

Cook Inlet Harbor Safety Committee Managing Board Annual Meeting

Summary

March 28, 2023

10am-11am (AKST)

Board Attendees:

Mayor Peter Micciche – President
Mike Munger – Secretary/Treasurer
Captain Mark Nielsen – Member
Captain Paul Mehler – HSC Chair

Other Attendees:

CDR John Z Downing, USCG
Captain Sean MacKenzie, USCG Anchorage
Cassandra Johnson, CIRCAC
Haley Griffin, Nuka Research & Planning Group
Sierra Fletcher, Nuka Research & Planning Group

Call to Order and Approval of Agenda

The CIHSC Managing Board Meeting was called to order at 10:06 am (AKST) by Mike Munger for this meeting.

Motion Captain Nielsen, Captain Mehler to approve the agenda as presented. Motion passes with no objection.

Review of Action Items from December 6, 2022

After reviewing the action items, Mayor Micciche stated he will reach out again as a follow-up to the Nikiski Fire Department for their appointment of an Ex-Officio representative.

Approval of Meeting Summary December 6, 2022

Motion Captain Mehler, Captain Nielsen to approve the meeting summary of December 6, 2022, as presented. Motion passes with no objection.

Secretary/Treasurer's Report

Mr. Munger and Cassandra Johnson, the Accounting and Grants Manager at CIRCAC, proposed a change in financial institutions for the Harbor Safety Committee. Ms. Johnson stated that changing institutions will make it easier for contributions to be processed and will save the Committee money. She reported exploring a few different options, but stated Key Bank was a sufficient option for the HSC as it has a basic business checking account option that allows free online transfers, and only requires a minimum balance of \$1,000.

Mr. Munger and Ms. Johnson recommended switching the Harbor Safety Committee to Key Bank. It was confirmed that there was no penalty for dropping Wells Fargo as the current financial institution, and that CIRCAC will make their payment using the online platform as the HSC transfers to Key Bank.

Motion Captain Nielsen, Captain Mehler to approve the switch in financial institution used by the Harbor Safety Committee from Wells Fargo to Key Bank. Motion passes with no objection.

Mr. Munger spoke to the financial summary dated February 28, 2023. He provided an overview of the budget report, and the Board discussed the status of contributing and non-contributing entities.

Committee Chair Report

Captain Mehler reported that the website underwent an overhaul in 2022 and asked the Board to review the pages. He added that a link to NOAA's new marine zones will be incorporated onto the site.

Captain Mehler spoke to the current state of training, reporting little recent activity but discussed the ideas of hosting both in-person and online active shooter, first aid, and man overboard training. He also brought up inviting outside sources to host trainings, and that continuing to share training and other opportunities within the Committee is a priority.

Open Committee seats were reviewed, and Captain Mehler asked the Managing Board to review the roster to ensure that it was valid. He stated two short term goals of the Committee; to finalize the MFF plan and put out communications for fishing hotspots (in relation to tanker locations throughout the Summer). Increasing visibility for the HSC on the regional and national levels was established as a long-term goal. Mayor Micciche and Captain Mehler agreed to work together in defining the approach to accomplish this.

Captain Mehler requested that a certificate of appreciation is made for Tim Robertson on the Committee's behalf, and Mayor Micciche seconded Captain Mehler's request.

Action Item: Nuka Research will work with the Managing Board to create a certificate of appreciation for Tim Robertson and his work for the HSC.

Facilitator's Report

Ms. Fletcher reported that the next full Committee meeting will take place in-person at the Kenai Chamber of Commerce on April 27th, the 2023 contribution letters have been sent out, and workgroups lists have been re-established.

Membership Committees and Workgroups

Ms. Fletcher reviewed Mark Maxim's application submitted via email and Ms. Griffin presented the resolution. Captain Nielsen stated that Mr. Maxim was more than qualified and that he possessed the knowledge to successfully carry out the position on the Committee.

Motion Captain Nielsen, Captain Mehler to ratify Resolution 23-01 with Mark Maxim as the Alternate Tanker Operators seat. Motion passes unanimously.

Vacancies

There is currently one vacancy that remains on the Ex-Officio list for the Nikiski Fire Department. Mayor Micciche will update the Board on the appointed individual. No vote is needed for Ex-Officio seats.

Action Item: Senator Micciche will re-confirm the individual being appointed to the Ex-Officio Kenai Peninsula Borough/Nikiski Fire Department seat and follow up with the Board.

Workgroups

Ms. Fletcher reported that there are a number of items on the worklist for each of the workgroups to complete. Currently, the Harbor Safety Plan workgroup is aiming to schedule a meeting in mid-April.

New Business

Captain Mehler suggested the procedures used by Marathon and SWAPA to communicate with the local fishing industry would be a good agenda item for the April 27 meeting. This highlights the value of coordination among different waterways users and speaks to the purpose of the HSC.

Review Action Items

- ◇ Captain Mehler will reach out to SWAPA about a potential presentation for the Committee meeting. *complete*
- ◇ Ms. Fletcher will reach out to Ed Page to see if it is appropriate to appoint a new individual to the Marine Exchange Ex-Officio seat. *complete*
- ◇ Mayor Micciche will follow up to confirm a new appointment to the Nikiski Fire Department's Ex-Officio seat. *complete*
- ◇ Nuka and the Board will create a certificate of appreciation for Tim Robertson.
- ◇ Ms. Griffin will notify Mr. Maxim of his appointment and add him to the website. *complete*
- ◇ Mayor Micciche and Captain Mehler to brainstorm ideas for increasing the HSC's visibility.
- ◇ Ms. Griffin will send Mr. Munger Resolution 23-01 to be signed. *complete*

Next Meeting

The next meeting is TBD.

Motion Mike Munger, Captain Mehler to adjourn meeting. Motion passes with no objection. Meeting adjourned at 10:35 AM.

Meeting Materials:

1. December 6, 2022 Meeting Summary
2. 230201 Roster Packet Version (current)
3. Resolution 23-01 – Committee Appointment
4. 2023 Receivables Report (February 28th)
5. Resumes and Letters of Interest – Mark Maxim