN	SU-LAW 5	SU-FIE 6	SU-FIE 26	SU-LAW 7	HE-7	S-TAC 3	STACR6
8	SU-LAW 6	SU-LAW 6	SU-LAW 6	SU-LAW 6	SU-LAW 6	SU-INT 1	SU-LAW 6	SU-FIE 7	SU-FIE 27	SU-INFO 1	HE-8	S-TAC 4	STACR7
9	SU-LAW 7	SU-LAW 7	SU-LAW 7	SU-LAW 7	SU-LAW 7	SU-FIE 2	SU-LAW 7	SU-FIE 8	SU-FIE 28	SU-INFO 2	HE-9	S-TAC 1	STACR8
10	SU-FIE 1	SU-FIE 2	SU-FIE 1	SU-FIE 1	SU-INT 1	SU-RESCUE 1	SU-BO ADMIN 2	SU-FIE 9	SU-FIE 29	SU-INT 1	HE-10	S-TAC 2	STACR9
11	SU-COEN 1	SU-COEN 1	SU-COEN 1	SU-COEN 1	SU-INT 2	SU-RESCUE 2	PCA-TAC 7 E	SU-FIE 10	SU-FIE 30	DOC-CALL	HE-11	S-TAC 3	STACR10
12	SU-COEN 2	SU-COEN 2	SU-COEN 2	SU-COEN 2	SU-COEN 1	SU-EVENT 1	LE-TAC 1	SU-COEN 1	SU-COEN 1	SITE TRNG	HE-12	S-TAC 4	STACR11
13	MSP-3700	MSP-3700	MSP-3700	MSP-3700	SU-COEN 2	SU-EVENT 2	LE-TAC 2	SU-COEN 1	SU-COEN 2	MSP-CALL	LE-TAC 1	S-TAC 1	STACR12
14	SU-RESCUE 1	SU-RESCUE 1	SU-RESCUE 1	SU-RESCUE 1	MSP-3700	SU-EVENT 3	LE-TAC 3	F-SDA 1	F-SDA 1	SU-RDM	LE-TAC 2	S-TAC 2	STACR13
15	SU-BO ADMIN 1	SU-BO ADMIN 1	SU-BO ADMIN 1	SU-BO ADMIN 1	SU-ADMIN 1	SU-EVENT 4	LE-TAC 4	F-SDA 2	F-SDA 2	DYN RGP	LE-TAC 3	S-TAC 3	STACR14
16	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	LE-TAC 4	S-TAC 4	STACR15
17	L TAC 4	L TAC 4	L TAC 4	L TAC 4	L TAC 4	L TAC 4	L TAC 4	L TAC 4	L TAC 4	L TAC 4	L TAC 4		
18	L TAC 3	L TAC 3	L TAC 3	L TAC 3	L TAC 3	L TAC 3	L TAC 3	L TAC 3	L TAC 3	L TAC 3	L TAC 3		
19	L TAC 2	L TAC 2	L TAC 2	L TAC 2	L TAC 2	L TAC 2	L TAC 2	L TAC 2	L TAC 2	L TAC 2	L TAC 2		
20	L TAC 1	L TAC 1	L TAC 1	L TAC 1	L TAC 1	L TAC 1	L TAC 1	L TAC 1	L TAC 1	L TAC 1	L TAC 1		
21	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1	SU-INT 1		

17-21 IN MOBILES ONLY

02/5/2012 proposed



## ST. LOUIS COUNTY LAW FLEET MAP KEY



BLUE TEXT	LAW				
RED TEXT	FIRE/EMS				
GREEN TEXT	LAW/FIRE/EMS				
PINK TEXT	LAW ENCRYPT				
BROWN TEXT	SW LAW TAC				
LAW ENCRYPTED					
ERT ENCRYPTED					
LAW ENCRYPT TAC					
FIRE SCENE OF ACTION					
STATE WIDE					
NATIONAL					
NORTH EAST REGIONAL					
AR.....AITON COUNTY					
CL.....CARLTON COUNTY					
IT.....ITASCA COUNTY					
LC.....LAKE COUNTY					

9/25/2012 PROPOSED



**COUNCIL LETTER 121514-VIA**

**FIRE DEPARTMENT**

**FIRE CHIEF**

**DATE:** December 11, 2014

**FROM:** Craig J. Wainio  
City Administrator

---

Per policy, the Chair of the Public Health and Safety Board, the Chair of the Personnel Committee and the City Administrator interviewed candidates for the position of Fire Chief. They recommend that Assistant Chief Greg Chad be offered the position of Fire Chief and furthermore that Staff is authorized to post for Assistant Fire Chief and EMS Director.

