

SEARCH AND RESCUE DEPARTMENT

I. Mission

The Critical mission of Search and Rescue Department (SAR) is to maintain the wellbeing of all North Slope Borough residents.

SAR provides safe, efficient and reliable airborne response to aero medical evacuation (medevac), search and rescue, and other emergencies.

II. Department Responsibilities

The SAR department is required by public law to operate aircraft in accordance with:

14 CFR Part 61: Certification of pilots and instructors,

14 CFR Part 67: Medical standards and certification.

14 CFR Part 91: General operating and flight rules.

14 CFR Part 43: Maintenance, preventative maintenance, rebuilding, and alterations.

SAR currently operates 5 aircraft. All are capable of day, night, visual or instrument meteorological flight conditions. All are utilized in both SAR and medevac roles.

The three rotary wing helicopters (Sikorsky S-92 and Bell 412s) are equipped for enhanced night vision (NVG) operations.

The two fixed wing airplanes (Learjet 31A and Beechcraft King Air 350CER) are capable of operating in known icing conditions and high altitude flight.

SAR has four divisions: **Administration**, **SAR Coordinator**, **Flight**, and **Maintenance** supervised by the Director to accomplish the mission statement.

The critical nature of our mission is both demanding and potentially hazardous. SAR equipment must be maintained to the highest possible standard. SAR personnel must be trained, kept current and certified to the highest levels.

SAR combines efforts with the Fire Department Medical Division to provide patient care during medevac.

SAR along with the Village SAR organizations participate in community affairs, educating the public on seasonal traveling practices, outdoor preparedness, and safety.

A. Administration Division

SAR Division Manager Forecasts and monitors department financial requirements for personnel, supplies, travel, training activities, and communications.

The Division Manager oversees and manages the department's budget ensuring accountability.

B. Flight Division

Responsibilities of the Chief Pilot (CP), is the Flight Division coordinating flights, flight crew requirements including all training, duty time, and on-call schedules. The CP issues daily flight assignments and coordinates all department aircraft activity.

The CP also ensures that appropriate personnel are qualified to be assigned as flight crewmembers in Borough aircraft under 14 CFR Parts 61, 67 and 91. The CP maintains the Operations Bulletins.

Flight Medical is a combined effort between the Fire Department Medical Division and Search and Rescue Department. We provide state certified critical care air ambulance and basic life support medical services throughout the North Slope.

C. SAR Coordinator Division

Coordinator is responsible for a proper response to each incident or emergency throughout the North Slope.

Combined with the knowledge of the land and subsistence lifestyle is an essential element of the SAR Coordinator.

This is invaluable when assisting residents on the North Slope during times of emergency.

The SAR Coordinator assists village volunteer search and rescue organizations to effectively prepare for and conduct SAR activities along with the effective use of SAR equipment to respond to each incident.

D. Maintenance Division

Responsibilities of the Chief of Maintenance.

Aircraft maintenance is a critical function of the department.

Maintenance personnel maintain SAR's fleet of aircraft to the highest standard possible considering industry wide practices permitted by the FAA. This ensures a safe, mission ready fleet in accordance with 14 CFR Part 43. Competent aircraft inspections (repair, scheduled, and routine) are not only required, but also essential for airborne emergency response operations. The maintenance division maintains the aircraft, support equipment, facility and the surface vehicle fleet requirements of the department.

III. Goals and Objectives for FY 2017-2018

1. **24/7/365 response capability with at least 1 fixed wing and 1 rotary wing aircraft.**

- Recruit and retain a total of Thirteen qualified pilots, six aircraft maintenance engineers (AME) and two aircraft avionics technician/AME.
- Ensure flight and maintenance crews have adequate rest.
- Require flight crew response times of 30 minutes from call out to on station status with a complete weather briefing and flight plan filed. 15 minutes for maintenance personnel.

2. **Acquire, upgrade, and maintain SAR equipment to the highest industry standards.**

- Increase and maintain inventory of critical aircraft spare parts (mechanical, electrical, avionics, and ground support equipment) by twenty-five percent.
- Retain and maintain Personal Locator Beacon (PLB) service.

