

ALASKA LEPC ASSOCIATION

MEETING MINUTES

Juneau, Alaska

Thursday, January 22, 2009

MEMBERS PRESENT:

Jamie Sunderland, Aleutian/Pribilof Islands LEPC
Kevin Spillers, Anchorage LEPC
George Vakalis, Anchorage LEPC
John Downes, Copper River LEPC
Mike Paschall, Delta-Greely LEPC
Rusty Lasell, Denali LEPC
James Maltby, Fairbanks LEPC
Daniel J. Garcia, Capital City-Juneau LEPC
Mark Jaqua, Greater Ketchikan LEPC
Scott Walden, Kenai Peninsula LEPC
Linda Freed, Kodiak Island LEPC
Duane Dvorak, Kodiak Island LEPC
Jonathan Owen, Mat-Su LEPC
Alaine Tate, Nome LEPC
Pat Hahn, Nome LEPC
Frederick Brower, North Slope Borough LEPC
Dan Fangmeier, Northern Southeast LEPC
Archie Ferguson, Northwest Arctic LEPC
Sandy Dixson, Petersburg/Wrangell LEPC
Brian Templin, Southern Southeast LEPC
George R. Keeney, PWS (Valdez) LEPC

GUESTS:

David Kang, DMVA/DHS&EM
Myles Teri Broeck, 103rd CST
Jay Rode, 103rd CST
Bryan Fisher, DMVA/DHS&EM
Adrian Avey, DMVA/DHS&EM
Thomas Vaden, SERC Rural Seat
Michelle Brown, CBJ LEPC
Warren B. Cummings, City of Fairbanks
Clarence Gould, Eastern Aleutian Tribes
Beatrice Adler, Mat-Su Borough
Craig Wilson

Patricia Little, Kenai Public Health
Merry Carlson, DMVA/DHS&EM
Esther Iyatunguk, Shishmaref
Craig Fleer, ADF&G
Mime Branley, ANTHC
Michael O'Hare, DVMA/DHS&EM
Forthea Rooney, Wrangell
Lt. Barry Wilson, AST
Kathy Dawson, DMVA/DHS&EM
Deanna Humphreys, DMVA/DHS&EM
John Clifton, DMVA/ASEC
Wanice Cowles, DMVA/DHS&EM
Andy Jones, DMVA/DHS&EM
Ernie Muelle, Red Cross
Alan Wien, ADEC

I. **CALL TO ORDER - Co-Chairs Mr. George Vakalis and Mr. John Downs**

Co-Chair Vakalis called the LEPC Association Meeting to order.

A. Welcome and Introductions

The following LEPC Association members introduced themselves: Sandy Dixon, Petersburg/Wrangell LEPC; Dan Fangmeier, Northern Southeast LEPC; Jonathan Owen, Mat-Su LEPC; Mark Jaqua, Greater Ketchikan LEPC; Scott Walden, Kenai Peninsula LEPC; George Keeney, Valdez LEPC; Rusty Lasell, Denali LEPC; Jamie Sunderland, Aleutian/Pribilof Islands LEPC; John Downes, Copper River LEPC; George Vakalis, Anchorage LEPC; Linda Freed, Kodiak Island LEPC; Archie Ferguson, Northwest Arctic LEPC; Jim Maltby, Juneau LEPC; Mike Paschall, Delta/Greeley LEPC; Dan Garcia, Juneau LEPC; Duane Dvorak, Kodiak Island LEPC; Pat Hahn, Nome LEPC; Frederick Brower, North Slope LEPC; Brian Templin, Southern Southeast LEPC.

B. Pledge of Allegiance

The LEPC Association members said the pledge of allegiance.

C. Administrative Announcements from Co-Chairs

Co-Chair Vakalis requested when a member speaks they turn on their microphone & state their name. There is a sign-up sheet for public comments. He gave a safety briefing & Co-Chair Downes said the LEPC is providing donuts & cookies.

II. **APPROVAL OF SEPTEMBER 17, 2008 MINUTES**

Brian Templin, Southern Southeast LEPC MOVED to approve the minutes of September 17, 2008 as presented. James Maltby, Fairbanks LEPC, seconded the motion. MOTION passed unanimously.

III. **APPROVAL AND CHANGES TO THE AGENDA**

Co-Chair Vakalis requested a new item A under New Business for Election of Officers, one Co-Chair and Treasurer.

Agenda was approved as amended with no opposition.

IV. **OLD BUSINESS**

V. **CORRESPONDENCE/COMMUNICATIONS/PRESENTATIONS**

A. Public Comment

No public comments at this time.

B. Treasurer's Report

Ms. Freed stated that there is \$1,536.93 minus the cost of the donuts in the bank account.

C. SERC Finance Committee update – Mr. George Vakalis, Chair, reported that there are two new members on the Finance Committee: Brian Templin and Jamie Sunderland.

D. Homeland Security & Emergency Management

- i. Strategic Plans & Leadership – Mr. John Madden, Director, DHS&EM, reiterated the Division's doctrine for preparedness in Alaska which consists of working toward creating and maintaining a culture of preparedness that enables a swift, coordinated response ensuring an immediate coordinated and comprehensive recovery. To further the culture of preparedness they have established preparedness conferences where people focus on various elements of what is needed in the state. One of these conferences as well as workshops is being held in Juneau this week on the topic of how to make resilient communities. This includes a focus on the special needs population. In addition they are doing an extensive number of assessments and analysis

on how things work, what can go wrong, how do we prevent it from going wrong, and if it does go wrong, how do we mitigate or lessen the consequences. They are studying how each community works; for example, where does the food come from, where does the energy come from, how is medical provided, and what kind of disaster either by nature or human-caused could cut off that supply. In Alaska we are the classic example of single points of failure. With respect to the supply chain, they are emphasizing that if a disaster happens and knocks out an airport, a port or a railhead, the disaster is not just where the damage is. It is every one who relies upon that. Accomplishing the culture of preparedness means improving our plans, our readiness standards, training to those standards and holding very realistic exercises that have a real world test of those capabilities. In 2010 they will host a statewide exercise with many of the federal partners that emphasizes just what can go long when a major disaster interrupts that flow of goods, services and transportation. They are designing it in such a way that each community in the state will have an opportunity to test their own plans at their own sites that if there is a disruption some place else, how would they as a community respond.

