

## SEARCH AND RESCUE DEPARTMENT

### I. Mission

The Search and Rescue Department is committed to providing safe and reliable airborne response to medical evacuation (medevac), search and rescue missions, and other emergencies.

We strive to work collaboratively with NSB SAR volunteers and other agencies across the North Slope region for ground, air and water search and rescue missions.

### II. Department Responsibilities

The NSB SAR Department is required by federal regulations to operate aircraft in accordance with:

14 CFR Part 61: Certification: Pilots, flight instructors and ground instructors;

14 CFR Part 67: Medical standards and certification;

14 CFR Part 91: General operating and flight rules;

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

SAR currently operates four (4) aircraft; two (2) rotary wing aircraft and two (2) fixed wing aircraft. All are capable of day, night, visual and instrument meteorological conditions. All are utilized for both SAR and medevac missions.

SAR has four (4) divisions: **Administration, Flight, Maintenance and SAR Coordination.**

SAR combines emergency response efforts with the NSB Fire Department Medevac Division and NSB SAR volunteers.

#### A. Administration Division

This division is responsible for forecasting and monitoring the department's financials which includes personnel, supplies, travel, training and communications. The SAR Division Manager works closely with management to manage the budget and insuring accountability.

#### B. Flight Division

This Division is managed by the Chief Pilot. Coordination of flights and flight crews, training, duty time, and on-call schedules are managed by the Chief Pilot.

The Flight Division and Fire Department's Medevac Division is a combined effort to provide state certified critical care air ambulance as well as advanced and basic life support medical services for the North Slope region.

#### C. SAR Coordination Division

Coordination is responsible for immediate response to each SAR emergency throughout the North Slope.

Combined with the knowledge of the land and subsistence lifestyle, these are essential elements of the SAR Coordinator.

The SAR Coordinator assists SAR volunteers to effectively prepare for and conduct SAR missions along with the effective use of SAR equipment to respond.

#### **D. Maintenance Division**

The Aircraft Maintenance Division supports flight operations by maintaining the Department's fleet of four (4) aircraft comprised of two rotary wing aircraft and two fixed wing aircraft. The aircraft are maintained to standards of the Federal Aviation Regulations (FAR) 14 CFR Part 91, Subpart E. The Maintenance Division supports flight operations on a 24/7 basis utilizing two (2) shifts of mechanics who work on a 14-day rotational basis. Maintenance personnel are utilized as crew members, and responsible for maintaining ramp and building areas, ground support equipment and conduct fueling operations in accordance with FAA regulation 14 CFR Part 139.

### **III. Goals and Objectives**

#### **Goal 1: Recruitment and Retention**

Obj 1.1: Recruit and retain a total of fourteen (14) FAA qualified pilots supervised by the Chief Pilot and two (2) Lead pilots.

Obj 1.2: Recruit and retain a total of ten (10) FAA qualified aircraft mechanics supervised by the Chief of Maintenance and two (2) Lead mechanics.

#### **Goal 2: Emergency Response**

Obj 1.1: When possible, maintain at least one fixed wing and one rotary wing aircraft out of a fleet of four aircraft to conduct the Department's stated mission.

Obj 1.2: Maintain and refine emergency response operations by establishing regular communication, planning and conducting operations/training with State, Federal and local emergency response organizations.

Obj 1.3: Maintain close working relationships with the appropriate NSB departments and other agencies (to include the Alaska Rescue Coordination Center) to improve regional emergency response.

#### **Goal 3: Maintain Department's Safety Program**

Obj 1.1: Continue to develop and enhance the Department's Safety Program that includes incident reporting, incident investigation and dissemination of results of those investigations to increase the safety culture within the organization.

Obj 1.2: The Safety Manager will maintain the Department's Safety Plan to include flight, maintenance and SAR facilities, OSHA and hazardous materials spills and response actions.

Obj 1.3: Maintain a plan of safety audits and inspections of Department equipment, systems of operations and facilities.

Obj 1.4: Ensure a zero aircraft accident rate by providing the safest and the most efficient aircraft services available for the North Slope.

