

**CITY OF UNALASKA  
UNALASKA, ALASKA  
REGULAR MEETING  
TUESDAY, NOVEMBER 28, 2017, 6:00 PM  
UNALASKA CITY HALL COUNCIL CHAMBERS  
AGENDA**

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CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS

ADDITIONS TO AGENDA

MINUTES OF PREVIOUS MEETING: October 24, 2017

FINANCIAL REPORT

BOARD/COMMISSION REPORTS: Planning Commission Meeting Minutes, July 20, 2017 and August 17, 2017

MANAGER'S REPORT

AWARDS/PRESENTATIONS: Volunteer Captain Salvador Alvarado, Governor's Emergency Medical Service Provider of the Year Award, presented November 10, 2017 during the 43<sup>rd</sup> annual EMS symposium in Anchorage

COMMUNITY INPUT/ANNOUNCEMENTS

PUBLIC TESTIMONY ON AGENDA ITEMS

LEGISLATIVE

PUBLIC HEARING

WORK SESSION

1. Presentation: City Manager Recruitment Update and Schedule
2. Presentation: Library Improvement Project
3. Presentation: Fire Department Status Update
4. Discussion: IFHS Clinic Funding Request
5. Discussion: Title 2 Revisions

RECONVENE TO REGULAR SESSION

CONSENT AGENDA

UNFINISHED BUSINESS

1. ORDINANCE 2017-14 BUDGET AMENDMENT NO. 2 – SECOND READING: Creating a Budget Amendment to Transfer \$500,000 from the General Fund Budgeted Surplus to Increase the Grants to Non-Profits to help fund the Iliuliuk Family Health Services (IFHS) Emergency Assistance Support Request

NEW BUSINESS

1. RESOLUTION 2017-64: A Resolution of the Unalaska City Council authorizing an expenditure in the amount of \$\_\_\_\_\_ from council contingency to sponsor the Alaska Fisheries Development Foundation's Annual Alaska Symphony of Seafood Contest
2. RESOLUTION 2017-65: A Resolution of the Unalaska City Council confirming the Mayor's appointment of Harriet Berikoff and William Homka as the City's representatives on the Iliuliuk Family & Health Services Board
3. ORDINANCE 2017-11 – FIRST READING: An Ordinance of the Unalaska City Council amending Unalaska Municipal Code Chapter 2.08 to create the office of Vice Mayor, Chapter 2.12 to add compensation for council members for work sessions and clarify vacancy conditions, Chapter 2.20 to prohibit telephonic participation in executive sessions, define Sergeant at Arms, and clarify council directives, Chapter 2.44 to update Fire Chief and Deputy Chief of Police positions, Chapter 2.64 to pay Planning Commissioners, Chapter 2.84 to clarify bonding requirements, Chapter 2.88 to clarify definition of substantial financial interest, Chapter 2.92 to update definition of "document" and Chapter 2.96 to define orders of interim succession for emergency preparedness purposes
4. Mayor and Council Travel: North Pacific Fisheries Management Council Meeting, December 4-11, 2017, Anchorage
5. Mayor Travel: Bairdi Tanner Crab Workshop, Bering Sea Fishery Research Foundation, December 18-19, 2017, Juneau

EXECUTIVE SESSION: Legal advice regarding hiring an outside investigator

RECONVENE TO REGULAR SESSION

6. RESOLUTION 2017-66: A Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with \_\_\_\_\_ in an amount not to exceed \$\_\_\_\_\_ to conduct an investigation into the sequence of events that took place on June 24, 2017, that led to an ongoing investigation

COUNCIL DIRECTIVES TO CITY MANAGER

COMMUNITY INPUT / ANNOUNCEMENTS

ADJOURNMENT

**CITY OF UNALASKA  
UNALASKA, ALASKA  
REGULAR MEETING  
TUESDAY, OCTOBER 24, 2017, 6:00 PM  
UNALASKA CITY HALL COUNCIL CHAMBERS  
MINUTES**

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The regular meeting of the Unalaska City Council was called to order at 6:00 pm, October 24, 2017, in the Unalaska City Hall Council chambers. Roll was taken:

**PRESENT:**

Frank Kelty, Mayor  
Dennis Robinson  
Roger Rowland  
James Fitch  
Alejandro Tungul (Telephonic)  
David Gregory  
Shari Coleman

**ABSENT:**

None

**RECOGNITION OF VISITORS:** Clay Darnell, Finance Director; Steve Veitch, GovHR (telephonic)

**ADDITIONS TO AGENDA:**

- *Work Session 1. Library Improvement Project (Brian Meissner)* rescheduled to a later date
- “*Symphony of Seafood Sponsorship*” will appear on the November 28, 2017 Regular Meeting agenda

**MINUTES:**

Rowland made a motion to adopt the October 10, 2017 minutes of the Special Meeting, Regular Meeting, and Oaths of Office; Robinson seconded. Motion passed by consensus.

**FINANCIAL REPORT:** In the packet.

**BOARD & COMMISSION REPORTS**

**AWARDS & PRESENTATIONS:**

Mayor Kelty, and Dan Winters, DPU Director, recognized:

- Helen Hammond – 10 years’ service to the City of Unalaska
- Quy Nguyen – 10 years’ service to the City of Unalaska
- Anthony Sours – 25 years’ service to the City of Unalaska

Mayor Kelty presented a plaque to:

- John Days – 25 years’ service to the City of Unalaska

**MANAGER’S REPORT:** In the packet

**COMMUNITY INPUT & ANNOUNCEMENTS:**

- Council
  - Council Member Robinson commented on statements made at the last council meeting
- UCSD
  - John Conwell, Superintendent, thanked parents for helping with after school pick-ups
  - Parent/Teacher Conferences: November 1-2, 2017
  - No School on November 2-3, 2017
  - Travel: Wrestling Team, Volleyball Team (3 “All Tourney” medals; placed 4<sup>th</sup> in Tournament), Swim Team, and Student Government
- Comprehensive Plan: Public Meeting, High School Small Gym, Thursday, October 26, 2017 at 7:00 pm

## **PUBLIC INPUT ON AGENDA ITEMS**

### **LEGISLATIVE**

1. Proclamation Declaring October 2017 *Domestic Violence Awareness Month* in Unalaska. M. Lynn Crane, USAFV Director, addressed the council
2. Proclamation Declaring November 1, 2017 *Extra Mile Day* in Unalaska

## **PUBLIC HEARING**

### **WORK SESSION**

Rowland made a motion to enter into Work Session; Robinson seconded. Motion passed by consensus.

1. Presentation: Library Improvement Project (Brian Meissner) – Rescheduled to a later date.
2. Presentation: Parks, Playground Improvements (Nick Cron, PCR)  
Roger Blakeley, PCR Director, introduced Nick Cron, PCR Operations Manager.  
Nick Cron led the “Parks, Playground Improvements” presentation and answered council questions.
3. Discussion: Clinic Funding Request  
James Kaeche, Iliuliuk Family Health Services Director, led the “Clinic Funding Request” discussion and answered council questions.
4. Discussion: City Manager Recruitment (Steve Veitch, GovHR)  
Steve Veitch, GovHR, led the “City Manager Recruitment” discussion and answered council and community questions.
5. Discussion: Title 2 Revisions  
Erin Reinders, Assistant City Manager, led the “Title 2 Revisions” discussion and answered council questions.

## **RECONVENE TO REGULAR SESSION**

### **CONSENT AGENDA**

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. First Reading ORDINANCE 2017-14 BUDGET AMENDMENT NO. 2: Creating a Budget Amendment to Transfer \$500,000 from the General Fund Budgeted Surplus to Increase the Grants to Non-Profits to help fund the Iliuliuk Family Health Services (IFHS) Emergency Assistance Support Request

Robinson made a motion to move Ordinance 2017-14 to Second Reading/Public Hearing on November 28, 2017; Rowland seconded.

Roll Call Vote: Gregory – yes; Fitch – yes; Coleman – yes; Rowland – yes; Robinson – yes; Tungul – yes.

Motion passed 6-0.

2. RESOLUTION 2017-63 Authorizing the City Manager to Award the Wind Power Development and Integration Assessment Project – Phase II to V3 Energy, LLC, in the Amount of \$45,481

Rowland made a motion to adopt Resolution 2017-63; Robinson seconded.

Roll Call Vote: Fitch – yes; Coleman – yes; Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes.

Motion passed 6-0.

3. Rescind the motion adopted at the October 10, 2017 meeting, Directive to City Manager, with the topic “Investigation”

Rowland made a motion to rescind the motion adopted at the October 10, 2017 meeting, Directive to City Manager, with the topic “Investigation”; Robinson seconded.

Roll Call Vote: Coleman – yes; Rowland – yes; Robinson – yes; Tungul – no; Gregory – no; Fitch – no.

Mayor voted to break the tie. Motion failed 4-3.

4. Rescind the motion adopted at the October 10, 2017 meeting, Directive to City Manager, with the topic “Matson PUA”

Rowland made a motion to rescind the motion adopted at the October 10, 2017 meeting, Directive to city Manager, with the topic “Matson PUA”; Robinson seconded.

Roll Call Vote: Rowland – yes; Robinson – yes, Tungul – yes; Gregory – yes; Fitch – yes; Coleman – yes.

Motion passed 6-0.

#### **COUNCIL DIRECTIVES TO CITY MANAGER**

#### **COMMUNITY INPUT AND ANNOUNCEMENTS:**

- Holly Holman
- Yudelka Leclere
- Dennis Robinson, Council Member

#### **ADJOURNMENT:**

Rowland made a motion to adjourn; Coleman seconded. The meeting was adjourned at 9:40 pm.

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Marjie Veeder  
City Clerk



**CITY OF UNALASKA, ALASKA  
PLANNING COMMISSION & PLATTING BOARD  
REGULAR MEETING  
THURSDAY, JULY 20, 2017, 6:00 P.M.  
UNALASKA CITY HALL COUNCIL CHAMBERS  
MINUTES**

**CALL TO ORDER:** Acting Chair Swangel called the meeting to order at 6:11 PM.

**ROLL CALL**

Commissioners Physically Present

Vicki Williams  
Travis Swangel

Commissioners Absent

Lottie Roll  
Billie Jo Gehring  
Jessica Earnshaw

Staff Present

Bil Homka, Planning Director  
Thomas Roufos, Associate Planner

**REVISIONS TO THE AGENDA:** *None*

**APPEARANCE REQUESTS:** *None*

**ANNOUNCEMENTS:** *None*

PUBLIC HEARING

*No Items*

OLD BUSINESS

*No Items*

NEW BUSINESS

*No Items*

WORKSESSION

*No Items*

**ADJOURNMENT:** Acting Chair Swangel adjourned the meeting at 6:13 PM due to lack of quorum, the Commission reconvened on August 17, 2017.

PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF AUGUST, 2017 BY THE CTY OF UNALASKA PLANNING COMMISSION.



Travis Swangel  
Acting Commission Chair

10-31-17  
Date



Bil Homka, AICP  
Secretary of the Commission

10-20-17  
Date

Prepared by Morgyn McConnell, Administrative Assistant

**CITY OF UNALASKA, ALASKA  
PLANNING COMMISSION & PLATTING BOARD  
REGULAR MEETING  
THURSDAY, AUGUST 17, 2017, 6:00 P.M.  
UNALASKA CITY HALL COUNCIL CHAMBERS  
MINUTES**

**CALL TO ORDER:** Acting Chair Gehring called the meeting to order at 6:01 PM.

**ROLL CALL**

Commissioners Physically Present

Vicki Williams  
Travis Swangel  
Billie Jo Gehring

Commissioners Absent

Lottie Roll

Staff Present

Bil Homka, Planning Director  
Thomas Roufos, Associate Planner

**REVISIONS TO THE AGENDA:** *None*

**APPEARANCE REQUESTS:** *None*

**ANNOUNCEMENTS:** Mr. Homka announced that the Transportation study bus is running that that we are open to comments on it and everyone is welcome to ride.

Carlin Enlow announced that there is a cruise ship on 8/18/2017

Mr. Roufos announced that there is an opening in for the American Planning Conference in November for a Commissioner to join and asked them to discuss and think about who the Commission would like to send as a representative.

**MINUTES:** Acting Chair Gehring asked for a motion to approve the Minutes from April 27, 2017. Commissioner Swangel motioned and Commissioner William seconded. Motion passed 3:0.

PUBLIC HEARING

*No Items*

OLD BUSINESS

*No Items*

NEW BUSINESS

*No Items*

WORKSESSION

1. **Discussion:** Comprehensive Plan 2030

Mr. Homka discussed and explained the Comprehensive Plan 2030.

The person nominated for the Steering Committee is Travis Swangel. This was motioned by Acting Chair Gehring and seconded by Commissioner Williams.

Commissioners and Staff discussed the Comprehensive Plan 2030.

2. **Discussion:** Transportation Study

Mr. Homka discussed and explained the Transportation Study.

Commissioners and Staff discussed the Transportation Study.

3. **Discussion:** Policy Update Liveboards

Mr. Homka discussed and explained Liveboards.

Commissioners and Staff discussed the Liveboards.

**ADJOURNMENT:** Acting Chair Gehring adjourned the meeting at 7:00 PM.

PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF SEPTEMBER, 2017 BY THE CTY OF UNALASKA PLANNING COMMISSION.

  
Billie Jo Gehring  
Acting Commission Chair

10/20/17  
Date

  
Bil Homka, AICP  
Secretary of the Commission

10-20-17  
Date

Prepared by Morgyn McConnell, Administrative Assistant

TO: Mayor and Council  
FROM: Nancy Peterson, Interim City Manager  
SUBJECT: City Manager's Report  
DATE: 11/28/17

F/V AKUTAN: The fishing vessel Akutan is securely anchored in Captains Bay. Resolve Magone Marine has finished removing the fuel from the vessel. Equipment for the removal of ammonia that is still on the vessel is scheduled to arrive on November 25. Weather permitting, the removal of the ammonia will begin on the 27<sup>th</sup>. Port Director McLaughlin and I are putting together information for a work session on 12/12 to discuss the future of this vessel.

UMC DOCK PROJECT: The UMC Project is progressing on schedule and within budget. The Contractor is working on cutting the sheet pile to grade and installing the face beam. All the crane piles are driven and they are working on socketing them into bedrock. Preparations for the grading and working surface for Position 4 in front of the warehouse are on schedule to be accessible for A Season. The Contractor will be taking a break December 18 through January 3, 2018. There be representation on the island for any needed requirements and their barge will remain at the City dock.

CMMP: Staff is beginning to prepare for the FY2019 CMMP and Budget process. A calendar and more information will be available at the December 12<sup>th</sup> Council Meeting.

HAZARD MITIGATION: The City's 2013 All Hazard Plan is required to have a five (5) year update by November 2018. In late September the Department of Homeland Security contacted the Planning Department to offer assistance in preparing the update. Bil Homka, Planning Director spoke with Rick Dumbroski of the State of Alaska and together decided the opportunity exists for the city to partner with the Q Tribe on this update. The city and tribe signed a joint memorandum of understanding that was submitted to the state in October. The city also submitted a letter of intent to allow the state and Dept. of Homeland Security to fund the project. The city is not obligated to pay for any part of the planning project; federal funds will pay 75% of the cost and the State of Alaska will cover the remaining 25%.

The city / tribe will not receive the funds - the state will pay the approved consultant directly. The consultant is LeMay Engineering and Consulting located in Anchorage.

The project committee has city and tribe representatives. The city directors have been selected as the city committee representatives and the Q Tribe representatives will be Chris Price and 3-4 board members. The first meeting will happen on Monday December 18 at 10:00 am in City Council Chambers. Subsequent meetings that will invite public participation are typically part of this planning process.

Mitigation plans are required as the result of a congressional act in 2000. Without updated plans, the city and tribal communities would not be eligible for disaster relief funding. Mitigation planning is the process used by state, tribal, and local leaders to understand risks from natural hazards and develop long-term strategies that will reduce the impacts of future events on people, property, and the environment. FEMA Fact Sheet attached.

**AIRPORT PARKING:** I received a couple of questions regarding the City's enforcement of the violations at the Tom Madsen Airport. Attached is a memo from Chief Holman regarding the history of the parking issues and current enforcement of violations.

**AML CONFERENCE:** Several Directors and Council Members had the opportunity to attend the Alaska Municipal League Conference and Affiliate meetings in Anchorage between 11/12 – 11/17. I attended the Municipal Managers Meeting on 11/13-14 and had an opportunity to distribute the City Manager Recruitment brochure, as well as visit with a number of Alaska managers regarding our City Manager position.

**WWTP MEETING:** I met with Larry Buss, from Alaska Mechanical Inc. on November 14 to discuss negotiation and close out of the project. I am reviewing the outstanding Change Orders, their Delay claim and the Liquidated Damages owed on the project and will be meeting with Mr. Buss again in December to work through these costs. I anticipate being able to bring a recommendation back to the Council in early January regarding a resolution on this project.

**UTILITIES UPDATE:** Several Council Members have asked questions regarding the status of our various Utilities so I have asked Utilities Director, Dan Winters to prepare a brief update of each of our Utilities. Short presentations will be provided during the 12/12 and 12/26 Council meetings.



## Federal Insurance and Mitigation Administration

### LOCAL HAZARD MITIGATION PLANNING

#### Hazard Mitigation Planning for Resilient Communities

Disasters can cause loss of life; damage buildings and infrastructure; and have devastating consequences for a community's economic, social, and environmental well-being. Hazard mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. In other words, hazard mitigation keeps natural hazards from becoming natural disasters.

Hazard mitigation is best accomplished when based on a comprehensive, long-term plan developed before a disaster strikes. Mitigation planning is the process used by state, tribal, and local leaders to understand risks from natural hazards and develop long-term strategies that will reduce the impacts of future events on people, property, and the environment.

#### The Local Mitigation Planning Process

The mitigation plan is a community-driven, living document. The planning process itself is as important as the resulting plan because it encourages communities to integrate mitigation with day-to-day decision making regarding land use planning, floodplain management, site design, and other functions. Mitigation planning includes the following elements:

**Public Involvement** – Planning creates a way to solicit and consider input from diverse interests, and promotes discussion about creating a safer, more disaster-resilient community. Involving stakeholders is essential to building community-wide support for the plan. In addition to emergency managers, the planning process involves other government agencies, businesses, civic groups, environmental groups, and schools.

**Risk Assessment** – Mitigation plans identify the natural hazards and risks that can impact a community based on historical experience, estimate the potential frequency and magnitude of disasters, and assess potential losses to life and property. The risk assessment process provides a factual basis for the activities proposed in the mitigation strategy.

**Mitigation Strategy** – Based on public input, identified risks, and available capabilities, communities develop mitigation goals and objectives as part of a strategy for mitigating hazard-related losses. The strategy is a community's approach for implementing mitigation activities that are cost-effective, technically feasible, and environmentally sound as well as allowing strategic investment of limited resources.

#### Disaster Mitigation Act of 2000

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by the Disaster Mitigation Act of 2000, is intended to “reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from natural disasters.”

Under this legislation, state, tribal, and local governments must develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance through the Hazard Mitigation Assistance Programs. The regulatory requirements for local hazard mitigation plans can be found at Title 44 Code of Federal Regulations §201.6.

For more information about FEMA's Hazard Mitigation Assistance Grants, visit: [www.fema.gov/hazard-mitigation-assistance](http://www.fema.gov/hazard-mitigation-assistance).

## Benefits of Hazard Mitigation

Mitigation is an investment in your community's future safety and sustainability. Mitigation planning helps you take action now, before a disaster, to reduce impacts when a disaster occurs. Hazard mitigation planning helps you think through how you choose to plan, design, and build your community and builds partnerships for risk reduction throughout the community. Consider the critical importance of mitigation to:

- Protect public safety and prevent loss of life and injury.
- Reduce harm to existing and future development.
- Maintain community continuity and strengthen the social connections that are essential for recovery.
- Prevent damage to your community's unique economic, cultural, and environmental assets.
- Minimize operational downtime and accelerate recovery of government and business after disasters.
- Reduce the costs of disaster response and recovery and the exposure to risk for first responders.
- Help accomplish other community objectives, such as capital improvements, infrastructure protection, open space preservation, and economic resiliency.

Having a hazard mitigation plan will increase awareness of hazards, risk, and vulnerabilities; identify actions for risk reduction; focus resources on the greatest risks; communicate priorities to state and federal officials; and increase overall awareness of hazards and risks.

## Mitigation Activities for Risk Reduction

Possible mitigation activities may include:



Adoption and enforcement of regulatory tools, including ordinances, regulations, and building codes, to guide and inform land use, development, and redevelopment decisions in areas affected by hazards.



Acquisition or elevation of flood-damaged homes or businesses retrofit public buildings, schools, and critical facilities to withstand extreme wind events or ground shaking from earthquakes.



Creating a buffer area by protecting natural resources, such as floodplains, wetlands, or sensitive habitats. Additional benefits to the community may include improved water quality and recreational opportunities.



Implement outreach programs to educate property owners and the public about risk and about mitigation measures to protect homes and businesses.

## Mitigation Plan Implementation & Monitoring

History shows that hazard mitigation planning and the implementation of risk reduction activities can significantly reduce the physical, financial, and emotional losses caused by disasters. Putting the plan into action will be an ongoing process that may include initiating and completing mitigation projects and integrating mitigation strategies into other community plans and programs. Monitoring the plan's implementation helps to ensure it remains relevant as community priorities and development patterns change.

## Planning Guidance, Tools, and Resources

FEMA provides a variety of guidance, tools, and resources to help communities develop hazard mitigation plans. These resources and more can be found online at: [www.fema.gov/hazard-mitigation-planning-resources](http://www.fema.gov/hazard-mitigation-planning-resources).

- [Hazard mitigation planning laws, regulations, and policies](#) guide development of state, local, and tribal FEMA-approved hazard mitigation plans.
- The [Local Mitigation Planning Handbook](#) is the official guide for governments to develop, update, and implement local plans. The Handbook includes guidance, tools, and examples communities can use to develop their plans.
- [Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards](#) provides ideas for mitigation actions.
- Visit [www.fema.gov/hazard-mitigation-planning-training](http://www.fema.gov/hazard-mitigation-planning-training) for more information on available online and in-person mitigation planning training.

CITY OF UNALASKA  
Department of Public Safety  
29 Safety Way POB 370  
Unalaska, Alaska 99685  
TEL (907) 581-1233 FAX (907) 581-5024  
Michael Holman, Director



## MEMO

DATE: 11/1/17  
TO: Nancy Peterson, City Manager  
FROM: Mike Holman, DPS Director  
RE: Enforcement of Parking Violations at Tom Madsen Airport

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The Tom Madsen Airport has three different parking zones: long term parking up to 30 days; short term parking up to 4 hours; and parking for the purpose of loading/unloading at curbside. All of these zones have signage designating the specific parking restriction associated with the specific zone. The three parking zones at the Tom Madsen airport are consistent with other rural airports within the State of Alaska, and State regulations address offenses at rural airports under 17 AAC 45 (which provides for increased penalties for common violations because it is an airport).

Vehicles that are parked in violation of the posted restrictions cause problems for the traveling public, city staff, and airport employees. These problems include reduced parking opportunities for travelers; impacting city staff's ability to effectively remove snow; inhibiting traveler's ability to load/unload luggage; and reducing parking opportunities for airport employees and other airport patrons.

The airport facility is managed by Ports Department and their staff is responsible for monitoring both the long term and short term parking zones for violations. The agreed upon process is for Harbor Staff to report vehicles in violation to police, and the officer will then issue the citation(s) if appropriate. Enforcement of curbside loading/unloading can be self-initiated by the police officer, or in response to city staff or citizen complaints.

Parking violations in the curbside loading/unloading zone became a significant issue in January 2017. People were parking and leaving their vehicles unattended for extended periods of time, effectively blocking this lane. These parked vehicles caused other people to stop their vehicles in the traveling lane, and/or the taxi lane, so they could load/unload their vehicles. This blocked the entire front of the airport to any through traffic.

The problem was highlighted to all patrol staff during a meeting in early February, and direction was provided to initially conduct education efforts with violators. On March 17<sup>th</sup> DPS suggested that the signage be changed from an ambiguous "Loading/Unloading Zone Only" to "No Unattended Vehicles" to help make it more clear



that the lane is not intended for parking. The Ports Department and Roads Division agreed and changed the signage in late March.

During the month of April officers focused on educating people about vehicles needing to be attended while loading/unloading, and were given the option to issue citations to repeat offenders. Officers were asked to issue citations under 13AAC 02.340 which has a \$25 penalty associated with the violation, instead of under 17AAC 45.020 which has a \$50 penalty.

This method of enforcement continued into July. It was noted in mid-July that there continued to be a significant problem with people parking vehicles in the loading/unloading zone and leaving them for extended periods of time – blocking this lane for people to load/unload luggage etc. Officers were asked to conduct additional patrols of the airport during flight arrivals and to address illegally parked vehicles as appropriate.

Since officers have been given the discretion to issue citations when they believed it to be appropriate there have been a total of 18 citations issued for parking in the loading/unloading zone. Of these 18 citations - 2 were the result of citizen complaints, 4 were the results of city staff members calling, 10 were self-initiated by the officer, and I am unable to determine how the remaining two were initiated.

## City Manager Recruitment Schedule

November 15 GovHR First review of Candidates

November 16-30 One way video interviews conducted by top candidates

November 28 City Council Work Session:

1. Preliminary overview of potential candidates:
  - 36 applications to date
  - 8 meet the qualifications we established
    - Currently being screened by our Consultant, Steve Veitch
2. **Schedule Executive Session on 12/2** to review application packets and video interviews
3. Review and approve the proposed on-site schedule and Interview panel participants

December 1 Recruitment Report provided to City Council by GovHR

**December 2 Saturday Work Session (Executive Session) with City Council.**

Need 3 hours either morning or afternoon depending on Council availability. *(Steve available telephonically.)*

- Review Recruitment Report/Applications
- Review video interviews provided by GovHR
- Select candidates for on-site interviews

December 12 Update Council on schedule; confirm candidate participation; confirm interview questions

December 17 Candidates arrive in Unalaska

December 18-20 Candidate interviews/meetings **(See attached draft ON-SITE schedule)**

December 20 Candidates depart Unalaska

December 26 Contract award at Council meeting

## On-Site Interview Schedule

(Assuming 3 Candidates - all arriving at same time)

### **Sunday, December 17**

4:00pm	Candidates arrive
6:00-8:00pm	Candidate Dinner with Nancy, Kelly, Steve Vietch – Review schedule and process

### **Monday, December 18**

8:00am-11:00am	Facility Tour – All
11:00am-11:30am	Break
11:30am-12:45pm	Lunch with Dept. Directors @ Grand
1:15pm-4:00pm	Panel Interviews at City Hall Panel #1 – Department Directors Panel #2 - Community Leaders (List attached) Panel #3 – Advisory Commission Members (PCR, Planning, Library)
6:00pm-8:00pm	Dinner with City Council

### **Tuesday, December 19**

9:00am-4:30pm	Interviews with the City Council 9:00am-11:00am - Candidate #1 11:30am-1:30pm – Candidate #2 2:00pm-4:00pm - Candidate #3
6:00pm-8:00pm	Community Meet and Greet – Grand Hotel

### **Wednesday, December 20**

9:00am-12:00pm	<b>EXECUTIVE SESSION</b> <ul style="list-style-type: none"><li>• Council deliberation of Candidates</li><li>• Selection of Candidate</li></ul> <i>(Candidates remain available for additional questions by Council if needed)</i>
12:40pm	Candidates depart

## City Manager Interview Panel – COMMUNITY LEADERS

One representative from each of the following organizations (*Organization to select representative*):

School District

OC

Q-Tribe

Clinic

Industry Sector

Non-Profit Sector

Other?

# LIBRARY BUILDING IMPROVEMENT PROJECT: BACKGROUND & UPDATE

- Since the library was built, changing community needs have outgrown the resource. Updating the space would enhance community benefit from library services.
- Pre-Development stage of Library Building Improvement Project is part of the FY18 CMMP, with proposed design and construction in FY20 and FY21.
- City has budgeted \$42,500 for Pre-Development, but this cost has been covered by a grant from the Rasmuson Foundation and Foraker Group as part of their Pre-Development Program.
- Pre-Development takes place August 2017 – February 2018.
  - August 31: Initial architect meeting with community and staff
  - November 27: Second architect meeting with community and staff
  - February 2018: Architect recommendations presented to City Council

“A library outranks any other one thing a community can do to benefit its people.  
It is a never-failing spring in the desert.” — Andrew Carnegie



## UDPS Division of Fire/EMS

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### 2017 Assessment

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Mike Holman, Director

Arlie Colvin, Fire Chief • Jennifer Shockley, Deputy Chief

29 Safety Way

Unalaska, AK

T: 907-581-1233 F: 907-581-5024



# Summary

## Purpose

The Unalaska Department of Public Safety (DPS) was tasked with conducting an objective self-assessment of the Division of Fire/EMS (henceforth referred to as the Division), in order to identify opportunities for improvement and to guide and inform budget decisions, operations, and strategic planning. Information related to national trends and/or recommendations for communities of similar size is provided to help form a picture of how the Division compares to other fire services.

The assessment team consisted of long-term employees DPS Director Mike Holman and Deputy Chief Jennifer Shockley, and recently hired Fire Chief Arlie Colvin. Director Holman and DC Shockley assessed the Division's recent history, while FC Colvin focused on identifying short- and long-term priorities for the Division. The team looked at seven areas of operation: Staffing, Apparatus, Facilities, Equipment, Training, Policies/Procedures/Record-Keeping and Budget, primarily over the period from January 2016 to the present.

## Findings

Fire and EMS services are provided to the community of Unalaska by a mostly-volunteer fire service organization. Approximately 97% of US communities with a population of 2,500-4,999 are protected by all- or mostly-volunteer fire service organizations,<sup>1</sup> as are most of the rural and/or remote communities in the State of Alaska. The Division does not have the training or resources to provide HazMat response to the community; HazMat responses are handled by teams from local industry with assistance from the Division.

At the time of the assessment, the Division had a personnel budget for five full-time, career positions, more than most combination fire service organizations in the State. Paid positions include a Fire Chief, two Senior Fire Captains and two Captains. Volunteers make up the bulk of the Division's personnel and volunteer staffing has averaged 15 active responders each month during both 2016 and 2017. A contract Medical Director, who visits quarterly, develops EMS protocols and ensures compliance with State and Federal regulations.

Call Statistics	2015	2016	2017 (through Oct 31)
Ambulance Request	164	153	124
Medevac	56	73	58
Other F/EMS (controlled burn permits & inspections, outreach, alarms)	152	180	88
Fire Response	34	31	25
Total Calls for Service	406	437	295

<sup>1</sup> Haynes, H.J.G. and Stein, G.P., U.S. Fire Department Profile – 2015, National Fire Protection Association, 2017, p 24



The Division's business is conducted out of two stations, one each on Amaknak and Unalaska islands. Facilities, apparatus and equipment are well-maintained and are in generally good condition. Over 50% of the Division's calls for service are EMS-related, and another 40% are for non-emergent issues such as public outreach, controlled burns and stand-bys at public events.

The budget for the Division includes both Fire/EMS services and Dispatch services, though the bulk of the operating expenses are dedicated to the Division. The operating budget increased by 5% from FY17-FY18, and the personnel budget increased 9% during the same period, to account for increased stipends and an additional paid position. over the last several years.

A lack of consistent, knowledgeable leadership and inadequate instruction has hampered the Division, resulting in a volunteer force that is both frustrated and under-trained. Several members were certified as EMT Instructors in 2017 and classes scheduled for 2017 and 2018 will provide much-needed EMS training to many new volunteers. Firefighter instruction lags behind EMS; the next class is planned for sometime in 2018 but State certification requirements for live fire exercises may make completion of the class difficult.

## SWOT Analysis

This assessment of the Division disclosed several areas in which the Division is performing well, as well as areas in which some improvement is necessary in order to ensure adequate delivery of services. Changes in leadership bring opportunity for new direction, though such direction will need to be managed in such a way that it does not further alienate a volunteer force that is seeking stability.



### Strengths

- Some staff with advanced EMS training
- Quality equipment and well-maintained apparatus
- Adequate operating and personnel budgets



### Weaknesses

- Inexperienced workforce
- Lack of EMS and/or FF certification among responders
- High administrative turnover
- Low volunteer membership



### Opportunities

- New leadership
- Additional Sr. Captain position adds opportunity for advancement
- Reinstatement of Cadet program increases interest in volunteering



### Threats

- Inability to plan due to unknown organizational structure in the future
- Low morale
- Undertrained staff may decrease community trust and increase civil liability





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## CONTENTS

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## Facilities

The Division conducts its business out of two stations, with a combined square footage of 12,820 square feet. 77% of fire service organizations in similarly sized communities across the nation have only one station, and only 17% have two.<sup>2</sup> The recent professional Department assessment, conducted by Russell Consulting LLC (*Addendum 10*), found that the two buildings are well-maintained and in very good condition, especially considering their age.

Station 1 is located at the Department of Public Safety building at 29 Safety Way, and was built in 1988. Station 1, which houses apparatus and includes dedicated storage and equipment rooms as well as fire offices; is also the primary place of business for UDPS' patrol, dispatch, corrections and DMV services. Shared facilities at the Department of Public Safety include a training room and the Emergency Operations Room (*Addendum 5*). The upstairs kitchen and former break room are currently being renovated and when complete will give DPS staff a dedicated place to take breaks or eat meals.

Station 2, aka Amaknak Island Fire Station, is a 1997 facility dedicated to Fire/EMS use. Located at 2713 Airport Beach Road, Amaknak Island Fire Station houses one ambulance and two fire apparatus. It was built to more easily support Airport emergency responses, and to ensure that the Division has apparatus on both of the islands within its service area. Amaknak Island Fire Station has large storage areas on both the ground floor and loft levels, as well as full bathroom facilities (*Addendum 6*).

Under the current organizational structure, Station 1's utilities and maintenance costs are absorbed by the Police & Corrections division budgets, while Amaknak Island Fire Station's utilities and maintenance costs are paid out of the Fire/EMS division budget.

There is little to no room for expansion at Station 1; Amaknak Island Fire Station has a small amount of land potentially available for expansion and/or additional facilities. Both Station 1 and Amaknak Island Fire Station would have to comply with the 2010 ADA Standards for Accessible Design in the event of significantly alterations.



