

SUBJECT: APPROVING THE ADDITION OF A REGULAR, FULL TIME, FIRE SERVICE AREA ASSISTANT POSITION FOR THE WILLOW AND CASWELL FIRE SERVICE AREAS, AND APPROVING A SUPPLEMENTAL APPROPRIATION OF \$27,307.50 FROM BOTH THE WILLOW AND CASWELL FUND BALANCE ACCOUNTS TO THEIR RESPECTIVE FISCAL YEAR 2022 OPERATING BUDGETS, FOR WAGES AND BENEFITS FOR THE NEW POSITION TO COVER THE PERIOD OF JANUARY 1, 2022, TO JUNE 30, 2022.

AGENDA OF: October 19, 2021

ASSEMBLY ACTION:

Approved with 6m opposed. 11.16.21 KBJ

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: *WB*

Route To:	Department/Individual	Initials	Remarks
	Originator	CL	
	Emergency Services Director	KB	
	Human Resources Director	<i>[Signature]</i>	
	Finance Director	CB	
	Borough Attorney	<i>[Signature]</i>	
	Borough Clerk	<i>JMM 10/11/21</i>	<i>[Signature]</i>

ATTACHMENT (S) : Fiscal Note: YES X NO _____
 Ordinance Serial No. 21-103 (2 pp)
 Job Description: Service Area Assistant-Fire (3 pp)

SUMMARY STATEMENT:

This position was initiated at the request of the Caswell Fire Service Area Board of Supervisors and approved by the Willow Fire Service Area Board of Supervisors.

It is recognized that as the Willow and Caswell areas develop and our emergency call volume increases, the need for additional full time responders is imperative to maintain public safety. With the increasing time demands on personnel from both minimum training standards and the required administrative tasks necessary to keep

the department functioning day to day, the department needs additional administrative and operational support, and the complexity of the calls and tasks the department is called upon to perform necessitates additional full time responders.

As we struggle to keep sufficient numbers of on call responders, which are at lower than normal historical levels, one means to keep up with the current and projected workload is by adding full time staffing. The 29.9 weekly hours limit enforced on our responders limits the total time available of even our most dedicated responders. This often leaves gaps in coverage and key tasks undone.

The Fire Service Area Assistant position is highly flexible and can be adjusted to meet the growing needs of the organization. With the addition of this full time employee we will gain consistency in responses and increased institutional knowledge of the area and the department. This will help decrease response times and increase the level of service to one of our most rural areas.

The addition, this position will also provide needed coverage for when the only other full time position, the Willow/Caswell Fire Chief, is on personal leave. Having an additional responder and fire apparatus responding on calls will aid with our wildland-urban interface issues. Currently 60% of our workload is related to rescue and emergency medical services. This position will aid significantly in providing this service to one of our more rural areas where it often takes 15-20 minutes to receive EMS support.

RECOMMENDATION OF ADMINISTRATION:

The administration recommends approval of the attached legislation, which will approve the addition of a regular, full-time, Fire Service Area Assistant position for the Willow and Caswell Fire Service Areas, and approving a supplemental appropriation of \$27,307.50 from both the Willow and Caswell fund balance accounts to their respective fiscal year 2022 operating budgets, for wages and benefits for the new position to cover the period of January 1, 2022, to June 30, 2022.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: October 19, 2021

SUBJECT: Approving the addition of a regular, full-time, Fire Service Area Assistant position for the Willow and Caswell Fire Service Areas, and approving a supplemental appropriation of \$54,615 from both the Willow and Caswell fund balance accounts to their respective fiscal year 2022 operating budgets, for wages and benefits for the new position to cover the period of January 1, 2022, to June 30, 2022.

