

Kenai Peninsula Borough  
Ninilchik-Anchor Point Joint Service Area Work Group  
**Final Report and Recommendations**

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Committee Members: Troy Laky – Seat A (resigned 05/14/20); Debbie Cary – Seat B; Dawson Slaughter – Seat C; Jolayne Soplanda – Seat D; Lara McGinnis – Seat E; Brent Johnson – Ex Officio Member

Alternate Members: Conrad Matuoka – Alternate Seat A/B; Bradley Smith – Alternate Seat C/D

Staff Support: Brenda Ahlberg, Community and Fiscal Projects Manager; Johni Blankenship, Borough Clerk; Patty Burley, Deputy Borough Attorney; Jon Marsh, APFEMSA Chief; Roy Browning CES Chief

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## PURPOSE

The Ninilchik-Anchor Point Joint Service Area Work Group (NAPJSAWG) was established on March 17, 2020 by KPB Resolution 2020-025 as a result of the February 6, 2020 town hall meeting in Ninilchik. The work group tasked with researching and making recommendations regarding the following questions: Should Ninilchik have its own service area, should it attempt to join APFEMSA, or should Ninilchik try to make adjustments and continue to operate a volunteer service?

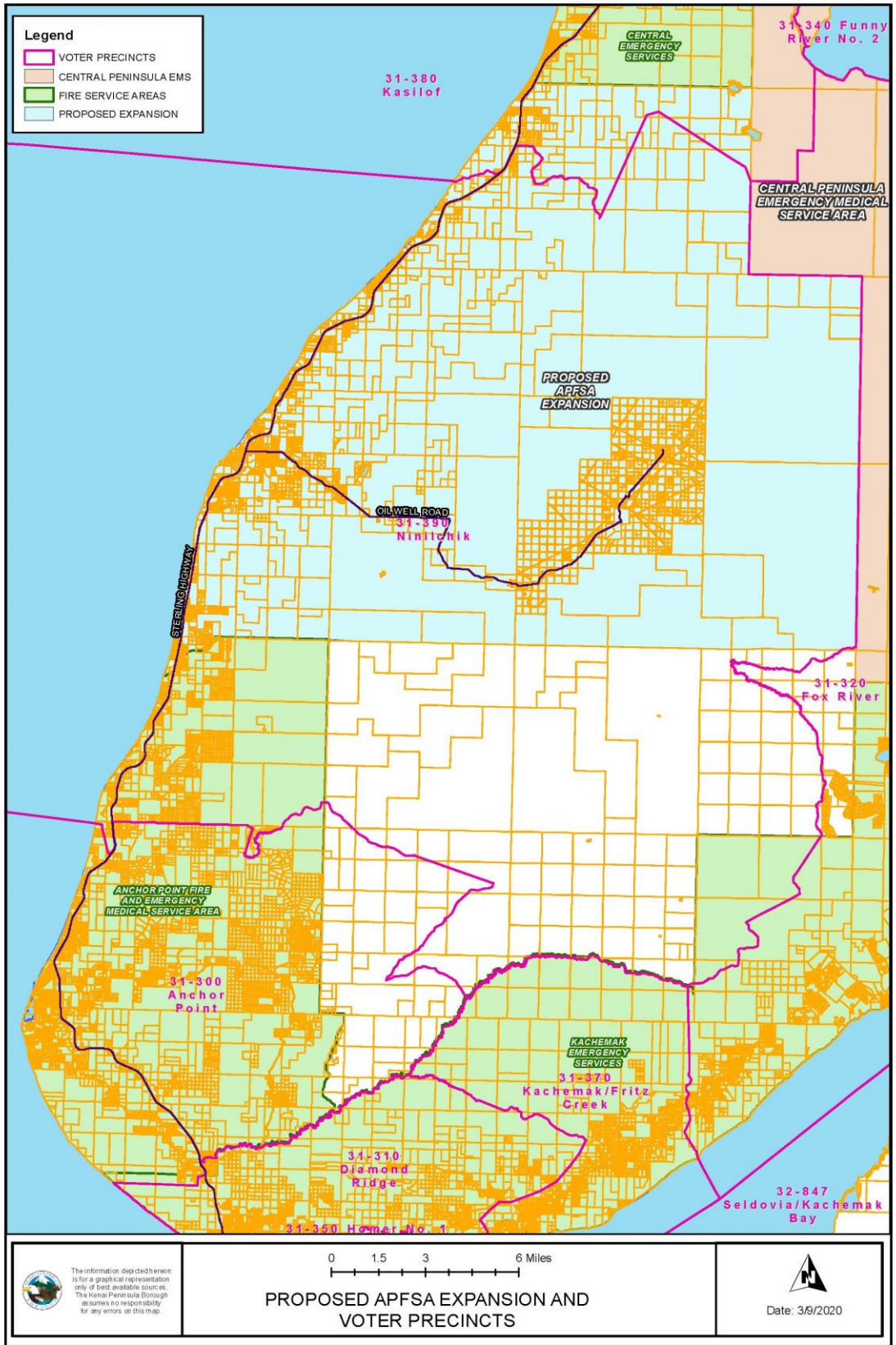
The first NAPJSAWG meeting was held on May 1, 2020 and subsequent meetings were held the following 2 Friday for a total of 3 meetings. The meetings were advertised in accordance with the Open Meetings Act and the public was encouraged to attend.