Figure 1: Amaknak Island Fire Station

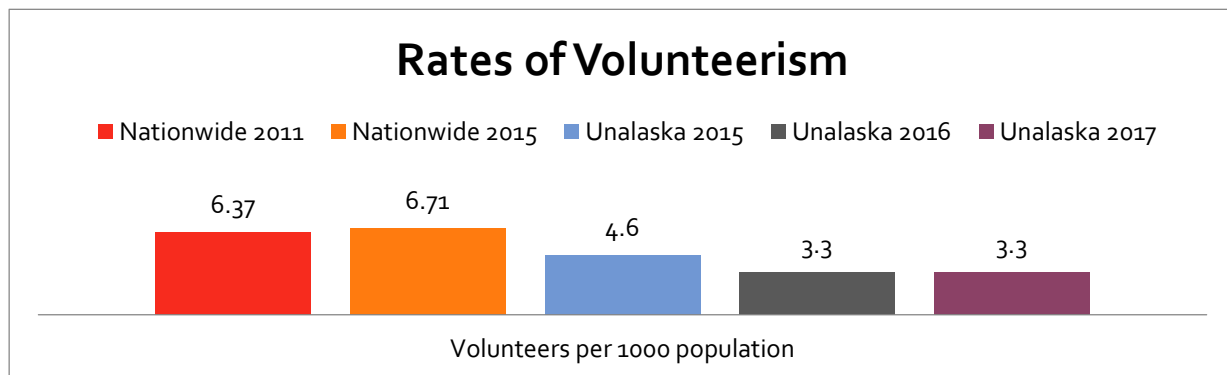
<sup>2</sup> Haynes, H.J.G. and Stein, G.P., U.S. Fire Department Profile – 2015, National Fire Protection Association, 2017, p32.



## Staffing

In 2016, the Division had a personnel budget for full-time career staff of a fire chief, one senior fire captain and two captains. DPS added a second senior captain position in FY17. Currently, two of the career positions are unfilled and the two supervisors – Fire Chief Colvin and Senior Fire Captain Hanson - have been in their current positions with UDPS for a combined total of only seven months.

An average of 15 volunteers have been active each month for both 2016 and 2017, down slightly from previous years (*Addendum 4*). Nationwide, the rates of volunteer firefighters, for all- or mostly-volunteer service organizations, show a downward trend. They range from a high of 8.05 in 1987 to a low of 6.37 in 2011; in 2015 the rate increased to 6.71 (per 1,000 population protected<sup>3</sup>). These are average rates across the nation and do not reflect volunteer staffing recommendations; however, the rate of volunteerism for the Division is well below the national average.



A lack of consistent leadership has hampered the Division. There have been eight fire chiefs since 2003, and most recently the Division was without a Fire Chief for approximately 16 months. One of the complaints voiced most frequently by volunteers to DPS and City leaders is that they are tired of seeing changes to plans, procedures and equipment with every new Fire Chief.

Volunteers have frequently voiced their desire to get training and/or certification, in order to be able to do the job they signed up to do. A shortage of certified instructors in both Firefighting and EMS has meant in recent years that formal training has been significantly delayed for new recruits. This has been rectified to some extent with the addition of Fire Chief Colvin and the certification of several staff members as EMT instructors in mid-2017.

The combined lack of consistency and lack of instruction has resulted in a volunteer force that is both frustrated and under-trained, and may affect efforts to recruit new volunteers.

<sup>3</sup> Haynes, H.J.G. and Stein, G.P., U.S. Fire Department Profile – 2015, National Fire Protection Association, 2017, p7.



## Apparatus

The Division is well-equipped with two ambulances, one aerial (ladder) apparatus, two pumpers, and one equipment truck. The most recent Public Protection Classification (*aka* ISO) evaluation, conducted in September 2017, credited the Division with 12.6/14 points for its engine, pumper and ladder service capabilities. 90% of fire service organizations in similarly sized communities across the nation do not have *any* aerial apparatus, and only 25% have more than two pumpers.<sup>4</sup> The Division also has three SUVs and one super-cab pickup; the pickup is occasionally used by other DPS divisions for transporting bodies and bulky pieces of equipment.



Figure 2: Truck 2 at fire scene, 01/01/2017

Because of the low call volume, fire apparatus in particular is in excellent condition with low mileage. Apparatus is serviced by DPW, and is replaced regularly on a schedule developed jointly by DPS and DPW. The ambulances and associated equipment were purchased in 2012 and 2015, a new SUV was purchased in 2017, and a new pumper is scheduled for delivery in late 2017 or early 2018. The pumper that is being replaced was purchased in 1992. The new SUV is equipped with a mobile repeater to allow for better radio communication in those areas of the community which are out of range of DPS' stationary repeaters.

### Years Expected in Active Service - Rural<sup>5</sup>

	Years Expected in Active Service - Rural <sup>5</sup>			Age of Apparatus - Unalaska
	Average	Minimum	Maximum	
Newest Pumper	18	5	30	13
Newest Aerial (Ladder)	21	7	40	20

### Total Engine Hours in Last 12 Months - Rural<sup>6</sup>

	Total Engine Hours in Last 12 Months - Rural <sup>6</sup>			Average Annual Engine Hours - Unalaska
	Average	Minimum	Maximum	
Newest Pumper	496	10	6,000	55
Newest Aerial	279	2	1,332	77

<sup>4</sup> Haynes, H.J.G. and Stein, G.P., U.S. Fire Department Profile – 2015, National Fire Protection Association, 2017, pp 29-31.

<sup>5</sup> Fire Apparatus Duty Cycle White Paper, Fire Apparatus Manufacturer's Association, Roger Lackore-Pierce Manufacturing, Aug 2004 rev. Dec 2007, p6.

<sup>6</sup> Fire Apparatus Duty Cycle White Paper, Fire Apparatus Manufacturer's Association, Roger Lackore-Pierce Manufacturing, Aug 2004 rev. Dec 2007, p11.

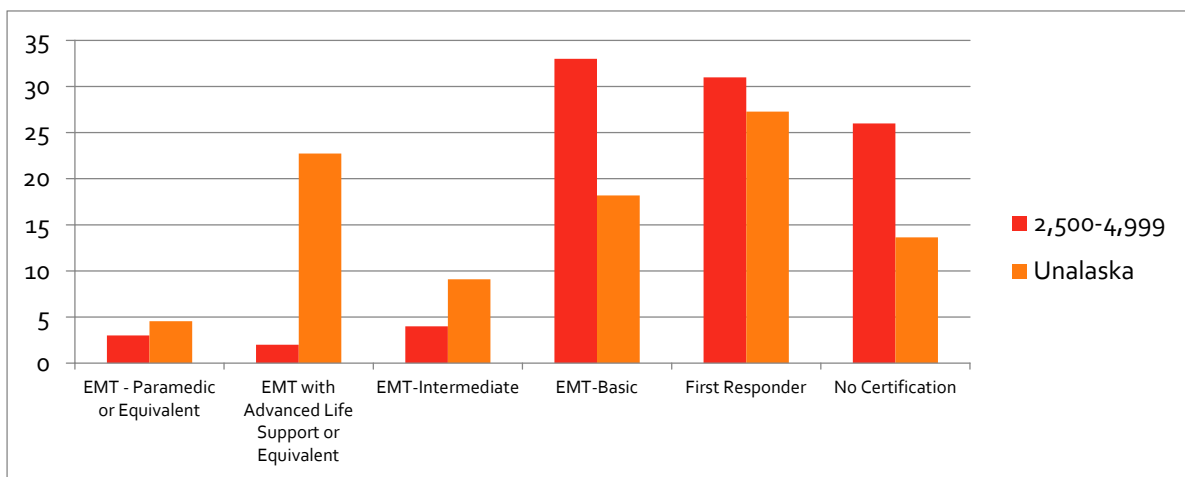


## Training

The most recent ISO evaluation rated the Division's training with only 1.92/9 possible points for its training; the majority of the deficiencies fall in the areas of structure fire training, pre-fire planning inspections and training for company officers (*Addendum 9*). An annual training plan was developed in 2013; this training plan meets all NFPA recommendations and if followed ensures that Division personnel, even if not yet certified, receive continuing education appropriate to their positions (*Addendum 7*).

All career staff and six of the volunteer staff hold formal firefighter certifications. Unalaska is not unique in having only a small percentage of formally trained fire personnel – approximately 52% of similarly-sized communities across the United States have fire service organizations which are staffed in part by personnel without formal training in fire response<sup>7</sup>. A Firefighter 1 class is planned for 2018, but State certification of firefighters could be impacted by live fire training requirements. A live fire "burn building" was identified in the 2016 and 2017 Fire Department Registrations as a training need for the Division, and is a priority for Fire Chief Colvin.

EMS training for staff is consistent with that seen in communities of a similar size. Nationwide, 64% of fire service organizations which provide EMS services report having personnel who are not formally trained<sup>8</sup>. Percent of personnel with formal EMS certifications is shown in the chart below. Several Division members were certified as EMT instructors in 2017 and an EMT-1 class is planned for 2018; this class will more than double the number of EMT-Basic level responders.



<sup>7</sup> Fourth Needs Assessment of the U.S. Fire Service, National Fire Protection Association, November 2016, p51.

<sup>8</sup> Fourth Needs Assessment of the U.S. Fire Service, National Fire Protection Association, November 2016, pp56-58.



## Equipment

The Division has an established equipment purchase, maintenance and replacement process for equipment and supplies, whether it be high-dollar pieces such as hoses, bunker gear and radios; or less expensive items such as AED batteries, bandages or flashlights. Equipment purchases must be justified and are subject to an approval process, in accordance with City policy and best practices.

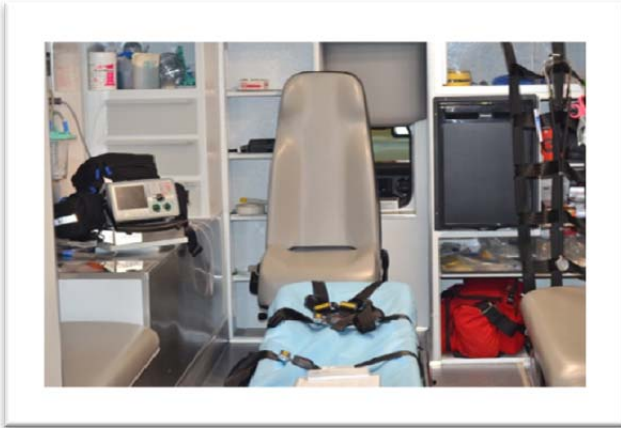


Figure 3: Inside Medic 1

emergency.

Key tools, equipment and personal protective gear are in generally good repair and are replaced as appropriate based on recommended lifespan, hours of use or interoperability with other equipment. Most SCBAs, which are indispensable when entering structure fires, have been replaced within the last five years and a new Unicus High Pressure air compressor was purchased in 2016. Changes to NFPA recommendations may require replacement of SCBAs in 2018. Handheld radios are being gradually replaced and upgraded as part of a City-wide effort to ensure an intact communications systems in the event of an

New volunteers receive duty gear appropriate to their role(s) as firefighters and/or emergency medical responders. Volunteers receive blue lights for approved personal vehicles and, unlike many fire service organizations in the United States, all volunteers and career staff members are issued individual radios<sup>9</sup>. Firefighters are also outfitted with custom bunker gear. Bunker gear is rotated out on a regular basis, with older gear being used for training purposes.

The ambulances were purchased in 2012 and 2015, but some ALS equipment, such as cardiac monitors, will need to be replaced soon. The new pumper will be equipped with new hoses, extrication tools and hand tools. Flame-retardant grenades were recently identified as an important component of small-company firefighting, and are on order.



Figure 4: Mobile air compressor, attached here to equipment truck

<sup>9</sup> Fourth Needs Assessment of the U.S. Fire Service, National Fire Protection Association, November 2016, p137.



## Policies, Procedures, Record-Keeping

Both a 2016 OSHA inspection and the 2017 ISO evaluation identified record-keeping as an area of deficiency within the Division. The low training score during the ISO evaluation was due in part to an inability to produce documentation of required and/or relevant training.

The UDPS has been using PowerDMS, a document management system that centralizes policies, automates policy review cycles and creates a record of employees having read and understood required policies and/or procedures, since 2014. All Department and many Division policies and procedures are available to career and volunteer staff through this system (*Addendum 9*). There are a number of Division policies and/or procedures which still need to be created, or reviewed and revised, to bring the Division in line with current best practices. Hampering the effort to ensure that policies are both current and accessible are documents dating back to the last century, which can still found in multiple locations on the DPS server.

New checklists for the various apparatus and vehicles were developed in 2016 and 2017 and, if used, ensure that the apparatus are maintained, appropriately stocked and prepared for emergency responses.

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## Budget

The Division's budget currently includes Dispatch as well as Fire/EMS personnel and operating expenses. Development of the annual budget typically begins in December and culminates in May, when the budget is adopted by Council. The budget is prepared jointly by the Director of Public Safety and the head of the Division. For FY16, the budget was prepared by Director Holman and Fire Chief Schasteen; and for FY17 and FY18 by Director Holman and Sr. Captain Nate Palmer.

In the last three budget cycles, input from senior Division staff has resulted in:

- FY16 - \$734,000 CMMP for a new fire engine
- FY17 - Increased volunteer stipends (the last raise in volunteer stipends occurred in 2011)
- FY17 - \$7500 increase to training line item to bring EMT/MOI instructor to Unalaska
- FY17 - New Senior Fire Captain position added to personnel budget
- FY18 - Increase to travel and training line items
- FY18 - \$14,000 increase to overtime budget
- FY18 - Additional "Recruitment" line item to address volunteer recruitment efforts
- FY18 - \$5000 increase to volunteer training, registration and tuition line item

Traditionally, the Division – and the Fire Chief in particular – have been among the most-travelled personnel in the City. The Division's travel budget was increased to \$31,000 in FY18; this includes trips for six volunteers to in-state functions (e.g. annual Fire and EMS Conferences) as well as eight additional trips for career staff. For comparison, the FY18 travel budget for the DPS Patrol division was set at \$44,000 to cover an estimated 14 trips, for 19 employees.

Increases to volunteer stipends, recruitment and volunteer training line items were made with the expectation that the new resources would help ensure adequate numbers of appropriately trained volunteer staff.





## Priorities for the Future

Fire Chief Colvin has identified the following as priorities for the Division (Addendum 11)

- ▲ Replace Ladder truck
- ▲ Add Reserve Engine
- ▲ Replace Rescue truck
- ▲ Clubhouse
- ▲ 45-50 trained firefighters
- ▲ Morale
- ▲ EMS Inventory
- ▲ Replace 30 SCBA units
- ▲ Replace two ALS defibrillation units
- ▲ Replace FiT test unit
- ▲ Additional nozzles, hoses, tools and gas meters
- ▲ Raises for paid staff
- ▲ Daily time management
- ▲ Tasks time completion management
- ▲ Live fire training
- ▲ Apparatus operations and placement training



## Addendum

2015, 2016, 2017 Fire Department Registrations

2012-2017 Fire Volunteers Paid by Month

Floor plans for Station 1 & Amaknak Island Fire Station

2016 Fire Service Training Plan

Power DMS Table of Contents

2018 Public Protection Classification (ISO) Summary Report

2017 Russell Consulting LLC Final Report

2017 Memo Preliminary Fire Department Assessment



**2015**  
**STATE OF ALASKA**  
**FIRE DEPARTMENT REGISTRATION**  
**APPLICATION**

For questions, please contact Marie Collins at  
(907) 269-5625.

PLEASE TYPE OR PRINT

*Mail, Fax or Email completed form to:*

**ALASKA DEPARTMENT OF  
PUBLIC SAFETY  
DIVISION OF FIRE & LIFE SAFETY  
5700 EAST TUDOR ROAD  
ANCHORAGE, AK 99507  
FAX: 907-338-4375  
Email: marie.collins@alaska.gov**

Due No Later Than January 31, 2015

**DEPARTMENT INFORMATION**

<b>1) FDID:</b> 21100	<b>2) DEPARTMENT NAME:</b> Unalaska Fire & Emergency Medical Services	<b>3) ISO RATING:</b> PPC 4
<b>4) DEPARTMENT MAILING ADDRESS:</b> PO Box 370		<b>5) DEPARTMENT PHONE #:</b> (907)581-1233
<b>7) CITY:</b> Unalaska		<b>6) DEPARTMENT FAX #:</b> (907)581-5024
		<b>8) ZIP CODE:</b> 99685
<b>9) MAIN STATION/HEADQUARTERS <u>PHYSICAL ADDRESS:</u></b> 29 Safety Way		
<b>10) CHIEF OFFICER NAME:</b> Zac Schasteen	<b>11) E-MAIL ADDRESS:</b> zschasteen@ci.unalaska.ak.us	<b>12) PHONE:</b> (907)581-1233
<b>13) TRAINING OFFICER NAME:</b> Zac Schasteen	<b>14) E-MAIL ADDRESS:</b> zschasteen@ci.unalaska.ak.us	<b>15) PHONE:</b> (907)581-1233
<b>16) ANFIRS MANAGER NAME:</b> Zac Schasteen	<b>17) E-MAIL ADDRESS:</b> zschasteen@ci.unalaska.ak.us	<b>18) PHONE:</b> (907)581-1233
<b>19) POPULATION OF AREA SERVED BY THE DEPARTMENT</b> WINTER: 4,376 SUMMER: 4,376	<b>20) NUMBER OF FIRE STATIONS:</b> (If more than one – please see page 6) 2	<b>21) NUMBER OF SQUARE MILES IN FIRE DISTRICT AREA:</b> 210.3

**DEPARTMENT BUDGET INFORMATION**

<b>22) TOTAL DEPARTMENT ANNUAL BUDGET:</b> \$1,505,454
<b>23) INCLUDES AMBULANCE/MEDICAL OPERATIONS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

**DEPARTMENT PERSONNEL INFORMATION**

<b>24) Full Paid Positions:</b> <u>4</u> (Includes Admin. & Operations)  <b>25) Part Paid Positions:</b> <u>0</u>  <b>26) Volunteer:</b> <u>30</u>  <b>27) On Call Paid:</b> <u>0</u>	<b>28) Total Volunteer Firefighters:</b> <u>30</u>  <b>29) Total Active Members:</b> <u>25</u>  <b>30) Total Firefighters:</b> <u>33</u>  <b>31) Total EMS Qualified:</b> <u>30</u>
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## DEPARTMENT APPARATUS INFORMATION

### FIRE

32) 2 Pumpers

33) 0 Brush Rigs

34) 0 Fire Boats

35) 1 Aerial Apparatus

36) 1 Rescue Vehicles

37) 0 Rescue Boats

38) 0 Tanker/Tenders

39) 0 Code Red Equipment

40) 3 Specialty  
(foam, light unit, SCBA)

41) 3 Command Vehicles

42) 0 CFR

### AMBULANCE

43) 0 BLS Units

44) 2 ALS Units

## DEPARTMENT RESPONSES

The following two sections may duplicate the information on ANFIRS forms but this format allows quicker and more accurate tracking of specific information not on the ANFIRS reports. Please supply this information as accurately as possible. If your department has not submitted all required ANFIRS to the Division of Fire and Life Safety (13 AAC 52.020) your registration request will be denied until the requirement has been filled.

### RESPONSES DURING THE PREVIOUS CALANDAR YEAR (2014)

45) 510 Total Responses

46) 11 Actual Fires in your Fire District Area

### 47) DOLLAR LOSS:

\$2,000,000 Estimated Dollar Loss due to fire in your jurisdiction for the previous calendar year.

## ROUTINE DUTIES AND GENERAL CONDITION OF DEPARTMENT

*Per 13 AAC 52.030, the following questions MUST be answered to be a registered department.*

48) ☒ Structural Firefighting

49) ☒ Marine Firefighting

50) ☐ Airport Fire/Rescue

51) ☒ Grass/Brush Firefighting

52) ☐ Wildland Firefighting

53) ☐ Industrial Firefighting

54) ☒ Code Enforcement

55) ☐ Plan Review

56) ☒ Fire Cause Investigation  
(Mandatory duty)

57) ☒ Public Fire Education  
(Mandatory duty)

58) ☐ Confined Space Rescue

59) ☐ Dive Rescue

60) ☒ EMS

61) ☒ Search & Rescue

62) ☐ Haz-Mat Team Response

63) Regular department training occurs how often? And, on which day of the week?

Every Thursday excluding holidays, starting 1900 and ending at 2100 and in accordance with the UFEMS training plan / calendar. Officer Training is held the first Thursday of every month at 18:00 hours. If Officer Training falls on a holiday, the training is postponed until the following Thursday.



**64) How many public fire safety and burn prevention education programs were conducted in the community in 2013 and explain what types:** 19 fire safety and burn prevention education programs were conducted in 2014.

In 2014 we presented Fire Prevention Week (FPW) where multiple times a day we met with school children, the media, the general public and other Public Safety professionals and educated them in fire prevention and basic response. In addition, nearly every month we presented fire safety education via radio and television broadcasts. Outside of FPW we taught various civic groups and school classes fire safety / prevention.

**65) Describe the general condition of your department including its strengths and weaknesses, goals for the coming year and specific items where the Division of Fire and Life Safety could be of assistance?**

2014 continued to see transition for UFEMS. Early in 2014 we filled a vacant paid Captain's position and in November of 2014 Chief Hoage moved to Ketchikan to assume the role of Chief down there. As it stands now we are recruiting for the Fire Chief position and hope to have it filled in the first quarter for 2015. In 2014 UFEMS completed a Firefighter One course and a number of our senior members received their Fire Instructor One certifications. Additionally UFEMS taught an EMT I class to 18 students, five of which are active members of UFEMS. UFEMS is also at a unique point in our history in that only three out of the 33 members are not certified as EMTs. In 2015 we will continue to build our volunteer cadre while also focusing on public education. The biggest help UFEMS could receive from the Division of Fire & Life Safety would be continued in-state training announcements and funding support for sending our members to those trainings.

**NAME AND TITLE OF PERSON COMPLETING THE REPORT:**

Zac Schasteen, Acting Fire Chief



**ADDRESS:** PO Box 370, Unalaska, AK 99685

**TELEPHONE NUMBER:**

(907) 581-1233

**DATE:**

01/06/2015

Alaska State Firemarshal's Office  
Fire Department Membership  
Roster 2015

Fire Department Name: Unalaska Fire & EMS

Date: January 1, 2015

	Last Name	First Name	Title	Pay Status
1	Schasteen	Zac	Acting Fire Chief	Paid
2	Sandness	Gary	Senior Captain	Volunteer
3	Alvarado	Salvador	Captain	Volunteer
4	Luna	Flor	Captain	Paid
5	Palmer	Nathan	Captain	Paid
6	Salazar	Juan	Captain	Volunteer
7	Ah-Siu	Theresa	Firefighter	Volunteer
8	Dang	MyLynn	Firefighter	Volunteer
9	Dela Cruz	Dmitri	Firefighter	Volunteer
10	Engman	Steven	Firefighter	Volunteer
11	Grande	Anthony	Firefighter	Volunteer
12	Gustafson	Ariel	Firefighter	Volunteer
13	Hanson II	Michael	Firefighter	Volunteer
14	Hernandez	Erik	Firefighter	Volunteer
15	Ho-Luu	Eric	Firefighter	Volunteer
16	Lopez	Ferdinand	Firefighter	Volunteer
17	Magpantay	Carlo	Firefighter	Volunteer
18	O'Connor	Christopher	Firefighter	Volunteer
19	Reeves	Kenneth	Firefighter	Volunteer
20	Roll	Loretta	Firefighter	Volunteer
21	Temple	Brian	Firefighter	Volunteer
22	Thompson	Ramona	Firefighter	Volunteer
23	Ugale	Queenelle	Firefighter	Volunteer
24	Watanabe	Takamichi	Firefighter	Volunteer
25	White	Randall	Firefighter	Volunteer
26	Alvarez	Fernando	Inactive Reserve	Volunteer
27	Andres-Ceralde	Eileen	Inactive Reserve	Volunteer
28	Cole	Daniel	Inactive Reserve	Volunteer
29	Coleman	Shari	Inactive Reserve	Volunteer
30	Diaz	Martin	Inactive Reserve	Volunteer
31	Herring	Kathleen	Inactive Reserve	Volunteer
32	Nguyen	Aline	Inactive Reserve	Volunteer
33	Shockley	Jennifer	Inactive Reserve	Volunteer

**ADDITIONAL STATION INFORMATION****(If the Department has more than one station, please give the stations information below)**

<b>ADDITIONAL STATION NUMBER</b> 2	<b>PHONE NUMBER:</b> (907) 581-5587
<b>STATION PHYSICAL ADDRESS:</b> 2713 Airport Beach Road	
<b>CITY:</b> Unalaska	<b>ZIP CODE:</b> 99685
<b>ADDITIONAL STATION NUMBER</b>	<b>PHONE NUMBER:</b>
<b>STATION PHYSICAL ADDRESS:</b>	
<b>CITY:</b>	<b>ZIP CODE:</b>
<b>ADDITIONAL STATION NUMBER</b>	<b>PHONE NUMBER:</b>
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<b>CITY:</b>	<b>ZIP CODE:</b>
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<b>STATION PHYSICAL ADDRESS:</b>	
<b>CITY:</b>	<b>ZIP CODE:</b>



**2016**  
**STATE OF ALASKA**  
**FIRE DEPARTMENT REGISTRATION**  
**APPLICATION**

For questions, please contact Marie Collins at  
(907) 269-5625.

PLEASE TYPE OR PRINT

*Mail, Fax or Email completed form to:*

**ALASKA DEPARTMENT OF  
PUBLIC SAFETY  
DIVISION OF FIRE & LIFE SAFETY  
5700 EAST TUDOR ROAD  
ANCHORAGE, AK 99507  
FAX: 907-338-4375  
Email: marie.collins@alaska.gov**

Due No Later Than January 31, 2016

**DEPARTMENT INFORMATION**

<b>1) FDID:</b> 21100	<b>2) DEPARTMENT NAME:</b> Unalaska Fire & Emergency Medical Services	<b>3) ISO RATING:</b> PPC 4
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<b>13) TRAINING OFFICER NAME:</b> Vacant	<b>14) E-MAIL ADDRESS:</b>	<b>15) PHONE:</b>
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**DEPARTMENT BUDGET INFORMATION**

<b>22) TOTAL DEPARTMENT ANNUAL BUDGET:</b> FY 2016      \$1,363,041.70
<b>23) INCLUDES AMBULANCE/MEDICAL OPERATIONS:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

**DEPARTMENT PERSONNEL INFORMATION**

<b>24) Full Paid Positions:</b> <u>4</u> (Includes Admin. & Operations)	<b>28) Total Volunteer Firefighters:</b> <u>30</u>
<b>25) Part Paid Positions:</b> <u>0</u>	<b>29) Total Active Members:</b> <u>22</u>
<b>26) Volunteer:</b> <u>30</u>	<b>30) Total Firefighters:</b> <u>32</u>
<b>27) On Call Paid:</b> <u>0</u>	<b>31) Total EMS Qualified:</b> <u>27</u>



## DEPARTMENT APPARATUS INFORMATION

### FIRE

32) <u>  2  </u> Pumpers 33) <u>  0  </u> Brush Rigs 34) <u>  0  </u> Fire Boats 35) <u>  1  </u> Aerial Apparatus	36) <u>  1  </u> Rescue Vehicles 37) <u>  0  </u> Rescue Boats 38) <u>  0  </u> Tanker/Tenders 39) <u>  0  </u> Code Red Equipment	40) <u>  3  </u> Specialty (foam, light unit, SCBA) 41) <u>  3  </u> Command Vehicles 42) <u>  0  </u> CFR
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### AMBULANCE

43) <u>  0  </u> BLS Units	44) <u>  2  </u> ALS Units
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## DEPARTMENT RESPONSES

The following two sections may duplicate the information on ANFIRS forms but this format allows quicker and more accurate tracking of specific information not on the ANFIRS reports. Please supply this information as accurately as possible. If your department has not submitted all required ANFIRS to the Division of Fire and Life Safety (13 AAC 52.020) your registration request will be denied until the requirement has been filled.

### RESPONSES DURING THE PREVIOUS CALENDAR YEAR (2015)

45) <u> 265 </u> Total Responses	46) <u>  7  </u> Actual Fires in your Fire District Area
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### 47) DOLLAR LOSS:

\$ 250,000 Estimated Dollar Loss due to fire in your jurisdiction for the previous calendar year.

## ROUTINE DUTIES AND GENERAL CONDITION OF DEPARTMENT

*Per 13 AAC 52.030, the following questions MUST be answered to be a registered department.*

48) <input checked="" type="checkbox"/> Structural Firefighting 49) <input checked="" type="checkbox"/> Marine Firefighting 50) <input type="checkbox"/> Airport Fire/Rescue 51) <input checked="" type="checkbox"/> Grass/Brush Firefighting 52) <input type="checkbox"/> Wildland Firefighting 53) <input type="checkbox"/> Industrial Firefighting	54) <input checked="" type="checkbox"/> Code Enforcement 55) <input type="checkbox"/> Plan Review 56) <input checked="" type="checkbox"/> Fire Cause Investigation (Mandatory duty) 57) <input checked="" type="checkbox"/> Public Fire Education (Mandatory duty)	58) <input type="checkbox"/> Confined Space Rescue 59) <input type="checkbox"/> Dive Rescue 60) <input checked="" type="checkbox"/> EMS 61) <input checked="" type="checkbox"/> Search & Rescue 62) <input type="checkbox"/> Haz-Mat Team Response
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63) Regular department training occurs how often? And, on which day of the week? (Mandatory duty)  
Every Thursday excluding holidays starting 1900 and ending at 2100, and in accordance with the UFEMS training plan I calendar. Officer Training is held the first Thursday of every month at 18:00 hours. If Officer Training falls on a holiday, the training is postponed until the following Thursday.

**64) How many public fire safety and burn prevention education programs were conducted in the community in 2015 and explain what types: (Mandatory duty)**

20 fire safety and burn prevention education programs were conducted in 2014.

In 2015 we presented Fire Prevention Week (FPW) where multiple times a day we met with school children, the media, the general public and other Public Safety professionals and educated them in fire prevention and basic response. In addition, nearly every month we presented fire safety education via radio and television broadcasts. Outside of FPW we taught various civic groups and school classes fire safety / prevention.

**65) Describe the general condition of your department including its strengths and weaknesses, goals for the coming year and specific items where the Division of Fire and Life Safety could be of assistance?**

2015 continued to see transition for UFEMS. Late in 2015 we filled a vacant paid Captain's position and in early 2015 we filled the Fire Chief Position. We currently have a vacant Senior Captain position whose primary job is that of a training officer. We are in the final stage of hiring for the Senior Captain position. We taught and EMT II class to roughly 10 members.

We excel as EMS responders, but need work and help on the Fire side. Our 30 SCBA packs will be meeting the end of their useful life within the next few years. Additionally, two of our fire apparatus exceed 20 years of service. With the new requirement to conduct a live burn inside of a burn building to meet the Firefighter I training requirement, it has all but stopped our Firefighter I certification program. I anticipate that we will notice a diminished amount of qualified firefighters in our service because we are not able to meet that requirement and do not have the funding available to build two new apparatus, replace our SCBAs and build a burn building at a combined cost of roughly \$2,250,000.

UFEMS has received many instate training announcement from the Division of Fire & Life Safety. The biggest benefit that we have enjoyed from the Fire Marshal's office has been the continued support of the ASFA / AFCA annual conference. That is an opportunity for us to send a number of our folks to high quality and diverse training. More in state and expedited Firefighter I/II training would be beneficial also; along the lines of something we could send our people to and not have them out for multiple months.

**NAME AND TITLE OF PERSON COMPLETING THE REPORT:** Zac Schasteen, Fire Chief

**ADDRESS:** PO Box 370 Unalaska, AK 99685

**TELEPHONE NUMBER:** (907)581-1233

**DATE:** 01/27/2016

Last Name	First Name	Title	Employment Status	Badge Number	Payroll ID
Palmer	Nathan	Captain	Full Time Paid Employee	F-04	1328
Alvarado	Salvador	Captain	Volunteer	F-08	1134
Salazar	Juan	Captain	Volunteer	F-07	1493
Schasteen	Zac	Fire Chief	Full Time Paid Employee	F-01	1011
Alvarez	Fernando	Firefighter	Volunteer	F-39	1295
Concepcion	Edwin	Firefighter	Volunteer	F-67	1903
Dang	MyLynn	Firefighter	Volunteer	F-42	1365
Dela Cruz	Dmitri	Firefighter	Volunteer	F-36	1563
Garcia	Francisco	Firefighter	Volunteer	F-81	1908
Grande	Anthony	Firefighter	Volunteer	F-75	1777
Gustafson	Ariel	Firefighter	Volunteer	F-70	1809
Hanson II	Michael	Firefighter	Volunteer	F-66	1862
Hernandez	Erik	Firefighter	Volunteer	F-71	1794
Hladick	Joseph	Firefighter	Volunteer	F-80	1884
Ho-Luu	Eric	Firefighter	Volunteer	F-26	1492
Liwag	Charlotte	Firefighter	Volunteer	F-69	1902
Lopez	Ferdinand	Firefighter	Volunteer	F-41	1334
Reeves	Kenneth	Firefighter	Volunteer	F-33	1131
Rivera	Jazmine	Firefighter	Volunteer	F-63	1864
Roll	Loretta	Firefighter	Volunteer	F-50	1024
Temple	Brian	Firefighter	Volunteer	F-73	1810
Thompson	Ramona	Firefighter	Volunteer	F-31	1083
Ah-Siu	Theresa	Inactive Reserve	Volunteer	F-64	1804
Andres-Ceralde	Eileen	Inactive Reserve	Volunteer	F-40	1335
Bishop	Gregg	Inactive Reserve	Volunteer	F-19	1136
Coleman	Shari	Inactive Reserve	Volunteer	F-34	1122
Diaz	Martin	Inactive Reserve	Volunteer	F-51	1124
Engman	Steven	Inactive Reserve	Volunteer	F-22	1135
Shockley	Jennifer	Inactive Reserve	Volunteer	F-27	1265
Ugale	Queenelle	Inactive Reserve	Volunteer	F-62	1755
Watanabe	Takamichi	Inactive Reserve	Volunteer	F-89	1778
Sandness	Gary	Senior Captain	Volunteer	F-03	1132

**ADDITIONAL STATION INFORMATION****(If the Department has more than one station, please give the stations information below)****ADDITIONAL STATION NUMBER**

2

**PHONE NUMBER:**

(907)581-5587

**STATION PHYSICAL ADDRESS:**

2713 Airport Beack Road

**CITY:**

Unalaska

**ZIP CODE:**

99685

**ADDITIONAL STATION NUMBER****PHONE NUMBER:****STATION PHYSICAL ADDRESS:****CITY:****ZIP CODE:****ADDITIONAL STATION NUMBER****PHONE NUMBER:****STATION PHYSICAL ADDRESS:****CITY:****ZIP CODE:****ADDITIONAL STATION NUMBER****PHONE NUMBER:****STATION PHYSICAL ADDRESS:****CITY:****ZIP CODE:****ADDITIONAL STATION NUMBER****PHONE NUMBER:****STATION PHYSICAL ADDRESS:****CITY:****ZIP CODE:**



**2017**  
**STATE OF ALASKA**  
**FIRE DEPARTMENT REGISTRATION**  
**APPLICATION**

For questions, please contact Marie Collins at  
(907) 269-5625.