#### **Goal 4: Training and Development**

Obj 1.1: Ensure all SAR personnel receive training opportunities within their profession to maintain and improve their skills and abilities to better support operations for the North Slope Borough.

Obj 1.2: Maintain SAR's internal training program on essential elements of emergency response for all personnel and SAR volunteers.

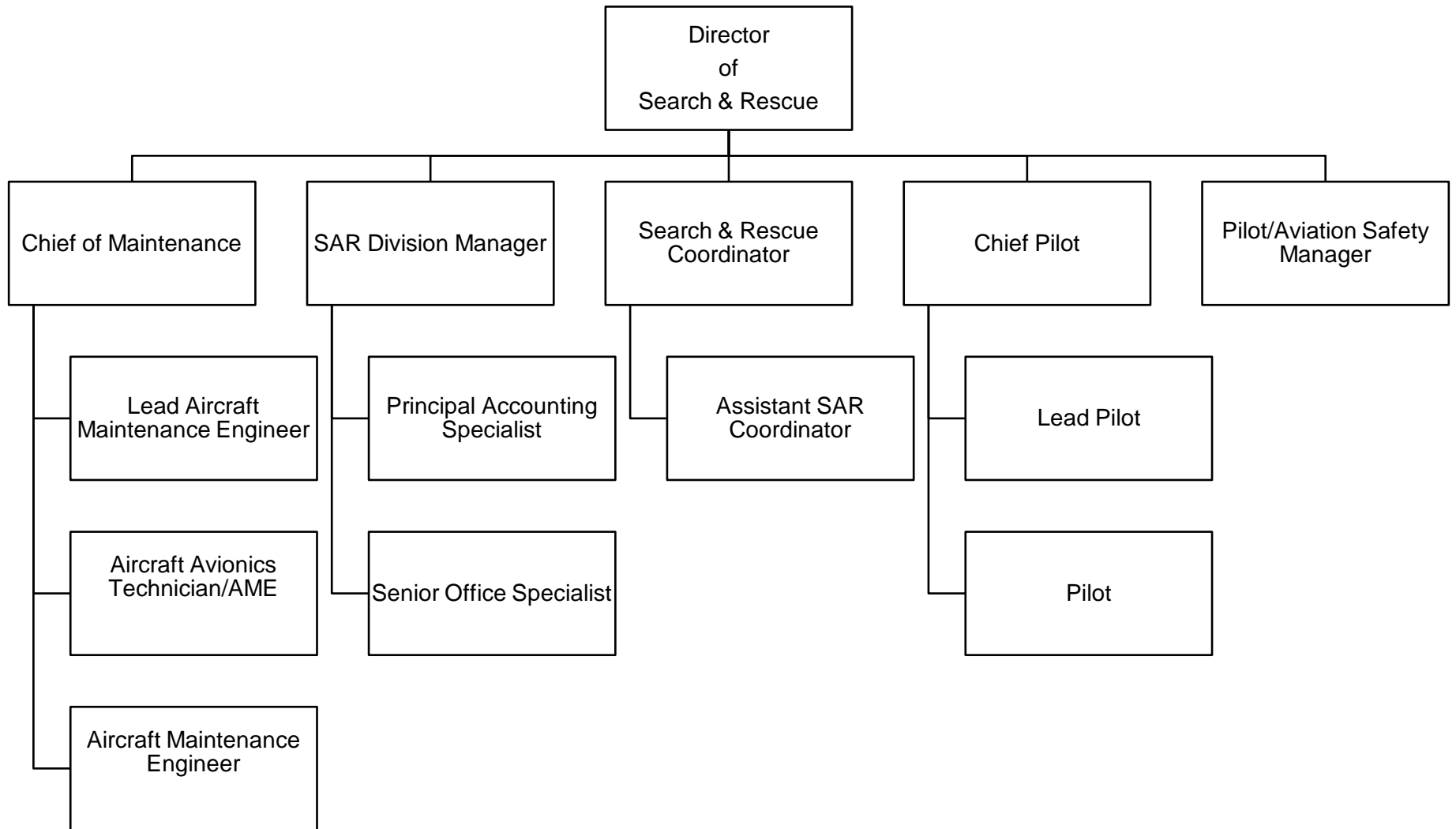
#### **Goal 5: Continuously improve SAR Coordination**

Obj 1.1: Assist SAR volunteers across the North Slope region with training requirements, equipment needs, facilities maintenance, and communications.

