

# **ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA**

November 28, 2016 5:30 PM

Assembly Chambers

Please note this meeting will begin at 5:30 p.m. rather than the usual 6 p.m.

## **I. ROLL CALL**

## **II. APPROVAL OF AGENDA**

## **III. APPROVAL OF MINUTES**

A. November 7, 2016 Human Resources Committee Meeting

## **IV. PUBLIC PARTICIPATION**

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

## **V. AGENDA TOPICS**

### **A. Board Matters**

#### **1. Building Code Advisory Committee - Annual Report and Appointments**

The term of Patrick Gorman on the Building Code Advisory Committee is coming up for term expiration on November 30, 2016. Mr. Gorman was initially appointed to the committee in January 1996 and has been willing to continue to serve for the past 20 years.

#### **2. Juneau Affordable Housing Commission - Appointment**

Due to Norton Gregory's recent election to the Assembly, there is one vacant seat on the Juneau Affordable Housing Commission for a term expiring January 31, 2017. Since there is less than six months remaining to this term, the Assembly may wish to appoint the new member to remainder of the present term, plus the subsequent full three-year term expiring January 31, 2020.

#### **3. Local Emergency Planning Committee - Nominations and Annual Report**

Please refer to the enclosed memo for the list of seats and applications contained in your packet for nomination.

### **B. Other Business**

## **VI. STAFF REPORTS**

## **VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

## **VIII. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org)

**ASSEMBLY HUMAN RESOURCES COMMITTEE  
THE CITY AND BOROUGH OF JUNEAU, ALASKA  
MINUTES**

November 7, 2016 6:00 PM  
Assembly Chambers

**I. ROLL CALL**

Chair Jones called the meeting to order at 6 p.m. in the Assembly Chambers.

Member Present: Norton Gregory (teleconference), Loren Jones, Beth Weldon, Debbie White.

Members Absent: None.

Staff Present: Laurie Sica, Municipal Clerk

**II. APPROVAL OF AGENDA**

Hearing no objection, the agenda was approved as presented.

**III. APPROVAL OF MINUTES**

A. September 12, 2016 Regular HRC Minutes

Hearing no objection, the minutes of the September 12, 2016 Regular Human Resources Committee meeting were approved.

**IV. PUBLIC PARTICIPATION**

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

**V. AGENDA TOPICS**

A. Board Matters

1. Juneau Economic Development Council (JEDC) Appointments

Chair Jones reviewed the process to fill seats on the JEDC Board. JEDC assisted with recruitment, the board reviewed applications and conducted interviews, and forwarded a recommendation to the Assembly for appointment.

*MOTION, by White, to adopt the JEDC Board recommendations and to recommend to the Assembly the appointment of the following persons to the JEDC Board:*

- Steve Ricci for an unexpired term expiring November 30, 2018.
- Mitch Jackson, reappointed to a second three-year term expiring November 30, 2019.
- Marc Wheeler for a three-year term expiring November 30, 2019.
- Nadine Lefebvre, for a three-year term representing Organized Labor for a term expiring November 30, 2019.

Hearing no objection, it was so ordered.

## 2. Youth Activities Board - Juneau Arts & Humanities Council Representative

Chair Jones said the Juneau Arts and Humanities Council seat on the Youth Activities Board was open and JAHC recommended that Sarah Cannard be appointed.

*MOTION, by Weldon, to appoint Sarah Cannard to the JAHC seat on the Youth Activities Board for a term to coincide with her service on the JAHC.*  
Hearing no objection, it was so ordered.

## B. Other Business

None.

## VI. STAFF REPORTS

None.

## VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

The HRC expressed satisfaction in maintaining its meeting dates for 2017 to immediately precede the regular Assembly meeting.

## VIII. EXECUTIVE SESSION

None.

## IX. ADJOURNMENT

There being no further business to come before the HRC, the meeting was adjourned at 6:06 p.m.

Submitted by Laurie Sica, Municipal Clerk

**DATE:** October 28, 2016

**TO:** Human Resources Committee

**FROM:** Charlie Ford, Building Official  
Community Development Department

**SUBJECT:** 2016 Annual Report of the Building Code Advisory Committee

The City and Borough of Juneau, Building Code Advisory (BCAC) committee met 6 times in 2016.

The Building Code Advisory Committee has been reviewing the 2012 International Codes since January 13, 2014, to incorporate local modifications of the Codes into CBJ Title 19. The review was completed September 19, 2016. The revised version of Title 19 was sent to the CBJ Law Department for their review.

It typically takes 2 – 2 ½ years to review the new model codes and make recommendations for local modifications before they are incorporated into Title 19 for adoption.

The proposed changes to Title 19 consist mostly of clerical revisions to section numbering and location of amendments along with the State Fire Marshal modifications.

The Committee consists of 5 members - Doug Murray, Mechanical Engineer (chair), Pat Gorman, Electrical Engineer, Joann Lott, Architect, Chris Gianotti, Professional Engineer and Russ McDougal, General Contractor. I have been the Building Department's staff liaison to the committee since July of 2010. Fire Marshals Dan Jager and Sven Pearson are the Fire Department's staff liaisons to the committee.