PLEASE TYPE OR PRINT

*Mail, Fax or Email completed form to:*

**ALASKA DEPARTMENT OF  
PUBLIC SAFETY  
DIVISION OF FIRE & LIFE SAFETY  
5700 EAST TUDOR ROAD  
ANCHORAGE, AK 99507  
FAX: 907-338-4375  
Email: marie.collins@alaska.gov**

Complete and submit back between  
January 1 – 31, 2017

**DEPARTMENT INFORMATION**

1) FDID: 21100	2) DEPARTMENT NAME: Unalaska Fire/EMS	3) ISO RATING: 4
4) DEPARTMENT MAILING ADDRESS: PO Box 370		5) DEPARTMENT PHONE #: 907-581-1233
6) DEPARTMENT FAX #: 907-581-5024		7) CITY: Unalaska
8) ZIP CODE: 99685		9) MAIN STATION/HEADQUARTERS <u>PHYSICAL ADDRESS</u> : 29 Safety Way
10) CHIEF OFFICER NAME: Vacant	11) E-MAIL ADDRESS: N/A	12) PHONE: 907-581-1233
13) TRAINING OFFICER NAME: Mike Hanson	14) E-MAIL ADDRESS: mhanson@ci.unalaska.ak.us	15) PHONE: 907-581-1233
16) ANFIRS MANAGER NAME: Mike Hanson	17) E-MAIL ADDRESS: mhanson@ci.unalaska.ak.us	18) PHONE: 907-581-1233
19) POPULATION OF AREA SERVED BY THE DEPARTMENT WINTER: ~10,000 SUMMER: ~6,500	20) NUMBER OF FIRE STATIONS: (If more than one – please see page 6) 2	21) NUMBER OF SQUARE MILES IN FIRE DISTRICT AREA: 210.3

**DEPARTMENT BUDGET INFORMATION**

22) TOTAL DEPARTMENT ANNUAL BUDGET IN 2016: \$1,363,673.10	
23) INCLUDES AMBULANCE/MEDICAL OPERATIONS:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

**DEPARTMENT PERSONNEL INFORMATION**

24) Full Paid Positions: <u>4</u> (Includes Admin. & Operations)	28) Total Volunteer Firefighters: <u>7</u>
25) Part Paid Positions: <u>0</u>	29) Total Active Members: <u>7</u>
26) Volunteer: <u>24</u>	30) Total Firefighters: <u>10</u>
27) On Call Paid: <u>0</u>	31) Total EMS Qualified: <u>16</u>

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### ***DEPARTMENT APPARATUS INFORMATION***

#### **FIRE**

32) <u>2</u> Pumpers	36) <u>1</u> Rescue Vehicles	40) <u>3</u> Specialty (foam, light unit, SCBA)
33) <u>0</u> Brush Rigs	37) <u>0</u> Rescue Boats	41) <u>2</u> Command Vehicles
34) <u>0</u> Fire Boats	38) <u>0</u> Tanker/Tenders	42) <u>0</u> CFR
35) <u>1</u> Aerial Apparatus	39) <u>0</u> Code Red Equipment	

#### **AMBULANCE**

43) <u>0</u> BLS Units	44) <u>2</u> ALS Units
------------------------	------------------------

### ***DEPARTMENT RESPONSES***

The following two sections may duplicate the information on ANFIRS forms but this format allows quicker and more accurate tracking of specific information not on the ANFIRS reports. Please supply this information as accurately as possible. If your department has not submitted all required ANFIRS to the Division of Fire and Life Safety (13 AAC 52.020) your registration request will be denied until the requirement has been filled.

#### **RESPONSES DURING THE PREVIOUS CALANDAR YEAR (2016)**

45) <u>240</u> Total Responses	46) <u>5</u> Actual Fires in your Fire District Area
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#### **47) DOLLAR LOSS:**

\$ 210,194 Estimated Dollar Loss due to fire in your jurisdiction for the previous calendar year.

***ROUTINE DUTIES AND GENERAL CONDITION OF DEPARTMENT***  
*Per 13 AAC 52.030, the following questions MUST be answered to be a registered department.*



48) <input checked="" type="checkbox"/> Structural Firefighting 49) <input checked="" type="checkbox"/> Marine Firefighting 50) <input type="checkbox"/> Airport Fire/Rescue 51) <input checked="" type="checkbox"/> Grass/Brush Firefighting 52) <input type="checkbox"/> Wildland Firefighting 53) <input type="checkbox"/> Industrial Firefighting	54) <input checked="" type="checkbox"/> Code Enforcement 55) <input type="checkbox"/> Plan Review 56) <input checked="" type="checkbox"/> Fire Cause Investigation (Mandatory duty) 57) <input checked="" type="checkbox"/> Public Fire Education (Mandatory duty)	58) <input type="checkbox"/> Confined Space Rescue 59) <input type="checkbox"/> Dive Rescue 60) <input checked="" type="checkbox"/> EMS 61) <input checked="" type="checkbox"/> Search & Rescue 62) <input type="checkbox"/> Haz-Mat Team Response
63) Regular department training occurs how often? And, on which day of the week? (Mandatory duty) Every Thursday excluding holidays starting 1900 and ending at 2100, and in accordance with the UFEMS training plan calendar. Officer Training is held the first Thursday of every month at 18:00 hours. If Officer Training falls on a holiday, the training is postponed until the following Thursday.		

64) How many public fire safety and burn prevention education programs were conducted in the community in 2016 and explain what types: (Mandatory duty) In 2016 during Fire Prevention Week (FPW) we met daily with various groups that included school children, the media, the general public and other Public Safety professionals; and provided information/education on fire prevention and emergency responses. In addition, during the holiday season we conducted several fire safety educational messages via local radio and television broadcasts. Other 2016 outreach/education efforts include 39 fire safety classes for local non-profits, other city agencies, and members of the public.
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65) Describe the general condition of your department including its strengths and weaknesses, goals for the coming year and specific items where the Division of Fire and Life Safety could be of assistance?

Currently the UFEMS is rebuilding. In early 2016 the organization experienced some difficulties under a previous manager - which included problems recruiting and retaining volunteer staff. Many volunteers had all but stopped participating in training or responding to calls. The manager also provided little professional development for the paid and volunteer officers, so they had almost no experience or training in fire operations. The organization has been advertising and interviewing applicants for the vacant manager position (fire chief) since June, but so far has been unsuccessful in locating a qualified candidate who is a good fit for the organization & community. During the search for a new manager, the organization has been developing our paid officers (captains) in an effort to increase their knowledge and experience in fire operations, incident command, emergency medical services, and basic supervisory skills. Some of this professional development includes: EMT III, EMT I Instructor, FireFighter I Instructor, FireFighter I & II, and ICS classes. Since June we have recruited and onboarded 11 new volunteers, and additionally have four more volunteers in the application/selection process. At times it has been a struggle to staff service calls with qualified responders this past year. The organization has been researching how to fund a burn building and a piece of property to put it on. Without the burn building we have great difficulty properly training volunteers and paid staff for a live fire event. DFLS could be of assistance with hosting FF I & FF II classes in Alaska more frequently, or providing a source of funding to assist with our purchase of a burn building.

Currently the UFEMS equipment and apparatus are in good shape - with our oldest engine scheduled to be replaced in Fall of 2017. The UFEMS goals for the coming year include: filling the open manager position, increasing the number of paid staff positions by adding another Sr. Fire Captain position, reviewing and revising policies and procedures; continuing to recruit new volunteers; holding a EMT I class; providing supervisory/management training to the Sr Fire Captain(s); reviewing and revising the annual training plan; and participating in at least two functional exercises.

NAME AND TITLE OF PERSON COMPLETING THE REPORT: Michael Holman, Public Safety Director

ADDRESS: PO Box 370 - Unalaska

TELEPHONE NUMBER: 907-581-1233

DATE: 01/20/2017

***ALASKA STATE FIRE MARSHAL'S OFFICE***  
***Fire Department Membership***  
***Roster 2017***

Fire Department Name: Unalaska Fire & EMS

DATE: 01/20/2017

**NAME:**

**POSITION:**

**PAY STATUS:**

1. Vacant	Fire Chief	Paid <input checked="" type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
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2. Nathan Palmer	Senior Fire Captain	Paid <input checked="" type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
3. Ariel Hernandez	Fire Captain	Paid <input checked="" type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
4. Michael Hanson II	Fire Captain	Paid <input checked="" type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
5. Juan Salazar	Fire Captain	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
6. Salvador Alvarado	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
7. Kenneth Reeves	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
8. Dmitri Dela Cruz	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
9. Ferdinand Lopez	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
10. MyLynn Dang	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
11. Loretta Roll	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
12. David Gibson	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
13. Erik Hernandez	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
14. Brian Temple	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
15. Roy Fisher	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>

**NAME:**

**POSITION:**

**PAY STATUS:**

16. Takamichi Watanabe	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
17. Josh Good	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
18. Thelma Serrano	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>

19. Thomas Roufos	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
20. Steven Engman	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
21. Shari Coleman	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
22. Fernando Alvarez	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
23. Martin Diaz	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
24. Theresa Ah-Siu	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
25. Joseph Hladick	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
26. Eric Huluu	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
27. Romana Thompson	Firefighter	Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input checked="" type="checkbox"/>
28.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
29.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
30.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>

**NAME:**

**POSITION:**

**PAY STATUS:**

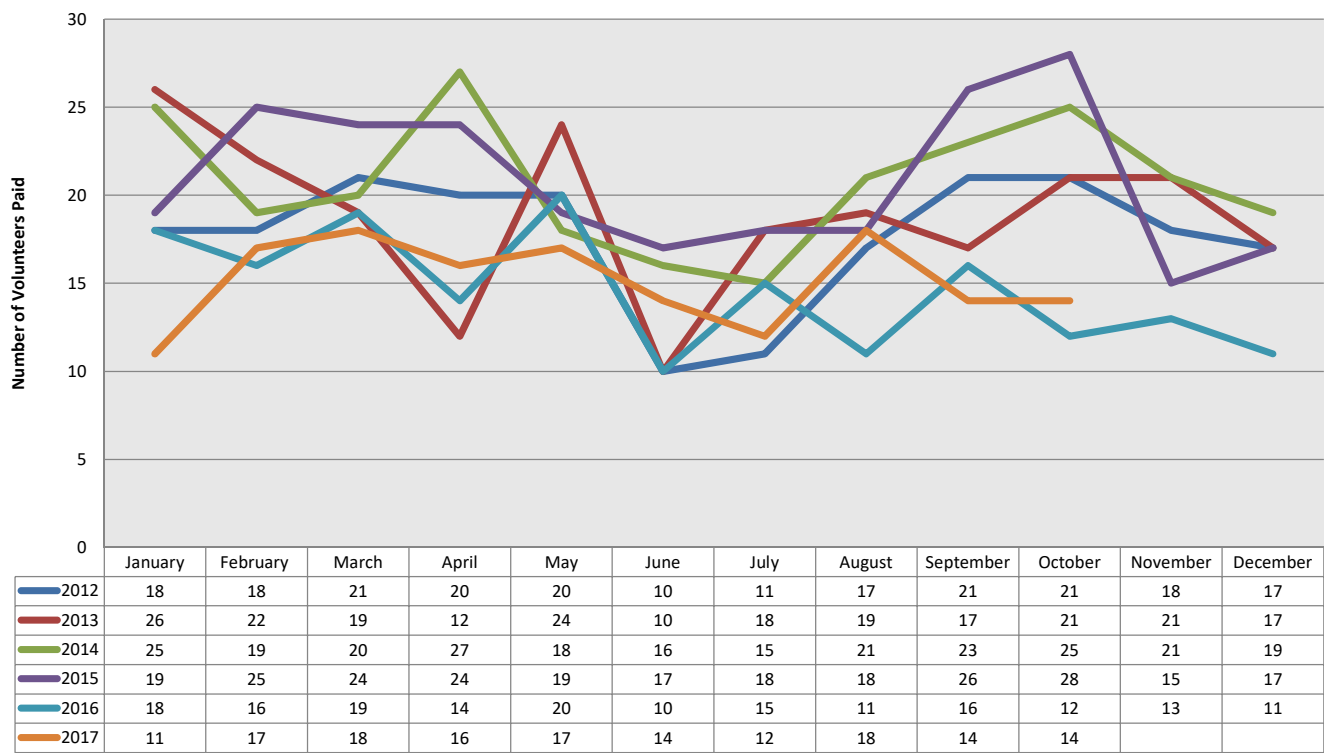
31.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
32.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>

33.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
34.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
35.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
36.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
37.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
38.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
39.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
40.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
41.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
42.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
43.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
44.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>
45.		Paid <input type="checkbox"/>	On-Call Paid <input type="checkbox"/>	Volunteer <input type="checkbox"/>

<b>ADDITIONAL STATION INFORMATION</b> (If the Department has more than one station, please give the stations information below)	
<b>ADDITIONAL STATION NUMBER</b> Station 2	<b>PHONE NUMBER:</b> 907-581-5587
<b>STATION PHYSICAL ADDRESS:</b> 2713 Airport Beach Road	

<b>CITY:</b> Unalaska	<b>ZIP CODE:</b> 99685
<b>ADDITIONAL STATION NUMBER</b>	<b>PHONE NUMBER:</b>
<b>STATION PHYSICAL ADDRESS:</b>	
<b>CITY:</b>	<b>ZIP CODE:</b>
<b>ADDITIONAL STATION NUMBER</b>	<b>PHONE NUMBER:</b>
<b>STATION PHYSICAL ADDRESS:</b>	
<b>CITY:</b>	<b>ZIP CODE:</b>
<b>ADDITIONAL STATION NUMBER</b>	<b>PHONE NUMBER:</b>
<b>STATION PHYSICAL ADDRESS:</b>	
<b>CITY:</b>	<b>ZIP CODE:</b>
<b>ADDITIONAL STATION NUMBER</b>	<b>PHONE NUMBER:</b>
<b>STATION PHYSICAL ADDRESS:</b>	
<b>CITY:</b>	<b>ZIP CODE:</b>

**Volunteers Paid by Month--2012-2017**





4" SLAB ON GRADE  
INSTALL HODS SIDING 600'  
2x4 STUDS 2'-0" O.C.  
CANTIES FILLED W/  
1/2" INSUL. 5' V.B.

GENERATOR

5x5x4" SLAB @ GRADE

5x5 CONG. SLAB

# 1 MAIN LEVEL FLOOR PLAN

scale: 1/8" = 1'-0"

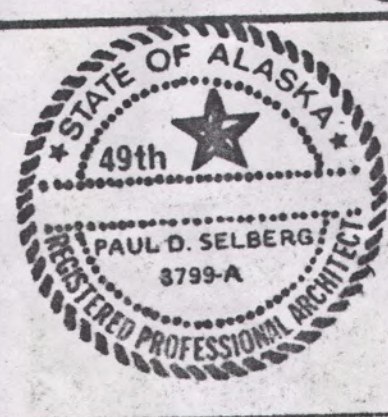
## LEGEND

- 8" CMU WALL W/ 2x6 FRAME WALL
- 8" CMU WALL  
NOTE: ALL CMU WALLS NORTH OF GRID 2  
SHALL BE FULLY (SOLID) GROUTED ABOVE GRADE.
- 2x6 FRAME WALL 1'-4" O.C.
- 2x4 FRAME WALL 1'-4" O.C.  
NOTE: ALL WALLS AROUND OFFICES, RESTROOMS, DRMS.  
TO BE FILLED W/ ACOUSTICAL INSULATION.
- DOUBLE 2x4 PLUMBING WALL
- STEEL COLUMNS
- STEEL GIRT WALL
- 2x4 STUDS 2'-0" STAGGED EA. SIDE  
OF 2x8 PLATES. FULL CAVITY W/ ACOUST. INSUL.
- WALL MOUNT 100 COSMIC FIRE EXTINGUISHER
- CABINET MOUNT 100 COSMIC FIRE EXTINGUISHER
- SEMI-RECESSED

### FIELD DATA

### DESIGN DATA

DESIGNED:  
CHECKED:  
DRAWN:  
QUANTITIES:  
JOB No:  
DATE:



DATE STAMPED:

# UNALASKA PUBLIC SAFETY BUILDING

## SVERDRUP CORPORATION

430 C STREET, SUITE 304  
ANCHORAGE, ALASKA 99501  
(907) 274-4541

**SELBERG ASSOCIATES INC.**  
ARCHITECT

**KBA MECHANICAL ENGINEERS**  
STRUCTURAL

## 2 UPPER LEVEL FLOOR PLAN

STAIRWAY HEADROOM CLEARANCE OF NOT LESS THAN 6 FEET 6 INCHES. CLEARANCE SHALL BE MEASURED VERTICALLY FROM A PLANE PARALLEL AND TANGENT TO THE STAIRWAY TREAD NOSING TO THE SOFFIT AT ALL POINTS

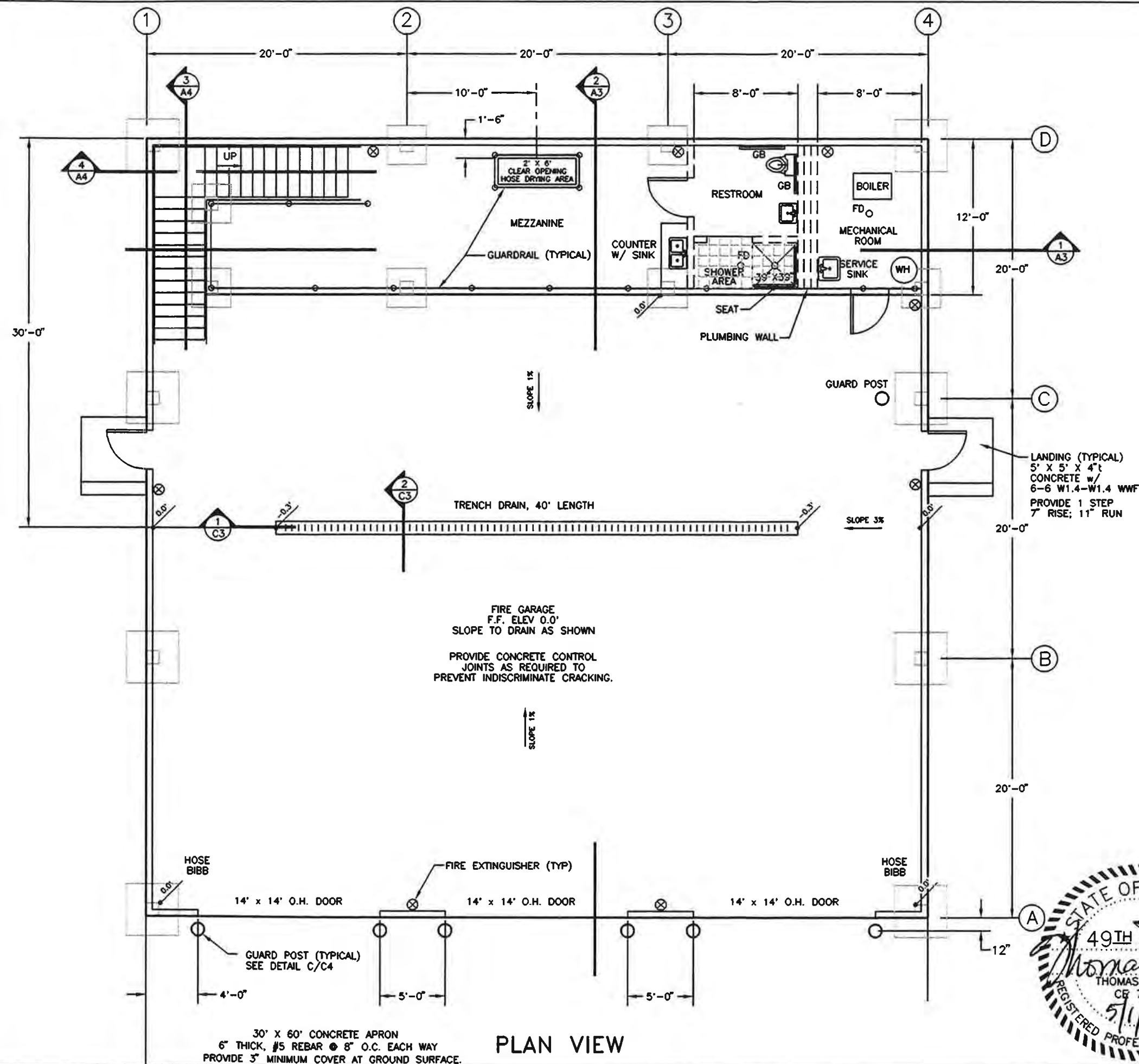
NOTE: CONTRACTOR SHALL VERIFY ALL DIM. BEFORE PROCEEDING WITH THE WORK. PROVIDE 1/2" RIGID INSULATION UND.

### Code Information:

CONSTRUCTION TYPE: V 1 HR - FULL  
OCCUPANCY TYPE: I-3/B-2  
SEISMIC ZONE: 4  
TOTAL SQUARE FOOT: 8,500 SQ. FT.  
1985 UNIFORM BUILDING CODE  
1985 UNIFORM PLUMBING CODE  
1985 UNIFORM FIRE CODE  
NATIONAL FIRE CODE (BY REFERENCE  
LATEST EDITIONS - NATIONAL FIRE P  
1985 UNIFORM MECHANICAL CODE  
1985 NATIONAL ELECTRIC CODE







## MATERIALS

**INTERIOR FRAMING:** MANUFACTURER'S STANDARD STEEL STUDS AND JOISTS, WITH STEEL RUNNERS (TRACKS), BLOCKING, LINTELS, CLIP ANGLES, SHOES, REINFORCEMENTS, FASTENERS, AND ACCESSORIES AS NEEDED TO PROVIDE A COMPLETE METAL FRAMING SYSTEM. ATTACH TO FLOOR W/ 1/2" ANCHOR BOLTS AT 4' ON CENTER.

**SIZE AND TYPE:** 4-INCH, 20-GAUGE, GALVANIZED, 24' O.C.

GYPSTUM WALLBOARD: WATER-RESISTANT, 5/8-INCH, TYPE X, CONFORMING TO ASTM C630. PROVIDE CORNER BEAD AND EDGE TRIM IN ACCORDANCE WITH ASTM C1047. SCREW ATTACH AS REQUIRED TO STEEL FRAMING MEMBERS. APPLY THREE COATS JOINT COMPOUND, TAPE, AND TEXTURE IN ACCORDANCE WITH STANDARD INDUSTRY PRACTICE PRIOR TO PAINTING

NOTE: BOILER ROOM TO HAVE 1-HOUR FIRE RESISTANT WALL.

**SHOWER AREA: WALLS AND FLOOR**  
CEMENT-COATED PORTLAND CEMENT PANELS, "WONDER-BOARD"  
OR EQUAL. TAPE AND JOINT COMPOUNDS SHALL BE AS RE-  
COMMENDED BY MANUFACTURER. FASTEN WITH ANTI-CORROSIVE  
STEEL FASTENERS. TILE FINISH.

TILE: GLAZED CERAMIC PAYER TILE, 8" X 8", 5/16" NOMINAL THICKNESS, PLAIN FACED WITH CUSHION EDGE. PROVIDE SETTING MATERIALS AS RECOMMENDED BY MANUFACTURER FOR APPLICATION. PROVIDE COLOR SAMPLES FOR OWNERS REVIEW AND SELECTION. RECESS AND SLOPE FLOOR AS REQUIRED FOR PROPER INSTALLATION.

WAINSCOT:  
3/4" ACX PLYWOOD, PAINTED PER REQUIREMENTS OF  
SPECIFICATION SECTION 09900, PAINTING.  
FASTEN WITH CORROSION RESISTANT METAL SCREWS.

COVE BASE:  
PROVIDE 5" RUBBER COVE BASE ON ALL EXPOSED WALLS

WINDOWS:  
QUANTITY AND SIZE: 3 EACH, 4' X 4'  
INCLUDE NEW FRAMED OPENINGS, FLASHING, AND TRIM.  
TYPE: THERMOPLANE, LOW E, VINYL CLAD, HORIZ. SLIDER, MILGARD OR EQUAL

DOORS:

OVERHEAD:

TYPE: SECTIONAL 20 Ga. GALV. METAL CLAD, POLYURETHANE INSULATED.  
16 Ga. END STILES, 5-PIN TUMBLER KEYED LOCK, SUP-UR SEAL  
JAMB WEATHERSTRIP, SAFETY BOTTOM FEATURE, THERMAL GLAZING,  
BAKED ON WHITE POLYESTER FINISH, 3-INCH COMMERCIAL TRACK.  
MANUFACTURER AND MODEL: OVERHEAD DOOR CORP. THERMACORE 595 SERIES OR EQUAL.  
QUANTITY AND SIZE: 3 EACH, 14' x 14'

ACTUATOR: AUTOMATIC ELECTRIC, 208 V, 3 PHASE 1/3 HP. SEE SHEET E4.  
PROVIDE 3 EA. INTERIOR WALL MOUNTED CONTROLS, THREE BUTTON OPERATOR STATION.  
PROVIDE 1 EA. EXT. MTD KEYED MOMENTARY CONTACT OPEN/CLOSE WITH STOP BUTTON.

EXTERIOR MANDOORS  
QUANTITY: 2 EACH  
SIZE: 3'-0" X 7'-0"  
TYPE: METAL CLAD INSULATED STEEL, SDI GRADE  
ANSI/SDI-100, GRADE III, EXTRA HEAVY DUTY, MODEL 4,  
16 GA. GALV. STEEL FACES PER SDI-112 W/ CLOSED  
TOP AND BOTTOM EDGES. INSULATION U-FACTOR  
0.41 BTU/(HR.-SQ. FT.-DEG) MINIMUM. PROVIDE FACTORY  
FRAME AND ACCESSORIES AND CERTIFICATION OF FIRE RATING.  
DOORS TO BE PROVIDED WITH 8'x10' +/- REINFORCED GLASS VIEWING WINDOWS

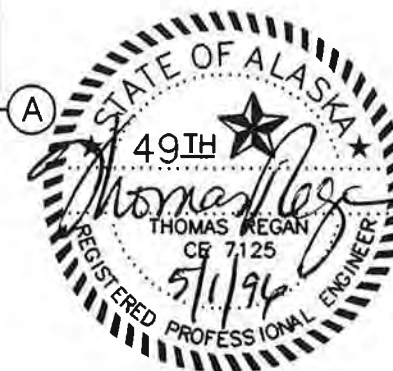
**HARDWARE:**  
 EXTERIOR DOORS - BUTTS, LOCKSET, DOOR STOP, EXIT DEVICE, KICKPLATE, CLOSER  
 RESTROOM DOOR - BUTTS, PRIVACY LOCKSET, DOOR STOP  
 MECHANICAL ROOM - BUTTS, LOCKSET, KICKPLATE, DOOR STOP

BUTTS- 5/4-1/2". S320 SATIN STAINLESS STEEL 1-1/2 PAIR PER DOOR.  
 LOCKSETS- INTERIOR: 'BEST', KEYPED TO MATCH.  
 EXTERIOR: SIMPLEX, UMCAN LP 1000, PUSH BUTTON COMBINATION LOCK, 'BEST' CORE.  
 KICKPLATE- 6" HIGH, BEVELED 4 EDGES, U5220 SATIN STAINLESS STEEL.  
 DOOR STOPS- STAINLESS STEEL MOUNTED, RUBBER FACED.  
 DOOR COILS- ANSI #56, 1/2" DIAMETER, STAINLESS STEEL V-FLUTE DESIGN 99. SURFACE RIM  
 CLOSERS- 1-1/2" PISTON DIAMETER, COLD WEATHER FLUID, SPRAYED ALUMINUM,  
 LCN CLOSER COMPANY OR EQUAL. ADJUST TO OPEN WITH MAXIMUM 8.5 LBS  
 PRESSURE AND TO CLOSE IN MINIMUM 3 SECONDS.

HARDWARE FOR FIRE-RATED OPENINGS SHALL BE IN COMPLIANCE WITH APPLICABLE CODES.

INTERIOR DOORS:  
TYPE: SOLID CORE, OAK WOOD VENEER FACE, 18-GA. METAL FRAMED.  
PROVIDE 1-HR. FIRE RATED DOOR FOR BOILER ROOM.

**FIRE EXTINGUISHERS:**  
QUANTITY: 10 EACH, LOCATE AS SHOWN AND AS DIRECTED.  
TYPE: UL LISTED, MULTI-PURPOSE DRY CHEMICAL TYPE, UL RATED 2-A-10-B-C,  
10 LB NOMINAL CAPACITY IN ENAMELED STEEL CONTAINERS,  
PROVIDE MOUNTING BRACKETS TO PREVENT ACCIDENTAL DISLOOING, PLATED FINISH



NO.	REVISION	DATE	BY	DATE	BY	ISSUED FOR	DATE	BY
<h1 style="text-align: center;">City Of Unalaska</h1>								
SCALE: 1/8" = 1'-0"		DATE: 09/94		DWSL NO. 1 OF 4		REV.		
DRAWN: TR				A1				
CHECKED:								
APPROVED:								
<h2 style="margin: 0;">AMAKNAK ISLAND FIRE GARAGE</h2> <h2 style="margin: 0;">ARCHITECTURAL</h2>								
FIRE-A1.DWG								

IRE-A1.DWG

Week	Date	Time	Title	Instructor	Quarter	Fire Operations	EMS	Driver/Operator	Hazardous Materials	Technical Rescue	Officer Development	Other Mandated	Non-Training Event
1	1/7/2016				1								
2	1/14/2016				1								
3	1/21/2016				1								
4	1/28/2016				1								
5	2/4/2016				1								
6	2/11/2016				1								
7	2/18/2016				1								
8	2/25/2016				1								
9	3/3/2016				1								
10	3/10/2016				1								
11	3/17/2016				1								
12	3/24/2016	1900	Driver/ Operator	Hanson	1			2					
13	3/31/2016	1900	Cancelled	Shasteen	1								
1	4/7/2016	1900	Firefighter survival	Palmer	2	2							
2	4/14/2016	1900	Firefighter survival	Palmer	2	2							
3	4/21/2016	1900	EMS		2		2						
4	4/28/2016	1900	EMS		2		2						
5	5/5/2016	1900	Vehicle Extrication	Palmer	2	2							
6	5/12/2016	1900	Ventilation	Palmer	2	2							
7	5/19/2016	1900	EMS		2		2						
8	5/26/2016	1900	EMS		2		2						
9	6/2/2016	1900	Hazmat	Juan	2				2				
10	6/9/2016	1900	Fit Testing/ PPE	Palmer/Hanson	2							2	
11	6/16/2016	1900	Driver/ Operator	Hanson	2			2					
12	6/23/2016	1900	Driver/ Operator	Hanson	2			2					
13	6/30/2016	1900	Hose testing and reloading		2							2	
1	7/7/2016	1900	Rope Rescue	Temple	3					2			
2	7/14/2016	1900	Rope Rescue	Temple	3					2			
3	7/21/2016	1900	EMS		3		2						
4	7/28/2016	1900	EMS		3		2						
5	8/4/2016	1900	R.I.T.	Palmer	3	2							
6	8/11/2016	1900	Hose Drill/ R.I.T.	Palmer	3	2							
7	8/18/2016	1900	EMS		3		2						
8	8/25/2016	1900	EMS		3		2						
9	9/1/2016	1900	Water Rescue	Palmer	3	2							
10	9/8/2016	1900		Palmer	3	2							
11	9/15/2016	1900	Driver/ Operator		3			2					
12	9/22/2016	1900	Driver/ Operator		3			2					
13	9/29/2016	1900	Other Mandated Training		3							2	
1	10/6/2016	1900	Forcable Entry	Palmer	4	2							
2	10/13/2016	1900	Ship Board Firefighting	Palmer	4	2							
3	10/20/2016	1900	EMS		4		2						
4	10/27/2016	1900	EMS		4		2						
5	11/3/2016	1900		Palmer	4	2							
6	11/10/2016	1900		Palmer	4	2							
7	11/17/2016	1900	EMS		4		2						
8	11/24/2016	1900	EMS		4		2						
9	12/1/2016	1900	Hazmat		4				2				
10	12/8/2016	1900	Other Mandated Training		4							2	
11	12/15/2016	1900	Driver/ Operator		4			2					
12	12/22/2016	1900	Driver/ Operator		4			2					
13	12/29/2016	1900	Other Mandated Training		4							2	
14	4/2/2016	900	Alaska Shield EMS		Extra		4						
15	4/7/2016	1800	Officer Development		Extra						1		
16	5/5/2016	1800	Officer Development		Extra						1		
17	6/2/2016	1800	Officer Development		Extra						1		
18	7/7/2016	1800	Officer Development		Extra						1		
19	8/4/2016	1800	Officer Development		Extra						1		
20	9/1/2016	1800	Officer Development		Extra						1		
21	10/6/2016	1800	Officer Development		Extra						1		
22	11/3/2016	1800	Officer Development		Extra						1		
23	12/1/2016	1800	Officer Development		Extra						1		
24					Extra								
25					Extra								
26					Extra								
27					Extra								
28					Extra								
29					Extra								
30					Extra								
31					Extra								
32					Extra								
33					Extra								
34					Extra								
35					Extra								
36					Extra								
37					Extra								
38					Extra								
39					Extra								
40					Extra								
						Training Hours by Category							
						Fire Operations	EMS	Driver/Operator	Hazardous Materials	Technical Rescue	Officer Development	Other Mandated	Non-Training Event
					Totals	24	28	14	4	4	9	10	0
					Required	32	24	16	4	8	8	12	
					Needed	8	-4	2	0	4	-1	2	



	Dept. of Public Safety
	<b>Policy</b>
	Subject: Table of Contents Section: 01 Department of Public Safety Sub-section: 0100 Organization and Administration Number: 01.0101  Date initiated: 2/10/2010 Date revised: 02/10/2017

**SUBJECT:** Table of Contents

**PURPOSE:** The purpose of this policy is to define the numbering system for UDPS policies and guidelines

**SCOPE:** This policy applies to all members of the Department of Public Safety

**DEFINITIONS:**

**APPLICABLE CODES AND STANDARDS:**

**ATTACHMENTS:** [Click here to enter text.](#)

The Department of Public Safety Policies and SOG's are divided into five (5) numbered sections. Within each section there are eleven (11) subsections. Each subsection may contain policies and/or SOG's; within each subsection policies will be numbered X01-X20 and SOG's will be numbered X21-X99.