The group supports and makes the following recommendations:

## RECOMMENDATIONS

### Recommendation #1 – Combine to Create New Larger Service Area

The work group unanimously recommended that a question be placed on the October 6, 2020 ballot proposing to combine the Anchor Point Fire and Emergency Medical Service Area (APFEMSA) with the area currently being served by Ninilchik Emergency Services (NES) and the white area shown on the enclosed map (not to exceed the voting precincts of Ninilchik and Anchor Point) to create a new fire and emergency medical services service area.



The group considered a potential timeline as follows:

Ninilchik – Anchor Point Joint Service Area	
May 19, 2020	Final Report Due to Assembly
June 2, 2020	Ordinance placing the question on the ballot introduced and set for public hearing on July 7 <sup>th</sup>
June 3 <sup>rd</sup> – July 6 <sup>th</sup>	Public Hearing in Anchor Point (specific date TBD) Public Hearing in Ninilchik (specific date TBD)
July 7, 2020	Ordinance placing the question on the ballot enacted by the Assembly
August 4, 2020	Proposition Summary approved by the Assembly
October 6, 2020	Regular Municipal Election
October 13, 2020	Certification of Election Results
November 2020	Confirming the Appointment of New Service Area Board Members
December 2020	First board meeting and SA Board training
January 1 2021	Property assessment date
February 2021	Initiate FY2022 budget draft process
June 15, 2021	Mil rate set before 6/15
July 1, 2021	Property tax levied
July 1, 2021	Funds Available
Sept-Nov 2021	Property taxes due

## Recommendation #2 – Budget and Mill Rate

### Budget as Proposed and 2.95 Mill Rate

The group unanimously recommended that the service area maintain no less than ten (10) FTE employees to model a volunteer department of paid and volunteer staff. The group unanimously recommended a mill rate of not to exceed 2.95 mils. This mill rate would ensure a sustainable fund balance, support the minimum requested FTE employees, and supplement a reasonable capital outlay plan. Functional operations in the proposed budget below are not based upon a 24 hour / 7-day station.

