

Alaska Emergency Management Association Monthly General Member Meeting

DRAFT Minutes of November 20, 2020

A. ROLL CALL and EXECUTIVE COMMITTEE:

The meeting was convened at 10:30 a.m. by Kelly Isham via Microsoft Teams.

Present: Casey Cook, Dan Monteleone, Ron Swartz, Kelly Isham, Jim Mullen, Deb Whitethorn, Ted Smith, Brian Templin, Chris Noel, Charlene Saclamana, Hina Kilonia, Kathleen Shea, Jenna Ragland, Terry Kadel, Megan Kohler, Kathy Watkins, Chris Tillman, Doug _____, Louise Friend, Amy Holman, and Alyssa Farrar.

A quorum was established.

B. APPROVAL OF AGENDA – *Kelly Isham*

Kelly proceeded to go through the agenda. Agenda accepted.

C. APPROVAL OF MINUTES – *Kelly Isham*

October minutes –

Acceptance – moved by Jim Mullen to accept without changes, second by Ted Smith. Motion passed.

D. COMMITTEE REPORTS/TASKING REPORTS:

1. FINANCE COMMITTEE – *Ron Swartz*

Ron reported an ending balance of \$3,011.65 as of today. Last year in Dec 2019 we had \$1,181.60 in checking account. Expenses this past year were annual fee for license, and EM member of the year plaque. We have \$60 in petty cash. Upcoming, we will need to pay license fee in January, and corporation dues, and pay a fee to update officers in corporation. IRS report is due every other year.

2. MEMBERSHIP COMMITTEE – *Scott Hill – not present*

Kelly asked for assistance on membership committee to drive up membership. Michelle Weston was interested. Question – Are we missing a director from the Norther Region?? Ted Smith is currently filling that role until someone steps up.

Casey asked a question on when Ted would expire in that position – Dan answered - next fall. Casey also asked if we have received any feedback on our certification from IAEM. None yet.

3. CREDENTIAL COMMITTEE – *Casey Cook*

Discussion from Casey Cook – still needing input from members on test bank. Has had limited feedback. Received some questions back from Dan. Asking for ten questions from everyone on their area of expertise. Without questions there will be no test. Several members spoke up and said they will be sending questions. Questions are due to Casey Cook by Dec 31st.

Casey made a motion to accept the document presented in September on the final draft of the “AKEMA Certification Program”. Ted Smith seconded it. Motion passed.

Discussion on intent to have test ready for the spring preparedness conference. A study guide will need to be developed. Plan is to have a 200 question test bank.

4. CONSTITUTION AND BYLAWS COMMITTEE – *Jim Mullen*

Jim does not have any changes to present. No one has presented any problem that needs to be fixed. Requested that members look over the bylaws again and make sure you don't see anything that needs to be changed. Asked where our official document repository is to keep documents?? Ron has the most current. Need to come up with a records retention policy.

Discussion on creating a website to be able to store documents and allow others to view. Dan volunteered to work on creating one. Google has resources that are available to 501C organizations. Can get AKEMA.org addresses. Discussion continued between Dan and Jim on various options for websites.

Action item – Dan and Jim will work together on the website.

E. OLD BUSINESS

1. COVID 19 Midpoint AAR – *Casey Cook*

The Mid AAR was presented Oct 23rd to the Alaska Emergency Response Commission and LEPCA. It was well received. Casey does not know if it has trickled down to other agencies.

Action item - Casey will be scheduling a follow up planning meeting in February for an AAR for the next phase. Create a Mid-mid AAR in February and send out in March.

2. UAF Partnership – *Ron Swartz*

Ron reported the promotion to members of a weblink to UAF's School of Emergency Management which has an emergency management program; they are promoting their outreach element of the program, which includes an intern program. Referring interest to our Facebook page until our website is developed.

3. Organization Moving Forward – *Kelly Isham*

Kelly Isham reiterated message from previous meetings on the direction of AKEMA as an organization. Discussion had centered on the following items:

- Students and interns will be critical to continued growth and involvement.