The second part of the doctrine is about swift, coordinated response. They had the opportunity to test their new operations during the disaster in the Interior and north coast of Alaska when the floods hit the Tanana and Chena Rivers and the storms hit the North Slope Borough. They delivered in sending aid forward, sending talent forward to assist the local authorities. People were sent to all of the damaged areas to ensure that the division understood the needs of the community, how they could best be met and what could be done to start the recovery process. There were more applicants for individual assistance under the state program than in all of the disasters the state has had since statehood with the exception of one. They were able to get people forward, take the applications, assess, validate and deliver funds faster than they ever have before. This was a swift, coordinated response among all the state agencies assisting the needs of the local communities.

The third element is the immediate coordinated comprehensive recovery. Mr. Madden reported that before the flood waters went down, they worked with the local authorities and FEMA to do preliminary damage assessments to determine what public infrastructure was damaged, to what extent, what were the actions necessary to help with safety of life, and what could be done for the documentation. The disasters in the North Star Borough and the Interior received a state declaration of emergency within 48 hours. The Federal declaration of disaster was received within 20 days. He stated that while they were still assisting with operations and the response, they were

also working on the long-term recovery.

Mr. Madden reported that nationally they have increased discussion and have hopes of changing some national policies that he feels are detrimental to Alaska. Many of the grant programs are based on population. Alaska has a small population but a great range of hazards that that population faces. They have made proposals to the new Administration that they look at the consequences of loss rather than the number of people. He stated they are also working to change the national policies on mitigation so that they recognize that if we invest a dollar on reducing the effects of a future disaster, that we can save \$10 or \$15 later if the disaster hits. This program is very limited, highly competitive and again based on population of the people affected. We have a small population and high costs. He stated they are working hard to get this policy changed.

Mr. Madden stated that the Division's efforts now are to understand thoroughly the needs of every community in the state. In members' travels with their own community and the communities in their areas or regions, if they ask the questions about do you have a good plan, have you exercised your evacuation, do you have the command and control, have you had the incident command system training, and they get answers that they feel are not satisfactory, he asked that they inform the division. The division will work with them and expand it out to the communities. They have a good program of trying to get all of their assets, all of their training, all of their exercises, all of their outreach out to every community. He asked the members to help them find every community that needs this assistance. They want every community in the state covered by the culture of preparedness so there can be a swift coordinated response and so they can ensure a comprehensive recovery.

1. Operations – Mr. Bryan Fisher, Operations Chief, reported that this was a fairly quiet season for fall sea storms although there were storms in Southeast and the Aleutians. Currently there are fuel emergencies with communities running out of fuel. He stated they worked with at least 15 villages and communities as well as the Department of Commerce, Community and Economic Development on this.

Mr. Fisher stated DHS&EM is building a mobile unified command center however its not be air transportable. The intent is to make this vehicle available to the jurisdictions. It is expected to be delivered in August. He will have more information at the next meeting. With respect to communications, Mr. Fisher stated they have made

application for a new interoperable communications grant. Alaska received approximately \$280,000. The committee decided to use roughly \$114,000 for training and exercise activities for emergency communications, and \$114,000 for equipment purchases. He also stated that they will be developing a much shorter, easier and user-friendly application form to send out to local jurisdictions to apply for that money.

Mr. Sunderland, Aleutian/Pribilof Islands LEPC, thanked Mr. Fisher for an honest assessment of the expansion of ALMAR through the State yesterday and the fact that it is separate from interoperable communications. In response to a question from Mr. Sunderland, Mr. Fisher stated that the money for the public safety interoperable communications grant received last year was awarded this past summer. The agreement by the Department of Commerce with the Department of Homeland Security to administer that grant omitted utilizing FEMA's environmental and historic preservation office to do reviews for the National Environmental Policy Act and other acts. That is where the delay has been for approval of projects. The problem is nationwide and the departments are trying to figure out how to expedite the process and are working on an agreement that should be in place by April or May. In response to a question from Mr. Sunderland, Mr. Fisher stated he did not know if any projects have been approved yet, but will get an answer for him.

2. Preparedness – Ms. Merry Carlson, Preparedness Chief, and Roberta Carney, Deputy Director Homeland Security and Emergency Management gave the report. Ms. Carlson gave an update on what they have done in outreach, training and exercise. In addition to the second tri-annual preparedness conference that was currently being held, other events include the first planning event for Alaska Shield 2010 which brought together the key entities to do the initial thinking, planning and synchronization of the calendar. They also held a Western Alaska evacuation exercise in Fairbanks with more than 30 communities participating. They continue to update their training and exercise plan. They look at what trainings are planned nationally, regionally and at the state level that they know about and what priorities and capabilities they test, and are there any exercises needed in addition to that because there is a gap in the capabilities they are trying to develop. In addition they need to align with the priorities set forth in the state preparedness report, which also gets updated annually. Ms. Carlson reported they will have their final update to the state preparedness report in March. At the next

LEPCA meeting they plan to present at least a draft of the multi-year training and exercise plan that goes past 2010. She also reported that they continue to offer the courses required by NIMS. Their next push in that respect will be to look at how they can increase their instructor capacity as they have more requests than they can easily meet. Another area they are looking at is what courses are needed that they offer at the state level. This includes things like local Emergency Operation Center (EOC) management, interfacing EOCs and the state SECC, etc. They are looking for input from the LEPCs.