**Kenai Peninsula Borough**  
**Proposed Budget Detail May 8, 2020**

**Anchor Point Fire & Emergency Medical + Ninilchik Joint Service Area**

	Anchor Point Current	5 Personnel addl techs 15 volunteers	Additional budget items supplies/svc/cap	Area 2 Joint Svc Area Anchor Point Ninilchik
<b>Taxable Assessed Values</b>				
Real	242,266			421,677
Personal	27,695			27,695
Oil & Gas 43.56	162,153			232,257
	432,114			681,629
<b>Mill Rate</b>	2.75			2.95
<b>Revenues</b>				
<b>Property Taxes</b>				
Real (92% collection rate)	612,933			1,144,431
Personal (92% collection rate)	70,068			75,164
Oil (95% collection rate)	423,625			650,900
interest	4,291			8,011
Flat Tax	3,401			3,401
Motor Vehicle	12,182			12,182
<b>Total Property Tax</b>	1,126,500			1,894,089
Interest earnings	15,536			15,536
Other revenues	85,000			251,000
<b>Total revenues</b>	1,227,036	-	-	2,160,625
<b>Expenditures:</b>				
<b>Personnel</b>				
40110 Regular Wages	\$ 345,513	286,400		631,913
<b>40120 Temporary Wages</b>	<b>50,000</b>	<b>15,000</b>		<b>65,000</b>
40130 Overtime Wages	9,168	21,480		30,648
<b>40210 FICA</b>	<b>34,495</b>	<b>27,598</b>		<b>62,093</b>
40221 PERS	79,681	70,255		149,936
40321 Health Insurance	126,250	126,250		252,500
40322 Life Insurance	853	730		1,583
40410 Leave	38,729	26,380		65,109
<b>Total: Personnel</b>	684,689	574,093	-	1,258,782
<b>Supplies</b>				
42120 Computer Software	600	-	360	960
42210 Operating Supplies	14,000	-	8,400	22,400
42220 Fire/Medical/Rescue Supplies	17,700	-	10,620	28,320
42230 Fuel, Oils and Lubricants	17,000	-	10,200	27,200
42250 Uniforms	6,000	-	3,600	9,600
42263 Training Supplies	6,000	-	3,600	9,600
42310 Repair/Maintenance Supplies	7,500	-	4,500	12,000
42360 Motor Vehicle Repair	14,250	-	8,550	22,800
42410 Small Tools & Equipment	4,000	-	2,400	6,400
<b>Total: Supplies</b>	87,050	-	52,230	139,280

<b>Services</b>					
43011	Contractual Services	42,400	-	25,440	67,840
43014	Physical Examinations	20,000	-	12,000	32,000
43019	Software Licensing	6,780	-	4,068	10,848
43110	Communications	22,108	-	13,265	35,373
43140	Postage and Freight	500	-	300	800
43210	Transport/Subsistence	12,691	-	7,615	20,306
43260	Training	6,050	-	3,630	9,680
43310	Advertising	200	-	120	320
43410	Printing	100	-	60	160
<b>43510</b>	<b>Insurance Premium</b>	<b>62,539</b>	<b>-</b>	<b>37,523</b>	<b>100,062</b>
43610	Utilities	26,006	-	15,604	41,610
<b>43720</b>	<b>Equipment Maintenance</b>	<b>7,885</b>	<b>-</b>	<b>4,731</b>	<b>12,616</b>
43750	Vehicle Maintenance	5,500	-	3,300	8,800
43780	Buildings/Grounds Maintenance	7,500	-	4,500	12,000
43810	Rents and Operating Leases	24,750	-	14,850	39,600
43920	Dues and Subscriptions	1,415	-	849	2,264
Total: Services		246,424	-	147,855	394,279
<b>Capital Outlay</b>					
48710	Minor Office Equipment	17,290	-	10,374	27,664
48720	Minor Office Furniture	3,000	-	1,800	4,800
48740	Minor Machines & Equipment	1,150	-	690	1,840
48750	Minor Medical Equipment	5,000	-	3,000	8,000
48755	Minor Recreation Equipment	6,500	-	3,900	10,400
48760	Minor Firefighting/Rescue Equipm	26,792	-	16,075	42,867
Total: Capital Outlay		59,732	-	35,839	95,571
<b>Transfers</b>					
50264	911 Communications	15,220	-	9,132	24,352
<b>50444</b>	<b>Capital Project Fund TRSF</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>200,000</b>
Total: Transfers		115,220	-	109,132	224,352
<b>Interdepartmental Charges</b>					
60004	Mileage Ticket Credits	(2,000)	-	(1,200)	(3,200)
61990	Admin Service Fee	26,897	14,352	5,868	47,117
Total: Interdepartmental Charges		24,897	14,352	4,668	43,917
<b>Total Expenditures</b>		<b>1,218,012</b>	<b>588,445</b>	<b>349,724</b>	<b>2,156,181</b>
<b>Net Results from Operations</b>					TRUE
		9,024			4,444
<b>Projected lapse</b>		<b>49,626</b>			<b>97,028</b>
<b>Change in Fund Balance</b>		<b>58,650</b>			<b>101,472</b>
<b>Beginning Fund Balance</b>		<b>776,802</b>			<b>776,802</b>
<b>Ending Fund Balance</b>		<b>835,452</b>			<b>878,274</b>



**Line-Item Explanations**

**40110 Regular Wages.** Staff includes: 1 Chief, 1 Deputy Chief, 1 Mechanic, and 2 Firefighter Technicians. **Added 5 FF Techs**

