

## **Cook Inlet Harbor Safety Committee Workgroup Meeting**

Date: February 2, 2016

Time: 1:30 PM to 3:00 PM

Location: Teleconference

### **Attendees**

#### **Board Members:**

Captain Marc Bayer - Treasurer  
Steve "Vinnie" Catalano - Secretary  
Stephen Ribuffo

#### **Ex-officio Seats:**

John Kotula - AK Department of Environmental Conservation  
Young Ha - AK Department of Environmental Conservation

#### **Workgroup Chairs:**

David Devilbiss - Salvage Workgroup Chair  
Captain Pete Garay - Navigation Workgroup Chair  
LT Eugene Chung - Harbor Safety Plan Workgroup Chair  
Cmdr. Hector Cintron - Harbor Safety Plan Workgroup Member  
Captain John Taylor - Marine Firefighting Workgroup Chair

#### **Others:**

Tim Robertson, Nuka Research  
Michelle Prior, Nuka Research

## **I. Introductions and Purpose**

Nuka Research's Tim Robertson called the meeting to order at 1:30 PM. The purpose of this meeting was to coordinate activities of work groups and to ensure that Workgroup Chairs understand their roles, responsibilities, and resources.

Goals for the meeting were:

- 1) Explain what is going on within CIHSC from the Managing Board perspective
- 2) Explore the Workgroup Chairs can contribute
- 3) Establish an upcoming CIHSC meeting date

## **II. Overview of Roles in Harbor Safety Committee**

Stephen Ribuffo explained that the workgroups were an integral part of a fully functional Cook Inlet Harbor Safety Committee (CIHSC). They are expected to do "heavy lifting", such as generating and presenting policy drafts to the larger Committee. Each group is required to have a Mission Statement and Scope of Work

that includes target goals and estimated dates of accomplishment. The Workgroup Chairs should prioritize drafting these documents before the next CIHSC meeting.

Currently, four workgroups exist – Navigation, Harbor Safety Plan, Marine Firefighting, and Salvage. Some workgroups will be constant as long as the Committee exists (i.e. Navigation and Harbor Safety Plan Workgroups). Others will stand only as long as needed and dissolve when their mission is complete.

### **III. Membership Selection**

Membership to a CIHSC Workgroup is not limited to CIHSC members. The Workgroup Chair may select other members as need to fulfill the mission of the work group. The Workgroup Chair maintains the ability to adjust their roster as desired, but should make changes in the Master CIHSC Workgroups Google spreadsheet and report changes to Tim Robertson or Michelle Prior for adjustment to the CIHSC Roster.

### **IV. Resources**

Nuka Research will remain the primary contractor for the Committee. Workgroup Chairs will have access to:

#### **1) CIHSC Website**

- All CIHSC materials are posted here
- There are public and private tabs
- We can create a new tab on this website for each Chair to post meeting materials and other documents
  - These tabs can be public or password-protected
- Contact Tim ([tim@nukaresearch.com](mailto:tim@nukaresearch.com)) or Michelle ([michelleprior@nukaresearch.com](mailto:michelleprior@nukaresearch.com)) with requests

#### **2) CIHSC Biographies**

- To be posted on CIHSC website

#### **3) Rosters**

- The Master CIHSC Roster PDF is available on website (including Workgroup Members)
- Link to access Google spreadsheet containing CIHSC Member contact information - *Master CIHSC Members List* - is accessible under the Committee Member tab (password-protected)

#### **4) Teleconference Line**

- Nuka has a subscription to FreeConferenceCall.com if you need to schedule a call contact Tim or Michelle.

### 5) Google spreadsheet – *Master CIHSC Workgroups*

- Each Chair will have access to *Master CIHSC Workgroups* Google spreadsheet, which they can directly edit (<https://docs.google.com/a/nukaresearch.com/spreadsheets/d/192-PvDt9VrmTbRX1qBLLWN67F8cXvQrqiZRwCFSWKQs/edit?usp=sharing>)
- Chairs can download rosters as PDFs directly from spreadsheet
- After making changes, Chairs **must report** changes to Tim Robertson or Michelle Prior for adjustment to the Master CIHSC Roster
- Email addresses are stored here and can be easily copied and pasted

### 6) Google Documents

- Recommend using Google Docs for workgroup materials to maintain version control

### 7) CIHSC Calendar

- Powered by Google Calendar
- Will have all important dates for upcoming meetings
- Can invite people to events using Calendar
- Not public at the moment
- May create Public CIHSC Calendar in future

## V. Recordkeeping and Reporting

Nuka Research is not contracted to attend workgroup meetings. Per the charter, Chairs should provide a record of when their workgroup meets in addition to an agenda and summary. Meeting materials are not required.