Ms. Carlson reported that they have two new staff members in training: Dan Gray, Training Specialist II, and Sarah Puermer (Hilton).

Ms. Roberta Carney stated that for the first time in 20 years there is only one vacancy in the division which they hope to fill soon. She also gave an overview of the emergency management performance grant. There are funds that go to several communities to provide for emergency management staffing. She announced that they have the same amount of funds to provide this year as they did last year. They will be providing about \$960,000 to local jurisdictions for 50/50 match. This year they have developed a level for funding. The largest jurisdictions (Level V: Anchorage, Fairbanks, Juneau, Kenai and Mat-Su) will receive \$100,000 in matching funds. Communities with populations between 3,000 and 30,000 will receive \$30,000. Those under 3,000 will receive up to \$16,000. She added that they are inviting new locations to join the program to improve emergency management capabilities: Haines Borough, Yakutat Borough, Hooper Bay, Galena, Cordova, Nenana, St. Marys and Ketchikan. Their goal is to have the larger communities included and to expand to areas where they think they can have hub communities to help the other smaller communities in their area. There are other communities they would like to see brought in, but they will need to show they can meet the match and fix the compliance problems. In response to Mr. George Keenan, Valdez LEPC, Ms. Carney stated that the 50/50 match is a federal requirement.

3. Planning – Mr. David Kang reported they have four main topics in planning. With respect to mitigation, they are looking at the pre-disaster mitigation funding. They have some funding for planning. They are looking at more of a state-managed approach to alleviate some of the paperwork requirements for the communities.

They are also looking at mitigation at the tail end of a disaster with the Tanana basin floods in August. With respect to general planning they are looking at COOP. A COOP (Continuity of Operation, Continuity of Government) workshop is currently being held. With respect with plan review, they looked at the Nome EOP. Other topics they are looking at in planning include air space coordination and logistics planning. If members have planning initiatives they would like to bring up for the state to look at, he encouraged them to bring those to the committee. Other areas they are looking at include donations management and debris management. The main focus for general planning is developing a suite of plans architecture.

Mr. Kang stated that resource management for logistics planning is a big push. They are looking at a broader qualitative yes/no binary answer to explain how capabilities are described. He stated they are developing their own sheets for this as FEMA's analysis is based on hurricane states. They would like feedback from members.

Mr. Kang reported that Seward was the last community to benefit from a critical vulnerability assessment analysis. He stated this is a tool that all the communities and jurisdictions have. They can request an analysis not only of infrastructure, but of communities. At some point there will be a blend where they take community infrastructures and do a statewide analysis.

In response to Frederick Brower, North Slope LEPC, Mr. Kang stated that the quantitative GAP analysis is an NPG requirement and not subject to whether or not you want to do it.

VI. LEPC VERBAL STATUS REPORTS

Southern Southeast LEPC – Mr. Brian Templin reported the LEPC has been working a number of planning issues this last quarter. The City of Craig is working on their hazard mitigation planning. The first draft is expected the end of the month. He encouraged the LEPCs to involve the state and federal agencies in their communities as part of the LEPC and the planning process. He reported that at their November meeting they invited the National Weather Service Tsunami Warning Center to speak not only to the LEPC but also to various schools and emergency response units, etc. on the island about weather and tsunamis. He encouraged other LEPCs to invite the state and federal resources to make presentations at their meetings and in their communities.

North Slope LEPC – Mr. Frederick Brower reported they conducted two meetings in the last quarter. They are in the process of restructuring and updating their bylaws. They are looking for representatives who are willing to participate in the LEPC. He attended the Western Alaska

Evacuation Training held by FEMA and DHS&EM in December. He reported they are in the process of putting together an evacuation plan for Point Hope. They then hope to do a full exercise with that evacuation plan. He also attended their DOT airport tabletop discussion. He stated they are compiling a master equipment list for all equipment resources for all entities in every community on the North Slope. He would like to have it updated at least twice a year.

Nome LEPC – Ms. Alaine Tate reported the LEPC has been working on the elections portion of their bylaws. Over the past quarter they have worked on their EOP review with Mr. Kang's office. An issue that came up is that the contractor has placed a copyright on the plan. She reported that the LEPC chair and fire chief met with Nova Gold and had a tour of the Rock Creek Mine site. This resulted in a contact person from Nova Gold for the City of Nome and the LEPC concerns and a five-day voluntary advance notification when they expect shipments of explosives. The security and vulnerability assessment team came to Nome the end of September. A report has been forwarded to the city manager. The grant application will be sent out in February. They can use the grant to address some of the issues brought up in the SVA report. An exercise was held in November in conjunction with the state DOT. Two things that came out in the debriefing is that (1) they need to work more on incident command and unified command, and (2) they need to improve radio communications between agencies. She got their NIMSCAST in by December 31st. It gave Nome a better picture of where they stand. She does need to update the numbers. She reported they have started an aggressive ICS training schedule. Ms. Tate stated that the American Red Cross will be coming to Nome in February to conduct shelter training. In April they have a preparedness conference set up with a focus on pandemic flu. In May they have a hazmat transportation focused exercise scheduled. Ms. Tate reported they have started on-going communications with the Coast Guard for starting an auxiliary in Nome.