**40120 Temporary Wages.** Stipends for volunteer emergency responders. **ADDED APPROX 12-15 VOLUNTEERES 15k**

**40130 Overtime Wages.** Overtime due to emergency responses by permanent employees.

**43011 Contractual Services.** Medical director contract (\$15,895), annual ground ladder testing (\$1,095), pump testing (\$2,420), annual nondestructive aerial testing (\$2,745), O2 cylinder maintenance (\$500), Image Trend (\$1,100), IamResponding (\$660), ambulance billing service (\$3,500), drug disposal services (\$250), and Service Area Board annual appreciation, training & retention banquet (\$3,000), EMT 2/3 instructor fees (\$2,500), Phillips Monitor service contract (\$1,660), and Physio Control Lucas service contract (\$600), Tri Air Testing (\$600), background checks (\$600), Konica Minolta (\$2,400), and Crewforce (\$2,875).

**43019 Software Licensing.** Security cameras software renewal (\$350), licensing for Ford and International diagnostic equipment (\$1,430), Crewforce annual maintenance (\$1,500), and Target Solutions (\$3,500).

**43110 Communications.** Increased to cover cost of iPad data service for 15 iPads used for CAD and patient reports (\$9,000).

**43210 Transportation/Subsistence.** Attendance at the Alaska EMS Symposium in Anchorage (\$4,765), Alaska State Firefighter Conference (\$4,765), and Fire Chief Summit in Juneau (\$3,161).

**43260 Training.** Alaska State Firefighter conference (\$2,000) EMS Symposium (\$1,750), annual training for EMT, Firefighter and Haz-Mat Ops classes (\$1,500), and Fire Chief's Conference (\$800).

**43510 Insurance Premium.** Increased premium for coverage for workman's compensation, property, liability, and other insurance. **Added 60% for NES Facilities.**

**43610 Utilities.** Increased \$4,800 to support estimated utilities for leased ladder truck space.

**43720 Equipment Maintenance.** Increase related to radio program maintenance (\$4,585), SCBA testing (\$2,400), and Rad57 maintenance (\$900).

**43810 Rents and Operating Leases.** Increased to support \$24,000 annual lease to house large ladder truck.

**43920 Dues and Subscriptions.** International Association of Fire Chiefs membership (\$200), Alaska Fire Chiefs Association membership (\$200), Kenai Peninsula Fire Chiefs Association membership (\$100), Alaska State Firefighters Association (\$250), Alaska Association of Fire & Arson Investigators (\$50), Kenai Peninsula EMS membership (\$25), apparatus registrations for SOA/DMV (\$100), and various other membership dues & publications (\$115), EMS recertifications (\$375).

**48710 Minor Office Equipment.** Computer and monitors per 5 year scheduled replacement plan (\$1,790), copier/printer replacing outdated Bizhub (\$6,700), network switch (\$1,800), server for Station 1 (\$1,200), four iPads for CAD for remaining apparatus and medic units not purchased in FY20 (\$825 each), and radio or communication equipment replacement for items that become damaged beyond repair (\$2,500).

**48720 Minor Office Furniture.** Continuation of replacement furniture for offices at Station 1 (\$3,000).

**48740 Minor Machines & Equipment.** Miscellaneous replacement of needed equipment (\$1,150).

**48750 Minor Medical Equipment.** RAD 57 monitor (\$4,100), and misc. medical equipment that may become damaged during use (\$900).

**48755 Minor Recreational Equipment.** Replacement of worn out exercise equipment for Station 1 (\$6,500).

**48760 Minor Fire Fighting Equipment.** 4 sets of new turnout gear, helmets, boots, gloves and other related PPE per 10 year replacement plan (\$19,500), VFA grant matching funds to purchase a wildland hose (\$2,292), and misc. minor fire equipment that may become damaged during use (\$5,000).

**50444 Transfer to Capital Projects.** Annual transfer to fund long-term capital projects/replacement requirements. See capital projects section of this document.

**61990 Admin Service Fee.** The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2021 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

### Recommendation #3 – Communication and Education Campaign

The group unanimously recommended that the borough work with the impacted fire chiefs to respond to questions posed by the group. The fire chiefs would relay management actions or gain decisions from respective organizations to ensure continued communications between the borough administration and the Niniilchik Emergency Services board of directors. The fire chiefs would also work to create a frequently asked question (FAQ) and factual document to provide information to the voters.