

Northwest Arctic Borough ■ Public Services Department
Fiscal Year 2012 Operational Plan

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	TARGET
	<i>July - August - September 2011</i>	<i>October - November - December 2011</i>	<i>January - February - March 2012</i>	<i>April - May - June 2012</i>	
Emergency Management	<ul style="list-style-type: none"> ▪ EMPG FINAL REPORT (8/15/12)* ▪ Host BiAnnual NALEPC Mtg (8/18/11) ▪ Conduct Work Shop on the NAB-EOP with local elected officials/NALEPC (8/18/11) ▪ Seek approval of the revised NAB-wide EOP from the NALEPC & Assembly (by 9/30/11) ▪ Participate in an all-hazards exercise & submit AAR to DHS&EM (9/30/11) ▪ Complete ICS 700.a & 800.b (7/30/11) ▪ Complete ICS 120.a & 139 (8/31/11) ▪ Complete ICS 1, 230.a (9/30/11) 	<ul style="list-style-type: none"> ▪ EMPG Quarterly Grant Report (10/20/11) ▪ Update NAB Logistics Capability Assessment (12/31/11) ▪ Participate in DHS&EM BiAnnual Preparedness Conference/ANC (10/3-7/11) ▪ Finalize MOU with NWABSD RE: Evacuation Sheltering (12/31/11) ▪ Publish "Fall Sea Storms" ad in Arctic Sounder & include in OTZ Telephone Bills (10/15/11) ▪ Complete ICS 208.a, 271 & 235.a (12/31/11) 	<ul style="list-style-type: none"> ▪ EMPG Quarterly Grant Report (1/20/12) ▪ Prepare NAB Multi-Year Training Plan (Q3, wait for DHS&EM Guidance/Template) ▪ Host BiAnnual NALEPC Mtg (2/9/12) ▪ Conduct Work Shop on the NAB-EOP with local elected officials/NALEPC (2/9/12) ▪ Complete ICS 240.a, 241.a (3/31/12) ▪ Ensure Tier II Reporting to NALEPC, State DEC & EPA (3/31/12) 	<ul style="list-style-type: none"> ▪ EMPG Quarterly Grant Report (4/20/12) ▪ Participate in DHS&EM BiAnnual Preparedness Conference/ANC & Participate in DHS&EM Multi-Year Training & Exercise Plan Work Shop (4/12) ▪ Publish "Spring Break-Up" ad in Arctic Sounder & include in OTZ Telephone Bills (4/3/12) ▪ Complete ICS 242.a & 244.a (6/30/12) ▪ Apply for EMPG Grant (6/12) ▪ Participate in DHS&EM River Watch Program (5/12) 	Maintain & improve emergency prevention, preparedness, mitigation, response & recovery efforts for NAB communities
Search & Rescue	<ul style="list-style-type: none"> ▪ Prepare shelter cabins for winter (9/11) ▪ Order SAR equipment as needed & as budget permits (ongoing) ▪ Conduct basic ICS 100Training at local community level as requested 	<ul style="list-style-type: none"> ▪ Host SAR President's Annual Mtg (12/11) (NAB) ▪ Order SAR equipment as needed & as budget permits (ongoing) ▪ Conduct basic ICS 100Training at local community level as requested 	<ul style="list-style-type: none"> ▪ Re-stock wood supply in shelter cabins for summer months ▪ Order SAR equipment as needed & as budget permits (ongoing) ▪ Conduct basic ICS 100Training at local community level as requested 	<ul style="list-style-type: none"> ▪ Complete Annual SAR Inventory in each community (6/12) ▪ Order SAR equipment as needed & as budget permits (ongoing) ▪ Conduct basic ICS 100Training at local community level as requested 	Coordinate SAR groups in order to provide air, ground & water search capabilities in NW Alaska
Trail Staking	<ul style="list-style-type: none"> ▪ Erect permanent stakes (Carsonite Delineators w/decals) on Portage Trail (7 & 8/11) (DNR Grant) ▪ Sign MOA w/City of Noorvik RE: ORV-Singaurak Trail (7 & 8/11) (DNR Grant) ▪ Order 898 Carsonite Delineators w/decals (9/11) (DNR Grant) ▪ Sign MOA w/City of Selawik RE: WLK-Singaurak Trail (7/11) (DNR Grant) ▪ DNR Quarterly Grant Report (9/20/11) ▪ Order trail taking supplies as needed & as budget permits (ongoing) 	<ul style="list-style-type: none"> ▪ Sign MOAs w/City of Kiana, City of Selawik, City of Noorvik & Native