



**Kodiak Island Local Emergency Planning Committee (LEPC)  
&  
Emergency Services Organization (ESO)  
Quarterly Meeting**



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**Tuesday, October 4, 2016  
1:30 PM**

**KIB Assembly Chambers (room 232), 710 Mill Bay Road  
Main Entrance (by the flagpole)**

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- 1. Welcome and Introductions**
- 2. Attendance**
- 3. Recognition of Voting Members**
- 4. Approval of Minutes**
  - a. May 3, 2016 Regular Meeting
- 5. Approval of Agenda**
- 6. Public Comment**
- 7. Reports of Sub-Committees**
- 8. Old Business**
  - a. Incident Command System (ICS) Training (Jack Maker)
  - b. May 7, 2016 Women's Bay Fire Department Open House Outreach Event (Jack Maker)
  - c. 2016 Crabfest LEPC Emergency Preparedness Outreach Booth (Jack Maker)
- 9. New Business**
  - a. FY2017 First Quarter Incident Management Team Training Session (Chief Mullican)
  - b. SFY2016 Fourth Quarter and Final LEPC Grant Report (Jack Maker)
  - c. SFY2017 LEPC Grant Application and Award (Jack Maker)
  - d. Purchase of Tent for LEPC Outreach Events (Jack Maker)
  - e. Purchase of Flat Screen TV for LEPC Outreach Events (Jack Maker)
  - f. Purchase of Interactive Emergency Preparedness Training Aids (Jack Maker)
  - g. Preparedness Conference (Jack Maker)
  - h. Printing of Kodiak Area Emergency Preparedness Guides in Tagalog and Spanish (Jack Maker)
- 10. Future Business for Discussion**
  - a. Other items of interest for the good of the order (Open Reports)
- 10. Public Comment**
- 11. Next Meeting**
  - a. January 10, 2016
  - b. Next LEPCA/SERC Meetings – Anchorage – October 21, 2016
  - c. Next Division of Homeland Security & Emergency Management (DHS&EM) Bi-annual Preparedness Conference – Anchorage – October 19-20, 2016
- 12. Adjournment**



KODIAK ISLAND BOROUGH / CITY OF KODIAK

**LOCAL EMERGENCY PLANNING COMMITTEE**



NAME/ ADDRESS/ CATEGORY	DAY PHONE		ORG. / TITLE
<b>Elected Local Official</b> Jerrol Friend 3941 Woodland Drive Kodiak, AK 99615	539-1975		Mayor, Kodiak Island Borough
<b>Elected Local Official</b> Pat Branson 710 Mill Bay Road, Room 216 Kodiak Alaska 99615	486-3641		Mayor, City of Kodiak
<b>Law Enforcement</b> Rhonda Wallace 217 Lower Mill Bay Road Kodiak, AK 99615	486-8000		City of Kodiak Chief of Police
<b>Emerg. Manager/Civil Defense</b> Eric Olsen, Sgt. Kodiak, AK 99615	486-4121		AK Dept. of Public Safety Sergeant/Post Commander
<b>Fire Fighting</b> James Mullican, Chief 219 Lower Mill Bay Road Kodiak, AK 99615	486-8040	<b>Chair</b>	City of Kodiak Fire Chief
<b>Health</b> Darsha Spalinger 316 Mission Road, Room 207 Kodiak, AK 99615	486-3319	<b>Secretary</b>	State of Alaska/DHSS Public Health Nurse
<b>Transportation</b> Tom Trosvig 727 Shelikof Street Kodiak, AK 99615	481-4217	<b>Vice Chair</b>	Horizon Lines LLC Security Manager
<b>Hospital</b> Gina Lewis, RN 1915 East Rezanof Dr. Kodiak, AK 99615	486-9570		Providence Kodiak Island Health Center
<b>Local Environmental</b> Stacy Studebaker P.O. Box 970 Kodiak, AK 99615	486-6498		Kodiak Audubon Society Representative
<b>Community Groups</b> Charlie Davidson 316 Mission Road, Room 207 Kodiak, AK 99615	486-3896		Former Longshoreman
<b>Public at Large</b> Mike Dolph 326 Plover Way Kodiak, AK 99615	486-5833		Former City of Kodiak Fire Chief
<b>Disaster Planning/Service Area</b> David Conrad 101 Otter Avenue Kodiak, AK 99615	486-9213		Womens Bay Service Area

Roster continued on the next page....

Revision Date: 7/28/2016  
Revised by: JLM



KODIAK ISLAND BOROUGH / CITY OF KODIAK

**LOCAL EMERGENCY PLANNING COMMITTEE**



NAME/ ADDRESS/ CATEGORY	DAY PHONE	ORG. / TITLE
<b>USCG Base Kodiak</b> CWO2 Christian Mathis USCG Base Kodiak P.O. Box 195025 Kodiak, AK 99615	487-5320	USCG Base Kodiak
<b>AK DHS&amp;EM</b> Jared Woody PO Box 5750 Ft. Richardson, AK 99505	907-428-7044	State of Alaska/Dept. of Homeland Security & Emergency Management Staff Support
<b>United States Coast Guard Marine Safety Detachment</b> Lt. Rich Cherkaur USCG MSD Kodiak Kodiak, AK 99615	486-5918	Lieutenant, USCG
<b>National Weather Service</b> <b><u>VACANT</u></b>		
<b>(Community) Health</b> Ann Ellingson 316 Mission Rd, Room 207 Kodiak, AK 99615	486-3319	Public Health Nurse
<b>Media</b> Drew A. Herman PO Box 2451 Kodiak, AK 99615	942-7334	Journalist
<b>First Aid</b> Kathrynn Hollis-Buchanan	486-4040	American Red Cross, Kodiak Chapter
<b>Community Group</b> <b><u>VACANT</u></b>		
<b>Facility Owner/Operator</b> <b><u>VACANT</u></b>		
<b>High School Student</b> <b><u>VACANT</u></b>		



Meetings and activities of the Kodiak Local Emergency Planning Committee (LEPC) are supported by a grant through the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM).

Revision Date: 7/28/2016  
Revised by: JLM

<b>STAFF:</b>		
Jack Maker (COORDINATOR)	486-9362	jmaker@kodiakak.us
Sheila Smith (RECORDING SECRETARY)	486-9363	ssmith@kodiakak.us
<b>KODIAK ISLAND BOROUGH</b>		
710 MILL BAY ROAD, ROOM 205		
KODIAK, AK 99615		

**LEPC Name: Kodiak Island Borough LEPC**

**DATE: June 9, 2016**

\* Place an X in each of the appropriate columns to designate the following: \*N = new appointee waiting SERC approval \*P = Primary LEPC member \*A = Alternate member

<input type="checkbox"/> * N	<input type="checkbox"/> * P	<input type="checkbox"/> * A	POSITION	NAME	ADDRESS	DAY PHONE	ORGANIZATION	REMARKS/EMAIL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Chair</b>	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Fire Chief <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Vice-Chair</b>	Tom Trosvig	727 Shelikof Street, Kodiak, Alaska 99615	907-481-4217	Horizon Lines, LLC	Security Manager <a href="mailto:trosvig@horizonlines.com">trosvig@horizonlines.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Secretary</b>	Darsha Spalinger	316 Mission Road, Room 207 Kodiak, Alaska 99615	907-486-3319	State of Alaska, Dept. of Health & Human Services	Public Health Nurse <a href="mailto:darsha_spalinger@health.state.ak.us">darsha_spalinger@health.state.ak.us</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LEPC Operations Primary Contact</b>	Jack Maker	710 Mill Bay Road, Room 205 Kodiak, Alaska 99615	907-486-9364 (Phone)	Kodiak Island Borough	Assistant Planner, <a href="mailto:jmaker@kodiakak.us">jmaker@kodiakak.us</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LEPC Operations Alternate Contact</b>	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Fire Chief <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Community Emergency Coordinator (Primary)</b>	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Contact for Emergency Releases (see 42 USC 11003(c)(3)) <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Community Emergency Coordinator (Alternate)</b>	Ronda Wallace, Chief	2160 Mill Bay Road Kodiak, Alaska 99615	907-486-8000 (Phone)	City of Kodiak, Police Dept.	Contact for Emergency Releases (see 42 USC 11003(c)(3)) <a href="mailto:rwallace@city.kodiak.ak.us">rwallace@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information Coordinator</b>	Jack Maker	710 Mill Bay Road, Room 205 Kodiak, Alaska 99615	907-486- 9364(Phone)	Assistant Planner, Kodiak Island Borough	Contact for Tier II Rptg (see 42 USC 11022(a)(1)(A)) <a href="mailto:jmaker@kodiakak.us">jmaker@kodiakak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Fire Department Contact</b>	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Contact for Tier II Rptg (see 42 USC 11022(a)(1)(C)) <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>

