



## KENAI PENINSULA BOROUGH

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DAVID R. CAREY  
BOROUGH MAYOR

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** David R. Carey, Mayor *David Carey*  
Craig Chapman, Finance Director *C Chapman*

**FROM:** Benjamin Maxon, Anchor Point Fire Chief *B Max*

**DATE:** August 25, 2011

**SUBJECT:** Ordinance 2011-19-17, FY12 Authorization for Supplemental Appropriation for Personnel Costs and Purchase of Supplies and Equipment for Anchor Point Fire and Emergency Service Area

Anchor Point Fire and Emergency Service Area (APFESA) underwent personnel and operational changes in fiscal year 2011, creating purchasing delays for supplies and equipment and a substantial backlog of work. At the end of FY 2011 an unexpended \$61,000 was returned to the service area fund balance. The need for these supplies and equipment still exists.

One large dollar item is the funding of firefighting hose. The current hose at Anchor Point has not been properly hose-tested and records have not been kept on the testing, if any. This poses a difficult position for APFESA as the Insurance Service Organization (ISO) is scheduled to audit the service area the first week of September. The ISO has the authority to tell APFESA that they cannot operate as a fire department if they cannot meet a minimum standard of testing and show the testing records. APFESA is working diligently to correct the deficiencies within the time it has before the audit.

In addition, the fire chief position was hired at a higher rate than the previous Administrator position and is being provided a car allowance, and additional funding for FY2012 is needed to cover these increased costs. A temporary administrative assistant is also needed to address deficiencies and perform tasks for upcoming audits.

At the August 18, 2011, board meeting the Service Area Board unanimously recommended that a large portion of the unexpended funds from fiscal year 2011 be utilized in fiscal year 2012, to purchase supplies and equipment, and to reduce deficiencies in the personnel line items of the FY 2012 budget.

The Service Area has sufficient funds in its fund balance to support this request. Shortened hearing is being requested on this ordinance in order to accomplish as much as possible prior to the ISO audit.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>209,27900 FB</u>
Amount	<u>\$58,600</u>
By:	<u>CBW</u> Date: <u>8/24/11</u>