**COUNCIL LETTER 121514-IVB**

**PARKS AND RECREATION**

**SEASONAL WORKERS**

**DATE:** December 11, 2014

**FROM:** Craig J. Wainio  
City Administrator

---

Staff is recommending that the following be hired as winter seasonal workers, rinks attendants for 2014/2015:

Tyler Nelson  
Timothy Francisco  
Austin Flannigan  
Dylan Leff  
Jordan Bissonette  
Daniel Niska



**COUNCIL LETTER 121514-XI**

**PERSONNEL COMMITTEE**

**CLOSED MEETING**

**DATE:** December 11, 2014  
**FROM:** Personnel Committee  
Craig J. Wainio  
City Administrator

---

The Personnel Committee is requesting a closed meeting under MN Statute 13.05D, subdivision 3(a) for performance evaluations concerning individuals subject to the public body's authority.

The following procedure must be used to close a meeting under this exception:

The public body must identify the individual to be evaluated prior to closing the meeting.

The meeting must be open at the request of the individual who is the subject of the meeting, so some advance notice to the individual is needed in order to allow the individual to make a decision.

Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

At the next open meeting, the public body must summarize its conclusions regarding the evaluation. The council should be careful not to release private or confidential data in its summary

COMMUNICATIONS  
DECEMBER 15, 2014

1. Laurentian Chamber of Commerce, a letter on correct business addresses.
2. KCPRO-East Oval Ice Racing, a letter requesting support for the 2015 race season.
3. Mesabi Family YMCA, a thank you for the donation to their Dinner and Auction Fundraiser.
4. Pat Huston, Project Manager, MNDot District 1, a memo concerning the Draft Environmental Impact Statement for the US Highway 53 Virginia to Eveleth project.



704 6<sup>th</sup> Avenue North, Suite B, Virginia, MN 55792 (218) 741-2717; (218) 749-4913 Fax

December 2, 2014

Mayor Gary Skalko  
City of Mountain Iron  
8586 Enterprise Drive South  
Mountain Iron, MN 55768-8260

Dear Mayor Skalko:

I agree with your assessment and observation that nine businesses listed in Virginia should have been under the Mountain Iron heading. The advertisement appeared in the November 14 Hometown Focus.

We used the mailing addresses of the businesses, but had the opportunity to list them in the city which provides their vital services. The Chamber will take every opportunity to make proper corrections in future correspondence and advertising.

It is agreed that the Quad Cities, though closely associated and having mutual interests, are independent of one another. Separate identities are important as lines of boundary blur, and we are faced with many regulations that force sameness.

Thank you for the reminder that businesses count on public utilities to make them successful. Strong loyalties have to be forged and maintained to ensure a strong economy.

Most respectfully,

Bernard J. Collins  
President/CEO



**KIDS CHAMPIONSHIP POWER RACING ORGANIZATION**

*Welcome Racers, Families and Fans*

Fall 2014

Dear Local Business/Community Organization,

**RE: KCPRO-East Oval Ice Racing - 2015 race season sponsorship request**

Established in 1991, KCPRO-East Oval Ice Racing is a non-profit 501(c)(3) snowmobile racing organization open to boys and girls ages 4 to 14. The intent of this non-profit organization is to teach safe snowmobiling and good sportsmanship to our young community members. We are a family-run organization with membership extending across the Iron Range from Biwabik to Grand Rapids, throughout the Twin Ports area, including Duluth, Superior, Proctor, Hermantown and from Cloquet north to Fort Frances, Ontario, Canada. We have over a dozen race classes that are open to oval ice racers from the young beginners and amateurs to the more experienced modified racers. Importantly, we get the kids outdoors to enjoy our northern winters.

Throughout the off-season, KCPRO-East members spend considerable time and effort fundraising for the upcoming race season. These efforts include a silent auction at our year-end racing banquet, the sale of hundreds of SnoBarons' raffle tickets throughout the summer, food sales at Super One Foods' Dog Barn and participation in the Community Days coupon books sales for the Herberger's/Yonkers family of stores. We attend car shows and carnivals; we participate in community festivals and fairs; and we communicate with the public about KCPRO-East to generate interest and support, recruit new membership and raise funds.

Even with all of our fundraising efforts, our program still depends on the kindness, support and generosity of our local communities and businesses to cover the cost of insurance, safety personnel, permits, awards and other race season expenses. Being a non-profit, all money collected from membership and race fees, and all fundraising and sponsorship proceeds go directly to the race program. We are an International Snowmobile Racing (ISR) affiliate and, as such, we follow the ISR rules and mandates for track safety and snowmobile set-up, and all safety requirements for our young racers. We are also a member of Minnesota United Snowmobilers Association (MnUSA), the organization that works to protect, preserve and promote the sport of snowmobiling in Minnesota.