* N	* P	* A	POSITION	NAME	ADDRESS	DAY PHONE	ORGANIZATION	REMARKS/EMAIL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Local Jurisdiction Financial Contact responsible for submitting financial documentation.</b>	Dria Bray-Holloway, Senior Accountant	710 Mill Bay Road, Room 106 Kodiak, Alaska 99615	907-486-9321 (Phone)	Kodiak Island Borough Finance Department	General Accountant <a href="mailto:dholloway@kodiak.ak.us">dholloway@kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Elected Local Official</b>	Jerrold Friend	P.O. Box 175 Kodiak, Alaska 99615	907-539-1975	Kodiak Island Borough	Mayor, Kodiak Island Borough <a href="mailto:jfriend@alaska.net">jfriend@alaska.net</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Elected Local Official</b>	Pat Branson	710 Mill Bay Road Room 216 Kodiak, Alaska 99615	907-486-3641	City of Kodiak	Mayor, City of Kodiak <a href="mailto:mayor@city.kodiak.ak.us">mayor@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Law Enforcement</b>	Ronda Wallace, Chief	217 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8000	City of Kodiak Police Department	Chief of Police <a href="mailto:rwallace@city.kodiak.ak.us">rwallace@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Emergency Manager/ Civil Defense</b>	Eric Olsen, Sgt.	2921A Mill Bay Road, Kodiak, Alaska 99615	907-486-4121	Alaska Department of Public Safety	Sergeant/Post Commander <a href="mailto:eric.olsen@alaska.gov">eric.olsen@alaska.gov</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Firefighting</b>	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040	City of Kodiak Fire Department	Fire Chief <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>First Aid</b>	Kathrynn Hollis- Buchanan, Professor	610 Mill Bay Road Kodiak, AK 99615	907-486-4040	American Red Cross Kodiak Chapter	Red Cross Volunteer <a href="mailto:safetynetkodiak@gmail.com">safetynetkodiak@gmail.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Health</b>	Darsha Spalinger	316 Mission Road, Room 207 Kodiak, Alaska 99615	907-486-3319	State of Alaska, Dept. of Health & Human Services	Public Health Nurse <a href="mailto:darsha_spalinger@health.state.ak.us">darsha_spalinger@health.state.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Transportation</b>	Tom Trosvig	727 Shelikof Street, Kodiak, Alaska 99615	907-481-4217	Horizon Lines, LLC	Security Manager <a href="mailto:ttrosvig@horizonlines.com">ttrosvig@horizonlines.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Hospital, and/or Clinic</b>	Gina Lewis, RN	1915 East Rezanof Dr. Kodiak, AK 99615	907-486-9570	Providence Kodiak Island Medical Center	Emergency Services Mgr <a href="mailto:Regina.Lewis@providence.org">Regina.Lewis@providence.org</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hospital, and/or Clinic</b>	Steven Smith MD	1915 East Rezanof Dr. Kodiak, AK 99615	907-539-5854	Providence Kodiak Island Medical Center	ER MD <a href="mailto:heysmith@hotmail.com">heysmith@hotmail.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Local Environmental</b>	Stacy Studebaker	P.O. Box 970, Kodiak, Alaska 99615	907-486-6498	Retired	Kodiak Audubon Society <a href="mailto:tidepoolak@ak.net">tidepoolak@ak.net</a>

* N	* P	* A	POSITION	NAME	ADDRESS	DAY PHONE	ORGANIZATION	REMARKS/EMAIL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Media	Drew Herman	P.O. Box 2451, Kodiak, Alaska 99615	907-942-7334	Self Employed (journalist)	Local journalist <a href="mailto:foobidy@hotmail.com">foobidy@hotmail.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community Groups	Charles Davidson	314 Mill Bay Road, Kodiak, Alaska 99615	907-486-3896	Retired	Former Longshoreman <a href="mailto:crat@ptialaska.net">crat@ptialaska.net</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility Owner/ Operator	Vacant				Will be advertising vacant positions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public at Large	Mike Dolph	811 Willow Street, Kodiak, Alaska 99615	907-486-5833	Retired	Former City of Kodiak Fire Chief <a href="mailto:dolphone@gci.net">dolphone@gci.net</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disaster Planning and Service Area	David Conrad	101 Otter Avenue, Kodiak, Alaska 99615	907-487-9213	Womens Bay Service District/Kodiak Island Borough	Retired Coast Guard <a href="mailto:dconrad@kodiakak.us">dconrad@kodiakak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	United States Coast Guard – Base Support Unit Kodiak	Christian Mathis, CWO	P.O. Box 195025, Kodiak Alaska 99615	907-487-5320 Ext. 2257	USCG Base Kodiak	CWO2, Base Kodiak Readiness Officer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alaska Division of Homeland Security & Emergency Managment	Jared Woody	P.O. Box 5750 Ft. Richardson, AK 99505	907-428-7044	ADHS&EM	State Staff Support <a href="mailto:jared.woody@alaska.gov">jared.woody@alaska.gov</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Sates Coast Guard – MSD	Rich Cherkaur	326 Center Avenue, Suite 107 Kodiak, Alaska 99615	907-486-5918	USCG	Lieutenant <a href="mailto:Richard.G.Cherkauer@uscg.mil">Richard.G.Cherkauer@uscg.mil</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National Weather Service	Vacant			National Weather Service	Soliciting for new NWS member at this time
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Community) Health	Ann Ellingson	316 Mission Road, Room 207 Kodiak, Alaska 99615	907-486-3319	State of Alaska, Dept. of Health & Human Services	Public Health Nurse <a href="mailto:ann.ellingson@alaska.gov">ann.ellingson@alaska.gov</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High School Student	Vacant				Will be advertising vacant positions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public at Large	Vacant				Will be advertising vacant positions



**Kodiak Island Local Emergency Planning Committee (LEPC)  
&  
Emergency Services Organization (ESO)  
Quarterly Meeting**



May 3, 2016

1:30 p.m.-Assembly Chambers

**Welcome and Introductions**

CHAIR MULLICAN called to order the May 3, 2016 LEPC Quarterly Meeting at 1:35 p.m.

**Attendance**

**Members Present:**

Pat Branson  
Rhonda Wallace  
Eric Olsen  
Jim Mullican  
Tom Trosvig  
Gina Lewis  
Stacy Studebaker  
Drew Herman  
Kathrynn Hollis-Buchanan

**Others Present:**

Aimee Kniazowski  
Derik Magnuson  
Debra Marlar  
Chastity McCarthy  
Nick Szabo  
Jocene Warneke  
Lon White  
Monique Lewis  
Mike Tvenge  
Daniel Blizzard

**Recognition of Voting Members**

**Approval of Minutes**

Eric Olsen **MOVED** to approve the minutes of January 5, 2016.

**VOICE VOTE ON MOTION CARRIED UNANIMOUSLY**

**Approval of Agenda**

Kathrynn Hollis-Buchanan **MOVED** to approve the agenda.

**VOICE VOTE ON MOTION CARRIED UNANIMOUSLY**

**Public Comment**

Monique Lewis stated she attended the Midwest Hazmat Conference. The 2016 DOT Guidebooks were shipped last week to the State and will be available for ordering. She spoke of the NFPA standards that will be coming out; 475 and 1072 that are specific to weapons of mass destruction. OSHA also has good resources called Quick Cards that are available online. The Chemical Safety Board did a presentation on the study of fertilizer grade ammonia nitrate. There are also grants available that are under-utilized and scholarship funds. She can email the information with any links to any members upon request.

**Reports of Sub-Committees**

None

**Old Business**

**a. Incident Command System (ICS) Training (Jack Maker)**

Maker stated he continues to look for new membership and for anyone interested to look into the ICS 100, 200, 700, and 800 courses that are online. He included the links to those courses in the packet.

CHAIR MULLICAN explained the different training sessions.

Mayor Branson stated she would hope that the basic Elected Official Training could be offered again to the City Council and Borough Assembly members and to coordinate with the Clerk's.

CHAIR MULLICAN stated the State is reserving for them to teach themselves so they know where the elected officials fit. We have to figure out when the City Council and Assembly is available so we can let the State know.

### **New Business**

#### **a. Alaska Shield 2016 Emergency Preparedness Exercise Brief (Chief Mullican)**

CHAIR MULLICAN stated we participated in Alaska Shield this year which was a 1 ½ year planning process for our response to the terroristic event with a cyber-attack. We took the terroristic attack as a school shooter and the cyber-attack was an attack on our city system to activate the tsunami siren. We had this event at the high school. While we responded to that, through the cyber wave, the tsunami sirens were activated at the same time. The community was involved at the high school and then everyone else was drawn in because the tsunami sirens went off and it's not Thursday at 2 p.m. Mullican gave a report on the whole exercise. There was a lot of knowledge gained from the exercise and found things that need to be taken care of. Overall, the teams worked well together. Mullican also gave a report on the Statewide Alaska Shield Exercise that took place on April 1<sup>st</sup> across the state of communities doing similar operations that Kodiak did. The State EOC stood up to deal with the school shooter terrorism scenario. The gist came out that the school shooter was not a student at the school, the shooter was part of a statewide attack from outside who came in on vessels in different ports. The ports and Coast Guard were heavily involved throughout the state. The cyber side broke into the systems taking out power, water, and different things around the state. The exercises went well.

#### **b. Emergency Preparedness Conference Brief (Chief Mullican, Jack Maker, and Kathryn Hollis-Buchanan)**

Chief Mullican, Jack Maker, and Kathryn Hollis-Buchanan attended this conference. The focus was on planning for training. There was an LEPC Planning meeting on the first day. The second day involved the after action reviews from all the communities on their experience with Alaska Shield 2016. Communities echoed having issues with equipment and communication between agencies. The next two days was taken up with everything in the book; readiness, training identification and preparedness planning, basically being a course on developing a five year training plan for your community. It was very in depth and a lot of it with finding gaps in your EOP. There were many good things in the training. The last day was the LEPCA meeting with representatives from all LEPC's, which focused on funding, and each LEPC gave a status update on what they are doing.

#### **c. Local Emergency Planning Committee Association and State Emergency Response Commission Meeting Brief (Jack Maker)**

Covered above

#### **d. May 7, 2016 Women's Bay Fire Department Open House Outreach Event (Jack Maker)**

Tom Trosvig stated the open house is from noon to 3 p.m.

Maker is going to set up the TV and computer to display the disaster videos and preparedness brochures.

