

CITY OF BETHEL

City Council Meeting Agenda, January 10, 2023 – 6:30 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Rose Henderson, Vice-Mayor Henry Batchelor, Mark Springer, Eric Whitney, Beth Hessler, Sophie Swope, Patrick Snow

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

Zoom Meeting Conference Line Numbers: 833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

4.1.



Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to www.cityofbethel.org.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

6. APPROVAL OF MEETING MINUTES

6.1. *12-13-2022 Regular City Council Meeting

7. REPORTS OF STANDING COMMITTEES

7.1. Committee/Commission Agendas And Draft Meeting Minutes

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

9.1. Public Hearing Of Budget Ordinance 22-22 (f): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)

10. NEW BUSINESS

10.1. *Introduction Of Ordinance 23-01: Amending Bethel Municipal Code 2.60.030 Appointment, Term, Vacancy, And Removal Of Members (Council Member Hessler)

10.2. *Resolution 23-01: City Of Bethel Priorities For The SFY 2024 State Of Alaska Capital Budget (City Manager Williams)

10.3. *AM 23-01: Appointment Of Committee And Commission Members For A Term Of Three Years (Mayor Henderson)

Posted January 4, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-545-4120

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

- 10.4. AM 23-02: Approve City Council Member Travel To Juneau For Alaska Municipal League Winter Conference (Council Member Swope)
- 10.5. *IM 23-01: Presentation of the City's Water & Sewer Services Expenditures Compared to Budget for Dec 2022 - Utilities Maintenance and Dec 2022 Water & Wastewater Activity Report (City Manager Williams)
- 10.6. *IM 23-02: City Of Bethel Emergency Operations Plan 2023-2028 Completed By DOWL Engineer Firm (City Manager Williams)

11. REPORTS

- 11.1. Mayor's Report
- 11.2. City Manager's Report
- 11.3. Clerk's Report

12. COUNCIL MEMBER COMMENTS

13. EXECUTIVE SESSION

14. ADJOURNMENT

Posted January 4, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-545-4120

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

1. CALL TO ORDER

A Regular Meeting of the Bethel City Council was held on December 12, 2022 at 6:30 p.m., in the Council Chambers, Bethel, Alaska.
Mayor Henderson called the meeting to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Comprising a quorum of the Council, the following members were present:
City Council Member Patrick Snow City Council Member Beth Hessler City Council Member Eric Whitney City Council Member Sophie Swope City Council Member Mark Springer (telephonically) Vice-Mayor Henry Batchelor Mayor Rose Henderson
Members Absent:
Also in attendance were the following:
City Manager Peter Williams, City Clerk Lori Strickler, City Attorney Libby Bakalar (telephonically)

4. PEOPLE TO BE HEARD – Five minutes per person

Sam Santistevan and Tina Uta, representatives of Bethel 4H- Provided a summary of the Bethel 4H program for the coming months.

Item 4.1. - Written Public Comments

No Written Comments.

5. APPROVAL OF CONSENT AGENDA AND REGULAR AGENDA

Main Motion: Approval of Consent and Regular Agenda.

Moved by:	Eric Whitney
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Removal from Consent Agenda-10.3, Appointment and Reappointment of Committee/Commissions- Council Member Snow

Removal from Consent Agenda-10.8, IM 22-23-Council Member Hessler

6. APPROVAL OF MEETING MINUTES

Item 6.1. - *11-8-2022 Regular City Council Meeting
Passed on the consent agenda.

7. REPORTS OF STANDING COMMITTEES

Item 7.1. - Committee/Commission Agendas And Draft Meeting Minutes

Port Commission, Council Member Hessler- Discussed the outgoing 6% throughput and a grater for the port. Referred playground equipment to the Community Parks and Recreation Committee.

Planning Commission, Council Member Swope- Received testimony from residents on projects; discussed changing the road in front of VFW to commemorate the VFW, calling it Veterans Way.

Community Action Grant Committee, Vice-Mayor Batchelor- 11 applications for community action grants were received and reviewed. The Action Memorandum in the packet reflects the request recommended by the committee.

Community Parks and Recreation Committee, Council Member Whitney- Accepted the resignation of committee member Judy Wasierski; Discussed the park plan for Larson Park and the temperature of the pool.

Finance Committee, Council Member Henderson- A meeting was not held due to a lack of a quorum.

Public Works Committee, Council Member Springer- A meeting was not held due to a lack of a quorum.

Public Safety and Transportation Commission, Council Member Snow- A meeting was not held due to a lack of posting an Agenda.

8. SPECIAL ORDER OF BUSINESS

9. UNFINISHED BUSINESS

Item 9.1. - Public Hearing Of Budget Ordinance 22-22(e): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)

Mayor Henderson opened the Public Hearing.

No one present to be heard.

Mayor Henderson closed the Public Hearing.

Main Motion: Adopt Budget Ordinance 22-22(e).

Moved by:	Eric Whitney
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 9.2. - Public Of Hearing Ordinance 22-38: Amending Bethel Municipal Code Chapter 4.20, Purchasing (Council Member Hessler)

Mayor Henderson opened the Public Hearing.

No one present to be heard.

Mayor Henderson closed the Public Hearing.

Main Motion: Adopt Ordinance 22-38.

Moved by:	Beth Hessler
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Primary Amendment: Amend Subsection 2 under 4.20.190 and 4.20.240 to insert behind less than fifty thousand dollars (\$50,000) "but twenty thousand dollars (\$20,000) or more."

Moved by:	Beth Hessler
Seconded by:	Henry Batchelor
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

10. NEW BUSINESS

Item 10.1. - *Introduction Of Budget Ordinance 22-22(f): Amending The City Of Bethel Fiscal Year 2023 Budget (City Manager Williams)

Passed on the consent agenda.

Item 10.2. - AM 22-32: Approving The Regular City Council Meeting Dates For 2023 (Mayor Henderson)

Main Motion: Approve AM 22-32.

Moved by:	Henry Batchelor
Seconded by:	Patrick Snow
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.3. - *AM 22-33: Appointment And Re-Appointment Of Committee And Commission Members For A Term Of Three Years. (Mayor Henderson)

Main Motion: Approve AM 22-33.

Moved by:	Patrick Snow
Seconded by:	Eric Whitney
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.4. - AM 22-34: Direct City Administration To Issue Four Checks Totaling \$27,500 To Year 5, Quarter 4 Community Action Grant (CAG) Awardees Based On The Recommendation Of The Community Action Grant Committee (City Manager Williams)

Main Motion: Approve AM 22-34.

Moved by:	Henry Batchelor
Seconded by:	Eric Whitney
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.5. - *AM 22-35: Direct Administration To Negotiate And Execute The First Amendment To The Cooperative Agreement Between The City Of Bethel And The Alaska Housing Finance Corporation (AHFC) That Requires The City To Provide Snow-Plowing And General Road Maintenance Services To Designated Cul-De-Sacs In Bethel Heights In Exchange For Payment To The City (City Manager Williams)

Passed on the consent agenda.

Item 10.6. - AM 22-36: Direct Administration To Prepare And Submit An FY 2024 Public Transit (5311) Rural Transit Grant Application To Fund The Bethel Transit System With A Pledge Of \$156,164 In Local Cash Match From The City's Planned FY 2024 Budget To Cover Operating And Capital Purchases (City Manager Williams)

Main Motion: Approve AM 22-36.

Moved by:	Henry Batchelor
Seconded by:	Eric Whitney
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Motion to amend to strike \$156,164 and insert \$166,949 and to make the total grant request to \$952,221 of which \$255,567 is for operating funds and \$696,654 is for capital spending.

Moved by:	Henry Batchelor
Seconded by:	Eric Whitney
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Item 10.7. - AM 22-37: Direct Administration To Hire Xavier Mason As Finance Director At The Salary Of \$130,000 Per Year Per Alaska Statute 29.20.360. (City Manager Williams)

Vice-Mayor Batchelor declared a conflict of interest as his wife works in the Finance Department under Xavier Mason. Mayor Henderson ruled that Vice-Mayor Batchelor has a conflict of interest.

Vice-Mayor Batchelor departed the meeting.

Main Motion: Approve AM 22-37.

Moved by:	Eric Whitney
Seconded by:	Mark Springer
In favor:	Mark Springer, Eric Whitney, Sophie Swope
Opposed:	Rose Henderson, Beth Hessler, Patrick Snow
Results:	Motion Fails

Motion to suspend the rules to hear from Xavier Mason.

Moved by:	Mark Springer
Seconded by:	Sophie Swope
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Patrick Snow, Sophie Swope

Opposed: | None
Results: | Motion Carries

Item 10.8. - *IM 22-23: Presentation Of The City's Water & Sewer Services Expenditures Compared To Budget For Oct 2022 – Utilities Maintenance And Oct 2022 Water & Wastewater Activity Report (City Manager Williams)

*Vice-Mayor Batchelor rejoined the meeting.
Council reviewed this item.*

Item 10.9. - *IM 22-24: Bethel Transit System In The Process Of Using The City'S FTA Transit CARES Act Grant To Purchase One New Transit Vehicle From The Washington State Department Of Transportation'S Pre-Bid Joint Contract With The Vendor, Schetky Bus Sales (City Manager Williams)

Passed on the consent agenda.

11. REPORTS

Item 11.1. - Mayor's Report

Item 11.2. - City Manager's Report

Item 11.3. - Clerk's Report

12. COUNCIL MEMBER COMMENTS

Mayor Henderson- Temperatures are going to be dropping so be careful. Enjoyed her time at the Alaskan Municipal League.

Vice-Mayor Batchelor- Announced that we have an excellent police and fire department, and encouraged people to get involved through committees and commissions. Encouraged people to wear reflective tape.

Council Member Springer- Apologized to Xavier Mason for the way the vote went on his confirmation for Finance Director.

Council Member Whitney- Apologized to Xavier Mason for the way the vote went.

Council Member Hessler- Appreciated the AML Conference. Suggested it is important

for city officials to be open and transparent.

Council Member Swope- Apologized to Xavier for the way the vote went. Hoped everyone has had a safe holiday season.

Council Member Snow- Wished Veterans a Happy Veterans Day.

13. EXECUTIVE SESSION

Item 13.1. - In Accordance With AS 44.62.310.(C)(1) Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity; And (3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Pending Delinquent Sales Tax Litigation (City Manager Williams)

Main Motion: Move into Executive Session- In Accordance With AS 44.62.310.(C)(1) Matters, The Immediate Knowledge Of Which Would Clearly Have An Adverse Effect Upon The Finances Of The Public Entity; And (3) Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Confidential- Pending Delinquent Sales Tax Litigation.

Those attending this item are the City Council, City Attorney Bakalar, City Clerk Strickler, and Deputy Finance Director Mason.

Moved by:	Sophie Swope
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Motion to direct the City Attorney to file superior court litigation against delinquent tax payers and/or pursue collections and third party audits as may be deemed necessary or appropriate.

Moved by:	Sophie Swope
Seconded by:	Beth Hessler
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor, Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

14. ADJOURNMENT

Main Motion: Adjournment.

Moved by:	Sophie Swope
Seconded by:	Patrick Snow
In favor:	Mark Springer, Rose Henderson, Eric Whitney, Beth Hessler, Henry Batchelor,

	Patrick Snow, Sophie Swope
Opposed:	None
Results:	Motion Carries

Meeting ended at 8:52 p.m.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk



CITY OF BETHEL

FINANCE COMMITTEE

MONDAY, DECEMBER 26, 2022, 6:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING LINK: [HTTPS://ZOOM.US/J/99674371849?pwd=NWTUNURHC1EVOE15DUVONFJ3NKP.UT09](https://zoom.us/j/99674371849?pwd=NWTUNURHC1EVOE15DUVONFJ3NKP.UT09)

ZOOM MEETING ID: 996 7437 1849

ZOOM PASSCODE: 507255

MEMBERS

Carol Ann Willard, Chair
Robert Rey, Vice Chair
John Hamilton
Shannon Hoffman
Farah Sears
Rose Henderson, Council Rep.
Vacant

STAFF

Xavier Mason, Ex Officio Member
Alexandra Batchelor, Ex Officio Member
abatchelor@cityofbethel.net
907-543-1381

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to finance@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

- A. 12/26/2022

V. APPROVAL OF MEETING MINUTES

- A. 10/24/2022
- B. 11/28/2022

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

- A. A. Proposed Changes to B.M.C. 04.16.430 (H) (Farah Sears)

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 12/21/2022 at City Hall, AC Co., Swanson's, and the Post Office.

Alexandra Batchelor, Recorder Ex-Officio Staff



CITY OF BETHEL
PUBLIC WORKS COMMITTEE
WEDNESDAY, DECEMBER 21, 2022, 5:30 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN ZOOM MEETING

[HTTPS://US06WEB.ZOOM.US/J/83051385613?PWD=UZZINWZOV0ZWNKXLUNP3BKEYOUJXDZ09](https://us06web.zoom.us/j/83051385613?pwd=UZZINWZOV0ZWNKXLUNP3BKEYOUJXDZ09)

MEETING ID: 861 2937 4969

PASSCODE: 220460

888 475 4499 US TOLL-FREE 833 548 0276 US TOLL-FREE

833 548 0282 US TOLL-FREE 877 853 5257 US TOLL-FREE

MEMBERS

Ryan Butte Alyssa Leary
Juan Delgado Mark Springer, Council Rep.

STAFF

Bill Arnold, Ex Officio Member
Deanna Smart, Ex Officio Member
pwadmin@cityofbethel.net
907-543-3110

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to pwadmin@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. Please submit written public comments to pwadmin@cityofbethel.net by 4:00 p.m. the day of the meeting.
- B. July 20, 2022 Meeting Minutes
- C. August 17, 2022 Meeting Minutes
- D. September 21, 2022 Regular Meeting Minutes
- E. October 19, 2022 Meeting Minutes
- F. November 16, 2022 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. Amending BMC 08.12.020 and 08.12.030, Related to Plastic Bags And Disposable Food Service Ware
- B. Follow Up On Recommendation For Code Enforcer Position
- C. Evaluation Of Committees 2022 Goals, Tasks And Priorities
- D. Bethel Comprehensive Plan Update-Committee Review And Input
- E. Creating A Street Sweeping Policy/Municipal Code Requiring Owners Of Paved Roads To Have And Follow A Street Sweeping Policy (Butte)

Posted December 14, 2022 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

VII. NEW BUSINESS

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted December 14, 2022 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

City of Bethel, Alaska

Planning Commission

December 8, 2022

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular meeting of the Planning Commission was held virtually via Zoom and in person at the City Hall Council Chambers in Bethel, Alaska on December 8, 2022. The Recorder of the Commission, Pauline Boratko called the meeting to order at 6:31 PM.

II. ROLL CALL:

Compromising a quorum of the Commission, the following members were present for roll call: Alex Wasierski, Shadi Rabi, Haley Hanson, and Greg Morgan

Excused Absence: Kathy Hanson, Lorin Bradbury, and Jessica Schroeder

Unexcused absence: Council Rep. Sophie Swope, and Stanley Hoffman Jr.

Also Present: Pauline Boratko, Recorder

MOVED:	Shadi Rabi	Motion to nominate Alex Wasierski to chair the meeting in the absences of both the Chair and Vice Chair of the Planning commission.
SECONDED:	Greg Morgan	
VOTE ON MOTION	Unanimous	

III. PEOPLE TO BE HEARD: no one wished to be heard

IV. APPROVAL OF THE AGENDA:

MOVED:	Greg Morgan	Motion to approve the agenda.
SECONDED:	Shadi Rabi	
VOTE ON MOTION	Unanimous	

V. APPROVAL OF THE MINUTES:

MOVED:	Greg Morgan	Motion to approve regular meeting minutes for November 10, 2022
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

VI. SPECIAL ORDER OF BUSINESS:

VII. UNFINISHED BUSINESS:

VIII. NEW BUSINESS:

A. Declaring a seat vacant per BMC 2.30.030 F:

MOVED:	Shadi Rabi	Motion postpone new business item A. Declaring a seat vacant per BMC 2.30.030 F to the January 2023 regular Planning Commission Meeting
SECONDED:	Greg Morgan	
VOTE ON MOTION	Unanimous	

IX. PLANNER'S REPORT:

X. COMMISSIONER'S COMMENTS:

S. Rabi-no comment.
H. Hanson-no comment.
G. Morgan-no comment.
A. Wasierski-no comment.

X. ADJOURNMENT:

MOVED:	Shadi Rabi	Motion to adjourn the meeting.
SECONDED:	Haley Hanson	
VOTE ON MOTION	Unanimous	

With no further business the meeting adjourned 6:39 pm

APPROVED THIS ____ DAY OF _____, 2022

Kathy Hanson, Chair

ATTEST: Pauline Boratko, Recorder

City of Bethel, Alaska

Public Safety & Transportation Commission

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on October 5, 2022 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:35 pm.

II. ROLL CALL

Present: Melanie Fredericks, CJ McCormick, Megan Newport, DeShan Foret, Farah Sears, Musa Saliu

Absent: Theresa Quiner, Megan Newport

Ex-Officio Present: Leonard Hicks, Daron Solesbee, Brianna Evan, Brittany Laroux

III. PEOPLE TO BE HEARD

No one to be heard.

IV. APPROVAL OF AGENDA

MOVED:	CJ McCormick	Motion to approve the agenda.
SECONDED:	DeShan Foret	
VOTE ON MAIN MOTION	All in favor.	

V. APPROVAL OF MINUTES

MOVED:	Melanie Fredericks	Motion to table the approval of meeting minutes due to wrong meeting minutes added to packet.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

VI. NEW BUSINESS

A. Review of Chauffeur Permit, 20-020, chauffeur/taxi complaints (Transportation Inspector)

Taxi inspector provided, explained the complaints for chauffeur driver 20-020.

Commission decided to table to the next meeting so the chauffeur can be there to listen and for the commission to be able to talk to the driver with a liable translator.

MOVED:	Melanie Fredericks	Motion to table item for next month for chauffeur 20-020 to be present while discussing his complaints with a translator.
SECONDED:	Farah Sears	
VOTE ON MAIN MOTION	All in favor.	

B. Request that the PSTC board support a budget modification for a part time position (Lt. Poole)

The department was waiting on finance for the supporting documents. The part time position would be flexible to cover any non-sworn position to help the department with different duties.

VII. CHIEF's COMMENTS

Acting Chief Poole – See Report in Commission Packet.

Fire Chief Solsebee – See Report in Commission Packet.

VIII. TRANSPORTATION INSPECTOR'S REPORT

See Report in Commission Packet.

IX. COUNCIL REPRESENTATIVE's COMMENTS

CJ McCormick- Welcomed Chief Hicks excited to see work, improvement within the police department. Talked about the district 38 position, thanked everyone for being apart of the commission, thanked everyone for all the work the commission has done. This was his last meeting.

X. COMMISSION MEMBER's COMMENTS

Melanie Fredericks- Welcomed Chief Hicks, looking forward to working together. Thanked Daron for his work/reports.

Musa Saliu- Welcomed Chief Hicks, wished CJ good luck.

XI. ADJOURNMENT

MOVED:	Melanie Fredericks	Motion to adjourn.
SECONDED:	DeShan Foret	
VOTE ON MAIN MOTION	All in favor.	

Meeting adjourned at 8:02 pm.

APPROVED THIS _____ DAY OF _____, 2022.

Brianna Evan, Recorder

Theresa Quiner, Chair

CITY OF BETHEL
PUBLIC SAFETY AND TRANSPORTATION COMMISSION
WEDNESDAY, JANUARY 04, 2023, 6:30 p.m.
LOCATION: Council Chambers-City Hall, 300 State Hwy



COMMISSION MEMBERS

Theresa Quiner <i>Chair</i>	Megan Newport <i>Vice Chair</i>
Melanie Fredericks	DeShan Foret
Patrick Snow <i>Council</i>	Farah Sears
<i>Representative</i>	Musa Saliu

STAFF

Police Chief:	Leonard Hicks
Fire Chief:	Daron Solesbee
Admin. Asst.:	Brianna Evan
Email:	bevan@cityofbethel.net
Phone:	907-543-3781

Join Zoom Meeting

<https://us06web.zoom.us/j/82990644825?pwd=SDhLaDVLRUhMKzJpaDR3c2ZYd3Q5dz09>

Meeting ID: 829 9064 4825 Passcode: 484820

Dial by Location

253 215 8782 US (Tacoma)	301 715 8592 US (DC)	833 548 0276 US Toll-free	877 853 5257 US Toll-free
346 248 7799 US (Houston)	312 626 6799 US (Chicago)	833 548 0282 US Toll-free	888 475 4499 US Toll-free
669 900 9128 US (San Jose)	646 558 8656 US (New York)		

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MEETING MINUTES
November 02, 2022
- VI. UNFINISHED BUSINESS
 - A. Brainstorm and Evaluate
2022 Commission Body
Goals/Tasks/Priorities and Survey Ideas
 - B. Discussion of Dog Catcher, Community Service Officer (Patrick Snow)
 - C. ASIST Training Update (DeShan Foret)
- VII. NEW BUSINESS
- VIII. EX OFFICIO MEMBER REPORTS
- IX. TRANSPORTATION INSPECTOR'S REPORT
- X. COMMISSION MEMBER COMMENTS
- XI. ADJOURNMENT

People to be Heard Through Written Testimony

- Must be emailed to bevan@cityofbethel.net by 4:00 p.m. the day of the meeting.
- Specifically request that it be presented under People to be heard.
- Contain full, real name of the person sending the request. Public comment may be summarized if the length of the submission exceeds the five-minute time limit.

Posted December 29, 2022, at Police Department, AC Co., Swanson's, and the Post Office, City Hall

Brianna Evan, Ex-Officio Staff

Brianna Evan



CITY OF BETHEL
COMMUNITY PARKS AND RECREATION COMMITTEE
MONDAY, JANUARY 9, 2023, 6:00 PM

LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

JOIN ZOOM MEETING: [HTTPS://US06WEB.ZOOM.US/J/83957123243?PWD=ZDGVNDVHBNJLQKFKOXN3VFPZVEPKQT09](https://us06web.zoom.us/j/83957123243?pwd=ZDGVNDVHbnJLQkFKOXN3VFPZVEPKQT09)

MEETING ID: 839 5712 3243

PASSCODE: 554431

PHONE NUMBERS: 888 475 4499 US TOLL-FREE 833 548 0276 US TOLL-FREE

833 548 0282 US TOLL-FREE 877 853 5257 US TOLL-FREE

MEMBERS

Brian Lefferts, Chair Jessica Pew
Kathy Hanson Beverly Hoffman
Michelle DeWitt Brian Jackson
Eric Whitney, Council Rep.

STAFF

Peter Williams, City Manager
pwadmin@cityofbethel.net
907-543-3110

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- A. Please submit written public comments to pwadmin@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MEETING MINUTES

- A. November 14, 2022 Meeting Minutes
B. December 12, 2022 Meeting Minutes

VI. UNFINISHED BUSINESS

- A. YKHC/KUC Boardwalk Development
B. Phase II Of The YK Fitness Center
- Feasibility Study
 - Ideas To Improve Operation For The YK Fitness Center
 - Potential Revenue Streams/Budget Information For The YK Fitness Center
 - Recommendation To Allocate Funding To The YK Fitness Center's Dedicated Fund An Amount Equal To Utility Expenses For Fiscal Year
- C. Request for Proposal Released-YK Fitness Center Operations And Recreational Services
D. Pinky's Park Use Of Space Consideration To Help Support Current Activities and Growth (Lefferts)
E. Review And Prioritize Trail Routs for Trail Development (Lefferts)
F. Dumpster Placement Within Community Parks To Improve Littering
G. YK Fitness Center Operational Budget Change from Enterprise Fund to General Fund (Lefferts)

Posted January 3, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

- H. YK Fitness Center Review Of Fiscal Year 2022 Operational Budget's Expenditures, Revenues, Transfers (Lefferts)
- I. Plan for Larson Park (Pew)
- J. Temperatures of YK Fitness Center Pool and Hot Tub (Pew)

VII. NEW BUSINESS

- A. Election of Chair and Vice-Chair
- B. Review of Committee/Commissions Duties

VIII. EX OFFICIO REPORT

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted January 3, 2023 at City Hall, AC Co., Swanson's, and the Post Office.