Our sponsorship program includes a variety of sponsorship levels, as follows:

Race sponsor: Platinum level - \$1,000.00 sponsorship

Race sponsor: Gold level - \$500.00 sponsorship

Race sponsor: Silver level - \$300.00 sponsorship

Class sponsor: 1 class \$100.00.00; 2 classes \$175.00; 3 classes \$250.00

We would like your support, too. Please see the sponsorship information forms for sponsor benefits. The 2015 race season is just around the corner. Visit our website for more information.

Thank you!

The officers, families and racers of KCPRO-East

**Mike Podgornik, President , 218-348-7588**

**Tim Jorgenson, Vice President, 218-348-0610**

**[www.KCPROEAST.com](http://www.KCPROEAST.com)**



## **KIDS CHAMPIONSHIP POWER RACING ORGANIZATION**

### **KC PRO-EAST 2015 ANNUAL SPONSORSHIP OPTIONS**

#### **RACE SPONSOR: Platinum level \$1,000**

- 4- 16" x 24" trackside sign displayed at all race events and 1- 16" x 24" sign for your use
- Full page advertisement for your company/organization in our yearbook
- Company/organization logo/advertisement will be placed on the KC PRO-East racing DVD
- Logo link for your company/organization on KC PRO-East website
- One copy of our yearbook and racing DVD
- 2 tickets to our year-end banquet
- Optional sponsor trophy

#### **RACE SPONSORSHIP: Gold level \$500**

- 2- 16" x 24" trackside signs displayed at all races events and 1- 16" x 24" sign for your use
- 1/2 page advertisement for your company/organization in our yearbook
- Company/organization advertisement will be placed on the KC PRO-East racing DVD
- Logo link for your company/organization on KC PRO-East website
- Optional sponsor trophy

#### **RACE SPONSORSHIP: Silver level \$300**

- 1 - 16"x24" trackside sign displaced at all race events and 1- 16" x 24" sign for your use
- 1/4 page advertisement for your company/organization in our yearbook
- Company/organization advertisement will be placed on the KC PRO-East racing DVD
- Logo link for your company/organization on KC PRO-East website
- Optional sponsor trophy

#### **CLASS SPONSORSHIP:**

**\$100 per year for one class / \$175 per year for two classes / \$250 per year for three classes**

- Your company name will be engraved on trophies for that class for race season
- Your company will have a business card size ad in our yearbook
- Your company ad will be placed on the KC PRO-East racing DVD
- Name or website link for your company on KC PRO-East website.

**ALL SPONSORS WILL ALSO BE ANNOUNCED AT RACES/AWARDS CEREMONIES.**

For more information regarding sponsorships, please contact Mike Podgornik, President, 218-348-7588 or Tim Jorgenson, Vice President, 218-348-0610.



2015 SPONSOR INFORMATION

New Sponsor [ ]  
Renewing Sponsor [ ]

SPONSOR NAME: \_\_\_\_\_

Sponsor address: \_\_\_\_\_  
\_\_\_\_\_

Contact name: \_\_\_\_\_

Sponsor / contact telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Does the sponsor have their logo in digital format available? [ ] No / [ ] Yes \_\_\_\_\_

Sponsor website link: \_\_\_\_\_

Do you want a sponsorship trophy? [ ] No [ ] Yes

**2015 SPONSORSHIP LEVEL:**

[ ] RACE SPONSOR / Platinum level \$1,000

[ ] Season or [ ] Race \_\_\_\_\_

[ ] RACE SPONSOR / Gold level \$500

[ ] Season or [ ] Race \_\_\_\_\_

[ ] RACE SPONSOR / Silver level \$300

[ ] Season or [ ] Race \_\_\_\_\_

[ ] CLASS SPONSOR\* / 1 class \$100 / 2 classes \$175 / 3 classes \$250

[ ] \$100 for one class

[ ] \$175 for two classes

[ ] \$250 for three classes

\*Mark class or classes sponsored if desired, or a class will be assigned based on availability.

KITTY CAT: [ ] Amateur [ ] Stock [ ] Improved [ ] F1

120 CLASS: [ ] Beginner [ ] Amateur [ ] Stock [ ] Super Stock

[ ] Improved [ ] Sprint [ ] Semi Pro/Pro 206

[ ] Champ 1 [ ] Champ 2

340 CLASS: [ ] Junior Novice 1 [ ] Junior Novice 2

SPONSORSHIP FORM AND CHECKS PAYABLE TO KC PRO EAST CAN BE MAILED TO:

KC PRO-East Oval Ice Racing, c/o Dani Dunaiski, Treasurer, 4191 Stockholm Road, Duluth, MN 55803-2716



**GROWING STRONGER  
TOGETHER**

December 8, 2014

City of Mountain Iron  
8586 Enterprise Drive South  
Mt Iron MN 55768

Dear City of Mt Iron,

Thank you for your donation to the YMCA Dinner and Auction Fundraiser. This event is a vital fundraiser for our organization. The Y impacts children, families and communities like no other organization. Our programs change lives, empower people of all ages and transform communities.