Obj 1.2: Openly communicate on a consistent basis with all SAR volunteers in all North Slope communities regarding SAR missions.

Obj 1.3: Maintain the Personal Locator Beacon (PLB) Program and continually assess the North Slope communities PLB needs combined with continuous community outreach about the program.

**North Slope Borough  
Department of Search & Rescue**



**SEARCH & RESCUE**  
**FY 2023-2024**  
**Operating Budget Summary**

<b>Business Unit and Division</b>	<b>FTE FY22-23</b>	<b>FTE FY23-24</b>	<b>FY 22-23 Total Budget</b>	<b>Personal Services</b>	<b>Contractual Services</b>	<b>Supplies</b>	<b>Equipment</b>	<b>Other</b>	<b>FY 23-24 Total Budget</b>	<b>Change from Prior Year</b>	<b>% Change</b>
4405 - SEARCH/RESCUE CENTRAL OFF	32	33	14,749,339	6,214,959	8,376,216	1,558,960	183,800	0	16,333,935	1,584,596	10.7%
<b>Grand Total</b>	<b>32</b>	<b>33</b>	<b>14,749,339</b>	<b>6,214,959</b>	<b>8,376,216</b>	<b>1,558,960</b>	<b>183,800</b>	<b>0</b>	<b>16,333,935</b>	<b>1,584,596</b>	<b>10.7%</b>

**SEARCH & RESCUE**

**Department Total**

Expenditure Type	Actual Year 2020-2021	Actual Year 2021-2022	Budget 2022-2023	Actual 6 months 2022-2023	Budget 2023-2024	Budget Variance	% Change
<b>6100 Personal Services</b>							
Total Permanent Wages	2,673,626	2,327,527	2,208,079	1,171,393	2,393,552	185,473	8.4%
Total Permanent Overtime Wages	1,346,403	1,284,349	1,329,484	664,874	1,396,057	66,573	5.0%
Total Temporary Wages	306,922	198,201	99,787	79,151	0	(99,787)	(100.0)%
Total Temporary Overtime Wages	14,245	52,743	67,238	31,305	0	(67,238)	(100.0)%
Total Benefits	3,361,449	3,197,789	2,283,248	972,314	2,425,350	142,102	6.2%
<b>Total Personal Services</b>	<b>7,702,645</b>	<b>7,060,608</b>	<b>5,987,836</b>	<b>2,919,037</b>	<b>6,214,959</b>	<b>227,123</b>	<b>3.8%</b>
<b>6200 Contractual Services</b>							
Total Communications	170,358	219,911	175,420	62,937	197,900	22,480	12.8%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	1,582,671	1,940,578	1,753,600	678,096	2,065,500	311,900	17.8%
Total Insurance & Bonding Reserves	3,052,216	3,309,554	4,165,252	2,333,526	4,456,221	290,969	7.0%
Total Professional Services	38,573	6,460	0	0	0	0	0.0%
Total Rents and Utilities	180,546	166,278	160,180	78,790	167,780	7,600	4.7%
Total Travel and Lodging	289,717	265,975	380,500	154,176	511,255	130,755	34.4%
Total Other Services & Expenses	533,729	579,463	816,808	269,895	977,560	160,752	19.7%
<b>Total Contractual Services</b>	<b>5,847,809</b>	<b>6,488,219</b>	<b>7,451,760</b>	<b>3,577,420</b>	<b>8,376,216</b>	<b>924,456</b>	<b>12.4%</b>
<b>6500 Supplies</b>							
Total Fuel	1,409,993	657,562	1,091,573	1,042,861	1,433,960	342,387	31.4%
Total Supplies-Buildings & Grounds	10,050	7,349	0	5,990	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	104,732	80,889	47,370	46,915	125,000	77,630	163.9%
<b>Total Supplies</b>	<b>1,524,775</b>	<b>745,800</b>	<b>1,138,943</b>	<b>1,095,765</b>	<b>1,558,960</b>	<b>420,017</b>	<b>36.9%</b>
<b>6700 Equipment &amp; Replacement Parts</b>							
Total New Equipment Under \$5,000	65,871	9,509	0	17,055	0	0	0.0%
Total Equipment & Parts Under \$5,000	158,740	188,497	142,000	94,288	155,000	13,000	9.2%
Total Equipment & Parts Over \$5,000	354,835	124,502	28,800	16,816	28,800	0	0.0%
<b>Total Equipment &amp; Replacement Parts</b>	<b>579,446</b>	<b>322,507</b>	<b>170,800</b>	<b>128,160</b>	<b>183,800</b>	<b>13,000</b>	<b>7.6%</b>
<b>Grand Total</b>	<b>15,654,674</b>	<b>14,617,134</b>	<b>14,749,339</b>	<b>7,720,382</b>	<b>16,333,935</b>	<b>1,584,596</b>	<b>10.7%</b>