Name, Ex-Officio Staff

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance 22-22 (f)

AN ORDINANCE AMENDING THE CITY OF BETHEL FISCAL YEAR 2023 BUDGET

THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

SECTION 1. Classification. This is a non-codified Ordinance and shall not become part of the Bethel Municipal Code.

SECTION 2. Fiscal Year Budget Amendments. The following estimated revenues and expenditures are hereby appropriated for the corporate purposes and objects of the City of Bethel for Fiscal Year 2023.

WHEREAS, the current Council Member tablets are over five years old and need to be replaced per hardware rotation.

WHEREAS, it imperative to have the most current software versions running that come with new tablets.

WHEREAS, The City Clerk's Office is requesting \$20,000 for replacements and spares.

F-1				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-52-63356200	City Clerk's Office – Minor Equipment	\$0	\$20,000	\$20,000
			<i>Total Increase</i>	
100-10100	General Fund (Cash in Combined Fund)	\$7,601,342	(\$20,000)	\$7,581,342
			<i>Total Decrease</i>	

WHEREAS, the Finance Department has identified approximately 175 delinquent accounts that are ready for collection;

WHEREAS, the Finance Department will need assistance to start and complete active collections on these accounts and audits;

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

WHEREAS, the Finance Department needs will need approximately \$85,000 added to its FY 2022 Budget for the contracting of these professional services;

F-2 Finance Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-53-6335	Finance Department - Other Professional Services	\$205,000	\$85,000 <i>Total Increase</i>	\$290,000
100-10100	General Fund (Cash in Combined Fund)	\$7,581,342	(\$85,000) <i>Total Decrease</i>	\$7,496,342

WHEREAS, the City of Bethel Police Department Administration has determined that there is a well-founded need for additional positions at the Police Department. In lieu of asking for additional funds we propose to allocate funds from salaries. We would like to use the funds to hire part time employees as needed.

WHEREAS, at year end of the 2022 fiscal year, there was \$341,849.35 remaining as due to chronic understaffing. This year, we are expecting the same. We would like to repurpose those expected funds to create a temporary pool position that includes a maximum step 5 Range H \$31.37 per hour, \$65,257 a year. There are no benefits or pers to be added, due to this being a temp position.

WHEREAS, the City of Bethel Police Department have had persons and even ex dispatchers, who are already trained apply, but only wishing to work part time or temporarily. We have no part time or temp positions to hire them into.

WHEREAS, this temp pool position will allow us to pull multiple people who wish to work, filling gaps in our schedule when staffing is low, or when someone goes on vacation or is sick. Easing the use of overtime funds. Furthermore, temp positions can allow us to train people into positions when staff are resigning a head of time.

F-3 Police Department				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
100-61-6000	Salaries	\$2,028,234	<u>\$65,257</u>	\$2,093,491,
100-10100	General Fund Cash in Combined Fund	\$7,496,342	\$(65,257) <i>Total Decrease</i>	\$7,431,085

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

BETHEL HEIGHTS

WHEREAS, the Bethel Heights Water Treatment Plant is in need of several repairs and replacements such as the following: electric hot water heater, dryer control board, replacing several differential gauges; replacing 3 filter effluent matters; replace scale for weighing chemicals; and several items that need further maintenance;

WHEREAS, these repairs are needed to keep the building and its operations up to code;

WHEREAS, the Administration is requesting \$20,000 to make these repairs.

F-4 Bethel Heights Water Sewer Treatment Plant				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-83-6335	Other Purchased Services	\$5,000	<u>\$20,000</u>	\$25,000
100-10100	Water & Sewer Cash in Combined Fund	\$5,973,476	\$(20,000) <i>Total Decrease</i>	\$5,953,476

WHEREAS, the City of Bethel has four Water Treatment Operator positions, with two vacancies. The City has diligently sought and recruited more Water Treatment Operators;

WHEREAS, in order to relieve our two employees, Administration seeks to continue using the services of a third-party contractor to assist with the various duties and tasks needed to run the Water Treatment facility;

WHEREAS, City Administration requests that \$100,000 be allocated to the City-Sub Water Sewer Treatment Plant to cover the fees associated with hiring a third-party contractor, for their services;

F-5 City-Sub Water Sewer Treatment Plant				
Line Item	Description	Approved Appropriations	Proposed Amendment	Proposed Total Appropriations
510-84-6335	Other Purchased Services	\$152,000	<u>\$100,000</u>	\$252,000
100-10100	Water & Sewer Cash in Combined Fund	\$5,953,476	\$(100,000) <i>Total Decrease</i>	\$5,853,476

SECTION 3. Effective Date. This Ordinance shall become effective upon the passage by the Bethel City Council.

Introduced by: City Manager Williams
Introduction Date: December 13, 2022
Public Hearing Date: January 10, 2023
Action:
Vote:

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA
THIS 10th DAY OF JANUARY 2023 BY A VOTE OF _ IN FAVOR AND _
OPPOSED.**

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

CITY OF BETHEL, ALASKA

Ordinance #23-01

AN ORDINANCE BY THE BETHEL CITY COUNCIL AMENDING BETHEL MUNICIPAL CODE 2.60.030 APPOINTMENT, TERM, VACANCY, AND REMOVAL OF MEMBERS

WHEREAS, the City's committees and commissions are comprised of nine volunteer residents, seven voting members, and two alternate members;

WHEREAS, each appointment is for a term of three years (unless made to fill a vacant seat) which expires December 31 of the third year;

WHEREAS, the BMC currently does not limit the number of consecutive terms an individual may serve, allowing seated members to reapply for the same seat they are vacating;

WHEREAS, without term limits, the same individuals may be repeatedly making recommendations for the commissions/committees, and acting on municipal issues, without an opportunity for other community members to serve on committees or commissions;

WHEREAS, by limiting the number of consecutive terms to three, which equates to nine years on the committee/commission, and requiring a four month break between reappointment following the third term, other residents will have the chance to apply for a seat on the body and there will be increased opportunity for diverse thought on our committees and commissions;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA:

SECTION 1. Classification. This is a Codified Ordinance and shall become part of the Bethel Municipal Code.

SECTION 2. Amendments. Bethel Municipal Code 2.60.030 Appointment, term, vacancy, and removal of members is amended as follows. New language is underlined and old language is stricken.

2.60.030 Appointment, term, vacancy, and removal of members.

A. Applications. Volunteers interested in filling a vacancy on a committee, commission, or ad hoc committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.

B. Eligibility. The city clerk's office shall screen applicants and confirm their eligibility. A member must be a resident of Bethel for six (6) months prior to appointment. The city clerk's office shall review and identify any potential conflicts of interest that may affect the appointment of the individual.

A city employee shall not be appointed as a voting member or alternate member to a committee, commission, or ad hoc committee which conducts any business that concerns or relates to the department where the employee works.

C. Appointment. The city council, following sponsorship by the mayor, is the appointing authority for committees, commissions, and ad hoc committee voting members, alternate members, and youth members. Members shall be appointed without discrimination based on race, national origin, color, age, religious creed, sex, political affiliation, marital status, physical disability, or other statuses protected by law. Members shall not receive compensation for their services.

D. Official Oaths. All applicants under this chapter shall take an oath of office within forty-five (45) days following council's appointment and prior to participating in any meeting of the appointed body. If an applicant does not take their oath of office within forty-five (45) days following appointment, the city clerk's office shall provide notice to the applicant, city council, and the relevant committee that the appointment is invalid and the vacancy stands.

E. Term. The term of office for positions on committees and commissions shall be three (3) years and expire on December thirty-first (31st); provided, a member whose term has expired but seeks reappointment may continue to hold office for a period not longer than thirty (30) days following term expiration. However, no member shall be eligible to serve more than three consecutive terms. Any member wishing to fill a fourth consecutive term shall not be appointed to a new term until a minimum of four months has passed from the end of the member's third consecutive term. The term of an ad hoc committee shall be established in the resolution creating the committee.

If a position on a committee, commission or ad hoc committee becomes vacant before the expiration of the term, the city clerk shall review the vacancy and recommend that the council's appointment to fill the vacancy be given a term that is staggered from the other members of the body. When a new committee or commission is created, the terms shall be staggered.

The term of the council representative is one (1) year.
The term of the youth member is one (1) year.

F. Vacancy. Except as otherwise provided in this chapter, council-appointed members of committees, commissions, and ad hoc committees shall serve at the pleasure of the council. Vacancies on committees, commissions, and ad hoc committees:

Introduced by: Council Member Hessler
Introduction Date: January 10, 2023
Public Hearing: January 24, 2023
Action:
Vote:

1. Shall be declared by the committee, commission, or ad hoc committee when a member:
 - a. Is absent from the city for more than ninety (90) days without first being excused by the body;
 - b. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
 - c. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
 - d. Submits a written resignation that is accepted by the body;
 - e. Dies;
 - f. Ceases to be a resident of the city;
 - g. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or
 - h. Becomes disqualified from holding the seat under other provisions of this code.
2. May be declared by the committee, commission, or ad hoc committee when a member:
 - a. Fails to attend at least sixty-five (65) percent of regular meetings held within any calendar year, whether excused or unexcused;
 - b. Fails to attend at least sixty-five (65) percent of special meetings held within any calendar year, whether excused or unexcused.
3. May be declared by the city council for any reason.
4. The member whose seat is being considered for declaration of vacancy shall be provided an opportunity to address the body or the council at the public meeting at which the vacancy is being considered.
5. Public notices of vacancies will be provided by the city clerk.

SECTION 3. Effective Date. This ordinance shall become effective upon adoption by the City Council.

ENACTED THIS 24th DAY OF JANUARY 2023, BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

Committee/Commission Member Term Lengths as of 1/1/2023

Planning Commission

Jessica Schroeder on 1st term
Haley Hanson on 1st term
Greg Morgan on 1st term
Stanley L. Hoffman Jr. on 2nd term
Kathy Hanson on 3rd term
Lorin Bradbury on 3rd term
Alex Wasierski on 3rd term
Shadi Rabi on 3rd term
0 openings

Community Action Grant Committee

Miranda Robb on 1st term
Nikki Pollock on 1st term
Leif Albertson on 2nd term
Lucinda Alexie on 2nd term
Louise Russell on 3rd term
3 openings

Community Parks and Recreation Committee

Brian Jackson on 1st term
Jessica Pew on 1st term
Michelle DeWitt on 1st term
Kathy Hanson on 3rd term
Brian Lefferts on 3rd term
Beverly Hoffman on 3rd term
2 openings

Finance Committee

Farah Sears on 1st term
Carol Ann Willard on 2nd term
Robert Rey on 2nd term
John Hamilton on 2nd term
4 openings

Public Works Committee

Alyssa Leary on 1st term
Ryan Butte on 2nd term
Juan Delgado on 2nd term
5 openings

Port Commission

Stacey Reardon on 1st term
Michael Meeks on 2nd term
Rich Pope On 5th term
Alan Murphy on 6th term
4 openings

Public Safety And Transportation Commission

Megan Newport on 1st term
DeShan Foret on 1st term
Farah Sears on 1st term
Musa Saliu on 1st term
Theresa Quiner on 2nd term
Melanie Fredericks on 2nd term
2 openings

Board Of Ethics

James Platts on 1st term
Boyd Blihovde on 1st term
Gerald Domnick on 2nd term
Alicia Miner on 2nd term
Michael Husa on 2nd term
1 opening

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action:
Vote:

CITY OF BETHEL

Resolution # 23-01

CITY OF BETHEL PRIORITIES FOR THE SFY 2024 STATE OF ALASKA CAPITAL BUDGET

- WHEREAS,** the City of Bethel is proactively pursuing funds from Federal and State agencies, as well as private funding sources;
- WHEREAS,** the City partners with other entities, such as the local tribe, Orutsararmiut Native Council, to work collaboratively to meet resident and visitor needs;
- WHEREAS,** Bethel City government relies on various taxes and interest, charges for services, and licenses/permit fees to pay for major maintenance needs;
- WHEREAS,** City of Bethel water and sewer systems have been in the black for eight years due to the annual 3% rate increase required by ordinance, water and sewer subscription rate fee collections, and short-lived asset funds set aside for repairs;
- WHEREAS,** as a hub community for 30,000 people living in the Yukon-Kuskokwim Delta region, the City of Bethel often supports projects and expenditures that benefit tens of thousands of Alaskans who do not reside in Bethel City limits;
- WHEREAS,** the Bethel City Council is a seven-member body elected by resident voters of Bethel to act in the best interest of the community and intends to exhibit transparency, oversight, and accountability for all funds awarded through this request;
- WHEREAS,** the priorities established herein are rank-ordered and vital to the well-being of the community and municipality of Bethel;
- WHEREAS,** a summary of the City of Bethel's priorities and requested funding amounts are listed in the following table:

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action:
Vote:

City of Bethel Priorities	Request
1. New Public Works Building	\$38,000,000
2. Public Safety Communication Tower	\$500,000
3. Yukon Kuskokwim Fitness Center Gym and Track	\$10,500,000
4. Water Main Extension and Water Distribution Center	\$15,548,000
5. Dust Control Road Stabilization Measures	\$2,450,000
TOTAL	\$66,998,000

#1	New Public Works Building	\$38,000,000
-----------	----------------------------------	---------------------

WHEREAS, the City of Bethel relies on its 29,000 square foot Public Works Building to house 12 water and sewer haul trucks, provide a full-service mechanic shop for the repair of gasoline and diesel vehicles (heavy equipment), storage and mechanic space for the Streets and Roads Division, a Property Maintenance Shop and storage area, and administrative offices;

WHEREAS, the Public Works Building was constructed in 1982 on creosote-soaked wood pilings and has exceeded its 30-year life expectancy;

WHEREAS, the 29,000 square foot building was constructed for a community of Bethel that contained 3,595 people living in 1,000 households on 15 miles of road;

WHEREAS, today, the City serves 6,362 people living in 1,920 households on 36 miles of roads--almost double the conditions found in 1983;

WHEREAS, BBFM Engineers, Inc. performed a structural and condition assessment on the Public Works Building in July 2019 and determined that some of the beam-to-girder connectors under the building have failed and "can no longer be relied upon to safely support vehicle loads;"

WHEREAS, after the glulam beams and girders supporting the floor were tested for rot and decay, BBFM engineers Troy Feller and Greg Latreille, concluded that 120 metal hangers, 12 glulam beams, and 5 girders should be repaired, replaced, or reinforced in the next 1-2 years;

WHEREAS, the cost of the fixes recommended in the BBFM report could be as high as \$7 million and not fix everything long-term;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action:
Vote:

WHEREAS, the City has poured a vast amount of funding into the building over the last ten years, including a \$1.5 million floor repair, a \$1 million boiler purchase and installation, and \$1.2 million in summer 2021 to purchase and install a new backup generator and performed the immediate fixes recommended in the BBFM report;

WHEREAS, City municipal engineer Chase Nelson recommends in a memorandum dated October 4, 2019, that the City go forward with its plans to spend \$1.5 million to replace the failed connectors, glulam beams, and girders, but points out that "the City eventually will need to replace the full facility, and needs to consider this as a long-term priority;"

WHEREAS, the City needs a new 52,000 square foot Public Works Building to effectively and efficiently deliver hauled water and sewer services to a growing population, maintain its water and sewer piped infrastructure that serves 420 properties, maintain and repair 18 miles of gravel road, maintain its 28 City-owned buildings, and repair/maintain its fleet of heavy equipment, SUVs, and pickup trucks;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$38,000,000 in its FY 2024 Capital Budget to fund a new Public Works Building for the City of Bethel;

#2	Public Safety Communication Tower	\$500,000
-----------	--	------------------

WHEREAS, the City of Bethel rents tower space from the KYUK radio station for its public safety radio communication antennas attached to the KYUK Radio Station tower and houses its base station equipment inside a GCI communication shack at the base of the tower;

WHEREAS, the City pays \$1,700 a month to KYUK Radio Station for tower space and over \$400 a month to GCI to provide power and store its base station equipment in a heated shack;

WHEREAS, the City of Bethel believes that constructing a new communication tower on city police station property is the preferred option in order to be able to control, protect, and fully utilize the tower strictly for public safety communications;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action:
Vote:

WHEREAS, in 2017, the City paid DOWL engineer firm to determine the best location for a communication tower on Bethel Police Station property and to design it;

WHEREAS, DOWL has since completed the design for a 90-foot-tall lattice tower supported by three pilings, as they recommended, and this design is ready for construction;

WHEREAS, the expected cost of constructing a new communication tower on police station property is estimated to be \$500,000;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$500,000 in its FY 2024 Capital Budget to fund a new Public Works Building for the City of Bethel;

#3	Yukon Kuskokwim Fitness Center Gym and Track	\$10,500,000
-----------	---	---------------------

WHEREAS, the City of Bethel Multi-Use Recreation Facility Plan completed in 2005 identified a pool and full size gymnasium as the first and second most popular functions desired in a planned recreation facility;

WHEREAS, the City obtained Alaska State legislative capital funding in FY 2012 and constructed the Yukon Kuskokwim Fitness Center, a multipurpose recreational and training facility with a six-lane swimming pool, kiddie pool and slide, fitness center, exercise room, locker rooms, and concession area;

WHEREAS, the citizens of Bethel voted to increase sales taxes by one-half percent to generate approximately \$500,000 and recommended that the City use the money to operate and maintain the facility, which it has done since inception;

WHEREAS, the YK Fitness Center was constructed with boilers, air handling system, and other features conducive to the addition of a gymnasium;

WHEREAS, the gymnasiums in the high school and Gladys Jung Elementary school are used almost exclusively for student activities, leaving no gym time for adults, children, and families in the community;

WHEREAS, the City of Bethel paid DOWL to develop the YK Fitness Center Expansion Feasibility Study, which they completed in July 2022;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action:
Vote:

WHEREAS, the feasibility study describes a competition size gymnasium with a running track on the second floor, sauna, two weight/game rooms, utility rooms, offices, and bathrooms at a cost of \$17.5 million;

WHEREAS, in light of the recent inflationary environment, DOWL engineer firm raised the estimated cost of the facility in 2025 dollars to \$20.5 million;

WHEREAS, in summer 2022, the City assisted the State of Alaska, Office of Management and Budget, to prepare a federal coronavirus infrastructure grant application that requested \$10 million for design and construction of the gymnasium expansion;

WHEREAS, the people of Bethel desperately need a gymnasium the whole community can use to play indoor sports like basketball, volleyball, soccer, field hockey, and ultimate frisbee and use the running track and rock climbing walls for fitness, recreation, and family fun time;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$10,500,000 in its FY 2024 Capital Budget to fund a new gymnasium with a running track for the community of Bethel;

#4	Water Main Extension and Water Distribution Center	\$15,548,000
-----------	---	---------------------

WHEREAS, the City of Bethel truck drivers use six water haul trucks and six sewer haul trucks to carry water and evacuate sewage for 1,600 residential, commercial, and organizational facilities in Bethel six days a week;

WHEREAS, the City must fill its water haul trucks at one of two fill stations: Bethel Heights Water Treatment Plant or City Subdivision Water Treatment Plant;

WHEREAS, the City's two water treatment plants are located within a mile of each other, which makes the service less expensive to nearby subdivisions (City Subdivision, Hoffman Subdivision, Bethel Heights, and The Avenues), but exorbitant to serve far away subdivisions like Kasayuli, Larsen, Tundra Ridge, Ouivaq, and Ptarmigan Street;

WHEREAS, the cost to deliver water in Bethel is very high at \$29/1,000 gallons/mile;

WHEREAS, the high cost for water delivery is due to the limited amount of water that trucks can carry, the number of miles the trucks need to traverse to make deliveries and return to the water plant to refill, the time it takes for filling

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action:
Vote:

one truck at a time at City Subdivision Water Plant, the cost of diesel fuel for each vehicle, and the cost of wear and tear on each vehicle;

WHEREAS, on November 21, 2022, DOWL engineer firm completed a 90% preliminary engineering report (PER) to provide a community-wide piped water and wastewater system that would pipe the 1,600 households;

Whereas, "Transitioning customers from haul to pipe services will enhance water and sanitation availability and reduce customer service fees and City maintenance costs" (90% complete PER, Page 1);

WHEREAS, Phase 1 described in the PER is the development of a water distribution center (tank) along Chief Eddie Hoffman Highway near the State Public Health building to create storage, pressure, and heat necessary to provide piped water to the Ciulkulek Subdivision in Phase 2, and to serve as a water truck fill center to reduce round-trip delivery distance to the western subdivisions;

WHEREAS, the site to be developed will include a 500,000 gallon water tank and a 2,000 square foot building containing pumps, filling equipment, and a boiler system;

WHEREAS, this project includes a 4,350 linear foot extension of the water main from the city's institutional corridor water line that is fed by the City Subdivision Water Treatment Plant;

WHEREAS, this project is a crucial primary step to provide residents of Bethel clean, unlimited water at a reduced monthly rate and at the same time, saving the city money in hauled water delivery and system maintenance costs;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$15,548,000 in its FY 2024 Capital Budget to fund the Water Main Extension and Water Distribution Center project;

#5	Dust Control Road Stabilization Measures	\$2,450,000
-----------	---	--------------------

WHEREAS, the community of Bethel is plagued by airborne dust from its gravel roads, which cause harm to individuals through inhalation, ingestion, and contact with eyes, ears, and skin;

Introduced by: Pete Williams, City Manager
Date: January 10, 2023
Action:
Vote:

WHEREAS, purchasing and applying several inches of D1 sharp-edged gravel to roads in Bethel helps compact dust and provide a conducive surface for motor vehicles;

WHEREAS, applications of calcium chloride and water to gravel roadways have proven to be effective dust control measures for Bethel, Alaska;

WHEREAS, the City wishes to purchase one new water spray truck to apply water to the dusty streets throughout the summer;

WHEREAS, the City must purchase and apply gravel and other emulsifiers in bulk quantities on its subdivision roads, which are currently underserved because the City has had to focus on its thoroughfares;

WHEREAS, the City has the heavy equipment, trained personnel, and operating costs in its budget to apply gravel, calcium chloride and other emulsifiers, and water to the City's roads, as needed;

WHEREAS, this project requires the purchase of \$2,000,000 of gravel, a \$190,000 water spray truck, \$150,000 to purchase several emulsifiers as part of a demonstration project, and \$100,000 worth of calcium chloride;

NOW, THEREFORE, BE IT RESOLVED the Bethel City Council hereby requests that the State of Alaska provide \$2,450,000 in its FY 2024 Capital Budget to fund the Dust Control Measures project;

ENACTED THIS 10th DAY OF JANUARY 2023 BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

Rose Henderson, Mayor

ATTEST:

Lori Strickler, City Clerk

City of Bethel Action Memorandum

Action memorandum No.	23-01		
Date action introduced:	January 10, 2023	Introduced by:	Mayor Henderson
Date action taken:		Approved	Denied
Confirmed by:			

Appointment of Committee and Commission Members for a term of three years.

Attachment(s): None

Amount of fiscal impact:		Account information:
x	No fiscal impact	

Community Parks and Recreation Committee

Sean Glasheen has applied for appointment: term expiration is December 31, 2025

Port Commission

Michael Dean Meeks has applied for re-appointment: term expiration is December 31, 2025

Finance Committee

Carol Ann Willard has applied for re-appointment: term expiration is December 31, 2025

City of Bethel Action Memorandum

Action memorandum No.	23-02		
Date action introduced:	January 10, 2023	Introduced by:	Council Member Swope
Date action taken:		Approved	Denied
Confirmed by:			

Approve City Council Member Travel to Juneau for Alaska Municipal League Winter Conference.

