
LOCAL EMERGENCY PLANNING COMMITTEE
Regular Committee Meeting Minutes
May 17, 2007
Harrigan Centennial Hall

A. CALL TO ORDER

Chair Scott Elmer called the meeting to order at 12:00 noon.

B. ROLL CALL

Present: Fire Chief Scott Elmer
Ms. Michelle Kennedy
Mr. Ken Fate
Dr. Myron Fribush
Mr. Tom Marthaller

Ms. Kathy Ingallinera
Lt. Barry Allen
Ms. Penny Lehmann
Mr. Martin Stephens
Ms. Trish White

Others Present: Peter Kennedy

- Pioneers' Home Building Maintenance Manager

Absent: Dr. J. Russell Bowman
Mr. Nathan Young
Mr. Ken Coffin
Dr. Leslie Wood

Mayor Marko Dapcevich
Mr. Todd Bergman
Ms. Gwen Lazzarini

C. INTRODUCTION OF NEW MEMBERS

The Chair welcomed Mr. Ken Fate as the new member of the Committee and Mr. Kennedy as member of the public.

D. APPROVAL OF MINUTES – February 8th, 2007 MEETING

MOTION: M/S Lehmann/Allen moved to approve the minutes from the February 8th, 2007 meeting.

ACTION: Motion to approve the minutes **PASSED unanimously** on a voice vote.

E. ADDITIONS/DELETIONS TO AGENDA

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

G. COMMUNICATIONS

H. COMMITTEE REPORTS – All committee reports were given under Old Business.

I. OLD BUSINESS

1. Tsunami Inundation Mapping

The Chair told the members that he contacted the State and learned that the project is not moving forward. The State is still doing Seward's and Sitka is in the "hold" mode. He said that City Coastal Management manager Marlene Campbell has taken over the task to work with the State on this project. He suggested that the committee should move forward to develop the flyer even without the information related to the inundation mapping. He said that they have enough local data and funding to get the flyer out. He added that they may be able to get additional funding.

Mr. Fate offered to help in getting the information out for radio and TV broadcast. He said that it can be done without spending too much.

The following members offered to meet as the Public Information Committee:

- Michelle Kennedy - Chair
- Ken Fate
- Myron Fribush

The Committee will develop the pamphlet and email the draft to the members before the next meeting.

Public Information on bird flu

Mr. Stephens brought up the idea of a public information campaign on bird flu. The Chair said that there is a lot of planning going on at the state and federal levels. He suggested revisiting this item in the next meeting and briefly discuss the Public Health report on the pandemic flu.

2. Homeland Security Communications Plan

The Chair does not have any update on this item. With the members' consent, this agenda item is taken off the agenda and will be brought back when something new comes up.

3. Sheltering Plan for Emergency Personnel

The Chair said that the information provided by Ms. Kennedy and Ms. Ingallinera will go with the appendices to the Emergency Operations plan which will be part of the Plan Update project.

Ms. Ingallinera mentioned that Red Cross has an extensive inventory of facilities in Sitka and their respective contact information. She said that Red Cross will make the decision on prioritizing these facilities.

The Chair said any changes that will be made will be based on Red Cross information.

4. Secondary Emergency Operations Center Update

Lt. Allen said that they will be recommending to the City Administrator to have a phone/radio system installed at Keet Gooshi Heen Elementary School which will be compatible with the statewide Alaska Land Mobile Radio (ALMR) System.

The Chair said that he will coordinate with Lt. Allen to get this project included in the Homeland Security Grant funding.

5. Draft EOP update

The Chair did not have any update on the funding arrangement with the hospitals for the EOP update.

MOTION: M/S Fribush/Fate moved to request the City Administrator to issue a Request for Proposal (RFP) to three contractors to update the Emergency Operations Plan.

ACTION: Motion to approve the minutes **PASSED unanimously** on a voice vote.

On Mr. Marthaller's question on what the work would entail, the Chair said the consultant will update the plan to current standards and add other components such as a statement on the sheltering plan, Red Cross designated areas, mass vaccination, etc.

Mr. Marthaller suggested updating the list of locations where heavy equipment is available and information on decontamination areas.

6. Agency-Awareness Meeting

The Chair said they would be facing some logistical difficulties in getting all the agencies together. He referred to Ms. Lazzarini's correspondence which outlined the plan that she, Mr. Coffin and Ms. McGuinness put together for the agency-awareness meeting. It includes refreshments and other items which he thought involve costs depending on the number of people who will be attending. He pointed out that they would be inviting agency representatives and individuals with resources that LEPC can potentially use in emergencies.

Ms. Ingallinera suggested that they schedule the meeting some time in fall, possibly September or October. She offered to help in the planning.

The Chair said they should prepare the plan before the August meeting – have a list of people to contact and identify funding, location, time and agenda. He suggested bringing back all the information to the August meeting for the Committee's approval.

J. NEW BUSINESS - None

K. COMMISSION COMMENTS

Mr. Fate told the members that they can contact him at 747-5877, 9:30 am – 5:30 pm. He is the manager of KCAW Raven Radio.

Changing Meeting Dates

The Chair raised the possibility of holding more meetings than just once in a quarter, possibly every two months. He asked the members to give it a thought and bring up their ideas in the next meeting.

L. SET NEXT MEETING DATE AND AGENDA ITEMS

Next meeting: August 9th, 2007 12 Noon, Centennial Hall

Agenda items:

Old Business –

1. Tsunami Information Flyer/Pamphlet
2. Emergency Sheltering Plan Update
3. Secondary Operations Center Update
4. Draft EOP update
5. Agency-awareness meeting

New Business –

1. Meeting Date Change
2. Pandemic Flu Status Report

M. ADJOURNMENT

The meeting adjourned at 1:10 pm.

PREPARED BY:

Maria Finkenbinder
Contract Secretary