3. **Enhance the department's fiscal and administrative capabilities to achieve a higher level of accountability.**

- Develop and maintain improved inventory control procedures.

4. **Maintain close working relationships with the LEPC, Fire, Police, Public Works, and Health Departments to improve regional emergency response.**

- Ensure that all emergency response operations relating to other departments are accomplished with an efficient and professional spirit of cooperation.

5. **Provide training opportunities for SAR personnel to maintain a high level of proficiency and currency.**

- Establish long-term fixed contracts with select training entities for Borough aircraft and maintenance operations that will reduce cost.
- Maintain an internal training program for department personnel on essential elements of emergency response to include helicopter flight training, SAR tactics, survival equipment, helicopter external load operations, over-water operations, and night time aircraft operations using a night vision system.
- Develop and disseminate incident reduction education and outdoor safety public education programs to school age students and others in our region.

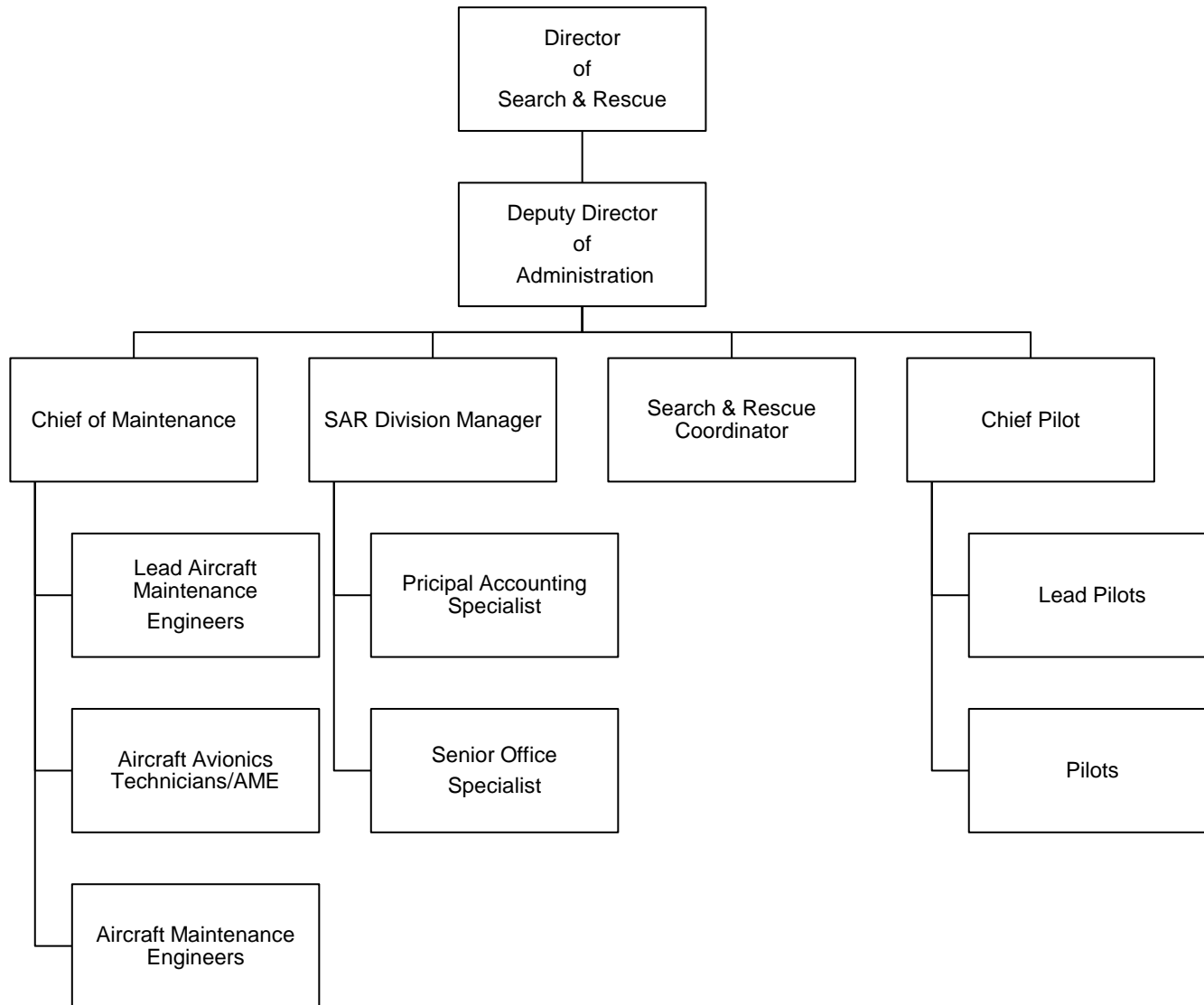
6. Develop and maintain a department safety program.