#### **e. 2016 Crabfest LEPC Emergency Preparedness Outreach Booth (Jack Maker)**

Maker said we have our booth space again and will be using Bayside Fire Department's tent. The Red Cross and Bayside Fire Department will also be sharing the booth. He requested volunteers to help man the booth during Crabfest. Staff has manned the booth the last couple of years. Staff time is reimbursed with grant funds, which is considered grant management and

outreach. Tom Quass, the Code Enforcement Officer, and Sara Mason, our other planner, is interested so we'll keep the volunteer clipboard running in between the times that we don't have volunteers. Maker purchased a 43" Samsung flat screen TV, using LEPC funds approved at the last meeting, to be used at outreach events because he broke the borough's TV last year. He's working on getting the high school woodshop class to make the wheel of disaster in time for Crabfest. Maker will also advertise for vacant position to be filled. Bill Morrow also has example forms from other areas for volunteers because volunteer coordination and having a place for them to go but you need to know what their skills are. Maybe we can have those forms there to get people interested.

**f. FY2016 LEPC Grant Status Update (Jack Maker)**

Maker said it's typical of our expenditures for the Kodiak area LEPC, we really spent most of our money this last quarter because of the outreach events because of the Emergency Preparedness Conference. He provided a spending report that he provided to DHS to show them how we were going to spend the remainder of our grant funds. The report outlines LEPC management that includes staff time at the conference, management of the grant, packets, and attendance at outreach events. We also paid \$1300 to send an additional member to the Emergency Preparedness Conference, we have already purchased the TV, outreach event Crab Fest booth space was \$390, and we are going to print another one-thousand Emergency Preparedness brochures. He has updates to do to the member roster.

**Future Business for Discussion**

- a. Other items of interest for the good of the order (Open Reports)

CHAIR MULLICAN stated a report was released on Monday concerning wildfire threats and this is supposed to be a banner year for Alaska. We need to get it out to the community about taking care things around their homes to protect their houses in the event of another wildfire. MULLICAN will be working through the village chiefs and fire departments to get that information out as much as we can.

**Public Comment**

? inaudible regarding a communications program, outreach going to Chiniak, and sheltering.

**Next Meeting**

- a. June 7, 2016
- b. Next LEPCA/SERC Meetings – To be Determined
- c. Next Division of Homeland Security & Emergency Management (DHS&EM) Bi-annual Preparedness Conference – To be Determined

**Adjournment**

Kathrynn Hollis-Buchanan **MOVED** to adjourn.

**VOICE VOTE ON MOTION CARRIED UNANIMOUSLY**

CHAIR MULLICAN adjourned the meeting at 3:10 p.m.

KODIAK ISLAND BOROUGH  
LOCAL EMERGENCY PLANNING COMMITTEE

By: \_\_\_\_\_  
Jim Mullican, Chair

APPROVED : August 2, 2016

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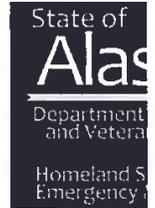
**OPEN TO ELIGIBLE  
JURISDICTIONS ONLY**

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**State Fiscal Year 2017  
Local Emergency Planning  
Committees  
Baseline Grant Application**

**Applications DUE by  
11:59 p.m., Friday, June 17, 2016**

**Contact Division of Homeland Security and Emergency  
Management (DHS&EM), Program Support Grants Unit for  
application details at [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)  
(907) 428-7000 or  
Toll free 800-478-2337**



# State Fiscal Year 2017 Baseline Grant Application for LOCAL EMERGENCY PLANNING COMMITTEES

In order to be eligible for funding in State Fiscal Year 2017, the Alaska Division of Homeland Security and Emergency Management (DHS&EM) must receive applications by 11:59 p.m., **Friday, June 17, 2016**. Completed, signed applications may be mailed, faxed, or emailed.

State of Alaska  
Department of Military and Veterans Affairs  
Division of Homeland Security and Emergency Management  
PO Box 5750  
JBER, Alaska 99505-5750

Phone: (907) 428-7000  
Toll Free: (800) 478-2337  
Fax: (907) 428-7009  
Email: [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)

## Application Instructions:

The application contains a section to provide the Local Emergency Planning Committee (LEPC) contact information, hazardous/extremely hazardous substance information, and an evaluation of previous baseline performance.

An LEPC must also create an anticipated baseline budget in the application. Space is provided to estimate LEPC Management, Outreach, and Preparedness expenses. The total budget must be equal to the projected State Emergency Response Commission (SERC) Finance Committee Baseline Funding amount.

Expenses under the Outreach and Preparedness categories must be associated with an activity. A narrative description of the activity is required.

The application must be signed by an authorized local jurisdiction and LEPC representative.

A current LEPC Signatory Authority Form and Membership Roster must be completed and returned with the Application. These documents can be found on the Division of Homeland Security and Emergency Management (DHS&EM) Grants website.

The following table reflects the baseline funding level for all current LEPCs, and may change from year to year depending on the availability of funds and decisions by the SERC Finance Committee. The baseline funding level for each LEPC was determined by the following:

- Number of Tier II reporting facilities
- Number of extremely hazardous substances (EHS) in the Local Emergency Planning District (LEPD)
- Hazmat transportation issues
- Population at risk from an EHS release within the LEPD (excluding work-site population)
- Population at risk from all-hazards
- Funds available for award
- Previous year's performance

### SERC BASELINE FUNDING LEVELS FOR ACTIVE LEPCs

Table A – SERC Finance Committee Baseline Funding Levels

LEPC	Funding Amount	LEPC	Funding Amount
Anchorage	Level 6	Nome	Level 3
Fairbanks, City of	Level 6	Southern SE (Craig)	Level 3
Kenai	Level 6	Valdez	Level 3
Ketchikan (KGB)	Level 5	Denali	Level 3
Juneau	Level 5	Petersburg	Level 2
Aleutians Pribilof Island	Level 4	Wrangell	Level 2
Northern SE (Skagway)	Level 4	Delta Greely	Level 2
Sitka	Level 4	North Slope Borough	Level 2
MatSu	Level 4	Copper River	Level 2
Kodiak Island Borough	Level 3		

\*SERC Finance committee will meet to finalize SFY17 LEPC funding amounts in June 2016.

<b>LOGAL EMERGENCY PLANNING COMMITTEE</b> <b>State Fiscal Year 2017 LEPC Funding Application</b> 		
<b>General Information</b>		
LEPC Name	Kodiak Island Borough	
Address	710 Mill Bay Road	
City	Kodiak	
State	Alaska	
Zip	99615	
LEPC Project Manager	Jack L. Maker, Associate Planner	
Phone Number	907-486-9362	
Fax Number	907-486-9396	
Email Address	jmaker@kodiakak.us	
<b>Membership</b>		
Current LEPC membership list is attached. (*Please use the standard LEPC Membership Roster form located at <a href="http://ready.alaska.gov/grants.htm">http://ready.alaska.gov/grants.htm</a> )	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Hazardous/ Extremely Hazardous Substances Information</b>		
Total number of facilities in LEPC reporting one or more Hazardous Substances	30 (+/-)	
Date of last review of number of Hazardous Substances reporting facilities	5/22/2015	
Total number of facilities in LEPC reporting one or more Extremely Hazardous Substances (EHS)	30 (+/-)	
Date of last review of number of EHS reporting facilities	5/22/2015	
Estimated volume of hazardous substances and EHS transported through LEPC	50,000,000 Gallons	
Date of last review of estimated volume of hazardous substances or of EHS transported in LEPC	5/22/2015	
<b>Performance of Baseline Requirements in Previous Year</b>		
Has LEPC membership been maintained?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Have rules or bylaws been established and maintained to:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
➤ Provide for public notification of LEPC meetings and activities?		
➤ Conduct meetings to discuss Emergency Operations Plan with the public?		
➤ Provide for public distribution of the Emergency Operations Plan?		
Have procedures for receiving and processing requests from the public for Material Safety Data Sheets (MSDS) and Tier II information been established and maintained?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Has the LEPC evaluated the need for resources to develop, implement, and exercise the EOP?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Did your LEPC act as an advisory committee to the political subdivisions within the LEPC?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Did your LEPC attend the scheduled LEPCA workshops and/or SERC meetings?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Did your LEPC submit timely quarterly reports to DHS&EM in accordance with Grant Award documents?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Did your LEPC maintain a current list of all facilities within the LEPC which are required to complete a Tier II report?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
For any "No" answers, please explain below		
N/A		
Projected baseline allocation for this LEPC (See Table A for LEPC Level)	Choose a baseline allocation Level 4 \$13,658.07	
Although Table A lists Kodiak at Level 3, Kodiak is now at level 4, due to changes in the grant fund dispersal system (per DHS&EM).		
<b>LEPC MANAGEMENT</b>		
Please describe the LEPC Management expenses. Not all expenses may be applicable to the management of the LEPC. **All		

