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**LOCAL EMERGENCY PLANNING COMMITTEE**  
Regular Committee Meeting Minutes  
August 10, 2006  
Harrigan Centennial Hall

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**A. CALL TO ORDER**

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

**B. ROLL CALL**

Present:	Fire Chief Scott Elmer	Ms. Kathy Ingallinera
	Mr. Cle Wade	Dr. Myron Fribush
	Mr. Ken Coffin	Ms. Julianne McGuinness
	Dr. Leslie Wood	Ms. Gwen Lazzarini
	Ms. Michelle Kennedy	Mr. Al Duncan Sr.

Others Present:	Ms. Pat Alexander	-	SEARHC
	Lt. DeGroot	-	Salvation Army
	Rev. Trent Baggett	-	United Methodist Church
	Timothy White	-	Sitka Police Department

Absent:	Dr. J. Russell Bowman	Ms. Penny Lehmann
	Lt. Barry Allen	Dr. Elliot Bruhl
	Mr. Nathan Young	Ms. Trish White
	Mr. Jay Badagliacca	

The Chair welcomed Ms. Lazzarini as the new member of the Committee.

Mr. Wade informed the members that he will be resigning from the Committee as he is moving on to a new job in another city.

**C. APPROVAL OF MINUTES – May 11<sup>th</sup>, 2006 MEETING**

**MOTION:** M/S Lazzarini/Wade moved to approve the minutes from the May 11<sup>th</sup>, 2006 meeting.

**ACTION:** Motion **PASSED** on a voice vote.

**D. ADDITIONS/DELETIONS TO AGENDA**

The Chair proposed adding under New Business a discussion regarding adding another section in the Emergency Operations Plan that addresses pandemic/avian flu in the area of public health.

Sitka Police Department technician, Tim White, requested an opportunity to discuss interoperable communications plan during emergency. The Chair said that it will be taken up under Item No. 3 of the Old Business – Homeland Security Grant Program Report.

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

Rev. Trent Baggett of the United Methodist Church expressed interest in knowing what it means if their church is designated as a tsunami evacuation center. He wanted to meet with the Chair to discuss the possibility of adding their church as an evacuation center or shelter.

## **F. COMMUNICATIONS - None**

## **G. OLD BUSINESS**

### **1. Tsunami Evacuation Procedures Update – Public Information**

The Chair invited the members to the first meeting to go over the tsunami inundation map for the Sitka area that is being prepared by the State of Alaska Department of Homeland Security and Emergency Management and NOAA. He pointed out that the map is critical to the committee's public information campaign. He said that Ms. Elena Suleimani of the University of Alaska Fairbanks Geophysical Institute, an expert on tsunamis, will be in town for the meeting and will also make a public presentation on tsunamis in the evening of Aug. 28<sup>th</sup>. He will send out information to LEPC members when the meeting is finalized.

### **2. Website for Emergency Management**

Ms. McGuinness said that she will check the materials she used for the Mat-Su website and will work with City webmaster Will Hanbury. She added that they will run the website through the Committee before putting it up online.

Ms. Lazzarini asked if there is a way to put up something on the website to tie in with national efforts such as including a link to [www.ready.gov](http://www.ready.gov). She pointed out that September is National Preparedness Month and suggested that there should be a short write up about it on the website.

#### *National Preparedness Month*

Mr. Wade suggested that they could put an ad on the newspaper to remind the public about emergency preparedness.

Mr. Coffin said that there isn't enough time to prepare for it this year but the Committee might be able to put together an event for September 2007 such as an Open House at the Fire Department.

### **3. Homeland Security Grant Program Report**

Mr. White told the Committee that the Police Department's new dispatch console system will go live by end of November. They are currently completing the Sitka side of the statewide Alaska Land Mobile Radio (ALMR) System. The State is expected to install radio repeaters here in town by end of spring.

He said that part of the Homeland Security Grant is an interoperable communications plan and frequency list. He pointed out that the frequency list in the plan is outdated and needs to be updated. The communications plan requires a list of resources that's available in town and what kind of resources they need to get. He wanted to know if the LEPC can provide that information.

The Chair said that no one is available in LEPC to compile the list but he requested the members to submit a list of frequency and resources from their respective agencies or organizations to Mr. White who will put together the frequency plan.

#### **4. Sheltering Plan for Emergency Personnel**

Ms. Alexander stressed the need for a sheltering/feeding plan for the families of emergency personnel (separate from the plan for the rest of the community) to be included in the Emergency Operations Plan (EOP). She said SEARHC has drafted its own plan and will be available by September 30.

The Chair said that this is one area in the EOP that needs to be included. He requested for volunteers to assist him in identifying the different sections in the EOP that requires revision or modifications. They also need to develop the parameters for inclusion in the EOP. The goal is to complete this process in time for the Committee's November meeting and to update the EOP next spring.

Ms. Kennedy, Dr. Wood, and Ms. Ingallinera offered to assist.

#### **5. Emergency Operations Center**

Mr. White said that the Fire Hall is the designated Emergency Operations Center (EOC) while Verstovia School (Keet Gooshi Heen Elementary School) is the alternate EOC. However, the school is not set up for emergency operations. Part of the Homeland Security Grant is to set up a communications plan in the alternate site and the Sitka Police Department will be working on it. They have talked to the Superintendent and identified the possible area to set up an operations center. He also stressed that this should also be included in the EOP.

The Chair said that it can go in the EOP as an annex. He requested Mr. White to bring back the communications plan in the next meeting for approval by the Committee.

#### **6. Blue Lake Dam Breach Emergency Plan**

The Chair told the members that he spoke with Mr. Robert Dennard, an employee in the City Electric Department, and learned that a dam breakage detection system is installed at the Blue Lake campsite. He said that there is a sensor in the pooling area and if water exceeds a certain height and at a certain speed, the siren goes off. The Electric Department personnel can measure the pressure of the water and will know right away if there is an unusual occurrence. The intent is to add a pole for siren in the Sawmill Cove site.

### **H. NEW BUSINESS**

#### **1. Section on pandemic/avian flu in the EOP**

The Chair explained that pandemic/avian flu poses a big threat to the community and there is no section in the EOP to address it. He suggested that they include a checklist using the hazards specific checklist that could fall under the area of public health. He said the State is ready to provide information but he needs volunteers to prepare the draft for the Committee's review.

Ms. Lazzarini, Mr. Coffin, and Dr. Fribush offered to prepare the draft. The Chief said that he is willing to coordinate with both and help them identify the items that they need to be aware of.

### **I. COMMISSION COMMENTS**

Mr. Wade said that he expects whoever will replace him as Security Chief at SEARHC to attend the next meeting.

## **J. SET NEXT MEETING DATE AND AGENDA ITEMS**

Next meeting: November 9<sup>th</sup>, 2006 12 Noon

Agenda items: Old Business –  
1. Tsunami Inundation Mapping  
2. Website Update  
3. Homeland Security Communications Plan  
4. Emergency Responders Sheltering Plan  
5. Secondary Operations Center Update  
6. Draft EOP update for public health

## **K. ADJOURNMENT**

**M/S Wade/Ingallinera** moved to adjourn the meeting.

The meeting adjourned at 1:10 pm.

PREPARED BY:  
Maria Finkenbinder  
Contract Secretary