- Conduct bi-monthly meetings with flight and maintenance personnel regarding protocol/procedure and current situations during crew transitions.
- Ensure a zero aircraft accident rate by providing the safest and the most efficient aircraft services available for the Borough.
- Maintain a department safety plan and personnel safety checklists to include flight, ground, facility, accident response, OSHA, and hazardous materials.
- Maintain contracts for safety inspections and safety audits of equipment, systems, and facilities that are critical to maintaining safe flight and ground operations.
- Maintain a drug and alcohol-testing program as outlined by federal law during.

7. Assist village volunteer SAR organizations with professional development and support equipment.

- Visit village SAR organization annually to assess training requirements, equipment, and facilities status.
- Assist village volunteer SAR organizations in obtaining grant funds for SAR equipment.

North Slope Borough
Department of Search & Rescue



SEARCH & RESCUE
FY 2017-2018
Operating Budget Summary

Business Unit and Division	FTE FY16-17	FTE FY17-18	FY16-17 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY17-18 Total Budget	Change from Prior Year	% Change
4405 - SEARCH/RESCUE CENTRAL OFF	27	29	11,032,533	5,193,313	6,145,234	1,738,642	281,410	0	13,358,599	2,326,066	21%
Grand Total	27	29	11,032,533	5,193,313	6,145,234	1,738,642	281,410	0	13,358,599	2,326,066	21%

SEARCH & RESCUE

Department Total

Expenditure Type	Actual Year 2014-2015	Actual Year 2015-2016	Final Budget 2016-2017	Actual 6 months 2016-2017	% Change	Budget 2017-2018
6100 Personal Services						
Total Permanent Wages	2,198,158	2,245,790	1,928,396	1,128,495	2.8%	1,982,308
Total Permanent Overtime Wages	1,106,499	1,147,810	1,159,983	599,316	7.2%	1,243,352
Total Temporary Wages	81,006	74,497	0	49,756	0.0%	0
Total Temporary Overtime Wages	371	9,205	0	8,172	0.0%	0
Total Benefits	4,076,957	2,265,083	1,853,027	929,278	6.2%	1,967,653
Total Personal Services	7,462,991	5,742,385	4,941,406	2,715,017	5.1%	5,193,313
6200 Contractual Services						
Total Communications	61,334	81,051	84,060	39,428	0.0%	84,060
Total Contributions & Municipal Support	0	0	0	0	0.0%	0
Total Maintenance Services	297,036	360,077	631,704	266,636	225.9%	2,058,704
Total Insurance & Bonding Reserves	1,603,454	1,306,368	2,301,838	613,613	5.0%	2,416,472
Total Professional Services	0	0	0	116	0.0%	0
Total Rents and Utilities	83,265	116,851	63,935	167,081	288.1%	248,126
Total Travel and Lodging	203,575	380,502	443,630	197,084	20.1%	532,861
Total Other Services & Expenses	307,971	560,057	504,581	192,023	59.5%	805,011
Total Contractual Services	2,556,634	2,804,906	4,029,748	1,475,981	52.5%	6,145,234
6500 Supplies						
Total Fuel	837,861	575,124	1,712,884	400,232	(1.2)%	1,691,557
Total Supplies-Buildings & Grounds	17,473	19,686	20,000	9,173	(100.0)%	0
Total Supplies-Non-Buildings & Grounds	69,351	163,665	47,085	42,157	0.0%	47,085
Total Supplies	924,685	758,475	1,779,969	451,562	(2.3)%	1,738,642
6700 Equipment & Replacement Parts						
Total New Equipment Under \$5,000	3,607	21,546	0	2,422	0.0%	0
Total Equipment & Parts Under \$5,000	185,175	176,722	143,400	87,496	0.0%	143,400
Total Equipment & Parts Over \$5,000	11,900	81,404	138,010	100,768	0.0%	138,010
Total Equipment & Replacement Parts	200,682	279,672	281,410	190,686	0.0%	281,410
Grand Total	11,144,993	9,585,438	11,032,533	4,833,246	21.1%	13,358,599

