



SITKA POLICE AND FIRE COMMISSION

Wednesday, February 26, 2025
Harrigan Centennial Hall – 5:30 PM



AGENDA

- A. CALL TO ORDER & ROLL CALL**
- B. AGENDA CHANGES/CORRESPONDENCE**
- C. APPROVAL OF MINUTES**
January 22, 2025
- D. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA**
- E. PARKING CITATION HEARING BOARD**
- F. REPORTS**
 - 1. Chair
 - 2. Vice Chair
 - 3. Liaison Report
 - 4. Police Representative
 - 5. Fire Representative
- H. UNFINISHED BUSINESS**
 - 1. Annual Review of By-Laws – Amended By-Laws
- I. NEW BUSINESS**
- J. COMMISSIONER COMMENTS**
- K. SET NEXT MEETING DATE AND AGENDA ITEMS**
Next meeting date: **Wednesday – March 26, 2025 @ Centennial Hall**
- L. ADJOURNMENT**



SITKA POLICE AND FIRE COMMISSION

Wednesday, January 22, 2025
Centennial Hall – 5:30 PM



Regular Meeting Minutes

A. CALL TO ORDER

Chair called the meeting to order at 5:38 PM.

Present: Gail Roderick, Gregg Olson, Robert Hattle and Leslie Young
City Staff: Chief Warren and Exc. Assistant Serena Wild

B. AGENDA CHANGES/CORRESPONDENCE

C. APPROVAL OF MINUTES – November 27, 2024

Motion: Motion by Young to approve the November 27, 2024 minutes.

Action: Motion passed by unanimous consent.

D. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA

E. PARKING CITATION HEARING BOARD

F. REPORTS

1. Chair – thanked previous Commissioner James Mellema for his 8 years of service on the Police & Fire Commission.
2. Exc. Assistant Wild – shared that a new jailer had completed the jail academy.
3. Chief Warren – steady calls for the FD. EMT I class will be starting with a large enrollment.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. Elect Chair
Motion: Motion by Young to nominate Gregg Olson as Chair.
Action: Motion passed by unanimous consent.
2. Elect Vice-Chair
Motion: Motion by Young to nominate Gail Roderick as Vice-Chair.
Action: Motion passed by unanimous consent.
3. Department Liaison Selection
Young/Olson was chosen to be the FD liaison.
Roderick/Hattle was chosen to be the PD liaison.
4. Annual Review of By-Laws
Amendment to the By-Laws was requested. Approval of By-Laws will on the February agenda.

I. COMMISSIONER COMMENTS

Olson thanked the FD for their response to a fire in Totem Park and the PD for the recent drug interdiction. Hattle had helped secure an AED for ANB Hall due the increase in activity in the hall. Olson and Young will be out of town for the February meeting.

J. NEXT MEETING DATE AND AGENDA ITEMS

Next meeting: **Wednesday, February 26, 2025 @ Harrigan Centennial Hall**

Agenda items:

K. ADJOURNMENT

Chair adjourned the meeting at 6:07 PM.

Public Safety Event Reports



Event Activity Analysis by Time

Date Reported: 01/01/2025 - 02/25/2025



SITKA POLICE DEPARTMENT
 304 LAKE ST # 102
 SITKA, AK 99835
 PH: (907) 747-3245

| Classification | HOUR | | | | | | | | | | | | | | | | | | | | | | | Total | |
|--|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------|----|
| | 00 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 |
| ABANDONED | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Abandon Vehicle | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| AGENCY ASSIST | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Assist Other Agency | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| ANIMAL PROBLEM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Animal Ordinance Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| ASSAULT | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Aggravated Assault, Police Officer, Oth Weapon | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| BURGLARY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Burglary, Forced Entry Nonresidence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Burglary, Forced Entry Residence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | |
| CIVIL PROBLEM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Civil Dispute | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| DAMAGED PROPERTY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| Damaged Property, Vehicle | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 |
| DEATH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Unattended Death | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| DUI | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 6 |
| Alcohol | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 6 |
| FRAUD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Fraud By Wire | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Fraud, Illegal Use Credit Cards | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Fraudulent Activities Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| HARASSMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Harassment, Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| MISCELLANEOUS | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Miscellaneous Incidents | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| OBSTRUCT JUSTICE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Conditional Release Violation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Violation Of A Court Order | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| OTHER SEX OFFENSE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Sex Offense, Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| PORNOGRAPHY | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Obscene Material, Possess | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| PROPERTY | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Found Property | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| PUBLIC PEACE | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Disorderly Conduct | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| PUBLIC SERVICE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Assist Public | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