Kodiak Island Borough LEPC – Mr. Duane Dvorak reported that in the last quarter they adopted a multi-jurisdictional hazard mitigation plan. A week or so ago they adopted a pandemic influenza annex into their emergency operations plan. DHSS assisted in putting this plan together. The Emergency Services Council adopted the annex into the plan last week. Mr. Dvorak reported that he participated in the COOP training last fall. He felt the course put quantifiable parameters on just what is continuity of operations and provides a path for communities to consider what their essential services are that they need to continue on doing. He added that in addition to being an educational course, it is a train-the-trainer course. A couple of other people from the City of Kodiak are taking the course this week. Once they complete the course, he stated they will be scheduling a COOP training of their own in Kodiak as a kick-off to a COOP planning process. He encouraged others to take advantage of the COOP training. He also reported that during the national election in November their public health nurses did a vote and vaccination exercise. They vaccinated close to 900 people. He stated he also sees value in the preparedness related teleconferences the division holds each month. Mr. Dvorak announced that Ms. Linda Freed will be wrapping up 30 years of public service on April 30th. He felt that she has had more to do with the culture of preparedness in Kodiak than anyone else. Co-Chair Vakalis stated that Ms. Freed has been a great asset to all of them.

Capital City (Juneau) LEPC – Mr. Dan Garcia reported they have had quite a bit of new membership lately. They have been looking at their bylaws and articulating the focus of what their mission is. They are looking at forming committees to focus on certain aspects of the mission, i.e. a training and exercise committee. He reported that they have made strides in their local hazmat team. Fire Chief Eric Mohrmann has provided training and equipment.

Delta-Greely LEPC – Mr. Mike Paschall reported they had an incident last year involving the Troopers and other organizations. They went back and evaluated the incident command structure and the interoperability of communications, etc. and how well or poorly those things were or were not used. They are working with all their organizations to plan to use those capacities better in the future. They are also working on improving their public notification system and communications systems outside of traditional radio communications, primarily 911.

Fairbanks LEPC – Mr. Jim Maltby reported that the warm storage project is completed. This allows them to put the mass casualty equipment, pandemic flu supplies, hazmat, SWAT, emergency response vehicles under one roof. The CERT teams and CERT training, working with Neighborhood Watch, etc. have come a long way. They project six more classes next year outside of the city. The EOP plans will be going through a complete review and overhaul.

Northwest Arctic LEPC – Mr. Archie Ferguson reported they have not done a lot since September due to health issues. They did not hold any LEPC meetings during the quarter. He has been working on a new community readiness poster. He is also working on telephone book inserts. The LEPC will be meeting next week and one agenda item is approval of the posters. He thanked DHS&EM for helping with work on their hazard mitigation plan.

Aleutians/Pribilof Islands LEPC – Mr. Jamie Sunderland reported they looked at their tsunami warning system and found it did not work. They have gotten it back up to a good system. They transitioned from a phone-line based siren system to radio controlled. It is a much better system. The Red Cross will be coming out to do shelter training and how to be a Red Cross volunteer. He reported they are looking at doing a full-scale exercise this summer. It will probably be primarily public safety and school based.

Denali LEPC – Mr. Rusty Lasell reported they had a situation come up during the flooding in August. There was damage to a well-traveled dirt road that 20 homes use. There was a question as to who owns the road that they are still trying to resolve. He reported they held a full-scale active shooter exercise at one of the schools. They were trying to assess their capabilities to respond. The exercise went well. They partnered with the Denali National Park rangers as well as people came up from Colony High School. They are looking for funding to conduct a similar exercise in Anderson using the Clear security forces to work with the troopers. In response to Co-Chair Vakalis, Mr. Lasell stated that they have pretty much decided that the Denali Borough owns the road.

Valdez LEPC – Mr. George Keeney reported they have been busy. As of January 1st they have 39 active members. Lance Bowie was elected chairman and Bob Medina was elected vice chairman.

They are pushing preparedness in the community. They hope to have the warning siren poles in place this spring and the new sirens up. They had to do an environmental study on each location. The sirens will cover the whole community. If the siren goes off, people are to listen to the radio or TV. Mr. Keeney reported they are working on their reviewing and revising their bylaws. They have put the teachers, cooks and admin people at the schools through the Red Cross shelter training. Also, there are now two or three representatives in the community that can do casework loads. He reported that in May they will be doing the health and safety fair. He also reported they have three active CERT teams in the area including one at the Prince William Sound Community College. They are doing tabletops. In July there will be a class through the Mat-Su on teen CERTS to train trainers. The program teaches teens the preparedness and response to any emergency in the neighborhood. He would like to see state support for the classes such as the one in July through the Mat-Su. He reported the city is finishing up their EOP. It will go to the council for adoption in February. There was a fire at the Petro Star refinery. At the time there were wind gusts of 40 to 60 mph up to 80 mph and a temperature of minus five. The fire was put out in two hours and one minute. There was \$20 million in damage. Mr. Keeney reported they have been having some winter storms as well as avalanches in Thompson Pass which resulted in road closures. Mr. Brower asked Mr. Keenan to review the North Slope LEPC bylaws when they are completed. Mr. Keeney stated that they looked at the bylaws of national committees and groups. Anchorage also has a great set of bylaws. He stated that Valdez would be happy to review and help with the bylaws of any of the LEPCs.