Search and Rescue Total

Search and Rescue

Central Office

4405

6100 Personal Services

	FTE		Position Range	# Months	Approved Budget		Change Amount	% Change
	17	18			2016/2017	2017/2018		
	Director of Search and Rescue	1			1	42		
Deputy Director of Administration	1	1	36	12	169,860	169,860	0	0.0%
Chief of Maintenance	1	1	35	12	139,601	139,601	0	0.0%
Chief Pilot	1	1	34	12	137,448	101,783	(35,665)	(25.9%)
Search & Rescue Coordinator	1	1	33	12	110,607	96,935	(13,672)	(12.4%)
SAR Division Manager	1	1	32	12	120,117	120,117	0	0.0%
Lead Aircraft Maintenance Engineer	1	2	31	12	63,263	108,805	45,542	72.0%
Lead Pilot	2	2	30	12	112,463	113,273	810	0.7%
Aircraft Avionics Tech/AME	1	2	29	12	50,807	93,959	43,152	84.9%
Pilot	11	11	29	12	531,839	537,074	5,235	1.0%
Aircraft Maintenance Engineer	4	4	28	12	194,273	192,959	(1,314)	(0.7%)
Principal Accounting Specialist	0	1	25	12	0	66,612	66,612	100.0%
Senior Office Specialist	0	1	23	0	0	59,510	59,510	100.0%
Work Order Specialist	1	0		12	64,321	0	(64,321)	(100.0%)
Office Specialist	1	0		12	51,486	0	(51,486)	(100.0%)

6110 Permanent Wages

6111	Regular Wages	27	29		1,928,396	1,982,308	53,912	2.8%
6115	Overtime Wages				1,159,983	1,243,352	83,369	7.2%
Total Permanent Wages					3,088,379	3,225,660	137,281	4.4%

6130 Benefits

6131	Permanent Employee Benefits - 61%				1,853,027	1,967,653	114,625	6.2%
Total Benefits					1,853,027	1,967,653	114,625	6.2%

Total Personal Services					4,941,406	5,193,313	251,906	5.1%
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SEARCH/RESCUE CENTRAL OFF

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Object Account	Budget FY 2016-2017	Budget FY 2017-2018	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	1,928,396	1,982,308	53,912	2.8
Total Permanent Wages	1,928,396	1,982,308	53,912	2.8
6115 Permanent Overtime Wages	1,159,983	1,243,352	83,369	7.2
6115 - OT WAGES-PERMANENT	1,159,983	1,243,352	83,369	7.2
Total Permanent Overtime Wages	1,159,983	1,243,352	83,369	7.2
6130 Benefits				
6131 - BENEFITS-PERMANENT	1,853,027	1,967,653	114,626	6.2
Total Benefits	1,853,027	1,967,653	114,626	6.2
Total Personal Services	4,941,406	5,193,313	251,907	5.1
6200 Contractual Services				
6210 Communications				
6215 - AIRLINE EXPRESS	20,000	20,000	0	0.0
6220 - PHONE/FAX/MODEM	15,480	15,480	0	0.0
6225 - POSTAGE	2,500	2,500	0	0.0
6229 - OTHER COMMUNICATIONS	46,080	46,080	0	0.0
Total Communications	84,060	84,060	0	0.0
6250 Maintenance Services				
6255 - AIRCRAFT MAINTENANCE	627,000	2,054,000	1,427,000	227.6
6265 - COPIER MAINTENANCE	4,704	4,704	0	0.0
Total Maintenance Services	631,704	2,058,704	1,427,000	225.9
6300 Insurance & Bonding Reserves				
6305 - INSURANCE & BONDING	2,301,838	2,416,472	114,634	5.0
Total Insurance & Bonding Reserves	2,301,838	2,416,472	114,634	5.0
6360 Rents & Utilities				
6365 - NONRESIDENTIAL LEASES	13,935	26,150	12,215	87.7
6370 - RESIDENTIAL LEASES	0	69,600	69,600	0.0
6375 - UTIL-ELECTRICITY	45,000	136,800	91,800	204.0
6380 - WATER/SEWER	5,000	15,576	10,576	211.5
Total Rents and Utilities	63,935	248,126	184,191	288.1

