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

A. CALL TO ORDER

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

B. ROLL CALL

Present:	Fire Chief Scott Elmer	Dr. J. Russell Bowman
	Ms. Penny Lehmann	Mr. Ken Coffin
	Ms. Julianne McGuinness	Ms. Gwen Lazzarini

Others Present:	Jack Ozment	-	Assembly Member
	Dave Malone	-	Totem Square Inn Manager

Absent:	Ms. Kathy Ingallinera	Lt. Barry Allen
	Dr. Elliot Bruhl	Mr. Nathan Young
	Ms. Trish White	Mr. Jay Badagliacca
	Dr. Leslie Wood	Ms. Michelle Kennedy
	Dr. Myron Fribush	

C. APPROVAL OF MINUTES – August 10th, 2006 MEETING

MOTION: M/S Lehmann/Lazzarini moved to approve the minutes from the Aug. 10th, 2006 meeting.

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

D. ADDITIONS/DELETIONS TO AGENDA

The Chair proposed adding under New Business a brief discussion about a task group assistant. He also suggested that they consider "Website Update" as the first item under Old Business to get the projector screen (set up to review the website) out of the way.

Ms. McGuinness requested adding a discussion on agency awareness meeting as a follow up to Mr. Malone's comments in the next agenda item. This was added under New Business as item no. 2.

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

Mr. Malone told the Committee that Totem Square Inn is offering the hotel as an alternative site for any emergency that may arise. He said that as the manager of the hotel, he is willing to work with the Committee in identifying their role in emergency response operations.

The Chair expressed appreciation for Mr. Malone's offer and said that he will talk with other hotel owners to assess their capability to participate in emergency operations. Ms. McGuinness suggested hosting an agency-awareness reception to identify "who's who" in emergency response and what their role might be. Her proposal was further discussed under New Business, item. No. 2.

F. COMMUNICATIONS

The Chair mentioned the emails from Ms. Ingallinera and Ms. Kennedy notifying the Chair that they are unable to attend today's meeting.

G. OLD BUSINESS

1. Website Update

Ms. McGuinness presented the website and sought input from the members. She pointed out that website was built through the efforts of the secretary, Maria Finkenbinder, with her providing the content. She said that Committee will be the clearinghouse for all changes to be made on the website. Ms. Finkenbinder walked the members through the website content.

The members expressed approval of the website. Ms. Lazzarini suggested that they put out a public service announcement (PSA) on the newspaper about the website. The Chair said that he will release a PSA once the website is uploaded online and directed the secretary to coordinate with the City webmaster to have a short blurb posted on the City's home page.

This agenda item was considered completed and taken off the old business.

2. Tsunami Inundation Mapping

The Chair briefly spoke about the meeting he had with local and state technical staff 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 said that it will take a year before a printed map will be available. The next meeting hasn't been planned yet but it will be an initial map review involving the LEPC and representatives from remotely-affected areas. Targeted completion date is August 2007. He also indicated that on August 28th, a public presentation on tsunami information was given by Ms. Elena Suleimani of the University of Alaska Fairbanks Geophysical Institute, an expert on tsunamis. He remarked that it was an outstanding presentation and was well-attended.

3. Homeland Security Grant Program Report

The Chair said he spoke with Sitka Police Department Technician Mr. White who was unable to attend the meeting but who requested to remind the members to provide him information about their radio frequencies, main agency contact names and phone numbers. The Chair said that Mr. White is working on the communications plan and would need the information requested. Mr. White can be contacted by email, timw@sitkapd.com, or by phone, 747-3245.

Radio interference

Ms. McGuinness shared with the Committee information about reports of interference that is causing radio transmission problems by SPD and hospital personnel. She pointed out that broadcast audio is bleeding in the radio transmission and they are currently tracking down the source of the interference. She felt that it is not a deliberate attempt to sabotage the system and stressed that cause can be readily explained by physics. She said that KCAW Manager Ken Fate met with the Fire Department, Police

Department, and Sitka Community Hospital representatives to talk about the issue. She said that it is time consuming to nail the problem and she briefly explained the technical aspects of the process.

