

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.

14CFR 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 **fourteen** qualified pilots, **eight** 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.

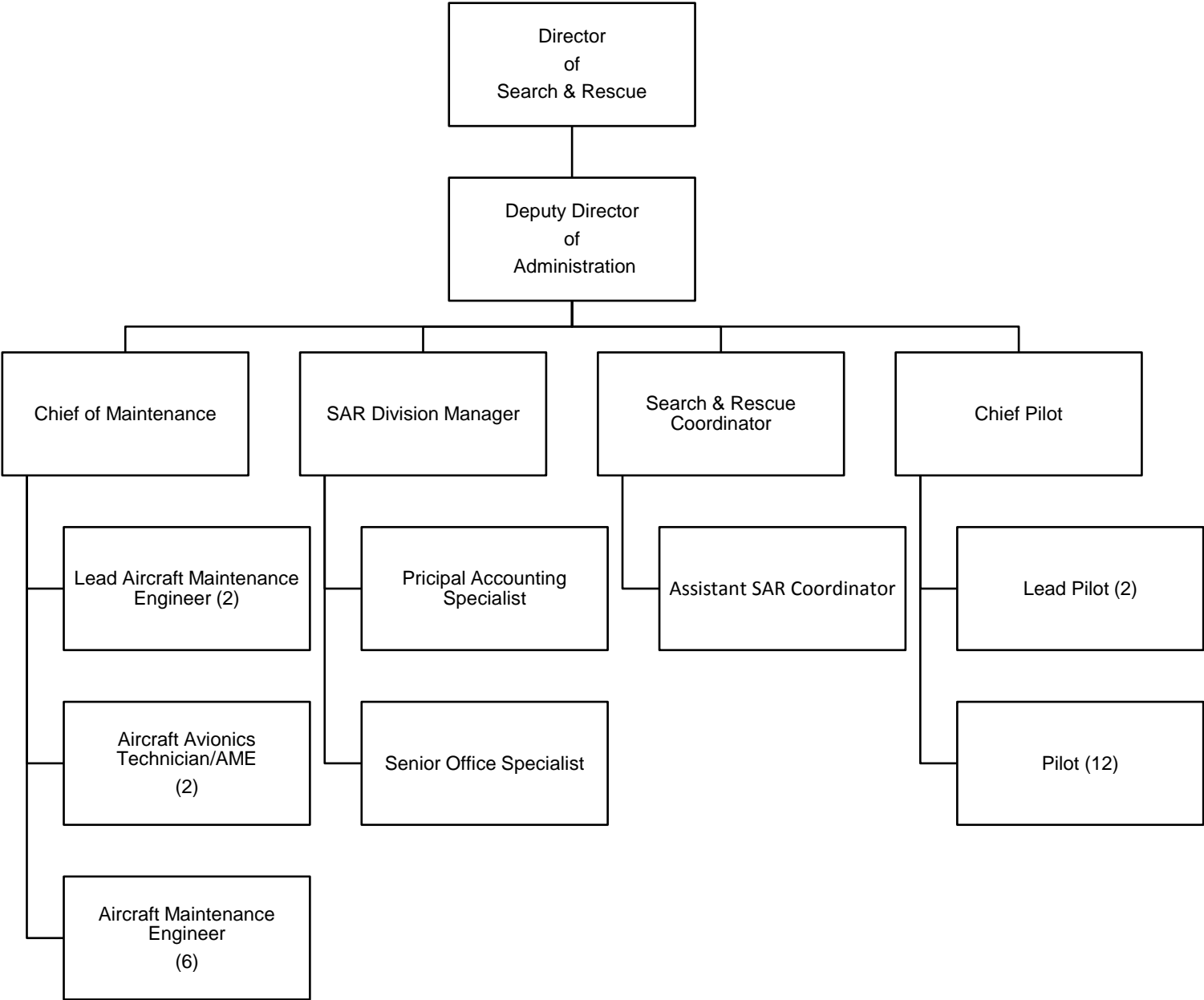
- Ensure a zero aircraft accident rate by providing the safest and the most efficient aircraft services available for the Borough.

- 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.