## **Section 01 - Department of Public Safety (DPS)**

### **0100 – Organization and Administration**

[0100 - Introduction](#)

[0101 – Table of Contents – Policies/SOGs](#)

[0102 – Internal Communications \(10.9\)](#)

[0103 – Notifications \(10.41\)](#)

[0115 – Vehicle Use and Maintenance](#)

### **0200 – Training**

### **0300 – Equipment and Technology**

[0321 – Cell Phone Use](#)

### **0400 – Records Management**

[0401 – Official Department Documents – Dissemination \(10.7\)](#)

**0500 – Safety**

[0501 – Filing Workers' Compensation Claims \(10.36\)](#)

**0600 – Personnel**

[0601 – Professional Conduct and Responsibilities \(10.1\)](#)

[0602 – General Conduct – On Duty \(10.2\)\\*](#)

[0604 – Recognition and Awards \(10.6\)](#)

[0605 – Personal Leave Requests \(10.45\)](#)

[0606 – Use of Alcoholic Beverages \(10.42\)](#)

[0607 – Off Duty or Secondary Employment \(10.35\)\\*](#)

[0608 – Employee Speech \(10.34\)](#)

[0609 – Contact by Private Counsel \(10.37\)](#)

[0610 – Change of Residence/Phone Numbers](#)

**0700 – Facility**

**0800 – General Operations**

[0801 – Tsunami Evacuation \(10.43\)](#)

[0802 – Official Radio Codes \(10.3\)](#)

[0803 – Protective Custody Alcohol/Drug \(10.11\)](#)

[0804 – Protective Custody – Mental Health \(10.33\)](#)

**0900 – Special**

**1000 – Investigations**

[1001 – Misconduct Investigations \(Internal\) \(10.8\)](#)

**1100 – Prevention & Public Information/Education**

[1101 – Social Media Use - Personal and Professional](#)

[1102 – Prescription Drug Drop Box \(10.88\)](#)

**Section 02 - Communications Division (COM)**

**0100 – Organization and Administration**

[0121 – Work Hours and Scheduling](#)

**0200 – Training**

**0300 – Equipment and Technology**

**0400 – Records Management**

**0500 – Safety**

**0600 – Personnel**

[0621 - Communications Applicant Selection](#)

**0700 – Facility**

**0800 – General Operations**

**0900 – Emergency Medical Services**

**1000 – Investigations**

**1100 – Prevention & Public Information/Education**

**Section 03 - Corrections Division (COR)**

**0100 – Organization and Administration**

0101 – Purchasing (DRAFT)

**0200 – Training**

**0300 – Equipment and Technology**

**0400 – Records Management**

0401 – Monthly Report (DRAFT)

- 0402 – Time accounting (DRAFT)
- 0500 – Safety**
  - 0501 – Escorting Inmates (DRAFT)
- 0600 – Personnel**
  - [0621 – Corrections Applicant Selection](#)
  - 0602 – Promotional Process (DRAFT)
- 0700 – Facility & Security**
  - 0701 – Cell assignments (DRAFT)
- 0800 – Operations**
  - 0801 – General patrol (DRAFT)
  - 0802 – Scheduling jail time (DRAFT)
  - 0803 – Prisoner monitoring (DRAFT)
  - [0825 – Visitation and Phone Calls for Prisoners](#)
- 0900 – Inmate Processing**
  - 0901 – Juveniles (DRAFT)
  - [0902 – Bail for Intoxicated Persons](#)
  - [0921 – Arraignment Process](#)
  - [0922 – Bail](#)
  - [0923 – Booking process](#)
  - [0924 – Inmate property](#)
  - [0925 – Inmate Release](#)
  - [0926 – Federal Inmate Hold](#)
  - [0927 – DNA Collection](#)
  - [0928 – Fingerprints](#)
- 1000 – Medical Services**
- 1100 – Prevention & Public Information/Education**

#### **Section 04 - Division of Fire & EMS (FEMS)**

- 0001 - Introduction
- 0100 – Organization and Administration**
  - [0101 - Organizational Statement \(10.101\)](#)
  - [0121 - Use of Tobacco Products](#)
  - [0122 - Harassment & Discrimination](#)
  - 0123 - Information Releases
  - [0124 - Photography & Electronic Imaging](#)
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  - [0201 - Training Program Administration \(10.127\)](#)
  - [0221 - Annual Training Plan](#)
  - 0222 - Live Fire Training
  - 0223 - Instructor Assignment
- 0300 – Equipment and Technology**
  - 0321 - Personal Protective Equipment
  - 0322 - Issued Equipment
  - 0323 - Vehicle Maintenance
- 0400 – Records Management**
  - 0421 - Individual and Department Training Records
- 0500 – Safety**
  - 0501 - Respiratory Protection Program
  - 0521 - Bloodborne Pathogen Exposure Control

0522 - Accident and Exposure Reporting

**0600 – Personnel**

[0601 – Membership Requirements \(10.125\)](#)

[0602 - Member Compensation \(10.126\)](#)

[0621 – Volunteer Application Process](#)

0622 – Medical Evaluation of Applicants

0623 – Medical Evaluation of Members

0624 - Physical Fitness Requirements

0625 - Member Conduct & Discipline

0626 - Alcohol/Controlled Substances

0627 - Uniforms & Personal Grooming

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**0800 – General Operations**

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0802 - Vehicle Operations & Response

0803 - Vehicle Parking on Roadways

0820 - Standing Orders for Response

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0823 - Alarm Types

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0829 - Personnel Accountability

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0831 - KNOX Box Procedures

0832 - Thermal Imaging Camera

0833 - Aircraft Response

0834 - Rapid Intervention Team

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**0900 – Emergency Medical Services**

[0901 – Ambulance Billing and Collection \(10.12\)](#)

[0921 – Narcotic Inventory and Control](#)

**1000 – Investigations**

**1100 – Prevention & Public Information/Education**

**A - Appendix A (Attachments)**

A101.1 - Job Descriptions

A201.1 - Training Requirements by Position

A921.1 - UFEMS Semi-Annual Narcotic Medication Inspection Form

A921.2 - UFEM Narcotic Control Log

**Section 05 - Police Division (PD)**

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**0200 – Training**

- [0201 – Field Training and Evaluation \( 10.81\)](#)
  - 0221 – Department Training\*
- 0300 – Equipment and Technology**
  - [0323 – Police Duty Equipment](#)
- 0400 – Records Management**
  - [0422 – Case Reports](#)
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  - [0425 – Report Submissions Timelines](#)
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- 1000 – Investigations**
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  - [1030 – Conducted Electrical Weapons](#)
  - [1031 – Search Warrant Execution](#)
- 1100 – Prevention & Public Information/Education**

**Public Protection Classification  
(PPC™)  
Summary Report**

**UNALASKA FPSA**

**ALASKA**

**Prepared by**

**Insurance Services Office, Inc.  
1000 Bishops Gate Blvd., Ste. 300  
P.O. Box 5404  
Mt. Laurel, New Jersey 08054-5404  
1-800-444-4554**

**Report Created October 2017  
Effective February 1, 2018**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## **Data Collection and Analysis**

ISO has evaluated and classified over 46,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points



There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRs creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRs fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRs creditable water supply.
- Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

**What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

**Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

**New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

**What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

**What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

**What does the fire chief have to do?**

Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

**What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of PPC Grades

The 2017 published countrywide distribution of communities by the PPC grade is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for UNALASKA FPSA. The resulting community classification is **Class 04/4X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

<b>FSRS Feature</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	0.30	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.50	3
<b>440. Credit for Emergency Communications</b>	<b>5.80</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.00	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.60	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	6.04	10
571. Credit for Company Personnel	3.17	15
581. Credit for Training	1.92	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>25.73</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.70	30
621. Credit for Hydrants	2.99	3
631. Credit for Inspection and Flow Testing	5.60	7
<b>640. Credit for Water Supply</b>	<b>37.29</b>	<b>40</b>
<b>Divergence</b>	<b>-8.35</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.42</b>	<b>5.50</b>
<b>Total Credit</b>	<b>63.89</b>	<b>105.50</b>

## **Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>0.30</b>	3
422. Credit for Telecommunicators	<b>4.00</b>	4
432. Credit for Dispatch Circuits	<b>1.50</b>	3
<b>Item 440. Credit for Emergency Communications:</b>	<b>5.80</b>	<b>10</b>

### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.



<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b> For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	<b>10.00</b>	<b>20</b>
<b>1. E9-1-1 Wireless</b> Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	<b>0.00</b>	<b>25</b>
<b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b> Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	<b>0.00</b>	<b>25</b>
<b>3. Computer Aided Dispatch</b> Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	<b>0.00</b>	<b>15</b>
<b>4. Geographic Information System (GIS/AVL)</b> The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.  The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	<b>0.00</b>	<b>15</b>
<b>Review of Emergency Reporting total:</b>	<b>10.00</b>	<b>100</b>

#### **Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A1. Alarm Receipt (AR)</b> Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	<b>20.00</b>	<b>20</b>
<b>A2. Alarm Processing (AP)</b> Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	<b>20.00</b>	<b>20</b>
<b>B. Emergency Dispatch Protocols (EDP)</b> Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	<b>20.00</b>	<b>20</b>
<b>C. Telecommunicator Training and Certification (TTC)</b> Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	<b>20.00</b>	<b>20</b>
<b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b> Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	<b>20.00</b>	<b>20</b>
<b>Review of Telecommunicators total:</b>	<b>100.00</b>	<b>100</b>



### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

**Item 432 "Credit for Dispatch Circuits (CDC)" = 1.50 points**

### **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	<b>6.00</b>	6
523. Credit for Reserve Pumpers	<b>0.00</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>3.60</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	0.5
561. Credit for Deployment Analysis	<b>6.04</b>	10
571. Credit for Company Personnel	<b>3.17</b>	15
581. Credit for Training	<b>1.92</b>	9
730. Credit for Operational Considerations	<b>2.00</b>	2
<b>Item 590. Credit for Fire Department:</b>	<b>25.73</b>	<b>50</b>

### **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 2500 gpm.

### **Item 513 - Credit for Engine Companies (6 points)**

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **2 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **2 engine companies** to support a Basic Fire Flow of 2500 gpm.
- c) **2 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRs recognize that there are **2 engine companies** in service.

The FSRs also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRs provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 6.00 points**

**Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 "Credit for Reserve Pumpers (CRP)" = 0.00 points**

**Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 2500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points**

**Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRs equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRs recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRs recognizes that there are **0 service companies** in service.

**Item 549 "Credit for Ladder Service (CLS)" = 3.60 points**

**Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points**

**Item 561 – Deployment Analysis (10 points)**

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 “Credit Deployment Analysis (DA)” = 6.04 points**



### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **0.90 on-duty personnel** and an average of **8.70 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 3.17 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A. Facilities, and Use</b> For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	<b>0.00</b>	<b>35</b>
<b>B. Company Training</b> For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	<b>7.25</b>	<b>25</b>
<b>C. Classes for Officers</b> For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	<b>4.00</b>	<b>12</b>
<b>D. New Driver and Operator Training</b> For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	<b>2.50</b>	<b>5</b>
<b>E. Existing Driver and Operator Training</b> For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	<b>2.33</b>	<b>5</b>
<b>F. Training on Hazardous Materials</b> For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	<b>0.28</b>	<b>1</b>
<b>G. Recruit Training</b> For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	<b>5.00</b>	<b>5</b>
<b>H. Pre-Fire Planning Inspections</b> For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	<b>0.00</b>	<b>12</b>

**Item 580 “Credit for Training (CT)” = 1.92 points**

**Item 730 – Operational Considerations (2 points)**

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	<b>50</b>	<b>50</b>
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	<b>50</b>	<b>50</b>
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

**Item 730 "Credit for Operational Considerations (COC)" = 2.00 points**

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	<b>28.70</b>	<b>30</b>
621. Credit for Hydrants	<b>2.99</b>	<b>3</b>
631. Credit for Inspection and Flow Testing	<b>5.60</b>	<b>7</b>
<b>Item 640. Credit for Water Supply:</b>	<b>37.29</b>	<b>40</b>



### **Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

**Item 616 “Credit for Supply System (CSS)” = 28.70 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 195 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	193
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	2
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.99 points

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 3.20 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 2.40 points**

**Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 5.60 points**

**Divergence = -8.35**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

#### **Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>1.34</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>1.10</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>0.98</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>3.42</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	10.00	10
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	1.30	8
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	0.00	6
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	13.10	16
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	24.40	40

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	5.00	10
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	15.00	30
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	20.00	40

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	8.00	8
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	3.75	6
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
<b>Review of Fire Investigation Programs (CIP) subtotal:</b>	17.75	20

**Summary of PPC Review****for****UNALASKA FPSA**

<b>FSRS Item</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	0.30	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.50	3
<b>440. Credit for Emergency Communications</b>	<b>5.80</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.60	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.04	10
571. Credit for Company Personnel	3.17	15
581. Credit for Training	1.92	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>25.73</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	28.70	30
621. Credit for Hydrants	2.99	3
631. Credit for Inspection and Flow Testing	5.60	7
<b>640. Credit for Water Supply</b>	<b>37.29</b>	<b>40</b>
<b>Divergence</b>	<b>-8.35</b>	<b>---</b>
<b>1050. Community Risk Reduction</b>	<b>3.42</b>	<b>5.50</b>
<b>Total Credit</b>	<b>63.89</b>	<b>105.5</b>

**Final Community Classification = 04/4X**

## INSURANCE SERVICES OFFICE, INC.

Date: Sep 7, 2017

[illegible]

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.





1000 Bishops Gate Blvd. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

October 23, 2017

Mr. DAVID MARTINSON, City Manager  
UNALASKA FPSA  
P.O. BOX 610  
UNALASKA, Alaska, 99685

RE: Unalaska Fpsa, Aleutians West County, Alaska  
Public Protection Classification: 04/4X  
Effective Date: February 01, 2018

Dear Mr. DAVID MARTINSON,

We wish to thank you and Ms. JENNIFER SHOCKLEY for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert

Manager -National Processing Center

cc: Mr. DAN WINTERS, Utility Director, UNALASKA WATER  
Ms. JENNIFER SHOCKLEY, Deputy Chief, Unalaska Fire Department  
Mr. MICHAEL HOLMAN , Police Chief, Unalaska Dept of Public Safety Dispatch Center



# RUSSELL CONSULTING, LLC

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TELEPHONE: 907-398-2770 • FACSIMILE: 888-398-2658

E-MAIL: [greg@russell-consulting.org](mailto:greg@russell-consulting.org)

October 11, 2017

City Manager  
City of Unalaska  
PO Box 610  
Unalaska, AK 99685

Mike Holman, Director of Public Safety  
Unalaska Department of Public Safety  
29 Safety Way  
Unalaska, AK 99685

Re: Unalaska Department of Public Safety Assessment, March 2017

## **EXECUTIVE SUMMARY:**

The Unalaska Department of Public Safety desired to have a management audit / assessment of its public safety department and asked that Russell Consulting, LLC to perform it. By specific direction of the Unalaska City Manager and the Director of Public Safety, the scope of the audit included the daily routine operations of the Unalaska Department of Public Safety, along with any personnel and performance considerations that may be identified.

Russell Consulting, LLC observed the daily operations of the Unalaska Department of Public Safety (February 27 – March 3, 2017); reviewed its existing Policy & Procedures Manual; audited its property and evidence room; observed its dispatch/call center operations; observed its fire and EMS capabilities and operation; observed its contract jail facility and operation; examined its records management system; interviewed departmental personnel (including the Director of Public Safety); inspected the existing public safety building (including jail, fire, EMS, corrections, DMV, and animal control); inspected public safety vehicles currently in service; and gathered data. Time was also spent talking with allied agencies, departments, services, elected officials, and random members of the community.

Included in the report will be a suggested hierarchy of actions to improve the efficiency

of the Unalaska Department of Public Safety, intended to reduce the risk of liability exposures, improve the professionalism of the department, and subsequently increase the public support for this public safety organization.

## INTRODUCTION:

Efficient and effective public safety departments do not just happen. They need a great deal of planning and professional management. Competent public safety administrators must possess the management “know how” to build strong departments to ensure the uninterrupted delivery and continuous improvement of police/public safety services to the communities they serve. They draw on a wealth of skills to get that job done. The job includes:

**Administration of personnel**—providing direction and leadership to department personnel.

**Management of public funds**—ensuring the cost-effectiveness of programs, balancing budgets, and securing the financial health of the agency.

**Implementation of programs and policies**—working with elected officials and community leaders to achieve common goals and objectives for the community.

**Coordination of service delivery**—anticipating future needs, organizing work operations, and establishing timetables to meet community needs.

Above all else, today's professional public safety administrator brings to the communities they serve a commitment to maintaining the public trust and confidence in the local public safety department, achieving equity and social justice, affirming human dignity, and improving the quality of life for all residents and visitors. To accomplish this, the administrator must:

- Work with elected officials as they develop policies. The administrator will often be called upon to discuss problems and recommendations, propose new plans, or discuss issues that affect the community and its residents.
- Ensure that laws and policies approved by elected officials are equitably enforced throughout the city.
- Seek feedback from residents and members of the business community to address and solve problems.

- Prepare the annual budget, submit it to elected officials for approval, and implement it once approved.
- Supervise administrative personnel, other employees, and all volunteers associated with the department.
- As directed by City Hall, solicit bids from contractors and select or recommend the appropriate individual(s) or organization(s) to perform the work.
- Investigate citizen complaints and problems concerning the department of public safety and recommend changes to elected officials.
- Manage the day-to-day operations of the department.

**NARRATIVE:**

The Unalaska Department of Public Safety serves the City of Unalaska and has approximately 212.3 square miles within its jurisdiction. In 2014 the state census indicated a population base of 4,516 residents. There is a seasonal population increase of approximately 6-8 thousand residents during busy commercial fishing seasons. The City of Unalaska is the 12<sup>th</sup> largest incorporated city in the Alaska, located approximately 800 miles southwest of Anchorage. Unalaska is an island that is accessible by a 2-hour plane ride or a boat trip that can last several days depending upon weather. The community is connected by 40 miles of roads linking the port, harbors and private docks with local businesses and residential community. The City is located on the coast of Unalaska and Amaknak islands and is home to one of the most prosperous stretches of coastline in Alaska.

For the last 30+ years, Unalaska's economy has been based primarily on commercial fishing, seafood processing, fleet services and marine transportation. Annually, more than 1.7 billion pounds of frozen seafood is shipped to domestic and export markets in North America, Europe, and Asia, making the Port of Dutch Harbor first in the nation in the quantity of catch landed and first or second in the nation in value of the catch for more than 20 years.

The remoteness of Unalaska requires that the agency be self-sufficient, as any assistance from other agencies is many hours, and sometimes even days away. Officers are regularly asked to investigate incidents on behalf of other agencies, whose personnel are located hundreds of miles away. With the large transient population, officers often encounter criminal behavior that is more often associated with larger, more urban areas. The remote location and the need for

unskilled, manual labor create an impression that a person can leave their past behind and reinvent themselves in Unalaska. This frequently attracts people who want to hide from law enforcement, and the organization frequently interacts with illegal aliens, individuals with outstanding arrest warrants, and people “flagged” by law enforcement for various reasons.<sup>1</sup>

### **ASSESSMENT PROCESS:**

The requested assessment process included on-site inspections; document, records, and policy review; comparisons to state and national standards as well as best practices for this type of agency; interviews with personnel, support staff and volunteers, elected officials, members of the public, and support or allied agencies; personal observations; and community and agency surveys.

### **JAIL FACILITY:**

The Unalaska Jail is operated by the Unalaska Police Department and is one of fifteen (15) contract jail facilities in the state. It was last inspected on October 6, 2016 by Brann Wade, DOC Contract Jail Administrator. The audit tool consisted of twelve chapters and identified two policy compliance issues that needed attention. At the time of this onsite audit those compliance issues had been corrected.

The Unalaska Jail was clean, well lit, and unoccupied by persons in custody. It is an adult prisoner facility. Prisoner rules were posted in the common area and hallway outside the holding cells. Prisoners had access to phones and showers, and each holding cell, hallway, entrance, and area was monitored by CCTV. Each holding cell had adequate lighting, ventilation, bunk, and toilet, all compliant with suicide prevention guidelines. Smoke and CO detectors were present and operational. Prisoners were classified (special needs, medical, suicide watch, and violent) during the booking process. Suicide blankets and clothing were available as needed.

The kitchen was adjacent to the corrections officers’ work area. It was clean and orderly. Prisoner meals were stored as appropriate. Frozen meals were kept in the freezer. Dried foods (cup-a-soup) were kept in cabinets. A refrigerator was designated for prisoner meal preparation and for keeping meals cold. Prisoner meals were kept separate from Unalaska Department of

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<sup>1</sup> Community Data from 2013 ALEAAC application

Public Safety personnel foods. Weekly menus (including special or unique dietary considerations) were posted and available for jail personnel preparation and service.

The corrections officers' work area was clean, free from excessive clutter, and provided an observation ability of both direct line of sight and CCTV monitoring. Dispatch communications personnel also had the ability for direct line of sight observations into the booking room. Officer and prisoner safety, as well as building security, is enhanced by building design and existing security measures. Policy manuals, schedules, and postings normally associated with municipal corrections operations were immediately available to jail personnel. On-duty personnel were familiar with day-to-day operations of the jail and their role in jail security and prisoner safety.

Prisoners were brought into the jail via a locked door monitored by CCTV. The booking room also facilitated DUI processing. This room is monitored by CCTV in the correction officers' work area.

The jail has an operations policy and procedures manual. It is being reviewed and updated as part of Unalaska Department of Public Safety' ongoing policy manual review. Corrections personnel have access to a hard copy in their office and an online version on the department's server. A preliminary review of the jail's policy manual identified it as relatively current and compliant with state statutes and existing best practices. Suggestions for adoption of specific PREA (Prison Rape Elimination Act) requirements were discussed and subsequently immediately implemented by Director Holman. Policies related to PREA were already in place; however, were not identified as such. This was corrected.

Municipal Corrections Officers (MCO) attend the state MCO academy and receive regular training on control and de-escalation tactics, use of restraint, and use of force. Training records are kept and were made available for review.

**DISPATCH:**

Visitors to the Unalaska Department of Public Safety enter the foyer from the front of the building and generally interact initially with the on-duty dispatcher. Public notices and a large metal, bright green drop-off box for outdated or unused prescriptions is just inside the main door to the building.

A positive first impression is likely to be made due to the foyer's cleanliness, adequate lighting, overall orderliness, and welcoming décor. Building security is controlled by doors with electronic locks, security cameras, and a large window similar to those in banks. This shared foyer provides public access to DMV. A small table with two bench seats facilitates those guests requiring seating or small work area.

Dispatch services are provided 24 hours a day, 365 days a year. Dispatchers are trained in the handling of routine and emergency calls for service and considered to be on the front line of public perception. They multi-task with the general public and public safety personnel with the reception and dissemination of information via phone, radio, computer, written directive, and verbal instruction. Unalaska Department of Public Safety dispatchers are vetted to insure compliance with APSIN<sup>2</sup> access protocols and guidelines. Their policy and procedures manual is in the process of update and review. They are trained in Emergency Medical Dispatch protocols and are able to provide meaningful information to callers prior to the arrival of emergency medical personnel.

## **POLICE:**

The Unalaska Department of Public Safety consists of a Director of Public Safety who holds the rank of Chief of Police and who directly supervises the Fire Chief (vacant at the time of onsite visit), Deputy Chief of Police, an Office Manager, and Animal Control. The Office Manager supervises DMV. The Deputy Police Chief supervises three (3) sergeants who supervise nine (9) police officers (2 vacancies). The Fire Chief supervises a Sr. Fire Captain who supervises two (3) Fire Captains (all paid personnel). The Fire Chief and Deputy Police Chief are of equal rank within the organization and could conceivably function as Acting Director of Public Safety in the absence of the Director.

All police personnel fully cooperated with the on-site assessment and participated with interviews and anonymous online surveys. All of the police officers spoke with candor and expressed personal and professional satisfaction with their employment, equipment, training opportunities, and general working conditions. Each officer expressed general support for police administration and supervision. Each officer was aware of ongoing discussions pertaining to the restructuring the department by removing the Fire Department from it. None thought such

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<sup>2</sup> Alaska Public Safety Information Network (APSIN)

restructuring was a good idea but admitted they did not know all of the concerns or issues.

The police department is continually recruiting to fill vacancies and/or approved positions, utilizing technology and multimedia effectively. Hiring and retention of police personnel is in accordance with state statute and Alaska Police Standards Council criteria. Though the community has many desirable amenities and services, it is considered remote and competes with larger, more easily accessible communities when it comes to recruitment and retention of the work force. The challenge of recruiting, hiring, and retaining qualified and motivated personnel is not unique to Unalaska or this administration. The challenge has been around for a very long time, and will be around for the foreseeable future.

The department encourages professional development and training, enhancing the agency's ability to deliver services to citizens and guests of the city. A positive esprit de corps was evident within the police department, suggesting healthy interaction and support within the rank and file. This observation was supported by the employee survey results, too.

The police department seems to be meeting the general expectations of the community it serves. Survey results indicate that despite a general sense that criminal activity is on the rise, community members feels safer here than elsewhere in the state.

#### **DMV:**

The local DMV office is accessed via the lobby foyer of the Unalaska Department of Public Safety building. Regular office hours facilitate delivery of traditional DMV services, including road tests on Friday when needed. The current employee has been with DMV "for a long time" and a second person was recently trained. State required documents and records are filed electronically with the state. Local records are hard copied and filed. The office is orderly and efficient in appearance and makes a positive and professional first impression. The helpful and knowledgeable staff person is friendly and approachable, unlikely to generate citizen complaints.

#### **ANIMAL CONTROL:**

Animal Control is accessed via the rear of the Unalaska Department of Public Safety building; however, no signage identifies the main door to its office. The door to the shelter is kept locked and is not open to the public without escort. Indoor animal kennels were clean and



unoccupied at the time of this visit. A deep sink, retractable hose, and cleaning supplies and instruments were readily accessible for regular cleaning of the shelter. The shelter was well lit and ventilated. Animal Control Fees for animal impounds, kennel fees, licensing, and pet release are posted. Adoption of stray or impounded animals is a preference, including the off-island adoption of animals; however, when required, animal euthanasia is performed by specially trained and certified Unalaska Department of Public Safety personnel. Animal euthanasia training and certification records were provided and found to be current.

**FIRE / EMS:**

Staff and volunteer access to the Fire Department is primarily through a side door of the building. Building security is maintained by means of an access card issued to staff. Paid staff has their offices on the second floor adjacent to a large conference room which functions as the primary incident control room during a crisis or disaster (Emergency Operations Center). Two paid staff work regular day shift hours (0800 – 1600) and share duties as battalion captains, alternating on-call responsibilities each week. The Fire Chief and Sr. Fire Captain positions were vacant at the time of the onsite visit; however, the Unalaska Department of Public Safety was actively recruiting to fill these vacancies.

There was little to no administrative supervision of paid staff or volunteers observed or described during this visit, and both paid staff denied meaningful contact with agency administration. Neither of the paid staff was knowledgeable of Unalaska Department of Public Safety fire department policies or procedures and performed work and equipment checks according to their understanding of industry standards.

A tour of the fire department (including the substation near the airport) was conducted by fire staff. Unalaska Department of Public Safety fire department is capable of delivering fire response, EMS response, and rescue response (including water rescue and search and rescue). All equipment was well maintained and in a perpetual state of readiness. Daily inspections of the equipment insure apparatus operation and preparation. The majority of emergency calls for service to the fire department are medical; hence the ambulance receives the most hours of operation. An exercise area with free weights and cardio equipment is available for Unalaska Department of Public Safety paid staff and volunteer firefighters. The paid staff is very knowledgeable in the operation of their assigned equipment and appropriately proud of their area

of responsibility.

Several areas of recommended improvement include:

- Building, equipment, inventory control – portable radios, access keys, etc. previously issued are unaccounted for and should be retrieved
- Locate and review fire and EMS policy and procedures manual
- Establish and follow standards for volunteer selection and utilization
- Provide command / staffing support by assigning Deputy Chief Shockley to temporarily oversee Fire / EMS until arrival of new Fire Chief, to make preparation for his/her arrival, and adhere to specified checklist of things that need to be accomplished in the interim. This suggestion was immediately implemented by Director Holman.

#### **POLICE / FIRE / EMS / DMV / DISPATCH / CORRECTIONS / PROPERTY & EVIDENCE / ANIMAL CONTROL POLICY AND PROCEDURES MANUAL:**

Typically, police agencies have volumes of policies covering every conceivable task. Exposure to liability is generally limited to a few recurring tasks in law enforcement. Proactive risk management in law enforcement includes addressing several universally recognized and accepted police functions. Those areas include: use of force; pursuit and emergency operation of vehicles; search and seizure (arrest); care, custody, restraints, and transportation of prisoners; domestic violence (including agency employee involved DV); property and evidence; off-duty conduct; sexual harassment or external sexual misconduct by officers; selection and hiring; complaints and internal affairs investigations; special operations; and dealing with mentally ill, emotionally disturbed persons, and persons with diminished capacity. Unalaska Department of Public Safety employees have access to an appropriate hard copy and online version of their respective manuals. Copies of existing policy and procedures manuals were obtained and reviewed. The Unalaska Department of Public Safety policy and procedures reviewed address each of those high-risk categories. The ongoing review and updating process of existing policies was also reviewed. The review and implementation of Unalaska Department of Public Safety policies is deliberate, thoughtful, and time consuming. Utilization of computer technology and individual online access provides timeline detail and documentation. Progress is being made toward the completion of the current stage of input, update, review, adoption, and

implementation of Unalaska Department of Public Safety policy manuals.

Existing Unalaska Department of Public Safety policies and procedures were compared to Oregon Accreditation Standards (ORAA) and generally found to be compatible, compliant, potentially compliant, or not applicable with those standards. The Oregon Accreditation Alliance exists to improve the quality of law enforcement and 911 agencies in both Oregon and Alaska, including those agencies with jail functions. Accreditation takes considerable effort, time (generally 18-24 months), and documentation. It begins with a self-assessment phase after application and involves the entire agency. Most agencies do not have sufficient resources to assign someone full-time as an accreditation manager and the majority of accreditation managers already have other full-time responsibilities. Obtaining accreditation is a valuable tool to the law enforcement administrator and local policy makers seeking a bonafide method of measuring the performance and accountability of police agencies. Agency accreditation is highly recommended

#### **DEPARTMENTAL INVENTORY:**

Unalaska Department of Public Safety maintains large item accountability (computers, cameras, weapons, ammo, vehicles, specialty items, laboratory items, portable radios, expensive office equipment) and follows city established purchasing procedure. Regular audits reduce the potential for misuse or personal conversion (such as unauthorized internet access, weapons, or off-duty utilization of issued equipment). The threshold for city directed inventory control is \$3,000; however, Unalaska Department of Public Safety accounts for the responsible and lawful use of lesser value issued items. Access keys are issued to all personnel; however, access to some portions of the building is restricted to authorized personnel only (such as the Evidence Room or the FRED (Forensic Recovery of Electronic Device) room).

#### **EVIDENCE:**

At the time of this visit an Evidence Room audit was underway. A recent change of Evidence Custodian responsibilities within the department required an extensive and detailed review of all evidence under the control of the Unalaska Department of Public Safety. The audit was being performed in accordance with departmental procedures and policies and complied with industry established best practices.

A random checking of “shelf to report” and “report to shelf” evidence and paperwork disclosed no irregularities. Evidence custodians were well trained and fully understood their roles. Evidence drop boxes are keyed, maintained, and regularly emptied by the evidence custodian. All evidence is properly labeled and prepared for storage in accordance with departmental policy and procedures as well as industry standards.

Temporary evidence lockers for the investigator handling the Forensic Recovery of Electronic Devices (FRED) are in the investigator’s office and are secured by the investigator until submission to the evidence room. The investigator clearly documents the evidence chain of control while the property is under his/her control and processing, all in accordance with departmental policy and procedures as well as industry standards.

#### **TRAINING:**

The Unalaska Department of Public Safety maintains its personnel training records, all stored at City Hall inside the Human Resources office. Access to individual personnel records is restricted and logged. A review of randomly selected Unalaska Department of Public Safety personnel training records was monitored. No personnel records were removed or copied from the Human Resources office. All reviewed files were well organized and in order, providing detailed employee information, including performance reviews and related documentation. All city-required personnel-related documentation was present in the random Unalaska Department of Public Safety personnel files examined.

Employees obtaining training independent of their agency are required to provide documentation of completion or certification. The Unalaska Department of Public Safety incentivizes its employees to obtain continuing education and training, allowing online access to training at the department.

#### **VEHICLES:**

All Unalaska Department of Public Safety emergency response vehicles are clearly marked and comply with state regulations pertaining to emergency vehicles. Unalaska Department of Public Safety personnel (including volunteers) are familiar with state requirements for emergency vehicle operations. Departmental policy pertaining to emergency vehicle operations is compliant with statutory requirements. Fire and EMS vehicles were clean,

orderly, well maintained, and in a state of immediate readiness for deployment. Police patrol vehicles bore customized door decals and are immediately recognizable as police vehicles. Depending on weather and road conditions, all patrol vehicles were relatively clean and serviceable. Specialized equipment is installed in each patrol vehicle to facilitate safe prisoner transport and enhance officer safety. Individual officers are responsible for the cleanliness of their vehicle as well as insuring that it contains operational inventory normally associated with their assigned duties or response to calls. Vehicle maintenance is provided by the City.

**BUILDING:**

The Unalaska Department of Public Safety building is in a prominent and centralized location in the City. It provides adequate parking for employees, volunteers, and the general public. Access to the building is controlled by electronic door locks and access cards. The footprint of the main building includes operational housing for police, fire, EMS, jail, dispatch, DMV, emergency operations, and animal control functions. A fire substation near the airport houses fire apparatus intended for use at the municipal airport. Access to various offices or divisions within the main building is restricted by operational necessity and security protocols. CCTV cameras outside and throughout the building are monitored in dispatch or jail and enhance building security as well as officer safety. Individual offices or shared work areas were clean, organized, well lit and ventilated, and looked to provide a safe and comfortable work area typical of a department of public safety. No building maintenance issues were noted during the onsite visit.

**ADMINISTRATION / BUDGET:**

The administration of the Unalaska Department of Public Safety consists of a Director of Public Safety with a span of control inclusive of police, fire, office management, and animal control functions. A Deputy Police Chief and Fire Chief are on equal operational levels and are of equal rank within the department. The Office Manager supervises DMV. The Fire Chief oversees communications (dispatch) and the Deputy Police Chief oversees police and jail services. A review of the Unalaska Department of Public Safety organizational structure, its current level of staffing and calls for service, and a review of existing and proposed budget indicate the department is soundly organized but understaffed (2 new police officer positions

requested and needed). Current and anticipated vacancies in supervisory positions have added to the workload of others. The department engages in ongoing recruitment, utilizing available marketing technology and promotions. Employee retention strategies are being implemented to reduce attrition. Anonymous surveys of Unalaska Department of Public Safety employees and volunteers indicate high job satisfaction and an overall desire to remain within the department. Existing and proposed budgets adequately provide for current and anticipated operational needs of the department as well as reflect responsiveness to the public safety expectations of the community.