Kenai Peninsula LEPC – Mr. Scott Walden reported they are also reviewing their bylaws. He stated that their CERT programs have been very active this past quarter and have held two community trainings and expect to do two or three more in the next quarter. He reported they have begun review of their all hazard for possible revision. They have coordinated with the National Weather Service to come down and do an area-wide storm ready community program. They continue with revisions of their floodplain development management related to infrastructure protection to try to use their regulatory ability through planning and zoning to minimize any mitigation efforts that might be needed in the future or for response needs. He reported that they are assisting Seldovia in seeking funding for development of their emergency plan. There are exercises planned for this spring. One is a full-scale exercise incorporating the hospital and health care as well as several cities and borough government entities involved in the incident management training. They are trying to develop the type 3 levels for a variety of agencies. They are trying to coordinate with the newly elected officials as well as some who have been there a while across the Peninsula to get them together in a small caucus to work with the division to get the elected official incident command system training. The geographic resource information network continues to be developed. Funding will be sought from the legislature to get this done for the entire peninsula and possibly up into the Anchorage Bowl. They would like to expand the program throughout the state as interest arises. He also reported that they had the opportunity to use their “Reverse 911” system several times. One incident was related to an armed intruder in the hospital. One of the problems they encountered with the “Reverse 911” was that when the message was activated, it went to the company in the Lower 48 and then the calls are made back on a long distance line to the local phone company. They are interested in establishing a point of presence in Alaska. He hoped to have an answer by the next

LEPCA meeting as to what corporately they intend to do. He reported that they have taken the active shooter program out to the work place and into government buildings. He complimented the Alaska State Troopers detachment on the Peninsula as well as local law enforcement for providing that program to government employees and the hospitals and not just confining it to the school systems. The incident brought awareness to the need for all them to work closely together interagency-wise for incident management on the local level.

Greater Ketchikan LEPC – Mr. Mark Jaqua reported there has been some turnover both with the LEPC coordinator and staff in the Borough. They hope to revitalize and restaff the LEPC committee. The new borough administrators are interested in supporting and participating in the LEPC process and incident command training. He reported they are in the review process for multi-jurisdictional hazard mitigation. The good news is their area is very safe and really does not have a lot of major hazards that are common throughout Southeast Alaska. The bad news is the one they scored high on, severe storms, hit just after the contractor left. While there was no loss of life, several buildings were lost due to snow load, fires, etc. With their approved EOP they planned the work and now they want to work the plan. They are looking at what happened and seeing if they followed the plan or does the plan need to be revised or tightened up. There is a cruise ship exercise coming up in April. They would like to draft an amendment to the plan specifically for cruise ship response and then have that plan worked through the exercise. He thanked the DHS&EM staff for an excellent workshop the past couple days. They have taken some good lessons from it. They were looking forward to both reviewing their current plan for special needs and incorporating special needs into further planning.

Mat-Su LEPC – Mr. Jonathan Owen reported they hired a contractor for an EOP rewrite. Over 30 governmental agencies and NGOs participated and provided input. It has been adopted by the Mat-Su Borough Assembly. They have designed and purchased special needs sheltering boards. They are working on a website design for the LEPC. Once the attorneys finish their reviews, he thought they had ironed out all the issues in the mutual aid agreements between the City of Palmer and the Mat-Su Borough. Once they are approved by the respective governing bodies, they will be used as templates for MOAs with the City of Wasilla and the City of Houston. They are updating their Tier II information system. He reported that the Salvation Army is now on the LEPC. The City of Palmer conducted two weeks of active shooter incident response training. They still want to get more participation and input from the school district and other NGOs.

Northern Southeast LEPC – Mr. Dan Fangmeier reported the main project they have been working on has been the rewrite of the Skagway EOP. The draft plan has been submitted to Mr. Kang's office for review and comment. Skagway has also hired an outside contractor to do an all hazards mitigation plan. That draft has been submitted to the city for review. The main project coming up is interoperability with the Canadian government. With Canadian funds they are looking at putting a repeater by the boarder. At the February LEPC meeting they will discuss which frequencies to use.

Petersburg/Wrangell LEPC – Ms. Sandy Dixson reported she did not receive a report from Wrangell, but she knew they have worked on their EOP to get it consistent with the borough

formation they recently did. Petersburg city staff became familiar with the EOC which relocated in the last year. They did a tabletop exercise which found glitches with people's roles. They are working on this. They completed the NIMS cast registration and are working on being compliant. The Petersburg LEPC met September 22nd where they discussed geographical boundaries. They are talking about adding the community-right-to-know information to the city website. They would like to work with other community organizations to let them know what LEPC is about and its importance in the community. The annual meeting of the Petersburg/Wrangell LEPC was October 28th. She reported that they have been working on the Map Your Neighborhood program. They have discussed distributing the quick guide to disaster preparedness. They continue to work on Tier II and community-right-to-know and updating them as things happen. They are working on updating their disaster response plan. They discussed restarting the campaign for the 70 survival kit calendars. The two banks in the community are on board with inserting the flyer into their mortgage packages. There are currently three open seats on the Petersburg LEPC. They are having difficulty getting people to participate. The fire department has certified eight new emergency trauma technicians. They recently started a junior firefighter program. They also have a Firefighter I program starting again trying to get the volunteer numbers up in the community in the case of an emergency. The police department continues a presence at the airport for Alaska Airline flights. They also have a presence in the schools. This year they reinstated the DARE program in the elementary school. The harbor staff has continued to familiarize themselves with the use of the harbor security fire boat. The LEPC still has a goal of touring all the local facilities that have chlorine and/or ammonia. They will try to schedule it for this spring. Petersburg had an ammonia release January 2nd at one of the canneries. The fire department and police department responded quickly and worked with cannery personnel to resolve the issue. She added that the dispatchers were communicating with the Incident Commander (IC) sooner than the IC could communicate with them in the sense of talking about evacuation, talking to the neighboring island to see if they could smell anything and needed to be evacuated. The cannery did notify the LEPC of the release.

