
LOCAL EMERGENCY PLANNING COMMITTEE
Regular Committee Meeting Minutes
February 9, 2006
Harrigan Centennial Hall

A. CALL TO ORDER

Chair Scott Elmer called the meeting to order at 12:10 pm.

B. ROLL CALL

Present:	Fire Chief Scott Elmer	Dr. J. Russell Bowman
	Ms. Kathy Ingallinera	Mr. Nathan Young
	Mr. Al Duncan Sr.	Lt. Barry Allen

Others Present:	Mr. Jay Stelzenmuller	Ms. Pat Alexander
	Ms. Frea Mercurief (representing Mr. Wade)	

Absent:	Mr. Ken Coffin	Ms. Penny Lehmann
	Ms. Julianne McGuinness	Ms. Iva Greywolf
	Mr. Cle Wade	Dr. Myron Fribush
	Dr. Elliot Bruhl	Ms. Trisha Miles-Diehl

C. APPROVAL OF MINUTES – May 12th, 2005 MEETING

MOTION: M/S Bowman/Allen moved to approve the minutes from the May 12th, 2005 meeting.

ACTION: Motion PASSED.

D. ADDITIONS/DELETIONS TO AGENDA

Ms. Alexander suggested adding a discussion regarding the switch of water supply from Blue Lake to Indian River.

Ms. Mercurief requested adding "National Response Team Report."

Both items were added under New Business.

E. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA - None

F. COMMUNICATIONS

G. OLD BUSINESS

1. Strategic National Stockpile

Dr. Bowman said that he has yet to talk to Schools Superintendent Steve Bradshaw about storing it at Blatchley as discussed in the previous meeting.

2. Japonski Island Transportation Annex Committee

The Chair said that he and Mr. Young are addressing this matter. He added that the City is applying for a grant to hire a contract person to coordinate emergency planning and to manage the local emergency planning grant. He will provide additional information in the next meeting.

3. Tsunami Evacuation Procedures Update – Public Information

The Chair told the members he will bring up with the State emergency planning group during its meeting in March the idea of developing flyers for specific areas such as Sitka. He suggested that they wait for the State to take action before coming up with flyers produced locally. However, he pointed out that they could prepare the draft in advance in case the State won't work on it.

Lt. Allen pointed out that there are major gaps in the plan. Indian River Subdivision is not included. He wanted to make sure that the Indian River Subdivision residents receive the informational flyers.

Dr. Bowman suggested the following:

- Coming up with a map that lays out all the evacuation routes which should be part of the flyer;
- The signage should have more details such as some text or direction;
- The Fire Chief and the Police Chief to do radio spots;
- Check with high school for somebody to do flyers or video for public community service

Mr. Duncan said that they should get the information out through the newspaper, radio, television, on the internet, flyers, etc.

Ms. Ingallinera volunteered to contact the stevedoring group to do radio spots for tsunami readiness.

The Chair proposed forming a subcommittee to decide on what information or items that should be in the flyer. The Fire Department will then put it together in a draft form.

The Fire Chief will chair the subcommittee with Mr. Young and Mr. Wade or Ms. Mercurief as members.

The Chair also said that he and Mr. Young will try to put together the information and approach Sitka High School about doing the flyers or the video.

4. Website for Emergency Management

The Chair said that he has talked to Will Hanbury, the City webmaster, who is very interested in developing the website for LEPC which will go on the City website. They will try to adopt information from other LEPC websites such as tsunami response and earthquake response readiness. He will provide more information in the next meeting.

5. Mass Vaccination Plan

Dr. Bowman suggested that they write down the process that was followed during the mass vaccination drill and include it in the emergency operations plan (EOP) or include references in the EOP that would point to it. He offered to give Ms. Lehmann a call to prepare the draft.

The Chair said that they could include the checklist in the EOP and add references to it under public health.

6. Homeland Security Grant Program Report

The Chair pointed out that there is a delay in the installation of the Alaska Mobile Land Radio System (AMLRs) due to cost increases but the program is moving forward. He suggested keeping this item on the agenda for regular updates.

H. NEW BUSINESS

1. Review of Committee Membership

The Chair told the members that he spoke with Municipal Clerk Colleen Pellett regarding attendance. Ms. Pellett's office plans to call/contact all the members to advise them of quorum requirements.

Mr. Duncan expressed apologies for missing some meetings. He explained that this was mainly due to a mix up in the City schedule.

Mr. Stelzenmuller said that if the Commission has a quorum problem, they should keep track of the members' attendance and kick out those who have missed more than three meetings.

The Chair indicated that Salvation Army wants to participate in the LEPC meetings. He directed the Secretary to get the contact person's email.

2. Childcare Plan for Emergency Personnel

Ms. Alexander explained that based on lessons learned from the Katrina disaster, it is imperative that a formal plan should be in place to take care of the families of the emergency personnel. SEARHC is putting together a dependent care plan as part of the Hospital Emergency Incident Command System (HEICS) that SEARHC is working on. The plan will have a volunteer coordinator for childcare. They will share the plan with LEPC and figure out how to do a city-wide plan. She added that the Commission on Health Needs and Community Services is also interested to help in coming up with the city-wide plan. She stressed the need for coordination among the different institutions in the City such as the schools.

The Chair pointed out that under the Incident Command System, emergency personnel families are housed in a separate location away from the public.

3. Water supply switch from Blue Lake to Indian River

The Chief said that the Public Works Department is doing the announcements regarding the switch.

Ms. Alexander maintained that the schedule is critical for the hospitals because the lead time to order vast quantities of water is long. She estimated that SEARHC alone would have to spend around \$10,000 just to buy water. She emphasized that planning has to be done. The sooner the entities know the schedule and the duration, the better it would be so they would know how much the hospital would need to order. She added that the forthcoming switch would serve as a drill for the City in the event that the dam breaks.

Lt. Allen suggested that SEARHC coordinate with PW Director Rich Riggs and Electric Department Director Charlie Walls.

Mr. Young also said that there are references in the EOP to the Electric Department.

The Chair said that the Electric Department has done a study on the likelihood of the dam breaking and the finding was that there would be minimal damage to the community other than losing power. He added that the Federal government mandates the City to have a plan in place for such events. He also said that he will contact Mr. Riggs concerning Public Works' media plan for the water supply switch.

4. National Response Team Report

Ms. Mercurief distributed to the members her notes from reviewing the "Joint Information Center Model" Collaborative Communications during Emergency Response taken from the National Response Team website. She briefly discussed how the model works in effectively communicating information during emergencies which involve multiple organizations who use the Incident Command System (ICS) or the Unified Command System (UCS). It outlines "who does what," roles and responsibilities of each member of the team, templates of letters and documents used to guide JIC personnel and other useful information. She pointed out that Mr. Wade is hoping that it would be made as part of the agenda for future LEPC meetings.

I. COMMISSION COMMENTS - None

J. SET NEXT MEETING DATE AND AGENDA ITEMS

Next meeting: May 11th, 2006, 12 Noon

K. ADJOURNMENT

The meeting adjourned at 1:25 pm.

PREPARED BY:
Maria Finkenbinder
Contract Secretary