Department of Search & Rescue



SEARCH & RESCUE
FY 2018-2019
Operating Budget Summary

Business Unit and Division	FTE FY 17-18	FTE FY 18-19	FY17-18 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY18-19 Total Budget	Change from Prior Year	% Change
4405 - SEARCH/RESCUE CENTRAL OFF	29	28	13,358,599	5,237,164	5,581,649	1,478,182	187,400	0	12,484,395	(874,204)	(7)%
Grand Total	29	28	13,358,599	5,237,164	5,581,649	1,478,182	187,400	0	12,484,395	(874,204)	(7)%

SEARCH & RESCUE

Department Total

Expenditure Type	Actual Year 2015-2016	Actual Year 2016-2017	Final Budget 2017-2018	Actual 6 months 2017-2018	% Change	Budget 2018-2019
6100 Personal Services						
Total Permanent Wages	2,245,790	2,258,227	1,982,308	1,138,994	(1.6)%	1,949,980
Total Permanent Overtime Wages	1,147,810	1,212,649	1,243,352	644,628	3.2%	1,282,837
Total Temporary Wages	74,497	176,818	0	120,834	0.0%	0
Total Temporary Overtime Wages	9,205	47,786	0	64,915	0.0%	0
Total Benefits	2,265,083	2,517,506	1,967,653	962,577	1.9%	2,004,347
Total Personal Services	5,742,385	6,212,985	5,193,313	2,931,948	0.8%	5,237,164
6200 Contractual Services						
Total Communications	81,051	96,150	84,060	54,385	3.6%	87,110
Total Contributions & Municipal Support	0	635	0	0	0.0%	0
Total Maintenance Services	360,077	449,493	2,058,704	337,593	7.5%	2,212,704
Total Insurance & Bonding Reserves	1,306,368	1,789,779	2,416,472	1,316,260	(7.9)%	2,226,000
Total Professional Services	0	116	0	75,000	0.0%	0
Total Rents and Utilities	116,851	465,647	248,126	134,044	0.3%	248,976
Total Travel and Lodging	380,502	379,615	532,861	154,378	(35.4)%	344,229
Total Other Services & Expenses	560,057	536,553	805,011	203,252	(42.5)%	462,630
Total Contractual Services	2,804,906	3,717,988	6,145,234	2,274,912	(9.2)%	5,581,649
6500 Supplies						
Total Fuel	575,124	604,496	1,691,557	779,352	(14.7)%	1,442,312
Total Supplies-Buildings & Grounds	19,686	29,113	0	3,289	0.0%	0
Total Supplies-Non-Buildings & Grounds	163,665	138,514	47,085	16,995	(23.8)%	35,870
Total Supplies	758,475	772,123	1,738,642	799,637	(15.0)%	1,478,182
6700 Equipment & Replacement Parts						
Total New Equipment Under \$5,000	21,546	3,417	0	1,415	0.0%	0
Total Equipment & Parts Under \$5,000	176,722	172,502	143,400	106,256	(0.7)%	142,400
Total Equipment & Parts Over \$5,000	81,404	165,596	138,010	0	(67.4)%	45,000
Total Equipment & Replacement Parts	279,672	341,515	281,410	107,672	(33.4)%	187,400
Grand Total	9,585,438	11,044,611	13,358,599	6,114,169	(6.5)%	12,484,395

Search and Rescue

Central Office

4405

6100 Personal Services

					Approved		Change Amount	% Change
	FTE FY 17-18	FTE FY 18-19	Position Range	# Months	Budget 2017/2018	Budget 2018/2019		
Director of Search and Rescue	1	1	42	12	181,820	187,275	5,455	3.0%
Chief of Maintenance	1	1	35	12	139,601	164,397	24,796	17.8%
Chief Pilot	1	1	34	12	101,783	121,368	19,585	19.2%
Search & Rescue Coordinator	1	1	33	12	96,935	123,572	26,637	27.5%
SAR Division Manager	1	1	32	12	120,117	120,117	0	0.0%
Lead Aircraft Maintenance Engineer	2	2	31	12	108,805	125,592	16,787	15.4%
Lead Pilot	2	2	30	12	113,273	115,423	2,150	1.9%
Aircraft Avionics Tech/AME	2	2	29	12	93,959	96,779	2,820	3.0%
Pilot	11	11	29	12	537,074	562,872	25,798	4.8%
Aircraft Maintenance Engineer	4	4	28	12	192,959	198,756	5,797	3.0%
Principal Accounting Specialist	1	1	25	12	66,612	72,521	5,909	8.9%
Senior Office Specialist	1	1	23	12	59,510	61,308	1,798	3.0%
Deputy Director of Administration	1	0	0	12	169,860	0	(169,860)	(100.0%)

6110 Permanent Wages

6111	Regular Wages	29	28		1,982,308	1,949,980	(32,328)	(1.6%)
6115	Overtime Wages				1,243,352	1,282,837	39,485	3.2%
Total Permanent Wages					3,225,660	3,232,817	7,157	0.2%

6130 Benefits

6131	Permanent Employee Benefits - 62%				1,967,653	2,004,347	36,694	1.9%
Total Benefits					1,967,653	2,004,347	36,694	1.9%

