

**Cook Inlet Harbor Safety Committee
Meeting
22nd September 2015**

Meeting Summary

Attendees

Committee Members

Stephen Ribuffo, Port of Anchorage, Chairman
Peter Garay, Southwest Alaska Pilots Association, Vice-Chair
Bob Arts, Ship Agents – Primary
Brad Kroon, Harbor Tug Operators – Primary
Bryan Hawkins, Port of Homer – Primary
David Martin, Commercial Fishing Organization – Primary
Drew Anderson, Offshore Oil Production Operators - Primary
Gunar Berklund, Offshore Oil Production Operators – Alternate
Jack Jensen, Marine Oil Terminal Operators – Primary
Jere White, Tanker Operators – Primary
Jerry Rombach, CI Regional Citizen’s Advisory Council – Alternate
John Taylor, LNG Carrier Operators – Primary
Louis Audette, Tug and Barge Operators – Primary
Luke Hasenbank, Ship Agents – Alternate
Mark Tornai, Recreational Boaters – Primary
Matt Melton, Response Organization – Alternate
Michael O’Hara, SWAPA - Alternate
Mike Watson, Response Organization – Primary
Pat Kilgore, Dry Cargo Ship Operators – Primary
Patrick Callahan, Tanker Operators – Alternate
Sharm Setterquist, Tug and Barge Operators – Alternate
Sven Christensen, Harbor Tug Operators – Alternate
Todd Duke, Salvage Organization – Alternate

Board Members

Ron Ward, Southwest Alaska Pilots Association
Steve Catalano, Cook Inlet Regional Citizen’s Advisory Council

Ex-Officio

Julie Anderson, U.S. Army Corps of Engineers - Primary
Commander Hector Cintron, U.S. Coast Guard Sector Anchorage - Primary
Lieutenant Chung, U.S. Coast Guard, Sector Anchorage – Alternate
Young Ha, Alaska Department of Environmental Conservation – Alternate
John Kotula, Alaska Department of Environmental Conservation- Primary
Donna West, U.S. Army Corps of Engineers – Alternate

Others

James Baisden, Nikiski Fire Service Area, Kenai Peninsula Borough
Kate Blair, Committee and Projects Coordinator, Alaska Oil and Gas Association
Marshall Blankenship, Senior Intern, Response Operations & RTS ASRC Energy Services
Dan Buchsbaum, Alaska Incident Response
Shawn Decker, Private Citizen
L. Chad Fullmer, Alaska Division of Homeland Security and Emergency Management
Tom Lakosh, Private Citizen
Greg LeBeau, Witt & O'Brien's
LCDR Matthew Mitchell, USCG, Chief Sector Anchorage Planning Department
Jeff Pierce, Safe Guard Marine LLC
Tim Robertson, Nuka Research and Planning Group
Tom Rueter, Alaska Maritime
Meg Thornton, Senior Consultant/Office Manager, Natural Resources & Health Sciences Division, Cardno
Jim Van Wormer, Director of Operations, Cook Inlet Tug & Barge
Scott Walden, Director, Kenai Peninsula Borough Office of Emergency Management

The first meeting of the Cook Inlet Harbor Safety Committee (CIHSC) was held as at the University of Alaska on 22nd September 2015.

Approval of Agenda: The Committee approved the agenda as drafted without change.

Review of Committee Purpose and Construct:

a. "How We Got Here"

Tim Robertson reported that the Committee was formed as a result of the recommendations of the Cook Inlet Risk Assessment and the desire of the U.S.C.G. to develop a forum to discuss matters related to maritime safety in Cook Inlet. The organization of the CIHSC was developed by a Convening Work Group, which determined that the best form of organization was a Alaska non-profit corporation certified as a 501(c)(3) by the IRS. They established the structure of the Board of Directors (BOD) and the CIHSC. The BOD is responsible for the maintenance of the non-profit and selects the members of the CIHSC, but does not sit on the CIHSC with the exception of the Chairman of the CIHSC who is automatically appointed to the BOD.

The CIHSC discussed the need for forming a non-profit and associated budget.

b. Distribute copies of Charter

Copies of the Charter were distributed and discussed.

c. Discuss Bylaws Draft

This item was deferred to the next meeting, because copies of the Bylaws were not available.

d. Management Board Introductions

The BOD members present introduced themselves and facilitated discussion of the organization and operation of the Board. The term Managing Board was changed to BOD to comply with State statutes.

e. Fill Committee Officer Vacancy (Secretary)

This agenda item was not necessary because Section 4.4 of the Charter establishes that the Secretary of the CIHSC will be the Chief of Waterways Management Division from USCG Sector Anchorage or his/her designated representative.

f. Work Groups

Chairman Ribuffo discussed the formation of the standing and ad hoc work groups. Work groups are established by the CIHSC and report to the Committee. Work groups will be tasked by the CIHSC with a purpose, scope, goals, and objectives. Recommendations of a work group are to be voted on by the Committee before receiving any status as best practices or standards of care endorsed by the CIHSC. Each work group will have a chair and vice-chair appointed from the voting members. The membership of the work group will be comprised of volunteers from the voting members and any others deemed by the Work Group Chair to be necessary to carry out the duties of the work group. Members of the CIHSC may serve on as many work groups as they choose to participate in.

