


**NOTICE OF APPOINTMENT  
TO THE EASTERN PENINSULA HIGHWAY EMERGENCY SERVICE AREA**

**TO:** Wayne Ogle, Assembly President  
Members, Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor 

**DATE:** September 4, 2018

**RE:** Appointment the Eastern Peninsula Highway Emergency  
Service Area Board

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In accordance with KPB 16.80.020 (A), appointments to the Kenai Peninsula Borough Eastern Peninsula Highway Emergency Service Area Board, are recommended by the Borough Mayor, subject to confirmation by the Borough Assembly, I hereby submit to you for conformation the following appointment to the Eastern Peninsula Highway Emergency Service Area Board.

The following applicant meets the required qualifications and is a resident of the Kenai Peninsula Borough.

Please find the attached application for your review:

<b><u>Applicant</u></b>	<b><u>Seat</u></b>	<b><u>Term Expires</u></b>
Riley Shurtleff	B	October, 2019

**Blankenship, Johni**

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**From:** Kenai Peninsula Borough <webmaster@borough.kenai.ak.us>  
**Sent:** Thursday, August 09, 2018 11:30 AM  
**To:** Blankenship, Johni  
**Cc:** Turner, Michele  
**Subject:** Service Area Appointment Application received

Select One  
Eastern Peninsula Highway Emergency Service Area Board

Select One

{BCFSA\_Seat\_Choice:caption}  
{BCFSA\_Seat\_Choice:value}

Select One  
EPHESA Seat B – Term to Expire October, 2019

Select One

{SPH\_Seat\_Choice:caption}  
{SPH\_Seat\_Choice:value}

Applicant Name  
Riley

Physical Residence Address  
414 Fifth Avenue

City  
Seward

State  
Alaska

Zip  
99664

My Mailing Address is DIFFERENT from my Residence Address

Mailing Address  
PO Box 1072

City  
Seward

State  
Alaska

Zip  
99664

Email  
rileyshurtleff@gmail.com

Daytime Phone  
315-460-0397

Voter #

SS #

[REDACTED]

Date of Birth

[REDACTED]

I have been a Resident of the Kenai Peninsula Borough for:

Years  
0

Months  
6

I have been a Resident of the selected Service Area for:

Years  
0

Months  
6

If you would like to upload a copy of your resume, you may do that below.

Attachments **must** be in .PDF, .DOC or .DOCX format only.

Upload your Resume

**APPLICANT CERTIFICATION:** I certify that the information in this Application for Appointment is true and complete and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if appointed. I further acknowledge that by typing my initials below I intend to fully sign this document.

Type your initials to sign  
RS

# Riley G. Shurtleff

Cell Phone: 315-460-0397 Email: rileyshurtleff@gmail.com  
P.O. Box 1072 Seward, Alaska 99664

## **EDUCATION: Bachelor's Degree**

**The College at Brockport, SUNY . Graduation: December 2015**

Major: Political Science, Minor in History

Delta College General Education Learning Community

GPA: 3.27/4.0

**Southern Cayuga High School- Advanced Regents Diploma June 2012**

Coursework through Syracuse University Project Advance

## **EXPERIENCE**

**City of Seward: Personnel Officer** – Seward, AK. March 2018 - Present

- Manages personnel/payroll/insurance and benefit documents for 95 year-round and 40+ seasonal employees
- Interviewed and hired Assistant City Manager, Department Supervisors
- Updated City-wide Personnel Policies and Memorandums while working closely with Administration

**Shurtleff Funeral Home: Funeral Attendant** - Genoa & Groton NY, 2008-February 2018

- Assisted in Removals, Calling Hours, Funeral and Burial Services
- Worked cooperatively with cemetery managers, clergy, families and other persons
- Managed fuel, cleanliness concerns for funeral home vehicle fleet. Licensed driver for all including; hearse, removal van, flower car, pallbearer transportation

**Southern Cayuga Central School District: Substitute Teacher/Teacher's Aide/Coach**

– Poplar Ridge, NY, January 2015 – February 2018

- Worked with students grades Pre-K-12 at Alumni School District
- Followed/Instructed classroom lesson plans, aided Special Education students
- Aided student with severe physical handicap on semi-permanent basis
- On-Call Substitute with limited notice of work hours
- 7/8<sup>th</sup> Grade Cross Country (Fall 17), Track & Field (Spring 17) Coach