Kodiak Island LEPC – Ms. Linda Freed reported that in Kodiak all of their social service agencies have come together in a human services coalition. It includes everything from the educational institutions to direct social service providers to local native nonprofit and tribes. They share information with each other so they can provide services as best they can to anybody that might be an individual agency client or a client of multiple agencies. She stated that they have been working with that group to educate them about emergency preparedness. They have educated the agencies on the need to do emergency planning for their clients and explained to them where some resources are. She recommended others look within their communities to see if one or more of those social service agencies already have created that kind of coordinating group. It is a great resource to reach out to special needs populations.

Copper River LEPC – Mr. John Downes reported they are also updating their hazardous analysis and their bylaws. He added that the state has a plan in a can for bylaws that any of the LEPCs can look at to give them some guidance on what to look for and how to structure the bylaws. He stated that he has been working on updating the hazardous analysis. At the end of that analysis they will have information from all the fire departments on who is the new fire chief and who is on staff or the

roster for the local volunteer fire department. He stated that he is also beginning to take a look at their EOP to make sure they have updated information in that as well. He stated he was very proud of his LEPC board. They have been working hard to get participation from the native villages in the community. Three of the eight are now on board. He felt they have really improved the composition of the LEPC and they have a good strong board. They will be working again this year with George Keeney in Valdez and hopefully have more contact with the Mat-Su.

Mr. Frederick Brower, North Slope LEPC, asked if there was a common way to review LEPC bylaws or for the review process to have a checklist created. He felt this would help him and others in reviewing their bylaws. Mr. Downs stated that there are certain things the state requires in the bylaws; however, anything a local jurisdiction perceives as an idiosyncrasy for their area should also be included. We are each committed to do the tasks that need to be done in our areas. The bylaws need to fit the area, not a one size fits all.

Anchorage LEPC – Mr. George Vakalis reported the Anchorage School District received a grant from the federal government Department of Homeland Security to prepare its schools for different types of disasters. It was an 18-month grant that called for training, tabletop exercises and multiple field exercises, etc. with the intent that all key personnel, staff, administrators would be trained and go through the various types of exercises. It also called for interface, cooperation and training from the various first responder groups within Anchorage as well as the emergency operations center, the hospitals, etc. The final field exercise was done this fall. It was very successful and the school district learned a lot. There was great interface with the different state and local agencies. He reported that Anchorage has a new director of emergency management, Kevin Spillers. Mr. Vakalis reported that they received comments from the public that they did not understand the emergency operations plan. The lesson is that communications is the key to anything. In Anchorage they have a lot of different languages spoken. In the school district alone there are between 90 and 94 languages on an annual basis that they have to deal with. He stated as a consequence they have had to translate a lot of documents for the parents as well as the kids. He felt all of the communities in Alaska are facing a large influx of people coming in who speak another language as their primary language. That is a challenge for all of us.

A. Public Comments

No public comments at this time.

VII. NEW BUSINESS

A. Election of Officers – Co-Chairs and Treasurer (2 years) –

Treasurer: Ms. Linda Freed nominated Duane Dvorak, Kodiak LEPC, as treasurer of the LEPCA.

Mike Paschall, Delta-Greely LEPC, MOVED that nominations be closed and the position

filled by acclamation. Jim Maltby, Fairbanks LEPC, seconded the motion. MOTION passed without objection.

Co-Chair: Ms. Sandy Dixon, Petersburg/Wrangell LEPC nominated Rusty Lasell, Denali LEPC, as Co-Chair. Mr. Lasell stated he would defer to Mr. Jamie Sunderland, Aleutian/Pribilof Islands LEPC.
Mr. Duane Dvorak, Kodiak LEPC, nominated Jamie Sunderland, Aleutian/Pribilof Islands LEPC.

Mike Paschall, Delta-Greely LEPC, MOVED to close nominations with a single nominee and approve by acclamation. Jim Maltby, Fairbanks LEPC, seconded the motion. MOTION passed without objection.

Co-Chair Vakalis thanked Ms. Linda Freed for her service on the LEPCA for many years as well as her past service on the SERC. Ms. Freed stated she has enjoyed working in the LEPC arena and with the other communities and LEPCs. She plans to be involved with volunteer work in the Kodiak area.

Co-Chair Vakalis thanked Co-Chair Downes for his service as co-chair. His sound advice and opinion have been valued by all. Co-Chair Downes stated he has enjoyed working with his LEPC as well as with the LEPCA and the division.

- B. 2010 Northern Edge Exercise – Mr. Scott Karner & Mrs. Merry Carlson presented a report. Mr. Karner reported that they are in the beginning stages of planning for the exercise. They are looking at dates between April 26 and May 7, 2010. Arctic Edge, the DOD federal side of the exercise, and Vigilant Shield will be going on concurrently. The initial planning conference will take place May 2009. Right now the scenario will be based around a seismic event. For the statewide portion of the exercise it will be two to three days long. They will try to make it as realistic as possible. The hazard they want to test is a disruption to the supply chain. Ms. Carlson clarified that while the agenda says Northern Edge, it really is Alaska Shield 2010. She added that they are still building the scenario and are looking for input from the local level, from agencies, etc. for what capabilities they want to test. Mr. Karner stated that some of the things they are looking at are EOC operations, communications, public information, etc. They will be focused on what the State of Alaska needs and what the local entities need which is why they need the local input in the coming year to help develop the scenario. Ms. Carlson added that they have about 10 planning/training exercise events already scheduled between now and 2010. Mr. Karner stated that there will be more information to follow.