Department/Individual:	Initials:	Remarks:

Amount of fiscal impact:		Account information:
\$1,750 per traveler estimate	Amount of fiscal impact.	Budget Modification Required

The Alaska Municipal League (AML) will be holding their winter conference February 22-24, 2023 (travel dates February 21-25). City representatives use this travel as an opportunity to:

- Hear from State agency officials
- Learn more about current legislation and activities
- Visit with legislators and legislative staff
- Address priority issues
- Contribute to AML's legislative strategy
- Advance AML's legislative priorities
- Learn more about specific topics relevant to municipal government
- Connect AML members with legislators and administration officials

The AML meetings consist of the AML Board of Directors Meeting, Mayor's Meeting and a Legislative Meeting. Mayor Henderson will be attending the Alaska Conference of Mayor's Meeting, Council Member Springer will be attending the Alaska Municipal League Board Meetings, as the President of AML.

In accordance with Resolution 20-03, additional travelers would need to be approved by the city council.

Per Diem Per Traveler \$300

Airfare Per Traveler \$500

Hotel Per Traveler \$950

Total Per Traveler: \$1,750

Unless otherwise amended, to exclude council members, this Action Memorandum authorizes travel in accordance with Council Resolution 20-03 for the five remaining city council members to attend the conference. It further directs the City Clerk to prepare and submit a budget modification to account for the increased travel costs for the authorized travel. Current Budgeted amount for this travel is \$4,000.



ALASKA
CONFERENCE
OF MAYORS

AML Winter Meeting - Legislative Conference
February 22-24, 2023 * Baranof Hotel
(Draft)

Wednesday, February 22, 2023

- | | |
|----------------|---|
| 9:30 AM | Registration open |
| 10:00 AM | Welcome and Introductions |
| 10:30 AM | Proposed Budget and Legislation Overview |
| Noon | Lunch <ul style="list-style-type: none">• Gov. Mike Dunleavy (<i>to be invited</i>) |
| 1:30 PM | State Agency Updates |
| 3:00 PM | Capitol Visits |
| 5:00 – 7:00 pm | AML Legislative Reception |

Thursday, February 23, 2023

- | | |
|---------|---|
| 8:30 AM | Breakfast |
| 9:00 AM | Concurrent Sessions <ul style="list-style-type: none">• CLIA – Green Corridor Conversation• Transportation |
| Noon | Lunch - AK Congressional Delegation (<i>to be invited</i>) |
| 1:00 PM | Federal Agency Updates |
| 4 PM | Capitol Visits |

Friday, February 24, 2023

- | | |
|---------|---|
| 8:00 AM | Breakfast |
| 8:30 AM | AML Priorities and Advocacy <ul style="list-style-type: none">• Nils Andreassen, AML Executive Director |

10:00 AM	Legislative Speed Dating
11:30 AM	Adjourn

Introduced by: Council Member Leary
Date: February 25, 2020
Action: Passed
Vote: 6-0

CITY OF BETHEL, ALASKA

Resolution #20-03

A RESOLUTION BY THE BETHEL CITY COUNCIL ESTABLISHING A CITY COUNCIL MEMBER TRAVEL POLICY

WHEREAS, the Bethel City Council establishes a budget annual to account for many of the known travel and training opportunities provided to the members;

WHEREAS, the establishment of a City Council Member Travel Policy will provide the public officials a regulation and standard on what is and is not considered reimbursable travel, meal, and lodging expenses;

NOW, THEREFORE, BE IT RESOLVED that the Bethel City Council establishes the following Travel and Training Policy and require any modification to the Policy be provided through resolution.

If any part of this policy becomes in conflict or inconsistent with Municipal, State or Federal laws, the provisions of law shall control.

Should any of the clauses, sentences, paragraphs, section or parts of this Policy be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this policy.

This policy shall be effective immediately upon passage of this resolution.

I Policy Statement

The City hereby expressly acknowledges its responsibility to wisely administer limited public resources and to expend them only when there will be a substantial benefit to the City and its residents. Accordingly, it is the intent of this policy to establish rules and guidelines governing coverage of city council members travel costs for actual and necessary expenses incurred in the performance of official duties.

This policy shall be formally adopted by the City Council and any changes thereto shall also be adopted by City Council.

II Definitions

For purposes of this policy, the following definitions shall apply:

- A. Event means conference, seminar, meeting and other official City of Bethel functions.
- B. Per Diem means an allowance paid to council members for meal expenses incurred

Introduced by: Council Member Leary
Date: February 25, 2020
Action: Passed
Vote: 6-0

when traveling on City business. This allowance is in lieu of reimbursement of actual expenses.

- C. Reasonable hours of travel means travel by council members between 7 a.m. and 11 p.m.

III Authorized Travel

The City may make payments for airfare, lodging, registration, per diem and incidentals if approved by the Council.

Expenses incurred by city council members participating in the following activities and/or events constitute authorization if funds are available in the city council travel budget and as long as the other requirements of this policy are also met:

- A. Alaska Municipal League Newly Elected Official's Training and the Alaska Municipal Conference held annually in November- applies to council members.
- B. Alaska Conference of Mayor's Conference held in February, August and November- applies to mayor.
- C. Alaska Municipal League Board Meetings-applies to board member. Most travel costs are reimbursed by Alaska Municipal League.
- D. All other travel must be approved in advance by the Council in an open city council meeting, and must include an estimate of the cost of the travel.

IV Unauthorized Expenses

The following expenditures incurred by city council members in the course and scope of their official duties shall not be reimbursed:

- A. The personal portion of any trip.
- B. Political contributions or events sponsored by or affiliated with political parties.
- C. Family or friend expenses, including those of a partner when accompanying Council member on official business, child or pet care.
- D. Entertainment expenses, including theatre, shows, movies, sporting events, golf, spa treatments, etc.
- E. Non-mileage personal automobile expenses including repairs, insurance, gasoline, traffic citations.
- F. Personal losses incurred while on City business.
- G. Reimbursement request in excess of \$20 without a receipt with sufficient information on its face to indicate the nature and date of the charge. All reimbursement receipts must be submitted within sixty days from the date of return.

V Authorized Expenses

All travel on city business shall be planned to provide for the most economical mode of transportation reasonably available. Transportation costs are provided at the most

Introduced by: Council Member Leary
Date: February 25, 2020
Action: Passed
Vote: 6-0

reasonable means of transport. As an example if a council member chooses to fly first class the City will reimburse the coach rate and the council member will be responsible for the difference.

Travel expenses shall be authorized for days actually spent on city business and travel to and from the event. Travel days may not exceed one day before and/or after the event. Travel days before and after the event are only authorized if the travel schedule prohibits travel at reasonable hours on the beginning and ending days of the event. Travel expenses for more than one day of travel to and from an event must be approved in advance by the City Council. Council members do not need council authorization to add personal travel days on to business travel as long as there are no reimbursable expenses requested during the personal travel.

A. Air Transportation

Allowable costs for air travel shall be calculated by using the coach airfare on the lowest available airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested.

Council members who purchase their own airfare are entitled to reimbursement in the amount equal to the standard established above.

If personal travel is combined with business related travel, the council member shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight.

If changes in travel plans occur that are the result of city business requirements, any associated costs shall be paid by the City. However, any increases in the costs of travel due to changes for personal convenience will be borne by the council member.

B. Vehicular Transportation

1. Use of personal vehicle shall be authorized at a rate of .54 per mile. The City's insurance does not cover the use of personal vehicles.
2. Traveler's shall evaluate transportation options such as rental car, taxi, ride-sharing or otherwise, and shall use discretion in selecting the most economically reasonable option to meet the business needs of the traveler. Rental car options such as car insurance, GPS or pre-paid gas are not eligible for reimbursement. The companion's use of the rental car or personal use by a council member is not subject to the City's coverage.
3. Use of taxi and public transportation are authorized to and from the event.

VI Lodging

Introduced by: Council Member Leary
Date: February 25, 2020
Action: Passed
Vote: 6-0

Authorized expenses for lodging is for a single room rate and should correspond to the defined reasonable hours of travel. If the conference or meeting concludes later than two hours before a flight within the reasonable hours of travel, the council member shall be entitled to an additional night of lodging.

Lodging shall be arranged at the location of the event. If lodging is not available at the event site, an attempt should be made to arrange lodging within walking distance of the event if a reasonable rate is available.

VII Meals

Council members shall be entitled to payment of advanced meal per diem allowance. The City Clerk's Office will if possible provide council members with meal per diem allowance at the rate provided below in advance of their travel. The amount of per diem advance may not exceed the associated meal per diem allowance. Per Diem allowance rates include gratuity.

1. Breakfast: Per Diem allowance is approved if the council member's travel begins before 10:00a. The per diem allowance for breakfast shall be at a rate of \$12.
2. Lunch: Per Diem allowance is approved if the council member's travel begins after 11:00a and before 2:00p. The per diem allowance for Lunch shall be at a rate of \$16.
3. Dinner: Per Diem allowance is approved if the council member's travel begins after 5:00p and before 9:00p. The per diem allowance for dinner shall be at a rate of \$32.

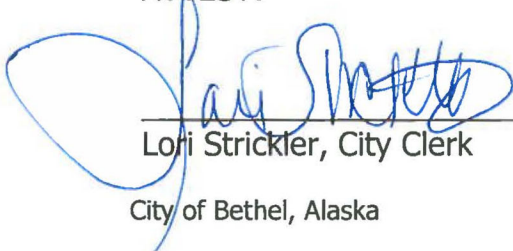
If meals are available at no cost to the traveler (other than airline meals and snacks), such as meals provided at conferences or by others at meetings, or if meal costs are reimbursed from other sources or reimbursed as representational expenses, the per diem allowance shall be adjusted by reducing the daily per diem associated with each meal provided or reimbursed by other means.

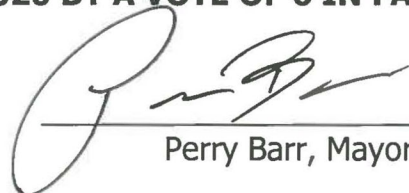
VIII Trip Cancellations

In the event a council member cancels a trip for which the City has already incurred costs, the member is responsible for any charges associated with the cancelation unless the City Council approves otherwise.

ENACTED THIS 25TH DAY OF FEBRUARY 2020 BY A VOTE OF 6 IN FAVOR AND 0 OPPOSED.

ATTEST:



Lori Strickler, City Clerk
City of Bethel, Alaska

Perry Barr, Mayor

Resolution #20-03
4 of 4

City of Bethel Information Memorandum

Information Memo No.	23-01		
Date introduced:	January 10, 2023	Introduced by:	Peter A. Williams, City Manager
Amended actions:			
Confirmed by:			

Title: Presentation of the City's Water & Sewer Services Expenditures Compared to Budget for Dec 2022 – Utilities Maintenance and Dec 2022 Water & Wastewater Activity Report.

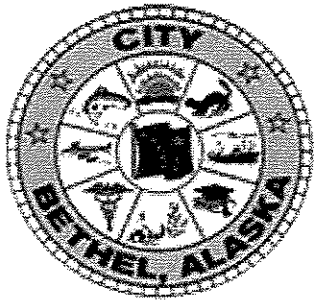
Attachment(s): (1) City of Bethel Water & Sewer Services Expenditures Compared to Budget for Nov 2022 and Utilities Maintenance – Water & Wastewater Activity Report.

Amount of fiscal impact:		Account information:
None	No fiscal impact at this time.	
	Funds in City Budget.	
	Funds not in City Budget.	

Summary Statement

The attached financial report contains data for the month of Dec 2022. The information contained therein and the contents of the Water & Wastewater Activity Report are distributed to Bethel City Council members for their review. This Information Memorandum documents the dissemination of this report to Bethel City Council members, as required by the Alaska Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs, in their administration of the Best Practices protocol.

The process of preparing and submitting a monthly financial report and a water and wastewater activity report to City Council helps the City earn points on the Water and Sewer Utility Best Practices Operation and Maintenance Reports. The City must have a score of 60 or greater out of 100 points in order to be approved for funding from the Environmental Protection Agency (EPA) and the Alaska Department of Environmental Conservation (DEC). In other capital grants administered by DEC's Village Safe Water Program, the City's Best Practices score is an application scoring criterion.



City of Bethel - Public Works Department

Utilities Maintenance Activity Report

FY23 - July 2022 to Dec 2022

Public Works Director - William Arnold

City Sub Water Treatment Plant

Bethel Heights Water Treatment Plant

	Water				Chemical Usage				Water				Chemical Usage		
	Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	Backwash Usage (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)	Sodium Phosphate (lbs)	Plant Production (Gallons)	Hauled Water (Gallons)	Piped Water (Gallons)	School Water (Gallons)	Calcium Hypochlorite (lbs)	Polymer (mL)	Potassium Permanganate (lbs)
July	3,583,255	1,070,000	1,405,963	566,000	836	10,710	183	56	2,787,295	1,107,700	4,117,809	21,240	600	4,870	100
August	3,635,703	1,317,000	1,407,929	496,000	1,000	11,890	191	88	2,875,535	857,800	4,646,123	154,940	750	5,770	112
September	3,599,392	1,209,000	1,585,472	501,000	800	10,890	170	88	2,663,458	964,200	4,043,672	205,161	600	4,100	98
October	4,386,204	1,246,000	1,981,174	724,000	1,120	14,715	191	77	2,827,715	902,490	4,563,895	117,980	580	4,790	83
November	3,681,908	1,130,000	1,367,339	650,000	700	9,666	152	57	3,170,119	919,680	5,994,123	138,199	825	6,250	74
December	4,658,797	1,419,000	1,716,190	549,000	845	11,740	122	117	4,386,451	794,260	8,708,353	113,460	915	5,990	94
January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fiscal Year to Date	23,545,259	7,391,000	9,464,067	3,486,000	5,301	69,611	1,009	483	18,710,573	5,546,130	32,073,975	750,980	4,270	31,770	561

Bethel Heights WTP	Monthly water logs to ADEC. Lead and Copper samples collected and sent to SGS.
City Sub WTP	Weekly Safety Meeting completed Topics: Electrical Safety, Cross Connections, Chemical Hazards, Winter Weather Hazards. Monthly water logs to ADEC. Collected 3rd Quarter Water Quality Samples (DBP) Continue to repair redundant equipment. Samples for the corrosion project Sent to SGS. Lead and Copper Samples collected and sent to SGS. Chemical Room upgrades TBD.
Sewer Lagoon	No Activity in Winter Months.
Piped Water & Sewer	22 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems. Monthly meter reading and service connections were completed. 22 residential lift station repairs. Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate. Mixing up main lift station by hand with soap to prevent matt build up. Leveling activities on low-flow and plugged sewer lines. The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest. Utility Maintenance has 2 staff workers still short staffed
Other	

Prepared by - Water/Wastewater Utilities

CITY OF BETHEL
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER</u>					
510-42-4201 SOA - JURY DUTY REIMB.	200.00	200.00	.00	(200.00)	.0
510-42-4384 CONTRACT WATER	5,583.64	5,583.64	14,214.00	8,630.36	39.3
510-42-4386 METERED PIPED WATER COMM.	349,181.43	349,181.43	930,234.00	581,052.57	37.5
510-42-4387 UNMETERED PIPED WTR RESID	403,587.56	403,587.56	924,418.00	520,830.44	43.7
510-42-4389 PUMPHOUSE WATER	15,732.50	15,732.50	23,467.00	7,734.50	67.0
510-42-4390 TRUCKED WATER	1,329,412.94	1,329,412.94	3,209,970.00	1,880,557.06	41.4
TOTAL WATER	2,103,698.07	2,103,698.07	5,102,303.00	2,998,604.93	41.2
<u>SEWER</u>					
510-43-4384 CONTRACT SEWER	24,312.21	24,312.21	13,917.00	(10,395.21)	174.7
510-43-4386 METERED PIPED SEWER COMM.	216,165.73	216,165.73	560,695.00	344,529.27	38.6
510-43-4387 UNMETERED PIPED SEWER RES	119,201.33	119,201.33	271,471.00	152,269.67	43.9
510-43-4390 TRUCKED SEWER (EVAC/HB)	745,695.91	745,695.91	1,816,269.00	1,070,573.09	41.1
TOTAL SEWER	1,105,375.18	1,105,375.18	2,662,352.00	1,556,976.82	41.5
<u>MISCELLANEOUS</u>					
510-45-4392 WATER SUBSCRIPTION FEES	85,435.69	85,435.69	197,063.00	111,627.31	43.4
510-45-4393 SEWER SUBSCRIPTION FEES	90,747.84	90,747.84	207,707.00	116,959.16	43.7
510-45-4394 RECONNECT FEES	.00	.00	1,500.00	1,500.00	.0
510-45-4429 SENIOR DISCOUNT	(22,802.49)	(22,802.49)	(52,000.00)	(29,197.51)	(43.9)
510-45-4430 NSF CHECKS AND FEES	.00	.00	110.00	110.00	.0
510-45-4520 UTILITY INSPECTION FEES	.00	.00	2,500.00	2,500.00	.0
510-45-4523 UTILITY PENALTY/INTEREST	31,678.02	31,678.02	73,000.00	41,321.98	43.4
510-45-4590 INVESTMENT INCOME	18,214.76	18,214.76	16,000.00	(2,214.76)	113.8
TOTAL MISCELLANEOUS	203,273.82	203,273.82	445,880.00	242,606.18	45.6
<u>MISCELLANEOUS</u>					
510-49-4439 MISCELLANEOUS INCOME	8,356.00	8,356.00	3,500.00	(4,856.00)	238.7
510-49-6532 CASH OVER/SHORT	.22	.22	(600.00)	(600.22)	.0
TOTAL MISCELLANEOUS	8,356.22	8,356.22	2,900.00	(5,456.22)	288.2
TOTAL FUND REVENUE	3,420,703.29	3,420,703.29	8,213,435.00	4,792,731.71	41.7

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UTILITY BILLING</u>					
510-80-6000 SALARIES	11,228.62	11,228.62	116,984.00	105,755.38	9.6
510-80-6010 OVERTIME	29.69	29.69	5,000.00	4,970.31	.6
510-80-6022 HOLIDAY PAY	316.72	316.72	.00	(316.72)	.0
510-80-6023 LEAVE CASHOUT	.00	.00	5,707.00	5,707.00	.0
510-80-6031 PAYABLE MEDICARE FICA	166.86	166.86	1,769.00	1,602.14	9.4
510-80-6032 UNEMPLOYMENT	.00	.00	2,171.00	2,171.00	.0
510-80-6033 WORKERS' COMPENSATION	80.10	80.10	3,151.00	3,070.90	2.5
510-80-6034 PERS	2,546.51	2,546.51	26,837.00	24,290.49	9.5
510-80-6040 EMPLOYEE GROUP BENEFITS	(582.21)	(582.21)	31,785.00	32,367.21	(1.8)
510-80-6041 UTILITY BENEFIT	421.02	421.02	5,700.00	5,278.98	7.4
510-80-6060 TRAVEL/TRAINING	.00	.00	4,500.00	4,500.00	.0
510-80-6100 SUPPLIES	182.12	182.12	3,500.00	3,317.88	5.2
510-80-6200 MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-80-6400 INSURANCE	454.40	454.40	12,542.00	12,087.60	3.6
510-80-6506 POSTAGE	4,192.12	4,192.12	15,000.00	10,807.88	28.0
510-80-6531 BANK CHARGES	23,970.83	23,970.83	40,000.00	16,029.17	59.9
510-80-6539 MISCELLANEOUS EXPENSES	.00	.00	500.00	500.00	.0
510-80-6710 ADMIN OVERHEAD-GF	17,262.42	17,262.42	23,598.00	6,335.58	73.2
510-80-6711 ADMIN OVERHEAD-IT SVCS	7,295.82	7,295.82	33,260.00	25,964.18	21.9
510-80-9649 ONLINE BILL PAY	.00	.00	4,500.00	4,500.00	.0
TOTAL UTILITY BILLING	67,565.02	67,565.02	341,504.00	273,938.98	19.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED WATER</u>					
510-81-6000 SALARIES	175,176.74	175,176.74	513,607.00	338,430.26	34.1
510-81-6010 OVERTIME	115,693.67	115,693.67	150,000.00	34,306.33	77.1
510-81-6022 HOLIDAY PAY	3,790.25	3,790.25	.00	(3,790.25)	.0
510-81-6023 LEAVE CASHOUT	6,125.29	6,125.29	50,879.00	44,753.71	12.0
510-81-6030 SOCIAL SECURITY EXPENSE	10,450.67	10,450.67	7,470.00	(2,980.67)	139.9
510-81-6031 PAYABLE MEDICARE FICA	4,357.97	4,357.97	9,806.00	5,448.03	44.4
510-81-6032 UNEMPLOYMENT	(1,901.88)	(1,901.88)	12,038.00	13,939.88	(15.8)
510-81-6033 WORKERS' COMPENSATION	4,138.15	4,138.15	17,470.00	13,331.85	23.7
510-81-6034 PERS	27,739.30	27,739.30	148,782.00	121,042.70	18.6
510-81-6040 EMPLOYEE GROUP BENEFITS	20,628.99	20,628.99	254,280.00	233,651.01	8.1
510-81-6041 UTILITY BENEFIT	1,289.35	1,289.35	45,600.00	44,310.65	2.8
510-81-6060 TRAVEL/TRAINING	4,640.42	4,640.42	35,000.00	30,359.58	13.3
510-81-6100 SUPPLIES	4,017.74	4,017.74	15,000.00	10,982.26	26.8
510-81-6103 WEARING APPAREL	11,660.71	11,660.71	15,000.00	3,339.29	77.7
510-81-6150 GASOLINE/DIESEL/OIL	3,351.29	3,351.29	110,000.00	106,648.71	3.1
510-81-6153 HEATING FUEL	56,444.57	56,444.57	11,017.00	(45,427.57)	512.3
510-81-6155 WATER/SEWER/GARBAGE	2,248.38	2,248.38	6,809.00	4,560.62	33.0
510-81-6160 ELECTRICITY	5,227.71	5,227.71	10,701.00	5,473.29	48.9
510-81-6170 TELEPHONE	10.03	10.03	200.00	189.97	5.0
510-81-6171 STAFF CELLULAR PHONES	3,153.74	3,153.74	8,000.00	4,846.26	39.4
510-81-6200 MINOR EQUIPMENT	68.74	68.74	8,000.00	7,931.26	.9
510-81-6230 VEHICLE MAINT/REPAIR	110,889.54	110,889.54	268,201.00	157,311.46	41.4
510-81-6231 VEHICLE PARTS & TOOLS	31,936.41	31,936.41	50,000.00	18,063.59	63.9
510-81-6232 TIRES & WHEELS	2,462.41	2,462.41	21,000.00	18,537.59	11.7
510-81-6240 PROPERTY MAINT	16,347.58	16,347.58	46,895.00	30,547.42	34.9
510-81-6332 LAB TESTS	769.20	769.20	3,000.00	2,230.80	25.6
510-81-6335 OTHER PURCHASED SERVICES	80.00	80.00	3,000.00	2,920.00	2.7
510-81-6400 INSURANCE	51,570.00	51,570.00	27,685.00	(23,885.00)	186.3
510-81-6530 FINANCE CHARGES/PENALTIES	211.56	211.56	.00	(211.56)	.0
510-81-6539 MISCELLANEOUS EXPENSES	.00	.00	29,000.00	29,000.00	.0
510-81-6710 ADMIN OVERHEAD-GF	88,689.25	88,689.25	121,240.00	32,550.75	73.2
510-81-6711 ADMIN OVERHEAD-IT SVCS	6,941.15	6,941.15	33,260.00	26,318.85	20.9
510-81-6890 CAP EXP	.00	.00	300,000.00	300,000.00	.0
510-81-9695 FLEET MGMT. SOFTWARE/TABLETS/	.00	.00	75,000.00	75,000.00	.0
510-81-9696 RADIO BASE STATION UPGRADE	.00	.00	9,500.00	9,500.00	.0
TOTAL HAULED WATER	768,208.93	768,208.93	2,417,440.00	1,649,231.07	31.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED WATER</u>					
510-82-6000 SALARIES	45,933.64	45,933.64	196,757.00	150,823.36	23.4
510-82-6010 OVERTIME	33,214.23	33,214.23	34,000.00	785.77	97.7
510-82-6022 HOLIDAY PAY	1,388.63	1,388.63	.00	(1,388.63)	.0
510-82-6023 LEAVE CASHOUT	4,798.63	4,798.63	14,931.00	10,132.37	32.1
510-82-6030 SOCIAL SECURITY EXPENSE	2,258.44	2,258.44	990.00	(1,268.44)	228.1
510-82-6031 PAYABLE MEDICARE FICA	1,222.84	1,222.84	3,346.00	2,123.16	36.6
510-82-6032 UNEMPLOYMENT	.00	.00	4,107.00	4,107.00	.0
510-82-6033 WORKERS' COMPENSATION	1,327.75	1,327.75	5,961.00	4,633.25	22.3
510-82-6034 PERS	9,697.68	9,697.68	50,767.00	41,069.32	19.1
510-82-6040 EMPLOYEE GROUP BENEFITS	25,204.99	25,204.99	69,927.00	44,722.01	36.0
510-82-6041 UTILITY BENEFIT	1,920.01	1,920.01	12,540.00	10,619.99	15.3
510-82-6060 TRAVEL/TRAINING	.00	.00	5,000.00	5,000.00	.0
510-82-6100 SUPPLIES	1,972.68	1,972.68	5,000.00	3,027.32	39.5
510-82-6103 WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-82-6108 PLUMBING SUPPLIES	2,589.97	2,589.97	15,000.00	12,410.03	17.3
510-82-6150 GASOLINE/DIESEL/OIL	7,465.49	7,465.49	15,000.00	7,534.51	49.8
510-82-6153 HEATING FUEL	13,706.83	13,706.83	30,634.00	16,927.17	44.7
510-82-6155 WATER/SEWER/GARBAGE	748.22	748.22	563.00	(185.22)	132.9
510-82-6160 ELECTRICITY-UTIL MT SHOP	2,458.94	2,458.94	5,889.00	3,430.06	41.8
510-82-6170 TELEPHONE	20.06	20.06	120.00	99.94	16.7
510-82-6171 STAFF CELLULAR PHONES	1,051.09	1,051.09	3,000.00	1,948.91	35.0
510-82-6200 MINOR EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
510-82-6230 VEHICLE MAINT/REPAIR	1,073.12	1,073.12	2,687.00	1,613.88	39.9
510-82-6231 VEHICLE PARTS & TOOLS	2,494.31	2,494.31	1,500.00	(994.31)	166.3
510-82-6232 TIRES & WHEELS	.00	.00	500.00	500.00	.0
510-82-6332 LAB TESTS	812.24	812.24	500.00	(312.24)	162.5
510-82-6335 OTHER PURCHASED SERVICES	.00	.00	1,500.00	1,500.00	.0
510-82-6400 INSURANCE	3,199.40	3,199.40	10,174.00	6,974.60	31.5
510-82-6600 BAD DEBT EXPENSE	.00	.00	20,000.00	20,000.00	.0
510-82-6710 ADMIN OVERHEAD-GF	33,166.50	33,166.50	45,339.00	12,172.50	73.2
510-82-6711 ADMIN OVERHEAD-IT SVCS	7,574.48	7,574.48	33,260.00	25,685.52	22.8
510-82-9691 PIPED WATER CAPITAL USDA MATCH	7,168.32	7,168.32	(9,362.00)	(16,530.32)	76.6
 TOTAL PIPED WATER	 212,468.49	 212,468.49	 587,630.00	 375,161.51	 36.2