### **OTHER CONSIDERATIONS:**

The Unalaska Department of Public Safety is actively engaged with its community and supports allied agencies, businesses, schools, and other service providers. Unalaska Department of Public Safety public and employee perceptions, community expectations, and general information were sought by individual interview and public / customer survey. Overall, the community is receiving the level of public safety services desired and generally find the department responsive to its needs. Unalaska Department of Public Safety employees and volunteers expressed satisfaction with opportunities for professional growth, inspiration to meet goals, good communication within the department, enjoy a good working relationship with their supervisors, receive appropriate recognition within the workplace, are satisfied with the culture within the workplace, feel safe, and have a good working relationship with their coworkers. Employees and volunteers alike feel their work positively impacts people's lives and feel that employees treat each other with respect. Employees believe their supervisors are reliable and listen to them, offering easily obtained and effective training and supervision that improves their individual performance. About 85% of employees and volunteers expressed satisfaction with their job. 80% of the employees and volunteers surveyed indicated they are unlikely to search for a new job within 30 days of the survey.

Schools can be a challenge when it comes to positive relationships with public safety. The Unalaska Department of Public Safety has an excellent relationship with the school district and interacts positively with school administration, teachers, and students alike. The school district supports the Unalaska Department of Public Safety and believes it is receiving the desired level of support and school event participation from the agency.

Allied agencies, such as the Alaska Court, Department of Law, and Alaska State Troopers consider the Unalaska Department of Public Safety a consistently professional police agency. The local domestic violence shelter relies on the support of the Unalaska Department of Public Safety and considers it a valuable ally. The local homeless and stranded shelter describe the Unalaska Department of Public Safety as responsive and supportive. Local media outlets find the Unalaska Department of Public Safety open and available with timely notices and useful public information, though the majority of the community members surveyed disagree that the Unalaska Department of Public Safety is providing adequate community education and outreach. Local residents who responded to the community survey expressed appreciation for the Unalaska Department of Public Safety and felt their community was much safer than other Alaska communities though most believe crime has gone up or remained nearly the same over the past 5 years.

#### **COMMENDATIONS:**

Director Holman and members of Unalaska Department of Public Safety fully cooperated with all aspects of this requested assessment and immediately provided access to all areas within their department. Unalaska Department of Public Safety personnel were aware of the nature and gravity of the assessment and participated without reservation and with useful candor. The City Manager, members of City Council, the Mayor, the IT Department and HR Department supported the assessment and fully cooperated with it. Members of local industry and the community were approachable and also spoke with candor and clarity.

#### **CONCLUSION:**

This information contained in this report is provided in good faith and every reasonable effort is made to ensure that it is accurate and up to date. The report is based upon one on-site visit, online anonymous surveys, and interviews obtained to date. It is not intended to be exhaustive, but rather indicative of the state of the department when visited. All personal opinions presented in this report are based upon my specialized experience, training, and knowledge of professional police practices.

I am familiar with criminal and civil litigation and know the normal phases of discovery. With this in mind, I recognize that there may be additional documentation and/or testimony.



However, it is my understanding that no additional materials are in the process of being produced or requested. Accordingly, I request that this be considered a final report.

Should any subsequent information be produced that materially affects or alters any of these opinions, I will either submit a supplemental response or be prepared to discuss them with you.

In the event that the City of Unalaska or the Unalaska Department of Public Safety considers any personnel or disciplinary actions based on the opinions expressed in this report, I strongly recommend that the City of Unalaska or the Unalaska Department of Public Safety seek legal counsel before taking such actions, and that any actions taken are consistent with its personnel policies and guidelines.

CITY OF UNALASKA  
Department of Public Safety  
29 Safety Way POB 370  
Unalaska, Alaska 99685  
TEL (907) 581-1233 FAX (907) 581-5024  
Michael Holman, Director

Unalaska, AK



## Fire Department Assessment

Date 10/28/17

To: Interim City Manager  
Through: Dir. Mike Holman  
From: Fire Chief Arlie Colvin II  
Re: Preliminary Fire Department Assessment

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To whom it may concern,

I the Fire Chief Arlie L Colvin II of Unalaska Fire and EMS Department have review of the department as a whole. This is a brief compilation of the review I have conducted since I have been here officially since September 1<sup>st</sup>. 2017. I still have a lot more areas to assess to get the full picture of our ability to fulfill our mission. I still have not been able to finish assessing the apparatus in testing them to their max capability. I will also have a better understanding what type of equipment that is needed once I get a list of stuff that has already been ordered for our new Fire Engine. Here are the following areas we seem to be doing well at. The next list is areas we need to improve or fix. I cannot get a great assessment just yet to the degree of fire and rescue ability yet due to not having a fire to see firsthand.

EMS Division	88%
Fire and Rescue	25%
Volunteer membership	55%
Paid Staffing	60%

List of items we are doing will at.

1. 1 Great and rapid EMS response
2. 2 Great turnout of Volunteers and Paid staff on EMS calls whether it's routine or serious.
3. 3 Since I have initiated the snacks and meals for the Volunteer meeting and trainings we have been consistent in members showing up. They are stating they are feeling more invested in.
4. EMS care is above average and exceling.
5. Great working relationship with the local medical provider and our Medical Director
6. Apparatus has been maintained very satisfactory by the staff and DPW.

7. With some exceptions the equipment as well is satisfactory. (Some equipment is at their NFPA Max life span)
8. Relationship between the dispatchers, corrections and the majority of the police force is doing well.
9. A subject dealing with the personnel matters in reference to the HR side of the house at city hall is going well.
10. Response from the volunteers and paid staff on tasks completed is going well with some exceptions.
11. Monday through Friday morning apparatus checks are being completed.
12. Most of the time EMS inventory has been kept up after responses.

Items we are needing improvement and to fix.

1. Morale
2. EMS inventory
3. Better understanding of the equipment
4. Proper and new training on apparatus operations
5. Anything to do with Fire or Rescue response. This will improve with proper training and training of the new members.
6. Inexperience in apparatus placement on fire response.
7. All SCBA's need to be replaced due to the NFPA recommended life span of years, not use. This can be spread out in a 2 year period.
8. Improve on public education with Fire Prevention and PR during public events.
9. Strengthen Public involvement in our department.
10. Initiate LIVE fire training for the members to feel and understand firsthand the dangers of how it feels like, sound like, how it acts with different scenarios. Reduce the chance of members freezing up on fire responses.
11. A live fire training area (Containers built cheaply but safely). The ability to burn condemned buildings is dangerous and very restricted due to current EPA regulations, along with no ability to comply fully with NFPA 1403 regulations without a lot of work.
12. Some equipment is no longer working.
13. Ambulance Cardiac Monitor is at the end of its life span.
14. We need a new Fit test machine due to current unit is no longer functioning properly.
15. We need more nozzles, extra hoses, tools, gas meters. List will be forthcoming
16. Extensive Fire scene and response management training.
17. Daily time management
18. Tasks time completion management
19. Working on division assignment between volunteers and paid staff to streamline tasks, responses needed.
20. Need a place for the volunteers to have a place to hang out and to bring the family environment into the Fire & EMS family. They currently feel pushed out of the DPS station. This is directly from all of them. I am working on some ideas.
21. Other stuff not listed is being compiled for a more thorough assessment.

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE NO. 2017-14

BUDGET AMENDMENT NO. 2: Creating a Budget Amendment to Transfer \$500,000 from the General Fund Budgeted Surplus to Increase the Grants to Non-Profits to help fund the Iliuliuk Family Health Services (IFHS) Emergency Assistance Support Request

BE IT ENACTED BY THE UNALASKA CITY COUNCIL

- Section 1. Classification: This is a non-code ordinance.  
Section 2. Effective Date: This ordinance becomes effective upon adoption.  
Section 3. Content: The City of Unalaska FY18 Budget is amended as follows:

- A. That the following sums of money are hereby accepted and the following sums of money are hereby authorized for expenditure.  
B. The following are the changes by account line item:

**Amendment No. 2 to Ordinance #2017-07**

	Current	Requested	Revised
<b>I. OPERATING BUDGET</b>			
<b>A. General Fund</b>			
Sources			
Budgeted use of Unrestricted Net Assets	4,010,941	500,000	3,510,941
Uses			
Grants to Non-Profits	-	500,000	500,000


PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

# RE-EVALUATED CASH NEEDS



▶ LOWER REV ( VOLUME AND SLIDING FEE SCALE)	(\$489,735.24)
▶ INVESTMENT CASHED IN	\$200,000.00
▶ AWARDED AIMS GRANT/HRSA CARRYOVER	\$190,000.00
▶ ADJUSTMENT TO STAFFING AND SALARIES	(\$65,532.34)
▶ REDUCTION OF EXPENSES	\$77,916.00
▶ REPAIR OF FAN	(\$5,500.00)
▶ BILLS FROM PRIOR PERIOD; NOT BOOKED UNTIL NOVEMBER	(\$116,393.22)
▶ TELEPHARMACY SET-UP AND MAINTENANCE	(\$55,000.00)
▶ INCREASE BILLING FEES/CHANGE IN BILLING COMPANY	(\$6,393.32)
▶ REVISED CASH NEEDS FOR FY 2018	(\$270,638.12)

## CASH PROJECTION FOR REMAINDER OF FY 2018

	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>
CASH CARRYOVER/PREVIOUS MONTH	380,618.83	219,189.36	35,470.52	(178,811.58)	(211,077.78)	(40,028.51)	(93,028.87)	(193,274.83)
Total Revenue	421,461.65	246,217.78	291,026.10	487,691.73	620,596.50	358,218.45	303,419.83	301,576.68
Total Expenses	582,891.12	429,936.61	505,308.21	519,957.92	449,547.23	411,218.81	403,665.80	379,900.87
Cash Available	219,189.36	35,470.52	(178,811.58)	(211,077.78)	(40,028.51)	(93,028.87)	(193,274.83)	(271,599.02)



## IFHS INVESTMENTS

- ▶ HAVE \$430,913.64 IN TOTAL INVESTMENTS
  - ▶ CASH \$243,279.48
  - ▶ EQUITIES \$185,965.50
  - ▶ MUTUAL FUNDS \$1,668.66
- ▶ ESTIMATE 32 DAYS IN RESERVE
- ▶ THE GOAL IS 60 TO 90 DAYS OF OPERATING EXPENSES IN RESERVE (PER *FINANCIAL MANAGEMENT INFORMATION BULLETIN #8*)

# Iliuliuk Family and Health Services, Inc.

- ▶ Providers that live on Island:

- ▶ Ann Nora Ehret, DO
- ▶ Megan Sarnecki, MD
- ▶ Beatriz Dietrick, ARNP
- ▶ Claire Lattimore, ARNP
- ▶ Joy Richmond, DDS

- ▶ Returning Locum Providers:

- ▶ Keils Kitchen, PA
- ▶ Scott Smith, MD
- ▶ Paul Spencer, PA



# ON GOING IMPROVEMENTS

1. STILL WORKING ON NEW FEE SCHEDULE; ESTIMATE LOWER FEES
2. ADJUSTING LOSSES IN THE DISPENSARY
  - A. NEW DISPENSING FEE IS \$13.50 PER DRUG; WAS \$15.00
  - B. AND ADDED PRICE OF DRUG- \$20.00 MINIMUM - COST OF DRUG WAS NEVER CHARGED
3. OPENING A TELEPHARMACY SO WE CAN REFILLS PRESCRIPTIONS WITHOUT PROVIDER VISIT AND BILL INSURANCE COMPANIES
4. NEW BILLING COMPANY STARTING JANUARY 1<sup>st</sup>, 2018!
5. PROJECTING PATIENTS WILL RETURN TO THE CLINIC

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## MEMORANDUM TO COUNCIL

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**TO:** MAYOR AND CITY COUNCIL MEMBERS

**FROM:** NANCY PETERSON, INTERIM CITY MANAGER

**DATE:** NOVEMBER 28, 2017

**RE:** ORDINANCE 2017-14 BUDGET AMENDMENT NO. 2: CREATING A BUDGET AMENDMENT TO TRANSFER \$500,000 FROM THE GENERAL FUND BUDGETED SURPLUS TO INCREASE THE GRANTS TO NON-PROFITS TO HELP FUND THE ILIULIUK FAMILY HEALTH SERVICES (IFHS) EMERGENCY ASSISTANCE SUPPORT REQUEST

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**SUMMARY:** IFHS originally submitted an emergency assistance request for \$700,000 to help fund personnel related costs associated with salary and benefits. That initial request amount was reduced to \$500,000 after further review by the City and Clinic Staff.

City Administration has been working with the Clinic Staff to collect the necessary information to gain a better understanding of the actual need and develop a formal agreement for disbursement of the Emergency Assistance Funds.

**PREVIOUS COUNCIL ACTION:** Council heard a presentation by IFHS Executive Director at their October 10, 2017 meeting. No formal action was taken, but the general consensus was to have the City Manager explore options for an Emergency Assistance Agreement with the Clinic and to draft a budget amendment that would allow for some level of support to be provided.

The City Council approved the first reading of Ordinance #2017-14, creating a budget amendment to set aside funding in the amount of \$500,000 for the Clinic Emergency Assistance Support Request. The following table provides detail of the City's financial support to the clinic from the General Fund:

1990	\$200,000	Loan for IRS Debt (repaid in 1995)
1992	\$1,600,000	Clinic Startup
1993	\$1,077,000	Clinic Startup
1995	\$15,000	Clinic Startup
1996	\$90,000	Startup costs for mental health & substance abuse program, second floor construction & utilities
1997	\$4,000	Utilities
1998	\$4,000	Utilities
1999	\$4,000	Utilities
2000	\$4,000	Utilities
2001	\$4,000	Utilities
2003	\$23,680	Gurneys, IVACs and software
2005	\$24,999	Clinic renovation
2007	\$88,000	X-Ray Machine

Additionally, in FY2016 IFHS was provided \$50,000 of support through the CMMP for a restoration project that included painting the exterior of the clinic building and repainting the parking lot spaces. IFHS' Behavioral Health Program has receives annual funding through the Community Support Program. In FY2018, the funding about for this program was \$170,000.

**BACKGROUND:** James Kaech, Executive Director of IFHS has requested emergency funding from the City of Unalaska. In order to outline this request in detail, Mr. Kaech submitted his request on the application typically used for the Community Support Program. This application was included in the Council Packet. Since the original request, City Administration has been meeting weekly with Clinic Staff to collect the necessary information to gain a better understanding of the actual need.

**DISCUSSION:** The \$500,000 in the budget amendment would set aside funds in support of emergency assistance requests from IFHS. It appears as though the average monthly expenses of the clinic are approximately \$500,000, and that was the basis for the budget amendment amount.

During the Council meeting on October 10, 2017, there was a brief discussion regarding whether the disbursement of the funds should be in the form of a grant or possibly a loan. After that meeting, City Administration learned that the City had previously issued a \$200,000 loan to the Clinic in 1990 to assist with an IRS debt. Repayment of that loan was completed in 1995.

Staff discussed the loan concept with IFHS and has looked at some possible funding options with the goal in mind to NOT add an additional burden to the Clinic's CURRENT financial challenges. These disbursement options might include:

1. Consider all funds a grant;
2. Consider the first \$250,000 (or other amount) a grant and any additional funds a loan;
3. Consider specific items (i.e. pharmacy start-up costs) a grant and other disbursements a loan.
4. Consider all funds a loan with repayment to begin at a future date when the revenue/expense ratio from their annual audit shows a specific positive percentage (to be determined prior to the agreement) that indicates they have the ability to repay the money.

Included in the packet is the latest cash flow projection from IFHS. This projection does not include use of \$400,000 of investments that IFHS set aside as an operating reserve. The cash flow projection (without tapping into their reserves) shows that a disbursement of Emergency Assistance Support funds will be needed in January 2018.

In order to prepare an Agreement with IFHS for the disbursement of funds, **Administration is looking for guidance from the Council regarding the grant versus a loan concept.** An agreement will be developed for approval at the December 12<sup>th</sup> meeting.

The Agreement would set out the documents and information that would be required to support a request for a disbursement of the Emergency Assistance funds. These items might include:

- 1) A reconciled bank statement prepared or approved by the CFO;
- 2) A detail of revenues and expenses to date for the current month; and
- 3) Expected cash receipts and disbursements for the current month.

If the disbursement is a loan, the agreement will define the repayment terms and conditions.

**ALTERNATIVES:** Council may choose to approve the budget amendment ordinance for \$500,000 as drafted, or to revise the ordinance to increase or decrease the actual dollar amount of the budget amendment.

**FINANCIAL IMPLICATIONS:** This budget amendment ensures up to \$500,000 would be available to IFHS in accordance with an Emergency Assistance Agreement, once finalized. Funding would come from the General Fund's current year budgeted surplus.

**LEGAL:** No legal opinion is required for the budget amendment itself. Staff may request the City Attorney to review the Emergency Assistance Agreement once it is drafted.

**STAFF RECOMMENDATION:** Staff recommends moving forward with the Budget Amendment to reserve necessary emergency funds should they be necessary.

**PROPOSED MOTION:** I move to approve Ordinance 2017-14.

**CITY MANAGER'S COMMENTS:** I support this budget amendment and recommend approval of Ordinance 2017-14. It is important to note that this budget amendment does not guarantee the disbursements of funds to the Clinic, but does allow for the funds to be available once an Emergency Assistance Agreement is finalized and the requirement documentation is provided.

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 90-08

AN ORDINANCE GRANTING A LOAN TO ILIULIUK FAMILY AND HEALTH  
SERVICES INCORPORATED

WHEREAS: The Iliuliuk Family and Health Services Incorporated (Community Health Clinic) has requested a loan of \$200,000 from the City of Unalaska. The loan to meet a serious, and financially threatening crisis facing the clinic, and

WHEREAS: The City Council of the City of Unalaska has determined that the loan is in the public interest, to safeguard the health and welfare of community citizens, and

WHEREAS: The attached note spells out the requirements of the clinic in respect to reporting the financial, and other, progress of the clinic to the City Council on a scheduled basis, and guarantees payment of the loan before any other clinic obligations, and

WHEREAS: Said loan will not involve any monetary loss of City revenue during the term of the loan, interest being at the rate of City invested monies, and

NOW THEREFORE BE IT RESOLVED THAT: The City Council of the City of Unalaska, Alaska authorizes the City Manager to sign a note to loan \$200,000 to Iliuliuk Family and Health Services Incorporated, repayment and other considerations to be based on the attached loan document which is incorporated and made a part of this ordinance.

This is a non-code ordinance.

PASSED AND APPROVED THIS 9th DAY OF March, 1990 BY THE CITY COUNCIL OF THE CITY OF UNALASKA, ALASKA.

  
Paul Fuhs, Mayor

ATTEST:

  
Barbara Towne, City Clerk

ORD9008

PROMISSORY NOTE

\$200,000.00

Unalaska, Alaska

MARCH 12, 1990

FOR VALUE RECEIVED, the undersigned, ILIULIUK FAMILY & HEALTH SERVICES, INC. ("Iliuliuk"), a non-profit corporation organized under the laws of the State of Alaska, promises to pay to the City of Unalaska the principal sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000) plus interest on the unpaid balance at a variable rate which is equal to the rate the City of Unalaska receives on its invested Reserve Funds during the six (6) months immediately preceding the due date of each installment payment, until this Note is paid. Said amount will be payable in ten equal semi-annual payments including principal and interest commencing on SEPT. 12, 1990 and semi-annually thereafter. Interest accrued from the date hereof until MARCH 12, 1995 shall be added to the principal and amortized as aforesaid. The above payment schedule may be extended by agreement in writing. The unpaid balance of this Note, including principal and accrued interest, may be paid in full by Iliuliuk before it is due under the terms of this Note without penalty. Should Iliuliuk cease to exist for any reason, the total outstanding balance of this Note shall be immediately due and payable.

THIS NOTE is subject to the terms and conditions of a loan agreement between the parties hereto dated MARCH 12, 1990, and a security agreement dated MARCH 12, 1990.

THIS NOTE and the execution, delivery and performance thereof, are governed by the laws of the State of Alaska.

DATED at Unalaska, Alaska, this 12TH day of MARCH, 1990.

ILIULIUK FAMILY & HEALTH SERVICES,  
INC.

By:   
CLINIC ADMINISTRATOR

By: \_\_\_\_\_

## LOAN AGREEMENT

The CITY OF UNALASKA ("City") and the ILIULIUK FAMILY & HEALTH SERVICES, INC. ("Iliuliuk") agree as follows as of the 12TH day of MARCH, 1990.

1. The City agrees that the sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) shall be loaned by the City to Iliuliuk.

2. The loan of \$200,000 shall be repayable in accordance with the terms and provisions set forth in the Promissory Note executed on MARCH 12, 1990, and shall be secured by the terms of a Security Agreement between the parties executed on MARCH 12, 1990.

3. Iliuliuk represents that it is a non-profit corporation duly formed and validly existing under the laws of the State of Alaska.

4. Iliuliuk represents that it has taken all necessary action to authorize it to borrow hereunder and to execute, deliver and perform this Loan Agreement and the Promissory Note and Security Agreement referred to in paragraph 2 of this Loan Agreement.

5. Iliuliuk has furnished the City with its latest financial statement which is, to the best of Iliuliuk's knowledge, complete and correct in all material respects and presents fairly in accordance with generally accepted accounting principles the financial position of Iliuliuk.

6. Iliuliuk agrees that it will engage solely in the business of operating a community medical center in Unalaska,



Alaska. Iliuliuk agrees that it will maintain all property useful in its business in good repair and condition during the term of this Loan Agreement.

7. Iliuliuk agrees that it will furnish to the City proof of payment of any delinquent taxes owed by Iliuliuk to the Internal Revenue Service within forty-eight hours (48) of the making of such payments by Iliuliuk.

8. Iliuliuk agrees that it will make the loan payments on the Promissory Note referred to in paragraph 2 of this Loan Agreement as such loan payments become due and that the loan payments shall have a priority over the other financial obligations incurred by Iliuliuk in the operation of the community medical center.

9. Iliuliuk agrees that it will provide quarterly financial statements to the City which are complete and correct in all material respects and which present fairly, in accordance with generally accepted accounting principles, the financial position of Iliuliuk.

10. Iliuliuk agrees that it will maintain a system of accounting established and administered in accordance with generally accepted accounting principles consistently applied, keep adequate records and books of account in which complete entries will be made in accordance with such accounting principles consistently applied and reflecting all transactions required to be reflected by such accounting principles.

11. Iliuliuk will permit representatives of the City to inspect its books and records during normal business hours and upon two business days' prior notice.

12. Iliuliuk agrees that it will indemnify and hold harmless the City and each of its employees and representatives from and against any and all claims, liabilities, damages, actions or demands by any part against the City resulting from any breach or alleged breach by Iliuliuk of any representation made hereunder or otherwise arising out of the making of this loan to Iliuliuk; unless, with respect to the above, the City is finally judicially determined to have acted or failed to act with gross negligence or willful misconduct.

13. Iliuliuk agrees that within one hundred twenty (120) days after the end of each fiscal year of Iliuliuk, the balance sheet of Iliuliuk as at the end of such fiscal year and the related statement of income and retained earnings or deficit and related statement of cash flows of Iliuliuk for such fiscal year and certified by independent certified public accountants, whose opinion shall be in scope and substance reasonably satisfactory to the City, shall be delivered to the City.

14. Each of the following shall constitute an event of default, whatever the reason for such event and whether it shall be voluntary or involuntary:

A. Any material representation or warranty made under this Agreement which is incorrect or misleading in any material respect when made;

B. A default by Iliuliuk in the making of any payment under the Promissory Note when due, provided the default is not cured by payment of such overdue amount in full within five (5) days from the date such payment became due;

15. If an event of default shall have occurred and shall be continuing, the City may exercise all of the post-default rights granted to it under the loan documents or under applicable law, including the right to declare the principal of and interest on the Promissory Note to be forthwith due and payable without presentment, demand, protest or notice of any kind, all of which are hereby expressly waived.

16. This Agreement may be amended only by an agreement in writing signed by both parties.

17. This Loan Agreement and the Promissory Note and Security Agreement referred to in paragraph 2 of this Agreement embody the entire agreement and understanding between the parties hereto and supercede all prior agreements and understandings relating to the subject matter hereof.

CITY OF UNALASKA

By: 7/12/7 Hensley  
Title: CITY MANAGER

By: TH. OLSEN  
Title: CLINIC ADMINISTRATOR

By: THOMAS  
Title: CLINIC ADMINISTRATOR

Title: CLINIC ADMINISTRATOR

## ACKNOWLEDGEMENTS

STATE OF ALASKA )  
 ) ss:  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on the 12TH day of MARCH, 1990, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Herv Hensley, to me known and known to me to be the identical individual described in and who executed the within and foregoing document, as City Manager of the CITY OF UNALASKA, and he acknowledged to me that he signed the same in the name of and for and on behalf of said corporation, freely and voluntarily and by authority of its Board of Directors for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND and official seal the day and year  
last above written.

Barbara Rankin  
NOTARY PUBLIC in and for Alaska  
My commission expires: 10-23-90

STATE OF ALASKA )  
 ) ss:  
THIRD JUDICIAL DISTRICT )

THIS IS TO CERTIFY that on the 12TH day of MARCH, 1990, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared P.L. Stevenson, to me known and known to me to be the identical individual described in and who executed the within and foregoing document, as Administrator of ILIULIUK FAMILY & HEALTH SERVICES, INC., and she acknowledged to me that she signed the same in the name of and for and on behalf of said corporation, freely and voluntarily and by authority

of its Board of Directors for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND and official seal the day and year last above written.

Barbara Rankin  
NOTARY PUBLIC in and for Alaska  
My commission expires: 10-23-90



## SECURITY AGREEMENT

AGREEMENT made by and between the City of Unalaska (hereinafter called "Secured Party") and Iliuliuk Family & Health Services, Inc. (hereinafter called "Debtor").

1. Grant of Security Interest: In consideration of financial accommodations being extended by Secured Party to Debtor, Debtor hereby grants to Secured Party a security interest in the Collateral, as defined below, as security for the payment, performance, and observance by the Debtor of the Obligation, also defined below.

2. Definitions: The term "Obligation" shall mean that certain Promissory Note in the principal amount of \$200,000 payable to Secured Party, and executed on the same date as this Agreement. The term "Collateral" shall mean all accounts receivable in which Debtor has an interest, now or hereafter existing or acquired, and wherever located.

3. Title to Collateral: Debtor warrants that it is the owner of the Collateral. Debtor will defend the Collateral against any claims and demands of all persons at any time claiming the same.

4. Performance: Debtor agrees to pay Secured Party all sums payable with respect to the Obligation as and when the same shall be due and payable, whether at maturity, by acceleration or otherwise, and will perform all terms of said Obligation.

5. Filing: Debtor agrees to join with Secured Party in executing a financing statement, notice, affidavit, or similar

instrument in form satisfactory to Secured Party and such other instruments as Secured Party may from time to time request to establish and maintain its security interest in the Collateral. A copy of this Security Agreement may be filed in lieu of a financing statement. Debtor hereby appoints Secured Party as its attorney-in-fact to do all acts and things which Secured Party may deem necessary to perfect and continue perfected the security interest created by this Security Agreement and to protect the Collateral.

6. Assignment: Secured Party may assign all its rights under this Security Agreement only upon Debtor's written consent, which shall not be unreasonably withheld. Debtor shall preserve against such assignee all defenses, counterclaims or set-offs that Debtor may claim from Secured Party.

7. Default: If Debtor defaults on the Obligation, as default is defined in the Loan Agreement executed the same date as this Agreement, Secured Party may, in addition to any other rights and remedies which it may have, immediately and without demand, exercise any and all of the rights and remedies granted to a secured party upon default under the Uniform Commercial Code. Secured Party may notify any or all account debtors of the existence of Secured Party's security interest in Debtor's accounts and may notify the account debtors that they are to pay or remit all sums due or to become due on the accounts to Secured Party; and Secured Party may take any action necessary or desirable to collect the accounts.

Debtor shall pay to Secured Party, upon demand, any and all expenses, including legal expenses and reasonable attorney's fees incurred or paid by Secured Party in protecting or enforcing the Obligation and the rights of Secured Party hereunder. The provisions of this Security Agreement shall be in addition to those of the Promissory Note and the Loan Agreement, all of which shall be construed as one instrument.

8. Deficiency: Debtor shall be liable to pay any deficiency resulting from disposition of the Collateral by Secured Party upon default. Debtor hereby waives any exemption it may claim by virtue of any law, whether state or federal, now in force or hereafter enacted.

9. Choice of Law: The parties hereby agree and designate the law of Alaska as the applicable law for construction of the validity, terms, and performance of this Security Agreement.

10. Severability: The provisions of this Security Agreement are severable, and if a provision is held invalid or unenforceable by a court of competent jurisdiction, such invalidation or unenforceability shall not affect or impair any of the remaining provisions.

11. Successors and Assigns: All of the rights of Secured Party hereunder shall inure to the benefit of its successors and assigns; and all obligations of Debtor shall bind its successors and assigns.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed this 12TH day of MARCH, 1990.

SECURED PARTY:

CITY OF UNALASKA

DATED: 3/12/90

By: H. E. Hensley  
Its: CITY MANAGER

DEBTOR:

ILIULIUK FAMILY & HEALTH SERVICES,  
INC.

DATED: 3/12/90

By: J. F. Stevens  
Its: CLINIC ADMINISTRATOR

CITY OF UNALASKA  
UNALASKA, ALASKA

**ORDINANCE 2017-11**

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING UNALASKA MUNICIPAL CODE CHAPTER 2.08 TO CREATE THE OFFICE OF VICE MAYOR, CHAPTER 2.12 TO ADD COMPENSATION FOR COUNCIL MEMBERS FOR WORK SESSIONS AND CLARIFY VACANCY CONDITIONS, CHAPTER 2.20 TO PROHIBIT TELEPHONIC PARTICIPATION IN EXECUTIVE SESSIONS, DEFINE SERGEANT AT ARMS, AND CLARIFY COUNCIL DIRECTIVES, CHAPTER 2.44 TO UPDATE FIRE CHIEF AND DEPUTY CHIEF OF POLICE POSITIONS, CHAPTER 2.64 TO PAY PLANNING COMMISSIONERS, CHAPTER 2.84 TO CLARIFY BONDING REQUIREMENTS, CHAPTER 2.88 TO CLARIFY DEFINITION OF SUBSTANTIAL FINANCIAL INTEREST, CHAPTER 2.92 TO UPDATE DEFINITION OF "DOCUMENT", AND CHAPTER 2.96 TO DEFINE ORDERS OF INTERIM SUCCESSION FOR EMERGENCY PREPAREDNESS PURPOSES.

**BE IT ENACTED** by the City Council of the City of Unalaska:

**Section 1:** **Form.** This is a Code ordinance

**Section 2:** Section 2.08.050 of the Unalaska Code of Ordinances is hereby amended to read as follows:  
[additions are underlined, deletions are overstruck]

**2.08.050 VICE MAYOR AND MAYOR PRO TEM.**

(A) The City Council, at the first meeting immediately following certification of a regular municipal election, shall appoint, from among its members, a Vice Mayor. The Vice Mayor shall serve for a term of one (1) year.

(B) Should the office of Mayor become vacant, or if the Mayor is temporarily absent or disabled, or is unable to act, the Vice Mayor shall fulfil the duties of the Mayor until the Mayor resumes his or her official duties or until a new Mayor is qualified under this chapter.

(C) Should the office of Mayor and Vice Mayor become vacant, or if the existing Mayor and Vice Mayor are temporarily absent or disabled, or ~~are~~ is unable to act, the City Council may appoint, from among its members, a Mayor pro tem, to serve until the Mayor or Vice Mayor resumes his or her official duties or until a new Mayor is qualified under this chapter.

(D) A member of the City Council shall not receive additional compensation for serving as Vice Mayor or Mayor pro tem.

**Section 3:** Section 2.12.040 of the Unalaska Code of Ordinances is hereby amended to read as follows:  
[additions are underlined, deletions are overstruck]



#### **2.12.040 COMPENSATION OF CITY COUNCIL MEMBERS.**

The salary of members of the City Council shall be two hundred fifty dollars (\$250) per scheduled regular meeting and work session, and one hundred twenty-five dollars (\$125) per special meeting. The salary may not exceed seven hundred dollars (\$700) in a single calendar month. In the event a Council Member is absent from a scheduled regular meeting due to travel on City business, the Council Member shall be paid for the meeting. No elected or appointed official of the City shall receive additional compensation from the City for any service to the City, except pre-approved per diem for travel authorized by the City, or as provided by this Code.

**Section 4:** Subsection 2.12.050(A)(10) of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

#### **2.12.050 VACANCY ON CITY COUNCIL.**

(10) Fails to attend at least seventy-five percent (75%) of regularly-scheduled meetings that are held within a twelve (12)-month period beginning January 1 each year.

**Section 5:** Subsection 2.20.075(D) of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

#### **2.20.075 TELEPHONIC PARTICIPATION.**

(D) Council member telephonic participation in executive sessions is prohibited. ~~If a motion to hold an executive session is made during a publicly noticed Council meeting, and any member of the Council is absent and that absence is excused, the City Clerk shall attempt, but is not required, to contact the absent member to determine if he or she desires to participate in the executive session.~~

**Section 6:** A new Section 2.20.110 is added to Unalaska Code of Ordinances Chapter 2.20 to read as follows: [additions are underlined]

#### **2.20.110 DUTIES OF THE SERGEANT AT ARMS AT CITY COUNCIL MEETINGS.**

The Sergeant At Arms shall maintain order during City Council meetings at the direction of the Mayor. If Council members or meeting attendees are disruptive, the Sergeant may warn them and, in extreme cases, escort them out of the meeting. The Sergeant At Arms is also responsible for security during the meeting. The Director of Public Safety shall serve as the Sergeant At Arms during Council meetings.

**Section 7:** Section 2.20.025 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

#### **2.20.025 AGENDA.**

(A) The Council agenda is developed by the Mayor and the City Manager, in consultation with the City Clerk. It is subject to approval by the Council.

(B) Council members requesting an item be placed on the agenda shall submit a written request to the City Clerk's Office, on a form provided by the Clerk, at least two (2) weeks prior to the Council meeting at which the member would like the item addressed.