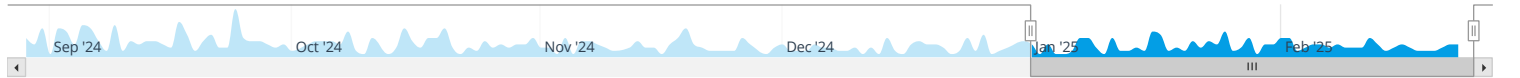
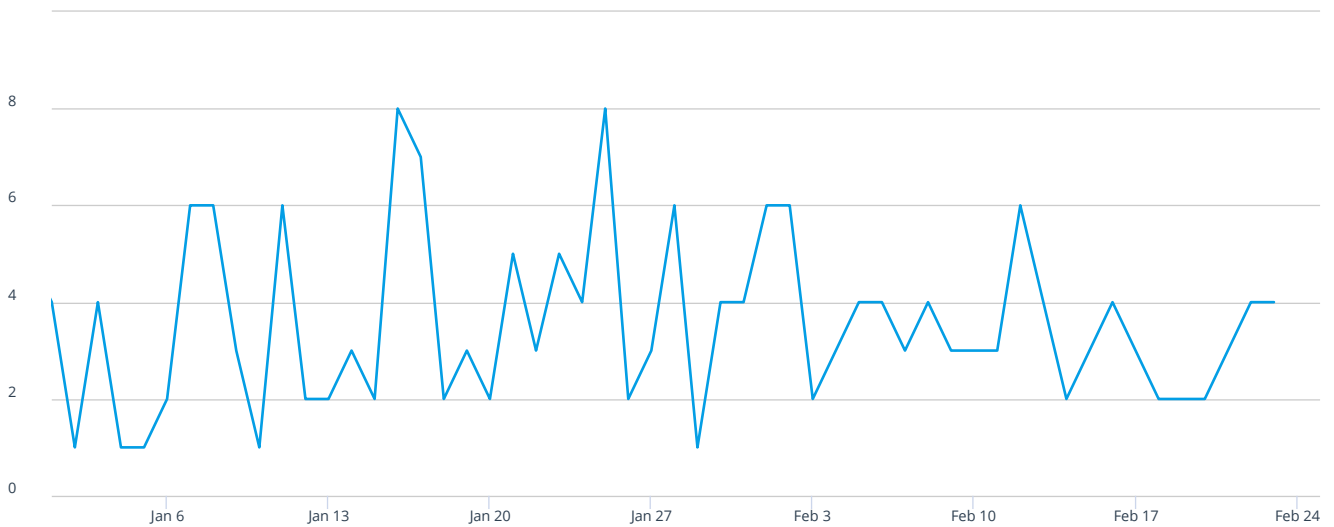
Current Year ▾ Jan 1, 2025 - Feb 25, 2025 ▾

