

SERC All Hazards Planning Committee
February 6, 2008 Meeting Minutes

I. Call to Order

Call to order was conducted at 9:00. Those present for the meeting at the U.S. Federal Building, Anchorage Annex were the following:

Michele Altieri- FEMA AK Area Office
Larry Iwamoto, DEC
Ted Smith, DHSS
Dan Monteleone, DOT
Barry Wilson, DPS
Mary Goolie, EPA
Tom Wilder, ALCOM
Pete Petram, ANTHC
Bob Isenburg, DCE
James White, NORTHCOM Medical Plans
Barry Wilson, DPS
Michael Cerne, USGS
Mark Robert, DMVA
Kim Pontbriand, DMVA
David Kang, DMVA

Those attending via teleconference were:

Tom Smayda, Mat-Su Borough
Jeff Tucker, Fire Chiefs Association
Martin Maricle, DNR
Cam Carlson, U of AK

II. Welcome and Introductions

Welcome and introductions were done by David Kang. Please refer to the e-mail sent out regarding biographies for additional details.

David also discussed that traditionally, this group has focused on reviewing plans submitted to the SERC. Originally started to review response plans within the context of oil and hazardous substance spill response, the committee evolved into reviewing community response plans under all-hazards. David would like to broaden the scope of the committee to include more deliberate planning and provide SERC and other associated partners a forum for discussing activities associated with planning. Pete Petram then asked if this group was going to do actual writing of the plans or the review. David answered that they will review plans and the committee was not to be writing plans. Pete followed with a comment that attention needs to be made for communities that do not fall into the Local Emergency Planning Committee (LEPC) boundaries. David answered that he would like to have the committee focused on planning rather than larger SERC issues.

III. Approval of Previous Meeting Minutes

Since there was no previous meeting minutes, there was no need to approve the previous minutes.

IV. Consent Agenda

Agenda approval for February 6, 2008 was entertained by David Kang. **Motion to approve was submitted by Tom Wilder and seconded by Michele Altieri.**

V. DHS&EM Update

David Kang provided a brief synopsis of current events impacting DHS&EM operations. Economic fuel issues in Southwest Alaska are the current focus of response activities at DHS&EM. At this point, DHS&EM does not consider the current fuel issues to fit into the definition of a disaster. The second item that DHS&EM is working on relates to climate change. Currently, there are policy level discussions at the leadership levels in how to procedurally analyze and execute issues related to climate change. At some point, DHS&EM along with all the members of the SERC All Hazards Planning Committee (SERC AHPC) will address climate change issues; the degree of participation may vary but engagement is anticipated.

David Kang also provided the direction in how the planning section of DHS&EM is moving. David is planning to use three working platforms the LEPC/local jurisdictions, SERC Planning Committee and the newly created RISC Region X Planning Subcommittee for comprehensive planning activities. Dan Monteleone and USCG commented that established planning groups such as the Alaska Regional Response Team should not be discounted. David Kang agreed and stated this group was not to supplant any sector specific planning group. Rather, it serves as the coordinating body for all-hazards and a tie in for the SERC. He would like to see input from committee members in terms of subject matter expertise to provide an all-hazards approach rather than being sector specific. David Kang mentioned that with all of the various disparate attempts to do preparedness planning, he is trying to leverage the existing platforms of the Local Emergency Planning Committee (LEPC) and equivalent at the local level, the SERC at the State Level, and the FEMA Region X Regional Interagency Steering Committee (RISC) at the Region X level.

David Kang introduced Kim Pontbriand and Mark Roberts. As part of the new direction in the planning section, Kim Pontbriand's focus is for EOPs and plans in general. Mark Roberts, the State Hazard Mitigation Officer, is the supervisor of the Mitigation section in Planning. He will be the point of contact as Mitigation plans and initiatives come across the committee. Additionally, there will be a planner whose concentration will be on continuity programs.

David Kang is working on the construct architecture of the next strategic document. Currently, the State of Alaska's Emergency Response Plan does not address the comprehensive incident management cycle of preparedness, response, recovery, and mitigation. The next strategic document will address these four veins of the incident management cycle. Moreover, it will be National Incident Management System

compliant in terms of best practices. Several committee members asked if the SERC AHPC would have input in developing the next strategic document. David Kang replied yes.

CPT Cerne asked if this meeting was the All-Hazards MAC group meeting. He was under the impression that his talks with David Kang suggested that this was the MAC group meeting. David Kang clarified that that this is not the MAC Group, but could serve as the planning element for the MAC group.

VI. Old Business

Due to the lack of old business, no issues were addressed.