4. Sheltering Plan for Emergency Personnel

The Chair said that Ms. Kennedy, Dr. Wood, and Ms. Ingallinera offered to assist on this item. Since not one of them is present to discuss it, he said that this item will be deferred to the next meeting.

5. Secondary Emergency Operations Center Update

The Chair said Mr. White is currently drafting the communications plan which is central to this agenda item. It will be brought back in the next meeting.

6. Draft EOP update

The Chair told the members that he met with Ms. Lazzarini and Dr. Fribush and they identified areas to be changed and proposed adding a section in the plan as an annex outlining emergency response to pandemic flu and avian flu. He explained the process on how the EOP will be updated: the draft will be reviewed by agencies involved; it will be brought before the LEPC for approval, submitted to the Assembly, and the State of Alaska.

He also said that he is meeting with the City Manager and the hospitals, stressing that the plans prepared by the hospitals have to fit with the City Operations Plan. He pointed out the possibility of the hospitals and the City pooling together some funds to hire a contractor to update the plan, come up with new information, and add annexes to the EOP. This process will be put on hold until the hospitals and the City are ready to commit the funds to hire the contractor.

MOTION: **M/S Lehmann/McGuinness** moved to support the City Administration and the hospitals in providing the funds to hire a contractor to update the EOP and present the draft EOP update to the LEPC for approval.

DISCUSSION: The Chair clarified that no money will come from the LEPC allocation. The hospitals have grant monies available while the City will be putting in additional funds. He said that there is value in doing this as it will open up more opportunities for grant funding.

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

EOP for public health

The Chair informed the members that Ms. Lehmann has done a lot of work in developing the operations plan for mass prophylaxis and providing an overview of information. He suggested adding it as an annex to the EOP. He volunteered to work with Ms. Lehmann in finalizing the draft and preparing the cover page. Ms. Lehmann said that she and Ms. Kennedy worked on it together and offered to send a draft out to all the members for review.

The Chair that the draft will be up for discussion in the next meeting.

H. NEW BUSINESS

1. Task group assistant

The Chair explained that given the time constraints and the multitude of tasks he is dealing with as LEPC Chair and Fire Chief, Ms. Lazzarini offered to be the task group assistant who will assist the different task

groups and teams in setting up meetings and keeping things on track.

The members expressed no objection to the Chair's decision to have Ms. Lazzarini as the task group assistant.

2. Agency-Awareness Meeting

Ms. McGuinness discussed further her proposal which she said would be a way to gather input from everyone involved in emergency response. She suggested that they put together guidelines on how the meeting will be conducted to maximize the time and obtain the information they need. She said that they could go through the EOP and see which agencies are relevant. It will be an introduction on who's who in emergency response and their potential roles. She also said that will be helpful to hand out materials to describe the resources available.

The Chair suggested to make the meeting compact by limiting the participants' input to name, agency, their role, and ability to provide emergency services, and having the time to present a basic overview of the EOP.

Ms. Lazzarini and Mr. Coffin offered to assist Ms. McGuinness in putting together the concept plan and guidelines for the proposed agency-awareness meeting. They agreed to meet by email.

This agenda item will be included in the next meeting's agenda.

I. COMMISSION COMMENTS

Ms. McGuinness thought that it will be valuable to the LEPC to have a representative from the school district.

Ms. Lazzarini suggested that they consider rescheduling another meeting the following week if they are unable to obtain a quorum on the scheduled meeting date. The Chair said he will check on the notification requirements in setting up a meeting.

Mr. Ozment informed the Committee that the Assembly appointed Mayor Marko Dapceвич as LEPC's Assembly liaison.

J. SET NEXT MEETING DATE AND AGENDA ITEMS

Next meeting: February 8th, 2007 12 Noon

Agenda items: Old Business –

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|--|-----------------------------------|
| 1. Tsunami Inundation Mapping Update | 5. Draft EOP update |
| 2. Homeland Security Communications Plan | 6. Draft EOP for mass prophylaxis |
| 3. Emergency Responders Sheltering Plan | 7. Agency-awareness meeting |
| 4. Secondary Operations Center Update | |

K. ADJOURNMENT

The meeting adjourned at 1:15 pm.

PREPARED BY:
Maria Finkenbinder
Contract Secretary