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BETHEL HTS WTR TREATMENT</u>					
510-83-6000 SALARIES	55,748.33	55,748.33	133,649.00	77,900.67	41.7
510-83-6010 OVERTIME	18,868.65	18,868.65	37,000.00	18,131.35	51.0
510-83-6022 HOLIDAY PAY	3,041.09	3,041.09	.00	(3,041.09)	.0
510-83-6023 LEAVE CASHOUT	7,782.48	7,782.48	13,496.00	5,713.52	57.7
510-83-6031 PAYABLE MEDICARE FICA	778.58	778.58	2,474.00	1,695.42	31.5
510-83-6032 UNEMPLOYMENT	.00	.00	3,038.00	3,038.00	.0
510-83-6033 WORKERS' COMPENSATION	1,006.25	1,006.25	4,408.00	3,401.75	22.8
510-83-6034 PERS	17,081.51	17,081.51	37,543.00	20,461.49	45.5
510-83-6040 EMPLOYEE GROUP BENEFITS	7,156.48	7,156.48	44,499.00	37,342.52	16.1
510-83-6041 UTILITY BENEFIT	3,973.83	3,973.83	12,540.00	8,566.17	31.7
510-83-6060 TRAVEL/TRAINING	.00	.00	4,000.00	4,000.00	.0
510-83-6100 SUPPLIES	562.12	562.12	4,000.00	3,437.88	14.1
510-83-6103 WEARING APPAREL	.00	.00	1,500.00	1,500.00	.0
510-83-6108 PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-83-6140 CHEMICALS	1,340.00	1,340.00	65,000.00	63,660.00	2.1
510-83-6150 GASOLINE/DIESEL/OIL	.00	.00	2,000.00	2,000.00	.0
510-83-6153 HEATING FUEL (PUMPHOUSE)	68,937.97	68,937.97	120,260.00	51,322.03	57.3
510-83-6160 ELECTRICITY (PUMPHOUSE)	35,526.17	35,526.17	88,695.00	53,168.83	40.1
510-83-6170 TELEPHONE	.00	.00	500.00	500.00	.0
510-83-6200 MINOR EQUIPMENT	923.51	923.51	45,000.00	44,076.49	2.1
510-83-6230 VEHICLE MAINT/REPAIR	1,073.12	1,073.12	2,566.00	1,492.88	41.8
510-83-6332 LAB TESTS	2,045.00	2,045.00	4,000.00	1,955.00	51.1
510-83-6335 OTHER PURCHASED SERVICES	1,076.11	1,076.11	25,000.00	23,923.89	4.3
510-83-6400 INSURANCE	10,479.00	10,479.00	65,626.00	55,147.00	16.0
510-83-6502 ADVERTISING	.00	.00	500.00	500.00	.0
510-83-6710 ADMIN OVERHEAD-GF	27,223.68	27,223.68	37,215.00	9,991.32	73.2
510-83-6711 ADMIN OVERHEAD-IT SVCS	7,219.82	7,219.82	33,260.00	26,040.18	21.7
510-83-6890 CAPITAL EXPENDITURES	.00	.00	80,000.00	80,000.00	.0
510-83-9773 SITE IMPROVEMENTS -CAPITAL	.00	.00	27,094.00	27,094.00	.0
TOTAL BETHEL HTS WTR TREATMENT	271,843.70	271,843.70	897,863.00	626,019.30	30.3

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CITY SUB WTR TREATMENT					
510-84-6000 SALARIES	33,186.35	33,186.35	175,298.00	142,111.65	18.9
510-84-6010 OVERTIME	8,033.10	8,033.10	37,000.00	28,966.90	21.7
510-84-6022 HOLIDAY PAY	1,926.86	1,926.86	.00	(1,926.86)	.0
510-84-6023 LEAVE CASHOUT	1,735.04	1,735.04	17,340.00	15,604.96	10.0
510-84-6031 PAYABLE MEDICARE FICA	590.00	590.00	3,078.00	2,488.00	19.2
510-84-6032 UNEMPLOYMENT	.00	.00	3,779.00	3,779.00	.0
510-84-6033 WORKERS' COMPENSATION	1,264.20	1,264.20	5,484.00	4,219.80	23.1
510-84-6034 PERS	8,514.07	8,514.07	46,706.00	38,191.93	18.2
510-84-6040 EMPLOYEE GROUP BENEFITS	5,704.45	5,704.45	69,927.00	64,222.55	8.2
510-84-6041 UTILITY BENEFIT	1,599.79	1,599.79	12,540.00	10,940.21	12.8
510-84-6060 TRAVEL/TRAINING	1,000.00	1,000.00	5,000.00	4,000.00	20.0
510-84-6100 SUPPLIES	248.39	248.39	3,000.00	2,751.61	8.3
510-84-6103 WEARING APPAREL	463.91	463.91	1,500.00	1,036.09	30.9
510-84-6108 PLUMBING SUPPLIES	2,648.50	2,648.50	3,000.00	351.50	88.3
510-84-6140 CHEMICALS	5,189.02	5,189.02	125,000.00	119,810.98	4.2
510-84-6150 GASOLINE/DIESEL/OIL	1,260.88	1,260.88	1,000.00	(260.88)	126.1
510-84-6153 HEATING FUEL(CS WTF)	69,814.65	69,814.65	108,667.00	38,852.35	64.3
510-84-6155 WATER/SEWER/GARBAGE	.00	.00	1,500.00	1,500.00	.0
510-84-6160 ELECTRICITY (CS WTF)	28,484.62	28,484.62	69,153.00	40,668.38	41.2
510-84-6170 TELEPHONE	10.03	10.03	50.00	39.97	20.1
510-84-6200 MINOR EQUIPMENT	20,559.33	20,559.33	55,000.00	34,440.67	37.4
510-84-6230 VEHICLE MAINT (ISF)	1,073.12	1,073.12	2,581.00	1,507.88	41.6
510-84-6240 PROPERTY MAINT	149.16	149.16	.00	(149.16)	.0
510-84-6280 DEPRECIATION - BLDGS/PLANTS	.00	.00	144,033.00	144,033.00	.0
510-84-6290 DEPRECIATION-M&E WATER	.00	.00	5,028.00	5,028.00	.0
510-84-6332 LAB TESTS	4,364.86	4,364.86	15,000.00	10,635.14	29.1
510-84-6335 OTHER PURCHASED SERVICES	155,958.85	155,958.85	252,000.00	96,041.15	61.9
510-84-6400 INSURANCE	6,524.60	6,524.60	24,083.00	17,558.40	27.1
510-84-6502 ADVERTISING	.00	.00	500.00	500.00	.0
510-84-6530 FINANCE CHARGES/PENALTIES	40.31	40.31	.00	(40.31)	.0
510-84-6710 ADMIN OVERHEAD-GF	38,543.32	38,543.32	52,690.00	14,146.68	73.2
510-84-6711 ADMIN OVERHEAD-IT SVCS	7,929.14	7,929.14	33,260.00	25,330.86	23.8
510-84-6890 CAPITAL EXPENDITURES	.00	.00	171,500.00	171,500.00	.0
TOTAL CITY SUB WTR TREATMENT	406,816.55	406,816.55	1,444,697.00	1,037,880.45	28.2

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HAULED SEWER</u>					
510-85-6000 SALARIES	215,005.90	215,005.90	592,231.00	377,225.10	36.3
510-85-6010 OVERTIME	88,638.99	88,638.99	125,000.00	36,361.01	70.9
510-85-6022 HOLIDAY PAY	8,129.61	8,129.61	.00	(8,129.61)	.0
510-85-6023 LEAVE CASHOUT	3,470.08	3,470.08	57,307.00	53,836.92	6.1
510-85-6030 SOCIAL SECURITY EXPENSE	5,437.26	5,437.26	1,486.00	(3,951.26)	365.9
510-85-6031 PAYABLE MEDICARE FICA	4,604.65	4,604.65	10,400.00	5,795.35	44.3
510-85-6032 UNEMPLOYMENT	.00	.00	12,767.00	12,767.00	.0
510-85-6033 WORKERS' COMPENSATION	8,650.85	8,650.85	18,528.00	9,877.15	46.7
510-85-6034 PERS	49,006.50	49,006.50	157,791.00	108,784.50	31.1
510-85-6040 EMPLOYEE GROUP BENEFITS	62,816.18	62,816.18	260,128.00	197,311.82	24.2
510-85-6041 UTILITY BENEFIT	5,455.49	5,455.49	46,649.00	41,193.51	11.7
510-85-6100 SUPPLIES	563.48	563.48	10,000.00	9,436.52	5.6
510-85-6103 WEARING APPAREL	4,636.27	4,636.27	10,000.00	5,363.73	46.4
510-85-6150 GASOLINE/DIESEL/OIL	4,640.15	4,640.15	90,000.00	85,359.85	5.2
510-85-6153 HEATING FUEL	50,446.17	50,446.17	19,351.00	(31,095.17)	260.7
510-85-6155 WATER/SEWER/GARBAGE	2,248.38	2,248.38	6,809.00	4,560.62	33.0
510-85-6160 ELECTRICITY	5,227.72	5,227.72	10,702.00	5,474.28	48.9
510-85-6170 TELEPHONE	.00	.00	100.00	100.00	.0
510-85-6171 STAFF CELLULAR PHONES	.00	.00	8,000.00	8,000.00	.0
510-85-6230 VEHICLE MAINT/REPAIR	110,889.54	110,889.54	281,345.00	170,455.46	39.4
510-85-6231 VEHICLE PARTS & TOOLS	32,522.71	32,522.71	50,000.00	17,477.29	65.1
510-85-6232 TIRES & WHEELS	1,422.61	1,422.61	6,000.00	4,577.39	23.7
510-85-6240 PROPERTY MAINT	16,347.58	16,347.58	46,895.00	30,547.42	34.9
510-85-6335 OTHER PURCHASED SERVICES	.00	.00	5,000.00	5,000.00	.0
510-85-6400 INSURANCE	34,176.90	34,176.90	28,587.00	(5,589.90)	119.6
510-85-6539 MISCELLANEOUS EXPENSES	330.00	330.00	1,200.00	870.00	27.5
510-85-6600 BAD DEBT EXPENSE	.00	.00	65,000.00	65,000.00	.0
510-85-6710 ADMIN OVERHEAD-GF	101,140.84	101,140.84	138,261.00	37,120.16	73.2
510-85-6711 ADMIN OVERHEAD-IT SVCS	6,941.15	6,941.15	33,260.00	26,318.85	20.9
510-85-9691 SEWER TRUCK(S)	.00	.00	300,000.00	300,000.00	.0
510-85-9693 FLEET MGMT. SOFTWARE/TABLETS/	.00	.00	75,000.00	75,000.00	.0
510-85-9694 CATERPILLAR ANGLE BROOM	.00	.00	10,482.00	10,482.00	.0
510-85-9696 RADIO BASE STATION UPGRADE	.00	.00	9,500.00	9,500.00	.0
510-85-9699 HAULED SEWER CAP SL ASSET RES	.00	.00	182,825.00	182,825.00	.0
TOTAL HAULED SEWER	822,749.01	822,749.01	2,670,604.00	1,847,854.99	30.8

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PIPED SEWER</u>					
510-86-6000 SALARIES	27,819.55	27,819.55	196,757.00	168,937.45	14.1
510-86-6010 OVERTIME	11,587.98	11,587.98	34,375.00	22,787.02	33.7
510-86-6022 HOLIDAY PAY	1,388.63	1,388.63	.00	(1,388.63)	.0
510-86-6023 LEAVE CASHOUT	3,063.59	3,063.59	14,930.00	11,866.41	20.5
510-86-6030 SOCIAL SECURITY EXPENSE	.00	.00	990.00	990.00	.0
510-86-6031 PAYABLE MEDICARE FICA	628.67	628.67	3,351.00	2,722.33	18.8
510-86-6032 UNEMPLOYMENT	.00	.00	4,114.00	4,114.00	.0
510-86-6033 WORKERS' COMPENSATION	1,330.10	1,330.10	5,971.00	4,640.90	22.3
510-86-6034 PERS	8,968.53	8,968.53	50,849.00	41,880.47	17.6
510-86-6040 EMPLOYEE GROUP BENEFITS	21,612.72	21,612.72	69,927.00	48,314.28	30.9
510-86-6041 UTILITY BENEFITS	1,854.43	1,854.43	12,540.00	10,685.57	14.8
510-86-6060 TRAVEL/TRAINING	.00	.00	3,000.00	3,000.00	.0
510-86-6100 SUPPLIES	539.94	539.94	3,000.00	2,460.06	18.0
510-86-6103 WEARING APPAREL	.00	.00	3,000.00	3,000.00	.0
510-86-6108 PLUMBING SUPPLIES	83.84	83.84	5,000.00	4,916.16	1.7
510-86-6150 GASOLINE/DIESEL/OIL	1,007.06	1,007.06	15,000.00	13,992.94	6.7
510-86-6153 HEATING FUEL	13,156.66	13,156.66	36,000.00	22,843.34	36.6
510-86-6155 WATER/SEWER/GARBAGE	748.19	748.19	563.00	(185.19)	132.9
510-86-6160 ELECTRICITY-LIFTST & BLDG	26,650.38	26,650.38	100,935.00	74,284.62	26.4
510-86-6170 TELEPHONE	.00	.00	2,000.00	2,000.00	.0
510-86-6200 MINOR EQUIPMENT	73,270.01	73,270.01	140,000.00	66,729.99	52.3
510-86-6230 VEHICLE MAINT/REPAIR	1,144.84	1,144.84	3,108.00	1,963.16	36.8
510-86-6231 VEHICLE PARTS & TOOLS	442.34	442.34	1,500.00	1,057.66	29.5
510-86-6232 TIRES & WHEELS	.00	.00	50.00	50.00	.0
510-86-6335 OTHER PURCHASED SERVICES	5,836.51	5,836.51	20,000.00	14,163.49	29.2
510-86-6400 INSURANCE	3,159.05	3,159.05	18,838.00	15,678.95	16.8
510-86-6410 LEASED PROPERTY-LIFT STATIONS	14,368.50	14,368.50	17,000.00	2,631.50	84.5
510-86-6600 BAD DEBT EXPENSE	.00	.00	20,000.00	20,000.00	.0
510-86-6710 ADMIN OVERHEAD-GF	33,223.09	33,223.09	45,417.00	12,193.91	73.2
510-86-6711 ADMIN OVERHEAD-IT SVCS	7,574.46	7,574.46	33,260.00	25,685.54	22.8
510-86-6890 PIPED SEWER CAPITAL	.00	.00	57,137.00	57,137.00	.0
510-86-9693 HERMAN NELSON HEATER	.00	.00	68,000.00	68,000.00	.0
510-86-9694 3/4 TON PICK-UP TRUCK	60,813.00	60,813.00	61,000.00	187.00	99.7
510-86-9699 PIPED SEWER CAP EXP SL ASSETS	.00	.00	182,825.00	182,825.00	.0
TOTAL PIPED SEWER	320,272.07	320,272.07	1,230,437.00	910,164.93	26.0

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2022

WATER & SEWER SERVICES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER LAGOON</u>					
510-87-6000 SALARIES	9,247.74	9,247.74	74,680.00	65,432.26	12.4
510-87-6010 OVERTIME	2,583.97	2,583.97	10,250.00	7,666.03	25.2
510-87-6022 HOLIDAY PAY	340.03	340.03	.00	(340.03)	.0
510-87-6023 LEAVE CASHOUT	2,030.27	2,030.27	4,856.00	2,825.73	41.8
510-87-6030 SOCIAL SECURITY EXPENSE	.00	.00	24.00	24.00	.0
510-87-6031 PAYABLE MEDICARE FICA	198.53	198.53	1,231.00	1,032.47	16.1
510-87-6032 UNEMPLOYMENT	.00	.00	1,512.00	1,512.00	.0
510-87-6033 WORKERS' COMPENSATION	326.45	326.45	2,194.00	1,867.55	14.9
510-87-6034 PERS	2,664.61	2,664.61	18,685.00	16,020.39	14.3
510-87-6040 EMPLOYEE GROUP BENEFITS	5,039.23	5,039.23	22,885.00	17,845.77	22.0
510-87-6041 UTILITY BENEFIT	526.71	526.71	4,104.00	3,577.29	12.8
510-87-6060 TRAVEL/TRAINING	.00	.00	3,000.00	3,000.00	.0
510-87-6100 SUPPLIES	.00	.00	2,500.00	2,500.00	.0
510-87-6103 WEARING APPAREL	.00	.00	2,000.00	2,000.00	.0
510-87-6108 PLUMBING SUPPLIES	.00	.00	3,000.00	3,000.00	.0
510-87-6150 GASOLINE/DIESEL/OIL	.00	.00	20,000.00	20,000.00	.0
510-87-6230 VEHICLE MAINT/REPAIR	.00	.00	22.00	22.00	.0
510-87-6231 VEHICLE PARTS & TOOLS	159.79	159.79	.00	(159.79)	.0
510-87-6332 LAB TESTS (SAMPLES)	8,319.20	8,319.20	15,000.00	6,680.80	55.5
510-87-6400 INSURANCE	216.30	216.30	41,328.00	41,111.70	.5
510-87-6420 INTEREST-SEWER LAGOON BND	19,554.28	19,554.28	.00	(19,554.28)	.0
510-87-6502 ADVERTISING	.00	.00	500.00	500.00	.0
510-87-6503 DUES & SUBSCRIPTIONS	7,920.00	7,920.00	7,920.00	.00	100.0
510-87-6710 ADMIN OVERHEAD-GF	12,621.38	12,621.38	17,253.00	4,631.62	73.2
510-87-6890 CAPITAL EXPD LAGOON ROCK	.00	.00	34,740.00	34,740.00	.0
510-87-9692 TERRAMAC RT9-T4 MAROOKA	.00	.00	299,465.00	299,465.00	.0
TOTAL SEWER LAGOON	71,748.49	71,748.49	587,149.00	515,400.51	12.2
TOTAL FUND EXPENDITURES	2,941,672.26	2,941,672.26	10,177,324.00	7,235,651.74	28.9
NET REVENUE OVER EXPENDITURES	479,031.03	479,031.03	(1,963,889.00)	(2,442,920.03)	24.4

BETHEL, ALASKA

EMERGENCY OPERATIONS PLAN

2023 – 2028



DECEMBER 2022

BETHEL, ALASKA

EMERGENCY OPERATIONS PLAN

2023 - 2028

Prepared for:

City of Bethel
Po Box 1388
Bethel, Alaska 99559

Prepared by:

DOWL
5015 Business Park Boulevard
Suite 4000
Anchorage, Alaska 99503

December 2022

1528.50270.57

Revisions

2022 Revision

- Updated general format of the plan.
- Updated Hazard Matrix, Hazard Checklists, and Functional Annexes to better correlate with each other.
- Updated contact information and phone numbers.
- Updated emergency equipment.
- Include templates.

2020 Revision

- Updated phone numbers and contact information.
- Added “Sections” to table of contents for easier navigation.
- Added City of Bethel list of resources, including list of Influenza Pandemic Supplies held by Bethel Fire Department.
- Incorporated State of Alaska, Department of Health and Social Services, Emergency Operations Plan, Annex J: Pandemic Influenza Plan (revised January 30, 2020).

2013 Revision

- This revision of the Bethel Emergency Operations Plan is meant to replace the 2005 version.
- The format and overall content of the plan has changed.
- Checklists have been included for ease of use to make an actionable plan.

Table of Contents

SECTION 1: ADMINISTRATIVE OVERVIEW	1
I. PURPOSE.....	3
II. SITUATION AND ASSUMPTIONS	3
A. Situation	3
B. Assumptions	4
III. CONCEPT OF OPERATIONS	5
A. General	5
B. Emergency Declarations	6
C. Incident Command System	6
IV. DIRECTION AND CONTROL	7
A. Field Operations.....	7
B. EOC	8
C. Plan Administration	9
V. ROLES AND RESPONSIBILITIES	10
A. City Manager/City Council or Designee.....	10
B. Command Staff	11
C. Section Chiefs	12
D. Continuity of Government.....	14
VI. EMERGENCY OPERATIONS PLAN DEVELOPMENT AND MAINTENANCE. 14	
A. Responsibilities	14
B. Revisions	15
C. Distribution List.....	15
VII. AUTHORITY.....	15
A. Local	15
B. State	15
C. Federal.....	15
SECTION 2: HAZARDS AND CHECKLISTS	17
Hazard Matrix.....	20
Flood Checklists.....	21
Major Fire Checklists	29
Severe Weather Checklists	37
Erosion Checklists	45
Hazardous Materials Checklists	53
Power/Fuel Shortage Checklists	59
Cyber Security Incident Checklists	67
Civil Unrest Checklists.....	75
Mass Transportation Accident Checklists.....	83
Terror Attack/Hostage Checklists	89
SECTION 3: FUNCTIONAL ANNEXES.....	97
Alert and Warning Annex.....	101
Communications Annex.....	105
Evacuation Annex and Checklist	107
Public Information Annex and Checklist	111
Emergency Shelter Annex and Checklist	117

SECTION 4: SUPPLEMENTAL INFORMATION.....	123
Emergency Contact List.....	127
Emergency and Disaster Declaration Templates	133
Incident Organization Chart.....	141
Incident Briefing Form and Work Analysis Matrix	145
Initial Assessment Report.....	155
Radios and Equipment List	161
Emergency Shelters List.....	167
List of Terms.....	171

ACRONYMS

AK DHS&EM	Alaska Division of Homeland Security and Emergency Management
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
PIO	Public Information Officer
SEOC	State Emergency Operations Center
UC	Unified Command

This page intentionally left blank.

