

Introduced by: Mayor, Johnson, Haggerty  
Date: 09/06/11  
Action: Adopted as Amended  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2011-092**

**A RESOLUTION AUTHORIZING AN ADMINISTRATIVE SERVICE JOB  
DESCRIPTION FOR THE ANCHOR POINT FIRE AND EMERGENCY SERVICE  
AREA DEPUTY CHIEF**

**WHEREAS,** the Anchor Point Fire and Emergency Service Area Board recognizes the need for increased management personnel to be effective for operations and training; and

**WHEREAS,** the duties and responsibilities required to provide proper oversight for meeting the regulatory, state, and Kenai Peninsula Borough mandates have necessitated a Deputy Chief position for the Anchor Point Fire and Emergency Service Area; and

**WHEREAS,** the administration is recommending that it be an appointed position and be classified as an administrative service position, Level 2; and

**WHEREAS,** KPB 2.04.115 requires the assembly approve new job descriptions for administrative positions, which would include this position; and

**WHEREAS,** the Anchor Point Fire and Emergency Service Area Board at its August 18, 2011, meeting unanimously recommended approval of the Deputy Chief's job description, pay range and classification;

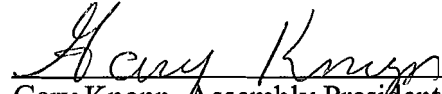
**NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

**SECTION 1.** That the Kenai Peninsula Borough Assembly authorizes the establishment of the Anchor Point Fire and Emergency Service Area Deputy Chief position as an administrative service position.

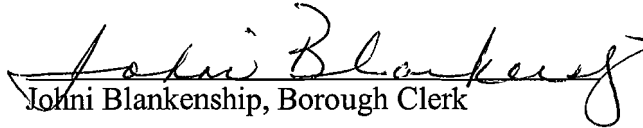
**SECTION 2.** That the Kenai Peninsula Borough Assembly approves the attached job description and authorizes the Anchor Point Fire and Emergency Service Area Deputy Chief to be set at a Level 2 pay range.

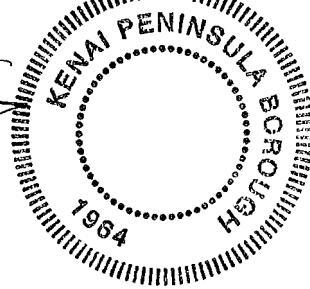
**SECTION 3.** That this resolution shall take effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF SEPTEMBER, 2011.**

  
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Gary Knopp, Assembly President

ATTEST:

  
John Blankenship, Borough Clerk



Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp  
No: None  
Absent: None

Position Description: Deputy Chief-Anchor Point Fire and Emergency Service Area

Service Type: Administrative – Level 2

Definition: Under the general direction and supervision of the Anchor Point Fire Chief, the Deputy Chief is responsible for the supervision and direction of emergency medical services and emergency medical personnel as designated by the Chief.

Minimum Qualifications: An Associate Degree in Fire Science, Emergency Medical Science, Administration, Management or other related business field or equivalent experience of at least seven years of increasing responsibility as a full time member of a recognized emergency service agency, including four years of supervisory experience. Possession of, or progression toward, Fire and Emergency Services Officer Certification. Current possession of State of Alaska Certification as a Mobile Intensive Care Paramedic, Possession of EMT-I, EMT-II Instructor Certification, with progression toward EMT-III Instructor Certification, and Firefighter I Certification within one year from date of employment. Must have knowledge of the Incident Command System; the ability to analyze an emergency scene and plan a course of action and the ability to transmit information accurately and precisely through oral and radio communications on emergency scenes. Must have the ability to write accurate and comprehensive reports. Must possess excellent computer skills and have knowledge of communications equipment. Valid driver's license, and evidence of a good driving record is required at time of hire and must be maintained at all times.

Essential Functions:

1. Assists the Chief with management responsibility for assigned services and activities of the fire department including emergency medical services and injury prevention.
2. Participates in the development and implementation of goals, objectives, policies and activities that affect the department.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, including the recommendation of appropriate service and staffing levels within departmental policy.
4. Supervises the Emergency Medical Service Division and educational activities, including but not limited to the EMS Policies, procedures, ambulances, equipment and supplies of the service division.
5. Supervises and/or coordinates personnel/volunteer member training.
6. Monitors and maintains inventory of ambulance and medical supplies, including Schedule II narcotics and DEA registration.
7. Participates in the development and administration of the Department's annual budget and in the forecast of funds needed for staffing, equipment, materials, and supplies. Monitors and approves expenditures making adjustments as necessary.

8. Supervises and administers the department's capital improvement and grant projects; coordinates the facility and fleet maintenance and general projects.
9. Ensures that equipment, safety clothing, apparatus and supplies are specified, purchased, received and distributed consistent with Borough policy.
10. Serves as liaison for Anchor Point Fire with other departments, divisions and outside agencies; negotiates and resolves sensitive and controversial issues; coordinates special community programs. Responds to and resolves difficult and sensitive citizen inquiries and complaints
11. Serves as staff representative on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence. Attends professional group meetings.
12. Provides staff assistance to the Chief; conducts a variety of organizational studies, investigations and operational studies at the direction of the Chief; recommends to the Chief modification to the Fire/EMS programs, policies and procedures as appropriate.
13. Responds to emergency and non-emergency incidents as outlined by standard operating guidelines.;
14. Assumes responsibility of the Department in the absence of the Chief.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examination: A physical examination is required