

# Kenai Peninsula Borough

## Grants Administration

---

### MEMORANDUM

**TO:** Brent Johnson, President  
Members, KPB Assembly

**THRU:** Peter A. Micciche, Mayor *PM*  
Brandi Harbaugh, Finance Director *BH*

**FROM:** Elizabeth Hardie, Grants Administrator & Community Liaison *EH*

**COPY:** Roy Browning, CES Fire Chief  
Jon Marsh, WES Fire Chief  
Bob Ciccarella, KESA Fire Chief  
Trent Burnett, NFSA Fire Chief  
Richard Brackin, BCFS Fire Chief

**DATE:** March 21, 2024

**RE:** Ordinance 2023-19- 42 , Accepting and Appropriating \$32,410.82 in Grant Funds from the Alaska Department of Natural Resource for the Volunteer Fire Capacity Program on Behalf of Bear Creek Fire Service Area, Central Emergency Service Area, Kachemak Emergency Service Area, Nikiski Fire Service Area, and Western Emergency Service Area (Mayor)

---

The Bear Creek Fire Service Area, Central Emergency Service Area, Kachemak Emergency Service Area, Nikiski Fire Service Area, and Western Emergency Service Area all applied the Alaska Department of Natural Resources, Division of Forestry Volunteer Fire Capacity (“VFC”) grant program, formerly known as Volunteer Fire Assistance program. The VFC program may be used for both wildland and structure protection needs. The assistance is provided to increase firefighter safety, improve the firefighting capabilities of rural volunteer fire departments, and enhance protection in the urban-wildland interface.

All five service areas were notified of grant awards. The 2024 VFC awards have a required match amount. The amounts are allocated based on each service area’s individual application for the VFC program, and the notification from the program provides for which service area is to receive which amount.

The awards, grant request description by service area, admin service fee amounts, and match requirements, are listed as follows:

Page -2-

March 21, 2024

RE: Ordinance 2023-19- 42

Service Area	Award	Project Description	Account	Match	Admin Service Fee (1% Local Match)
BCFSA	\$ 6,299.96	Firefighting equipment	207.51210.48760	\$ 700.00	\$ 70.00
CES	\$ 6,520.50	Firefighting equipment and firefighter	211.51610.48760	\$ 724.50	\$ 72.45
KESA	\$ 6,999.10	Firefighting equipment and firefighter	212.51810.48760	\$ 777.68	\$ 77.77
NFSA	\$ 5,808.60	Firefighting equipment	206.51110.48760	\$ 645.40	\$ 64.54
WESA	\$ 6,782.66	Firefighter equipment	209.51410.48760	\$ 753.63	\$ 75.36
<b>TOTAL</b>	<b>\$ 32,410.82</b>			<b>\$ 3,601.21</b>	<b>\$ 360.12</b>


The VFC program requires 10 percent matching funds. Match funds, if in excess of 10 percent, are the funds needed to complete the program related to the project within the grant. Each service area will meet the match requirement, and the one percent KPB administrative fee through expenditures made from the approved FY24 operating budget if purchases are made prior to June 30, 2024; or, from the FY25 operating budget if purchases are made between July 1, 2024 and December 31, 2024. Each service area fire chief shall provide grant oversight and project completion.

Your consideration is appreciated.

FINANCE DEPARTMENT  
FUNDS/ACCOUNT VERIFIED

Acct. No. 207.51210.48760 Amt \$770.00  
 Acct. No. 211.51610.48760 Amt \$796.95  
 Acct. No. 212.51810.48760 Amt \$855.45  
 Acct. No. 206.51110.48760 Amt \$709.94  
 Acct. No. 209.51410.48760 Amt \$828.99

*Match +Admin fee*

By: 

Date: 3/21/2024