SECTION 1:

Administrative Overview

This page intentionally left blank.

I. Purpose

- A. This Emergency Operations Plan (EOP) is the City of Bethel's basic plan for managing and coordinating major emergency and/or disaster response and short-term recovery services. This plan's intention is to:
 - 1. Provide a single comprehensive plan for directing emergency and/or disaster response and short-term recovery services by utilizing available resources for the protection of lives, property, the environment, and the continuance of government.
 - 2. Identify and assign roles, responsibilities, and tasks to City of Bethel departments and agencies for emergency and/or disaster response operations.
 - 3. Identify hazards that threaten the City of Bethel.
- B. This EOP is organized into four sections.
 - 1. Section 1 contains the Administrative Overview. It contains background information as well as policy and procedures for the implementation and maintenance of this plan.
 - 2. Section 2 contains the Hazard Matrix and associated Hazard Specific Checklists. Each checklist outlines the tasks during the Warning, Response, and Recovery phases of a specific emergency and/or disaster.
 - 3. Section 3 contains functional annexes.
 - 4. Section 4 contains supplemental information including federal, state, and local contacts; forms and templates; and a glossary of terms.

II. Situation and Assumptions

A. Situation

- 1. The City of Bethel is located at the mouth of the Kuskokwim River, 40 air miles inland from the Bering Sea. It lies in the Yukon Delta National Wildlife Refuge, 400 air miles west of Anchorage. The community lies at approximately 60.792220° North Latitude and -161.755830° West Longitude. (Sec. 09, T008N, R071W, Seward Meridian.) The City of Bethel is in the Bethel Recording District. The area encompasses 43.8 square miles of land and 5.1 square miles of water.

Precipitation averages 16 inches a year, and snowfall averages 50 inches per year. Summer temperatures range from 42 to 62 °F. Winter temperatures range from -25 to 19 °F.

This plan focusses on the response and short-term recovery of emergencies associated with the natural, technological, and manmade [hazards identified in the Hazard Matrix Section 2](#). These hazards include disease, flood, fire, severe weather, erosion, hazardous materials spills, energy shortages, cyber security issues, civil unrest, and mass transportation accidents. While other hazards exist within the State of Alaska, the City of Bethel is not considered at risk to earthquakes, tsunamis, volcanos, avalanches, landslides, or drought and emergency response to these hazards is not included in this plan.

2. In the event of a major emergency and/or disaster, it is likely that the City of Bethel government may be overloaded and response to some situations delayed. The public should therefore be prepared to provide for their basic survival needs for the first seventy-two (72) hours after a major emergency. Bethel residents will find preparedness guidance at the Emergency and Safety link on the City's webpage at: <https://www.cityofbethel.org/safety>.

B. Assumptions

1. It is the policy of the City of Bethel to safeguard life, property, and the environment by maximizing available resources to minimize the effects of natural, technological, and manmade disaster emergencies.
2. Access to emergency services shall not be denied because of race, color, national origin, religion, gender, age, or disability.
3. A major emergency and/or disaster could happen at any time and response often requires decisions to be made quickly under adverse conditions. The time of day, week, year, as well as weather conditions are important variables that affect the seriousness of the incident and the City of Bethel's response capabilities.
4. Assistance from State and Federal agencies as well as neighboring communities may be available. However, it may be hours or even days before these agencies are able to mobilize and render aid. Therefore, the City of Bethel must be prepared to carry out response on an independent basis.
5. Local government officials and employees recognize their responsibilities for the safety and well-being of the public. Each is conversant with this plan and is fully capable of executing their roles, responsibilities, and tasks. Government officials and employees complying with this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

III. Concept of Operations

A. General

1. Small scale emergencies such as fires, emergency medical incidents, search and rescue operations, and violations of the law occur frequently. Infrequently, public safety departments are confronted with larger scale emergencies that go beyond the norm. These events, which are distinguished as major emergencies, exceed the capacity of one or two departments to handle alone. The City of Bethel has identified three (3) levels of EOP activation to respond to these emergencies:
 - a. **Level 1, Normal Operations:** The City of Bethel departments and agencies are conducting normal daily activities with incidents being handled with existing resources, policies, and procedures. The EOC is not activated, and conditions are monitored by appropriate departments and agencies.
 - b. **Level 2, Partial Activation:** An emergency has developed or is imminent that requires the City of Bethel departments and agencies to take coordinated action. Partial activation of the EOC may occur during regular business hours or additional hours, as needed. Conditions are being monitored with information sharing between the EOC and the appropriate departments and agencies.
 - c. **Level 3, Full Activation:** An emergency has developed requiring full activation of the EOC on a 24-hour rotational basis with all trained City of Bethel staff members participating or on-call. An emergency declaration is being considered or has been issued and the appropriate departments and agencies are performing a coordinated response.
 - d. **Recovery:** Activities are shifting from response operations towards recovery operations and programs. While many City of Bethel departments and agencies may still be involved, the City of Bethel is returning to Level 1, Normal Operations.
2. During a major emergency, the City of Bethel departments and agencies will parallel normal day-to-day tasks and functions. However, it may be necessary to utilize employees' talents in areas of greatest need. Therefore, in some instances, day-to-day tasks and functions that do not directly contribute to emergency operations may be suspended for the duration of the emergency. The efforts that would be directed towards those suspended tasks and functions will be redirected towards the accomplishment of emergency tasks and functions.
3. When an emergency declaration is made, the City of Bethel will respond as outlined in this plan to protect life, property, and the environment from

the consequences of the emergency. When a major emergency exceeds the City of Bethel's capability to respond, a disaster declaration will be made requesting assistance from the State government through the Alaska Division of Homeland Security and Emergency Management's (AK DHS&EM) State Emergency Operations Center (SEOC). If the magnitude of the event exceeds the State's capabilities, the State will request assistance from the Federal government.

4. Emergency management in the United States of America is a partnership between local, state, and federal governments. Each government body has certain responsibilities and duties in this partnership. In a major emergency, all levels of government will work together. Local stakeholder organizations also play a vital role in emergency preparedness, response, and recovery. A list of local, state, and federal contacts that may be pertinent in any major emergency or disaster that occurs in the City of Bethel is included in [Section 4: Supplemental Information](#).

B. Emergency Declarations

1. When an emergency exceeds or threatens to exceed the City of Bethel's normal emergency services capability, the official in charge of the incident will inform the City Manager or City Council who will then request a declaration of emergency. If an emergency declaration must be made without delay, the City Manager or City Council may do so. A template for the emergency declaration is included in [Section 4: Supplemental Information](#).
2. An emergency declaration activates the response and recovery aspects of this plan and grants authority for the use of emergency procedures and assets outlined in this plan and in Bethel Municipal Code.
3. During an emergency, the City Manager or City Council may delegate command authority by appropriate orders or regulations.
4. If the City Manager or City Council recognizes that local resources will be insufficient for the response, the City Manager or City Council will then request a major disaster declaration requesting assistance from the State through AK DHS&EM's SEOC. A template for the disaster declaration requesting assistance from the State is included in [Section 4: Supplemental Information](#).

C. Incident Command System

1. The City of Bethel's emergency response is organized according to the Incident Command System (ICS). ICS allows rapid incorporation of personnel from a variety of agencies into a common management structure. All City of Bethel staff members should take the following ICS

ADMINISTRATIVE OVERVIEW

training upon hire and periodically, as needed, to stay versed with this system. These courses are offered through FEMA's Emergency Management Institute on-line for free.

- a. **IS-100.C: Introduction to the Incident Command System.**
 - b. **IS-200.C: Basic Incident Command System for Initial Response.**
 - c. **IS-700.B: An introduction to the National Incident Management System.**
 - d. **IS-800.D: An introduction to the National Response Framework**
2. The City of Bethel utilizes ICS for day-to-day situations and major emergencies. In a small day-to-day incident, the Incident Commander (IC) and one or two individuals perform all the necessary tasks and functions. In a larger incident, each task and function may be assigned to a separate individual. During infrequent major emergencies, the ICS structure will be expanded, and the Emergency Operations Center (EOC) will be activated to support field operations.
 3. The IC is responsible for overall coordination and management of all incident operations. In a large event with multiple emergency sites, overall coordination and management occurs at the EOC.
 4. Unified Command (UC) may be implemented during a large-scale emergency with multiple agencies sharing incident jurisdiction to ensure a coordinated, multi-agency response. Agencies work together through their designated IC at the EOC to establish a common set of objectives and strategies.

IV. Direction and Control

A. Field Operations

1. Whenever an emergency occurs, the most senior, first on scene person shall assume initial command of the situation. Once the first response units from the initial response department arrive on scene, the senior qualified official on scene from this "lead department" will assume command. It will then be up to each department to decide if command should be transferred to an official with greater seniority.
2. The department responsible for assuming operational command during an emergency response is generally the department with the most resources committed to the effort. If there is no clear choice for "lead department," the person with the greatest qualifications and experience in the field shall be selected for operational command.

ADMINISTRATIVE OVERVIEW

3. If there is uncertainty or disagreement on the part of field supervisors over which department is to assume operational command, it will be resolved by immediate referral to the IC.
4. Some incidents may involve more than one hazard. The hazard posing the greatest risk to life, property, and/or environmental damage will be considered the primary hazard. The department with the most resources committed to the primary hazard will provide operational command. As an incident evolves, the original primary hazard may be downgraded, and a subsequent hazard may become the primary hazard. A transfer of command may occur from the “lead department” of the previous primary hazard to the department with the most resources committed to the subsequent primary hazard.

B. EOC

1. The Bethel Fire Station is the primary EOC. If the primary EOC is unavailable, if Fire Department staff members are unavailable, or if the nature of the emergency dictates that the Fire Station should not be utilized, then the secondary EOC will be the City Council Chambers at Bethel City Hall. The Port of Bethel Office building will act as a third option and the Yukon Kuskokwim Fitness Center as a fourth option.
2. The EOC is the central location for planning, coordinating, and directing emergency management tasks and functions in the field. The EOC reconciles competition for resources and/or eliminates conflicting or duplicated efforts. The EOC’s role does not eliminate the requirement that responding departments and agencies have for tactical level coordination of labor and resources. Common EOC tasks include:
 - a. Taking a global view of the emergency to anticipate direct and indirect impacts, and interpret policy, financial, and legal matters.
 - b. Assembling timely and accurate information on the emergency and current resources to make informed decisions on courses of action, both short term and long term.
 - c. Providing information to the public and disseminating warning and emergency instructions through all available means.
 - d. Determining the priority of response actions, coordinating their implementation, and providing resource support to field operations.
 - e. Suspending or curtailing government services, recommending closure of schools and businesses, organizing evacuations, and organizing shelter arrangements for evacuees.

ADMINISTRATIVE OVERVIEW

3. The EOC may be activated by the Bethel Fire Chief, City Manager, or the City Council.
4. When the decision is made to activate the EOC, the official activating the EOC will request the Police Dispatch Center to notify the appropriate departments and agencies.
5. If a disaster occurs in an isolated area, or if the disaster requires extensive coordination or emergency service forces, an on-scene Incident Command Post (ICP) may be established. A facility near the disaster site will be set up and communications will be provided. An on-scene ICP Commander and staff members will be designated by the IC. Selection of the Site Commander will depend upon the nature of the disaster and “lead department” requirements. The EOC is capable of being operated continuously for the duration of a disaster. Each position within the EOC has a line of succession of at least two persons. Shift changes will occur at least every 12 hours. The hours of EOC operation will depend upon the disaster situation and the necessity of a 24-hour response.
6. Contact between the EOC staff members and their departments will be maintained through telephone and/or radio communications. All field units will be in contact with the EOC through telephone and/or radio communications as well.
7. Only those individuals required to perform incident management duties will be allowed in the EOC or by discretion of the IC.

C. Plan Administration

1. Administration of this plan is divided into five (5) sections, using the ICS. They are the Command Section, the Operations Section, the Planning Section, the Logistics Section, and the Finance Section.
 - a. **The Command Section.** This section is composed of IC, Public Information Officer, Safety Officer, and Liaison Officer. The Command Section provides overall command, control and coordination to the forces employed in responding to the disaster.
 - b. **The Operations Section.** This section is composed of the heads of departments or their representatives who will coordinate implementation of response and recovery duties in the field. Each operations official is responsible for directing or coordinating the personnel and resources of that functional area. The Operations Chief is responsible for managing and coordinating all field tasks and ensuring assigned tasks are completed.

ADMINISTRATIVE OVERVIEW

- c. **The Planning Section.** This group is responsible for collecting and assessing data and making the information available to the Command and Operations Sections for use in response and recovery.
 - d. **The Logistics Section.** This group is responsible for providing the labor, equipment, and facilities needed in support of incident activities.
 - e. **The Finance and Administration Section.** This section keeps track of personnel and costs, and handles all financial transactions associated with the disaster.
2. The IC will prepare an Incident Organization Chart outlining appropriate staff member assignments for each officer, section chief, and lead, as needed, for the specific emergency. A template for the Incident Organization Chart is included in [Section 4: Supplemental Information](#).

V. Roles and Responsibilities

A. City Manager/City Council or Designee

Provides the overall direction for the incident and is responsible for overall administration and strategic planning. Tasks include:

1. Assessment of the situation and declaration of an emergency and/or disaster.
2. Formulating, reviewing, and approving operational guidelines including the Incident Action Plan (IAP). The IAP will identify what has happened, what actions need to be taken, and what resources are needed. An initial plan can be developed using the ICS Incident Briefing Form and the ICS Work Analysis Matrix included in [Section 4: Supplemental Information](#).
3. As necessary, appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.
4. Authorize and control information given to the public via the Public Information Officer (PIO).
5. Make available and provide overall direction and coordination of disaster response and recovery forces and equipment.
6. Provide for the health and safety of persons and property, including lending emergency assistance to victims of the disaster and recommending appropriate protective measures.
7. Appoint, employ, or provide disaster workers.

ADMINISTRATIVE OVERVIEW

8. Establish shift schedule to permit 24-hour coverage of the EOC, as needed.

B. Command Staff

Appointed by the IC and may consist of a PIO, Safety Officer, and Liaison Officer to support the IC. Tasks include:

1. Public Information Officer

- a. Formulate and release information about the incident as directed by the IC.
- b. Maintain, throughout the incident, a summary of the incident information for release to news media and for general use by incident personnel.
- c. Distribute information as periodic news releases, at briefings, and in response to special requests.
- d. Continually act as official liaison between the news media, handling requests for meetings between media and incident personnel, and arranging interviews and incident observation trips.
- e. Locate a news briefing area in a secure place away from the EOC.

2. Safety Officer

- a. Obtain information from a variety of sources concerning the incident area and potentially hazardous conditions.
- b. Attend planning meetings, review strategies and tactics for safety factors, and advise staff members.
- c. Investigate all accidents and injuries which occur within the incident area and prepare an incident report for submissions at the conclusion of the incident.

3. Liaison Officer

- a. Contact cooperating and assisting agency personnel and act as point of contact.
- b. Respond to requests from incident personnel for interagency contact.

C. Section Chiefs

Report to the IC, and along with the IC, comprise the Incident Command Team. Depending on the size of the response and recovery effort, Section Chiefs may have Branch Directors, Division Supervisors, or Group Supervisors reporting to them. Section Chiefs include:

1. Operations Chief. The Operations Chief is responsible for the management of all operations directly applicable to the response and recovery effort. He or she activates and supervises operations and organizational elements in accordance with the IAP, assists in the formulation and execution of field operational plans, requests or releases resources, and makes expedient changes to the IAP (as necessary). The Operations Chief is selected by the IC, usually from the department with the most resources committed to the effort. The responsibilities are:
 - a. Participate in preparation of the IAP.
 - b. Brief operations personnel on the IAP.
 - c. Supervise operations.
 - d. Determine the need for additional resources.
 - e. Review suggested list of resources to be released.
 - f. Assemble response teams from resources assigned to operations sections.
 - g. Recommend the release of resources.
 - h. Report special incidents and/or accidents.
 - i. Coordinate emergency shelter effort.
2. Planning Chief. The Planning Chief is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to understand the current situation, predict course of events, prepare alternative strategies, and control operations for the incident. The major duties are:
 - a. Supervise preparation of IAP.
 - b. Activate planning section unit.
 - c. Schedule and conduct daily briefings.

ADMINISTRATIVE OVERVIEW

- d. Recommend reassignment of personnel to incident response positions, as needed.
 - e. Assemble information on alternative strategies.
 - f. Identify need for use of specialized resources.
 - g. Provide periodic predictions on incident potential.
 - h. Compile and display incident status information including damage assessment.
 - i. Advise EOC staff members of any significant changes in incident status.
 - j. Prepare and distribute IC's orders.
 - k. Prepare recommendations for release of resources.
 - l. Establish weather data collection system when necessary.
3. Logistics Chief. The Logistics Chief is responsible for providing facilities, services, and material in support of the incident response and recovery. The Logistics Chief duties include the following:
- a. Identify, obtain, and coordinate the use of resources in support of the response and recovery effort.
 - b. Participate in preparation of the IAP.
 - c. Coordinate the logistical aspects of EOC operation (food, auxiliary power).
 - d. Establish and maintain staging areas for the response and recovery.
 - e. Designate and maintain staging areas for inter/intra agency response.
 - f. Establish and maintain a communications system for EOC, field teams, and support agencies.
4. Finance and Administration Chief. The Finance and Administration Chief is responsible for cost accounting, purchasing, personnel, and related administrative functions. The Finance and Administration Chief duties include the following.
- a. Provide for all aspects of financial support in support of the response and recovery efforts.
 - b. Compile cost estimates.

ADMINISTRATIVE OVERVIEW

- c. Maintain records of personnel time and expenditures.
- d. Establish billing procedures.
- e. Organize system for compensation and claims.

D. Continuity of Government

1. The line of succession for City Manager will be determined by the City Manager. If the City Manager is unable to designate a next-in-command, then the City Council will appoint an Acting City Manager.
2. The line of succession for Mayor/City Council decisions is:
 - a. Vice Mayor
 - b. Mayor Pro Tem
3. The line of succession for each department is established in accordance with the operating procedures of each department.
4. To provide normal government operations following a disaster, vital records must be protected. Vital records are those considered essential to the continuous operation of government essential to the City of Bethel's ability to fulfill its responsibilities to the public. It is the responsibility of each department to identify vital records and to coordinate with the City Clerk to establish the means of protecting these records before, during, and after emergencies.

VI. Emergency Operations Plan Development and Maintenance**A. Responsibilities**

1. The City Manager shall oversee the development and maintenance of this plan and ensure that the plan is reviewed and updated on an annual basis.
2. Each City of Bethel Department is responsible for the development and maintenance of their emergency operating procedures. Each department will submit these procedures to the City Manager and City Council as they are developed for approval. It is recommended that each department review their emergency operating procedures on an annual basis.
3. The City Manager shall ensure appropriate training, drills, or exercises are performed to test the effectiveness of this plan.

ADMINISTRATIVE OVERVIEW

B. Revisions

1. Controlled copies of this plan will be distributed to the parties shown on the distribution list. The City Manager will maintain and update the distribution list, as needed.
2. Revisions will be listed on the revisions log found at the front of this plan.

C. Distribution List

1. City Manager
2. City Council
3. Bethel Fire Department
4. Bethel Police Department
5. Bethel Public Works Department
6. Bethel IT Department
7. Bethel Finance Department
8. YK Fitness Center
9. Port of Bethel
10. AK DHS&EM

VII. Authority

A. Local

Bethel Municipal Code

B. State

1. AS 26 Chapter 20 (Civil Defense Act)
2. AS 26 Chapter 23 (Alaska Disaster Act)
3. AS 29 Chapter 25 (Emergency Ordinances) 29.25.030
4. AS 29 Chapter 35 (Emergency Disaster Powers)

C. Federal

1. PL 81-920 (Civil Defense Act of 1950 as amended)

ADMINISTRATIVE OVERVIEW

2. PL 93-288 (Disaster Act of 1974)
3. PL 96-342 (Improved Civil Defense 1980) as amended (Stafford Act)
4. PL 106-390 (Disaster Mitigation Act of 2000)

SECTION 2:

Hazards and Checklists

This page intentionally left blank.

How To Use Hazard Specific Checklists

This section includes general checklists to help facilitate a safe and efficient response to a variety of emergency situations. Some items on the checklists may not be applicable in all situations. Likewise, additional items may be needed to cover unusual situations.

The Bethel Fire Department and Bethel Police Department will be the first agencies notified in all cases requiring a response to protect the public.

Section 3: Functional Annexes includes the following items, which should be used in conjunction with the hazard checklists:

Alert and Warning Annex
Communications Annex
Evacuation Annex and Checklist
Public Information Annex and Checklist
Emergency Shelter Annex and Checklist

Section 4: Supplemental Information includes the following items, which should be used in conjunction with the hazard checklists:

Emergency Contact List
Emergency/Disaster Declaration Templates
Incident Organization Chart
Incident Briefing Form and Work Analysis Matrix
Initial Assessment Report
Radios and Equipment List
Emergency Shelter List
List of Terms

1. Review the hazards outlined in the hazard matrix. Consult with the appropriate lead department for the specific hazard causing the current emergency.
2. Determine which response phase is appropriate for the current emergency and refer to that specific phase.

If an emergency ***threatens***,
Use the Warning Phase

If an emergency ***is occurring***,
Use the Response Phase

After an emergency ***has occurred***
Use the Recovery Phase

Hazard Matrix

Hazard	Lead Department	Checklist Location
Natural		
Disease	Bethel Fire Department	Contact YKHC to coordinate warning, response, and recovery.
Flood	Bethel Public Works Department	Warning – Page 23 Response – Page 25 Recovery – Page 27
Major Fire	Bethel Fire Department	Warning – Page 31 Response – Page 33 Recovery – Page 35
Severe Weather	Bethel Public Works Department	Warning – Page 39 Response – Page 41 Recovery – Page 43
Erosion	Bethel Public Works Department	Warning – Page 47 Response – Page 49 Recovery – Page 51
Technological		
Hazardous Materials Spill	Bethel Fire Department	Response – Page 55 Recovery – Page 57
Power/Fuel Shortage	Bethel Public Works Department	Warning – Page 61 Response – Page 63 Recovery – Page 65
Cyber Security Incident	Bethel IT Department	Warning – Page 69 Response – Page 71 Recovery – Page 73
Manmade		
Civil Unrest	Bethel Police Department	Warning – Page 77 Response – Page 79 Recovery – Page 81
Major Transportation Accident	Bethel Fire Department	Response – Page 85 Recovery – Page 87
Terror Attack/Hostage	Bethel Police Department	Warning – Page 91 Response – Page 93 Recovery – Page 95

Flood Checklists

This page intentionally left blank.

Flood Warning Phase

- ☐ **Confirm and assess the situation**
 - ☐ When is the river expected to crest?
 - ☐ How high above flood stage?
 - ☐ What areas will be involved?
 - ☐ How long will the flooding last?
 - ☐ Are conditions improving or deteriorating?
 - ☐ What measures can be taken to prevent or decrease the damage?
 - ☐ What are the current weather conditions?
 - ☐ What is the weather forecast?

- ☐ **Evaluation of emergency**
 - ☐ Are there any special groups that may be affected (e.g., hikers, campers, hunters, scouts, cross-country skiers, snowmobilers)?
 - ☐ How many people could be isolated or displaced by the flood?
 - ☐ What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ Schools
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Radio
 - ☐ Television
 - ☐ Schools
 - ☐ Medical facilities
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Is evacuation appropriate?
 - ☐ Estimate number needing shelter.
 - ☐ Should traffic be diverted or stopped?

