

SEARCH AND RESCUE DEPARTMENT

I. Mission

The **Critical** mission of Search and Rescue Department (SAR) is to maintain the well being 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 4 aircraft. All are capable of day, night, visual or instrument meteorological flight conditions. All are utilized in both SAR and medevac roles.

The two rotary wing helicopters (Sikorsky S-92 and Bell 412) 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 volunteer 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. The

Division Manager also acts as the SAR Coordinator in his absence.

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 2019-2020

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

- Recruit and retain a total of **fourteen** qualified pilots, **seven** 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.

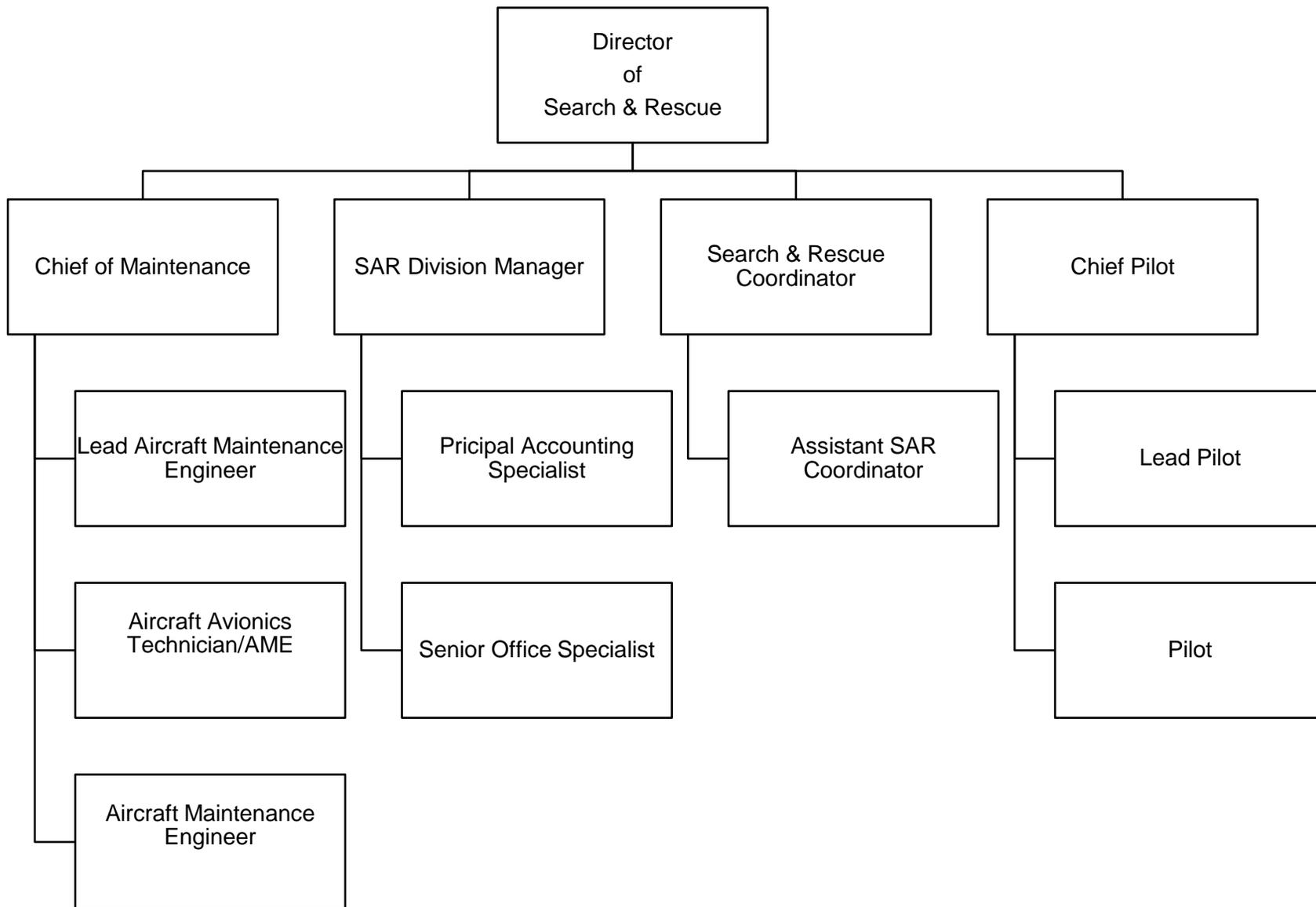
6. Develop and maintain a department safety program.

- 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 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.

