

# Cook Inlet Harbor Safety Committee Managing Board Meeting Summary

November 12, 2020

**Attendees:**

Senator Peter Micciche – President  
Mike Munger – Secretary/Treasurer  
Captain Marc Nielsen – Member  
Stephen Ribuffo – HSC Chair  
Captain Ron Ward – Vice President

**Ex Officio:**

Crystal Smith, Alaska Department of  
Environmental Conservation  
CDR Justin Jacobs, U.S. Coast Guard, Sector  
Anchorage

LT Mateusz Lemanski, U.S. Coast Guard, Sector  
Anchorage

**Other:**

Steve Catalano, Cook Inlet Regional Citizen's  
Advisory Council  
Tim Robertson, Nuka Research and Planning  
Group, LLC  
Sara Nichols, Nuka Research and Planning  
Group, LLC

## Call to Order and Approval of Agenda

The 21<sup>st</sup> regular meeting of the CIHSC Managing Board Meeting was called to order at 10:39am (AK) by Vice-President Ward.

**Motion Ribuffo, Munger to approve the agenda as presented. Motion passes with no objection.**

## Review of Action Items From January 10 Meeting

- ◇ Ribuffo - coordinate with Nuka Research on how FEMA fire training could correlate with CISHC activities (Could update the Marine Firefighting Plan as part of this process.) – *1 call held* [2yrs of funding grant. To respond to fires in Port. Classroom training first w/ COVID it is not happening]
- ◇ Nuka - coordinate with Workgroups to generate activity and agenda items for the Committee level - *attempted*
- ◇ Nuka - notify appointees of their seat status and make the appropriate updates to the official record, including ensuring resumes of applicants are on file - *Complete*
- ◇ Nuka - make the Jan 10, 2020 amendments to the CIHSC Charter and provide a redline version to the Board at the next meeting – *Complete (attached)*
- ◇ Ribuffo/Robertson - discuss 2020 Committee Contribution approach as it correlates with a Spring HSC meeting – *Need to regroup re: COVID delays*

## Approval of Special Meeting Summary January 10, 2020

**Motion Ward, Nielsen to approve the meeting summary of January 10, 2020 as presented. Motion passes with no objection.**

### **Secretary/Treasurer's Report**

Munger reported that there was nothing new to add recently with no contribution drive was conducted for 2020 due to past Board decision not to send contribution letters out until a Committee meeting can be held. Current funds are less than \$7,000.

### **Committee Chair Report**

Ribuffo reported that there has not been activity at the Committee level due to the distractions and restrictions surrounding COVID. Pre-winter Ice Meeting will be held later today to review the Cook Inlet Ice Guidelines. It was a relatively safe year in the Inlet, without many reasons to get the Committee together anyway.

### **Facilitator's Report**

Robertson reported that it was a quiet year and understandable that it has been difficult to get people involved. The May 6, 2020 meeting had to be cancelled due to COVID restrictions. The Board needs to decide about when and how to hold the next full HSC meeting – this will be part of agenda later, with some language to review in the Charter allowing telephonic/webinar meetings for the Committee. Nuka Research has maintained the membership process by notifying Members of expiring seats, performed regular maintenance on website, developed a Workgroup task tracker to help the Chairs stay up on potential activities and Committee tasking. Nuka will continue attempts to get the workgroups together before the next Committee meeting.

Nuka Research also developed survey questions to circulate to the public – shared on screen – Board agreed this should be circulated to the public distribution list.

### **Committee Membership Vacancies**

*CIRCAC, Alternate – Jerry Rombach retiring*

*Harbor Tug Operators, Alternate – No response to expiring seat (Get ahold of Brad Kroon for replacement)*

*Offshore Oil Production, Primary – No response to expiring seat (Hilcorps will submit someone)*

*Port of Alaska, Alternate – Sharen Walsh resigned*

*Salvage, Alternate – Ben Daily resigned*

*Tanker Operator, Primary – Jeff Brue resigned*

### **Committee Member Appointments**

**Motion Nielsen, Micciche to approve Resolution 20-01 reappointing expiring HSC seat holders as listed. Motion passes unanimously.**

**Motion Ward, Nielsen to appoint Shaylon Cochran as CIRCAC Alternate; Captain Ian Maury as SWAPA Alternate; Shannon Martindale as Port of Alaska Alternate. Motion passes unanimously.**

**Motion Micciche, Nielsen to appoint Marshall Blankenship as Salvage Alternate; Matt Green as Response Alternate; and Matt Hight as Tanker Operator Primary. Motion passes unanimously**

### **HSC Next Meeting Date**

Decision tabled until after the beginning of 2021 due to current COVID in-person meeting restrictions and the need to amend the Charter to allow the Committee to meet remotely.

### **Funding**

Direction from Board at the last meeting was to not circulate the contribution letter until there was action on the Committee side. Nuka Research is willing to work with the organization even if the funds drop further, but recommends a contribution drive be initiated soon to keep the organization going.

- Board decision to move forward with sending out letter for a 2021 contribution drive.
- Robertson will review current version of the letter and work with Micciche to sign and send out. Will circulate final version for overall input.

**CIHSC Charter Amendment - Committee webinar/teleconference allowances**

**Motion Micciche, Ribuffo to amend the CIHSC Charter; Section 7. Governance, adding the following sentence: *Voting and non-voting members may participate in meetings telephonically at the discretion of the Chair, and votes can be cast telephonically. Votes held telephonically will be by roll call.* Motion approved unanimously.**

### **Review Action Items**

- Follow up with Committee appointees
- Circulate survey to Public list
- Contribution letter – update, send for Board review, and circulate final version to members

**Next Meeting – To be determined**

### **Meeting Materials:**

1. January 10, 2020 Meeting Summary
2. CIHSC financial report
3. 2019 Contribution report
4. Workgroup Tasker PDF
5. Current Roster
6. Thank You letters to Brue & Rombach
7. Resolution 20-01 Reappointing Expiring seat holders
8. Shannon Martindale LOI
9. Matt Green LOI/Resumé
10. Marshall Blankenship LOI/Resumé
11. Matt Hight LOI/Resumé
12. Draft HSC Agenda
13. Contribution Funding letter
14. CIHSC Charter redline version
  - a. Jan 10 Amendments & webinar allowances