



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 262-4441 • FAX: (907) 262-1892

www.borough.kenai.ak.us

DAVE CAREY
BOROUGH MAYOR

MEMORANDUM

TO: Milli Martin, President
Assembly Members, Kenai Peninsula Borough

THRU: Mayor David R. Carey *DW for PCC*

THRU: Craig Chapman, Finance Director *C Chapman*

FROM: Richard Campbell, General Services Director *RC*

DATE: January 8, 2009

**SUBJECT: ESTABLISHING AN ADMINISTRATIVE ASSISTANT AT THE
KACHEMAK EMERGENCY SERVICE AREA (KESA) AND
APPROPRIATING \$18,500 TO FUND THE POSITION**

This ordinance establishes an administrative assistant for KESA and appropriates funds for the position from April 1 through June 30, 2009.

KESA has contracted with the City of Homer for operations and response since its inception. It is now in the process of shifting to perform those functions independently. Emergency medical responses will begin July 1 and fire responses will begin January 1, 2010.

There are several infrastructure and operational tasks in addition to regular administrative duties that need to be completed in order to begin independent operations. These include, but are not limited to, dispatching services, equipment, personnel records, training, development of SOP's and SOG's, automatic aid and mutual aid agreements with the Homer Volunteer Fire Department and the planning and development of the Diamond Ridge Fire Station. An administrative assistant is needed to assist the administrator of the service area, who has assumed many of the volunteer chief's duties in addition to his regular duties, to accomplish this transition and move forward in an efficient and comprehensive manner.

