



# Central Emergency Services

Central Kenai Peninsula Fire & EMS Providers

Chris Mokracek  
Fire Chief

## MEMORANDUM

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director *mf*  
Craig Chapman, Finance Director *Penny Pektanby for Craig Chapman*

**FROM:** Chris Mokracek, Fire Chief *Ch. Mok*

**DATE:** March 10, 2015

**SUBJECT:** Volunteer Coordinator Contract

CES has successfully recruited 35 volunteer firefighters to staff the Kasilof and Funny River fire stations. Following background checks through HR they will begin Emergency Trauma Technician and Basic Firefighter training. This reconfiguring of the CES deployment model will improve response and decrease overtime.

To successfully manage these new volunteers I am requesting approval of the attached contract for a Volunteer Coordinator to assist in running this program. Normally this responsibility would fall upon the CES Safety Officer, but he is deploying with the Alaska Air Guard for nine months to Africa just as our program is getting underway.

This will be a temporary contract position. Dick Kapp, retired CES Captain, will fill the role of Coordinator. He has been both career and volunteer and has the insight into the needs and concerns of both parties as we move forward with this program change.

The length of the contact will be from March until the end of June 2015. Compensation will come from the Contract Services line: 211.51610.43011. Since this was an unanticipated expense we will request a budget revision of \$6,000 from Transportation and Subsistence.

Thank you for your consideration of this request.

✓ Approved  
*Sybil Navarre*

RECEIVED  
MAR 10 2015

KPB  
FINANCE DEPT ACCOUNTING

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>211.51610.43011</u>	
Amount <u>\$6,500</u>	
By: <u>pp</u>	Date: <u>3/11/15</u>