FLOOD CHECKLISTS

- ☐ **Preparedness actions**
 - ☐ Inspect and repair existing controls (dikes, overflow channels, air-filtering system).
 - ☐ Identify measures that may be taken to clear river channels.
 - ☐ Identify means of diverting floodwaters.
 - ☐ Outline on maps the areas that may be covered by water.
 - ☐ Identify a safe location to move fire and EMS equipment.
 - ☐ Contact special groups that may be caught in the flood.
 - ☐ Review and update emergency communications network capabilities.
 - ☐ Review and update radio capabilities.
 - ☐ Rereview and update cell phone capabilities.
 - ☐ Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Identify and mark evacuation routes.
 - ☐ Identify safe areas for emergency shelters.
 - ☐ Inventory sandbags, sand, and put in place or stockpile in staging areas.
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades).
 - ☐ Pre-position equipment and supplies, if appropriate.
 - ☐ Inventory public and private 4WD vehicles and buses.
 - ☐ Inventory public and private boats, operators, fuel supplies, and safety equipment.
 - ☐ Inventory auxiliary power equipment with KW rating and fuel supplies.
 - ☐ Inventory portable pumping equipment and hoses.
 - ☐ Identify staging area for equipment and supplies.
 - ☐ Organize volunteer work crews, and motor pools for vehicles and boats.
- ☐ **Alert appropriate emergency personnel**
 - ☐ Police Department (crowd control, security, warning, evacuation).
 - ☐ Fire Department (fire, hazardous substance, rescue).
 - ☐ Emergency Medical Services (trauma, medical transport).
 - ☐ Search and Rescue (help with warning, evacuation in remote areas).
 - ☐ School Superintendent (possible school closure, use of school buses and school buildings).
 - ☐ Personnel of essential facilities that may be affected by the flooding (medical, utilities, fuel depots, telephone, radio, TV).
- ☐ **If appropriate, distribute preparedness information**

Flood Response Phase

- ☐ **Confirm and assess the situation.**
 - ☐ When did the flooding begin?
 - ☐ What areas are involved?
 - ☐ How much higher will the water rise?
 - ☐ What other areas are expected to be involved?
 - ☐ Are conditions improving, holding steady, or deteriorating?
 - ☐ What measures can be taken to prevent or decrease the damage?
 - ☐ What are the current weather conditions?
 - ☐ What is the forecast?

- ☐ **Evaluation of emergency.**
 - ☐ How many structures are now flooded?
 - ☐ How many structures may become flooded?
 - ☐ How many people have been displaced?
 - ☐ How many people may be displaced?
 - ☐ How many people need temporary shelter?
 - ☐ Are any roads blocked by the flood?
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Disseminate public information.
 - ☐ Initiate inspections, if necessary.
 - ☐ Establish evacuation routes and roadblocks.
 - ☐ Initiate an evacuation, if necessary.
 - ☐ Estimate the number of evacuees.
 - ☐ Identify areas to establish emergency shelters.
 - ☐ Initiate the inspection of buildings to be used for shelters, if necessary.
 - ☐ Open emergency shelters.

FLOOD CHECKLISTS

- ☐ **Actions to be taken as soon as possible**
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify medical clinics.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Request assistance from mutual aid partners, as needed.
 - ☐ Request additional assistance, as needed.
 - ☐ Identify a staging area for equipment and supplies
 - ☐ Arrange for the security of incoming supplies by land, sea, and air
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Form a task force to document and estimate damage to public and private property.
 - ☐ Document the cost of material and labor involved with the emergency.

Flood Recovery Phase

- ☐ **Stabilization actions**
 - ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - ☐ Initiate cleanup of debris.
 - ☐ Initiate restoration of facilities, utilities, telephone service, and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters, and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ When safe access is established, arrange for the return of evacuees to assess damages.
 - ☐ Use roadblocks and a permit system to control access and maintain security.
 - ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.

This page intentionally left blank.

Major Fire Checklists

This page intentionally left blank.

MAJOR FIRE CHECKLISTS

Major Fire Warning Phase

- ☐ **Confirm and assess the situation**
 - ☐ What are the current fire danger conditions?
 - ☐ What areas are involved?
 - ☐ What fire restrictions are currently in effect?
 - ☐ What are the current weather conditions?
 - ☐ What is the weather forecast?

- ☐ **Evaluation of emergency**
 - ☐ Are there any special groups that may be affected (hikers, campers, hunters, scouts, cross-country skiers, snowmobilers)?
 - ☐ How many people could be isolated by the fire?
 - ☐ How many structures are in the area?
 - ☐ What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Is evacuation appropriate or should a “shelter in place” advisory be issued?
 - ☐ Estimate number needing shelter.
 - ☐ Should traffic be diverted or stopped?

- ☐ **Preventative actions**
 - ☐ Should fire bans be issued?
 - ☐ Should fire lines be constructed in sensitive or dangerous areas?
 - ☐ Should access be limited or stopped?
 - ☐ Should firefighting equipment be placed in staging areas?

MAJOR FIRE CHECKLISTS

- ☐ **Preparedness actions**
 - ☐ Contact special groups that may be caught in the fire area.
 - ☐ Review and update emergency communications network capabilities.
 - ☐ Review and update radio capabilities.
 - ☐ Review and update cell phone capabilities.
 - ☐ Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Pre-position, if appropriate .
 - ☐ Identify evacuation routes if needed.
 - ☐ Identify safe areas for emergency shelters.
 - ☐ Identify staging area for equipment and supplies.
- ☐ **Alert appropriate emergency personnel**
 - ☐ Fire Department (fire, hazardous substance, rescue).
 - ☐ Police Department (crowd control, security, warning, evacuation).
 - ☐ Emergency Medical Services (trauma, medical transport).
 - ☐ Search and Rescue (help with warning, evacuation in remote areas).
 - ☐ School Superintendent (possible school closure, use of school buses and school buildings).
 - ☐ Facilities that may be affected by the fire (medical, utilities, fuel depots, telephone, radio, television).
- ☐ **If appropriate, distribute preparedness information**

Major Fire Response Phase

- ☐ **Confirm and assess the situation**
 - ☐ When did the fire start?
 - ☐ What areas are involved?
 - ☐ What percentage of the fire is under control?
 - ☐ Are conditions improving or deteriorating?
 - ☐ What are current weather conditions?
 - ☐ What is current wind direction?
 - ☐ What is the weather forecast?
- ☐ **Evaluation of the emergency**
 - ☐ How many structures are in the area?
 - ☐ How many structures have been destroyed?
 - ☐ Are there injuries?
 - ☐ How many?
 - ☐ What type?
 - ☐ Are there casualties?
 - ☐ How many?
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)
 - ☐ How many people need temporary shelter?
 - ☐ Are any roads blocked by the fire?
- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Disseminate public information.
 - ☐ Initiate inspections, if necessary.
 - ☐ Establish evacuation routes and roadblocks.
 - ☐ Initiate an evacuation, if necessary.
 - ☐ Estimate the number of evacuees.
 - ☐ Identify areas to establish emergency shelters.
 - ☐ Open emergency shelters.

MAJOR FIRE CHECKLISTS

- ☐ **Actions to be taken as soon as possible**
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify medical clinics.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Request assistance from mutual aid partners, as needed.
 - ☐ Request additional assistance, as needed.
 - ☐ Identify a staging area for equipment and supplies.
 - ☐ Arrange for the security and tracking of incoming supplies by land, sea, and air.
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Form a task force to document and estimate damage to public and private property.
 - ☐ Document the cost of material and labor involved with the emergency.

MAJOR FIRE CHECKLISTS**Major Fire Recovery Phase**

- ☐ **Stabilization actions**
 - ☐ Initiate a survey of the area and correct safety hazards as soon as possible.
 - ☐ Initiate the restoration of facilities, utilities, telephone service, and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters, and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - ☐ Arrange for return of evacuees.
 - ☐ Use roadblocks and a registration system to keep the area secure.
 - ☐ Initiate services to help victim's cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster

This page intentionally left blank.

Severe Weather Checklists

This page intentionally left blank.

Severe Weather Warning Phase

- ☐ **Confirm and assess the situation**
 - ☐ What are the boundaries of the area affected by the extreme weather?
 - ☐ How long is the event expected to last?
 - ☐ Are conditions improving or deteriorating?
 - ☐ What are the current weather conditions?
 - ☐ What is the weather forecast?

- ☐ **Evaluation of emergency**
 - ☐ Are there any special groups that may be affected (hikers, campers, hunters, scouts, cross-country skiers, snowmobilers)?
 - ☐ How many people could be isolated by the storm?
 - ☐ What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Is immediate evacuation appropriate or should a “shelter in place” advisory be issued?
 - ☐ Estimate number needing shelter.
 - ☐ Should traffic be diverted or stopped?

- ☐ **Preparedness actions**
 - ☐ Contact special groups that may be caught out in the storm.
 - ☐ Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Review and update emergency communications network capabilities.
 - ☐ Review and update radio capabilities.
 - ☐ Review and update cell phone capabilities.
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Identify staging area for equipment and supplies and pre-position, if appropriate.
 - ☐ Inventory auxiliary power equipment with KW rating and fuel supplies.

- ☐ **Alert appropriate emergency personnel of possible activation**
 - ☐ Police Department (warning, security, help the infirm).
 - ☐ Fire Department (fire, rescue, hazardous materials).
 - ☐ Emergency Medical Services (trauma, medical transport).
 - ☐ Search and Rescue (help with warning & evacuation in remote areas).
 - ☐ School Superintendent (possible school closure, use of school buses and school buildings).
 - ☐ Facilities that may be isolated by the storm (medical facilities, utilities, fuel depots, telephone links, radio, and television).

- ☐ **If appropriate, distribute preparedness information**

Severe Weather Response Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of event is occurring?
 - ☐ What is the extent of the damage?
 - ☐ What are the boundaries of the affected area?
 - ☐ What is anticipated duration?
 - ☐ What are the current weather conditions?
 - ☐ Are conditions improving, holding steady, or deteriorating?
 - ☐ What is the weather forecast?

- ☐ **Evaluation of the emergency**
 - ☐ Are people believed to need special help?
 - ☐ How many?
 - ☐ Were any structures damaged or destroyed?
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Disseminate public information.
 - ☐ Initiate inspections, if necessary.
 - ☐ Develop an emergency snow removal system for essential roads, if appropriate
 - ☐ Limit travel, if necessary.
 - ☐ Establish evacuation routes and roadblocks.
 - ☐ Initiate an evacuation, if necessary.
 - ☐ Estimate the number of evacuees.
 - ☐ Identify areas to establish emergency shelters.
 - ☐ Open emergency shelters.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.

SEVERE WEATHER CHECKLISTS

- ☐ **Actions to be taken as soon as possible**
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify medical clinics.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory Emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Request assistance from mutual aid partners, as needed.
 - ☐ Request additional assistance, as needed.
 - ☐ Identify a staging area for equipment and supplies.
 - ☐ Arrange for the security of incoming supplies by land, sea, and air.
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Form a task force to document and estimate damage to public and private property.
 - ☐ Document the cost of material and labor involved with the emergency.

Severe Weather Recovery Phase

- ☐ **Stabilization actions**
 - ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - ☐ Initiate cleanup of debris.
 - ☐ Initiate restoration of facilities, utilities, telephone service and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - ☐ When safe access is established, arrange for the return of evacuees to assess damages.
 - ☐ Use roadblocks and a permit system to control access and maintain security.
 - ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.

This page intentionally left blank.

Erosion Checklists

This page intentionally left blank.

Erosion Warning Phase

- ☐ **Confirm and assess the situation**
 - ☐ What is the degree of danger, is erosion already starting?
 - ☐ What are the boundaries of the area that could be affected?
 - ☐ Are conditions affecting the problem improving or deteriorating?
 - ☐ What are the current weather conditions?
 - ☐ What is the weather forecast?

- ☐ **Evaluation of emergency**
 - ☐ What structures may be affected?
 - ☐ How many people could be isolated?
 - ☐ What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Is immediate evacuation appropriate?
 - ☐ Estimate number needing shelter.
 - ☐ Should traffic be diverted or stopped?

- ☐ **Preparedness actions**
 - ☐ Contact facilities or residents that may be impacted.
 - ☐ Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Review and update emergency communications network capabilities.
 - ☐ Review and update radio capabilities.
 - ☐ Review and update cell phone capabilities.
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel, barricades).
 - ☐ Pre-position, if appropriate.
 - ☐ Identify staging area for equipment and supplies.

EROSION CHECKLISTS

- ☐ **Alert appropriate emergency personnel of possible activation**
 - ☐ Police Department (warning, security, help the infirm).
 - ☐ Fire Department (fire, rescue, hazardous materials).
 - ☐ Emergency Medical Services (trauma, medical transport).
 - ☐ Search and Rescue (help with warning, evacuation in remote areas).
 - ☐ School Superintendent (possible school closure, use of school buses and school buildings).
 - ☐ Facilities that may be isolated (medical facilities, utilities, fuel depots, telephone links, radio, television).
- ☐ **If appropriate, distribute preparedness information**

EROSION CHECKLISTS

Erosion Response Phase

- ☐ **Confirm and assess the situation**
 - ☐ Where is erosion occurring, is it ongoing or stabilized?
 - ☐ What is the extent of the damage?
 - ☐ What are the boundaries of the affected area?
 - ☐ What is anticipated duration if ongoing?
 - ☐ What are the current weather conditions?
 - ☐ Are conditions improving, holding steady or deteriorating?
 - ☐ What is the weather forecast?
- ☐ **Evaluation of the emergency**
 - ☐ Are people believed to need special help?
 - ☐ How many?
 - ☐ Were any structures damaged or destroyed?
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)
- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Disseminate public information.
 - ☐ Initiate inspections, if necessary.
 - ☐ Establish evacuation need, roadblocks, secure the area.
 - ☐ Initiate an evacuation, if necessary.
 - ☐ Estimate the number of evacuees.
 - ☐ Identify areas to establish emergency shelters.
 - ☐ Open emergency shelters.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.

EROSION CHECKLISTS

- ☐ **Actions to be taken as soon as possible**
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify medical clinics.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory Emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel, barricades).
 - ☐ Request assistance from mutual aid partners, as needed.
 - ☐ Request additional assistance, as needed.
 - ☐ Identify a staging area for equipment and supplies.
 - ☐ Arrange for the security of incoming supplies by land, sea, and air.
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Form a task force to document and estimate damage to public and private property.
 - ☐ Document the cost of material and labor involved with the emergency.

EROSION CHECKLISTS

Erosion Recovery Phase

- ☐ **Stabilization actions**
 - ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - ☐ Initiate cleanup of debris.
 - ☐ Initiate restoration of facilities, utilities, telephone service and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters, and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - ☐ When safe access is established, arrange for the return of evacuees to assess damages.
 - ☐ Use roadblocks and a permit system to control access and maintain security.
 - ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.

This page intentionally left blank.

Hazardous Materials Checklists

This page intentionally left blank.

Hazardous Materials Response Phase

**If the local fire department has not been notified, do so immediately.
The Fire Chief will be the Initial Incident Commander.**

- ☐ **Confirm and assess the situation**
 - ☐ When did the accident occur?
 - ☐ Where did the accident occur?
 - ☐ What type of hazardous substance has been released?
 - ☐ Does the release involve air, water, or ground contamination?
 - ☐ Are radioactive hazards involved?
 - ☐ What are the boundaries of the affected area?
 - ☐ What are the current weather conditions?
 - ☐ What is the weather forecast?
- ☐ **Evaluation of the emergency**
 - ☐ Have injuries been reported?
 - ☐ How many?
 - ☐ What type?
 - ☐ Have casualties been reported?
 - ☐ How many?
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)
 - ☐ Initiate an evacuation of the area and areas downwind of the accident, if necessary.
 - ☐ Estimate of the number of evacuees.
- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Disseminate public information.
 - ☐ Isolate the area to ensure the safety of all persons.
 - ☐ Is it appropriate to shelter in place?
 - ☐ Establish roadblocks if needed.
 - ☐ Identify evacuation routes out of the contaminated areas.
 - ☐ Initiate an evacuation of the area downwind of the accident, if necessary.
 - ☐ Estimate of the number of evacuees.
 - ☐ Identify areas to establish emergency shelters and staging areas.
 - ☐ Open emergency shelters.

- ☐ **Actions to be taken as soon as possible**
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify medical clinics.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory Emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Request assistance from mutual aid partners, as needed.
 - ☐ Request additional assistance, as needed.
 - ☐ Identify a staging area for equipment and supplies.
 - ☐ Arrange for the security of incoming supplies by land, sea, and air.
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Begin to document the cost of material and labor involved with the emergency.
 - ☐ Form a task force to document and estimate damage to public and private property.

Hazardous Materials Recovery Phase

- ☐ **Stabilization actions**
 - ☐ Determine that all hazardous materials have been disposed of or neutralized.
 - ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - ☐ Initiate cleanup of debris.
 - ☐ Initiate restoration of facilities, utilities, telephone service and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ When safe access is established, arrange for the return of evacuees to assess damages.
 - ☐ Use roadblocks and a permit system to control access and maintain security.
 - ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.

This page intentionally left blank.

Power/Fuel Shortage Checklists

This page intentionally left blank.

Power/Fuel Shortage Warning Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of energy shortage is anticipated?
 - ☐ Can a time frame be projected?
 - ☐ How long before the problems can be resolved?
 - ☐ What areas will be involved?
 - ☐ Are the conditions that precipitated shortage improving or deteriorating?
 - ☐ What measures can be taken to avoid or decrease the problem?
 - ☐ What are the current weather conditions?
 - ☐ What is the weather forecast?

- ☐ **Evaluation of emergency**
 - ☐ How many people will be affected?
 - ☐ Is special equipment needed?
 - ☐ What type?
 - ☐ What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Is immediate evacuation appropriate or should a “shelter in place” advisory be issued?
 - ☐ Estimate number needing shelter.
 - ☐ Should traffic be diverted or stopped?

- ☐ **Preparedness actions**
 - ☐ Establish liaison with State, Federal agencies
 - ☐ Review and update emergency communications network capabilities
 - ☐ Review and update amateur radio capabilities.
 - ☐ Review and update cell phone capabilities.
 - ☐ Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Pre-position, if appropriate.
 - ☐ Inventory and update auxiliary power equipment.
 - ☐ Identify evacuation routes.
 - ☐ Identify areas for emergency shelters.
 - ☐ Identify staging area for equipment and supplies.
- ☐ **Alert appropriate emergency personnel**
 - ☐ Police Department (crowd control, security, evacuation).
 - ☐ Fire Department (fire, hazardous substance, and rescue).
 - ☐ Emergency Medical Services (trauma care, medical transport).
 - ☐ Search and Rescue (help with warning, evacuation in remote areas).
 - ☐ School Superintendent (possible school closure, use of school buses and school buildings).
 - ☐ Facilities that may be affected by the energy shortage (medical, utilities, fuel depots, telephone, radio, TV).
- ☐ **If appropriate, distribute preparedness information**

Power/Fuel Shortage Response Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of energy shortage has occurred?
 - ☐ When did the energy shortage occur?
 - ☐ What area is affected?
 - ☐ How long before the problems can be resolved?
 - ☐ What measures are being taken to correct the problem?
 - ☐ Are the conditions that precipitated shortage improving or deteriorating?
 - ☐ What are the current and predicted weather conditions?

- ☐ **Evaluation of emergency**
 - ☐ How many people are affected?
 - ☐ Is special equipment needed?
 - ☐ What type?
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)
 - ☐ How many people need temporary shelter?

- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Arrange for emergency power for essential facilities (mobile portable generators, portable electric welding machines).
 - ☐ Disseminate public information (mobile public address systems may need to be used).
 - ☐ Arrange for security, crowd, and traffic control, establish roadblocks, evacuation, or transportation, if appropriate.
 - ☐ Identify evacuation routes if needed.
 - ☐ Initiate evacuation, if appropriate.
 - ☐ Estimate the number of evacuees.
 - ☐ Identify areas to establish emergency shelters.
 - ☐ Open emergency shelters.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.

- ☐ **Actions to be taken as soon as possible**
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify medical facilities.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory Emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory auxiliary power equipment.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Request assistance from mutual aid partners, as needed.
 - ☐ Request additional assistance from State and Federal agencies, if appropriate.
 - ☐ Identify which facilities contain products that may become dangerous or be damaged by the energy shortage or power fluctuations.
 - ☐ If there is a shortage of heating fuel, encourage people to set thermostats to the lowest setting possible consistent with safety and health conditions of the residents.
 - ☐ Determine the possibility of using government stockpiles of fuel.
 - ☐ If there is a shortage of gasoline, inventory & reserve fuel for emergency vehicles.
 - ☐ Consider travel restrictions, car-pooling, reduction of bus routes, decreased non-essential road maintenance.
- ☐ **Secondary actions**
 - ☐ Document the cost of material and labor involved with the emergency.
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Form a task force to document and estimate damage to public and private property.

Power/Fuel Shortage Recovery Phase

- ☐ **Stabilization actions**
 - ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - ☐ Initiate cleanup of debris.
 - ☐ Initiate restoration of facilities, utilities, telephone service and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters, and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - ☐ When safe access is established, arrange for the return of evacuees to assess damages.
 - ☐ Use roadblocks and a permit system to control access and maintain security.
 - ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.

This page intentionally left blank.

Cyber Security Incident Checklists

This page intentionally left blank.

Cyber Security Incident Warning Phase

**If the IT department has not been notified, do so immediately.
The IT Director will be the Initial Incident Commander.**

- ☐ **Confirm and assess the situation**
 - ☐ What type of incident is anticipated?
 - ☐ When will the incident occur?
 - ☐ What type of problems are anticipated?

- ☐ **Evaluation of the emergency**
 - ☐ Can local IT staff members handle the problem without outside help?
 - ☐ What additional contract personnel are needed?
 - ☐ Is additional special equipment needed?
 - ☐ What type?
 - ☐ What facilities may be involved?
 - ☐ Fire Station
 - ☐ Police Station
 - ☐ City Hall
 - ☐ Public Works
 - ☐ Port of Bethel
 - ☐ Transit Facility
 - ☐ Planning Department
 - ☐ YK Fitness Center
 - ☐ Landfill
 - ☐ What critical infrastructure may be impacted?
 - ☐ Water Treatment Plant(s)
 - ☐ Sewer Lift Station(s)
 - ☐ Port Communications
 - ☐ Public Safety Systems (911, dispatch)

- ☐ **Immediate actions**
 - ☐ Issue internal advisories or warnings.
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Do remote monitoring systems for water, sewer, or the YK Fitness Center need to be shut down?
 - ☐ Is a shutdown of the IT system appropriate?
 - ☐ Do IT system updates need to be made?
 - ☐ Are IT countermeasures available?
 - ☐ Are manual back-ups for all day-to-day operations available (vital records, emergency response manuals and checklists, phone lists, forms, fee collections)?
 - ☐ Is back-up equipment available (typewriters, fax machines)?

- ☐ **Preparedness actions**
 - ☐ Establish liaison with Regional, State, and Federal agencies, if appropriate.
 - ☐ Contact IT contract personnel.

- ☐ **If appropriate, distribute preparedness information**

This page intentionally left blank.