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 2019-2020
Operating Budget Summary

Business Unit and Division	FTE FY19	FTE FY20	FY18-19 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY19-20 Total Budget	Change from Prior Year	% Change
4405 - SEARCH/RESCUE CENTRAL OFF	28	31	12,484,395	5,569,218	5,172,704	1,064,993	372,400	0	12,179,315	(305,080)	(2)%
Grand Total	28	31	12,484,395	5,569,218	5,172,704	1,064,993	372,400	0	12,179,315	(305,080)	(2)%

SEARCH & RESCUE

Department Total

Expenditure Type	Actual Year 2016-2017	Actual Year 2017-2018	Budget 2018-2019	Actual 6 months 2018-2019	Budget 2019-2020	% Change	Budget Variance
6100 Personal Services							
Total Permanent Wages	2,258,227	2,388,071	1,949,980	1,030,662	2,142,796	9.9%	192,816
Total Permanent Overtime Wages	1,212,649	1,270,208	1,282,837	536,320	1,294,993	0.9%	12,156
Total Temporary Wages	176,818	298,970	0	140,723	0	0.0%	0
Total Temporary Overtime Wages	47,786	123,365	0	41,443	0	0.0%	0
Total Benefits	2,517,506	2,594,803	2,004,347	794,238	2,131,429	6.3%	127,082
Total Personal Services	6,212,985	6,675,416	5,237,164	2,543,386	5,569,218	6.3%	332,054
6200 Contractual Services							
Total Communications	96,150	155,346	87,110	76,050	94,310	8.3%	7,200
Total Contributions & Municipal Support	635	2,000	0	0	0	0.0%	0
Total Maintenance Services	449,493	753,120	2,212,704	546,542	1,479,370	(33.1)%	(733,334)
Total Insurance & Bonding Reserves	1,789,779	2,228,049	2,226,000	825,840	1,950,660	(12.4)%	(275,340)
Total Professional Services	116	76,095	0	0	0	0.0%	0
Total Rents and Utilities	465,647	389,495	248,976	102,970	144,368	(42.0)%	(104,608)
Total Travel and Lodging	379,615	312,995	344,229	124,831	387,761	12.6%	43,532
Total Other Services & Expenses	536,553	635,487	462,630	272,714	1,116,235	141.3%	653,605
Total Contractual Services	3,717,988	4,552,588	5,581,649	1,948,947	5,172,704	(7.3)%	(408,945)
6500 Supplies							
Total Fuel	604,496	1,032,002	1,442,312	574,810	1,029,123	(28.6)%	(413,189)
Total Supplies-Buildings & Grounds	29,113	18,462	0	13,463	0	0.0%	0
Total Supplies-Non-Buildings & Grounds	138,514	119,770	35,870	43,494	35,870	0.0%	0
Total Supplies	772,123	1,170,234	1,478,182	631,767	1,064,993	(28.0)%	(413,189)
6700 Equipment & Replacement Parts							
Total New Equipment Under \$5,000	3,417	5,392	0	18,935	0	0.0%	0
Total Equipment & Parts Under \$5,000	172,502	194,956	142,400	107,952	112,400	(21.1)%	(30,000)
Total Equipment & Parts Over \$5,000	165,596	109,969	45,000	0	260,000	477.8%	215,000
Total Equipment & Replacement Parts	341,515	310,317	187,400	126,887	372,400	98.7%	185,000
Grand Total	11,044,611	12,708,555	12,484,395	5,250,987	12,179,315	(2.4)%	(305,080)

Search and Rescue

Central Office

4405

6100 Personal Services

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 18	FY 19	FY 20	Range	# Months	FY 19	FY 20	Amount	Change
Director of Search and Rescue	1	1	1	42	12	187,275	187,275	0	0.0%
Chief of Maintenance	1	1	1	35	12	164,397	166,608	2,211	1.3%
Chief Pilot	1	1	1	34	12	121,368	139,022	17,654	14.5%
Search & Rescue Coordinator	1	1	1	33	12	123,572	114,374	(9,198)	(7.4%)
SAR Division Manager	1	1	1	32	12	120,117	123,578	3,461	2.9%
Lead Aircraft Maintenance Engineer	2	2	2	31	12	125,592	114,171	(11,421)	(9.1%)
Lead Pilot	2	2	2	30	12	115,423	115,430	7	0.0%
Aircraft Avionics Tech/AME	2	2	2	29	12	96,779	104,069	7,290	7.5%
Pilot	11	11	11	29	12	562,872	547,834	(15,038)	(2.7%)
Aircraft Maintenance Engineer	4	4	4	28	12	198,756	187,025	(11,731)	(5.9%)
Assistant Search & Rescue Coordinator	0	0	3	28	12	0	210,068	210,068	100.0%
Principal Accounting Specialist	1	1	1	25	12	72,521	73,145	624	0.9%
Senior Office Specialist	1	1	1	23	12	61,308	60,197	(1,111)	(1.8%)
Deputy Director of Administration	1	0	0		12	0	0	0	0.0%

6110 Permanent Wages

6111	Regular Wages	28	28	31		1,949,980	2,142,796	192,816	9.9%
6115	Overtime Wages					1,282,837	1,294,993	12,156	0.9%
Total Permanent Wages						3,232,817	3,437,789	204,972	6.3%