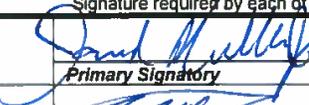
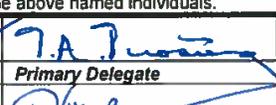
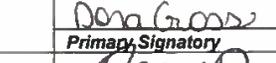
<b>Contractual Services will require DHS&amp;EM pre-approval**</b>	
Grant management and record keeping. Staff preparation of meeting agenda, meeting materials, and meeting packets. Staff coordination of meeting speakers. Staff monitoring of e-mail and other communication with DHS&EM, LEPCA, and KIB LEPC. Staff coordination of ICS and emergency preparedness training. Staff ordering of outreach materials.	
<b>Support Services</b>	<b>Budgeted Cost</b>
Personnel Services	\$ 6,658.07
Contractual Services	\$ 0
<b>TOTAL Support Services</b>	<b>\$ 6,658.07</b>
<b>Support Services, Non-Contractual</b>	<b>Budgeted Cost</b>
Meeting Rental Costs	\$ 0
Utilities (Prorated for LEPC meeting room/office only)	\$ 0
Office Supplies	\$ 0
Postal Services	\$ 0
Printing/Copying	\$ 0
Telephone (Land/Mobile Dedicated to LEPC Only)	\$ 0
Travel	\$ 0
Per Diem	\$ 0
Lodging	\$ 0
Equipment	\$ 0
Other	\$ 0
Click here to provide further details.	
<b>TOTAL Support Services, Non-Contractual</b>	<b>\$ 0</b>
<b>TOTAL for LEPC MANAGEMENT</b>	<b>\$ 6,658.07</b>
<b>OUTREACH</b>	
Please describe the outreach activities and costs associated with each activity. Not all outreach activity boxes need to be completed. Additional activity boxes may be added if needed.	
<b>Outreach Activity Description</b>	
Advertising of quarterly LEPC Meetings, Tier II Information publication, and hazard awareness/emergency preparedness media campaigns.	
<b>Outreach Activity Costs</b>	<b>Budgeted Cost</b>
Supplies	\$ 0
Click here to provide further details.	
Promotional Item	\$ 0
Click here to provide further details.	
Other (describe)	\$ 2,000.00
Newspaper, radio, and online advertisements of LEPC meetings, availability of Tier II information to public, and hazard awareness public service announcements.	
<b>TOTAL for Outreach Activity</b>	<b>\$ 2,000.00</b>
<b>Outreach Activity Description</b>	
Spring emergency preparedness booth at Kodiak Crabfest. Fall emergency preparedness fair at Bayside Fire Station. Outreach events at local schools, Senior Center, and other public venues.	
<b>Outreach Activity Costs</b>	<b>Budgeted Cost</b>
Supplies	\$ 2,100.00
Purchase of quality 10'x20' tent for use at outreach events. Purchase of large flat screen TV for playing disaster preparedness videos at events. Purchase of interactive outreach equipment for events (plinko and wheel of misfortune disaster trivia games). Miscellaneous supplies (tape, rope, etc.) for setting up events.	
Promotional Item	\$ 1,500.00
Promotional items for dispersal at outreach events (items in LEPC Grant Guidance sample list).	
Other (describe)	\$ 400.00
Booth space rent at Crabfest.	
<b>TOTAL for Outreach Activity</b>	<b>\$ 4,000.00</b>
<b>Overall Total for LEPC Outreach</b>	<b>\$ 6,000.00</b>
<b>PREPAREDNESS</b>	
Please describe the preparedness activities and costs associated with each activity. Not all preparedness activity boxes need to be completed. Additional activity boxes may be added if needed.	
<b>Preparedness Activity Description</b>	

<b>Update and reprinting of the Kodiak Area Emergency Preparedness Guide. These guides are made available to all residents in the community through dispersal to government offices, the Chamber of Commerce, USCG Base, and many businesses.</b>	
<b>Preparedness Activity Costs</b>	<b>Budgeted Cost</b>
Supplies	\$ 0
Exercise	\$ 0
Training	\$ 0
Other (describe)	\$ 500.00
Professional printing expenses.	
TOTAL for Preparedness Activity	\$ 500.00
<b>Preparedness Activity Description</b>	
<b>Development and printing of tsunami evacuation maps. These maps will be made available to all residents in the community through dispersal at government offices and many businesses.</b>	
<b>Preparedness Activity Costs</b>	<b>Budgeted Cost</b>
Supplies	\$ 0
Exercise	\$ 0
Training	\$ 0
Other (describe)	\$ 500.00
Professional printing expenses.	
TOTAL for Preparedness Activity	\$ 500.00
<b>Overall Total for LEPC Preparedness</b>	<b>\$ 1000.00</b>
<b>BASELINE COSTS BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Budgeted Cost</b>
LEPC Management, Contractual and Non-Contractual	\$6,658.07
Outreach Activities	\$6,000.00
Preparedness Activities	\$1,000.00
<b>TOTAL BASELINE EXPENSES</b>	<b>\$ 13,658.07</b>
(This must equal projected SERC Projected Baseline allocation for this LEPC, chosen above)	
<b>Point of Contact</b>	
Governmental jurisdiction that will administer funds awarded under this program	
<b>Kodiak Island Borough</b>	
Jurisdiction/make check payable	Kodiak Island Borough
Address	710 Mill Bay Road
City	Kodiak
State	Alaska
Zip	99615
Phone number	907-486-9362
Fax number	907-486-9396
Email address	jmaker@kodiakak.us
<b>Signature of Authorized Jurisdiction Representative</b>	
By the signature below, the governmental jurisdiction noted above provisionally agreed to administer funding awarded to the LEPC by the SERC, pending agreement to the terms of the final funding agreement by all parties.	
Signature of Authorized Jurisdiction Representative	
Date	JUNE 16, 2016
Printed Name and Title	Michael Powers, Manager, Kodiak Island Borough
<b>Signature of Chairperson or Person Authorized to Represent the LEPC</b>	
The undersigned certifies this application to be the agreed submittal of the LEPC.	
Signature of Chairperson or Person Authorized to Represent the LEPC	
Date	JUNE 16, 2016
Printed Name and Title	Jack Maker, Associate Planner and LEPC Coordinator, Kodiak Island Borough

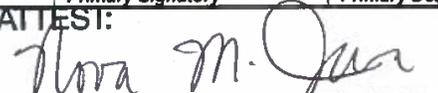
**ATTEST:**

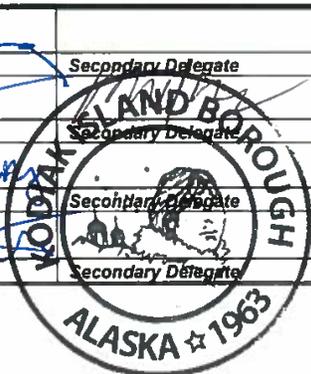
*Nova M. Javier*  
Nova M. Javier, MMC, Borough Clerk  
Kodiak Island Borough



<b>Grant Program: <u>Local Emergency Planning Committee (LEPC) Grant</u></b>			
<b>State Grant Number:</b> 17 LEPC-Grant 35602		<b>Date Prepared:</b> 06/14/16	
<b>Tax ID#:</b> 92-0030845	<b>Name of Applicant (Jurisdiction):</b> Kodiak Island Borough		
<b>Point of Contact Information</b> <i>Project Manager, Chief Financial Officer, and Signatory Official must be three (3) different individuals.</i>			
	<b>Primary Signatories: Grant Award/Amendments and Quarterly Grant Reports</b>	<b>Primary Delegations: Quarterly Financial and Narrative Grant Reports (only)</b>	<b>Secondary Delegations: Quarterly Financial and Narrative Grant Reports (only)</b>
<b>LEPC Chairperson</b>	<b>Name</b> James R. Mullican	Tom Trosvig	
<b>LEPC Chairperson</b>	<b>Address</b> 210 Lower Mill Bay Road Kodiak, AK 99615	727 Shelkof Street Kodiak, AK 99615	
<b>LEPC Chairperson</b>	<b>Telephone</b> 907-486-8040	907-481-4217	
<b>LEPC Chairperson</b>	<b>Fax</b> 907-486-8048	907-486-2029	
<b>LEPC Chairperson</b>	<b>Email</b> jmullican@city.kodiak.ak.us	ttrosvig@matson.com	
<b>Project Manager</b>	<b>Name</b> Jack Maker	Tom Quass	
<b>Project Manager</b>	<b>Address</b> 710 Mill Bay Road Kodiak AK 99615	710 Mill Bay Road Kodiak AK 99615	
<b>Project Manager</b>	<b>Telephone</b> 907-486-9362	907-486-9364	
<b>Project Manager</b>	<b>Fax</b> 907-486-9396	907-486-9396	
<b>Project Manager</b>	<b>Email</b> jmaker@kodiakak.us	tquass@kodiakak.us	
<b>Chief Financial Officer</b>	<b>Name</b> Dora Cross	Dria Bray-Holloway	
<b>Chief Financial Officer</b>	<b>Address</b> 710 Mill Bay Road Kodiak AK 99615	710 Mill Bay Road Kodiak AK 99615	
<b>Chief Financial Officer</b>	<b>Telephone</b> 907-486-9320	907-486-9321	
<b>Chief Financial Officer</b>	<b>Fax</b> 907-486-9392	907-486-9392	
<b>Chief Financial Officer</b>	<b>Email</b> dcross@kodiakak.us	dholloway@kodiakak.us	
<b>Signatory Official</b>	<b>Name</b> Michael Powers	Bill Roberts	
<b>Signatory Official</b>	<b>Address</b> 710 Mill Bay Road Kodiak AK 99615	710 Mill Bay Road Kodiak AK 99615	
<b>Signatory Official</b>	<b>Telephone</b> 907-486-9301	907-486-9350	
<b>Signatory Official</b>	<b>Fax</b> 907-486-9374	907-486-9395	
<b>Signatory Official</b>	<b>Email</b> mpowers@kodiakak.us	broberts@kodiakak.us	
<b>Signatures</b> Signature required by each of the above named individuals.			
<b>LEPC Chairperson</b>	 Primary Signatory	 Primary Delegate	Secondary Delegate
<b>Project Manager</b>	 Primary Signatory	 Primary Delegate	Secondary Delegate
<b>Chief Financial Officer</b>	 Primary Signatory	 Primary Delegate	Secondary Delegate
<b>Signatory Official</b>	 Primary Signatory	 Primary Delegate	Secondary Delegate

ATTEST:

  
Nova M. Javier, MMC, Borough Clerk  
Kodiak Island Borough



**LEPC Membership Roster**

**LEPC Name: Kodiak Island Borough LEPC**

**DATE: June 9, 2016**

\* Place an X in each of the appropriate columns to designate the following: \*N = new appointee waiting SERC approval \*P = Primary LEPC member \*A = Alternate member