Cyber Security Response Phase

**If the IT department has not been notified, do so immediately.
The IT Director will be the Initial Incident Commander.**

- ☐ **Confirm and assess the situation**
 - ☐ What type of incident has occurred?
 - ☐ When did the incident occur?
 - ☐ Are additional problems expected?
 - ☐ What measures are being taken to control the problem?
 - ☐ What measures are being taken to resolve the problem?
- ☐ **Evaluation of the emergency**
 - ☐ Can local IT staff members handle the problem without outside help?
 - ☐ What additional contract personnel are needed?
 - ☐ Is additional special equipment needed?
 - ☐ What type?
 - ☐ What facilities are impacted?
 - ☐ Fire Station
 - ☐ Police Station
 - ☐ City Hall
 - ☐ Public Works
 - ☐ Port of Bethel
 - ☐ Transit Facility
 - ☐ Planning Department
 - ☐ YK Fitness Center
 - ☐ Landfill
 - ☐ What critical infrastructure is impacted?
 - ☐ Water Treatment Plant(s)
 - ☐ Sewer Lift Station(s)
 - ☐ Port Communications
 - ☐ Public Safety Systems (911, dispatch)
- ☐ **Immediate actions**
 - ☐ Initiate an internal warning and alert, if appropriate.
 - ☐ Do water or sewer systems need to be shut down?
 - ☐ Do departments/agencies need to be closed to the public?
 - ☐ Disseminate public information.
 - ☐ Is a shutdown of the IT system appropriate?
 - ☐ Do IT system updates need to be made?
 - ☐ Do IT countermeasures need to be implemented?
 - ☐ Are manual back-ups for all day-to-day operations in place (vital records, emergency response manuals and checklists, phone lists, forms, fee collections)?
 - ☐ Is back-up equipment in place (typewriters, fax machines)?
 - ☐ Identify the location of the Emergency Operations Center.

CYBER SECURITY INCIDENT CHECKLISTS

- ☐ **Actions to be taken as soon as possible**
 - ☐ Establish liaison with Regional, State, and Federal agencies, if appropriate.
 - ☐ Contact IT contract personnel.

- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Document the cost of material and labor involved with the emergency.

CYBER SECURITY INCIDENT CHECKLISTS**Cyber Security Recovery Phase**☐**Stabilization actions**☐

Resume operations of the water or sewer systems including remote monitoring.

☐

Resume operations at the YK Fitness Center including remote monitoring.

☐

Resume public operations in all departments/agencies.

☐

Restart the IT system

This page intentionally left blank.

Civil Unrest Checklists

This page intentionally left blank.

Civil Unrest Warning Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of incident is anticipated?
 - ☐ Where will the incident occur?
 - ☐ When will the incident occur?
 - ☐ What type of problems are anticipated?
 - ☐ How many individuals may be involved?
 - ☐ What structures may be involved?
 - ☐ Are the conditions that precipitated the incident improving or deteriorating?
 - ☐ Are individuals likely to be under the influence of alcohol or drugs?
 - ☐ What measures can be taken to avoid or decrease the problem?

- ☐ **Evaluation of the emergency**
 - ☐ Can local law enforcement handle the problem without outside help?
 - ☐ How many additional personnel are needed?
 - ☐ Is additional special equipment needed?
 - ☐ What type?
 - ☐ What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Is evacuation appropriate?
 - ☐ Should traffic be diverted or stopped?

CIVIL UNREST CHECKLISTS

- ☐ **Preparedness actions**
 - ☐ Establish liaison with Regional, State and Federal agencies, if appropriate.
 - ☐ Establish curfews, if appropriate.
 - ☐ Review and update emergency communications network capabilities.
 - ☐ Review and update amateur radio capabilities.
 - ☐ Review and update cell phone capabilities.
 - ☐ Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Identify evacuation routes, if appropriate.
 - ☐ Identify safe areas for emergency shelters if needed.
 - ☐ Identify staging area for equipment and supplies.
- ☐ **Alert appropriate emergency personnel of possible activation**
 - ☐ Police Department (warning, security, help the infirm).
 - ☐ Fire Department (fire, rescue, hazardous materials).
 - ☐ Emergency Medical Services (trauma, medical transport).
 - ☐ Search and Rescue (help with warning & evacuation in remote areas).
 - ☐ School Superintendent (possible school closure, use of school buildings).
 - ☐ Facilities that may be isolated by the storm (medical facilities, utilities, fuel depots, telephone links, radio, and television).
- ☐ **If appropriate, distribute preparedness information**

Civil Unrest Response Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of incident has occurred?
 - ☐ When did the incident occur?
 - ☐ What is the location of the incident?
 - ☐ Are the conditions that precipitated the incident improving or deteriorating?
 - ☐ What type of problems are anticipated?
 - ☐ Do individuals involved with the disturbance appear to be under the influence of alcohol or drugs?
 - ☐ What measures are being taken to control the problem?
 - ☐ What measures are being taken to resolve the problem?
 - ☐ Do the surrounding areas need to be evacuated?
- ☐ **Evaluation of the emergency**
 - ☐ How many people are involved?
 - ☐ Are there victims or hostages?
 - ☐ How many?
 - ☐ Are there injuries or fatalities?
 - ☐ How many?
 - ☐ Are more disturbances expected
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)
- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Disseminate public information.
 - ☐ Establish evacuation routes and roadblocks.
 - ☐ Initiate an evacuation, if necessary.
 - ☐ Estimate the number of evacuees.
 - ☐ Open emergency shelters.

CIVIL UNREST CHECKLISTS

- ☐ **Actions to be taken as soon as possible**
 - ☐ Establish curfews, if appropriate.
 - ☐ Establish meeting size limitations, if appropriate.
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify hospitals.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS)
 - ☐ Inventory Emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Request assistance from mutual aid partners, if appropriate.
 - ☐ Request additional assistance from State and Federal agencies, if appropriate.
 - ☐ Identify a staging area for equipment and supplies.
 - ☐ Arrange for the security of incoming supplies by land, sea, and air.
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Form a task force to document and estimate damage to public and private property.
 - ☐ Document the cost of material and labor involved with the emergency.

CIVIL UNREST CHECKLISTS**Civil Unrest Recovery Phase**

- ☐ **Stabilization actions**
 - ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - ☐ Initiate cleanup of debris.
 - ☐ Initiate restoration of facilities, utilities, telephone service, and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - ☐ When safe access is established, arrange for the return of evacuees to assess damages.
 - ☐ Use roadblocks and a permit system to control access and maintain security.
 - ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster

This page intentionally left blank.

Mass Transportation Accident Checklists

This page intentionally left blank.

MASS TRANSPORTATION ACCIDENT CHECKLISTS

Transportation Accident Response Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of accident has occurred?
 - ☐ Where did the accident occur?
 - ☐ When did the accident occur?
 - ☐ Is there any evidence of the release of a hazardous substance?
 - ☐ Are radioactive hazards involved?
 - ☐ What are the current weather conditions??
 - ☐ What is the forecast?

- ☐ **Evaluation of the emergency**
 - ☐ Have injuries been reported?
 - ☐ How many?
 - ☐ What type?
 - ☐ Have fatalities been reported?
 - ☐ How many?
 - ☐ Are any roads blocked by the accident?
 - ☐ Are facilities damaged, isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities are damaged or require alternative energy sources, special shut down procedures, or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ When an airport or airfield is involved, or when a marine vessel is involved the Incident Commander will contact and work with the Federal Aviation Administration or Coast Guard.
 - ☐ Disseminate public information and instructions.
 - ☐ Isolate the area to ensure the safety of all persons.
 - ☐ Initiate an evacuation of the area and areas downwind of the accident, if necessary.
 - ☐ Estimate the number of evacuees.
 - ☐ Identify areas to establish emergency shelters and staging areas.
 - ☐ Open emergency shelters.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.

MASS TRANSPORTATION ACCIDENT CHECKLISTS

- ☐ **Actions to be taken as soon as possible**
 - ☐ Initiate patrols to protect and secure the accident area and any evacuated areas.
 - ☐ If people are injured, notify medical clinics.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory Emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone and radio capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, snowplows, fuel, barricades).
 - ☐ Request assistance from mutual aid partners, as needed.
 - ☐ Request additional assistance, as needed.
 - ☐ Identify a staging area for equipment and supplies.
 - ☐ Arrange for the security of incoming supplies by land, sea, and air.
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate
 - ☐ Form a task force to document and estimate damage to public and private property.
 - ☐ Document the cost of material and labor involved with the emergency.

MASS TRANSPORTATION ACCIDENT CHECKLISTS

Transportation Accident Recovery Phase☐**Stabilization actions**

- ☐ Determine that all hazardous materials have been disposed of or neutralized.
- ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
- ☐ Initiate cleanup of debris.
- ☐ Initiate restoration of facilities, utilities, telephone service and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters and schools will be given priority.
- ☐ Open volunteer resource center.
- ☐ When safe access is established, arrange for the return of evacuees to assess damages.
- ☐ Use roadblocks and a permit system to control access and maintain security.
- ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies and temporary shelter for people displaced by the disaster.

This page intentionally left blank.

Terror Attack/Hostage Checklists

This page intentionally left blank.

Terrorism Attack/Hostage Warning Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of incident is anticipated?
 - ☐ Where will the incident occur?
 - ☐ When will the incident occur?
 - ☐ What type of problems are anticipated?
 - ☐ How many individuals may be involved?
 - ☐ What facilities may be involved?

- ☐ **Evaluation of the emergency**
 - ☐ Can local law enforcement handle the problem without outside help?
 - ☐ How many additional personnel are needed?
 - ☐ Is additional special equipment needed?
 - ☐ What type?
 - ☐ What facilities may be isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities may require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Issue advisories or warnings, if appropriate.
 - ☐ Identify the location of the Emergency Operations Center.
 - ☐ Is evacuation appropriate?
 - ☐ Is lockdown appropriate?
 - ☐ Should traffic be diverted or stopped?

- ☐ **Preparedness actions**
 - ☐ Establish liaison with Regional, State and Federal agencies, if appropriate.
 - ☐ Review and update emergency communications network capabilities.
 - ☐ Review and update amateur radio capabilities.
 - ☐ Review and update cell phone capabilities.
 - ☐ Inventory and restock food and supplies for emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Identify evacuation routes, if appropriate.
 - ☐ Identify safe areas for emergency shelters if needed.
 - ☐ Identify staging area for equipment and supplies.
- ☐ **Alert appropriate emergency personnel of possible activation**
 - ☐ Police Department (warning, security, help the infirm).
 - ☐ Fire Department (fire, rescue, hazardous materials).
 - ☐ Emergency Medical Services (trauma, medical transport).
 - ☐ Search and Rescue (help with warning & evacuation in remote areas).
 - ☐ School Superintendent (possible school closure, use of school buildings).
 - ☐ Facilities that may be isolated by a lockdown (medical facilities, utilities, fuel depots, telephone links, radio, television).
- ☐ **If appropriate, distribute preparedness information**

Terror Attack/Hostage Response Phase

- ☐ **Confirm and assess the situation**
 - ☐ What type of incident has occurred?
 - ☐ When did the incident occur?
 - ☐ What is the location of the incident?
 - ☐ What type of problems are anticipated?
 - ☐ What measures are being taken to control the problem?
 - ☐ What measures are being taken to resolve the problem?
 - ☐ Do the surrounding areas need to be evacuated?
 - ☐ Does a facility need to be placed on lockdown?
 - ☐ Does traffic need diverted?

- ☐ **Evaluation of the emergency**
 - ☐ How many people are involved?
 - ☐ Are there victims or hostages?
 - ☐ How many?
 - ☐ Are there injuries or fatalities?
 - ☐ How many?
 - ☐ Are more disturbances expected?
 - ☐ What facilities are isolated, in need of supplies, need to be evacuated, closed, or provided with alternative energy sources?
 - ☐ School
 - ☐ Medical facilities
 - ☐ Homes with special needs, elderly, or infirm residents (list all)
 - ☐ What critical infrastructure and supply facilities require alternative energy sources, special shut down procedures or need to be fortified?
 - ☐ Emergency Facilities (Police, Fire)
 - ☐ Water and Sewage
 - ☐ AVEC Utilities
 - ☐ Fuel supplies
 - ☐ Emergency Communications (radio/television)

- ☐ **Immediate actions**
 - ☐ Initiate a warning and alert, if appropriate.
 - ☐ Open and staff an Emergency Operations Center.
 - ☐ Disseminate public information.
 - ☐ Establish evacuation routes and roadblocks.
 - ☐ Isolate the area.
 - ☐ Initiate an evacuation, if necessary.
 - ☐ Estimate the number of evacuees.
 - ☐ Open emergency shelters.

- ☐ **Actions to be taken as soon as possible**
 - ☐ Establish curfews, if appropriate.
 - ☐ Establish meeting size limitations, if appropriate.
 - ☐ Initiate patrols to protect and secure evacuated areas.
 - ☐ If people are injured, notify hospitals.
 - ☐ Alert Fire Department of any fire, HAZMAT, or rescue situations.
 - ☐ Activate Search and Rescue, if appropriate (locate missing persons, support EMS).
 - ☐ Inventory Emergency communications network capabilities.
 - ☐ Initiate the restoration of damaged communication links.
 - ☐ Inventory cell phone capabilities.
 - ☐ Inventory and distribute food and supplies to emergency personnel (special clothing, hard hats, road barriers, flashlights, batteries, barrier tape, rescue tools).
 - ☐ Request assistance from mutual aid partners, if appropriate.
 - ☐ Request additional assistance from State and Federal agencies, if appropriate.
 - ☐ Identify a staging area for equipment and supplies.
 - ☐ Arrange for the security of incoming supplies by land, sea, and air.
- ☐ **Secondary actions**
 - ☐ Issue an Emergency or Disaster Declaration, if appropriate.
 - ☐ Form a task force to document and estimate damage to public and private property.
 - ☐ Document the cost of material and labor involved with the emergency.

TERROR ATTACK/HOSTAGE CHECKLISTS**Terror Attack/Hostage Recovery Phase**

- ☐ **Stabilization actions**
 - ☐ Initiate a survey of the area to identify and correct safety hazards as soon as possible.
 - ☐ Initiate cleanup of debris.
 - ☐ Initiate restoration of facilities, utilities, telephone service and transportation links.
 - ☐ Essential facilities such as clinics, emergency operations center, fire, police, emergency shelters and schools will be given priority.
 - ☐ Open volunteer resource center.
 - ☐ Request special personnel: interpreters, clergy, counselors, technicians, retired medical.
 - ☐ When safe access is established, arrange for the return of evacuees to assess damages.
 - ☐ Use roadblocks and a permit system to control access and maintain security.
 - ☐ Initiate services to help victims cope with the situation and to provide food, clothing, basic supplies, and temporary shelter for people displaced by the disaster.

This page intentionally left blank.

SECTION 3:

Functional Annexes

This page intentionally left blank.

How To Use Functional Annexes

Functional annexes focus on specific tasks and operational actions that may be needed in a variety of different emergencies. The annexes help facilitate a safe and efficient response. Items outlined in each annex may not be applicable in all emergencies and additional items may be needed to cover unusual situations.

Alert and Warning Annex.....Page 101

Communications Annex.....Page 105

Evacuation Annex and Checklist.....Page 107

Public Information Annex and Checklist.....Page 111

Emergency Shelter Annex and Checklist.....Page 117

This page intentionally left blank.

Alert and Warning Annex

I. PURPOSE

This section outlines the methods and procedures employed by the City of Bethel to alert and warn the public of highly probable and immediate dangers.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1 The need to alert and warn the public is common to all major emergencies.
- 2 Disasters vary markedly in predictability and speed of onset. Time available for notifying the public may vary from ample to none.
- 3 The City of Bethel uses several methods for notifying the public of impending emergency situations.

B. Assumptions

- 1 Due to the redundancy of warning methods used by the City of Bethel, most residents of the area will receive notification of an impending emergency.
- 2 The emergency information conveyed to the public will include the following information:
 - a Nature of the emergency
 - b Location of the emergency
 - c Effects of the emergency
 - d What action to take
 - e Where to get help
 - f When the situation is expected to be remedied
- 3 Notifications will be coordinated with adjacent jurisdictions when appropriate.

III. CONCEPT OF OPERATIONS

A. General

- 1 Alerting and warning the public of hazardous situations or an impending major emergency is one of the primary responsibilities of government. Timely issuance of warnings can prevent loss of life and property and may turn a potentially disastrous situation into a minor incident. Although there are

situations when disasters strike with no advance notice, such as a major fire, in most instances, there is sufficient time to notify at least a portion of the people in the affected area.

- 2 The method used to notify the public of a potentially hazardous situation will vary according to the circumstances. It can be as simple as sending a fireman next door to advise neighbors that a nearby structure is burning out of control to more complex situations such as an impending severe weather event or hazardous materials spill where large numbers of people must be notified.

B. Direction and Control

- 1 When time permits, such as in slowly developing disasters, the decision to disseminate emergency information will be coordinated with and approved by the City Manager. As an example, after an extended period of heavy rainfall, some of the streams in the area may be approaching flood stage. Although flooding is not imminent, it could occur if the rain continues for another 24-48 hours. In such a situation, it may be appropriate for the City of Bethel to issue an advisory through the television and radio stations and mobile public address systems so that residents can begin taking precautionary measures.
- 2 There are other instances, however, where notification must be initiated only by field personnel due to a rapidly deteriorating situation. An example would be a protective dike that is failing due to rapidly rising water. Time may not permit coordination through the normal chain of command, and it may be necessary for on-scene personnel to warn nearby residents of the threat. Any situation calling for private citizens to be notified will be reported to the EOC and the IC. If the EOC has not yet been activated, then the City Manager will be notified as soon as possible to permit him or her to evaluate the action that has been taken.
- 3 Fire and law enforcement officials are authorized to carry out large-scale warning and evacuation operations on their own initiative in accordance with department policies and procedures. However, the City Manager or IC should be notified as soon as possible after such actions are initiated.

C. Sources of Information

- 1 Reports of situations that may endanger the public come from a variety of sources, including private citizens, responding emergency services personnel, news services, government agencies, businesses, and utilities. Reports from unofficial sources should be verified prior to release to the public.
- 2 The Emergency Alert System (EAS) consists of a nationwide network of broadcast stations, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war,

ALERT AND WARNING ANNEX

state of public peril or disaster, or another national emergency. Use of the EAS is not limited to nationwide events and is used by state and local communities to get information to the public regarding all types of disaster or hazards. Alerts pass from station to station and then air automatically, without human intervention. The primary EAS station in Bethel is KYUK 90.4 FM 640 AM.

D. Dissemination of Alerts and Warnings

- 1 Depending on the characteristics of the hazard, and the size and population of the area threatened, one or more of the following methods will be used to notify the public:
 - a. Mass media – radio and television stations possibly through the EAS.
 - b. Mobile Sirens – Police Department and/or Fire Department vehicles.
 - c. Door-to-door contact – Police Department, Fire Department, and other departments' personnel.
- 2 One or more of the following methods will be used to notify public officials, off-duty personnel, and volunteers
 - a. The normal method of notifying public officials and off-duty personnel of hazardous situations is by telephone, initiated through the Police and Fire Dispatch Center.
 - b. Volunteer Fire Department personnel are assembled via Fire Department pagers.

IV. RESPONSIBILITIES

- A. The City Manager is primarily responsible for issuing warnings and alerting the public to potentially hazardous situations.
- B. The Police Department and Fire Department operate a central dispatch center and all calls pertaining to emergencies are channeled through this center. The dispatcher on duty will activate appropriate warning systems and alert response units in accordance with established departmental procedures. Residents of the area can contact the Dispatch Center for emergency assistance by dialing 911.

This page intentionally left blank.

Communications Annex

I. PURPOSE

The purpose of this section is to describe the communications systems currently available within the City of Bethel during times of emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The need to communicate effectively is of paramount importance during disaster response and recovery operations. History is replete with examples of operations that have failed due to the inability of response agencies to communicate and coordinate with each other.
2. Although the telephone remains one of the most effective means of communicating information, even during emergency operations, it is not without shortcomings. Despite technical improvements that have occurred in recent years, telephones are still subject to failure and/or system overload and may be of little use in communicating with response forces in the field.
3. It is essential that control centers, response agencies and field units have available fixed, mobile, and handheld radio devices to effectively coordinate disaster response activities.

B. Assumptions

During major emergency situations, normal telecommunications may be disrupted for an extended period. In the absence of normal telecommunications, fixed, mobile, and handheld radios may be the only method of communicating.

III. CONCEPT OF OPERATIONS

- A. The EOC is the focal point for coordinating all response and recovery efforts during major emergencies. The dispatch center has VHF radio capability and can stay in contact with fire and police response units at all times.
- B. The following agencies within the City of Bethel have mobile and/or handheld VHF radios available for day-to-day and emergency use:
 - Fire Department
 - Police Department
- C. To stay in constant communications with the above-mentioned agencies, it is essential that the EOC staff members have programmable, handheld radio capability available. At a minimum, radios should be assigned to the IC, Operations Chief, Planning Chief, Logistics Chief and Finance Chief, and the directors and supervisors who report to them.

- D. A listing of all radio assets assigned to the various departments within the City of Bethel is included in [Section 4: Supplemental Information](#).

IV. RESPONSIBILITIES

Each Department is responsible for purchasing, maintaining, and assigning radio assets within their individual departments, if needed. It is the responsibility of each department to maintain an inventory of their radio communications assets, if they have them, and to keep the Public Safety Commission apprised of changes.

Evacuation Annex and Checklist

I. PURPOSE

This section establishes policies and procedures for handling citywide and area-to-area evacuations within the City of Bethel.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Bethel has a limited roadway network. In the event of an evacuation, alternate forms of transportation may be required such as aircraft, ATVs, snow machines, or boats.
2. A citywide evacuation or area-to-area evacuation may be the result of incidents such as hazardous materials spills, flooding, major fire, or a mass transportation accident.

B. Assumptions

1. Evacuation assistance will not be denied because of race, color, national origin, religion, gender, age, or disability.
2. Evacuations will be coordinated with adjacent jurisdictions when appropriate.

III. CONCEPT OF OPERATIONS

- A. The City Manager, Police Chief, Fire Chief, or Public Works Director may order an evacuation to protect lives and property.
- B. The City of Bethel will provide for evacuation from any area within the community that is stricken or threatened by an emergency that jeopardizes human life.
- C. Evacuation will be provided to locations that have safe shelter. Sheltering in place or remaining at home may be a safe alternative when evacuation is not possible.
- D. Evacuation information will be coordinated through the EOC and will be disseminated by one of the following means:
 1. Mass media, possibly through the EAS
 2. Mobile sirens of Police Department and/or Fire Department vehicles
 3. Door-to-door contact by police, fire, and other departments' personnel.

- E. Area-to-area evacuations will be initially managed on-scene by the Fire Department, the Police Department, or Public Works Department, who will immediately alert the EOC if the size and scope of the evacuation exceeds their capabilities.
- F. Public transportation entities may be used to transport persons from designated evacuation assembly areas.
- G. When the conditions that caused the evacuation cease to exist, the EOC will coordinate reentry with the Police Department, Fire Department, and Public Works Department.

IV. RESPONSIBILITIES

- A. The City Manager has overall responsibility for ordering evacuations whenever necessary to protect lives and property and for the dissemination of emergency evacuation information to the public. He or she coordinates the identification and establishment of evacuation routes, detour routes, and road closures and ensures evacuation routes remain open. He or she will request additional resources through state and federal agencies, as needed.
- B. The Police Department is responsible for identifying and protecting evacuation routes, providing traffic and crowd control for evacuations, and for managing access to and protecting property within evacuated areas.
- C. Public Works is responsible for providing traffic control signs and barricades and installing communication equipment to provide communications capabilities between the EOC, evacuation centers, and other critical locations.

Evacuation Checklist

- ☐ **Incident commander**
 - ☐ Identify the area that is at risk.
 - ☐ Compare the risks associated with evacuation with the risks of sheltering in place.
 - ☐ Identify the area of lower risk.
 - ☐ Identify evacuation routes.
 - ☐ Consider the time needed for:
 - ☐ Notification
 - ☐ Evacuee Preparation
 - ☐ Travel time to leave the risk area
 - ☐ Identify alternative transportation for people who are without private transportation.
 - ☐ Consider special facilities such as schools, medical facilities and essential utilities that need to be maintained.
 - ☐ Open emergency shelters.
 - ☐ Prepare evacuation instructions to include:
 - ☐ Nature of the problem
 - ☐ Area involved
 - ☐ Evacuation routes
 - ☐ Shelter locations, if known.
 - ☐ Pet specific information
 - ☐ What to bring to a shelter
 - ☐ Medications
 - ☐ Glasses/contact lenses
 - ☐ Important documents
 - ☐ Personal hygiene items
 - ☐ Blankets
 - ☐ Change of clothing
 - ☐ Supplies for infant care
 - ☐ Contact Information (For returning to Bethel)

This page intentionally left blank.