6130 Benefits

6131	Permanent Employee Benefits - 62%					2,004,347	2,131,429	127,083	6.3%
Total Benefits						2,004,347	2,131,429	127,083	6.3%

Total Personal Services						5,237,164	5,569,218	332,055	6.3%
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SEARCH & RESCUE CENTRAL

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Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	1,949,980	2,142,796	192,816	9.9
Total Permanent Wages	1,949,980	2,142,796	192,816	9.9
6115 Permanent Overtime Wages				
6115 - OT WAGES-PERMANENT	1,282,837	1,294,993	12,156	0.9
Total Permanent Overtime Wages	1,282,837	1,294,993	12,156	0.9
6130 Benefits				
6131 - BENEFITS-PERMANENT	2,004,347	2,131,429	127,082	6.3
Total Benefits	2,004,347	2,131,429	127,082	6.3
Total Personal Services	5,237,164	5,569,218	332,054	6.3
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	750	750	0	0.0
6229 - OTHER COMMUNICATIONS	50,880	58,080	7,200	14.2
Total Communications	87,110	94,310	7,200	8.3
6250 Maintenance Services				
6255 - AIRCRAFT MAINTENANCE	2,208,000	1,474,666	(733,334)	(33.2)
6265 - COPIER MAINTENANCE	4,704	4,704	0	0.0
Total Maintenance Services	2,212,704	1,479,370	(733,334)	(33.1)
6300 Insurance & Bonding Reserves				
6305 - INSURANCE & BONDING	2,226,000	1,950,660	(275,340)	(12.4)
Total Insurance & Bonding Reserves	2,226,000	1,950,660	(275,340)	(12.4)
6360 Rents & Utilities				
6365 - NONRESIDENTIAL LEASES	27,000	29,000	2,000	7.4
6370 - RESIDENTIAL LEASES	69,600	18,000	(51,600)	(74.1)
6375 - UTIL-ELECTRICITY	136,800	59,088	(77,712)	(56.8)
6376 - NATURAL GAS	0	29,964	29,964	0.0
6380 - WATER/SEWER	15,576	8,316	(7,260)	(46.6)
Total Rents and Utilities	248,976	144,368	(104,608)	(42.0)

SEARCH & RESCUE CENTRAL

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Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
6400 Travel & Lodging				
6402 - AIRFARE IN-STATE	130,000	106,200	(23,800)	(18.3)
6403 - AIRFARE OUT-OF-STATE	75,000	68,400	(6,600)	(8.8)
6410 - GROUND TRANSPORTATION	23,679	44,051	20,372	86.0
6415 - PER DIEM	33,600	52,710	19,110	56.9
6420 - LODGING	81,950	116,400	34,450	42.0
Total Travel and Lodging	344,229	387,761	43,532	12.6
6450 Other Services & Expenses				
6485 - TRAIN/TUITION/CONFERENCE	400,000	1,001,650	601,650	150.4
6490 - MEMBERSHIPS DUES/SUBS	59,960	110,235	50,275	83.8
6499 - MISC SERVICES & EXP	2,670	4,350	1,680	62.9
Total Other Services & Expenses	462,630	1,116,235	653,605	141.3
Total Contractual Services	5,581,649	5,172,704	(408,945)	(7.3)
6500 Supplies				
6510 Fuel				
6515 - AIRCRAFT FUEL	1,400,000	989,640	(410,360)	(29.3)
6530 - VEHICLE FUEL	42,312	39,483	(2,829)	(6.7)
Total Fuel	1,442,312	1,029,123	(413,189)	(28.6)
6600 Supplies-Non-Buildings & Grounds				
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	7,500	7,500	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	3,000	3,000	0	0.0
Total Supplies-Non-Buildings & Grounds	35,870	35,870	0	0.0
Total Supplies	1,478,182	1,064,993	(413,189)	(28.0)
6700 Equipment & Replacement Parts				
6760 Replacement Parts Under \$5,000				
6765 - AIRCRAFT PARTS < \$5000	140,000	110,000	(30,000)	(21.4)
6795 - VEHICLE PARTS < \$5000	1,400	1,400	0	0.0
6799 - OTHER EQUIP PART <\$5000	1,000	1,000	0	0.0
Total Equipment & Parts Under \$5,000	142,400	112,400	(30,000)	(21.1)

SEARCH & RESCUE CENTRAL

4405.*

Object Account	Budget FY 2018-2019	Budget FY 2019-2020	Budget Year Variance	Budget Year Variance %
6830 Equipment & Parts Over \$5,000				
6835 - AIRCRFT EQP/PART >\$5000	45,000	260,000	215,000	477.8
Total Equipment & Parts Over \$5,000	45,000	260,000	215,000	477.8
Total Equipment & Replacement Parts	187,400	372,400	185,000	98.7
Grand Total	12,484,395	12,179,315	(305,080)	(2.4)