The Committee attendance sheet is attached.

## **Building Code Advisory Committee**

### **2016 Attendance Report**

	<b>Present</b>	<b>Absent</b>
6 Meetings in 2016		
Doug Murray	6	0
Joann Lott	6	0
Chris Gianotti	6	0
Pat Gorman	4	2
Russ McDougal	5	1

# MEMORANDUM

CITY/BOROUGH OF JUNEAU

Emergency Programs Division  
155 S. Seward St., Juneau, Alaska 99801  
[michelle\\_brown@ci.juneau.ak.us](mailto:michelle_brown@ci.juneau.ak.us)



Voice (907) 586-0371  
Fax (907) 586-4517

DATE: November 28, 2016

TO: HRC

PRESENTATION BY: Dan Garcia, Juneau LEPC Chairperson

PREPARED BY: Michelle Brown, Emergency Programs Grant Coordinator

SUBJECT: Annual Report, Juneau Local Emergency Planning Committee (LEPC)

Regular LEPC Public meetings are held on the 2<sup>nd</sup> Wednesday of each month. Public notices for upcoming events occur monthly in PSA's and through newspaper, radio, e-mail, local meetings, and bulletin boards. LEPC members continue public outreach and education through preparedness presentations on radio, television, conferences, and public events. We have strong participation of both seated members and the general public resulting in an average group size of 22 people. We have regular public participation from the School District, Salvation Army, UAS, Coast Guard, National Guard, Airport, and S.A.I.L. with the CBJ providing a deaf interpreter. We are excited about the return of Loren Jones, Elected Official seat. We currently have applications before the HRC for approval of new members in the following alternate seats: Red Cross, CCFR, BRH, and Vulnerable Populations. These people have already been attending meetings and making valuable contributions. Monthly Minutes are provided to the CBJ Clerks Office. Throughout 2016 all the positions were filled but BRH had significant absences; the new alternate should significantly improve that deficiency. Yearend expired seats have been renewed. A State of Alaska LEPC Grant with no match requirement reimburses the CBJ for most wages/ benefits for hours spent on LEPC goals and activities by Michelle Brown. That grant also provides funding for LEPC and Community Emergency Response Team (CERT) activities, outreach materials, and advertising.

In 2016 the LEPC was represented in the following activities:

- Tier II reporting identification and outreach to local businesses and public info ads
- 2016 kicked off a new electronic Tier II reporting system through the State of Alaska. This resource improves accessibility to information on hazardous materials which increases safety for first responders and the public.
- The Juneau LEPC is a National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Weather-Ready Nation Ambassador; the Committee is committed to work with NOAA and other Ambassadors to strengthen national resilience against extreme weather, water, and climate events thru public outreach and information sharing.
- United States Coast Guard (USCG) Stand Down-A full day of Juneau preparedness information tailored to the USCG

- Several members attend the Spring and Fall DHS/EM or HSS Conferences, Local Emergency Planning Committee Association (LEPCA), and SERC regional meetings
- 2016 Safety Event featuring the Earthquake Simulator with many State and local partners was hosted by the Juneau LEPC (attendance over 1000)
- Central Council Tlingit Haida Indian Tribes of Alaska (CCTHITA) Wellness Caregivers Workshop presentations to encourage planning for safe and responsible response to any emergency
- Area Maritime Security Committee Table Top Exercises & Function Exercise Planning
- Airport/Bartlett Regional Hospital (BRH) Exercise with many participating organizations testing their capabilities to this type of response
- Revision of CBJ Emergency Operations Plan (EOP)/All Hazard Mitigation Plan (AHMP) Annex have been completed and adopted by the Assembly
- Public Health Exercise to set up and run a Point of Distribution successfully distributed flu inoculations to 344 individuals in 4 hours
- Juneau Elderly Housing and Care facilities presentations to clarify their role in both responsible response and Local Emergency Planning
- City and Juneau School District adopted Alert, Lockdown, Inform, Counter, Evacuate (A.L.I.C.E.) Training for proactive survival strategies when dealing with violent intruder or active shooter situations. LEPC has been trained and supported ongoing training throughout the community.
- Participated in Red Cross training and sheltering events
- Paid for and distributed posters encouraging Hand Washing to prevent disease
- JPD Year of Caring. The LEPC is participating as an organization and through member organizations
- Juneau Community Emergency Response Team (CERT)

The Juneau Community Emergency Response Team (CERT) was reactivated in 2012 and since that time has trained approximately 188 folks in Juneau to be better prepared to respond responsibly in an emergency. The State LEPC grant supports (CERT) by providing funding for CERT Response Kits, printed materials, and advertising for new members. CERT meetings and trainings have been on hold since June due to the CERT Coordinator dealing with a family emergency. The CERT is working toward getting more facilitators trained for regular duty and backup.