<input type="checkbox"/> N	<input type="checkbox"/> P	<input type="checkbox"/> A	POSITION	NAME	ADDRESS	DAY PHONE	ORGANIZATION	REMARKS/EMAIL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chair	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Fire Chief <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vice-Chair	Tom Trosvig	727 Shelikof Street, Kodiak, Alaska 99615	907-481-4217	Horizon Lines, LLC	Security Manager <a href="mailto:ttrosvig@horizonlines.com">ttrosvig@horizonlines.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Secretary	Darsha Spalinger	316 Mission Road, Room 207 Kodiak, Alaska 99615	907-486-3319	State of Alaska, Dept. of Health & Human Services	Public Health Nurse <a href="mailto:darsha_spalinger@health.state.ak.us">darsha_spalinger@health.state.ak.us</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEPC Operations Primary Contact	Jack Maker	710 Mill Bay Road, Room 205 Kodiak, Alaska 99615	907-486-9364 (Phone)	Kodiak Island Borough	Assistant Planner, <a href="mailto:jmaker@kodiakak.us">jmaker@kodiakak.us</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEPC Operations Alternate Contact	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Fire Chief <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Emergency Coordinator (Primary)	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Contact for Emergency Releases (see 42 USC 11003(c)(3)) <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Emergency Coordinator (Alternate)	Ronda Wallace, Chief	2160 Mill Bay Road Kodiak, Alaska 99615	907-486-8000 (Phone)	City of Kodiak, Police Dept.	Contact for Emergency Releases (see 42 USC 11003(c)(3)) <a href="mailto:rwallace@city.kodiak.ak.us">rwallace@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information Coordinator	Jack Maker	710 Mill Bay Road, Room 205 Kodiak, Alaska 99615	907-486- 9364(Phone)	Assistant Planner, Kodiak Island Borough	Contact for Tier II Rptg (see 42 USC 11022(a)(1)(A)) <a href="mailto:jmaker@kodiakak.us">jmaker@kodiakak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Department Contact	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040 (Phone)	City of Kodiak Fire Dept.	Contact for Tier II Rptg (see 42 USC 11022(a)(1)(C)) <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>

LEPC Membership Roster

* N	* P	* A	POSITION	NAME	ADDRESS	DAY PHONE	ORGANIZATION	REMARKS/EMAIL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Jurisdiction Financial Contact responsible for submitting financial documentation.	Dria Bray-Holloway, Senior Accountant	710 Mill Bay Road, Room 106 Kodiak, Alaska 99615	907-486-9321 (Phone)	Kodiak Island Borough Finance Department	General Accountant <a href="mailto:dholloway@kodiakak.us">dholloway@kodiakak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elected Local Official	Jerrol Friend	P.O. Box 175 Kodiak, Alaska 99615	907-539-1975	Kodiak Island Borough	Mayor, Kodiak Island Borough <a href="mailto:jfriend@alaska.net">jfriend@alaska.net</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elected Local Official	Pat Branson	710 Mill Bay Road Room 216 Kodiak, Alaska 99615	907-486-3641	City of Kodiak	Mayor, City of Kodiak <a href="mailto:mayor@city.kodiak.ak.us">mayor@city.kodiak.ak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Law Enforcement	Ronda Wallace, Chief	217 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8000	City of Kodiak Police Department	Chief of Police <a href="mailto:rwallace@city.kodiak.ak.us">rwallace@city.kodiak.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Manager/ Civil Defense	Eric Olsen, Sgt.	2921A Mill Bay Road, Kodiak, Alaska 99615	907-486-4121	Alaska Department of Public Safety	Sergeant/Post Commander <a href="mailto:eric.olsen@alaska.gov">eric.olsen@alaska.gov</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Firefighting	James Mullican, Chief	219 Lower Mill Bay Road Kodiak, Alaska 99615	907-486-8040	City of Kodiak Fire Department	Fire Chief <a href="mailto:jmullican@city.kodiak.ak.us">jmullican@city.kodiak.ak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aid	Kathrynn Hollis- Buchanan, Professor	610 Mill Bay Road Kodiak, AK 99615	907-486-4040	American Red Cross Kodiak Chapter	Red Cross Volunteer <a href="mailto:safetynetkodiak@gmail.com">safetynetkodiak@gmail.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health	Darsha Spalinger	316 Mission Road, Room 207 Kodiak, Alaska 99615	907-486-3319	State of Alaska, Dept. of Health & Human Services	Public Health Nurse <a href="mailto:darsha_spalinger@health.state.ak.us">darsha_spalinger@health.state.ak.us</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transportation	Tom Trosvig	727 Shelikof Street, Kodiak, Alaska 99615	907-481-4217	Horizon Lines, LLC	Security Manager <a href="mailto:ttrosvig@horizonlines.com">ttrosvig@horizonlines.com</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hospital, and/or Clinic	Gina Lewis, RN	1915 East Rezanof Dr. Kodiak, AK 99615	907-486-9570	Providence Kodiak Island Medical Center	Emergency Services Mgr <a href="mailto:Regina.Lewis@providence.org">Regina.Lewis@providence.org</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hospital, and/or Clinic	Steven Smith MD	1915 East Rezanof Dr. Kodiak, AK 99615	907-539-5854	Providence Kodiak Island Medical Center	ER MD <a href="mailto:heysmith@hotmail.com">heysmith@hotmail.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Environmental	Stacy Studebaker	P.O. Box 970, Kodiak, Alaska 99615	907-486-6498	Retired	Kodiak Audubon Society <a href="mailto:tidepoolak@ak.net">tidepoolak@ak.net</a>

LEPC Membership Roster

* N	* P	* A	POSITION	NAME	ADDRESS	DAY PHONE	ORGANIZATION	REMARKS/EMAIL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Media	Drew Herman	P.O. Box 2451, Kodiak, Alaska 99615	907-942-7334	Self Employed (journalist)	Local journalist <a href="mailto:foobidy@hotmail.com">foobidy@hotmail.com</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community Groups	Charles Davidson	314 Mill Bay Road, Kodiak, Alaska 99615	907-486-3896	Retired	Former Longshoreman <a href="mailto:crat@ptialaska.net">crat@ptialaska.net</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facility Owner/ Operator	Vacant				Will be advertising vacant positions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public at Large	Mike Dolph	811 Willow Street, Kodiak, Alaska 99615	907-486-5833	Retired	Former City of Kodiak Fire Chief <a href="mailto:dolphone@gci.net">dolphone@gci.net</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disaster Planning and Service Area	David Conrad	101 Otter Avenue, Kodiak, Alaska 99615	907-487-2782	Womens Bay Service District/Kodiak Island Borough	Retired Coast Guard <a href="mailto:dconrad@kodiakak.us">dconrad@kodiakak.us</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	United States Coast Guard – Base Support Unit Kodiak	Christian Mathis, CWO	P.O. Box 195025, Kodiak Alaska 99615	907-487-5320 Ext. 2257	USCG Base Kodiak	CWO2, Base Kodiak Readiness Officer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alaska Division of Homeland Security & Emergency Managment	Jared Woody	P.O. Box 5750 Ft. Richardson, AK 99505	907-428-7044	ADHS&EM	State Staff Support <a href="mailto:jared.woody@alaska.gov">jared.woody@alaska.gov</a>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	United Sates Coast Guard – MSD	Rich Cherkaur	326 Center Avenue, Suite 107 Kodiak, Alaska 99615	907-486-5918	USCG	Lieutenant <a href="mailto:Richard.G.Cherkauer@uscg.mil">Richard.G.Cherkauer@uscg.mil</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National Weather Service	Vacant			National Weather Service	Soliciting for new NWS member at this time
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Community) Health	Ann Ellingson	316 Mission Road, Room 207 Kodiak, Alaska 99615	907-486-3319	State of Alaska, Dept. of Health & Human Services	Public Health Nurse <a href="mailto:ann.ellingson@alaska.gov">ann.ellingson@alaska.gov</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High School Student	Vacant				Will be advertising vacant positions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public at Large	Vacant				Will be advertising vacant positions



# Local Emergency Planning Committee Grant Program Guidance

The Local Emergency Planning Committee (LEPC) Grant Program is intended to support, sustain, and enhance LEPCs in order to perform their statutory responsibilities under state and federal law and to perform all-hazards planning projects that support the LEPC mission of increasing awareness of chemical and all-hazards in their communities as well as preparing and mitigating for all-hazards through planning activities.

This document describes the grant program and eligible expenditures.

Please direct any questions to:

State of Alaska  
Department of Military and Veterans Affairs  
Division of Homeland Security and Emergency Management  
PO Box 5750  
JBER, Alaska 99505-5750

Phone: (907) 428-7000  
Toll Free: (800) 478-2337  
Fax: (907) 428-7009

[mva.grants@alaska.gov](mailto:mva.grants@alaska.gov)

## INTRODUCTION

The following guidelines have been developed to describe activities eligible for funding under the Local Emergency Planning Committee (LEPC) grant program through the Alaska Division of Homeland Security and Emergency Management (DHS&EM). The performance period for the LEPC grant follows the state fiscal year (SFY), July 1 to June 30.

Federal law established the Emergency Planning and Community Right-to-Know Act (EPCRA, CRTK) in 1986 in part due to an event in Bhopal, India, where gas from a chemical plant was accidentally released killing thousands of people. EPCRA required states to establish a State Emergency Response Commission (SERC) and create Local Emergency Planning Districts (LEPD), with local LEPCs within these districts. LEPCs are directed by state and federal law to help increase community awareness of chemical hazards and other hazards through planning, preparedness, and mitigation from potential events such as the one that occurred in Bhopal. These missions are accomplished by the LEPC through its connection with community stakeholders, facilities, and industry reporting on hazardous and extremely hazardous substances to the LEPC through Tier II reports.