VII. New Business

a. Priority of Work

David discussed that currently the priority of work for the SERC AHPC is 1) review of plans, particularly EOPs, 2) review of the plan review process, and 3) training on HSIN. David then proceeded to discuss his vision of how the committee would fit into overall all-hazards planning community. He emphasized that the flow of planning activity would be to and from the LEPC/locals to the SERC AHPC to the FEMA Region X RISC. He would like to see if plans or planning activity need attention at a multi-agency level regarding all-hazards input, then he would like to see it brought up at the LEPC, SERC AHPC, and at the FEMA Region X platforms. DHS&EM would provide the staff work in terms of archiving the products and administrating the collaborative tool to be used by the SERC AHPC. Cataloging and archiving will be done by DHS&EM and will be posted into the Homeland Security Information Network (HSIN) portal. David's intent is to use HSIN as a mechanism to share plans, ideas, and planning processes. In addition, the portal is currently used by other federal and state agencies in other areas such as critical infrastructure initiatives. By using HSIN, David feels that the committee would not have to recreate work and also tap into existing efforts. Before using the tool, David would like to see the committee members receiving training. Training will be provided by DHS&EM, most likely starting in March and will be at multiple venues throughout the state.

b. Current Plans for Review

Kim Pontbriand spoke about her efforts collecting and cataloging Emergency Operation Plans for the communities in Alaska. To date she has contact with 57 communities, boroughs, or REAAs. Twenty completed plans have been collected with twelve additional communities annex's embedded in borough plans. Several communities are currently working towards revision and expect to be completed within the next six months.

She addressed a short discussion about the confusion of the contents in an EOP versus an ERP and the NIMS requirements for such plans. The short discussion was completed with attendees' comments about the differences. The crosswalk and criteria sheet sent out to all attendees for review was discussed and all attendees are encouraged to send any comments on this document to Kim at

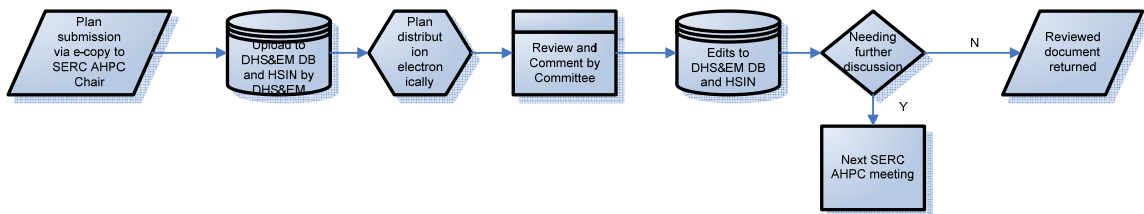
kim.pontbriand@alaska.gov. Tom Smayda had mentioned that there still is confusion regarding what an ERP is versus an EOP. Both Cam Carlson and Kim Pontbriand both generalized by saying that an EOP is broader in scope than an ERP.

David Kang solicited members for any plans that they would like to have the committee members to review. Dan Monteleone submitted the EPA WARN Plan for Committee Review. May Goolie submitted the CANUSWEST NORTH plan for review and comment by committee members. Tom Smayda stated that they are in the process of re-writing the MatSu Borough's Emergency Operations Plan. Once finished, he expects to provide that document to the SERC AHPC. David asked both Dan and Mary what would be a reasonable amount of time for a document to be reviewed. Several committee members came back that 30 days is a reasonable amount of time to review and comment. David Kang solicited a motion to approve the 30 day timeline for plan review; from submission to document return. **Pete Petram motioned to approve and Martin Miracle seconded. No dissent or discussion from committee members.**

Several other committee members mentioned that the review of the document should be focused within the context on the committee member's subject matter expertise.

c. Emergency Operation Plan Review Process

The plan review process discussed by David Kang is illustrated graphically below.



David Kang entertained motions at this point. **Michele Alteri motioned approve and Martin Maricle seconded. No dissent or discussion from committee members.**

d. Planning Issues

David Kang solicited planning issues for discussion. To prime the discussion, David introduced three possible topics. The first is the next strategic document produced by DHS&EM. The second is continuity of operations/government/business. David also mentioned that he would like to see more strategic COOP versus institutional COOP to be discussed at some point. The Coast Guard asked the question if climate change will be addressed at some point. David answered not at this point since it currently the topic is at an executive discussion level.

David also mentioned that he would provide a draft outline of the contents of the next strategic document for review.

VIII. Other Reports

Due to the lack of a previous meeting, no other reports were addressed.

IX. Comments

Tom Wilder, Planner for Alaska Command (ALCOM) explained that there are two planning functions within ALCOM: the first being a Homeland Defense and the second being a Defense Support to Civil Authority (DSCA). He is the DSCA planner for the military. Tom mentioned that he is aware of the request for aid process may not necessary put military resources as the first option, but would like to involved in the process. He also would like to utilize the planner group as a cohort to share ideas and initiatives from a peer to peer perspective. Finally, Tom asked for a charter or a business process be defined for SERC AHPC.

Cam Carlson asked the committee if there was any interest in providing speaker to the committee. He also suggested that the committee do a face to face meeting in order to better collaborate.

David Kang summarized the action items for the next meeting and proposed the following:

1. Review and comment on the plans submitted by Mary Goolie (EPA) and Dan Monteleone (DOT). E-mail to be sent by David Kang on specifics.
2. DHS&EM will provide HSIN training. Tentatively scheduled in March.
3. Charter and/or business process to be published by DHS&EM.

X. Next Meeting

David suggested the next committee teleconference be held on March 14 at 0900. David also suggested that a face to face meeting be held on May 13 prior to the LEPC/SERC meetings on May 15.

XI. Adjournment

The meeting adjourned at 10:20 a.m.