ORIGINATOR: Ken Barkley

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$109,230</u>	FUNDING SOURCE <u>Willow & Caswell FSA Funds</u>
FROM ACCOUNT # <u>272/2016. 272.000</u>	PROJECT
TO ACCOUNT: <u>272/2016. 000-00 3xxxxxx</u>	PROJECT #
VERIFIED BY: <u>Amir Ullah</u>	CERTIFIED BY:
DATE: <u>9/27/21</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
Personnel Services	<u>109.2</u>					
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING	<u>109.2</u>					

CAPITAL						
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	<u>109.2</u>					
TOTAL	<u>109.2</u>					

POSITIONS:

Full-Time	<u>1</u>					
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____
 DEPARTMENT: Chapman/Hunt DATE: 9/28/2021
 APPROVED BY: _____ DATE: _____



Service Area Assistant - Fire

Class Code:
1513

Bargaining Unit: MSBEA Union

MATANUSKA-SUSITNA BOROUGH
Revision Date: Jun 22, 2021

SALARY RANGE

\$28.04 Hourly

JOB SUMMARY:

This position is responsible for assisting with the day-to-day operations of an assigned Fire Service Area and to assist in fire suppression, rescue, hazardous materials response, fire training, and equipment readiness functions.

Work is performed and duties are carried out in accordance with established policies, procedures, and Borough core values: Accountability, Customer Focus, Dedication, Integrity, Responsiveness and Teamwork.

PAY GRADE:

M1

MINIMUM REQUIREMENTS:

High school diploma or equivalent, and specialized training in the field of work including college courses, certificate program, apprenticeship, etc.

Five years of progressively responsible experience in the occupational field, sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems.

Possession of or ability to readily obtain a valid driver's license issued by the State of Alaska for the type of vehicle or equipment operated.

Possession of or ability to readily obtain appropriate state Fire certification.

Completion of required Incident Command System (ICS) courses in accordance with established Borough policy.

Must successfully pass a pre-employment drug screen.

If the position is required to engage in firefighting activities, in a non-command role, employee must be able to successfully complete a valid pre-employment and annual physical ability test (PAT), and a post-offer and annual NFPA 1582 physical exam.

Possession of or ability to readily obtain State of Alaska certification as a Firefighter I and/or Driver Operator.

1M 21-209
OR 21-103

Possession of or ability to readily obtain State of Alaska certification as a Fire Services Instructor.

DUTIES/RESPONSIBILITIES:

- Performs a variety of technical and manual labor activities and duties in the operation of fire equipment and tools; drives and operates fire and rescue apparatus.
- Identifies and evaluates fire and rescue emergency situations and plans for the mitigation and life safety of responders, victims and the community.
- Responds to fire and emergency scenes as directed.
- Reviews applications, conducts interviews, and recommends the hiring of new personnel.
- Participates in the development and implementation of standard operating procedures.
- Responds to inquiries from service area personnel, public and private officials, and the public regarding services provided; serves as resource to responder personnel.
- Coordinates assigned programs.
- Prepares accident/incident reports and documentation.
- Enters statistical data to computerized databases and prepares related reports.
- Researches, develops, implements, coordinates and delivers employee training as assigned.
- Coordinates and delivers fire prevention and public education programming.
- Investigates a variety of training resources to determine and recommend workshops, courses, and seminars for Area personnel; maintains a library of resources and self-study materials.
- Ensures the competency level of personnel in compliance with Borough and state standards.
- Oversees the maintenance of fire and rescue equipment.
- When staffing the EOC performs the functions assigned by the Event Commander to efficiently and effectively respond and manage an incident.
- Performs related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of fire policies, practices and procedures.
- Knowledge of recent developments, current literature, and sources of information related to fire services.
- Knowledge of current literature, trends, and developments in the field of firefighting and fire prevention.
- Knowledge of the principles and practices of supervision, training, and performance evaluation.
- Knowledge of safe driving principles and practices.
- Knowledge of computerized records management systems.
- Knowledge of the Incident Command System.
- Knowledge of OSHA standards.
- Skill in the use of modern office equipment and computers.
- Skill in the safe operation of firefighting and emergency response equipment, including communications equipment as assigned.
- Skill in researching, analyzing, and evaluating new service delivery methods, procedures and techniques.
- Skill in preparing clear and precise reports.
- Skill in oral and written communication.
- Skill in interpersonal relations.

PHYSICAL DEMANDS:

The work is typically performed while sitting standing, stooping, walking, bending or crouching. The employee climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell. The work is typically performed in an office, outdoors, and at fire or other emergency scenes. The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather. The work requires the use of protective clothing and devices. May operate a motor vehicle.

IM 21-209
OR 21-103