The Alaska SERC developed policies and procedures for communities and LEPCs. These policies and procedures include forming an LEPC within an existing LEPD, establishing and maintaining bylaws, maintaining local emergency plans, and responding to EPCRA and CRTK requests. The document is titled "Responsibilities, Policies and Procedures of the Alaska State Emergency Response Commission and Local Emergency Planning Committees" and is available online at <http://ready.alaska.gov/SERC>. The responsibilities of LEPCs as defined in statute and described in this document are the foundation for the LEPC baseline goals and baseline grant funding allocations.

LEPCs are planning entities and generally cannot commit manpower or resources. The broad volunteer membership required of LEPCs is its strongest asset. LEPCs should help involve residents in the discussion about appropriate emergency response to disasters in their community and how public funds are spent to better prepare.

LEPC grant funds are used to support, sustain, and enhance the LEPC in order to perform its statutory responsibilities. The funds are used for outreach and planning projects to inform and prepare the community for any hazard it may face. In response to comments received by LEPC representatives, the SERC Finance Committee expanded allowable activities for which the LEPC grant funds may be utilized.

Funds for these activities are limited to those annually allocated by the legislature and may not be sufficient to fully cover all requests. DHS&EM anticipates receiving funding for LEPCs; however, funding awards will be contingent upon final action by the legislature and the Governor within the SFY budget. The SFY LEPC allocation is appropriated through General Funds (GF) and subject to final action by the legislature and the Governor. The LEPC mission will not change regardless of the funding mechanism. Applications for LEPC grants must be submitted to DHS&EM. Funding for individual LEPCs will be based on baseline funding levels established by the SERC Finance Committee.

There are no fund matching requirements associated with the LEPC grant funding process. Funding for other all-hazards disaster preparedness planning activities should be sought through other available federal or state entities.

The following LEPDs and LEPCs are formally recognized by the SERC and if currently active, are eligible to apply for an LEPC grant:

- Aleutians East Borough LEPD\*
- Aleutian-Pribilof Islands LEPC
- Anchorage LEPC
- Bristol Bay Borough LEPC
- Copper River Basin LEPC
- Delta-Greely LEPC
- Denali Borough LEPC
- Fairbanks Area LEPC
- Greater Ketchikan Area LEPC
- Petersburg LEPC
- Iditarod Region LEPD\*
- Juneau LEPC
- Kenai Peninsula Borough LEPC
- Kodiak Island Borough LEPC
- Kuspuk LEPD\*
- Lake and Peninsula Borough LEPD\*
- Lower Kuskokwim LEPD\*
- Lower Yukon LEPD\*
- Matanuska-Susitna Borough LEPC
- Nome LEPC
- North Slope Borough LEPC
- Northwest Arctic Borough LEPC
- Northern Southeast LEPC (Skagway)
- Prince William Sound LEPD\*
- Sitka LEPC
- Southern Southeast LEPC (Craig)
- Southwest Region LEPD\*
- Wrangell LEPC
- Valdez LEPC
- Yakutat LEPD\*
- Yukon Flats LEPD\*
- Yukon-Koyukuk LEPD\*

\* Denotes inactive or no organized LEPC

### GENERAL INFORMATION

The purpose of baseline funding is to support the core activities of the LEPCs, thus providing stability to the LEPCs. LEPC baseline funds are to support the LEPCs in accomplishing their statutory requirements and preparing their communities.

### REQUIRED Baseline Activities

<ul style="list-style-type: none"> <li>• Establish an LEPC and maintain membership</li> <li>• Establish and maintain bylaws to include: <ul style="list-style-type: none"> <li>○ Provisions for public notification of committee activities</li> <li>○ Public meetings to discuss emergency plan</li> <li>○ Receive public comments and response to such comments</li> <li>○ Distribution of emergency plans</li> </ul> </li> <li>• Annually publish notice of public availability of CRTK data</li> <li>• Establish procedures for receiving and processing requests from the public for Safety Data Sheets (SDS) and Tier II information</li> <li>• Review emergency plans once a year</li> <li>• Evaluate need for resources to develop, implement, and exercise the emergency plan</li> </ul>	<ul style="list-style-type: none"> <li>• Make recommendations to DHS&amp;EM and SERC regarding resources required for plan execution</li> <li>• Act as an advisory committee to the political subdivisions within the LEPD</li> <li>• Attend scheduled LEPC Association and SERC meetings</li> <li>• Submit timely quarterly reports to DHS&amp;EM in accordance with the LEPC Obligating Grant Award Document</li> <li>• Maintain a current list of all facilities within the LEPD required to complete a Tier II report</li> </ul>
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Note: Baseline funding is awarded if the LEPC is active and its performance is acceptable. If performance is not acceptable, the SERC Finance Committee may reduce, reallocate, or not award funds to an LEPC.

## ELIGIBLE BASELINE EXPENSE CATEGORIES

### Management:

This category supports the day to day sustainment of the LEPC. This includes:

- Personnel costs associated with LEPC administration
- Support services such as postage, telephone, prorated utilities for LEPC office/meeting room, meeting room rental, service charges (banking and phone excluding late fees), and copying (other charges require pre-approval)
- Miscellaneous office supplies such as paper and toner cartridges
- Capital equipment purchases for LEPC planning such as purchase of computers or copy machines (any item with a value of over \$1,000 must be pre-approved by DHS&EM)
- Travel such as conducting a yearly face to face meeting of LEPC, or sending additional representatives to the LEPCA or SERC meetings (all travel must be pre-approved by DHS&EM)

### Outreach:

This category supports the LEPC baseline goals of public involvement in the emergency planning process, CRTK, and all-hazards awareness. This includes:

- Notification of LEPC activities
- Public meetings to discuss emergency plans
- Distribution of the emergency plans
- Receiving public comments on emergency plans and response to such comments
- Annually publishing notice of public availability of CRTK data
- Increasing awareness of hazards through media campaigns such as public service announcements, camera-ready materials, website support or newsletters
- Outreach activities and public events such as booth display, event backdrops or signs, displays and demonstrations, and informational materials such as brochures/flyers; all items must include the LEPC name, and if possible the mission, logo, tagline, funding source, and website
- Items distributed at community events to promote LEPC awareness such as pins, patches, and magnets (other items require pre-approval by DHS&EM); all items must include the LEPC name, and, if possible, the mission, logo, tagline, and website; see guidance for preapproved items on page 6.

Other examples of outreach activities are:

- Conducting or updating all-hazards risk analysis
- Public awareness campaigns of hazardous and extremely hazardous substances in the community preparedness measures
- Public awareness campaigns of community hazards and preparedness measures
- Managing information submitted to the LEPC and providing it to the public upon request
- Materials needed to present community awareness events on all-hazards brochures, videos, or posters
- Costs associated with production and execution of print or other media regarding all-hazard topics of concern to the community and LEPC
- Costs associated with production and execution of required notices for emergency operations plans review, safety data sheets (SDS), and emergency and hazardous chemical inventory forms availability
- Production costs associated with producing community procedures and contacts for emergency situations such as standalone all-hazards brochures, telephone book inserts, or community posters

**Preparedness:**

This category supports the LEPCs baseline goals of increasing awareness of and planning for chemical and all-hazards events. It further supports the state strategy by strengthening whole community planning and preparedness goals. Activities should strengthen citizen capabilities and preparedness through involvement with community, school, and private sector/business outreach. This includes:

- Reviewing emergency plans once a year
- Evaluating the need for resources to develop, implement and exercise the emergency plans
- Making recommendations to DHS&EM and SERC regarding resources required for plan execution
- Acting as an advisory committee to the political subdivisions within the LEPC
- Providing training and other support as necessary to further develop preparedness and sustain citizen preparedness capabilities
- Building new partnerships to expand planning and citizen capabilities through preparedness planning and activities involving community, school and private sector businesses
- Training, supplies, and associated fees for CERT teams

Other examples of preparedness activities are:

- Participating in the development of local emergency operations (response) plans for oil and hazardous substances using the Alaska Department of Environmental Conservation's Checklist, or an all hazards Emergency Operations Plan (EOP)
- Revising local EOPs
- Tabletop exercises held in conjunction with a regularly scheduled LEPC meeting that test plans previously reviewed or in the process of review and approval by the state
- Pre-approved, non-response training for the LEPC and the community held in conjunction with a regularly scheduled LEPC meeting

**Non-Eligible Expenses include, but are not limited to:**

- Janitorial maintenance expenses for the facility that the LEPC uses. This includes operating supplies not in support of the LEPC mission (cleaning supplies, paper products, and cleaning expenses such as window washing, floor waxing, etc.)
- Any type of food or beverage items
- Travel expenses when travel is not pre-approved from the DHS&EM project manager
- Training expenses when not pre-approved from the DHS&EM project manager
- Response training such as first aid, cardiopulmonary resuscitation (CPR), and specialized first responder training (except approved training for CERT teams)
- Response equipment
- Promotional items not related to promotion of the LEPC, its mission, and its baseline goals
- Activities that do not relate to reviewing plans, evaluating the need for training and resources to develop, implement, or exercise all-hazards plans, or activities not related to better informing the public and first responders of awareness of community all-hazards and preparedness activities

**Guidance for Items Purchased Using LEPC Grant Funds:**

Items purchased must promote the LEPC mission of community preparedness and be used to reach as many people as possible. To that effect, below is a sample list of pre-approved items. All items must have the LEPC name or logo on them; if expenditure on such items exceeds the amount detailed in the initial application and award documents, the DHS&EM Program Manager must be notified ahead of time. This list is not all-inclusive; please contact the LEPC Program Manager at DHS&EM with questions.