15%
FIRE
Percentage of Total Incidents

85%
EMS
Percentage of Total Incidents

191
INCIDENTS
In Selected Time Slice

56
DAYS
In Selected Time Slice



Counts | % Rows | % Columns | % All

| Week Ending | 1/5/25 | 1/12/25 | 1/19/25 | 1/26/25 | 2/2/25 | 2/9/25 | 2/16/25 | 2/23/25 | 3/2/25 | 3/9/25 | 3/16/25 | 3/23/25 | 3/30/25 | Total |
|--|--------|---------|---------|---------|--------|--------|---------|---------|--------|--------|---------|---------|---------|-------|
| (13) Mobile property (vehicle) fire | | | | 1 | 1 | | | | | | | | | 2 |
| (14) Natural vegetation fire | | 1 | | | | | | | | | | | | 1 |
| (15) Outside rubbish fire | | | | | | 1 | | | | | | | | 1 |
| (30) Rescue, emergency medical call (EMS), other | | | 1 | | | | | | | | | | | 1 |
| (32) Emergency medical service (EMS) incident | 10 | 22 | 26 | 23 | 26 | 15 | 22 | 18 | | | | | | 162 |
| (35) Extrication, rescue | | 1 | | | | | | | | | | | | 1 |
| (41) Combustible/f... spills & leaks | | | | | | 1 | | | | | | | | 1 |
| (44) Electrical wiring/equipm.. problem | | | | | | | | | 1 | | | | | 1 |
| (50) Service call, other | | | | | | | | 1 | | | | | | 1 |
| (55) Public service assistance | | | | 1 | | 2 | | | | | | | | 3 |
| (61) Dispatched and canceled en route | | 1 | | | | | | | | | | | | 1 |
| (63) Controlled burning | | | | | 1 | 1 | | | | | | | | 2 |
| (65) Steam, other gas mistaken for smoke | | | | | | | 1 | | | | | | | 1 |
| (67) HazMat release investigation w/no HazMat | | | | | | 1 | 1 | | | | | | | 2 |
| (70) False alarm and false call, other | | | | | | 1 | | | | | | | | 1 |

| Week Ending | 1/5/25 | 1/12/25 | 1/19/25 | 1/26/25 | 2/2/25 | 2/9/25 | 2/16/25 | 2/23/25 | 3/2/25 | 3/9/25 | 3/16/25 | 3/23/25 | 3/30/25 | Total |
|---|--------|---------|---------|---------|--------|--------|---------|---------|--------|--------|---------|---------|---------|-------|
| (73) System or detector malfunction | | | | 1 | 1 | | | | | | | | | 2 |
| (74) Unintentional system/detect... operation (no fire) | 1 | 1 | | 3 | 1 | 1 | 1 | | | | | | | 8 |
| Total | 11 | 26 | 27 | 29 | 30 | 23 | 25 | 20 | | | | | | 191 |

C I T Y A N D B O R O U G H O F S I T K A

O R D I N A N C E N O . 8 3 - 5 7 9

AN ORDINANCE OF THE CITY AND BOROUGH
OF SITKA, ALASKA SETTING FORTH THE
FUNCTIONS OF THE POLICE & FIRE
COMMISSION, REPEALING CERTAIN
INCONSISTENT ORDINANCES AND AMENDING
THE PERSONNEL POLICY TO DELETE THE
POLICE & FIRE COMMISSION AS A
GRIEVANCE HEARING BOARD

1. CLASSIFICATION. This ordinance is of a general and permanent nature and shall become a part of the SITKA GENERAL CODE.

2. SEVERABILITY. If any provision of this ordinance, or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application thereof to other persons or circumstances shall not be affected thereby.

3. PURPOSE. The voters recently enacted a Charter amendment making the Police & Fire Commission an advisory board. This ordinance is intended to guide the Commission in its new role. Also several redundant, outmoded or inconsistent sections of Chapter 2, Administration, of the SITKA GENERAL CODE are deleted. The Police & Fire Commission is also dropped as a grievance hearing board in the personnel policy.

4. ENACTMENT.

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

[A] A new Chapter 2.19 is hereby enacted to the Sitka General Code to read as follows:

CHAPTER 2.19

POLICE AND FIRE COMMISSION

2.19.010 There shall be a municipal Police & Fire Commission as established by Section 7 of the municipal charter. The police and fire chiefs shall be ex-officio members without vote.

2.19.020 Oath. Before entering upon the performance of their duties, each member of the commission shall take and subscribe to an oath to support the Constitution of the United States and the State of Alaska and to faithfully strive to obey and carry into effect the duties imposed by law and ordinances of the City and Borough of Sitka.

2.19.030 Compensation. Members of the commission shall not receive compensation for services performed as commissioners.

2.19.040 Filling Vacancies. In the event of a vacancy on the commission caused by death, resignation, inability to serve, or any other reason, before the expiration of the term of any member, the assembly shall appoint a person to fill such vacancy for the unexpired term.

At the time of the vacancy, the assembly shall give

fifteen days public notice that there is a vacancy on the commission and that interested persons may inform the assembly that they are willing to serve. The assembly is not, however, limited to those applying when appointing members. All applicants may be subjected to a background check and must be prepared to answer any questions the assembly might ask.

2.19.050 Attendance. A member's position on the commission shall automatically be vacated if the member fails to attend three regular meetings within 12 months without being excused by the commission. If any member wishes an excused absence of longer than 90 days, they shall inform the commission and if the absence is excused by the commission, the position shall be temporarily filled during the absence. The temporary replacement shall be assigned by the assembly.