(C) Council members must comply with the advance request requirement of division (B) of this section, unless the Council member submits a written request to the City Clerk's Office on a form provided by the Clerk, and also secures the written support of at least two (2) other Council members to initiate an agenda item, in which case the request must be presented to the City Clerk at least five (5) days prior to the meeting at which the member would like the item addressed.

(D) The Council may, at any time during a meeting and by a majority vote, approve a motion to amend the agenda in order to add or to delete items from the agenda; provided, however, that no action item may be added to the agenda in this manner.

(1) For purposes of this ~~division~~ subsection, an "action item" is any item which:

- (a) Introduces an ordinance or a resolution;
- (b) Requires an ordinance or a resolution;
- (c) Awards a contract;
- (d) Expends budgeted funds or authorizes expenditure of budgeted funds in excess of ten thousand dollars (\$10,000);
- (e) Due to its complexity, requires more extensive public notice; or
- (f) Directs the City Manager or the City Attorney to (i) investigate, (ii) report, or (iii) prepare a document for future consideration by the Council, regarding an item which does not appear on the published agenda.

~~(2) This division is intended to allow additions to the agenda which:~~

- ~~(a) Direct the City Manager or the City Attorney to investigate and/or to report on an issue;~~
- ~~(b) Direct the City Manager to prepare a document or other item for future consideration by the Council;~~
- ~~(c) Request the Council to hold an executive session concerning an item which appears on the published agenda, or concluding an item which may be added under this division;~~
- ~~(d) Are for the purpose of receiving information only; or~~
- ~~(e) Are other minor matters of a similar nature as those listed in (2)(a) through (2)(d) of this division.~~

(E) The Council may direct the City Manager or the City Attorney to (i) investigate, (ii) report, or (iii) prepare a document for future consideration by the Council, regarding an item which appears on the published agenda, without amending the agenda.

**Section 8:** Section 2.44.020 of the Unalaska Code of Ordinances is hereby amended to read as follows:  
[additions are underlined, deletions are overstruck]

**2.44.020 DIRECTOR OF PUBLIC SAFETY.**

The Director of Public Safety shall be appointed by the City Manager and shall hold office at the discretion of the City Manager. The Director of Public Safety shall also hold the title of Chief of Police and serve as the Sergeant at Arms during City Council meetings.

**Section 9:** Section 2.44.070(E) of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

**2.44.070 DUTIES OF THE DEPUTY CHIEF OF POLICE.**

(E) Direct and manage ~~contract DMV~~ dispatch services;

**Section 10:** Section 2.44.110 of the Unalaska Code of Ordinances is hereby amended to read as follows:  
[additions are underlined, deletions are overstruck]

**2.44.110 FIRE CHIEF.**

The ~~Director of Public Safety~~ City Manager shall hire and supervise a Fire Chief to administer the Division of Fire and Emergency Medical Services.

**Section 11:** Section 2.44.120 of the Unalaska Code of Ordinances is hereby amended to read as follows:  
[additions are underlined, deletions are overstruck]

**2.44.120 DUTIES OF THE FIRE CHIEF.**

Under the supervision of the ~~Director of Public Safety~~ City Manager, the Fire Chief shall have the following duties:

- (A) Develop and manage ~~Manage~~ the budget, operation and personnel of the Division of Fire and Emergency Medical Services;
- (B) Appoint and supervise fire officers as needed for effective operation of the Division;
- (C) Maintain adequate volunteer membership in the Division;
- (D) Direct and manage all activities of the Division;
- ~~(E) Direct and manage dispatch services;~~
- ~~(F)~~ Direct and manage the investigation of the cause, origin and circumstances of all fires;
- ~~(G)~~ Establish Standard Operating Guidelines necessary to govern the discipline, training, and operation of the Division.
- ~~(H)~~ Report Division status and activities to the City Manager and Director of Public Safety; and

~~(H)~~ Perform other such duties as may be necessary to ensure compliance with the requirements of applicable Alaska Statutes and Alaska Administrative Code including but not limited to 13 AAC 52.030, or as required by the ~~Director of Public Safety~~ City Manager.

**Section 12:** Section 2.44.130 of the Unalaska Code of Ordinances is hereby amended to read as follows:  
[additions are underlined, deletions are overstruck]

**2.44.130 DUTIES OF THE DIVISION OF FIRE AND EMERGENCY MEDICAL SERVICES.**

It shall be the duty of the Division of Fire and Emergency Medical Services to do the following:

- (A) Provide fire suppression, fire prevention, rescue, and emergency medical services;
- (B) Enforce ordinances relating to fires, fire prevention, and safety of persons from fire;
- (C) Investigate fires to determine cause and origin as required by 13 AAC 52.030;
- (D) Coordinate emergency response to hazardous materials incidents and natural or manmade disasters;
- (E) Coordinate and perform search and rescue functions undertaken by the City of Unalaska;
- (F) Provide fire safety, fire prevention, health, and safety education to attempt to reduce the risk and consequences of emergencies;
- (G) Assist in the review of building plans and permits to include code inspections as requested by the Planning Director or the Alaska State Fire Marshal;
- (H) Provide other services intended to protect life and property; and
- ~~(I) Provide dispatch services for the Department, Alaska State Troopers, and other emergency response agencies; and~~
- ~~(J)~~(I) Perform such other duties as shall be required of the Division by the ~~Director~~ City Manager.

**Section 13:** A new Section 2.60.120 is added to the Unalaska Code of Ordinances Chapter 2.60 to read as follows: [additions are underlined]

**2.60.120 NO COMPENSATION**

Members of committees or commissions governed by this Chapter shall not receive compensation for serving on such committees or commissions.

**Section 14:** A new section 2.64.040 is added to the Unalaska Code of Ordinances Chapter 2.64 to read as follows: [additions are underlined]

**2.64.040 COMPENSATION OF PLANNING COMMISSIONERS.**

The salary of members of the Planning Commission shall be one hundred dollars (\$100) per scheduled regular meeting or special meeting. The salary may not exceed two hundred dollars (\$200) in a single calendar month. Historic Preservation Commission meeting held the same evening as a Planning Commission meeting shall not constitute a separate meeting for the purposes of calculating salary. Standalone Historic Preservation Commission meetings, however, constitute a separate meeting for the purposes of calculating Planning Commissioner salary. No ex officio member shall receive additional compensation under this section, except pre-approved per diem for travel authorized by the City, or as provided by this Code.

**Section 15:** Section 2.84.010 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

**2.84.010 OFFICIAL BONDS.**

(A) CITY TREASURER. The City Treasurer shall, before entering upon the duties of the office, give a corporate surety bond to the City in an amount not less than two hundred fifty thousand dollars (\$250,000). The bond shall be conditioned on the Treasurer agreeing to faithfully and honestly collect, keep, and disburse all monies belonging to the City. The bond shall be filed with and kept by the Department of Administration.

(B) CITY NOTARIES. City officers and employees serving as notaries due to their job duties and responsibilities shall be bonded per the requirements of the State of Alaska.

(C) ~~(B)~~ OTHER OFFICERS AND EMPLOYEES. ~~Every City officer and employee who collects, has custody of, or disburses any public monies, or who has custody of and issues materials, supplies, and equipment, must prior thereto, at the expense of the City, furnish to the City and maintain in full force and effect a corporate surety bond in an amount not less than five hundred thousand dollars (\$500,000).~~ Other City officers and employees who collect, have custody of, or disburse public monies, materials, supplies, or equipment shall be bonded on a case by case basis as determined by the City Manager and/or City Council.

(D) ~~(C)~~ PREMIUMS ON BONDS. The premiums on all official bonds shall be paid by the City.

~~(D) OFFICERS TO BE BONDED. Until and unless bonded as required herein, no officer or employee of the City shall handle any public monies, materials, supplies, and equipment at any time, except employees supervised by bonded officers or employees may do so under their specific direction and control.~~



**Section 16:** Subsection 2.88.030(B) of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

(B) The following does not constitute a vote on a question on which the City Council or committee or commission member has a substantial financial interest:

(1) A vote to adopt or approve a variance request, a conditional use request, or an amendment to a zoning text or map unless the member of the City Council or commission member is directly or indirectly the applicant initiating the request;

(2) A vote on the question of recommending, approving, or directing condemnation proceedings; or

(3) The final vote to adopt the annual budget ordinance.

**Section 17:** Section 2.92.040 of the Unalaska Code of Ordinances is hereby amended to read as follows: [additions are underlined, deletions are overstruck]

#### **2.92.040 DEFINITION.**

As used in this section, the word “document” means recorded information that documents a transaction or activity by or with any public officer, agency or employee of the City government. Regardless of physical form or characteristic, the recorded information is a document if it is produced, collected, received, or retained ~~in pursuance of law or~~ in connection with the transaction of public business and if it is preserved for its informational value or as evidence of the organization or operation of the City. The medium on which such information is recorded may be, but is not limited to paper, film, ~~magnetic, optical or solid state devices which can store electronic signals,~~ tapes, mylar, ~~linen, silk or vellum~~ and electronic files stored on a computer hard drive, a computer server, telecommunications equipment or other electronic device. The general types of records may be, but are not limited to books, papers, letters, electronic mail, text messages, digital files, documents, printouts, photographs, films, tapes, ~~microfiche, microfilm, photostats,~~ sound recordings, maps, and drawings, ~~and any representations held in computer memory.~~ “Document” does not include proprietary software programs.

**Section 18:** A new Section 2.96.075 is added to the Unalaska Code of Ordinances Chapter 2.96 to read as follows: [additions are underlined]

#### **2.96.075 INTERIM SUCCESSION OF DEPARTMENT DIRECTORS FOR EMERGENCY PREPAREDNESS PURPOSES.**

(A) Should the City Clerk position become vacant or should the City Clerk be absent or unable to perform the duties of the office, the interim succession of the City Clerk shall be the Deputy City Clerk.

(B) Should the Director of Finance position become vacant or should the Director of Finance be absent or unable to perform the duties of the office, the order of interim succession of the Director of Finance shall be as follows:

- (1) The Controller;
- (2) The Information Systems Supervisor.

(C) Should the Director of Planning position become vacant or should the Director of Planning be absent or unable to perform the duties of the office, the interim succession of the Director of Planning shall be the Assistant City Manager.

(D) Should the Director of Public Works position become vacant or should the Director be absent or unable to perform the duties of office, the order of interim succession of the Director of Public Works shall be as follows:

- (1) The Director of Public Utilities;
- (2) The Deputy Director of Public Utilities.

(E) Should the Director of Parks, Culture and Recreation position become vacant or should the Director of Parks, Culture and Recreation be absent or unable to perform the duties of office, the order of interim succession shall be as follows:

- (1) Recreation Manager;
- (2) Operations Manager.

(F) Should the Director of Public Utilities position become vacant or should the Director be absent or unable to perform the duties of the office, the order of interim succession of the Director of Public Utilities shall be as follows:

- (1) The Deputy Director of Public Utilities;
- (2) The Director of Public Works.

(G) Should the position of Director of Ports and Harbors become vacant or should the Director be absent or unable to perform the duties of the office, the order of the interim succession of the Director of Ports and Harbors shall be as follows:

- (1) The Deputy Director of Ports & Harbors;
- (2) The Harbor Master.

**Section 19:** Effective Date: This ordinance shall be effective as of January 1, 2018.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

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## MEMORANDUM TO COUNCIL

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**TO:** MAYOR AND CITY COUNCIL MEMBERS  
**FROM:** ERIN REINDERS, ASSISTANT CITY MANAGER  
**THRU:** NANCY PETERSON, INTERIM CITY MANAGER  
**DATE:** NOVEMBER 28, 2017  
**RE:** ORDINANCE 2017-11 – TITLE 2 REVISIONS

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**SUMMARY:** Ordinance 2017-11 is a comprehensive update of Title 2 of the Unalaska Code of Ordinances. Changes can be divided into four main groups: *Ad-Hoc Committee Recommendations*, *Emergency Operations Requirements*, *Legal and Insurance Representative Recommendations*, and *Department of Public Safety Organizational Structure Revisions*. Staff is recommending approval for all revisions of Ordinance 2017-11 with the exception of the Sections 9 – 12, the *Department of Public Safety Organizational Structure Revisions* to allow for a more comprehensive analysis of the overall City of Unalaska Organization Structure.

**PREVIOUS COUNCIL ACTION:** This ordinance is culmination of work that has taken place over the past several months. The first time Council saw this all put together in one document was at the October 10, 2017 Work session. Given the changes in staffing and council that have recently occurred, the Council reviewed the document again at the October 24, 2017 Work session. No formal action has been taken regarding this ordinance.

**BACKGROUND:** The revisions to Title 2 that are being brought forward in this ordinance were crafted based on suggestions from different user groups and can be divided into four broad categories.

**DISCUSSION:** For discussion purposes, the proposed changes can be divided into four main groups. If Council wishes to delete or revise portions, Council members may refer to the Section number in making their amendment. For convenience sake, the section number for each of the changes in ordinance is outlined in this memo.

**Ad-Hoc Committee Recommendations**

The first group of proposed changes comes from an ad-hoc committee of the Mayor, Council Members Gregory and Waldron, the former City Clerk Cat Hazen and the Previous City Manager and directly impact Council. These include:

- *Section 2.* The creation of the vice mayor position, who would be a City Council member and appointed by the City Council following a regular municipal election on an annual basis.

*In discussions with 15 City Clerks in Alaska, Unalaska's City Clerk found that 14 of the communities elect or appoint a Deputy or Vice Mayor. In 10 of these communities, the*

*Deputy/Vice serves for one year; in 2 communities the Deputy/Vice serves for their term in office; and in 2 communities the Deputy/Vice serves at the Mayor's discretion. In all 14 of communities, this topic is addressed in their City Code of Ordinances.*

- *Section 3.* Adding compensation for the Council members for stand-alone work sessions in the amount of \$250. At this point they are compensated for only regular meetings and special meetings, but not stand alone work sessions.
- *Section 4.* Clarification of attendance requirements for Council with a vacancy on council being considered if a member fails to attend at least 75 percent of regularly scheduled meetings in a 12 month period beginning on January 1 of each year.
- *Section 5.* The elimination of telephonic participation in Executive Sessions by Council.
- *Section 6 and 8.* Adds the definition of duties of the sergeant at arms and assigns the duty of serving as sergeant at arms to the Director of Public Safety.
- *Sections 13 and 14.* Adding compensation for Planning Commissioners in the amount of \$100 per regular or special meeting , not to exceed \$200 per calendar month. At this point in time they receive no compensation.
- *Section 16.* Clarification of conflict of interest rules when voting on the budget. This allows for all council members to participate in the final vote adopting the annual budget ordinance.

#### *Emergency Operations Requirements*

The second group of changes came from the previous City Manager to improve Emergency Operations. The State of Alaska, Department of Homeland Security and Emergency Management recommended in 2012 that the Department of Public Safety clearly defined a line of succession in City Code for the purposes of emergency management. This was accomplished as part of the Title 2 revisions in 2014. The currently proposed wording in Ordinance 2017-11, is the natural next step to address the roles of other Department Directors in cases of emergency. This includes:

- *Section 18.* Outlining the orders of interim succession for department directors in emergency situations when a Director is not available. In previous drafts of Ordinance 2017-11, the proposed changes were sprinkled throughout Title 2, but in the effort to clarify that this applies to Emergency Operations, the changes have been relocated to a different portion of Title 2 that specifically addresses Emergency Preparedness and Response.

#### *Legal and Insurance Representative Recommendations*

The third group of proposed changes was suggested by City Staff with the help of our attorneys and insurance representatives. These include:

- *Section 7.* Clarifying what may be added to the Council Meeting Agenda, guidance on how directives may be given to the City Manager, and recommendations from the City Attorney for removing potentially conflicting language. This change was not included in previous draft versions of Ordinance 2017-11, but was identified as needed in response to recent directives that were issued.

- *Section 15.* Clarifying bonding requirements for key positions, namely our City Notaries and the Finance Director who, per code, also serves as the Treasurer.
- *Section 17.* Updating the definition of “documents” to include references to newer technologies such as computers, digital documents, email, and text messages.

*Department of Public Safety Organizational Structure Revisions*

The final group of proposed changes was directed by City Council and is related to the Department of Public Safety’s organizational structure, roles, and responsibilities. Different variations of this group of changes were discussed over the course of several Council meetings. At this point in time, Staff respectfully requests that all changes revising the Department of Public Safety organizational structure be deleted from Ordinance 2017-11. This would allow for the departmental concerns to be addressed in a more comprehensive approach, with consideration to the organizational structure of the City as a whole and with a City wide goal of ensuring equitable levels of support and effectiveness throughout all departments and divisions. These proposed changes include:

- *Section 9.* The removal of contract DMV and the addition of dispatch services to areas under the direction of the Deputy Chief of Police.
- *Sections 10 through 12.* Technically keeping the Fire & EMS Division in Public Safety Department, but amending some of the duties of the Fire Chief, namely both developing and managing the Division Budget, and having the Fire Chief report directly to the City Manager.

**ALTERNATIVES:** The Council may move forward with the approval process of this Ordinance in its current form, or recommend changes to it through amendment.

**FINANCIAL IMPLICATIONS:** No significant implications are anticipated.

**LEGAL:** The ordinance has been reviewed by City Attorney.

**STAFF RECOMMENDATION:** Staff supports the majority of the proposed changes as currently drafted in Ordinance 2017-11. However, Administration does request that Council delete *Sections 9-12* of Ordinance 2017-11, related to the Department of Public Safety organizational structure, to allow for a more comprehensive approach of the overall organizational structure of the City.

**PROPOSED MOTION:** “I move to approve Ordinance 2017-11 and to schedule the second reading and public hearing for December 12, 2017.”

If Council wishes to delete or revise portions, Council members may refer to the Section number in making their amendment. For convenience sake, the section number for each of the changes in ordinance is outlined in this memo.

**CITY MANAGER’S COMMENTS:** This draft has been prepared at the direction of the Mayor and City Council, and with the involvement of the numerous members of City Staff, and the assistance of the City Attorney.

It is my recommendation that the City Council not approve the previously discussed changes to the Department of Public Safety at this time. Before taking action to add another position that reports directly to the City Manager, a more comprehensive review of the overall organizational structure is required. The proposed changes in Public Safety cannot occur in isolation of just that department. The City Manager already has 10 people to hire, train, supervise and manage. Adding another position without considering the overall impact to the organization, could reduce effectiveness across all departments. The City Council will be hiring a new City Manager very soon. The City will be best served if the tasks of reviewing and making recommendations for improvements to the organizational structure, both as a whole and within departments, are completed by this new City Manager.



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## MEMORANDUM TO COUNCIL

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**TO:** MAYOR AND CITY COUNCIL MEMBERS  
**FROM:** NANCY PETERSON, INTERIM CITY MANAGER  
**DATE:** NOVEMBER 28, 2017  
**RE:** RESOLUTION 2017-64: A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING AN EXPENDITURE IN THE AMOUNT OF \$\_\_\_\_\_ FROM COUNCIL SPONSORSHIP CONTINGENCY TO SPONSOR THE ALASKA FISHERIES DEVELOPMENT FOUNDATION'S ANNUAL ALASKA SYMPHONY OF SEAFOOD CONTEST

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**SUMMARY:** The City has received the annual request from the Alaska Fisheries Development Foundation to join in sponsorship of the Alaska Symphony of Seafood Contest.

**PREVIOUS COUNCIL ACTION:** The City council has contributed the following annual sponsorship amounts for the last 5 years:

2017: \$1,000  
2016: \$1,500  
2015: \$2,500  
2014: \$2,500  
2013: \$5,000

**BACKGROUND:** This is an annual sponsorship request. This request is for the 2018 event.

**DISCUSSION:** The Council has determined the level of sponsorship on an annual basis.

**ALTERNATIVES:** The Council may choose to sponsor at any level or not sponsor at all.

**FINANCIAL IMPLICATIONS:** The Council has \$14,192 available in the Council Sponsorship Contingency account.

**LEGAL:** NA

**STAFF RECOMMENDATION:**

**PROPOSED MOTION:** I move to approve Resolution 2017-64 in the amount of \$xxxxx (*fill in the recommended amount of sponsorship*).

**CITY MANAGER'S COMMENTS:**

## Marjorie Veeder

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**From:** Marjorie Veeder  
**Sent:** Friday, October 20, 2017 1:40 PM  
**To:** Mayor Kelty  
**Subject:** FW: Alaska Symphony of Seafood - sponsorships now available

*Marjie Veeder*

CITY CLERK

City of Unalaska

Direct line (907) 581-1251, ext. 2104

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**From:** Cat Hazen  
**Sent:** Friday, October 20, 2017 10:45 AM  
**To:** Marjorie Veeder  
**Subject:** FW: Alaska Symphony of Seafood - sponsorships now available

*Cat Hazen*

Controller

City of Unalaska

PO Box 610

Unalaska, AK 99685

[chazen@ci.unalaska.ak.us](mailto:chazen@ci.unalaska.ak.us)

Ph (907) 581-1251

Fax (907) 581-1417

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**From:** Julie Decker [<mailto:juliedecker@gci.net>]  
**Sent:** Friday, October 20, 2017 10:14 AM  
**To:** Cat Hazen  
**Subject:** Alaska Symphony of Seafood - sponsorships now available



Dear Mayor,

**First, I would like to thank you for City of Unalaska's previous sponsorship of the Alaska Symphony of Seafood in the amount of \$1000.** As you know, the Symphony is a competition for new products made from Alaska seafood. The goal of the **Symphony** is to increase the value of Alaska's seafood by promoting new products which diversify markets, utilize more of the resource, and reduce fish waste. AFDF is excited to continue to offer the following categories **Retail, Foodservice, Beyond the Plate, and Beyond the Egg**. More information is available [here](#).

Product development is a risky investment, however, it is critically important for the entire industry to remain competitive and relevant to consumers. ***The Symphony allows Alaska seafood products to be recognized above the competition.*** The sponsors of this event and the companies that enter new products deserve special recognition; these forward-thinkers understand that ***“a rising tide floats all boats”***.

This year is the 25<sup>th</sup> anniversary of the Symphony, and in the pursuit of continuous improvement, AFDF has made a few changes that we expect to greatly increase the value for entrants and sponsors. This year, the judging will be held on November 15<sup>th</sup>. Moving this event to earlier in the cycle will allow AFDF to enter the winners into the Seafood Expo North America’s competition as well, therefore, giving winners even more exposure in front of national and international buyers. AFDF will also be facilitating a panel of speakers on Nov. 17<sup>th</sup> during the Pacific Marine Expo (PME) to discuss the importance of product development to the seafood industry. The winners of the Symphony will be announced during this event. We are also working with Diversified Communications to have a special promotion during PME: ***The Alaska Seafood Hall of Fame – 25 Years of Winners.***

***Second, I would like to invite you to attend the 25<sup>th</sup> annual Symphony in 2017-18*** with the following events listed below:

- Nov. 15<sup>th</sup>, at 5pm, in Seattle, Open House, co-hosted with Northwest Fisheries Association, Bell Harbor Conference Center
- Feb. 27<sup>th</sup> at 5:30pm, in Juneau, Legislative Reception & Award Ceremony, co-hosted with United Fishermen of Alaska, Centennial Hall

***Finally, I would like to invite City of Unalaska to be a sponsor of the Symphony again this year.*** Whether a company is large or small, targets a global market or a niche market, the seafood industry is highly competitive. ***Sponsorship entitles supporters to networking and promotional opportunities in Alaska, Seattle, Boston and across the nation to an industry with an economic output of over \$5 billion in Alaska and sales of \$52 billion nationally.*** For the past several years, the Symphony has received tremendous support from the entire seafood supply chain, which demonstrates that this event is important to the entire industry.

***In order to meet our fundraising goal this year, we still need your help!*** AFDF has several sponsorship levels available which range from \$250 to over \$10,000. More information is included below about sponsorship levels and their respective benefits. If you are interested in sponsoring the Symphony, ***please email me with your desired level of sponsorship and company logo,*** and I will have an invoice emailed to you with payment instructions. Hope to see you at one of the ***Alaska Symphony of Seafood*** events in 2017-2018!

Sincerely,

  
Julie Decker, Executive Director





## Sponsorship Opportunities Available

The **Alaska Symphony of Seafood** is an annual competition for new products made from Alaska seafood. This year is the 25<sup>th</sup> anniversary of the **Symphony** which is organized by the **Alaska Fisheries Development Foundation** (AFDF) to encourage and promote the development of value-added products. In 2017-18, the **Symphony** is hosting events in Seattle, Juneau and Boston, and offering awards in numerous product categories: **RETAIL, FOOD SERVICE, BEYOND THE PLATE, BEYOND THE EGG, & PEOPLE'S CHOICE**.

The **Symphony** could not be possible without the vision and impetus of its sponsors. The **Symphony** receives generous support from the seafood industry, but that is not the only source of sponsors. These successful events attract organizations, large and small, that support Alaska's seafood industry and benefit by being associated with the seafood industry and promoted by the **Symphony**. The Juneau event in particular showcases the work of the entire seafood supply chain, from harvester, processor, packing supplier, shipper, all the way to the retailer. ***Your support through a sponsorship will help continue this important event and help create more value for all from Alaska seafood.***

### SPONSORSHIP LEVELS:

#### **Benefactor - \$10,000 and up**

- ❖ Same benefits as the Maestro Level below, plus these additional benefits:
- ❖ Advertising banner & company description on AFDF's Symphony web page with a year-round presence.
- ❖ Six complementary tickets to each of the Seattle & Juneau events.
- ❖ Company advertising banner displayed at each event in Seattle, Juneau and Boston.

#### **Maestro — \$5,000 - \$9,999**

- ❖ Same benefits as the Concertmaster Level below, plus these additional benefits:
- ❖ Five complementary tickets to each of the Seattle & Juneau events.
- ❖ Company logo appears in color in Symphony booth at Seafood Expo North America in Boston.

#### **Concertmaster — \$2,500 - \$4,999**

- ❖ Same benefits as the Soloist Level below, plus these additional benefits:
- ❖ Four complementary tickets to each of the Seattle & Juneau events.
- ❖ Sponsorship announced in public relations efforts for Symphony including press releases, press conferences, and all events.

#### **Soloist — \$500 - \$2,499**

- ❖ Same benefits as the Aficionado Level below, plus these additional benefits:
- ❖ Two complementary tickets to each of the Seattle & Juneau events.
- ❖ Company name appears in local and national industry print advertising and Symphony promotional materials.
- ❖ Company logo appears on sponsor poster at all media and public happenings in Seattle, Juneau and Boston.

***Aficionado – Up to \$499***

- ❖ Web site link and company logo on AFDF's Symphony web page with a year-round presence.
- ❖ Two complimentary tickets to either the Seattle or Juneau event.

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2017-64

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING AN EXPENDITURE IN THE AMOUNT OF \$\_\_\_\_\_ FROM COUNCIL SPONSORSHIP CONTINGENCY TO SPONSOR THE ALASKA FISHERIES DEVELOPMENT FOUNDATION'S ANNUAL ALASKA SYMPHONY OF SEAFOOD CONTEST

WHEREAS, Alaska Fisheries Development Foundation (AFDF) is working on behalf of the fishing industry in Alaska; and

WHEREAS, AFDF collaborates with individuals, organizations, public officials, and government agencies at all levels to stimulate and encourage new developments that help make Alaska's seafood industry more environmentally, economically, and technologically sound; and

WHEREAS, for the past 25 years, AFDF, in partnership with other industry supporters, has annually sponsored the Alaska Symphony of Seafood contest to encourage new product development from seafood harvested in Alaska; and

WHEREAS, the City of Unalaska has been an annual sponsor of the Alaska Symphony of Seafood contest; and

WHEREAS, the City of Unalaska has been asked to be a sponsor of the 2018 Alaska Symphony of Seafood contest;

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes expenditure from the Council Sponsorship Contingency fund in the amount of \$\_\_\_\_\_ to be provided to the Alaska Fisheries Development Foundation in sponsorship of the 25<sup>th</sup> Anniversary of the Alaska Symphony of Seafood.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 28<sup>TH</sup> DAY OF NOVEMBER 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK



CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2017-65

A RESOLUTION OF THE UNALASKA CITY COUNCIL CONFIRMING THE MAYOR'S APPOINTMENT OF HARRIET BERIKOFF AND WILLIAM HOMKA AS THE CITY'S REPRESENTATIVES ON THE ILIULIUK FAMILY & HEALTH SERVICES BOARD.

WHEREAS, the City of Unalaska has two seats on the board of directors of the Iliuliuk Family & Health Services Board, both of which are vacant; and

WHEREAS, Unalaska City Code Section 2.60.040 states that each member of a board shall be appointed by the Mayor, subject to approval of the City Council; and

WHEREAS, Mayor Kelty has appointed two City Representatives to the Iliuliuk Family & Health Services Board, and has submitted the names to the City Council for approval.

NOW THEREFORE BE IT RESOLVED that the following appointments as City Representatives to the Iliuliuk Family & Health Services Board are confirmed:

**MEMBER:**

**TERM EXPIRING:**

Harriet Berikoff  
William Homka

June 30, 2019  
June 30, 2020

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 28<sup>TH</sup> DAY OF NOVEMBER 2017.

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MAYOR

ATTEST:

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CITY CLERK



## BOARD, COMMITTEE & COMMISSION APPLICATION

APPLYING FOR (check one):

- ☐ Planning Commission, Platting Board and Historic Preservation Commission  
☐ Parks, Culture & Recreation Committee  
☐ Library Advisory Committee  
☐ Museum of the Aleutians Board of Directors  
☒ Iliuliuk Family & Health Services Clinic Board

Name: Harriet M. Bertley

Mailing Address: P.O. Box 81 Unalaska, AK 99685

Telephone: 907-581-1287 Email: \_\_\_\_\_

Occupation: N/A retired Employer: part time CLO for

Previous Board/Committee/Commission Experience (attach additional pages if necessary): APIC DA

from club

Unalaska H. Board

Ot-Sube

Check the primary reason(s) for your interest:

- ☐ I am a returning board, committee or commission member whose term recently expired.  
☐ I have expertise I want to contribute.  
☒ I am interested in the activities the board, committee or commission handles.  
☒ I want to participate in local government.  
☒ I want to make sure my segment of the community is represented.  
☒ Other want to work with Wellness Clinic Iliuliuk

Please explain in greater detail the reasons you checked above. In a resident of Unalaska for 52 years, I was first involved with the clinic before we had this clinic. I served on the clinic board the past three years, we have met with the new Admin.

It is suggested you attach an outline of your education, work and volunteer experience, and other interests. I'm interested in the health care of this community, I'm an elder - graduate of Mt. Edgecumbe in 1965.

How did you learn of this vacancy (please check one):

- ☐ Media ☒ Word of Mouth ☐ Solicitation ☐ Other \_\_\_\_\_

Date: 7-1-2015

Signature: Harriet M. Bertley

THANK YOU FOR YOUR INTEREST IN SERVING

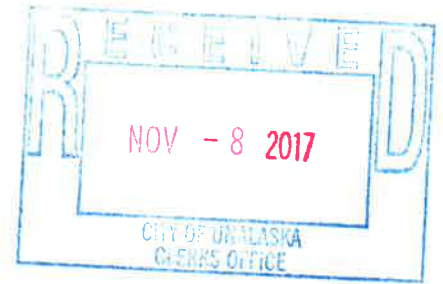
**Applications expire one year from date received by City Clerk**

Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska

Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685



## BOARD, COMMITTEE & COMMISSION APPLICATION



APPLYING FOR (check one):

- ☐ Planning Commission, Platting Board and Historic Preservation Commission
- ☐ Parks, Culture & Recreation Committee
- ☐ Library Advisory Committee
- ☐ Museum of the Aleutians Board of Directors
- ☒ Iliuliuk Family & Health Services Clinic Board

Name: WILLIAM HOMKA

Mailing Address: P.O. BOX 931 UNALASKA AK 99685

Telephone: 907-359-2105

Email: BHOMKA@CI.UNALASKA.AK.US

Occupation: DIRECTOR OF PLANNING

Employer: CITY OF UNALASKA

Previous Board/Committee/Commission Experience (attach additional pages if necessary):

PRESIDENT, MOVIE MEN OF GREATER TOLEDO

VICE PRESIDENT LEGAL AFFAIRS HERITAGE OHIO

LEADERSHIP TOLEDO, TOLEDO SISTER CITIES INTERNATIONAL, FINANCIAL AREA SWIM TEAM

Check the primary reason(s) for your interest:

- ☐ I am a returning board, committee or commission member whose term recently expired.
- ☒ I have expertise I want to contribute.
- ☐ I am interested in the activities the board, committee or commission handles.
- ☐ I want to participate in local government.
- ☐ I want to make sure my segment of the community is represented.
- ☐ Other \_\_\_\_\_

Please explain in greater detail the reasons you checked above: MEDICAL PLANNING IS A GROWING  
SECTION OF PLANNING. I HAVE EXPERIENCE W/ EXPANSION - RE ORGANIZING BODIES.

It is suggested you attach an outline of your education, work and volunteer experience, and other interests.

How did you learn of this vacancy (please check one):

- ☐ Media
- ☒ Word of Mouth
- ☐ Solicitation
- ☐ Other \_\_\_\_\_

Date: 11-8-17

Signature: William Homka

THANK YOU FOR YOUR INTEREST IN SERVING

**Applications expire one year from date received by City Clerk**

Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska  
Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685

*C: Mayor 11/8/17*

ILIULIUK FAMILY AND HEALTH SERVICES, INC.

**BOARD OF DIRECTOR'S APPLICATION**

Name: William M. Homka Home Phone: 907-581-4501  
Your Occupation: Planning Director, City of Unalaska Business Phone: 907-581-3100  
Address: P.O. Box 931 18 Ptarmigan Unit H, Unalaska (home) 45 Raven Way Unalaska (work)

**YOUR BACKGROUND**

What education or skills could you contribute to the Board? (Please check below)

<input type="checkbox"/> accounting	<input checked="" type="checkbox"/> management	<input checked="" type="checkbox"/> public relations
<input type="checkbox"/> investment	<input checked="" type="checkbox"/> marketing	<input type="checkbox"/> knowledge of services
<input checked="" type="checkbox"/> fund raising	<input type="checkbox"/> education	<input checked="" type="checkbox"/> public speaking
<input checked="" type="checkbox"/> community relations	<input checked="" type="checkbox"/> planning	<input checked="" type="checkbox"/> team player
<input checked="" type="checkbox"/> motivated	<input checked="" type="checkbox"/> lobbying	<input checked="" type="checkbox"/> affiliations: various professional orgs

☐ other (please explain) strategic planning; logistics & distribution; mentorship

What other boards have you served? Mobile Meals of Greater Toledo, Leadership Toledo, (Findlay) Arts Partnership, Sister Cities of Toledo (Ukraine), Heritage Ohio (statewide)

Charitable or community activities in which you have been involved: Toledo Wine Gala; Toledo Chili Cook Off; RoofTop Golf; Parties on Main Street;

**YOUR ABILITY TO SERVE**

Could you regularly attend meetings? ☒ Yes ☐ No Conflicts: 2<sup>nd</sup>/4<sup>th</sup> Tuesday evenings each month and, 3<sup>rd</sup> Thursday evenings each month.