**Southern Cayuga Ambulance: Emergency Medical Technician/Operator**

– Poplar Ridge, NY, June 2017- January 2018

- Driver/EMT for Rural Ambulance Service with 80+ Mile District.
- Worked with/on patient care, public services, joint fire department trainings

**Office of Congressman John Katko (NY-24): General Staff Intern** –Washington, DC  
August-December 2015

- Wrote/Drafted Legislation, Press Releases, District Constituent Responses
- Gave Capitol Tours, Attended/Took Minutes for Briefings and Hearings
- Met with other State Representatives, Company Officials, Government Employees
- Answered phones, scheduled meetings and logged constituent contact such as requests, nominations, and other with Fireside 21 program

**Capen Hose Co. 4 Fire Museum: Intern/Supervisor/Member - Brockport, NY.**

May 2013- Present

- Intern responsible for logging and categorizing contents of Fire Museum & Display apparatus/artifacts dating back to the 1800s, Gave regular tours and presentations
- Supervisor of replacement Intern, made decisions in hiring process and with evaluation of student work
- Current Member, Capen Hose Co. 4 and Genesee Valley Chapter of SPAAMFAA

**Seward Volunteer Fire Department: Volunteer Fire Fighter- Seward, AK**

- Member, Active Interior Firefighter/EMT
- Interview Panel Member for Deputy Fire Chief position

**Genoa F.D., Groton F.D., Brockport Vol. Firemen's Assoc: Volunteer Fire Fighter-  
Genoa (October 2010-February 2018), Groton (August 2016 - February 2018) and  
Brockport NY (October 2012 – May 2016)**

- 7 Year Member of the Genoa Volunteer Fire Department, Mutual Aid Brockport Volunteer Firemen's Assoc. 2012-2016, Groton F.D., since August 2016
- Interior Fire Fighter (Cert. 2012) National Fire Instructor (Cert. 2016), Emergency Vehicle Operator (Cert. 2017)
- Appointed Genoa Fire Captain 2017, Training Officer, 2016/17
- Secretary, (Genoa FD 2012, Brockport VFA, 2014), Took minutes/drafted ByLaws and Policy, Social Media, Quartermaster (Genoa), Assigned/Logged Gear and Equip.
- Member: Fire Prevention Week, Recruitment and Retention, Nominating committees, Board of Directors (Genoa), FDIC 2016 Attendee (Brockport), D. Scott Warthman Memorial Committee (Brockport)
- Organized events including: 2016/17 Recruit NY Drive, NYS Senate Candidate Meet & Greet, Fire Prevention Week 2016/17, Open Houses, All Department Trainings

**The College At Brockport, SUNY – Collegiate Involvement – Brockport, NY August  
2012- December 2015**

- 2013-14 Brockport Student Government Program Coordinator
- Member, 2013-14 Student Experience Team (SET)
- 2013 Homecoming Parade Chair
- Member, 2012-2013 Freshman Council
- 2013 Election Commissioner, “Thursday in the Square” Chief Volunteer, Event Staff Employee, Brockport Student Government
- Member, 2012-13 Leadership and Community Service LLC
- Member, 2012-2015 Student Conduct Committee Member

**SKILLS**

- Fireside 21, SPSS Statistical Gathering, Microsoft Office Suite, Red Alert, IamResponding, Muse-Arch Archiving Database, AccuFund Computer Programs
- Excellent Public Speaking/Customer Relations with clients

### **List of References for Riley Shurtleff**

1. Laurence C. Vaughan, *Commissioner – Brockport Fire District*

132 Fayette Street Brockport NY 14420

Email: [lvaughan@frontier.net](mailto:lvaughan@frontier.net)

Phone: 585-737-9546 (C)

2. Jim Hunt, *Interim City Manager - City of Whittier, AK, Current EPHESA Board Member*

Email: [citymanager@whittier.gov](mailto:citymanager@whittier.gov)

Phone: 907-202-2442

3. Jack Wellauer, *Owner – South Shore Marina, Buyer 's First Realty*

Firelane 1, Moravia NY 13118

Email: [j.wellauer@yahoo.com](mailto:j.wellauer@yahoo.com)

Phone: 315-729-4129 (C)

4. Parker Browne, *Certified Fire Protection Specialist, Past Chief Medina Township Fire Department, Medina, OH*

Email: [brownefire@aol.com](mailto:brownefire@aol.com)

Phone: 330-612-3567 (C)