2.19.060 Removal. The assembly may remove a member of the commission for cause.

2.19.070 Removal - Definition. The assembly may remove a member of the commission as follows:

- A. For good cause shown, the assembly may remove a member upon 15 days notice of removal to the member. The notice shall set forth in detail when the alleged grounds for removal will become effective;
- B. The commission member may appeal the proposed removal. Appeal shall be public unless the commission member requests otherwise and the assembly concurs. Notice of appeal must be given to the assembly no later than 10 days prior to the date the removal is to be effective. The hearing shall be held prior to the effective date of removal if reasonably possible. If a proposed removal is appealed, the removal shall not become effective until after the assembly decision on the appeal. Following an appeal hearing, assembly action of removal shall not take place unless it is authorized by affirmative assembly vote;
- C. As used herein, "good cause" means a just, not arbitrary cause; one based on a showing of lack of competency or performance to the detriment of the public interest.

2.19.080 Organization.

- A. The commission shall organize by annually electing a chairman at the first regular meeting in the month of January. The commission shall adopt by-laws for the conduct of its business, provided that 3 members of the commission shall constitute a quorum for the transaction of business and 3 affirmative votes shall be necessary to carry any question.
- B. Commission meetings shall be held in the City and Borough of Sitka at least once each month.
- C. Permanent records or minutes shall record the votes of every member of each question and copies of the minutes shall be delivered to all members of the assembly and the municipal administrator.
- D. The commission shall act as a body and not through individual members.
- E. All meetings shall be open to the public except that the following may be discussed in executive session, (however, no member of the assembly or the municipal administrator wishing to attend shall be excluded

from an executive session).

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality.
2. Subjects that tend to prejudice the reputation and character of any person; provided the person may request a public discussion.
3. Matters which by law, municipal charter, or ordinance are required to be confidential.

2.19.090 Duties. The Police & Fire Commission shall:

- A. The Police & Fire Commission shall advise the assembly concerning police and fire department matters, make recommendations concerning public safety, and undertake such other duties as the assembly may assign.
- B. Aid in the public relations efforts of each department.
- C. Make, through the administrator, such periodic or special reports as requested by the assembly.
- D. Advise the administrator or assembly on such other matters as may be requested, such as hold hearings, or act as a screening committee for applicants for the position of chief of either department.

[B] BE IT FURTHER ENACTED that the following sections of the SITKA GENERAL CODE are hereby repealed:

1. Section 2.20.030 (A) Fire Chief Appointment.
2. Section 2.08.060 Police and Fire Department
3. Section 2.08.090 Hospital Board
4. Section 2.08.100 Library Board
5. Delete the final sentence of Section 2.20.020 (D), which begins, "For this purpose...".

[C] BE IT FURTHER ENACTED that the following words are hereby deleted from Section 20.2 (C) of the City and Borough of Sitka Personnel Policy, 1983 Edition, "...the controlling board, or commission...".


[D] BE IT FURTHER ENACTED that the following words are hereby deleted from Section 20.2 (d) of the City and Borough of Sitka Personnel Policy, 1983 Edition, "...controlling board, or commission...".

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 22nd day of NOVEMBER, 1983.


John E. Dapcevich, Mayor

A T T E S T:


Dolores Ingwersen, Clerk

BYLAWS OF SITKA POLICE AND FIRE COMMISSION

Adopted February 26, 2025

Article 1 – Name, Authorization and Purpose

Section 1: The name of the organization shall be The Sitka Police and Fire Commission.

Section 2: The Sitka Police and Fire Commission is authorized under Article VII of the Sitka Charter and under Chapter 2.45 of the Sitka General Code.