We know that when we work as one, we move people and communities forward. The Y is committed to providing opportunities for kids, adults and families to give, join in or advocate in the name of stronger communities. It is only through the support of our volunteers and donors that we are able to give back to the communities we serve.

That is why we want to THANK YOU for your contribution.

Enclosed is a receipt for your \$300.00. Your donation is tax deductible – our tax ID number is on your receipt.

Again, thank you so much for your help in making this event a great success.

Yours truly,

Darlene Simonson  
Development Coordinator  
Mesabi Family YMCA  
8367 Unity Drive  
Virginia MN 55792  
218-749-8020  
dsimonson@mesabiyymca.org



**United Way  
of Northeastern MN**

-- Select Return Reason --

⏪ Original Payment

**City of Mountain Iron (9820)**  
8586 Enterprise Dr South  
Mt Iron, MN 55768

Payment Id           **74982849**  
Payment date       **Thu, Dec 04, 2014 01:34 PM**  
Registered by      **Becky**  
Tax Id               **411460551**

Description	Price	Paid/Adj	Payment	Balance
Donation - 2015 auction fundraiser donation	\$300.00	\$0.00	\$300.00	\$0.00
<b>Total</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$0.00</b>

City of Mountain Iron | Check 146212    \$300.00  
Total payment                                **\$300.00**



**DATE:** December 10, 2014  
**TO:** Participating Agencies for the US Highway 53 Virginia to Eveleth Project  
**FROM:** Pat Huston  
Project Manager  
Minnesota Department of Transportation, District 1  
**SUBJECT:** US Highway 53 Virginia to Eveleth – Draft Environmental Impact Statement

---

Enclosed please find the Draft Environmental Impact Statement (EIS) for the US Highway 53 Virginia to Eveleth project. As a participating agency, you are receiving this copy in advance of the general distribution for the December 22, 2014 EQB Monitor publication date.

As the Responsible Governmental Unit (RGU), the Minnesota Department of Transportation (MnDOT) has prepared a Draft EIS for the US Highway 53 Virginia to Eveleth project. The Draft EIS describes the transportation, social/community, and physical/environmental impacts associated with the project alternatives. The alternatives studied included the No Build Alternative, Existing US 53 Alternative, Alternative M-1, Alternative E-1A, and Alternative E-2.

Copies of the Draft EIS are being distributed to local governments, regulatory agencies, the Project Advisory Committee, and others in accordance with the EQB requirements. In addition, beginning December 22, 2014, the Draft EIS may be accessed electronically on the project website ([www.dot.state.mn.us/d1/projects/hwy53relocation](http://www.dot.state.mn.us/d1/projects/hwy53relocation)) and paper copies will be available for review at the following locations:

- Eveleth Public Library, 614 Pierce Street, Eveleth, MN
- Gilbert Public Library, 17 N. Broadway, Gilbert, MN
- Mountain Iron Public Library, 5742 Mountain Avenue, Mt. Iron, MN
- Virginia Public Library, 215 5<sup>th</sup> Avenue S, Virginia, MN
- Duluth Public Library, 520 West Superior Street, Duluth, MN
- MnDOT – District 1 Duluth Office, 1123 Mesaba Avenue, Duluth, MN
- Hennepin County Library – Minneapolis Central, 300 Nicollet Mall, Minneapolis, MN

Comments on the Draft EIS will be accepted from December 22, 2014 through February 5, 2015 and may be submitted through email, mail, or in person at the public open house that will be held for this project.

The address to which written comment should be sent is:

Pat Huston, Project Manager  
MnDOT District 1  
1123 Mesaba Avenue  
Duluth, MN 55811  
[Patrick.Huston@state.mn.us](mailto:Patrick.Huston@state.mn.us)

The public open house is scheduled as follows:

Thursday, January 22, 2015  
6:00-9:00 p.m.  
Mountain Iron Community Center  
8586 Enterprise Drive South, Mountain Iron, MN 55768

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*Enclosures:*

CD of US Highway 53 Virginia to Eveleth Draft Environmental Impact Statement, December 2014

Hard copy (in two volumes) of US Highway 53 Virginia to Eveleth Draft Environmental Impact Statement, December 2014