How many hours per month, in addition to board meetings, could you serve this organization? 10

Would you attend a training session for new board members? ☒ Yes ☐ No

**YOUR VIEWS ON OUR ORGANIZATION (use reverse for additional comments)**

What is your interest in this organization? Medical planning is a growing sector of the planning profession. I'm interested in this avenue of medical services in relation to shifting political realities about medical insurance coverage, how medical services affect community wellbeing, and medical campus planning in cities and places.

Please write a brief statement of your understanding of the mission of this organization?

It's my understanding the clinic exists to serve the medical needs of the community as prudently and professionally as possible, with understanding the challenges such a medical facility has in relation to its geophysical location, remote accessibility to mainland Alaska, and the multi-cultural environment that exists on the island. The latter is a challenge due to the lack of other medical options that other larger communities may have as a choice such as a religious preference, or a treatment philosophy/ ideology.

**REFERENCES (list names, addresses and phone numbers)**

Maureen Stevens, Executive Director, Mobile Meals of Greater Toledo 419-255-7806 [mstevens@mobilemeals.org](mailto:mstevens@mobilemeals.org)  
Dave Martinson, City Manager (former) City of Unalaska 850-532-5025 [damm89@gmail.com](mailto:damm89@gmail.com)  
Kelly Stiles, HR Manager, City of Unalaska 907-581-1302 [kstiles@ci.unalaska.ak.us](mailto:kstiles@ci.unalaska.ak.us)

Signature: William M. Homka Date: 11-7-17

**ILIULIUK FAMILY AND HEALTH SERVICES, INC.**

**BOARD APPLICATION INTERVIEW QUESTIONS**

1. Why are you interested in serving on the IFHS Board of Directors?  
**Medical planning is a growing sector of the planning profession. I'm interested in this avenue of medical services in relation to shifting political realities about medical insurance coverage, how medical services affect community wellbeing, and medical campus planning in cities and places.**
2. Would you be interested in serving the board in any of the following capacities? Check all that apply.
  - ◆ President
  - ◆ Secretary/Treasurer
  - ◆ Finance Committee
  - ☐ Personnel Committee
  - ◆ Public Relations
  - ◆ Vice-President
  - ☐ Nominating Committee
  - ◆ Fund Developing Committee
  - ◆ Building and Grounds Committee
  - ☐ Other \_\_\_\_\_
3. What are your strengths when it comes to board service?  
**Getting organizations out of the doldrums is a strength I bring to organizations. I become very involved. Past issues I've dealt with include repairing a nearly devastated organization after financial mismanagement and near collapse; monitoring daily cash flow inbound/outbound with another board member for 18 months. Invented, programmed and was chair for new fundraiser in Toledo OH designed to spread awareness of Leadership Toledo while also raising funds, integrating various leadership goals among profit/not-for-profit orgs, etc. Served as board president of Mobile Meals while diversifying accounts between operational and long term sustainability (investment funds). Created a new foundation & board, moved operations and headquarters, and changed the food distribution network system for over 500 volunteers serving hundreds of meals to the homebound and elderly.**
4. Would you be comfortable as a policy maker on the board? Why and why not?  
**Yes. I've been in such situations on previous boards and also have training as a professional planner seeking policy recommendations from citizens and elected officials.**
5. How would your presence on the board improve IFHS programs or image in the community?  
**I'm still fairly new to Unalaska, moved here in February 2017. Fresh perspective on what current acceptable practices and how medical operations work in other places where I've lived (several Ohio communities, New Mexico) as well as college campuses offer me some insight into what works well and what doesn't. I'm not from Unalaska so I'm not related to everyone nor do I have business dealings that would represent potential conflicts of interests.**
6. Do you have conflicts that would prevent you from attending board meetings? I'm required to attend city council meetings on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of every month, and also the Planning Commission meetings on the 3<sup>rd</sup> Thursday of each month. Other standing meetings include City Director's meetings each Wednesday morning at 9:00 – 11:00 am.
7. Please make any additional comments that you feel are pertinent to our selection of a board member.  
**I'm a trained meeting facilitator who has helped non-profit organizations prepare strategic plans; I've applied for and managed millions of dollars in grants from local, state and federal public sources as well as private foundations and community sources.**



# **WILLIAM M. HOMKA AICP CFM**

18 Ptarmigan Unit H PO Box 931 Unalaska, AK 99685 • (907) 359-2105 wmhomka@gmail.com

## **Career Summary**

Experienced planning & development executive. Skilled at crafting systems & programs into successful, goal driven organizations. Public presenter who enjoys designing creative solutions to problems.

## **Professional Profile**

- Large scale development project experience
- Work withstood scrutiny of Ohio Supreme Court
- Lead multiple agencies simultaneously
- Meticulous writing, listening, & negotiation skills
- Mentors staff & encourages professional development
- Leverages public programs & private investment
- Develops sustainable income streams for agencies
- Experienced non-profit organization leader
- Manages stressful situations through to objective
- Engaging, informative & entertaining presenter

## **Professional Experience**

### **Director of Planning, Unalaska, Alaska February 2017 – Present**

#### Responsibilities

- Secretary to Planning Commission and Historic District Commission
- Provide professional guidance about physical development & other initiatives to administration & City Commission
- Prepare, present & defend reports to the City Commission, applicants & the citizens
- Coordinate Capital Improvement Planning for City
- Prepare updates to zoning ordinance and comprehensive plan

#### Achievements

- Overhauled zoning ordinance to become more aligned with comprehensive plan and modern
- Redesigned the order of enforcement actions among various city departments to become seamless

### **Director of Community Development, Aztec, New Mexico April, 2014 – June 2016**

#### Responsibilities

- Direct the operations of Community Development, Economic Development, Marketing & Tourism programs
- Provide professional guidance about physical development & other initiatives to administration & City Commission
- Prepare, present & defend reports to the City Commission, applicants & the citizens
- Responsible for agency budgeting, expenses, & relations with other communities engaged in partner projects
- Engage Economic Development Advisory Board in developing future plans, business development programs & incentives

#### Achievements

- Amended sign code to conform to best practices & address community concerns about blight
- Greatly improved the department's approach to working with the public, consultants, peer agencies & media
- Established Aztec in New Mexico's statewide marketing initiative - 'New Mexico True' – for tourism & development
- Actively represent Aztec in the Metropolitan Planning Organization's "Complete Streets Design Standards" efforts
- Streamlined development application review process, improved written reports & presentations to the City Commission
- Serve as Aztec's CFM after passing New Mexico's Certified Floodplain Manager examination
- Negotiated, acquired & designed a Business Incubator, including architecture, training programs & incentives
- Achieved designations for Metropolitan Planning Area & Frontier Community (New Mexico Main Streets Program)

### **Consultant, Toledo, Ohio May 1, 2013 – November 30, 2014**

#### Responsibilities

- Collaborated with citizens, businesses, & elected officials to prepare detailed study of a business corridor in Toledo, OH
- Submitted monthly status reports to the city summarizing project status as well as monthly invoices
- Assessed economic development status, pedestrian & bicycle circulation opportunities, & land use issues
- Compiled & coordinated information from numerous agencies, city departments, & civic organizations



### Achievements

- Managed professional staff & student internship program with University of Toledo
- Supervised detailed housing & neighborhood condition surveys encompassing over 20 square miles in Toledo
- Authored 12 Community Redevelopment Strategy Plans to address issues identified in surveys
- Established Annual Historic District Retreat & built partnership with National Trust for Historic Preservation
- Achieved State of Ohio designation for Toledo as Certified Local Government (CLG)
- Streamlined the application & review process for historic district applications for Certificate of Appropriateness
- Urban Renewal Plan for \$1.1 B assembly plant used to uphold Toledo's development process in takings challenge heard by Ohio Supreme Court [Toledo v. Kim's Auto & Truck Serv., Inc., 2003-Ohio-5604]
- Served on Toledo's Façade Review Board

### **Development Specialist, Planning Concepts of Ohio Inc. , Toledo, Ohio (April, 1994 - November, 1994)**

#### Responsibilities

- Led civic focus groups using 'Walt Disney Company's' story boarding process to rank responses among groups
- Categorized, analyzed & wrote summary of group participation elements that involved over 300 participants
- Prepared & submitted grant applications & implemented agreements
- Assisted in unprecedented study of social service agencies & transitional housing system in Cincinnati

### Achievements

- Successfully submitted the City of Toledo's Enterprise Zone application for \$500 M to HUD
- Presented the summary Cincinnati's Emergency & Transitional Housing System study to Cincinnati City Council

### **Consultant, Various Cities in Ohio (July, 1991 - November, 1993)**

#### City of Pickerington Land Use Plan

- Assumed remainder of contract from JDJ&A Inc. consulting firm to complete entire plan within 14 months
- Presented plan to City Council for adoption

#### Lorain County Community College - Public Services Institute

- Organized Lorain's first, non-profit community organization – South Lorain Community Development Corp. (SLCDC)
- Developed SLCDC's by-laws, filed non-profit IRS forms, & secured funding from local banks & foundations

#### Governor Voinovich's Literacy Taskforce.

- Project established literacy as one of Governor Voinovich's top three issues for that term
- Facilitated forums about literacy at a college campus in each quadrant of Ohio:  
Kent State University, Ohio University, Bowling Green State University & Sinclair Community College, Dayton
- Facilitated group discussions with 200-300 participants each, summarized findings in report to the Governor

### **Volunteer Activity**

Unalaska JV Swim Team, Coach, Unalaska, AK 2017  
Arts Partnership, Board Member, Findlay OH, 2006-2008  
Mobile Meals of Greater Toledo; President 2003-2004, Vice President 2002-2003  
RoofTop Golf Fundraiser, Chairman/Designer, 2001-2004  
Leadership Toledo, Board Member, 1995 – 2001

### **Education**

The Ohio State University, Columbus OH  
M.A., City & Regional Planning 1992 / B.A , Sociology 1989  
Kent State University, Kent, OH - Transferred to Ohio State  
Architecture (Major), Sociology (Minor) 1983-1987

### **Certifications**

AICP – American Institute of Certified Planners, 1998-Current  
CFM- Certified Floodplain Manager – 2014 - Present

## MEMORANDUM

To: Unalaska City Council Members

From: Frank V. Kelty, Mayor

Date: November 28, 2017

RE: Request for approval for Mayor and Council travel to the December meeting of the North Pacific Fishery Management Council in Anchorage, Alaska, December 4-11, 2017

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SUMMARY: The December North Pacific Fishery Management Council (NPFMC) meeting is the most important of the year. At this meeting the 2018 seasonal fishing allocations for the Bering Sea, Aleutian Islands and Gulf of Alaska are approved. The NPFMC will receive the National Marine Fisheries Service year-end management report. The Council will be approving the Charter Halibut Management Measures and permit regulations for the 2018 season. Bering Sea Cod trawl catcher vessel participation will be discussed. The Council will be addressing Gulf of Alaska Pollock trawl issues including prohibited species catch (PSC) limits, seasonal starting dates and trip limits. The Council will also have a discussion on an industry request for an experimental fishing permit to test a Chinook salmon excluder device.

PREVIOUS COUNCIL ACTION: The Unalaska City Council for many years has approved travel for the Mayor and Council members to attend North Pacific Fishery Management Council meetings.

BACKGROUND: The North Pacific Fishery Management Council meets 5 times a year, and is the management agency for the federal waters fisheries of the Bering Sea and Aleutian Islands. The sustainability of fisheries is of critical importance for the economic wellbeing of the seafood industry, the support sector businesses and the entire community of Unalaska.

DISCUSSION: I believe it is important for Unalaska City Council members to stay involved with the North Pacific Fishery Management Council. The revenues generated from the federal water fisheries of the BSAI drive the economy of this community. The need for the Mayor and Council is even more important to monitor these fisheries meetings since we no longer have a fisheries resource person on staff to attend these meetings.

ALTERNATIVES: The Council may approve a motion for the Mayor and Council to travel to the NPFMC meeting; or they can decline to support a motion for travel to this meeting.

FINANCIAL: Council has sufficient funding available in the City Council travel budget line item.

STAFF RECOMMENDATION: Not applicable.

PROPOSED MOTION: I make a motion to approve travel for the Mayor and up to three council members to attend the North Pacific Fishery Management Council Meeting in Anchorage, Alaska, December 4-11, 2017.

MANAGERS COMMENTS: Not applicable.

ATTACHMENTS: North Pacific Fishery Management Council agenda and meeting issue schedule.



# NORTH PACIFIC FISHERY MANAGEMENT COUNCIL Meeting Agenda

605 W. 4th Ave. Suite 306  
Anchorage, AK 99501  
(907) 271-2809  
Fax (907) 271-2817

*Dan Hull, Chairman*  
*David Witherell, Executive Director*  
*Telephone (907) 271-2809*  
*Visit our website: [www.npfmc.org](http://www.npfmc.org)*

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December 4-12, 2017

Anchorage Hilton Hotel

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## 236th Plenary Session

The North Pacific Fishery Management Council will meet the week of December 4-12, 2017 at the Hilton Hotel, 500 W. 3rd Avenue, Anchorage, Alaska. Other meetings to be held during the week are:

Charter Halibut Management Committee: Monday, Dec. 4, 2017 9am-4pm – Room TBD

Scientific and Statistical Committee: Dec. 4-6, 2017 8am-5pm – King Salmon/Iliamna

Advisory Panel: Dec. 5-9, 2017 8am-5pm – Dillingham/Katmai

Council: Dec. 6-12, 2017 8am-5pm – Aleutian Room

All meetings are open to the public, except executive sessions. Information on submitting comments in writing or in person can be found in the PUBLIC COMMENT INFORMATION attached below. The deadline for comments is 5:00 pm (AST) Thursday November 30, 2017. Submit comments by email to [npfmc.comments@noaa.gov](mailto:npfmc.comments@noaa.gov). The Council meeting will be broadcast beginning December 6 at <https://npfmc.adobeconnect.com/december2017>. Motions will be posted following the meeting.

### [December 2017 meeting](#)

Attached are the meeting schedule, agendas for other committee meetings, information on providing public comments, and meeting access information.

#### Attachments:

[Schedule \(hyperlink\)](#)

[Pre-Meeting Review Documents \(hyperlink\)](#)

## A. CALL MEETING TO ORDER

A1 [ID 17-023](#) Approval of Agenda

A2 [ID 17-024](#) Minutes and Summary from Previous Meeting

#### Attachments:

[SSC Minutes Oct 2017 \(hyperlink\)](#)

[AP Minutes Oct. 2017 \(hyperlink\)](#)

[Council Summary Oct. 2017 \(hyperlink\)](#)

A3 [ID 17-025](#) In Meeting Minutes (committee minutes drafted during meeting)

## B. REPORTS

B1 [REP 17-035](#) Executive Director's Report

**Attachments:**     [B1 Renner SSC Nomination](#)  
                              [B1 Williams GOA PT Nomination](#)  
                              [B1 Flier: Toast to the Coast](#)  
                              [B1 MSA Comment Letter to Sullivan](#)  
                              [B1 Congressional Activities Report - October 2017](#)

**B2**     [REP 17-036](#)     **Legislative Report**

**B3**     [REP 17-037](#)     **NMFS Management Report**  
*(including year-end inseason management report, Final 2018 Observer Annual Deployment Plan, Draft EM Policy Directive (T))*

**Attachments:**     [B3 Intent to process Pcod Adak and Atka.pdf](#)

**B4**     [REP 17-038](#)     **NOAA GC Report**  
*(including conflict of interest report (T))*

**Attachments:**     [B4 Designated Officials Memo](#)

**B5**     [REP 17-039](#)     **NOAA Enforcement Report**

**B6**     [REP 17-040](#)     **ADF&G Report**

**B7**     [REP 17-041](#)     **USCG Report**

**B8**     [REP 17-042](#)     **USFWS Report**

**B9**     [REP 17-043](#)     **Protected Species Report**  
*(including bowhead whale entanglement review)*

**B10**    [REP 17-044](#)     **IPHC Report (T)**

## **C. MAJOR ISSUES/FINAL ACTION ITEMS**

**C1**     [HAL 17-033](#)     C1 2018 Charter Halibut Management Measures - Final Action

**C2**     [HAL 17-034](#)     Charter Halibut Permits: Latent Capacity; RQE Ownership Caps - Discussion Paper

**Attachments:**     [C2 CHP Latency Discussion Paper 11.20.17](#)  
                              [C2 RQE Ownership Caps Discussion Paper 11.20.17](#)

**C3**     [HAL 17-035](#)     C3 Self-Guided Halibut Rental Boats - Discussion Paper

**Attachments:**     [C3 Self-Guided Halibut Rental Boats Registration](#)

**C4**     [GF 17-076](#)     C4 BSAI Groundfish Harvest Specifications - Final specifications

**Attachments:**     [C4 BSAI SAFE Introduction](#)

**C5**     [GF 17-077](#)     C5 GOA Groundfish Harvest Specifications - Final specifications

**Attachments:**      [C5 GOA SAFE Introduction](#)

**C6**      [GF 17-078](#)      C6 Small Sideboards - Initial Review

STAFF CONTACT: Jon McCracken (NPFMC)

**Attachments:**      [C6 Small Sideboards Initial Review](#)

**C7**      [GF 17-079](#)      C7 Bering Sea Cod Trawl CV Participation - Discussion Paper

**Attachments:**      [C7 BS Pcod Trawl CV DiscPaper](#)

## **D. OTHER ISSUES**

**D1**      [BYC 17-017](#)      D1 Western GOA Pacific Cod A Season Halibut PSC Rates - Discussion Paper

**D2**      [BYC 17-016](#)      D2 Western GOA Pollock C/D Season Timing Chinook PSC - Discussion Paper

**D3**      [GF 17-082](#)      D3 Western GOA Pollock Trip Limits - Discussion Paper

**D4**      [GF 17-083](#)      D4 Stranded Cod in GOA Trawl B Season - Discussion Paper

**D5**      [GF 17-084](#)      D5 Fixed Gear CV Rockfish Retention - Discussion Paper

**D6**      [BYC 17-019](#)      D6 Chinook Salmon Excluder EFP - Consultation

## **E. STAFF TASKING**

**E1**      [ID 17-026](#)      E1 Staff Tasking

# Agenda SCHEDULE (updated November 15, 2017)

## DECEMBER 2017

	SSC King Salmon/Iliamna Room	AP Katmai/Dillingham Room	Council Aleutian Room
<b>Monday Dec. 4</b> Charter Halibut Committee 9am-4pm (Rm TBD)	8:00 am C4 BSAI Specs 1:00 pm C4 (continued)		
<b>Tuesday Dec. 5</b> 530-7pm McDowell presentation on AK seafood markets	8:00 am C5 GOA Specs 1:00 pm C5 (continued)	8:00 am C1 2018 Charter measures C2 Charter halibut permits 1:00 pm C2 (continued) C3 Self-guided rental boats	
<b>Wednesday Dec. 6</b> 530-630pm (T) IPHC presentation on halibut stock status	8:00 am C6 Small Sideboards D6 Chinook Salmon EFP 1:00 pm continue as necessary	8:00 am C4 BSAI specs 1:00 pm C5 GOA specs	8:00 am B reports 1:00 pm B reports (continued)
<b>Thursday Dec. 7</b> 6-8pm Reception for Young Fishermen's Summit 530-830pm Toast to the Coast - BeansCafe.org	8:00 am preparation and review of minutes	8:00 am C6 Small Sideboards C7 BS Cod Trawl CV 1:00 pm C7 (continued)	8:00 am C1 2018 Charter Measures C2 Charter Halibut Permits 1:00 pm C2 (continued) C3 Self-guided rental boats
<b>Friday Dec. 8</b>		8:00 am D1 WG Pcod A season D2 WG pollock C/D 1:00 pm D3 WG Pollock Trip Limits D4 Stranded Cod in GOA	8:00 am C4 BSAI specs 1:00 pm C5 GOA specs 4:00 pm Executive Session
<b>Saturday Dec. 9</b>		8:00 am D5 Fixed Gear CV Rockfish D6 Chinook Salmon EFP 1:00pm E Staff Tasking	8:00 am C5 (continued) C6 Small sideboards 1:00 pm C7 Bering Sea cod trawl CV
<b>Sunday Dec. 10</b>			8:00 am C7 (continued) D1 WG Pcod A season 1:00 pm D2 WG pollock C/D D3 WG pollock trip limits
<b>Monday Dec. 11</b>			8:00 am D4 Stranded cod in GOA 1:00 pm D5 Fixed Gear CV Rockfish D6 Chinook salmon EFP
<b>Tuesday Dec. 12</b>			8:00 am E Staff Tasking 1:00 pm continue as necessary

**NOTE: The above agenda items may not be taken in the order in which they appear and are subject to change as necessary. All meetings are open to the public with the exception of Council Executive Sessions.**



## MEMORANDUM

To: City Council Members

From: Frank V. Kelty, Mayor

Date: November 28, 2017

RE: Request for approval for the Mayor to travel to attend a two day Bairdi Tanner Crab Workshop in Juneau, Alaska on December 18-19, 2017, as a member of the Bering Sea Fisheries Research Foundation (BSFRF) Board representing the City of Unalaska

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**SUMMARY:** This two-day workshop is a collaborative effort by the Bering Sea Fisheries Research Foundation, NOAA, ADFG, the University of Washington and University of Alaska Fairbanks on improving the understanding of bairdi Tanner Crab biology in the Bering Sea to identify areas where management of the stock may be further improved. The specific focus is in the state of bairdi crab biology and scientific information within the context of the ADFG harvest strategy which has not been changed since 2011. A major review of the strategy was done this year by ADFG due to the 2016 closure of the entire bairdi tanner crab fishery in the Bering Sea in 2016.

**PREVIOUS COUNCIL ACTION:** The Council has previously funded \$10,000 annually for the past 14 years in support of the industry funded research the foundation has completed. I've been a member of the Board of Directors of the foundation representing the City of Unalaska during all 14 years.

**BACKGROUND:** The BSFRF was successfully formed by commercial crab industry leaders in 2003 with the encouragement of NMFS and has undertaken a number of projects in a well-integrated effort. BSFRF has taken an active role in working with both NMFS and ADFG to improve the scientific information used in the annual assessments of Bering Sea crab stocks. After snow crab trawl surveying supplemental to NMFS in 2004, a formal agreement authorized the BSFRF in 2005 to conduct its first industry-run cooperative survey using new crab survey methodology. This was followed by BSFRF-led full resource surveys of the Bristol Bay red king crab in 2007 and 2008. Based on results of these surveys, industry participation and support from other sources, increased and cooperative efforts for improving science for managing crab stocks expanded to other research including support of stock assessment and modeling, discard and handling mortality, tagging and recovery experiments and participation in several workshops and forums on improving the science of crab management.

**DISCUSSION:** I believe it is worthwhile to have me attend this workshop as I've been involved with the foundation since its inception and bring to the table my background in the processing industry, as well as an elected official that knows firsthand the importance of the revenues from the Bering Sea Crab Fisheries to the City of Unalaska.

**ALTERNATIVES:** The Council may approve a motion for the Mayor and Council to travel to the Bairdi Tanner Crab Workshop in Juneau; or they can decline to support a motion for travel to this meeting.

**FINANCIAL:** Council has the sufficient funding available in the City Council travel budget line item for this travel.

**STAFF RECOMMENDATION:** Not applicable.

**PROPOSED MOTION:** I make a motion to approve travel for the Mayor to attend the Bering Sea Fisheries Research Foundation Bairdi Tanner Crab Workshop in Juneau, Alaska, December 18-19, 2017.

**MANAGERS COMMENTS:** Not applicable.

**ATTACHMENTS:** Information on the workshop provided by the BSFRF.

**BSFRF**Bering Sea  
Fisheries  
Research  
Foundation

BERING SEA FISHERIES RESEARCH FOUNDATION

23929 22<sup>ND</sup> DR SE BOTHELL, WA. 98021

FORGING COOPERATIVE RESEARCH PARTNERSHIPS IN THE BERING SEA

October 30, 2017

Hello all,

On behalf of the Bering Sea Fisheries Research Foundation and cooperative research partners you are invited to attend a cooperative research workshop focused on Bering Sea Tanner crab biology. The topic has been the focus of prior research and management issues over this past year. We have the opportunity to further explore how to improve and update our understanding of important Tanner crab science used to sustainably manage the stock in the Bering Sea. Attached is further information including an introduction to the workshop, logistics, and attendees/invitees. I have spoken with several of you already, as the holidays are approaching quickly, I will be firming up final details to distribute to you all as soon as possible. Please direct any questions you may have to me and thank you for your willingness to participate.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Goodman", is written over a horizontal line.

BSFRF Executive Director,  
Scott Goodman



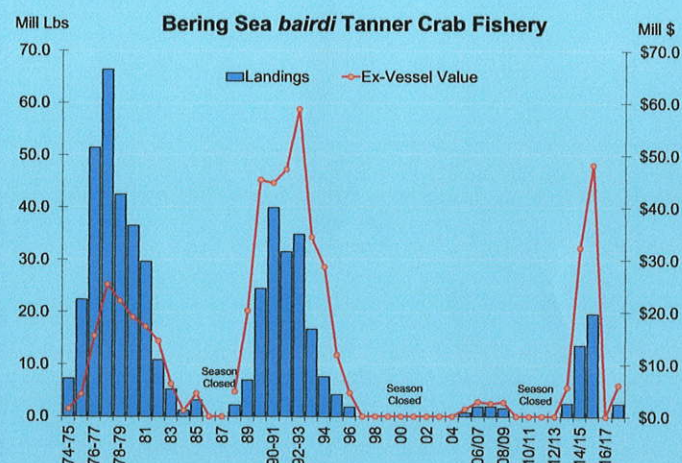
## Introduction/Overview of Bairdi Workshop

The 2017 Fall Bairdi Workshop is a collaborative effort focused on improving the understanding of bairdi Tanner crab biology in the Bering Sea to identify areas where management of the stock may be further improved. The specific focus is the state of bairdi crab biology and scientific information within the context of the State of Alaska Harvest Strategy. The ADF&G Harvest Strategy in use for Bering Sea Tanner crab has been revised a number of times and until May of this year had been in place mostly unchanged since 2011. Substantial review has been completed over the last year, mostly by ADF&G staff, to update several components of the Harvest Strategy. The updated components of the strategy led to further flexibility in the 2017/18 consideration of stock status, control rule thresholds, and to a current open season this year in contrast to the closure in the prior year. This workshop looks to build on recent updates with the expectation of identifying further refinements to the Harvest Strategy. A central issue for consideration is the biological rationale for a mature female threshold which determines if the fishery may open.

Bering Sea commercial crab stocks exhibit population fluctuations, yet mechanisms driving this variability are poorly understood. NMFS and ADF&G hold different responsibilities toward the common goal of sustainable exploitation, but ADF&G ultimately manages the seasons and quota. BSFRF has an established presence as a collaborative research partner, which has improved research productivity and overall transparency. Stakeholders in the Bering Sea Tanner crab fishery look forward to providing continued support for improving crab management. The workshop format is intended to increase transparency for the review of historical, updated, or new biological information with co-managers and stakeholders. The workshop will be chaired by Scott Goodman of the Bering Sea Fisheries Research Foundation, and a number of invited researchers will be presenting background or specific information for review and discussion. A core workshop panel of researchers with longer history and depth of understanding with Bering Sea bairdi biology and the fishery will be providing insight and comments. A group of invited stakeholders and other managers will be attending to listen and may provide additional points of discussion. A steering committee is currently finalizing details of workshop questions, necessary presentations, agenda, and potential recommendations for future work.

## Brief History of Fishery and Management

The Bering Sea bairdi Tanner crab resource supports a substantial commercial fishery with a widely fluctuating history over the last 40 years. Total catch exceeded 60 million lbs in the late 1970s, sharply declined into the 1980s, followed in the early 1990s by catches recovering to nearly 40 million lbs and the highest historical effort (~300 vessels). From 1995 until 2014, estimates of abundance and biomass remained low and commercial seasons were greatly reduced. During this 20 year period, catches did not exceed 5 million lbs and 12 seasons were closed. Importantly, the stock went through a formal overfishing designation and detailed rebuilding plan during this period. Further, the fishery was rationalized in 2005 which greatly reduced effort and the pace of fishing. More recently, bairdi abundance and biomass have increased and the 2014/15 season catch was nearly 14 million lbs, followed by the 2015/16 season of nearly 20 million lbs. The 25-year high season was followed by a season closure, and the current season is open with a total allowable catch of 2.5 million lbs.



Commercial crab stocks in the Bering Sea are co-managed under a Fishery Management Plan (FMP) and agreement between the National Marine Fisheries Service (NMFS) and Alaska Department of Fish and Game (ADF&G). Both co-managers (NMFS/ADF&G) and other peers participate in annual stock assessment activities as part of the Crab Plan Team (CPT) and North Pacific Fishery Management Council (NPFMC) process. Status of stock is determined, Federal oversight provides specification of two maximum thresholds – the Overfishing Level (OFL) and Allowable Biological Catch (ABC), and then seasons and allocation are determined by ADF&G from regulations defined in State Harvest Strategies per species. In general, the shared oversight follows an annual cycle of surveys, model review, status specification and season setting. The addition of new information or process changes occur periodically which include; new survey or other experimental data, changes in Tier status, model development, revision of Harvest Strategy, or other.

A group of invited stakeholders and other managers will be attending to listen and may provide additional points of discussion. A steering committee is currently finalizing details of workshop questions, necessary presentations, agenda, and potential recommendations for future work.



## WORKSHOP DETAILS

### Goals:

- Consider further refinement to the current ADFG HS for Bering Sea bairdi Tanner crab
- Consider most appropriate measure of reproductive capacity for Bering Sea bairdi Tanner crab
- Determine research work plan toward broader MSE for Bering Sea bairdi Tanner crab

**WHEN: DECEMBER [start times, travel dates TBD]**

1-2 day workshop dates are DEC 18-19 (MON-TUE)

**WHERE: Juneau (current lodging, venue, catered food options underway)**

### ATTENDEES/INVITEES:

#### Science Panel

Ben Daly (ADFG)	Sheri Dressel (ADFG) <b>NA</b>	Ginny Eckert (UAF)
Bob Foy (NMFS)	Scott Goodman (BSFRF)	Gordon Kruse (UAF)
Steve Martell (Seastate)	Nick Sagalkin (ADFG)	Bernard Saint-Marie (DFA CA)
Shareef Sideek (ADFG)	Chris Siddon (ADFG)	Laura Slater (ADFG)
Dave Somerton (ret NMFS)	Mark Stichert (ADFG)	Buck Stockhausen (NMFS)
Jie Zheng (ADFG)		

#### Industry/Other

Forrest Bowers (ADFG)	Ed Dersham, BOF ret.	Tyson Fick, ABSC
Frank Kelty, BSFRF Board	Scott Kent, NSEDC	Nicole Kimball, PSPA
Jake Jacobsen, ICE Rep.	John Jensen, BOF	Israel Payton, BOF
Edward Poulsen, BSFRF Board	Robert Ruffner, BOF	Gary Stauffer, BSFRF Advisor
Doug Wells, BSFRF Board		

## Workshop Research Topics and Questions:

[Please note these are draft questions to be further revised/refined by steering committee]

### Bairdi Stock Status & Harvest Strategy Overview

- 1) How do NMFS & ADFG use available information to inform bairdi seasons, OFL/ABC determination, and TAC setting?
  - a) Provide a brief overview of survey/stock assessment model and status determination
  - b) Provide a brief overview of the current harvest strategy framework
  - c) Provide a brief history of the harvest strategy revisions
  - d) Describe the current progress and elements of the HS that are being reviewed for this workshop

### Female Bairdi & Metrics of Reproductive Potential

- 2) What should the role of mature females be in a harvest strategy?
  - a) Is fertilization success problematic?
  - b) What are the optimal sex ratios?
  - c) Are males limiting reproductive potential?
  - d) Is an egg production index a better measure of reproductive potential?
  - e) Is a combined mature male/female index (ESB) appropriate?
  - f) Is there a linkage between observed shell condition and reproductive capacity?

### Bairdi Spatial Stock Structure

- 3) Should the stock be considered one stock but managed E/W?
  - a) What are latest trends from information available (surveys and fishery)
  - b) Do regional and temporal variations in size at maturity persist?
  - c) Are there spatially critical components (per size/sex group) detectable for this stock?

### Assessment Models and Surveys

- 4) How should bairdi survey data/assessment model outputs be used for fishery decisions?
  - a) Should variable bairdi survey data alone be used to inform management threshold?
  - b) Can the assessment model deal with regional and temporal variations?
  - c) How does modeling deal with high uncertainty in estimates of legal male crab?
  - d) Are there tractable modeling options that provide immediate or longer term improvements?
  - e) Should MSE steps be limited in scope or expanded into modeling options?

WORKSHOP AGENDA: [TBD by 11/10/17]

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2017-66

RESOLUTION 2017-66: A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH \_\_\_\_\_ IN AN AMOUNT NOT TO EXCEED \$\_\_\_\_\_ TO CONDUCT AN INVESTIGATION INTO THE SEQUENCE OF EVENTS THAT TOOK PLACE ON OR ABOUT JUNE 24, 2017 THAT LED TO AN ONGOING INVESTIGATION.

WHEREAS, Section A of Unalaska Code of Ordinances Section 2.88.010 titled “Conduct in Office” states the City Council may investigate the conduct of any City department, official, committee member or employee; and

WHEREAS, the same code section states that any person specifically authorized by the city council shall also have the power to investigate the conduct of any City department, official, committee member or employee; and

WHEREAS, the Unalaska City Council has determined that an investigation into the conduct of a City department, official or employee is required regarding the sequence of events that took place on or about June 24<sup>th</sup>, 2017 during a public training session for Council and Administration; and

WHEREAS, the investigation is to determine how the sequence of events during the training led to an ongoing investigation; and

WHEREAS, the City Attorney has solicited information and qualifications from attorneys who have experience conducting such investigations; and

WHEREAS, Levesque Law Group and Tim Petumenos have expressed interest in performing the investigation services; and

WHEREAS, the City shall select a firm to perform the required investigation services and determine the amount of funding to make available for performance of the services.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to enter into an agreement with \_\_\_\_\_ in an amount not to exceed \$\_\_\_\_\_ to conduct an investigation into the conduct of a City department, official or employee to determine the sequence of events that took place on or about June 24, 2017, that led to an ongoing investigation. In particular the investigation shall investigate the conduct of the following City departments, officials and employees: \_\_\_\_\_.



PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA  
CITY COUNCIL THIS 28<sup>TH</sup> DAY OF NOVEMBER 2017.

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MAYOR

ATTEST:

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CITY CLERK

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## MEMORANDUM TO COUNCIL

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**TO:** MAYOR AND CITY COUNCIL MEMBERS  
**FROM:** NANCY PETERSON, INTERIM CITY MANAGER  
**DATE:** NOVEMBER 28, 2017  
**RE:** RESOLUTION 2017-66: A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH \_\_\_\_\_ IN AN AMOUNT NOT TO EXCEED \$\_\_\_\_\_ TO CONDUCT AN INVESTIGATION INTO THE SEQUENCE OF EVENTS THAT TOOK PLACE ON OR ABOUT JUNE 24, 2017 THAT LED TO AN ONGOING INVESTIGATION.

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**SUMMARY:** The City Council issued a Directive to the City Manager on October 10<sup>th</sup>, to coordinate with the City attorney in order to obtain referrals and proposals from law firms for an investigation dealing with the sequence of events that took place on June 24<sup>th</sup>, during a public training session for Council and City Administrator. The investigation is to determine how the sequence of events during the training led to an ongoing investigation.

**PREVIOUS COUNCIL ACTION:** The Council voted on October 24<sup>th</sup> to NOT rescind this motion.

**DISCUSSION:** The City Attorney solicited information and qualifications from three attorneys who expressed interest in providing services as an outside investigator. One of the firms removed their name from consideration this week:

- 1) Levesque Law Group: materials attached; maximum hourly rate \$175;
- 2) Tim Petumenos: no materials provided specific to our request, but referred the City to his website, [www.tpaklaw.com](http://www.tpaklaw.com); maximum hourly rate \$450; and
- 3) Perkins Coie: withdrew from consideration.

The City Attorney has scheduled an Executive Session to provide legal advice regarding hiring an outside investigator.

Following the Executive Session, the Council will reconvene to Regular Session and will take public action on awarding this contract to a specific law firm, specifying an amount not to be exceeded for the identified scope of work.

**ALTERNATIVES:** 1) request additional proposals; 2) authorize and award a contract; 3) do not authorize a contract.

**FINANCIAL IMPLICATIONS:** Council shall determine the amount of funds to be spent on the investigation services and the funding source.

**LEGAL:** The City Attorney has scheduled an Executive Session to provide legal advice regarding hiring an outside investigator.

**STAFF RECOMMENDATION:** No recommendation.

**PROPOSED MOTION:** I move to approve Resolution 2017-66 authorizing the City Manager to enter into an agreement with \_\_\_\_\_ (fill in the name of the firm) in an amount not to exceed \$\_\_\_\_\_ (*fill in the amount*) to investigate \_\_\_\_\_ (fill in scope of investigation).

**CITY MANAGER'S COMMENTS:** Following the Executive Session, the Council will reconvene to Regular Session and will take public action on awarding this contract to a specific Law Firm for a not to exceed amount for an identified scope of work.

# LEVESQUE LAW GROUP, LLC

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Joseph N. Levesque  
Shane E. Levesque, Of Counsel

3380 C Street, Suite 202  
Anchorage, Alaska 99503

Phone: (907) 261-8935  
Fax: (206) 309-0667  
Website: [levesquelawgroup.com](http://levesquelawgroup.com)

November 7, 2017

**SENT VIA EMAIL: [bchandler@bcfaklaw.com](mailto:bchandler@bcfaklaw.com)  
and FIRST CLASS MAIL**

Brooks W. Chandler, City Attorney  
CITY OF UNALASKA  
%BOYD, CHANDLER AND FALCONER  
911 W. 8<sup>th</sup> Avenue  
Anchorage, Alaska 99501

Re: Letter of Interest – City Ethics Investigation

Dear Brooks:

Thank you for contacting our office concerning solicitations by the City of Unalaska ("City") for outside counsel qualified to assist with investigation concerning ethics issues. Please accept this letter as our expression of interest to provide legal services to the City as requested.

Levesque Law Group, LLC was formed in May of 2012 with a focus to provide legal services to Alaska's municipalities. Prior to establishing our Firm, I partnered with now Governor Bill Walker, at WALKER & LEVESQUE, LLC. During my 12-year tenure at Walker & Levesque, I provided legal services to various municipalities. Our Firm has extensive experience advising municipalities concerning ethics issues, including review and evaluation of complaints of ethical violations, conducting investigations, and assisting public entities in conducting investigations concerning alleged ethical violations. I have also provided legal opinions relating to applicable statutory provisions concerning alleged ethical violations or concerns; participated in hearings conducted concerning ethical complaints; and negotiated with parties to attempt to resolve issues and complaints.

Most recently, my Firm has been retained by the North Slope Borough to assist in review and revision of its Ethics Code. Presently we are commencing training of Borough staff and representatives concerning implementation of the Borough's newly adopted Ethics Code provisions.

Brooks Chandler, City Attorney  
City of Unalaska  
November 7, 2017  
Page | 2

An example of services provided concerning ethics issues includes representation of the Municipality of Anchorage in an appeal and hearing concerning conflicts of interest (Municipality of Anchorage, *Ethics Appeal re: Elvi Gray Jackson*). I also represented the Matanuska-Susitna Borough in an Ethics Hearing Appeal (2005-2006; also *In Re Jean Krause*, 2005, involving ethics violation complaints against a board member and municipal employee). Additionally, I have reviewed various complaints concerning ethics violations on behalf of the City of Homer, (Ethics Violations 2010). In addition to performing investigations concerning ethical issues, I also have extensive experience in performing investigations encompassed in civil litigation and trials, including conducting interviews and depositions of witnesses, investigating through formal discovery requests, as well as review and analysis of documentary evidence.

In 2013, Levesque Law Group, LLC was selected pursuant to competitive bidding by the State of Alaska to serve as independent counsel acting in the place of the attorney general for investigation of ethics complaints filed against a current governor, lieutenant governor, and/or attorney general, and to conduct formal proceedings of probable violations of the Executive Branch Ethics Act (AS 39.42). To date, our Contract with the State has been extended twice and we remain available to provide services as requested.

Enclosed please find the following documents and information concerning our qualifications and experience, as well as services that we have offered to our various municipal clients:

- Resume of attorney Joseph N. Levesque and biographical sketch;
- Resume of attorney Shane E. Levesque and biographical sketch;
- List of Issues Regarding Which Levesque Law Group Regularly Advises Alaska Municipalities;
- Selected Examples of Municipal and Public Entity Representation; and

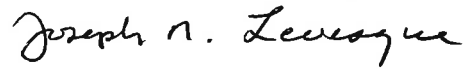
Understanding the financial issues confronting Alaska's municipalities, our Firm makes every effort to minimize legal fees and costs, while maintaining exceptional service. We believe our maximum hourly rates of \$175.00 for myself, and \$165.00 for attorney Shane Levesque, are quite competitive in comparison to rates customarily charged by other firms offering similar services. Additionally, we utilize paralegals to perform appropriate tasks at a reduced hourly rate of \$115.00. We also utilize some of the latest technology for our document management and storage, which allows us to exchange large volume documents efficiently and securely.

Brooks Chandler, City Attorney  
City of Unalaska  
November 7, 2017  
Page | 3

Thank you for the opportunity to submit this letter of interest. Please do not hesitate to contact me if you have questions or seek additional information concerning our Firm's qualifications to provide service to the City.

Sincerely,

LEVESQUE LAW GROUP, LLC

A handwritten signature in black ink that reads "Joseph N. Levesque". The signature is written in a cursive, flowing style.

Joseph N. Levesque, Owner

Enclosures as stated



**JOSEPH N. LEVESQUE**

**LEVESQUE LAW GROUP, LLC**  
**3380 C STREET, SUITE 202**  
**ANCHORAGE, AK 99503**  
**(907) 261-8931/ FAX: (206) 309-0667**  
Email: [joe@levesquelawgroup.com](mailto:joe@levesquelawgroup.com)

**Education:** Seattle University School of Law, J.D., 1986  
University of Alaska, B.A., 1980

**Professional Experience:**

**Levesque Law Goup, LLC**  
May 2012 – Present  
General municipal law, litigation

**Walker and Levesque, LLC**  
December, 2000 – April, 2012  
General municipal law, commercial litigation.

**Foster Pepper Rubini & Reeves LLC**  
Anchorage, Alaska 99501-2226  
Of Counsel, 1999-2001  
General municipal law, commercial litigation.

**North Slope Borough Law Department**  
Barrow, Alaska  
Borough Attorney, 1996-1999  
Responsible for all legal issues for the Borough and supervision of Assistant Borough Attorneys and staff.  
Assistant Borough Attorney, 1993-1996  
Provided legal advice to the Mayor, the Assembly and all assigned departments. Researched, drafted ordinances, resolutions, rules and regulations and other legal documentation as requested. Represented the Borough in litigation.

**Kenai District Attorney's Office**  
Kenai, Alaska  
Assistant District Attorney, 1990-1993  
Responsible for all misdemeanor cases prosecuted on the Kenai Peninsula. Experience in grand jury presentations; prosecution of felony cases; and Children in Need of Aid cases.

**United States Magistrate John D. Roberts**

Federal Building U.S. Courthouse  
Anchorage, Alaska

Judicial Law Clerk, 1989-1990

Researched, drafted memoranda, orders, reports, and recommendations  
for federal cases.

**Tugman & Clark**

Anchorage, Alaska

Associate, 1987-1989

Researched, investigated, and drafted pleadings, motions, and memoranda for  
commercial, business and family law cases.

**Staley, DeLisio, Cook & Sherry, Inc.**

Anchorage, Alaska

Law Clerk, 1986-1987

Researched and drafted pleadings, pre-trial motions and memoranda for civil  
cases.

**Professional Activities:**

Alaska Bar Association – Fee Arbitration/Mediation Committee

Alaska Municipal Attorneys Association

Member, 1993-present

Anchorage Bar Association, Member

Barrow Restoration Advisory Board

Member, 1994-1999

Elmendorf Restoration Advisory Board

Member: 1999-present

National Association of Bond Lawyers

Member, 2004-present

**Admitted to Practice:**

Alaska, 1987

Washington, 2001

**Personal:**

Born, Augusta, Maine, raised in Alaska. Married with two children.

**Interests:**

Fishing, reading, hiking, and all outdoor activities.

## **Joseph N. Levesque**

Mr. Levesque received his Juris Doctorate from Seattle University School of Law in 1986 and began his legal career working in civil practice. In 1989, he clerked for United States Magistrate Judge John D. Roberts and began working as a prosecutor for the Kenai District Attorney's office. Following this, Mr. Levesque worked first as the Assistant Borough Attorney, and then as the Borough Attorney, for the North Slope Borough. Since then, Joe has focused his practice on the representation of municipal clients, and has become a well-respected litigator in Alaska.

Mr. Levesque began the Levesque Law Group, LLC in 2012 following nearly two decades of providing legal representation to both municipal and private clients throughout Alaska. The Firm was founded on a simple philosophy: Clients from every sector have the right to capable, competent, and effective legal services, and that the quality of those services should never differ according to the client's size or standing within a community.

Having lived and represented parties in some of Alaska's largest, smallest, and most remote communities, Mr. Levesque understands that the needs of his clients differ in as many ways as Alaska's people. Because of this, the Levesque Law Group, LLC is dedicated to ensuring that each of its clients' particular interests always guide the scope of their representation.

# SHANE LEVESQUE

3380 C Street, Suite 202, Anchorage, Alaska 99503  
907-261-8935

shane@levesquelawgroup.com

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## PROFESSIONAL EXPERIENCE

**Levesque Law Group, L.L.C.**, Anchorage, Alaska  
*Attorney* May 2012 – present

**Walker & Levesque, L.L.C.**, Anchorage, Alaska  
*Attorney* May 2011 – May 2012

## EDUCATION

**Saint Louis University**  
Ph.D., Bioethics, in progress.

**Saint Louis University**  
J.D., May 2009.  
*Academic Certifications:* Certificate in Health Law Studies.  
*Honors and Activities:* 1843 Scholar (three-year, full-tuition academic merit scholarship); 2009 American Society of Law, Medicine, and Ethics Student of the Year; Staff Editor, Saint Louis University Journal of Health Law & Policy; Health Law Moot Court National Delegate; Health Law Association; National Order of Scribes.

**University of Alaska, Anchorage**  
B.A., *cum laude*, Journalism & Public Communications, 2006.

## PROFESSIONAL MEMBERSHIPS

Alaska Bar Association  
American Bar Association  
National Order of Scribes

## PUBLICATIONS

*Closing the Door: Mental Illness, the Criminal Justice System, and the Need for a Uniform Mental Health Policy*, Nova Law Review, 2010.

*Preemption and the Public Health: How Wyeth v. Levine Stands to Change the Way We Implement Public Health Policy*, Saint Louis University Journal of Health Law & Policy, 2010.

"Of Note," (collaborative column with faculty and students from the Center for Health Law Studies), *Catholic Health Care USA, Quarterly Journal* (Vol. 16, 1-2; Summer 2008).

## **Shane E. Levesque**

Shane Levesque was born and raised in Alaska. He attended Saint Louis University School of Law on a full-tuition scholarship, where he received a Certificate in Health Law Studies, and went on to complete coursework toward a Ph.D. in Health Care Ethics. Shane was admitted to the Alaska Bar in 2011, and the City of Valdez was the first client that he represented in both the *Seahawk* and *TAPS* litigation.

Since that time, Shane's legal practice has centered almost exclusively upon municipal clients, with a particular focus on public employment and personnel matters, health law, municipal taxation, the regulation of land uses, administrative proceedings, and local elections. Notably, Shane was the lead drafter for the Aleutians East Borough's Amicus Brief to the Alaska Supreme Court *In re 2011 Redistricting Cases*, as well as for the City of Kenai in *Brown v. Personnel Board for the City of Kenai*, (Supreme Court No. S-15160).

# LEVESQUE LAW GROUP, LLC

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Shane E. Levesque, Of Counsel

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## Selected Examples of Municipal and Public Entity Representation

### Alaska Gasline Port Authority

Date	Scope of Representation	Contact
2015	General Counsel	Dave Dengel

### Aleutians East Borough

Date	Matter	Subject	Contact
2002	<i>In Re 2002 Redistricting Cases</i>	Legislative redistricting process	Bob Juettner
2005	<i>Aleutians East Borough v. State of Alaska</i>	Environmental contamination prospective purchase agreement	Bob Juettner
2005	<i>Aleutians East Borough v. Peter Pan Seafoods</i>	Condemnation	Bob Juettner
2009	<i>Aleutians East Borough v. Melvin Gillis</i>	Public land lease dispute	Sharon Boyette
2011-2012	Creation of conservation easement	Municipal land use	Rick Gifford
2012	<i>Aleutians East Borough v. Bureau of Indian Affairs</i>	Land dispute	Rick Gifford
2012	<i>Aleutians East Borough v. Alaska Municipal League Joint Insurance Association</i>	Insurance coverage dispute	Stanley Mack
2012	<i>In Re 2012 Redistricting Cases</i>	Legislative redistricting process	Rick Gifford
2013-2014	Creation of borough land use permitting ordinances and enforcement procedures	Municipal land use and zoning	Anne Bailey



Examples of Representation

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**Bristol Bay Borough**

Date	Matter	Subject	Contact
2012	Appeal to borough board of adjustment	Municipal land use and taxation	Tani Schoneman
2014-2015	Election code revision	Municipal elections law	Tani Schoneman
2014-2015	Alaska uniform citation project	Ordinance enforcement	John Fulton

**City of Adak**

Date	Matter	Subject	Contact
2014	<i>Bond Co-Counsel, Refunding Bond</i>	Municipal Finance	Layton Lockett

**City of Galena**

Date	Matter	Subject	Contact
2001	<i>Sweetsir v. City of Galina</i>	Breach of contract	Marvin Yoder

**City of Homer**

Date	Matter	Subject	Contact
2005	<i>Cook Inletkeeper v. City of Homer</i>	Land use permit enforcement	Lane Chesley
2008-2011	Planning & Zoning Appeals	Municipal land use and zoning	Walt Wrede
2010	Ethics complaint review	Municipal governance	Walt Wrede
2010	Public records request	Municipal governance	Beth Wythe
2014	Board of Adjustment appeal	Municipal land use and zoning	Jo Johnson

Examples of Representation  
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**City of Houston**

Date	Matter	Subject	Contact
2012	Ballot language review	Municipal elections	Sonya Dukes
2015	Public records request	Municipal governance; public records laws	Sonya Dukes

**City of Kenai**

Date	Matter	Subject	Contact
2009	Referendum	Municipal election law	Carol Freas
2011-2014	<i>Brown v. Personnel Board for the City of Kenai</i>	Public employee discharge	Rick Koch
2011	Board of Adjustment Appeal	Municipal land use and zoning	Rick Koch
2012	Board of Adjustment Appeal	Municipal land use and zoning	Rick Koch

**City of Port Lyons**

Date	Matter	Subject	Contact
2014	Contract dispute	Public contracts	Kathryn Adkins

**City of Sand Point**

Date	Matter	Subject	Contact
2014	Special counsel to Grievance Committee	Public employment	Andy Varner

**City of Seldovia**

Date	Matter	Subject	Contact
2001	<i>City of Seldovia v. Stokes</i>	Condemnation purchase of property	Ronda Haynes

Examples of Representation

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Date	Matter	Subject	Contact
2004	<i>City of Seldovia v. Swanson</i>	Land use; permitting ordinance enforcement	Ronda Haynes
2012	<i>City of Seldovia v. Alaska Coastal Marine, et al</i>	Constitutional claim re: enforceability of municipal fee	Tim Dillon
2016-2017	<i>City of Seldovia v. Precious Earth, et. al.</i>	Land use; ordinance enforcement	Tim Dillon/ Tod Larson

**City of Soldotna**

Date	Matter	Subject	Contact
2005	Employee wrongful discharge claim	Public employee; labor law	Teresa Fahning
2009	Arbitration hearing before employee relations board	Public employee; labor law	Teresa Fahning

**City of Valdez**

Date	Matter	Subject	Contact
2005	<i>City of Valdez v. Local Boundary Commission</i>	Single-city borough formation	Lisa Von Borgen
2005-2012	<i>Seahawk Seafoods, Inc. v. City of Valdez</i>	Contract dispute	John Hozey
2010-2011	<i>City of Valdez v. Alaska Municipal League Joint Insurance Association</i>	Insurance coverage dispute	John Hozey
2011	<i>BP Pipelines (Alaska) Inc. et al v. State of Alaska</i>	Municipal property taxation	Bill Walker
2017 – ongoing	<i>City of Valdez – Tax Foreclosures</i>	Municipal property taxation	Elke Doom/ Brian Carlson
2017 – ongoing	<i>City of Valdez – Abatement</i>	Municipal code enforcement and abatement	AnnMarie Lain

Examples of Representation  
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**City of Wasilla**

Date	Matter	Subject	Contact
2009	Attorney for City, <i>In the Matter of the Appeal of Fred Meyer</i>	Municipal land use and zoning	Kristie Smithers
2013-2014	Hearing Officer, <i>In the Matter of the Appeal of Matanuska Electric Association</i>	Municipal land use and zoning	Kristie Smithers

**Kenai Peninsula Borough**

Date	Matter	Subject	Contact
2006	Opinion re recall petition	Municipal governance; elections	Sherry Biggs
2015	Opinion re recall petition	Municipal governance; elections	Johni Blankenship

**Ketchikan Gateway Borough**

Date	Matter	Subject	Contact
2001	<i>KGB v. Alaska Forest Creations</i>	Municipal finance; loan guarantee	Scott Brandt-Ericksen
2002	<i>In Re Recall of Dorothy Smestad et al</i>	Municipal governance; elections	Scott Brandt-Ericksen

**Kodiak Island Borough**

2013-2014	<i>Markham v. Kodiak Island Borough Board of Equalization</i>	Municipal taxation	Bill Roberts
2013-2014	<i>Wren v. Kodiak Island Borough Board of Adjustment</i>	Municipal land use and zoning	Bob Pederson
2014	<i>Kodiak Island Borough v. Brown</i>	Municipal land use and zoning	Bob Pederson
2014	<i>Red Hook Construction, Inc. v. Kodiak Island Borough</i>	Public contracts	Bud Cassidy

Examples of Representation  
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**Matanuska-Susitna Borough**

Date	Matter	Subject	Contact
2005	<i>In Re Jean Krause</i>	Municipal governance; public employment; ethics	
2005-2006	Ethics appeal hearing	Municipal governance	Teresa Williams
2012	Review of historic preservation plan	Municipal land use and zoning	Nick Spiropoulos
2012	Opinion re residency requirements	Municipal governance	Nick Spiropoulos
2012	Review of elected official oaths of office	Municipal governance	Lonnie R. McKechnie
2013	Hearing before the Animal Care and Regulation Board	Municipal animal control; ordinance enforcement	Brenda Henry
2014	Opinion re voting issue	Municipal governance	Nick Spiropoulos

**Municipality of Anchorage**

Date	Matter	Subject	Contact
2007	Opinion re: Assembly Term Limits	Municipal governance	Barbara Gruenstein
2008	Ethics appeal	Municipal governance; conflicts of interest	Barbara Gruenstein
2009	Ordinance Review re: Union Contracts	Public employment; union labor law	Barbara Gruenstein & Bill Star
2014	Special Counsel to Anchorage Assembly re special assessment appeal	Municipal land use and zoning; municipal taxation	Barbara Jones & Julia

**North Slope Borough**

Date	Matter	Subject	Contact
1995	<i>Leavitt v. North Slope Borough</i>	Premise liability slip-and-fall	Greg Olson

Examples of Representation

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1996	<i>Akootchook et al v. North Slope Borough</i>	Recall election	Benny Nageak
1996	<i>Walther v. North Slope Borough</i>	Civil rights complaint	Greg Olson
1997	<i>Taranto v. North Slope Borough</i>	Defamation claim	Marie Carroll
1997	<i>Horton v. North Slope Borough</i>	Public employee wrongful discharge	Greg Olson
1998	<i>North Slope Borough v. Department of Defense</i>	Iodine-131 human rights	Todd Sherwood
1998	<i>North Slope Borough v. Department of Defense</i>	Borough landfill closure	Todd Sherwood
1999	<i>Malabed v. North Slope Borough</i>	Hiring preference	Benny Nageak
2012-2013	Contract process review	Public contracts	Charlotte Brower
2016-2017	Ethics Code Review, Revision and Training	Ethics Review	Charlotte Brower/Harry Brower, Jr.

**Prince William Sound Regional Citizens' Advisory Committee**

Date	Matter	Subject	Contact
2005	<i>PWSRCAC v. EPA</i>	Petition for reconsideration of administrative rulemaking	Donna Schantz
2011	Oil tanker tug escort program review and enforcement	Contracts enforcement	Donna Schantz
2012 – present	General Counsel	Various matters concerning oil and gas and environmental protection	Donna Schantz

**Other Representation**

Date	Matter	Subject	Contact
2001	Municipality of Anchorage, City of Wasilla, City of Palmer, and Matanuska-Susitna Borough Telephone Cooperative tax appeal	Municipal taxation	Jack Snodgrass & Mike Gatti



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Examples of Representation

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Date	Matter	Subject	Contact
2005	<i>Stephens v. EPA</i>	Petition for review of administrative rulemaking	Stan Stephens

**Presentations**

Mr. Levesque has presented to Alaska Municipal Attorneys, Clerks, Finance Directors and newly elected officials on a broad range of topics ranging from Open Meetings Act to Social Media for municipalities.

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## **List of Issues Regarding Which Levesque Law Group Regularly Advises Alaska Municipalities**

Following is an example of the various issues that Joseph Levesque has addressed in his representation of Alaska municipalities:

### **a. Local Government Public Meetings**

Joseph Levesque has participated in city council, borough assembly, and other meetings of the public entities that he has represented throughout the 22 years that he has advised municipal clients. Having represented numerous administrations, boards and commissions during public meetings, he has necessarily become deeply familiar with the legislative and quasi-judicial processes of state and local government bodies. Mr. Levesque has a thorough understanding of the Alaska laws that govern such meetings, including the Open Meetings Act. Further, he is comfortable advising such bodies of their rights and obligations during the course of meetings, including the ethical obligations of members of those bodies.

### **b. Issues Facing Local Government**

Joe Levesque has advised local governing bodies on Public Employees Retirement System (PERS) issues, including funding. He has regularly represented municipal clients regarding local tax issues, including municipal ad valorem, telephone co-op, use, sales, severance, and transfer taxes. Further, Mr. Levesque has also assisted municipalities in economic development and revitalization, the creation and financing of critical infrastructure, and the regulation of public utilities.

**c. Ordinance drafting**

Joe Levesque has drafted, reviewed, edited and enforced hundreds of municipal ordinances and resolutions covering a broad range of municipal topics ranging from municipal bonds to trapping within city limits to common nuisances.

**d. Municipal zoning**

During his 28 years of legal practice, Joe Levesque has provided legal advice to numerous municipal planning and zoning commissions. He has attended planning & zoning meetings, participated in, or served as Hearing Officer for several appeals from local government planning and zoning decisions. Moreover, he has regularly advised municipal administrations and their staff members regarding initial planning and zoning determinations. In addition, Mr. Levesque has first-hand experience with comprehensive and coastal management planning, including their drafting and enforcement. Finally, he has extensive experience in drafting and reviewing local land use ordinances, the creation and implementation of land use permitting systems, and historic preservation requirements.

**e. Ordinance Enforcement**

Joe Levesque has prosecuted municipal ordinance violations -- from traffic infractions and animal control violations to violations of zoning ordinances. Recently, Mr. Levesque prosecuted the violation of a local signage ordinance, and a refusal to hook up to municipal water and sewer system. Further, he has overseen the integration of a municipality's ordinances into Alaska's new Uniform Citation System.

**f. Municipal Tax**

Joe Levesque has substantial experience dealing with municipal tax law and enforcement, regularly deals with issues related to sales tax in the Aleutians East Borough, and has been involved in litigation relating to a number of ad valorem tax issues, including litigation related to the municipal taxation of the Trans-Alaska Pipeline. Mr. Levesque assisted a number of municipalities relating to a Telephone Cooperative Tax Appeal in 2001. Levesque Law Group regularly assists municipalities with the foreclosure process for delinquent tax payments, advises municipalities regarding tax

exemptions, the creation and modification of service areas, severance taxes, and the comprehensive review and revision of municipal tax codes.

**g. Public Employment Labor Law**

Joe Levesque regularly advises municipal administrations regarding public employment and union employee matters, including employee grievances, collective bargaining, and disciplinary actions. Mr. Levesque has also represented administrations in administrative appeals of personnel actions, and advised local review boards. Mr. Levesque has experience defending municipal departments against allegations involving wrongful termination claims, and recently successfully did so before the Alaska Supreme Court in *Brown v. Personnel Board for the City of Kenai*, 327 P.3d 871 (2014).

**h. Municipal Purchasing and Contracts**

Mr. Levesque has had substantial experience in negotiating, drafting and enforcing purchasing documents and contracts. Mr. Levesque has also advised municipalities at every stage of their public competitive and negotiated bidding processes, and the laws and other legal considerations that govern them.

**i. Police liability**

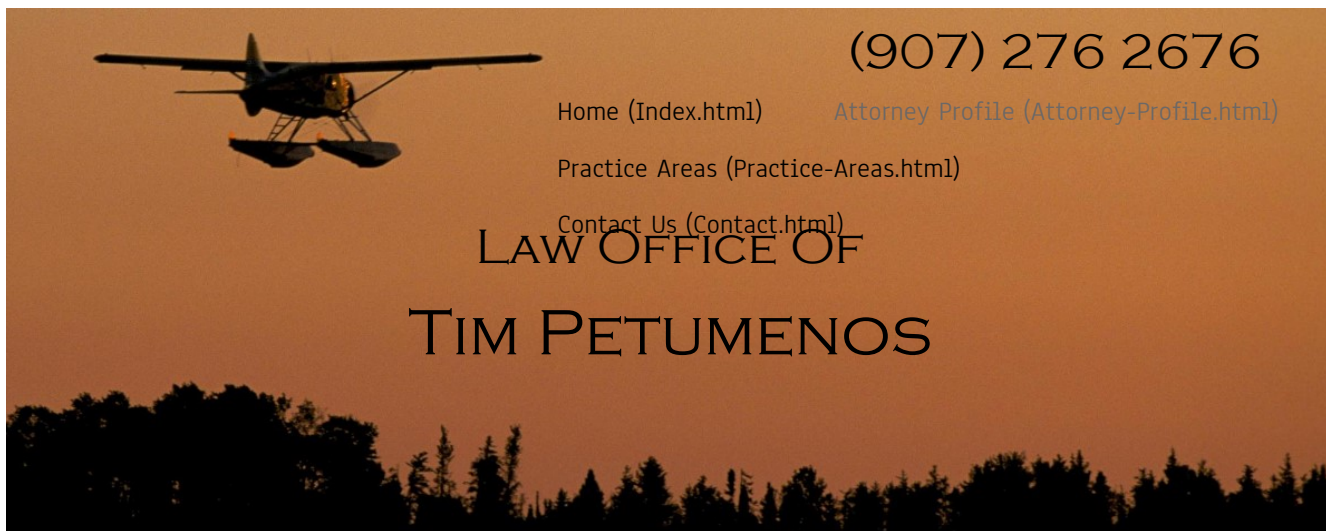
Joe Levesque has prosecuted criminal and quasi-criminal violations. Many such trials and appeals include allegations of police misconduct and requests to inspect police personnel files. Consequently, Mr. Levesque has experience in defending the actions of police departments and individual police officers. He also has experience in analyzing law enforcement policies and procedures related to municipal risk management. It should be noted, however, that most civil actions brought against municipal police are defended under municipal general liability insurance policies.<sup>1</sup>

**j. Acquisition and Disposition of Public Property**

Joe Levesque has assisted municipalities during each stage of the process of acquiring and disposing of municipal property. Not only has his representation included

<sup>1</sup> Mr. Levesque has also on occasion been retained by a municipalities' insurer to represent the City under its liability policy.

the drafting, review and enforcement of sales agreements, it has also involved the determination of economic benefit, and the purchase and sale of municipal property valued in the millions of dollars.



## Profile *Tim Petumenos*



Tim Petumenos graduated from Tufts University in 1973 and Georgetown University Law Center in 1976. He was among the first graduates of a trial advocacy program at Georgetown. Serving with the Alaska Attorney General's Office from 1976-1983, Mr. Petumenos helped open its Office of Special Prosecutions and led the Attorney General's Office's efforts to prosecute public corruption and complex commercial offenses. He secured convictions in many high profile celebrated cases. He attended an intensive trial advocacy national session of the National Institute for Trial Advocacy (NITA) and was selected by the State of Alaska to become a Certified Instructor for NITA teaching other attorneys how to try cases.

In 1983, Mr. Petumenos became a member of Birch Horton Bittner and Cherot where he worked for 30 years. While at Birch Horton, Mr. Petumenos handled the firm's most complex and high profile cases including the state court Exxon Valdez Oil Spill trial. He has been called back by the State of Alaska for

several of its most important matters, including the famous Neil McKay murder case and the investigation and reporting on Gubernatorial ethics matters. He has handled major trials in the area of environmental, employment, aviation and commercial law. In addition to trial work, Mr. Petumenos has handled appellate cases that resulted in precedent setting cases before the Alaska Supreme Court with respect to the law of employment, healthcare, the Fair Trade Practices Act, environmental and punitive damages.

Mr. Petumenos is an elected member of the American Law Institute (ALI), a select group of judges, law professors and practitioners who are responsible for writing the uniform laws that govern much of the substantive law in the United States.

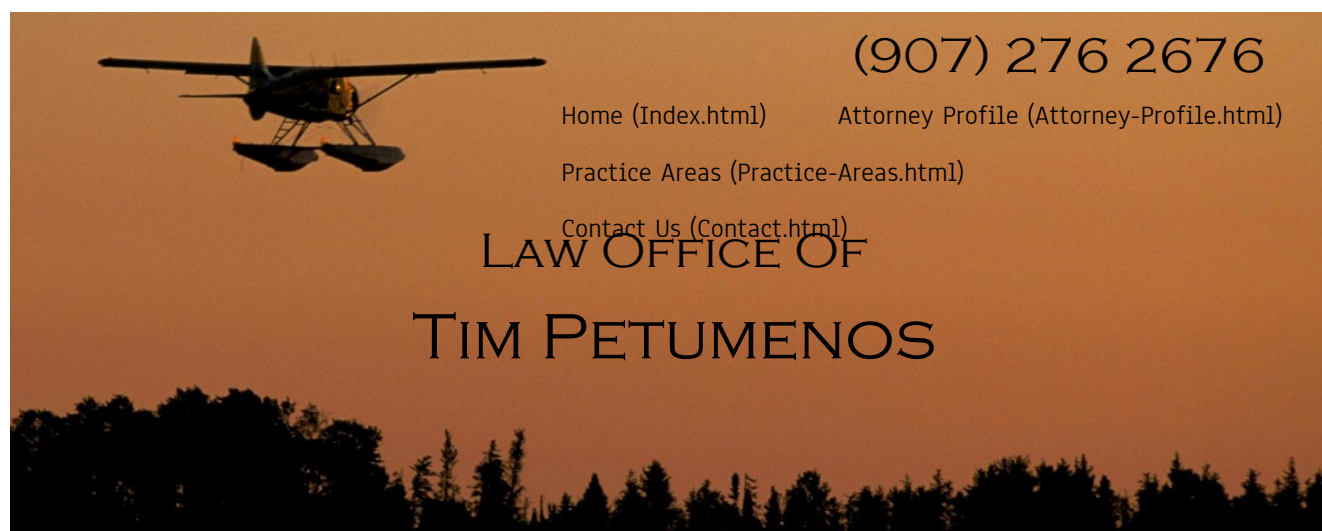
Mr. Petumenos is a licensed pilot and speaks fluent Spanish.

Add Text Here...

### Professional Organizations

- Alaska Bar Association
- American Law Institute
- United States District Court
- 9th Circuit Court of Appeals
- United States Supreme Court
- Alaska Superior Court
- Alaska Airman's Association
- National Institute for Trial Advocacy
- University of Alaska, Adjunct Professor





## Internal Investigations & Corporate Governance

People hire lawyers,  
not law firms...

*Tim Petumenos has experience as an independent  
internal investigator.*

Tim Petumenos has conducted complex investigations on behalf of public and private entities when the independent investigation of an impartial examiner or special counsel was appropriate. There are times when the conduct of corporate executives or public officials cannot be credibly investigated internally. Tim Petumenos has taken on these issues with respect to corporate governance, ethics codes and election controversies.