Mr. Dvorak, Kodiak LEPC, stated that his community is starting its budget cycle for FY 10. If they were going to try to program this exercise into their work plan for FY 10, he wanted to know how many full-time equivalents, etc. they would like to see

involved from a particular community as well as what kind of exercise credit they would get out of it. Ms. Carlson stated they wanted people to think about how they capture credit for this. They need to think about what they are doing and how does what they are doing qualify as an exercise. She stated that rather than thinking about it as full-time equivalents, they need to think about what it is they need to be testing, exercising, evaluating and focusing on, which is a decision to be made at the community level. Five communities are going to be major players, but they will not be assigning them. They will work collaboratively with the communities to determine who is ready.

- C. Qualitative Gap Analysis – Mr. David Kang stated they are expanding MPG qualitative gap analysis to include the LEPC communities. The gap analysis tool is a method the LEPCs can use as they look at how to develop their plans. They took capabilities, things communications, goods and services, and transportation, the logistic support you would need to support a disaster or respond to a disaster and built it into the qualitative gap analysis. They are looking at the process. They took a step back and said, can you meet these things, i.e. transportation, communication, things that are universal. The sheets are based off of NIMSCAST but are the state's authorship. He stated this is a tool to be used in their planning processes. He also said they could use his planning staff as a resource in their hazard analysis. He would rather be going out and helping the communities before a disaster and helping them plan their activities.
- D. Vital Records Preservation at Home and in the Workplace – Mr. Glenn Cook, Alaska State Archivist, gave a PowerPoint presentation about preserving vital records. It is a part of COOP and preparedness. He went over what are vital or essential records. There are records that are necessary to the existence, continuance or wellbeing of something. They are indispensable, essential and vital for a functioning society. This applies not only to government but also to businesses and families. For a family these include transcripts and immunization records for school children, insurance policies, etc. Records protect your health, prove your identity and document your assets. It is recommended that everyone create a checklist of our important documents and where they are located, including what agencies maintain your records and contact information in case you need to get a certified copy following a disaster. You should also make a grab and go kit of the most important, vital records that can be easily accessed when leaving your house or place in a secure location in a bank box or with a relative or a close friend many miles from where you live.

The same thought process applies to business and government records. They need to determine what records are important to the agency as well as what records are important to the public. The State Archives and Records Management Program works with state agencies and local governments to identify vital records through state-approved records retention schedules. NARA, the national archives, provides

the same service for federal agencies. Most vital records, any more, are born digitally and reside on computer systems with the creating agency. Having a well-developed recovery program to bring the electronic systems back up and running is critical to keep our state's functions operational. Identifying where these records reside prior to an incident and developing the training and testing to recover them will be the difference between a successful recovery and the creation of another major incident. The identification of who is responsible and the process for creation of backup of agency records is critical including what hardware and software are required to restore these born digital records, where do the back ups reside and how they can be delivered to the recovery site during a disaster.

The IPER program is Intergovernmental Preparedness for Essential Records. It is a FEMA-funded program. Working together with other members of the team, they can identify and train an awareness of the impact that vital records can have during and following an incident. The goal of the program is by the end of this year to have every state have a trained team of train the trainers to go out and do statewide training on identifying essential records.

Mr. Sunderland, Aleutian/Pribilof Islands LEPC, thanked Mr. Cook for the tour through the state archives. He stated that he has found with their community's records is that they were keeping too much stuff and keeping stuff too long. His department has taken a hard look at what records they really need to be keeping. They are also trying to digitally store everything, which is quite an undertaking.

Mr. Dvorak, Kodiak Island LEPC, regarding family records and a grab and go kit stated the fireproof/waterproof safes that some people buy, are not really portable. The idea is they are supposed to survive the disaster and you can come back and retrieve them. Mr. Cook stated that the safes are a good idea. In Katrina they would not have made much difference, but in other types of incidents you would be able to go back in a few days or a week or so and retrieve them, so it is an alternative to a grab and go kit. The main thing is we do not know when we go into an emergency what the impact is really going to be until days or weeks later. The idea is to have people aware and prepared for their families; it lessens the impact as you are trying to get your organization or your state back running if you do not have to worry as much about your family.

In response Mr. Mike Paschall, Delta/Greely LEPC, regarding whether the state offers any program to come out to local jurisdictions to assess their record protection, Mr. Cook stated they could contact the two individuals in the records management group at the State Archives. They are more than willing to share what they know. He stated that his office can work with people over the phone as well. Also, agencies should try to get their staff involved when they are doing regional trainings for records management. In addition, if agency records are permanent records, then at

some point they transfer to the state archives once they have met the agency's needs.

He stated that there are state-approved locations in Anchorage and Juneau for storage of records if a local agency has more than what they can maintain in their buildings. For digital records, it is probably more critical to have a location for the back up at a site away from your facility. He also stated that he was open to discussions on any way they can help out the communities.

Ms. Tate, Nome LEPC, stated that when they had their security and vulnerability assessment done, one of the things the SVA team looked at was the storage of records. They had recommendations that they consider alternative storage places for a variety of documents.

In response to Mr. Downes, Copper Valley LEPC, Mr. Cook stated that the documented he had distributed is available to order on line. He added that he will get more for the people in attendance who had not received a copy as he had only brought 20 copies to the meeting.

