

**CITY COUNCIL SPECIAL MEETING  
JANUARY 28, 2010 @ 7:00 PM  
LIBRARY MEETING ROOM  
MINUTES**

**A. CALL TO ORDER**

*Mayor Timothy L. Joyce* called the Council Special Meeting to order at 7:00 pm on January 28, 2010, in the Library Meeting Room.

**B. ROLL CALL**

Present for roll call were *Mayor Tim Joyce*, Council members *EJ Cheshier, Jim Kacsh, Bret Bradford*, and *David Reggiani*. Council members *Robert Henrichs, David Allison*, and *James Kallander* were absent. Also present were City Manager *Mark Lynch* and City Clerk *Lila Koplín*.

**C. APPROVAL OF AGENDA**

*M/Reggiani S/Bradford* to approve the agenda.

Vote on motion: 4 yeas, 0 nays, 3 absent (Henrichs, Allison, Kallander) Motion carried.

**D. DISCLOSURES OF CONFLICTS OF INTEREST – none.**

**E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Audience Comments regarding agenda items – none.

**F. NEW BUSINESS**

2. Pre-evaluation session for City Manager. Discuss expectation and evaluation process.

*Mayor Joyce* stated that to complete the evaluation, the Manager or Clerk will do their own self-evaluation, and then the Council and Mayor will go through their evaluations and provide comments. After that, the Mayor does a summary evaluation, and the Council members sign off on it. *Lynch* then passed out a summary of job duties he has worked on since he arrived in Cordova. He stated that his door is always open for the Council members to come and discuss issues. *Kacsh* stated that *Lynch* was doing a great job. *Mayor Joyce* stated that he was learning quickly and doing a good job. *Lynch* stated that the staff was helpful with his integration, especially *Lila*.

On a side note, *Mayor Joyce* stated that DOT was asking for comments about a proposal that the Watershed put in about putting a bridge in to Mavis Island for circulation. There is discussion as to whether putting a bridge in would open it up for circulation, or if there were other options like a culvert; and also how it would

affect the airplanes. He would like direction from the Council. *Kacsh* stated that he had heard that historically fish did not spawn in that area of the lake. Opening it up may cause what is there now to be lost. Putting a culvert in might be helpful however. *Bradford* stated that it was more of a circulation issue, and he would like to hear more of what the public has to say before he decides one way or the other. *Mayor Joyce* stated that there would be concerns of where airplanes would park if putting a bridge in caused problems for them. From a City perspective, they would need to think about things like that. They will address this formally at a later date.

3. Presentation of Emergency Operations Plan by Joanie Behrends and Dick Groff.

*Behrends* thanked the Council and the Mayor for giving her the opportunity to update them on disaster planning. She continued by stating that the plan isn't just a good idea, but is mandated by the State. The plan is an all hazards plan for any disaster. *Behrends* stated that three out of the seven largest earthquakes in the world have happened in Alaska in the twentieth century. She continued by listing the steps to take once disaster has hit. First is to check with families. Next is the City employees gather their important things, check in at either the Fire Department or Homeport, and then head for higher ground. The Incident Commander (IC) is the City Manager. He will direct the City on how to proceed. *Groff* discussed the Incident Command System (ICS) chart, which shows who is in charge of each department in an emergency. Most positions are filled, except the medical advisor, which would be appointed from the medical branch when needed. *Behrends* stated that the binder contained a basic plan that shows an overview. After the basic plan, there are annexes that go over specific problems or hazards. *Behrends* and *Groff* then went through the basic plan page by page. They emphasized that the plan is open to change. The first change the *Mayor* and the *Council* identified, was to see a list of all the categories that fell under the list of priorities on page 10.

*Behrends* stated that the plan included notification of an emergency to surrounding towns, but did not commit the City's resources to them. Cordova can commit resources or rescue operations to areas outside of Cordova on a case-by-case basis. To clarify this in the plan, Behrends will change the second to last bullet on page 11. On page 17, the assumption will be changed so that it allows the City to deviate from the plan based on the occasion.

*M/Reggiani S/Kacsh* to have a five-minute recess.

Vote on motion: 4 yeas, 0 nays, 3 absent (Henrichs, Kallander, Allison). Motion carried.

*Mayor Joyce* recessed the special meeting at 8:35 pm, and reconvened at 8:45 pm.

*Mayor Joyce* stated that he would like to add another bullet on page 19 that states other assumptions may be made based on the nature of the emergency.