Public Service Announcements on local radio/TV/newspaper	Flashlights (keychain size)	Hand sanitizer
Emergency contact lists	Flashing lights/strobe lights (small)	Carabiners
In Case of Emergency (ICE) ID Cards	Safety whistles	Compass
Brochures	Safety vests	Magnifying glass
Flyers	Reflective belts	Reusable hot/cold packs
Booklets	Reflective bands	Small first aid kits
Family Contact Cards	Glowsticks	Small pet first aid kits
Bookmarks	Auto safety triangles	Emergency blankets
Calendars	Seatbelt cutter	Non-food preparedness kit supplies**
Pens/pencils	Water bottles	Keychain screwdrivers
Earthquake/Tsunami/other hazard safety magnets or pins	Vials of Life	CERT team kits*
Bags/buckets to store emergency supplies	Can/bottle openers	
	Ice scrapers	
	Chapstick	

\*\*CERT gear should be limited to items for which the teams receive training and are not to be given out to individuals who have not completed the full CERT training program; there are numerous online sources for pre-made CERT kits including: <http://cert-kit-products.com/>, <http://www.kits4disastersurvival.com/certkits>, <http://www.cert-kits.com/>, and <http://www.propacusa.com/cert-kits-supplies/cert-kits.html>

\*\* See the DHS&EM 7 Day Survival Kit list

## GENERAL AWARD PROVISIONS

1. To be eligible for funding, applications must be received by the due date shown in the application document. Applications may be emailed or faxed, followed by mailed signed originals to DHS&EM (see page 1).
2. Funding will be awarded for LEPC activities to be conducted during the applicable SFY only.
3. All unexpended or unencumbered grant funds will be returned to the state through an award amendment process effective close of business June 30.
4. Funding awards will be made contingent upon satisfactory completion of deliverables funded in the current and prior years, to include timely submission of quarterly reports and annual equipment inventory report of capital equipment purchases with LEPC funds. The SERC Finance Committee (at its discretion) may reduce the baseline funding award to an LEPC that has not completed deliverables funded in previous fiscal year(s). Additionally, the SERC Finance Committee will continue to closely monitor the performance of LEPCs that fail to submit a quarterly report by the due date or fail to have a representative attend LEPCA or SERC meetings. The Committee will reserve the right to reallocate any or all LEPC funding based on unsatisfactory performance of these requirements.
5. LEPCs who fail to send a representative to all Local Emergency Planning Committee Association (LEPCA) meetings (without prior approval from DHS&EM of the absence) in the prior grant year will be recommended for reduction in LEPC grant funding. Attendance at LEPCA meetings is a grant assurance on the obligating award document.
6. LEPC grant funds are to be used to assist LEPCs in accomplishing their federal and state obligations under 42 USC 11001 et seq. and AS 26.23 including CRTK, risk reduction, and disaster emergency response planning. These funds may be used for any activity that relates to 42 USC 11001 et seq. and/or AS 26.23.071–077. Funding acquired from other sources must be accounted for separately from funding awarded under this program. DHS&EM may ask to see such funding records.
7. Requests for funding must be submitted using the LEPC Application Form and must be completed every year the jurisdiction desires funds.
8. Funding will only be awarded through a grant award between DHS&EM and a local jurisdiction entity identified by the applicant. The local jurisdiction must agree to accept and administer the funds on behalf of the LEPC under the terms of the grant. An authorized jurisdiction official must sign the Application Form before the funding request will be considered by DHS&EM.
9. All LEPCs and local governments as applicable will be required to comply with the standard terms and requirements detailed in the grant award agreement.
10. Emergency management personnel, e.g. fire, police, emergency medical technicians, and emergency managers, or persons identified to have an assigned position within the Incident Command System (ICS) during emergencies, who are members of the LEPC, need to accomplish the Emergency Management Institute Independent Study Courses (IS) 100, 200, 700, and 800, for National Incident Management System (NIMS) compliance, if not previously completed.
11. LEPC grant funds cannot be used to meet the 50 percent local match requirement of the Emergency Management Performance Grant (EMPG).

## QUARTERLY REPORTING REQUIREMENTS

All LEPC grant recipients must file a two–part quarterly progress report for each reporting period. These two elements are a Performance Progress Report to document grant related activities undertaken by the jurisdiction during the reporting period, and a Financial Progress Report/Request for Reimbursement to document the expenditure of grant funds.

Postmark the reports to DHS&EM by the due date noted on the accompanying table. Electronic or faxed signed copies are accepted as long as pages are signed and all supporting documentation is included. Reports are incomplete if any applicable supporting narrative or financial documentation is not received or reports are not signed by all required signatories. Incomplete reports will not be processed or marked as received, until all documents are present.

Quarterly Progress Report Schedule

First quarter (Jul., Aug., Sept.)	Due: October 20
Second quarter (Oct., Nov., Dec.)	Due: January 20
Third quarter (Jan., Feb., Mar.)	Due: April 20
Fourth quarter/Final (Apr., May, Jun.)	Due: July 20

### 1. Quarterly Performance Progress Reports

Use the designated reporting form Performance Progress Reports [A](#) and [B](#) to document activities for each reporting period. The LEPC Chairperson or Project Manager, and the jurisdiction Signatory Official (or designee) must sign the Performance Progress Report. Note: Project Manager, Signatory Official, and Chief Financial Officer must be different people.

Please see [Performance Progress Report Instructions](#) for further information on submitting Performance Progress Reports.

### 2. Quarterly Financial Reports:

[Quarterly Financial Reports](#) consist of the following:

- a. The completed Financial Progress Report and Request for Reimbursement: The Project Manager and the Chief Financial Officer (or designee) for the local jurisdiction must sign this form.
- b. Supporting Documentation: Supporting documentation for wages and benefits must include source documents suitable for audit purposes, including, but not limited to:
  - Time and attendance records of employee with name, position, title, hours worked
  - Wage rate, straight time and overtime if applicable
  - Fringe benefit calculation (actual or formula/percentage of wages)
  - Method of allocating and tracking employee personnel costs to the project
  - Applicable Collective Bargaining Agreement; or
  - Certified Payroll Report which captures the above information required (certification cannot be made by individual receiving payroll reimbursement; must be certified by Chief Financial Officer)
- c. Supporting documentation for other expenditures:
  - Invoices, purchase orders, receipts

Please see [Financial Progress Report Instructions](#) for further information on submitting financial reports.

All current grant reporting forms are located on the DHS&EM website

<http://ready.alaska.gov/Grants/LEPC>

Copies or questions can be directed to the DHS&EM Grants Section

[mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) (907) 428-7000 or 1-800-478-2337

## **MIDYEAR REVIEW**

The state will review expenditures at the end of the second quarter to ensure funds are being adequately spent. If not, the state may de-obligate some or all remaining funds. Third and fourth quarter funds will not be reimbursed until this condition is released.

## **APPLICATION PROCESS**

The application contains a section to provide the LEPC's contact information, hazardous/extremely hazardous substance information, and an evaluation of previous baseline performance.

An LEPC must also create an anticipated baseline budget in the application. Space is provided to estimate LEPC management, outreach, and preparedness expenses. The total budget must be equal to the projected SERC Finance Committee baseline funding shown in Table A of the grant application.

Expenses under the outreach and preparedness categories must be associated with an activity. A narrative description of the activity is required.

The application must be signed by an authorized local jurisdiction and LEPC representative.

A current LEPC Signatory Authority Form and Membership Roster must be completed and returned with the Application. These documents can be found on the DHS&EM Grants website.

## **AWARD PROCESS**

Applications will be evaluated and awards will be made as follows:

- The SERC Finance Committee will review and comment on applications as needed. The Committee may request additional information from other state agencies and DHS&EM staff
- At the award Committee meeting, the SERC Finance Committee will approve or disapprove LEPC baseline amounts. The committee will provide an opportunity for the LEPC to make a presentation with the Committee prior to a final decision being made
- The SERC Finance Committee will forward its funding recommendations to the SERC co-chairs for final approval

## **STATE SINGLE AUDIT AND MAJOR PROGRAM THRESHOLDS**

**State Single Audit Threshold:** Unless additional audit requirements are imposed by state or federal law, a recipient of state financial assistance that expends a cumulative total equal to or greater than \$500,000 during the entity's fiscal year is required to submit an annual single audit per 2 AAC 45.010.

<b>State of Alaska</b> <b>Division of Homeland Security and Emergency Management</b>	Page 1 of 4
	AWARD DATE
	July 01, 2016
	STATE GRANT PROGRAM
2017 Local Emergency Planning Committee Grant	

### OBLIGATING AWARD DOCUMENT

RECIPIENT NAME AND ADDRESS	PERFORMANCE PERIOD	AMENDMENT		AWARD AMOUNT
Kodiak Island Borough 710 Mill Bay Rd Kodiak, AK 99615	FROM: July 01, 2016	AMENDMENT #:	#	\$13,755.67
	TO: June 30, 2017	EFFECTIVE DATE:		
STATE PROGRAM NUMBER				20LEPC-GY17

DUNS NUMBER	159043244	FUNDING ALLOCATION		
EIN	92-0030845	PLANNING	\$13,755.67	EXERCISE
METHOD OF PAYMENT	Electronic	TRAINING		EQUIPMENT

Grant Award and Deliverables (continued on reverse side of agreement)

Planning:	\$13,755.67
Total Program Amount:	\$13,755.67

The attached Project Budget Details is the funding allocation. Grant program guidelines and state, and local contracting and procurement compliance requirements apply.

**SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)**

None

AGENCY INFORMATION				
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		WEBSITE	<a href="http://ready.alaska.gov">http://ready.alaska.gov</a>
			EMAIL	<a href="mailto:mva.grants@alaska.gov">mva.grants@alaska.gov</a>
			PHONE	907-428-7000
			FAX	907-428-7009

STATE PROJECT MANAGER	PHONE	FAX	EMAIL
Jared Woody	(907) 428-7044	(907) 428-7009	jared.woody@alaska.gov

AGENCY APPROVAL		
NAME AND TITLE OF APPROVING AGENCY OFFICIAL		SIGNATURE OF APPROVING AGENCY OFFICIAL
Michael J. Sutton, Deputy Director		<i>Michael J. Sutton</i>
		DATE
		7/26/16

RECIPIENT ACCEPTANCE			
NAME JURISDICTION LEPC CHAIRPERSON		NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL	
James Mullican		Michael Powers, Borough Manager	
SIGNATURE OF LEPC CHAIRPERSON		SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	
<i>James Mullican</i>		<i>Michael Powers</i>	
DATE		DATE	
8-24-16		8/24/16	

FOR STATE USE ONLY						
Division File Number:		1.6.8.11		Date Returned		
Fund	Unit	AR Unit	Object	Activity	Function	Program
1004	2002	9900252	1001	2012	17 LEPC KIB	0
						PPC
						0



**ATTEST:**  
*Nova M. Jaxler*  
 Nova M. Jaxler, MMC, Borough Clerk  
 Kodiak Island Borough

**Grant Award and Deliverables (continued from Award)**

The total allocation of the 2017 Local Emergency Planning Committee Grant awarded to the Division of Homeland Security and Emergency Management (DHS&EM) under the oversight of the State Emergency Response Commission (SERC) is \$300,000.00 under Agreement # 20LEPC-GY17. The Kodiak Island Borough has been awarded \$13,755.67 in Baseline funding for the Local Emergency Planning Committee (LEPC) which shall be used to support activities essential to support, sustain, and enhance LEPCs in order to perform their statutory responsibilities under state and federal law and to perform all-hazards planning projects that support the LEPC mission of increasing awareness of chemical and all-hazards in their communities as well as preparing and mitigating for all-hazards through planning activities. The performance period of this award ends on June 30, 2017. Project deliverables must be completed by this date. The final narrative and financial reports and documentation are required by July 20, 2017 for grant closeout. The local jurisdiction entity must agree to accept and administer the funds on behalf of the LEPC. All LEPC's and political subdivisions, as applicable, will be required to comply with the standard terms and requirements detailed in this grant award agreement.

**Reporting Requirements:** The Kodiak Island Borough shall submit timely quarterly Performance and *Financial Progress Reports* to the DHS&EM project manager. The most current forms are available online at <http://ready.alaska.gov/grants> and may be reproduced. Quarterly reports are due:

Number of Scheduled Reports Due	Jurisdiction Performance Period	Performance and Financial Progress Report Due Dates
1	07/01/2016 – 09/30/2016	10/20/2016
2	10/01/2016 – 12/31/2016	01/20/2017
3	01/01/2017 – 03/31/2017	04/20/2017
4/Final	04/01/2017 – 06/30/2017	07/20/2017

Performance Progress reports shall compare actual accomplishments to the objectives established for the reporting period. Include any significant events or activities. Financial Progress reports shall show receipts of program income and cash or in-kind contributions to the project.

The state will review expenditures at the end of the second quarter (10/01/2016-12/31/2016) to ensure funds are being adequately spent. If not, the state may de-obligate some or all the remaining funds. Third and fourth quarter funds will not be reimbursed until this review is completed.

**Signatory Requirements:** The primary signatory official, LEPC chair and chief financial officer as listed on the Signatory Authority Form must sign the obligating award document and any award amendments. Delegates may sign the quarterly and final reports, however, the signatures of the project manager/LEPC chair, signatory official and the financial officer must be three separate signatures.

**Reimbursements:** Submit on the *Financial Progress Report*. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and grant guidelines, and submission of timely quarterly reports and LEPC meeting minutes. Reimbursements may be withheld pending correction of deficiencies. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, etc.), documentation of payment, and procurement method report (where applicable). Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable or the submission of timesheets with name/wage/hours and cost allocation identified and copies of the corresponding pay warrants. Staff may not self-certify their own time and wages. The Kodiak Island Borough shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants.

**Contracts:** Copies of all contracts for services shall be submitted to DHS&EM and procurement methods if needed. Contract deliverables must meet the intent of the grant application and grant requirements. Any contract entered into during this grant period shall comply with local and State government contracting regulations. Contracts for professional and consultant services must include local and state government required contract language and require submission to DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants and must be authorized by the chief financial officer.

**Publications and Imprinted Items:** Publications created with funding under this grant shall prominently contain the following statement: **This document was prepared under a grant from the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the State of Alaska.** When possible, all promotional materials should be imprinted with at minimum the name and contact information for the LEPC. When possible, name, contact information, and funding source should be credited.

**Equipment Management:** The Kodiak Island Borough shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures.

**Pre-Approved Travel:** All travel must be pre-approved by DHS&EM. LEPC travel is limited to additional, non-DHS&EM funded LEPC members to attend Local Emergency Planning Committee Association (LEPCA), and/or SERC meetings. Other LEPC-related travel may be considered on a case-by-case basis when the benefit to the LEPC and its mission is demonstrated in writing prior to the travel. (Note: Listing on the PBD of the award demonstrates allocation of funds, not pre-approval or authorization.)

**Penalty for Non-Compliance:** For the reasons listed below, reimbursements may be partially or wholly withheld, or the award may be wholly or partly suspended, or terminated. The SERC and DHS&EM shall notify the Kodiak Island Borough and the LEPC of its decision in writing. The Kodiak Island Borough must respond within five (5) days of receipt of notification.

1. Unwillingness or inability to attain project goals
2. Unwillingness or inability to adhere to Special Conditions listed in Block 10, if applicable
3. Failure or inability to adhere to grant guidelines and compliance requirements
4. Improper procedures regarding contracts and procurements
5. Inability to submit reliable and/or timely reports

**Monitoring Policy:** The SERC and DHS&EM reserve the right to periodically monitor the Kodiak Island Borough financial policies and procedures, records, systems, means of allocating and tracking costs, maintenance of current financial data, procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), program operations, and other concerns relative to this award. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The *Monitoring Policy* is available online at <http://ready.alaska.gov/grants>.

**Changes to Award:** All change requests accompanied by a narrative justification must be submitted in writing or electronically to the DHS&EM Project Manager for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Revisions to the Baseline funding, or changes in key persons specified in the grant award, will result in an amendment to this award.

**Non-reimbursable Expenses:** Food and beverage items, general-use software (word processing, spreadsheet, graphics, internet security, etc.), response equipment, hotel incidentals, all travel expenses when not pre-approved, travel-related change fees when the traveler alters their travel without approval from the DHS&EM Project Manager, promotional items not related to promotion of the LEPC and its Baseline goals, activities that do not relate to reviewing plans, evaluating the need for training and resources to develop, implement, or exercise all-hazard plans, activities not related to better informing the public and first responders of awareness of community hazards and preparedness activities. Indirect costs are not allowable under this grant.

**We, the Signatory Officials, do hereby assure and certify:**

The performance period for this grant award is July 01, 2016 through June 30, 2017. Monies may not be obligated outside of this time period.

Each LEPC member will comply with the SERC Policies and Procedures Manual, Section II.c.1 and AS 39.52 regarding the Alaska Ethics Act. The SERC and DHS&EM reserve the right to periodically monitor LEPC files for compliance.

A representative from the Kodiak Island Borough LEPC will attend scheduled LEPCA meetings.

LEPC meeting minutes for all meetings held within a quarter will be included with quarterly reports.

Location and contact information to access Tier II reports will be advertised in the local newspaper and a copy of the advertisement provided to DHS&EM.

Financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project.

Any contract entered into during this grant period shall comply with local and state government contracting and licensing regulations.

Records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required.

**Single Audit:** The LEPC will have an audit performed in accordance with 2 AAC 45.010 and/or be subject to State Audit. Each LEPC or subcontractor is required to provide auditors or State agents reasonable access to books, documents, papers and records of the LEPC or subcontractor. Copies of audit findings must be submitted to DHS&EM within 30 days after the audit report is received, or within a nine (9) month period of the annual closeout period, whichever is earlier, in accordance with 2 AAC 45.010.

We have reviewed the State of Alaska *Ethics Information for Members of Boards and Commissions* (available online at <http://ready.alaska.gov>, and AS 39.52 and acknowledge compliance.

Procurement shall comply with local procurement policies and procedures, and conform to applicable State law and regulations. Procurement transactions shall be conducted to provide maximum open and free competition.

Compliance with statutory responsibilities established by Federal law 42 USC 11001-11005, 11044 and State law AS 26.23.073 including:

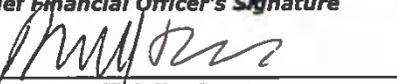
- (1) Establish procedures for receiving and processing requests for information under the Community Right-to-Know Act
- (2) Appoint a chair and establish rules for functioning
- (3) Prepare and annually review an Emergency Plan in accordance with 11 USC 11003 (referencing hazardous substances)
- (4) Evaluate resources needed to develop, implement and exercise the Emergency Plan, submitting recommendations to political subdivisions in the Local Emergency Planning District (LEPD) regarding resource needs
- (5) Make recommendations to other agencies and entities about the preparation of local, State and inter-jurisdictional plans
- (6) Serve as an advisory committee to the political subdivisions or the Inter-jurisdictional planning and service area, to evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and submit recommendations to the political subdivisions in the LEPD with respect to the resources that may be required and the means for providing the resources
- (7) Enter into a cooperative relationship with the political subdivisions in the LEPD served by the LEPC to enhance emergency preparedness and response, ensure planning efforts are not duplicated, and requiring the political subdivision to administer LEPC grant funds

(8) Publish an annual notice in local newspapers that the emergency response plan, material safety data sheets and emergency hazardous chemical inventory forms are available for public review. The notice must say that follow up emergency notices may later be issued.

  
LEPC Chairperson's Signature

  
Project Manager's Signature

  
Chief Financial Officer's Signature

  
Signatory Official's Signature



ATTEST:

  
Nova M. Javier, MMC, Borough Clerk  
Kodiak Island Borough