A sign-up sheet was passed around for volunteers to sign for each of the work groups discussed below.

i. Navigation – standing

Pete Garay discussed the need and purpose of the Navigation Work Group. Garay will lead the formation of this Work Group. The Work Group will consider practices associated with safe navigation in the Inlet and bring draft recommendations to the CIHSC for consideration. Examples of areas of consideration for the Navigation Work Group include:

- Recommendations from the Cook Inlet Marine Risk Assessment
- Regulated navigation areas
- Designated anchorages

It was suggested that since the Navigation Work Group is a standing committee, they should provide an annual report to the CIHSC.

ii. Harbor Safety Plan – standing

Commander Cintron discussed the need and purpose of the Harbor Safety Plan Work Group. Lieutenant Chung will lead the formation of the Work Group. Once adopted, the HSP will be reviewed annually. The Work Group will

develop a Draft Harbor Safety Plan that may include standards of care and best practice topics such as:

- Winter Ice Guidelines
- Charting
- Aids to Navigation
- Conflict Resolution

The goal of the committee is to produce a draft plan within 3 to 6 months, through monthly meetings of the work group. It was noted that the winter ice guidelines will follow the established process for the upcoming ice season, but that process may be included in the HSP as it is developed.

iii. Salvage and Marine Firefighting – proposed

John Taylor discussed the need and purpose of the Salvage and Marine Firefighting Work Group. The committee discussed splitting this work group into two work groups and decided to make two groups. Taylor will lead the Marine Firefighting Work Group working with Nikiski Fire Dept Chief James Baisden. Appointing a lead for the Salvage Work Group was deferred until the next meeting.

g. Discuss Committee Vacancies that need Filling

The Chairman reviewed the list of vacancies on the CIHSC and asked members and the public in attendance to encourage qualified applicants to submit letters of interest to the BOD.

Introduction to Website:

Tim Robertson reviewed the website at www.cookinletharborsafetycommittee.org.

Old Business – None

New Business:

a. CIHSC Proposed Budget and Funding

The Committee discussed the budget and need for funding to cover the budget. The BOD is working on developing a budget. The following items were pointed out as the type of expenses that would be included in the budget:

- Professional fees
- Bookkeeping and audits of financials
- Meeting expenses
- Website and communications

The Board has established a goal of \$30,000 for an annual budget, but is still working to finalize a detailed budget.

Funding will come in the form of voluntary donations. Ward presented Mr. Steve Catalano (Secretary of the BOD) with a check for from SWAPA and then Mr. Catalano noted that he had already received a check from Olympic Tug and Barge and that

CIRCAC had also provided funding. Other Committee members pledged contributions and other's indicated a willingness to contribute once a budget has been established by the BOD.

b. Meeting Frequency and Locations

The Committee discussed the need to meet regularly and decided that quarterly meetings would be tried during the upcoming year. The next meeting was scheduled for the afternoon on the 4th of November at CISPRI in Nikiksi. Potential future meeting dates identified were November, February, May and August. Section 6.2 of the Charter establishes that meeting locations will rotate between the ports.

Comments/Questions From the Group:

The Committee discussed Section 7 of the Charter, specifically on the prohibition of voting telephonically. Some Committee members were in favor of allowing telephonically. The Chairman agreed to raise this issue with the BOD.

Public Comments:

Tom Lakosh addressed the committee and praised the formation of the CIHSC to set standards for safe navigation in Cook Inlet and expressed an interest in working on the Salvage Work Group.

Some members of the public spoke in favor of allowing telephonic voting and recommended the use of video conferencing

Shawn Decker applauded the formation of the Committee and noted that they have important work to do.

Meg Thornton noted that the Committee could oversee studies associated with evaluating and improving safety in Cook Inlet.

List of Volunteers for the Cook Inlet Harbor Safety Committee Work Groups

Navigation Work Group	
Peter Garay (Chair) Michael O'Hara (Alternate Chair) Pat Kilgore Louis Audette Brad Kroon David Martin Bryan Hawkins Jeff Pierce	Shawn Decker Jim Van Wormer Eugene Chung Jack Jensen Patrick Callahan John Taylor Rachel Lord
Harbor Safety Plan Work Group	
LT. Eugene Chung (Chair) Steve Ribuffo Jere White Sven Christensen Louis Audette Todd Duke Matt Melton Bob Arts Bryan Hawkins Meg Thornton Young Ha	Matthew Mitchell Jack Jensen John Taylor Pat Kilgore David Martin Marshall Blankenship Greg LeBeau
Salvage Work Group	
David DeVilbiss (Chair) Todd Duke Mike Watson James Baisden	Tom Lakosh Marshall Blankenship Greg LeBeau Scott Walden
Marine Firefighting Work Group	
John Taylor (Chair) Todd Duke Mark Tornai Mike Watson James Baisden	Scott Walden Marshall Blankenship Greg LeBeau