MINUTES
Lessons Learned Commission
Wednesday, July 2, 2008; 5:00 p.m.,
City Hall Conference Room #224

I. Call to order  Chair Sally Smith called the meeting to order at 5:00 pm.

Present:  
Commissioners:  Chair Sally Smith, Bob Martin, Rick Edwards  
Consultants: Mike Conway, Dave Eley  
Others: Barbara Schetter, Mike Branum, Tom Gemmell, Rorury  
Martin, Scott Willis

II. Approval of minutes  
Discussion of minutes from LEC meeting on 25 June 2008.

Motion- by Bob Martin to approve minutes, motion carried.

III. Presentation by consultants  
- Chair turned the meeting over to Mike Conway who presented an updated work list and time line for the consultants. 
- Task list included 4 overall goals and tasks associated with achieving goals. 
- Discussion about proposed deadline of August 1 for draft report and 1 week turn around for commissioners to comment. 
- Chair Smith opens question of timing of public meetings 
- Mike Conway introduces Goal 1 and associated tasks. Discussion follows about coordination with State of Alaska planning. Branum notes that city response would have been better if the Emergency Coordinator positions had not been vacant. Discussion about types of media to interview regarding the dissemination of information about the event and how best to proceed. More discussion on how CBJ and AEL&P interacted with media.  
- There was agreement that various media representatives should be considered and interviewed for their perspective. 
- Branum points out in regard to Goal 1, Task 2 that the emergency operation plan will be revised.  
- Discussion of Goal 2 in consultants check list. Chair Smith asks if we need to list all possible similar events whether we explicitly address them or not. Group creates list of 24 emergency/economic events that might occur. Agreement that list is not complete. More discussion on looking for common elements among impacts.  
- Discussion of Goal 4, which addresses written report. Need to
include dissident points of view.

- Discussion of how to include public viewpoints. Questionnaire to be handed out prior to or at public meetings versus posting questions on web site. Chair Smith suggests commissioners take a look at the questions to be posted on the website and make suggestions. Chair proposes some new questions for public.

- Dave Ely present organization chart for unified incident command system and discusses details. Suggests that this is a proven and widespread method to effectively respond to future similar events. Discussion about strengths of incident command approach. How does the city insure continuity among administrations and employee turnover? Discussion of relative roles of mayor, city manager and how to insure training and orientation of new mayors and other personnel.

- More discussion on timelines and final dates.

- Discussion on how to identify vulnerable population. Mike Branum suggests going through aid agencies. Barb Schetter recommends putting links to LLC website on media web sites such as the Empire. Discussion about the time required to contact vulnerable population versus final report.

- Chair Smith asks how we evaluate the effectiveness of various programs, such as Uplugged, designed to help with crisis. Do we need a list of related events that influenced the response? Group concluded that we won't pursue list in detail but will post relevant questions on web site, commissioners were invited to submit questions.

- Discussion of next week's agenda, time, date, place of public meetings.

- Discussion of sufficiency of Bill Glude's report on the incident on the CBJ and AEL&P websites. LLC concluded they are not qualified to do that analysis.

- Barb Schetter discusses consultant's interviews. Do they interview the state government as one of the largest employers and power users?

- Chair Smith asks for agenda items for next week.

**Motion**- By Rick Edwards to adjourn.

**IV. ADJOURNMENT** Chair Smith adjourned the meeting at 7:30 p.m.