**Search and Rescue**

**Central Office**

**4405**

**6100 Personal Services**

	FTE	FTE	FTE	Position		Budget	Budget	Change	%
	FY 22	FY 23	FY 24	Range	# Months	FY 23	FY 24	Amount	Change
Director of Search and Rescue	1	1	1	42	12	179,531	184,916	5,385	3.0%
Chief of Maintenance - Rotational	1	1	1	37	12	171,051	179,066	8,015	4.7%
Chief Pilot - Rotational	1	1	1	37	12	123,787	168,802	45,015	36.4%
SAR Division Manager	1	1	1	34	12	111,981	129,166	17,185	15.3%
Search & Rescue Coordinator	1	1	1	33	12	120,357	107,757	(12,600)	(10.5%)
Lead Aircraft Maintenance Engineer - Rotational	2	2	2	31	12	120,712	124,801	4,089	3.4%
Lead Pilot - Rotational	2	2	2	30	12	111,551	122,572	11,021	9.9%
Pilot /Aviation Safety Manager- Rotational	0	0	1	30	12	0	56,672	56,672	100.0%
Aircraft Avionics Tech/AME - Rotational	2	2	2	29	12	100,745	100,011	(734)	(0.7%)
Pilot - Rotational	11	11	10	29	12	560,614	538,940	(21,674)	(3.9%)
Aircraft Maintenance Engineer - Rotational	5	5	6	28	12	232,503	282,297	49,794	21.4%
Assistant Search & Rescue Coordinator	3	3	3	28	12	241,466	251,133	9,667	4.0%
Principal Accounting Specialist	1	1	1	25	12	69,557	80,681	11,124	16.0%
Senior Office Specialist	1	1	1	23	12	64,224	66,738	2,514	3.9%

**6110 Permanent Wages**

6111	Regular Wages	32	32	33		2,208,079	2,393,552	185,473	8.4%
6115	Overtime Wages					1,329,484	1,396,057	66,573	5.0%
<b>Total Permanent Wages</b>						<b>3,537,563</b>	<b>3,789,609</b>	<b>252,046</b>	<b>7.1%</b>

**Search and Rescue**

**Central Office**

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Pilot	0	1	1	29	12	25,389	0	(25,389)	(100.0%)
Assistant Search & Rescue Coordinator	0	1	1	28	12	50,219	0	(50,219)	(100.0%)
Aircraft Maintenance Engineer - Substitute	0	1	1	28	12	24,179	0	(24,179)	(100.0%)

**6120 Temporary Wages**

6121	Regular Wages	0.00	3.00	3.00		99,787	0	(99,787)	(100.0%)
6125	Overtime Wages					67,238	0	(67,238)	(100.0%)
<b>Total Temporary Wages</b>						<b>167,025</b>	<b>0</b>	<b>(167,025)</b>	<b>(100.0%)</b>

**6130 Benefits**

6131	Permanent Employee Benefits - 64%					2,264,040	2,425,350	161,309	7.1%
6135	Temporary Employee Benefits - 11.5%					19,208	0	(19,208)	(100.0%)
<b>Total Benefits</b>						<b>2,283,248</b>	<b>2,425,350</b>	<b>142,102</b>	<b>6.2%</b>

