MINUTES
Lessons Learned Commission
Wednesday, July 9, 2008; 5:00 p.m.
City Hall Conference Room #224

I. Call to order Chair Sally Smith called the meeting to order at 5:05 pm.

Present:
Commissioners: Chair Sally Smith, Bob Martin, Rick Edwards
Consultants: Mike Conway
Others: Scott Willis, AEL&P; Brian Holst, JEDC; Tom Gemmell

II. Approval of agenda and minutes
- Discussion of agenda.
  Motion- by Bob Martin to adopt the agenda, the motion carried.
- Discussion of minutes from LCC meeting on 25 June 2008. Rick Edwards moved to amend the minutes for a spelling error and name correction.
  Motion- by Bob Martin to approve minutes, motion carried.

III. Contractor’s report
- Mike Conway referred to the draft organization chart of the Unified Incident Command presented at the last meeting. He said that Representatives of AEL&P had suggested changes that would make it clear that for primarily economic events AEL&P or other involved entities would not be subject to control by the incident team but would rather be working with them while also addressing the crisis that prompted the response. In a true disaster situation the Incident Command would be invoked, but not for events similar to the loss of transmission towers.
- Discussion about those points with agreement among commission that a modified title reflecting the more informal structure would be appropriate.
- Conway handed out a modified checklist for interviews with the city engineer added. Smith suggested adding front line personnel who dealt with calls from the public.
- Discussion about the role of participants such as schools, JEDC and others. More discussion about the pros and cons of interviewing more people in the lower organizational levels. Consultants pointed out that time and budget limited the numbers of interviews and that the managers could gather information from those they managed to convey to consultants.

IV. Plan and schedule public hearing
- Discussion about pushing deadline for final report back two weeks to allow for more time to prepare for public meeting and incorporate feedback. Discussion about best date for first hearing.
  Motion To schedule first public hearing on 20th of July
- Discussion about agenda for public hearing. Do we have presentation of slide show about repairs and one on how electrical rates are determined?
  - If presentation will be made should they come at the beginning of the meeting or end? Discussion about whether presentations may influence subsequent comments from the public. Conway suggests bringing in other entities looking at these issues.
  - Additional discussion about listening to the public versus taking a role in informing them about the repairs and rates. This would split the meeting into two parts, a listening portion and an educational portion. Is the educational portion part of the LLC’s role?
  - Consensus that we can structure the meeting with two parts and be fluid in the informational presentations. Does the LLC have the responsibility to help public understand what occurred? Consensus that presentations should come at the end of the meeting and be optional for public to attend.
  - Agreement to start the public hearing at 7:00. Discussion about limiting length of testimony. Agreement to limit testimony to 3 minutes with invitation to submit written comments.

V. Consideration of addressing other studies of event
- Smith asks whether and how we should address other studies of the response to the tower destruction. Do we include excerpts or addenda with other studies in our own? That would make it very long and give appearance that the LLC is endorsing those studies.
  Motion To list other reports in bibliography rather than append them. Motion carried.

VI. Survey questions
- Discussion about what questions to present to public and how we get them disseminated. How do we get word out about the website? Our survey will not be quantitative. Martin- look back to the mission statement for questions. Discussion about proposed questions.
- Discussion about JEDC and other organizations involvement in the Juneau Unplugged campaign and organizations that were involved. Repair was so rapid it affected ability of the campaign to encourage long term energy conservation. Discussion of how to continue lessons learned from electricity crisis for longer term
- Question on what assistance programs people participated in. Consensus to use Sally Smith’s version of questions.
- Smith will draft press release to get word of the LLC and public meetings out.
  Motion For Sally to write press release, motion carried.
VII. Agenda for 16 July 2008
- Discussion about agenda items for next meeting. Solidify plans for public hearing, draft press release. Call for other items.
- Smith asks for agenda items by Sunday.
- Discussion of next meeting date, we decide to fix date during meeting on the 16th.

Motion- By Rick Edwards to adjourn.

VIII. ADJOURNMENT Chair Smith adjourned the meeting at 7:15 p.m.