Section 3: The purpose of the Sitka Police and Fire Commission is:

A. To advise the Sitka Assembly concerning police and fire department matters, make recommendations concerning public safety and undertake such other duties as the Assembly may assign. (Article VII, Chapter 2.45)

B. Aid in the public relations efforts of each department. (Chapter 2.45)

C. Make, through the administrator, such periodic or special reports as requested by the assembly. (Chapter 2.45)

D. Advise the administrator or assembly on such other matters as may be requested, such as hold hearings, or act as a screening committee for applicants of chief to either department. (Chapter 2.45)

Article 2 – Membership

Section 1: The Sitka Police and Fire Commission shall consist of five members who shall be appointed by the Assembly. (Article VII)

Section 2: The members shall be appointed for three-year terms with staggered expiration dates. (Article VII)

Section 3: The Police and Fire Chiefs shall be ex officio members without a vote. (Chapter 2.45)

Section 4: Members shall take and subscribe to an oath of office before entering upon performance of their duties. (Chapter 2.45)

Section 5: Applicants for membership may be subjected to a background check and must be prepared to answer any questions the assembly may ask. (Chapter 2.45)

BY-LAWS OF SITKA POLICE & FIRE COMMISSION

Adopted February 26, 2025

Article 3 – Officers

Section 1: The Commission shall organize by annually electing a chairperson and vice chairperson at the first regular meeting in the month of January. (Chapter 2.45)

Section 2: If a vacancy occurs with either officer position, that position shall be filled within two months.

Article 4 – Meetings

Section 1: Commission meetings shall be held at least once a month within the City and Borough of Sitka. (Chapter 2.45) Meeting shall normally take place at 5:30 PM on the fourth Wednesday of each month.

Section 2: No new business will be considered after 9 PM unless agreed by all members present. Meeting will adjourn by 9:30 PM unless agreed by all members present.

Section 3: The order of business shall normally be:

- A. Call to Order & Roll Call
- B. Introduction of New Members, if any
- C. Agenda Changes/Correspondence
- D. Approval of Minutes
- E. Public Participation for Items Not on the Agenda
- F. Parking Citation Hearing Board
- H. Reports
- I. Unfinished Business
- J. New Business
- K. Commission Comments
- L. Set Next Meeting Date and Agenda
- M. Adjournment

Section 4: A quorum of three members is required to hold a meeting.

Section 5: Special meetings may be called with seven days advance notice.

Section 6: Gatherings of members shall be governed by the Alaska's Open Meeting Act.

Section 7: Meetings must be advertised at least one business day in advance.

BY-LAWS OF SITKA POLICE & FIRE COMMISSION

Adopted February 26, 2025

Article 5 – Voting

Section 1: Three affirmative votes shall be necessary to carry any questions.

Section 2: Members may participate and vote via teleconference.

Section 3: Votes will be done by roll call when requested by the Chair. The roll call will be done alphabetically but will start with the next alphabetical member from the previous vote. Roll call votes of every member will be recorded.

Article 6 – Parliamentary Authority

Section 1: The conduct of the meetings shall be generally guided by the rules contained in the modern edition of Robert's Rules of Order.

Article 7 – Setting Agenda

Section 1: Items may be added to the next agenda by:

A. Discussion at the last meeting.

B. By requesting to the Chair from the Assembly, Administrator, Police Chief, Fire Chief and other Department heads within the city. The public may request items to be addressed through public testimony, or written correspondence, or verbal request to a member of the commission. Commission members may add items by contacting the Chair.

Section 2: The agenda shall normally be set seven days in advance of the regular meeting. Changes that are requested after that time shall be made at the discretion of the Chair or a majority vote at the beginning of the next meeting.

Article 8 – Review of By-laws

Section 1: The Commission shall annually review the By-laws at the first regular meeting in January. The Commission recognizes that the By-laws repeat provision in the Charter and Sitka General Code and that the Charter and Code take precedence over the By-laws.

Article 9 – Liaison Positions

Section 1: The Commission shall establish from within its membership a primary and secondary liaison position within both the Police Department and the Fire Department.

Section 2: The purpose of the liaison positions is to have Commission members interact with members of the Departments at times beside the Commission meetings.

BY-LAWS OF SITKA POLICE & FIRE COMMISSION

Adopted February 26, 2025

Section 3: Either the primary or secondary liaison is expected to attend a department event on a monthly basis. Events could include, but are not limited to, drills, staff meetings, ride-a-longs, social functions, or shadowing a Department member.

Section 4: Liaison positions shall last for a term of one year, filled during the first regular meeting in January. Positions may be filled by volunteers, election or appointment.

Gregg Olson
Chair

Gail Roderick
Vice Chair

Leslie Young

Rober Hattle

Vacant

Dated this 26th day of February 2025.