SEARCH/RESCUE CENTRAL OFF

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Object Account	Budget FY 2016-2017	Budget FY 2017-2018	Budget Year Variance	Budget Year Variance %
6400 Travel & Lodging				
6402 - AIRFARE IN-STATE	204,000	248,400	44,400	21.8
6403 - AIRFARE OUT-OF-STATE	82,800	91,800	9,000	10.9
6410 - GROUND TRANSPORTATION	28,030	33,516	5,486	19.6
6415 - PER DIEM	39,400	46,795	7,395	18.8
6420 - LODGING	89,400	112,350	22,950	25.7
Total Travel and Lodging	443,630	532,861	89,231	20.1
6450 Other Services & Expenses				
6485 - TRAIN/TUITION/CONFERENCE	465,000	757,150	292,150	62.8
6490 - MEMBERSHIPS DUES/SUBS	38,387	46,667	8,280	21.6
6499 - MISC SERVICES & EXP	1,194	1,194	0	0.0
Total Other Services & Expenses	504,581	805,011	300,430	59.5
Total Contractual Services	4,029,748	6,145,234	2,115,486	52.5
6500 Supplies				
6510 Fuel				
6515 - AIRCRAFT FUEL	1,672,291	1,650,964	(21,327)	(1.3)
6530 - VEHICLE FUEL	40,593	40,593	0	0.0
Total Fuel	1,712,884	1,691,557	(21,327)	(1.2)
6540 Supplies-Buildings & Grounds				
6565 - SMALL TOOLS	10,000	0	(10,000)	(100.0)
6599 - OTHER BLDGS & GRND SUPPL	10,000	0	(10,000)	(100.0)
Total Supplies-Buildings & Grounds	20,000	0	(20,000)	(100.0)
6600 Supplies-Non-Buildings & Grounds				
6610 - EDUC/TRAINING SUPPLIES	1,000	1,000	0	0.0
6615 - FOOD/WATER/COFFEE/CATER	21,370	21,370	0	0.0
6620 - HOUSEHOLD SUPPLIES	4,000	4,000	0	0.0
6650 - UNIFORMS/PROTECTIVE ITEMS	17,715	17,715	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	3,000	3,000	0	0.0
Total Supplies-Non-Buildings & Grounds	47,085	47,085	0	0.0
Total Supplies	1,779,969	1,738,642	(41,327)	(2.3)

SEARCH/RESCUE CENTRAL OFF

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Object Account	Budget FY 2016-2017	Budget FY 2017-2018	Budget Year Variance	Budget Year Variance %
6700 Equipment & Replacement Parts				
6760 Replacement Parts Under \$5,000				
6765 - AIRCRAFT PARTS < \$5000	140,000	140,000	0	0.0
6795 - VEHICLE PARTS < \$5000	1,400	1,400	0	0.0
6799 - OTHER EQUIP PART <\$5000	2,000	2,000	0	0.0
Total Equipment & Parts Under \$5,000	143,400	143,400	0	0.0
6830 Equipment & Parts Over \$5,000				
6835 - AIRCRFT EQP/PART >\$5000	138,010	138,010	0	0.0
Total Equipment & Parts Over \$5,000	138,010	138,010	0	0.0
Total Equipment & Replacement Parts	281,410	281,410	0	0.0
Grand Total	11,032,533	13,358,599	2,326,066	21.1