- E. Contractual Issues for Planning – Mr. David Kang and Ms. Roberta Carney gave the presentation. Ms. Carney stated she has devised some future solutions to some of the problems, but that does not help with past problems. Any grants they provide in the future, if they are going to contract, she wants to see the contractual language before the contract is actually entered into. This is to help assure they are meeting the needs of not just the state and federal funding but also the community. The problem has been that there is a contractor or two who has decided they are going to copyright documents they do for the jurisdiction that the jurisdiction has contracted for. She stated that if she provides state or federal funding, that cannot be done. The jurisdiction should own the document (i.e. an emergency operations plan). Ms. Carney stated they also offer to help with some canned language.

Mr. Kang stated that the language they have has been vetted through the SERC Plans Review Committee in terms of the context. The contract language then went through two state agencies, DMVA and DEC, for procurement verbiage. If the jurisdiction wants to use that language it will also need to be vetted through their own organizations, their own contracting and procurement office.

In response to a question, Ms. Carney stated she cannot put together a list of bad contractors, unless they have been disbarred, gone through issues with the state procurement. They can provide contacts of who else has used a contractor.

In response to Mr. Keeney, Valdez LEPC, Ms. Carney stated they planned to send out the language they would like the jurisdictions to put in their contracts to all LEPCs, the NPGs, post it on the website along with the grant information. In response to another question from Mr. Keeney, Ms. Carney stated that she could put

together a list of contractors who have been used by jurisdictions, which jurisdictions used them, and the points of contact for that jurisdiction.

Mr. Lasell, Denali LEPC, stated that the state hired a contractor to help them with their mitigation plan. He stated that aerial photography of the community is worth its weight in gold. They came up with three of the best aerial pictures of Cantwell and Anderson. They are trying to get copies of that from the contractors and are not having much luck. He wanted to know who those photographs actually belong to. Mr. Kang stated that all that information on hazmat mitigation plans belongs to the state and the jurisdiction. If they are having problems, contact him and they will get them those photographs. Mr. Downes, Copper Valley LEPC, stated that the state has a website on DCCED's website listing all the communities and all the aerial photography and mapping that has been done throughout the state. If it has been done by the state, that map will be in that list. You can download a copy off the site. He can send the hot link to anyone who wants it.

Mr. Paschall, Delta-Greely LEPC, stated that with respect to the copyright issue, an important consideration is that everything is copy written whether it says so or not and the fact that somebody sticks on there that it is copy written does not mean anything. Ms. Carney stated that in the contractual language the jurisdiction writes for their EOPs needs to state clearly that the jurisdiction own that plan when it is done.

Mr. Ferguson, Northwest Arctic LEPC, stated that he was told that for future grants that if he wanted the state DHS&EM to manage the contractual portions of it he felt he could not find the right contractor. He wanted to know if that was still available. Ms. Carney stated that they do offer the ability to have the state manage any grants a jurisdiction is awarded. If they have that difficulty, they can come to the division and ask them to do that for funds that have already been awarded. She added that when the jurisdictions plan and ask for the next round of, for example, homeland security grants that give them a wide range of activities, the jurisdictions can also ask for specific state-managed activities, which include exercise, training and planning. Mr. Ferguson stated that they have been having difficulties with their hazard mitigation contractor.

VIII. MEMBERS CLOSING COMMENTS - OPEN FORUM

Archie Ferguson, Northwest Arctic LEPC, stated that this has been a good meeting and a good week. It has been an eye opener for him to see the critical needs of having a resilient community especially when you have to have the special needs groups.

Jim Maltby, Fairbanks LEPC, thanked Ms. Freed for her years of service.

Dan Garcia, Juneau LEPC, expressed his appreciation of everyone's perspectives and for the networking opportunity.

Alaine Tate, Nome LEPC, stated that she attended the Western Alaska Evacuation Workshop in Fairbanks in December. It helped Nome recognize its strengths and identified areas that need improvement. They have a tabletop exercise scheduled for April to practice unified command and incident command as well as communications between agencies in Nome. She expressed her appreciation of the contractors and the presentations during the workshop.

Frederick Brower, North Slope LEPC, thanked everybody.

Brian Templin, Southern Southeast LEPC, thanked Ms. Freed and Mr. Downes for their service as well and Mr. Sunderland and Mr. Dvorak for accepting the positions they have.

Sandy Dixson, Petersburg/Wrangell LEPC, expressed her thanks for the opportunity to be present. She had gained some useful information.

Dan Fangmeier, Northern Southeast LEPC, also thanked everyone for the opportunity to participate.

John Owen, Mat-Su LEPC, thanked everyone for a good conference, as did Mark Jaqua, Greater Ketchikan LEPC and Scott Walden, Kenai Peninsula LEPC.

George Keeney, Valdez LEPC, thanked Ms. Freed for her years of service. He also thanked Mr. Downes for his service.

Rusty Lasell, Denali LEPC, thanked everybody for their participation. He also thanked Ms. Freed, Mr. Downes and Mr. Vakalis for running the meetings. They get a lot of good information out of them as well as a lot of good networking between the LEPCs.

Jamie Sunderland, Aleutian/Pribilof Islands LEPC, also thanked Ms. Freed and Mr. Downes.

The next meeting will be May 14, 2009 in Anchorage.

Co-Chair Downes thanked everyone. He also expressed his appreciation for the teleconference that Homeland Security holds the first Wednesday of every month. It is a chance to network and to share information. He encouraged the other LEPCs to participate.

Ms. Freed thanked the state and federal agencies she has worked with over the years, particularly the Division Homeland Security and Emergency Management and the Department of Environmental Conservation.

Co-Chair Vakalis expressed his appreciation to Ms. Freed and Mr. Downes for their service. He also thanked everyone for attending, participating and sharing their thoughts. He thanked the staff

for their support of the LEPCs. He stated that the SERC will be convening at 1:00 o'clock.

IX. **ADJOURNMENT**

The meeting adjourned.