<b>Total Personal Services</b>						<b>5,987,836</b>	<b>6,214,959</b>	<b>227,123</b>	<b>3.8%</b>
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**SEARCH & RESCUE CENTRAL OFFICE**

**4405.**

Object Account	Budget FY 2022-2023	Budget FY 2023-2024	Budget Year Variance	Budget Year Variance %
<b>6100 Personal Services</b>				
<b>6110 Permanent Wages</b>				
6111 - REGULAR WAGES-PERMANENT	2,208,079	2,393,552	185,473	8.4
<b>Total Permanent Wages</b>	<u>2,208,079</u>	<u>2,393,552</u>	<u>185,473</u>	<u>8.4</u>
<b>6115 Permanent Overtime Wages</b>				
6115 - OT WAGES-PERMANENT	1,329,484	1,396,057	66,573	5.0
<b>Total Permanent Overtime Wages</b>	<u>1,329,484</u>	<u>1,396,057</u>	<u>66,573</u>	<u>5.0</u>
<b>6120 Temporary Wages</b>				
6121 - REGULAR WAGES-TEMPORARY	99,787	0	(99,787)	(100.0)
<b>Total Temporary Wages</b>	<u>99,787</u>	<u>0</u>	<u>(99,787)</u>	<u>(100.0)</u>
<b>6125 Temporary Overtime Wages</b>				
6125 - OT WAGES-TEMPORARY	67,238	0	(67,238)	(100.0)
<b>Total Temporary Overtime Wages</b>	<u>67,238</u>	<u>0</u>	<u>(67,238)</u>	<u>(100.0)</u>
<b>6130 Benefits</b>				
6131 - BENEFITS-PERMANENT	2,264,040	2,425,350	161,310	7.1
6135 - BENEFITS-TEMPORARY	19,208	0	(19,208)	(100.0)
<b>Total Benefits</b>	<u>2,283,248</u>	<u>2,425,350</u>	<u>142,102</u>	<u>6.2</u>
<b>Total Personal Services</b>	<u><u>5,987,836</u></u>	<u><u>6,214,959</u></u>	<u><u>227,123</u></u>	<u><u>3.8</u></u>
<b>6200 Contractual Services</b>				
<b>6210 Communications</b>				
6215 - AIRLINE EXPRESS	100,000	125,000	25,000	25.0
6220 - PHONE/FAX/MODEM	12,000	25,800	13,800	115.0
6225 - POSTAGE	2,500	2,500	0	0.0
6229 - OTHER COMMUNICATIONS	60,920	44,600	(16,320)	(26.8)
<b>Total Communications</b>	<u>175,420</u>	<u>197,900</u>	<u>22,480</u>	<u>12.8</u>
<b>6250 Maintenance Services</b>				
6255 - AIRCRAFT MAINTENANCE	1,750,000	2,050,000	300,000	17.1
6265 - COPIER MAINTENANCE	3,600	10,000	6,400	177.8
6275 - FACILITY/AIRPORT MAINT	0	5,500	5,500	0.0
<b>Total Maintenance Services</b>	<u>1,753,600</u>	<u>2,065,500</u>	<u>311,900</u>	<u>17.8</u>

