

From: [Hollett, Fred G.](#)
To: [Brown-McLean, Cheryl](#)
Cc: [English, Tina Marie](#)
Subject: FW: Air Charters
Date: Monday, March 1, 2010 11:18:23 AM

Cheryl,
AS per your request, please see the following regarding air charters and AFA's.

Fred Hollett
Fire Commissioner / Director
Fire & Emergency Services - NL

From: English, Tina Marie
Sent: Wednesday, February 24, 2010 9:40 AM
To: Hollett, Fred G.
Cc: English, Tina Marie
Subject: Air Charters

Cheryl:

In response to your request on air charters -

At Fire and Emergency Services there are a couple of instances where we would use Air Services.

1. Helicopters to assist with ground search and rescue for missing persons in the province.

The procedure we follow is - our on-call personnel will receive a call from police (RCMP or RNC) for assistance with a search for a missing person. Requests that are not a standard format are referred to the director or manager for consideration and approval or non-approval. The on-call person will contact Air Services and authorize the flight. If this occurs overnight or on the weekend the next working day a report is sent to Tina English, FES-NL to provide air services with an AFA number. The number is generated through the Oracle system and then Air Services is advised of same (prior to the establishment of the system generated afa numbers there were afa books - which were hand written) . At that time Air Services usually provides the dispatch number for the flight - FES-NL is then invoiced by the carrier for service. A short written outline of each request/event is filed by the FES-NL on call person who handles the request.

2. Disaster Assistance / Emergency Response

When a disaster occurs in the province - sometimes it is necessary to view the affected area for assessment of damages. This is again scheduled through Air Services and the generation of the AFA number is the same as outlined above. Further, the use of Aircraft may be required to facilitate the initial emergency response and associated work.

Fire and Emergency Services do not engage in obtaining air craft without collaborating with Air Services. Account distribution for this service would only be as follows:

01-1713-110-5870-0316-408601- Missing Persons or
01-1713-320-5890-0315-XXXXXX - Disaster Assistance.

If you require anything further, please advise.

Frederick G. Hollett
Director/Fire Commissioner