Any workgroup materials can be sent to Nuka Research for posting to the CIHSC website. Chairs must clearly designate if materials should be on a public or password-protected tab

Each workgroup should prepare a report to present at each CIHSC meeting. Each report is considered public material.

## VI. Workgroup Mission or Scope of Work

All workgroups are expected to have a Mission Statement and Scope of Work before the next CIHSC meeting for member approval.

## VII. Navigation Workgroup Discussion

Captain Pete Garay said the second Navigation Workgroup meeting is scheduled for Wednesday, February 10<sup>th</sup>. All meeting materials from their first meeting (October 26, 2015) were submitted to the CIHSC.

## **VIII. Harbor Safety Plan Workgroup Discussion**

Commander Hector Cintron reported steady progress on the Harbor Safety Plan. He and Lieutenant Eugene Chung have been working with the workgroup to provide direction for big picture edits and changes. Harbor Safety Plan Workgroup members will soon receive a draft of the plan to review. This will involve verifying specific details, ensuring all topics that should be represented are present, and ensure that information that has already been provided is accurate.

The plan is modeled after the Sector Puget Sound (WA) Safety Plan with all information replaced for Cook Inlet. Sections include Introduction, General Information, and Standards of Care.

The draft Plan is intended to be circulated to the work group during the week of February 8, 2016. Commander Cintron indicated that he plans to allow a month for review and comments. It was suggested that the draft Plan also be sent to all Workgroup Chairs for their group's review and comments.

Commander Cintron estimated the Draft Plan would be ready for Managing Board and Committee review by March 15, 2016. The workgroup plans to hold at least one teleconference before presenting the Plan to the Managing Board and CIHSC for approval.

## **IX. Salvage Workgroup Discussion**

David Devilbiss reported two new members to the Salvage Workgroup (Tom Lakosh and Rachel Lord). His goals for their next meeting are establishing a Mission Statement and Scope of Work. He plans to note deficiencies of salvage response on the area and identify areas of concern. Devilbiss indicated he wanted the Salvage Workgroup to have a close relationship with the Marine Firefighting Workgroup given their shared interests.

## **X. Marine Firefighting Workgroup Discussion**

Captain John Taylor said the second Marine Firefighting Workgroup Meeting was scheduled for Tuesday, February 9<sup>th</sup> in Homer. Their Mission Statement would be in line with the overall CIHSC Mission, including safety of firefighters, safety of assets, and setting the bar for a robust marine firefighting response. The workgroup had three new members (Dale Butts, Jeff Johnson, and Dennis McGuire) and has planned further outreach to local fire departments.

Goals for the Marine Firefighting Workgroup include: assessing readiness of local departments; evaluating training levels; consider collaboration concerns with USCG; assess interdepartmental dependency; evaluate relationship with salvage organizations; collaborate with bi-annual Marine Firefighting Symposium for

alignment of plans; and expand education efforts. Their main concern is increased training and expanding on the assets already at their disposal.

Captain Taylor mentioned he as meeting with Commander Matthew Mitchell and Commander Cintron on February 11, 2016 to discuss how the workgroup can assist with the Area Contingency Plan and Strike Team. The workgroup also plans to develop a gap analysis. They plan to produce 1-2 reports by May/June 2016.

#### **XI. Schedule Upcoming Meetings**

Mid to late April into May was considered optimal timing for the next CIHSC meeting. The meeting will be held in Homer. Tim Robertson will contact Brian Hawkins about a venue. Anchorage was also suggested. Choosing a meeting location will be on the next Managing Board Meeting agenda.

#### **XII. Adjourn**

The meeting was adjourned at 2:15 PM AK.