**Groff** passed out a handout with a draft ordinance establishing the City of Cordova Emergency Management Organization. **Lynch** stated it should also state who is responsible for carrying out the actions, such as “by Mayor, with Council approval.”

**Behrends** stated that she was given advice to add language to the plan that states the City can act before a disaster, if they know that there will be one, called triggers. Page 39 of the plan gives examples. The triggers will initiate a limited response from the City.

**Mayor Joyce** referred back to page 20, and stated that the Mayor certainly has the ability to declare a disaster, but did not recall whether it required the Council to have a resolution. **Lila Koplín** was unsure if it did require that. **Oscar Delpino** stated that in order to get funding, there needed to be a resolution that declared an emergency. **Mayor Joyce** agreed, but still wanted to know if it was stated in the Code. He would like to make sure that the plan and the Code are consistent.

**Groff** stated that on page 21, it says, “all responders, during the disaster, will have liability protection under the City.” **Mayor Joyce** stated it should be changed to all ICS responders.

On page 24, **Behrends** stated that the plan says, “The City Manager, or his designee, will be the Incident Commander.” **Bradford** stated that it should say, “or a designee.” It was agreed that it should be changed to that, in case the City Manager is unavailable at the time of a disaster.

On page 29, **Behrends** stated that there is a COOP plan, which outlines a succession of Command. The State requires there to be a line of three people identified, the City Manager being the first. **Lynch** stated that the number two person would be Cathy Sherman, because she was the interim before he arrived. Beyond that, he was uncertain. **Mayor Joyce** stated that Sherman was under contract, and that it was over, so Lynch could determine anyone he saw fit. **Kacsh** stated that he thought it should be a position that is delegated to be next in command, not a specific person. **Behrends** stated that the State requires a position and a specific name. **Lynch** stated he would like to have Sherman as the first backup, and then the Public Works Director, Tom Cohenour as the second.

**Delpino** stated that certain people will need to take IS courses to comply with Federal regulations, and to continue receiving grant funding. **Mayor Joyce** asked if the Council was required to take IS classes 100, 200, 300, 400, 700, & 800. **Delpino** replied that they did, because they were in the line of Succession of Command. **Behrends** stated that she would look into it to make sure that was accurate. **Mayor Joyce** stated that the Council was not paid, and it would be hard to have them volunteer that much time to complete all those classes.

After presenting the basic plan of the Emergency Operations Plan, *Behrends* stated that committee would recommend that the Council pass the ordinance to establish the Emergency Management Organization, to approve the Plan, to choose an Emergency Management Coordinator (EMC), to approve the COOP plan, to give Lynch clear support in an Emergency situation, to have a policy to include emergency management in all future City applications, to add a budget line for emergency management, to keep all the MOU's current, and lastly, require an Emergency Preparation update quarterly from the EMC. Under training, Behrends recommends that they support the Alaska Shield, which will be the disaster exercise in April. Secondly, they recommend all the department heads are trained in IS 100, 200, 700, 800, 300, & 400, supervisors are trained for IS 100, 200, 700, & 800 and all City employees at IS 100 and 200. Lastly, they recommend the Council to attend a four-hour class titled, "Who is in charge anyways?" *Behrends* recommends that the City acquire or purchase generators, generator hook ups at the shelters, cots, blankets, water bladders, heaters, enhanced 911 system, HAM radio equipment/links, radios, FSR radios, disaster supplies van, telephone line for disaster message center. In addition, she encourages a city-wide meeting for the AK shield, citizens to participate in the AK shield, and Council participation in the drills and training. *Behrends* stated the next meeting would be February 1st, at noon at the Firehall. She also stated that there are twenty licensed HAM radio users. *Delpino* stated that Cordova is one of the only cities that are completely complying with the grant. He continued by stating the Alamar system is willing to give the City money, not just a grant, because they are in compliance.

## G. COUNCIL COMMENTS

*Cheshier* thanked Behrends, Groff, and Delpino for all their hard work.

*Reggiani* agreed with Cheshier.

*Bradford* stated that everyone did a good job with the plan.

## H. ADJOURNMENT

*M/Bradford S/Cheshier* to adjourn the Special Meeting at 10:00 pm.

Vote on motion: 4 yeas, 0 nays, 3 absent (Henrichs, Kallander, Allison). Motion carried.

Approved: May 5, 2010

Attest: *Erika Empey*  
Erika Empey, Deputy City Clerk

