
LOCAL EMERGENCY PLANNING COMMITTEE
Regular Committee Meeting Minutes
February 11, 2016
Fire Hall

A. CALL TO ORDER – Chief Miller called the meeting to order at 12:02pm.

B. ROLL CALL – (Quorum established with one member present from four different categories.)

Present:

- Category 2: Fire Chief Dave Miller
- Category 3: Donna Callistini, Public Education Liason
- Category 4: Annabel Lund, Carol Berge
- Category 5: Charles Howlett, Scott Wagner
- Category 6: Mary Ann Hall,
- Category 7: Al Stevens, LEPC Coordinator

Absent:

- Category 1: Mayor McConnell, Assembly Liaison.
- Category 2: Lt. Jeff Ankerfelt, Sitka PD, Valerie Herrera (resigned)
- Category 3: Ken Fate, PIO; Gayle Hammons, Print Media
- Category 5: Trish White
- Category 6: Don Jones, vacancy (seat held by Bob Gorman, vacant due to expiration of term)

Others Present: Jared Woody, DHS & EM, Ellen Daly, Public Health; Joe Danon, SFD.

C. ADDITIONS/DELETIONS TO AGENDA – None.

D. APPROVAL OF MINUTES

M – Stevens/S – Callistini to approve the minutes as is of January 14, 2016.
Motion carried.

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

F. COMMUNICATIONS.

1. Al Stevens conveyed a message relayed from Todd Dokey: the undersea fiber cable between Angoon and Sitka has degraded. Repairs will begin today. There is limited satellite back up.

G. COMMITTEE REPORTS

1. Pandemic Committee:
 - Ellen Daly noted there is nothing to report at the local level.
 - Testing for the Zeka virus can be arranged through DHSS if needed. This may be pertinent to any one who has recently traveled to an affected area. There have been no local requests for this.
2. HazMat Report – Provided by Joe Danon:
 - Responses have been typical for this time of year: carbon monoxide calls and fuel leaks from autos and boiler systems.
 - Tier II reporting for specific hazardous materials or petroleum products over a certain threshold is now available through an on line process with the State.

3. Public Information Officer (PIO) Report – None.
4. Red Cross – None.
5. Food Committee: None.

H. UNFINISHED BUSINESS:

1. Chief Miller reported on the presentation to the Fire Chiefs' Association meeting recently held in Juneau. Chief Miller and Assistant Chief Stevens spoke on the lessons learned from the Fire Department response to the 2015 Sitka landslide events.
2. There has been a request for a presentation to be given to the Coast Guard in March. Assistant Chief Stevens elaborated the Chief's presentation to the CG in March will focus on how the CG, already present in Sitka for an oil spill response, was drawn in to the landslide response, with the Admiral's blessing. It was untypical for the Coast Guard to be drawn into an incident of the public sector and huge for the CG to work within the Incident Command System for the public sector.

I. NEW BUSINESS:

1. Tier II Reporting System: Jared Woody, DHS&EM, provided an overview of the new, online reporting option. This was contrasted with the paper form process of providing Tier II reports which has been the only way to provide reports. The expectation is that the online process will be both user friendly and provide better information. A sample report was reviewed. Site maps of facilities will be useful to first responders.
 - This online Tier II reporting system is required under the federal Community Right to Know Act, passed in 1986. The brand new digital process for reporting will hopefully eliminate some of the paper that has been sent back and forth for reports. For now, the online process is an optional method for facilities to use to submit required Tier II reports.
 - The LEPC and Fire Department will designate a user(s), and the user(s) will be given a log in at the appropriate level for access to view everything in the LEPC's district.
 - When a facility submits the online form to send in a report, it will be automatically routed to the local fire department, the LEPC (if there is one) and DEC's team that handles all Tier II reports.
 - Some features of the online process were demonstrated. It is possible to import information already saved in pdf format on another State system.
 - Exporters will be built so that information can be transferred into the new system from other systems. For instance, the CAMEO system includes things like mapping, not available in the new data base.
 - LEPC's will be notified of new facility users registered in the system and contact information will be provided.
 - DEC determines when it will be a requirement to use the electronic process instead of paper.
2. Jared Woody reported the Statewide LEPC's and conferences are a requirement and will continue to be funded despite State budget restrictions.

J. COMMITTEE COMMENTS

1. Donna Callestini reported on a Mapping One's Neighborhood meeting for neighbors in the Naomi Kanosh and Katherine Benson residential area. The meeting was well attended with

about half the neighborhood in attendance. The meeting was held in a resident's home (Callestini hosted the event in her home), and this may have been key to the good attendance. Recent meetings held at the Cathedral Apartments, Hollywood Way apartments were also well attended, and focused on sheltering in place. Basic information packets have been provided at the meetings.

K. SET NEXT MEETING AGENDA/DATE(S)

Regular Meeting Date: monthly on the 2nd Thursday, noon at the Fire Hall.

The next regular meeting will be Thursday **March 10, 2016**, noon at the Fire Hall.

M. ADJOURNMENT:

M – Stevens/S – Lund to adjourn.

Motion carried.

Chief Miller adjourned the meeting at 12:35 pm.

MINUTES PREPARED BY:
G. J. Peterson, Contract Secretary, City of Sitka