

Kenai Peninsula Borough
Human Resources

MEMORANDUM

TO: Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor *CP*
Dan Nelson, OEM Senior Manager *DN*
Brandi Harbaugh, Finance Director *BH*

FROM: Kim Saner, Human Resource Director *KS*

DATE: October 10, 2019

RE: Resolution 2019-052, Authorizing a New Program Manager-Operations Position in the Office of Emergency Management, and Deleting One Administrative Assistant Position (Mayor)

The recent occurrences of several emergency events across the borough, including three simultaneous fires, two local water shortages as well as flooding in the Seward Bear Creek areas has caused senior leadership in the borough to take a closer look at the organizational structure of the Office of Emergency Management (OEM). The number of incidents experienced this year has been high; however, this is not an anomaly. These events are commonplace and often occur simultaneously.

The current structure of the OEM includes a Manager, Program Manager-Preparedness, a Technician, and an Administrative Assistant position. This structure does not include any means to provide leadership at more than one location at a time or to back fill in the event of an absence by the OEM Manager. The inclusion of an additional Program Manager-Operations (PM Operations) (Administrative Level 3) will provide this badly needed additional leadership position.

The PM-Operations will be designated as second in command at incidents and as the Acting OEM Manager during the absence of the OEM Manager. Other duties will include an array of essential functions responsible for providing various emergency management services related to OEM's core services. It has been determined that the administrative duties currently performed by the Administrative Assistant can be absorbed by the Technician and the other positions, thereby offsetting a large portion of the funding for the PM-Operations without significant impact on operations.

During the recent events it was found that the duties of the Administrative Assistant could be absorbed by other positions if this new proposed position is approved.

Given the above, we request the addition of an Administrative Level 3 position to be added to the OEM organization structure.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Acct. No.	<u>100.11250.40110</u>
Amount	<u>\$ 75,420.00</u>
By:	<u>PP</u> Date: <u>10/10/19</u>