#### CERT Goals

- Provide Certification Training semi-annually
- Become deployable thru partner agencies. CERT is currently working with police, Fire, and Red Cross to create partnerships that can provide deployable volunteers when needed. Volunteers wishing to become deployable would request a background check and complete additional training required by the group or groups they desire to work with.







## OFFICE OF THE MUNICIPAL CLERK

155 S. Seward St., Room 202  
Phone: (907)586-5278 Fax: (907)586-4552  
email: [Beth.McEwen@juneau.org](mailto:Beth.McEwen@juneau.org)

### MEMORANDUM

DATE: November 22, 2016

TO: Assembly Human Resources Committee

FROM: Beth McEwen, Deputy Municipal Clerk

cc: Emergency Programs Staff Liaisons Tom Mattice & Michelle Brown

RE: Local Emergency Planning Committee Open Seats

---

At this time there are a number of open or changing seats on the Local Emergency Planning Committee (LEPC) up for nomination by the Assembly. The Assembly HRC reviews LEPC applications and makes nomination recommendations to the Assembly; the Assembly then forwards the nominations to the State Emergency Response Commission for the actual appointments to be made. For term tracking purposes, all appointment/ expiration dates are based upon the date the action is taken by the Assembly.

The following is a breakdown of all seats and present membership with **those seats up for consideration in bold *with nominations in italics***.

**Seat 1 – Assemblymember Seat [Primary Member]** – previously held by Maria Gladziszewski. *Nomination of Loren Jones for a term beginning immediately and ending upon the 2017 Assembly Committee assignment adoption.*

Seat 1a – Assemblymember Seat [Alternate Member] vacant - previously held by Jaime Bursell.

Seat 2 – Peace Officer Seat [Primary Member] currently held by Deputy Police Chief Ed Mercer for a term expiring December 31, 2017.

Seat 2a – Peace Officer Seat [Alternate Member] currently held by Lt. David Campbell for a term expiring December 31, 2017.

**Seat 3 – Firefighters/Emergency Medical Services [Primary Member]** *currently held by Assistant Fire Chief Ed Quinto for a term expiring December 31, 2016. Nomination for reappointment to a term expiring December 31, 2019.*

**Seat 3a – Firefighters/Emergency Medical Services [Alternate Member]** previously held by Joe Mishler. *Nomination of Fire Captain Paramedic Todd Cameron for a term expiring December 31, 2019.*

Seat 4 – General Public Seat [Primary Member] currently held by Lindsey Taylor for a term expiring December 31, 2017.

Seat 4a – General Public Seat [Alternate Member] currently held by Destiny Sargeant for a term expiring December 31, 2017.

Seat 5 – Bartlett Regional Hospital Seat [Primary Member] currently held by Miguel Lopez for a term expiring December 31, 2017.

**Seat 5a – Bartlett Regional Hospital Seat [Alternate Member]** previously held by Cheri Moyer for a term expiring December 31, 2017. *Nomination of Martha Palicka for a term beginning immediately and expiring December 31, 2017.*

Seat 6 – Media Seat [Primary Member] currently held by Bill Legere for a term expiring December 31, 2018.

Seat 6a – Media Seat [Alternate Member] currently held by Mikko Wilson for a term expiring December 31, 2018.

**Seat 7 – American Red Cross Seat [Primary Member]** currently held by Andrew Bogar for a term expiring December 31, 2016. *Nomination for reappointment to a term expiring December 31, 2019.*

**Seat 7a – American Red Cross Seat [Alternate Member]** previously held by Scott Novak for a term expiring December 31, 2016. *Nomination of Norman (Chip) Wagoner Jr. for a term beginning immediately and expiring December 31, 2019.*

Seat 8 – Owner/Operator of a Facility Subject to the Right to Know Act 1986 [Primary Member] currently held by Dan Garcia for a term expiring December 31, 2018.

Seat 8a – Owner/Operator of a Facility Subject to the Right to Know Act 1986 [Alternate Member] currently held by Allison Natcher for a term expiring December 31, 2018.

Seat 9 – Community Group Seat [Primary Member] currently held by Matt Musslewhite for a term expiring December 31, 2018.

Seat 9a – Community Group Seat [Alternate Member] currently held by Ed Williams for a term expiring December 31, 2018.

Seat 10 – Haz/Mat Transporter Seat [Primary Member] currently held by Paul Nowlin for a term expiring December 31, 2017.

Seat 10a – Haz/Mat Transporter Seat [Alternate Member] currently held by Joel Curtis for a term expiring December 31, 2017.

**Seat 11 – Vulnerable Population Representative Seat [Primary Member]** previously held by Pam Watts for a term expiring December 31, 2016. *Nomination of Suzanne Dutson for a term beginning immediately and expiring December 31, 2019.*

**Seat 11a – Vulnerable Population Representative Seat [Alternate Member]** currently held by Jason Burke for a term expiring December 31, 2016. *Nomination for reappointment to a term expiring December 31, 2019.*