**SEARCH & RESCUE CENTRAL OFFICE**

**4405.**

Object Account	Budget FY 2022-2023	Budget FY 2023-2024	Budget Year Variance	Budget Year Variance %
<b>6300 Insurance &amp; Bonding Reserves</b>				
6305 - INSURANCE & BONDING	4,165,252	4,456,221	290,969	7.0
<b>Total Insurance &amp; Bonding Reserves</b>	<b>4,165,252</b>	<b>4,456,221</b>	<b>290,969</b>	<b>7.0</b>
<b>6360 Rents &amp; Utilities</b>				
6365 - NONRESIDENTIAL LEASES	40,500	41,000	500	1.2
6375 - UTIL-ELECTRICITY	60,500	62,400	1,900	3.1
6376 - NATURAL GAS	43,100	44,100	1,000	2.3
6380 - WATER/SEWER	16,080	20,280	4,200	26.1
<b>Total Rents and Utilities</b>	<b>160,180</b>	<b>167,780</b>	<b>7,600</b>	<b>4.7</b>
<b>6400 Travel &amp; Lodging</b>				
6402 - AIRFARE IN-STATE	260,200	250,450	(9,750)	(3.7)
6403 - AIRFARE OUT-OF-STATE	38,400	68,400	30,000	78.1
6410 - GROUND TRANSPORTATION	18,000	31,380	13,380	74.3
6415 - PER DIEM	19,500	28,275	8,775	45.0
6420 - LODGING	44,400	132,750	88,350	199.0
<b>Total Travel and Lodging</b>	<b>380,500</b>	<b>511,255</b>	<b>130,755</b>	<b>34.4</b>
<b>6450 Other Services &amp; Expenses</b>				
6485 - TRAIN/TUITION/CONFERENCE	736,300	881,675	145,375	19.7
6490 - MEMBERSHIPS DUES/SUBS	76,875	93,275	16,400	21.3
6499 - MISC SERVICES & EXP	3,633	2,610	(1,023)	(28.2)
<b>Total Other Services &amp; Expenses</b>	<b>816,808</b>	<b>977,560</b>	<b>160,752</b>	<b>19.7</b>
<b>Total Contractual Services</b>	<b>7,451,760</b>	<b>8,376,216</b>	<b>924,456</b>	<b>12.4</b>
<b>6500 Supplies</b>				
<b>6510 Fuel</b>				
6515 - AIRCRAFT FUEL	1,050,973	1,397,460	346,487	33.0
6530 - VEHICLE FUEL	40,600	36,500	(4,100)	(10.1)
<b>Total Fuel</b>	<b>1,091,573</b>	<b>1,433,960</b>	<b>342,387</b>	<b>31.4</b>

**SEARCH & RESCUE CENTRAL OFFICE**

**4405.**

Object Account	Budget FY 2022-2023	Budget FY 2023-2024	Budget Year Variance	Budget Year Variance %
<b>6600 Supplies-Non-Buildings &amp; Grounds</b>				
6615 - FOOD/WATER/COFFEE/CATER	20,370	25,000	4,630	22.7
6620 - HOUSEHOLD SUPPLIES	4,000	4,000	0	0.0
6650 - UNIFORMS/PROTECTIVE ITEMS	15,000	57,000	42,000	280.0
6699 - OTHER NON-BLDG SUPPLIES	8,000	39,000	31,000	387.5
<b>Total Supplies-Non-Buildings &amp; Grounds</b>	<b>47,370</b>	<b>125,000</b>	<b>77,630</b>	<b>163.9</b>
<b>Total Supplies</b>	<b>1,138,943</b>	<b>1,558,960</b>	<b>420,017</b>	<b>36.9</b>
<b>6700 Equipment &amp; Replacement Parts</b>				
<b>6760 Replacement Parts Under \$5,000</b>				
6765 - AIRCRAFT PARTS < \$5000	120,000	120,000	0	0.0
6795 - VEHICLE PARTS < \$5000	2,000	15,000	13,000	650.0
6799 - OTHER EQUIP PART <\$5000	20,000	20,000	0	0.0
<b>Total Equipment &amp; Parts Under \$5,000</b>	<b>142,000</b>	<b>155,000</b>	<b>13,000</b>	<b>9.2</b>
<b>6830 Equipment &amp; Parts Over \$5,000</b>				
6835 - AIRCRFT EQP/PART >\$5000	28,800	28,800	0	0.0
<b>Total Equipment &amp; Parts Over \$5,000</b>	<b>28,800</b>	<b>28,800</b>	<b>0</b>	<b>0.0</b>
<b>Total Equipment &amp; Replacement Parts</b>	<b>170,800</b>	<b>183,800</b>	<b>13,000</b>	<b>7.6</b>
<b>Grand Total</b>	<b>14,749,339</b>	<b>16,333,935</b>	<b>1,584,596</b>	<b>10.7</b>