Total Personal Services					5,193,313	5,237,164	43,851	0.8%
--------------------------------	--	--	--	--	------------------	------------------	---------------	-------------

SEARCH/RESCUE CENTRAL OFF

4405.*

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	1,982,308	1,949,980	(32,328)	(1.6)
Total Permanent Wages	1,982,308	1,949,980	(32,328)	(1.6)
6115 Permanent Overtime Wages				
6115 - OT WAGES-PERMANENT	1,243,352	1,282,837	39,485	3.2
Total Permanent Overtime Wages	1,243,352	1,282,837	39,485	3.2
6130 Benefits				
6131 - BENEFITS-PERMANENT	1,967,653	2,004,347	36,694	1.9
Total Benefits	1,967,653	2,004,347	36,694	1.9
Total Personal Services	5,193,313	5,237,164	43,851	0.8
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	750	(1,750)	(70.0)
6229 - OTHER COMMUNICATIONS	46,080	50,880	4,800	10.4
Total Communications	84,060	87,110	3,050	3.6
6250 Maintenance Services				
6255 - AIRCRAFT MAINTENANCE	2,054,000	2,208,000	154,000	7.5
6265 - COPIER MAINTENANCE	4,704	4,704	0	0.0
Total Maintenance Services	2,058,704	2,212,704	154,000	7.5
6300 Insurance & Bonding Reserves				
6305 - INSURANCE & BONDING	2,416,472	2,226,000	(190,472)	(7.9)
Total Insurance & Bonding Reserves	2,416,472	2,226,000	(190,472)	(7.9)

SEARCH/RESCUE CENTRAL OFF

4405.*

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	Budget Year Variance	Budget Year Variance %
6360 Rents & Utilities				
6365 - NONRESIDENTIAL LEASES	26,150	27,000	850	3.3
6370 - RESIDENTIAL LEASES	69,600	69,600	0	0.0
6375 - UTIL-ELECTRICITY	136,800	136,800	0	0.0
6380 - WATER/SEWER	15,576	15,576	0	0.0
Total Rents and Utilities	248,126	248,976	850	0.3
6400 Travel & Lodging				
6402 - AIRFARE IN-STATE	248,400	130,000	(118,400)	(47.7)
6403 - AIRFARE OUT-OF-STATE	91,800	75,000	(16,800)	(18.3)
6410 - GROUND TRANSPORTATION	33,516	23,679	(9,837)	(29.4)
6415 - PER DIEM	46,795	33,600	(13,195)	(28.2)
6420 - LODGING	112,350	81,950	(30,400)	(27.1)
Total Travel and Lodging	532,861	344,229	(188,632)	(35.4)
6450 Other Services & Expenses				
6485 - TRAIN/TUITION/CONFERENCE	757,150	400,000	(357,150)	(47.2)
6490 - MEMBERSHIPS DUES/SUBS	46,667	59,960	13,293	28.5
6499 - MISC SERVICES & EXP	1,194	2,670	1,476	123.6
Total Other Services & Expenses	805,011	462,630	(342,381)	(42.5)
Total Contractual Services	6,145,234	5,581,649	(563,585)	(9.2)
6500 Supplies				
6510 Fuel				
6515 - AIRCRAFT FUEL	1,650,964	1,400,000	(250,964)	(15.2)
6530 - VEHICLE FUEL	40,593	42,312	1,719	4.2
Total Fuel	1,691,557	1,442,312	(249,245)	(14.7)
6600 Supplies-Non-Buildings & Grounds				
6610 - EDUC/TRAINING SUPPLIES	1,000	0	(1,000)	(100.0)
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	7,500	(10,215)	(57.7)
6699 - OTHER NON-BLDG SUPPLIES	3,000	3,000	0	0.0
Total Supplies-Non-Buildings & Grounds	47,085	35,870	(11,215)	(23.8)
Total Supplies	1,738,642	1,478,182	(260,460)	(15.0)

SEARCH/RESCUE CENTRAL OFF

4405.*

Object Account	Budget FY 2017-2018	Budget FY 2018-2019	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	1,000	(1,000)	(50.0)
Total Equipment & Parts Under \$5,000	143,400	142,400	(1,000)	(0.7)
6830 Equipment & Parts Over \$5,000				
6835 - AIRCRFT EQP/PART >\$5000	138,010	45,000	(93,010)	(67.4)
Total Equipment & Parts Over \$5,000	138,010	45,000	(93,010)	(67.4)
Total Equipment & Replacement Parts	281,410	187,400	(94,010)	(33.4)
Grand Total	13,358,599	12,484,395	(874,204)	(6.5)