- Need to capture and reach out to other sectors of Emergency Management
- Members need to be good stewards of AKEMA name and organization
- Need to be tied in with social media. Need membership outreach thru virtual presence – discussed use of .com address.
- **Action item** – In October, Michelle Weston agreed to help with Facebook and twitter accounts. Jim Mullen, Casey Cook, and Michelle will get together to discuss further and create admin privileges. Nothing new to report on this.

4. Holiday Meeting Pause – Casey Cook

Motion passed in October to take December meeting off and meet again in January 15th

F. NEW BUSINESS

Brian Templin from City of Craig – presentation

Challenges with Covid19 getting vendors in, traveling around area. Prince of Wales Island has not seen that many Covid19 cases, but has had significant challenges. Then there were a series of storms at end of October, 64 separate slide incidents, roads were blocked or washed out. Still working through the disaster recovery process identifying road and property damage and assistance avenues. The area has multiple jurisdictions throughout this rural area challenging local emergency managers. Most of the area is outside of municipal jurisdiction. Need to raise awareness of challenges for emergency management in the rural communities. Local EMs are interested in the credentialing process for EM and appreciate this effort.

G. AGENCY REPORTS

Charlene Saclamana, Nome - last meeting as EM from Kluwarik, rising Covid cases in the area and working, lots of weather events recently, Nome schools are closing, travel restrictions revised in local communities.

Chris Noel – Denali Borough – focusing on community testing program, pushed them into public health realm when they have not had this type of interaction previously.

Chris Tillman, AK Housing - nothing new to report

Doug ??? – nothing to report

Deb Whitethorn, Alaska Regional Hospital and Joint Medical Emergency Preparedness Group – nothing new, all COVID, hospitals are seeing rise in cases, increasing planning for stretching bed and staff resources.

Hina Kilonia, North Slope Borough Emergency Management – working on revision of plans, revival of LEPC, and non-congregate sheltering.

Jenna Ragland, Salvation Army – working with Municipality on relocating Forest Park Mobile home families and residents who are without running water, providing case management services, on the VOAD side to provide support to communities who are needing services, hearing about food disruptions with shipments not arriving into small rural communities

Jim Mullen, AK Search and Rescue – operations have been limited, people are being safe and from the volunteer side it has been quiet.

Terry Kadel, DHSS – vaccines are coming out, sooner rather than later, expect to see vaccines in the state soon; encouraging EMs to reach out to public health and 1st responders to ask about planning for providing vaccines; vaccine providers will be hospitals, pharmacies, and community health centers; also talked about discussions at the state regarding surge planning to move some patients from larger hospitals to smaller critical access hospitals.

Megan Kohler, SOA Department of Environmental Conservation - Statewide response to COVID being monitored; maintaining teleworking, trying not to travel. Looking for topics or presentations on EM topics for staff “lunch and learn” weekly meetings.

Kathleen Shea, SOA Department of Environmental Conservation – attending LEPC meetings, interested in any oil spill or haz mat topics to share with others who are working on updating community plans.

Dan Monteleone, DOT – nothing new to report

Casey Cook, MatSu Borough Emergency Management – nothing new to report

Ron Swartz, University of Alaska Anchorage Office of Emergency Management – shared development of 5 person team managing cases on campus, preparing for closed PODS.

Ted Smith, ANTHC – nothing new to report

Kathy Watkins, Willow Community Emergency Response Team – focusing on training lately for CERT and Red Cross teams

Lou Friend, MatSu Borough – nothing new

Amy Holman, NOAA – working on two things; 1- cleaning up responder lists; 2-preparing for updating 5 year plan, with focus on pulling all agencies in Arctic together into an inter-agency effort, for Risk management and hazard mitigation planning.

Kelly Isham, Team Rubicon – nothing new, ask for assistance if anything is needed.

H. NEXT MEETING

The next meeting is scheduled for 10:30 a.m., January 15, 2021 via teleconference and Microsoft Teams.

Kelly Isham adjourned the meeting without objection at 12:00PM