Village of Noatak RE: winter trail staking (10/11-12/11) (DNR Grant) ▪ Sign MOAs with City of Ambler, Buckland IRA, Deering IRA, City of Kivalina, City of Kobuk and Shungnak IRA RE: winter trail taking (10/11 - 12/11) ▪ Sign Individual Trail Staking MOA's for Kotzebue-based Trails (10/11-12/11) ▪ DNR Quarterly Grant Report (12/20/11) ▪ Order trail taking supplies as needed & as budget permits (ongoing) ▪ Create Winter Trails Brochure for publication & distribution to residents (12/11) 	<ul style="list-style-type: none"> ▪ Perform trail maintenance as needed (1/12-3/12) ▪ Order trail taking supplies as needed & as budget permits (ongoing) ▪ DNR Quarterly Grant Report (3/20/11) ▪ Order trail taking supplies as needed & as budget permits (ongoing) 	<ul style="list-style-type: none"> ▪ DNR Quarterly Grant Report (6/20/11) ▪ Order trail taking supplies as needed & as budget permits (ongoing) 	Maintain & restore trail markers on existing winter trails connecting communities in the NAB
Fire Department	<ul style="list-style-type: none"> ▪ NFIRS FD Report to State Fire Marshal's Office (by the 10th of each month) ▪ SOA Code Red FD Training in KVL (8/20/11) (NAB) ▪ Implement Fire Extinguisher Demonstration Program (9/11) ▪ Implement "Tool Box Recognition" Program (8/11) ▪ Implement Fee-Based response (turn out and drills) for all Volunteer Firefighters (7/11) ▪ Implement monthly stipend for all Battalion Fire Chiefs (7/11) ▪ Implement monthly PSA's on KOTZ Radio (7/11) ▪ Complete PPE Inventory (7/11) ▪ Apply for FEMA Assistance to Firefighters Grant (7/11) 	<ul style="list-style-type: none"> ▪ NFIRS FD Report to State Fire Marshal's Office (by the 10th of each month) ▪ Create and distribute FD Brochures (12/11) ▪ Develop Home Fire Safety Presentation and have available for public presentation (12/11) ▪ Complete assessment of all Volunteer Firefighters Capabilities and Certifications (10/11) ▪ Implement Training Folders for all Volunteer Firefighters (12/11) ▪ Expand DVD Training Library (12/11) ▪ Begin re-registration process for fire department with State of Alaska (12/11) 	<ul style="list-style-type: none"> ▪ NFIRS FD Report to State Fire Marshal's Office (by the 10th of each month) ▪ Explore possibility of having Alaska State Firefighters Association membership for all members (1/12) ▪ Fully develop a formal Training Plan to get all Volunteer Firefighters to Fire Fighter I Certification (3/12) ▪ Purchase Uniforms for all Battalion Fire Chiefs and t-shirts for all volunteer firefighters (3/12) ▪ Submit Fire Department registration to State Marshals Office (2/20/12) 	<ul style="list-style-type: none"> ▪ NFIRS FD Report to State Fire Marshal's Office (by the 10th of each month) ▪ Complete annual inventories in each community (6/12) 	Firefighting capabilities in each community is developed to ensure loss of life & property is dramatically reduced
Public Safety	<ul style="list-style-type: none"> ▪ 4th Quarterly COPS Grant Report ▪ Recruitment for VPSO Coordinator ▪ Hire VPSO Coordinator ▪ Prepare 1st Quarter VPSO Grant Report 	<ul style="list-style-type: none"> ▪ Conduct Regional Training for VPSO's ▪ Host 1st Quarter Public Safety Commission Mtg ▪ Prepare 2nd Quarter VPSO Grant Report ▪ Visit Washington, DC 	<ul style="list-style-type: none"> ▪ Send VPSO to Sitka Police Academy ▪ Prepare & Submit Facility Plans ▪ Prepare & Submit Quarterly VPSO and COPS Grant Reports 	<ul style="list-style-type: none"> ▪ Prepare grant applications ▪ Review funding sources for new grants 	Provide law enforcement in all NAB communities so that all residents are safe and secure

* = Denotes a report due to DHS&EM in 2012 (not 2011)