



KENAI PENINSULA BOROUGH

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MEMORANDUM

TO: Gary Knopp, Assembly President
Members of the Kenai Peninsula Borough Assembly

THROUGH: David R. Carey, Borough Mayor *DR Carey*

FROM: Susan Wilcox, Chief of Staff *SWilcox*

DATE: March 24, 2011

SUBJECT: Resolution 2011-026, approving an Appendix A Job Description for the Anchor Point Fire and Emergency Medical Service Area Chief

On January 15, 2011, the Administrator of the Anchor Point Fire and Emergency Medical Service Area (APFEMSA) retired.

In cooperation with the APFEMSA Board, the job description for the Chief was created to reflect the current duties and responsibilities for the required position. The duties and responsibilities required to provide proper oversight for the operations of the Anchor Point Fire and Emergency Medical Service Area are reflected in the revised job description.

This job description will not create a new position but will replace the classified Administrator position for the APFEMSA.

The Kenai Borough Employee Association agrees that with the new responsibilities this position should be listed in Appendix A as it falls under Article 1 Section 2(d)(6) of the Collective Bargaining Agreement which states "Positions having direct responsibility for one or more major borough programs or functional areas."

The administration respectfully requests the assembly's approval to establish the Anchor Point Fire and Emergency Medical Service Area Chief position, the accompanying job description, and that it be set at a Level 3 pay range.