Public Information Annex and Checklist

I. PURPOSE

This section establishes policies and procedures for disseminating accurate and timely information on potential and actual large-scale emergencies to the public within the City of Bethel.

II. INTRODUCTION

- A. One of the more important functions of government is to keep the public informed during times of emergency. Experience has shown that people will respond far more effectively to crises if they are kept abreast of the situation as it develops.
- B. Emergency information is disseminated to the public within the City of Bethel by various means. The [Alert and Warning Annex](#) focuses on the means and procedures to be employed in warning the public whenever an immediate threat faces any segment of the population.
- C. Although issuance of warning is an integral part of any emergency public information program, it is only one aspect of the total picture. An effective emergency public information program begins well before disaster ever strikes in the form of educating the public on potential threats and procedures they should follow when an emergency occurs. It continues through the emergency response phase by keeping the public informed with the most up-to-date and accurate information available regarding the progress of the response effort and actions that should be taken to prevent injury, loss of life, and damage to property. The job of providing the public with information does not end when the immediate threat is over. Those responsible for the program must ensure that people impacted by the disaster are made aware of the recovery effort and the steps that are being taken to alleviate their suffering.
- D. The primary objective of this section is to outline responsibilities, procedures, and the overall concept of operations of the Emergency Public Information Program within the City of Bethel.

III. SITUATION AND ASSUMPTIONS

- A. Situation
 - 1. Emergency information may be disseminated to the public via radio and television stations, newspaper, informational brochures, and public forums.
 - 2. In time of emergency, a public information section will be established to organize and coordinate the dissemination of information. It will serve as the official public information point of contact to prevent unfounded rumors and inaccurate information.

B. Assumptions

1. During emergencies, the public is entitled to information about the emergency and instructions on proper survival and/or response actions.
2. The media will request information about emergencies. The local media, particularly broadcast, will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity, real and/or perceived, of the emergency, state or national media will also cover the story and demand information and comment from local officials.
3. Depending on the severity of the emergency, telephone communications may be sporadic or impossible. Radio and television may also be off the air due to power failure.
4. Disaster may strike without warning and the public information system may not be able to react quickly enough to inform the public about the hazard.

IV. CONCEPT OF OPERATIONS

A. General

1. The IC will establish a centralized Emergency Public Information Office separate from the EOC as the official point of contact for release of emergency information during major emergency situations.
2. Newspaper offices and radio and television stations throughout the area will be requested to assist in the coordinated dissemination of emergency information to the public.
3. The PIO in coordination with the IC or the City Manager will approve all emergency information and instructions prior to dissemination to the public.

B. Coordination of Public Information

It is essential that the PIO coordinate his or her information releases with members of the EOC to ensure accuracy. In large-scale disasters, he or she should also coordinate with state and federal public information offices to keep all departments and agencies abreast of the current situation and actions that are being taken.

V. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. The City of Bethel does not have a full time PIO on staff. During Normal Operations, the overall responsibility for the dissemination of emergency

PUBLIC INFORMATION ANNEX AND CHECKLIST

related public information rests with the City Manager. The Superintendent of Schools also plays a vital role in ensuring that students and faculty receive emergency response training for the types of disasters anticipated in the Bethel area.

2. During Partial Activation or Full Activation of the EOC, the IC or the City Manager may designate an official PIO for the incident. Additional staff members may be designated to assist the PIO, if necessary. The person selected to serve as the PIO should have experience in working with the media and be generally familiar with the operations and policies of the local government.
3. The PIO is a member of the EOC staff and reports directly to the IC. He or she will serve as the primary focal point for all information releases pertaining to the emergency. The PIO also provides his or her services to the City Manager in matters pertaining to the dissemination of emergency public information.

B. Responsibilities

1. During times of increased readiness or during an actual emergency, the PIO is responsible for keeping the public and the news media apprised of the current situation.
2. Rumors frequently abound during emergencies and the PIO will establish procedures to counter rumors with facts.
3. When the EOC has been activated, all requests for disaster related public information will be channeled to the PIO.
4. The PIO will stay abreast of the current situation and will coordinate his or her information releases with the IC or the City Manager as appropriate.

This page intentionally left blank.

Public Information Officer Checklist

- ☐ **Planning and Preparedness Phase**
 - ☐ Organize and train public information staff members.
 - ☐ Establish procedures for the collection and verification of official information.
 - ☐ Develop procedures to assure that all information for dissemination to the public conforms to Homeland Security requirements.
 - ☐ Update existing plans and develop a priority system for dissemination of information.
 - ☐ Coordinate with other municipal officials.
 - ☐ Disseminate information to the public.
- ☐ **Warning Phase**
 - ☐ Report to the EOC upon order from the City Manager or Emergency Management Coordinator.
 - ☐ Review and recommend changes to this section.
 - ☐ Prepare for the collection, authorization, and dissemination of information.
 - ☐ Initiate and coordinate all press releases with EOC staff members and the IC.
 - ☐ Direct the printing and distribution of evacuation and shelter plans and other information documents on orders of the IC.
 - ☐ Develop and maintain a file of pre-scripted news releases (i.e., medical self-help guidelines, warning system operations, emergency preparedness information).
 - ☐ Determine needs for additional staff members, equipment, and supplies.
- ☐ **Emergency Phase**
 - ☐ Distribute all information releases on a regular basis upon direction from the IC.
 - ☐ Keep the public advised of evacuation movement patterns and related actions.
 - ☐ Prepare and disseminate information and instructions to the public regarding welfare, health, medical, and other assistance available within the shelter areas.
 - ☐ Inform the public about places of contact for missing relatives, continued services, and restricted areas.
 - ☐ Prepare and disseminate news releases to keep the public informed of an impending emergency, its projected effects, and actions to take for self-protection.
 - ☐ Coordinate distribution of news releases with the EOC staff members and the IC on a continual basis.
 - ☐ Provide special evacuation news bulletins for dissemination to the public to minimize psychological stress, and to clarify the existing situation.
 - ☐ Prepare to counter unfounded rumors with facts
 - ☐ Inform public officials of current state and national requirements and situations affecting emergency information.
 - ☐ Monitor EOC situation reports to provide the public with accurate and up-to-date information concerning the emergency.
 - ☐ Coordinate emergency announcements with the EOC staff members and the IC to aid movement to shelter.
 - ☐ Ensure that all emergency public information communication facilities operable under emergency conditions are manned and activated.
 - ☐ Disseminate information relating to emergency and executive instructions and bulletins through active emergency communication networks.

PUBLIC INFORMATION ANNEX AND CHECKLIST

- ☐ Continue to monitor messages received from local shelters and the State to keep informed on local situations about which the public should be provided information and advice.

- ☐ **Recovery Phase**
 - ☐ Coordinate with EOC staff members and the IC to release information and instructions regarding return from shelter sites, conditions, resource situations, welfare, and medical and health assistance.
 - ☐ Assist as possible, through timely announcements, the orderly return of evacuees from the shelter areas.
 - ☐ Stimulate and sustain the public determination and capability to survive and recover.
 - ☐ Contact Information (For returning to Bethel).

Emergency Shelter Annex and Checklist

I. PURPOSE

This section provides information regarding the location, establishment, and operation of shelters during emergency situations.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. It is highly unlikely that, during the winter season, the City of Bethel would be faced with sheltering large numbers of people. However, conditions such as fire, hazardous materials spills, floods, power outages, and severe inclement weather are all possible situations that may require emergency sheltering.
2. During the summer season, it is common for residents of other communities to visit Bethel as the City serves as a hub for the Yukon Kuskokwim Delta. During this time, the City of Bethel could be faced with sheltering large numbers of non-residents. [Section 4: Supplemental Information](#) contains a listing of potential emergency shelters.
3. Though the City of Bethel has a reasonable number of sheltering facilities, these could be easily overwhelmed during the summer season if the need arose to shelter large numbers of visitors.

B. Assumptions

1. Depending upon the nature of the emergency and the time of year, many evacuees will be able to seek shelter with family or friends, thus reducing the need for public shelters. There are, of course, exceptions to this general statement. For example, in the event of a major fire or hazardous materials spill, large segments of the population could be displaced from their residences.
2. In some instances, advanced warning of impending emergencies will be received, thus allowing a portion of the community to seek shelter.
3. During a large-scale incident, other agencies such as the American Red Cross or the National Guard may be able to aid with sheltering. It will take time before either option could be possible in the City of Bethel.

C. Limitations

1. Some of the shelters may not have cooking facilities.
2. Survival supplies are not available at all shelters.

3. Structural damage may limit the use of some shelters after a major fire, flood, or severe weather event.

III. CONCEPT OF OPERATIONS

A. General

The number of people to be sheltered depends on the type of situation and time of year. Experience has dictated that people generally look at public shelters as a last resort, preferring to stay with friends or relatives if that option is available. In small scale incidents, where only a few people are involved, use of motels or hotels are often the preferred alternative for those that have nowhere else to go. Conversely, major events such as widespread flooding would require an extensive sheltering effort by the local government. It will require a coordinated effort on the part of all public officials and volunteer agencies and will normally require activation of the EOC.

B. Direction and Control

The decision on whether to open public shelters rests with the IC or City Manager. Disaster events requiring the sheltering of only a few individuals or families may be handled through volunteer organizations or churches within the community. Once the EOC has been activated to deal with a sheltering emergency, the Operations Chief has primary responsibility. The Operations Chief must work closely with all functional elements in the EOC to ensure sheltering needs of the public are being met. The Operations Chief will assign an individual to be the shelter coordinator.

IV. RESPONSIBILITIES

- A. The selection of shelter sites that will be used for a particular disaster situation is the responsibility of the Shelter Coordinator. In making this decision, the Shelter Coordinator must determine that the proposed shelters are available for use, that they are accessible, and that sufficient personnel and supplies are available to operate the facilities. A list of shelters is included in [Section 4: Supplemental Information](#).
- B. The PIO must use every means possible to notify the public of the location and anticipated opening of the shelter.
- C. The Police Department will provide traffic control and security for the selected shelter sites.
- D. The Public Works Department will maintain access roads to the various sites.
- E. Requests for additional supplies, such as equipment or food, needed within the shelters will be channeled to the Logistics Chief by the Shelter Coordinator.

EMERGENCY SHELTER ANNEX AND CHECKLIST

- F. Any available trained volunteers will be asked to manage the shelters once the evacuees have reached the designated sites. Shelter managers will keep the Shelter Coordinator apprised of their operational status and the need for additional personnel or supplies.

This page intentionally left blank.

Emergency Shelter Checklist

- ☐ **Planning and Preparedness Phase**
 - ☐ Obtain a listing of shelters from the EOP.
 - ☐ Develop plans to provide for the welfare of the sheltered population in the event of a disaster or emergency. This plan should contain provisions for special needs groups such as the handicapped, elderly, and those incarcerated in jail.
 - ☐ Identify local resources for emergency welfare operations.
 - ☐ Establish liaison and coordinate with AK DHS&EM and appropriate local public agencies, private agencies, non-profit and volunteer disaster relief organizations.
 - ☐ Coordinate with AK DHS&EM and American Red Cross to obtain formal training as a shelter manager.
 - ☐ Identify shelter's volunteer managers and staff members.
 - ☐ Train volunteer managers and staff members on shelter and congregate care operations.
 - ☐ Review and update this section annually to reflect facility and personnel changes.
- ☐ **Warning Phase**
 - ☐ Develop emergency record keeping system to monitor the supply and distribution of shelter services resources.
 - ☐ Develop information program with the PIO regarding operations of shelter services for release to residents.
 - ☐ Establish liaison with local and private support services for the provision of resources and personnel required to augment operations of the shelter system.
 - ☐ Prepare to activate and monitor emergency operations of the shelters.
 - ☐ Assign unit supervisors and support staff members and brief them on emergency responsibilities.
 - ☐ Arrange for the marking of unmarked facilities. Report to EOC operations regarding shelter readiness.
 - ☐ Designate facilities within commuting distance of the hazardous area for essential workers.
 - ☐ Determine arrangements necessary to accommodate sheltered population requiring hospitalization, medication, or special care.
 - ☐ Distribute necessary forms for sheltered population as required (registration forms, meal cards, food stamps).
 - ☐ Coordinate food supply and storage requirements for mass feeding sites with EOC staff members. Assign volunteers to perform mass feeding requirements.
 - ☐ Coordinate with Medical Services to conduct inspections of sanitary conditions in shelter facilities and mass feeding sites.
 - ☐ Coordinate with the Public Safety to provide security and protection for shelters.
 - ☐ Coordinate with the Public Works to improvise shelters through upgrading of existing facilities and construction of expedient shelters. Expedient shelters will be used only after all appropriate upgradeable facilities have been used.
 - ☐ Review and update shelter allocations for the residents in coordination with the Operations Section Chief.
 - ☐ Review and update shelter assignments.
 - ☐ Consult with the Logistics Section Chief to obtain additional supplies for shelters as required (bedding, clothing, personal hygiene supplies).

EMERGENCY SHELTER ANNEX AND CHECKLIST

- ☐ **Emergency Phase**
 - ☐ Direct staff members to report for duty to designated shelters.
 - ☐ Direct and supervise operations of shelter services.
 - ☐ Compile census reports of the sheltered population.
 - ☐ Report daily to the Incident Commander and Operations Section Chief regarding status and needs of sheltered population.
 - ☐ Implement emergency record keeping system to be submitted to the logistics section to monitor the supply and distribution of resources.
 - ☐ Monitor surpluses/deficiencies of supplies, equipment, and staff.
 - ☐ Maintain liaison with private support services.
 - ☐ Continue to coordinate operations with the EOC and auxiliary personnel, as noted under increased readiness phase.
 - ☐ Monitor the upgrading of existing facilities and construction of expedient shelters in coordination with the Public Works.
 - ☐ Direct the stocking of shelters with public works, health and medical, and food services staff, in accordance with operational readiness requirements.
 - ☐ Coordinate release of emergency information regarding shelter operations to the public with the PIO.
 - ☐ Coordinate with the Public Works to provide adequate water supply, emergency construction, engineering assistance.
 - ☐ Coordinate with medical services to conduct inspections and arrange for first aid training, emergency medical treatment including preventive measures, and handling of deaths among sheltered population.
 - ☐ Coordinate with the Police Chief to provide security for shelters and supply storage areas.
 - ☐ Coordinate with the Fire Chief to enforce strict fire prevention measures at all shelter facilities.
 - ☐ Provide emergency welfare services (i.e., care of handicapped, elderly and crisis counseling) for the relocated population.
 - ☐ Provide for the distribution of information regarding fallout shelter locations to residents.

- ☐ **Recovery Phase**
 - ☐ Determine post-emergency environment in conjunction with Bethel officials and the State regarding the return of evacuees.
 - ☐ Coordinate and initiate the return of relocated population to evacuated area as soon as Feasible.
 - ☐ Coordinate transportation and traffic control for returning population to evacuated areas.
 - ☐ Develop public information with the PIO to disseminate recovery and disaster assistance Information
 - ☐ Submit expenditure reports, personnel costs, unpaid supply requisitions and other emergency records for reimbursement to the Finance Section Chief.

SECTION 4:

Supplemental Information

This page intentionally left blank.

Supplemental Information

[Emergency Contact List.....Page 127](#)

[Emergency/Disaster Declaration Template.....Page 133](#)

[Incident Organization Chart.....Page 137](#)

[Incident Briefing Form and Work Analysis Matrix.....Page 145](#)

[Initial Assessment Report.....Page 155](#)

[Radios and Equipment List.....Page 161](#)

[Emergency Shelter List.....Page 167](#)

[List of Terms.....Page 171](#)

This page intentionally left blank.

Emergency Contact List

This page intentionally left blank.

Contact	Office Phone	Cell Phone	Email Address
-----LOCAL AGENCIES AND STAKEHOLDERS-----			
City of Bethel Personnel			
City Manager, Peter Williams	907-543-1373	907-545-4150	pwilliams@cityofbethel.net
Fire Chief, Daron Solesbee	907-543-4006	907-545-4998	dsolesbee@cityofbethel.net
Police Chief, Leonard “Pete” Hicks	907-543-0324	907-545-4827	lhicks@cityofbethel.net
Public Works Director, Bill Arnold	907-543-2018	907-545-0111	warnold@cityofbethel.net
IT Director, Bo Foley	907-543-1372	907-545-4847	bfoley@cityofbethel.net
Finance Director, Xavier Mason	907-543-1376	907-545-5682	xmason@cityofbethel.net
Port Director, Ed Flores	907-543-2310	907-545-4910	eflores@cityofbethel.net
Grant Manager, John Sargent	907-543-1386	907-545-7332	jsargent@cityofbethel.net
Bethel Departments			
Police	907-543-3781	907-545-4827	
Fire	907-543-2131	907-545-4998	
Public Works	907-543-3100	907-545-0111	
Alaska State Troopers – Bethel Office			
C Detachment	907-543-2294		
Bethel Search on Rescue			
BSAR		907-545-4357	
Yukon Kuskokwim Health Corporation			
24-Hour Hospital Security	907-543-6603		
Director of Safety/Security, Kathlena Tsosie	907-543-6593		kathlena_tsosie@ykhc.org
Assistant Director of Safety/Security, Christina Larauz	907-543-6590		christina_larauz@ykhc.org
Hospital Emergency Room	907-543-6395		
Switchboard	907-543-6000		
Fuel/Power			
Vitus Energy	907-543-4275		
Crowley Marine	907-543-2421 907-543-4001		
Delta Western	907-543-5591	907-545-1015	
AVEC Power Plant	907-543-2949		
Radio/Television			
KYUK (640AM/90.3FM/TV15/TV17)	907-543-3131		office@kyuk.org
KJNR (91.9FM)		907-545-1945	
KYKD (100.1FM)	907-543-5953		kykd@vfc.org
KEDI (98.3FM)	907-842-5364	907-248-1028	akstevestrait@gmail.com
Bethel Airport			
Airport Manager, Joe Larauz	907-543-2498		joe.larauz@alaska.gov

December 2022

Contact	Office Phone	Cell Phone	Email Address
LOCAL AGENCIES AND STAKEHOLDERS (continued)			
Lower Kuskokwim School District			
24-Hour Safety Officer, Perry Barr		907-545-1400	perry_barr@lksd.org
Superintendent, Kimberly Hankins	907-543-4912		kimberly_hankins@lksd.org
Assistant Superintendent, Ed Pekar	907-543-4858		edward_pekar@lksd.org
Assistant Superintendent, Erin Haviland	907-543-4884		
Director of Operations, Kim Sweet	907-543-4971		kim_sweet@lksd.org
District Office	907-543-4800		
Ayaprun Elitnaurvik	907-543-1645		
Bethel Regional High School	907-543-3957		
Gladys Jung Elementary School	907-543-4440		
Mikelnguut Elitnaurviat	907-543-2845		
-----STATE AGENCIES AND STAKEHOLDERS-----			
STATE EMERGENCY OPERATIONS CENTER			
SEOC Main Number	907-428-7100		seoc@alaska.gov
SEOC Manager, Mark Roberts	907-428-7016		mark.roberts@alaska.gov
SEOC Response Manager, Claude Denver	907-428-7090		claudio.denver@alaska.gov
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT			
Main Office	907-428-7000	800-478-2337	
GOVERNOR'S OFFICE			
Main Office	907-269-7450		
DEPARTMENT OF TRANSPORTATION			
Central Region Director, Wolfgang Junge	907-269-0770		wolfgang.junge@alaska.gov
Chief Maintenance Central Region, Kirk Warren	907-269-0760		Kirk.warren@alaska.gov
Southwest Maintenance District Lead, Jeff Doerning	907-269-0754		
NATIONAL WEATHER SERVICE ALASKA			
Forecast Center	907-266-5160		
DEPARTMENT OF FISH AND GAME			
Commissioners Office	907-267-2190		
Bethel Office	907-543-2433		
DEPARTMENT OF ENVIRONMENTAL CONSERVATION			
Spill Response Team	1-800-478-9300		

December 2022

<i>Contact</i>	<i>Office Phone</i>	<i>Cell Phone</i>	<i>Email Address</i>
STATE AGENCIES AND STAKEHOLDERS (continued)			
DIVISION OF FORESTRY			
Wildland Fire and Aviation Emergency	1-800-237-3633		
BUREAU OF INVESTIGATIONS			
Statewide Services	907-269-5511		
Federal	907-276-4441		
AMERICAN RED CROSS ALASKA			
Alaska Director	907-646-5400		
CENTERS FOR DISEASE CONTROL			
Anchorage	907-729-3400		

December 2022

This page intentionally left blank.

Emergency and Disaster Declaration Templates

This page intentionally left blank.

CITY OF BETHEL, ALASKA

Emergency Ordinance #__ - __

AN ORDINANCE BY THE BETHEL CITY COUNCIL DECLARING A STATE OF EMERGENCY

WHEREAS, commencing on (date), the City of Bethel sustained severe losses and threats to life and property from (describe the event or situation);

WHEREAS, the following conditions exist because of this emergency: (describe the event impacts, threats, and/or damages to people, property, infrastructure);

WHEREAS, the severity and magnitude of this emergency is beyond the normal duties of the City of Bethel departments and agencies, and there are insufficient regularly appropriated funds and supplies to cover the needs for disaster response;

WHEREAS the potential remains for further threat, damage, and disruption;

WHEREAS, it is necessary for the Bethel City Council to provide increased flexibility in various governmental functions in the face of this emergency.

NOW THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

Section 1. Finding of Emergency. The Bethel City Council finds that an emergency exists in the City of Bethel due to (describe event or situation).

Section 2. Authorization. As authorized by Alaska Statute 29.25.030, Emergency Ordinances, the Bethel City Council authorizes the following:

- The City Manager may authorize any purchases reasonably related to the emergency through expedited purchasing processes. The City Manager shall notify the Council of such action in accordance with Bethel Municipal Code 4.20.180.
- The City Manager may adjust or adopt personnel policies related to leave time, benefits, or conditions of employment to provide for the public health, welfare, and safety, and to ensure sufficient staffing during the term of this emergency ordinance.

Section 3. Classification. This ordinance is not permanent in nature and is a non-codified ordinance that shall not become part of the Bethel Municipal Code.

Section 4. Effective and Expiration Date. This ordinance is effective immediately upon adoption by the super majority of the City Council and shall remain in effect for a period of (insert duration).

ENACTED THIS (DATE) BY A VOTE OF (#) IN FAVOR AND (#) OPPOSED.

This page intentionally left blank.

CITY OF BETHEL, ALASKA

Emergency Ordinance #__ - __

AN ORDINANCE BY THE BETHEL CITY COUNCIL DECLARING A DISASTER EMERGENCY AND REQUESTING STATE ASSISTANCE

WHEREAS, commencing on (date), the City of Bethel sustained severe losses and threats to life and property from (describe the event or situation);

WHEREAS, the Bethel City Council declared an emergency on (date);

WHEREAS, the City of Bethel is a political subdivision within the State of Alaska;

WHEREAS the severity and magnitude of this emergency is beyond the timely and effective response capability of local resources and there are insufficient regularly appropriated funds to cover the rest of these expenses.

NOW THEREFORE BE IT ORDAINED by the City Council of Bethel, Alaska, as follows:

Section 1. Disaster Emergency Declaration and Request for Assistance. A Disaster Emergency is declared per AS 26.23.140 to exist in our community and assistance from the State of Alaska is requested. (Attach a summarized list that describes the type of assistance being requested – see attached.)

Section 2. Fund Expenditure. The Bethel City Council **certifies that the City of Bethel** has or will expend local resources in the amount of (insert amount), because of this disaster for which no State or Federal reimbursement will be requested.

Section 3. Classification. This ordinance is not permanent in nature and is a non-codified ordinance that shall not become part of the Bethel Municipal Code.

Section 4. Effective Date. This ordinance is effective immediately upon adoption by the super majority of the Bethel City Council.

ENACTED THIS (DATE) BY A VOTE OF (#) IN FAVOR AND (#) OPPOSED.

This page intentionally left blank.

Potential resource requests to aid in the Response Phase

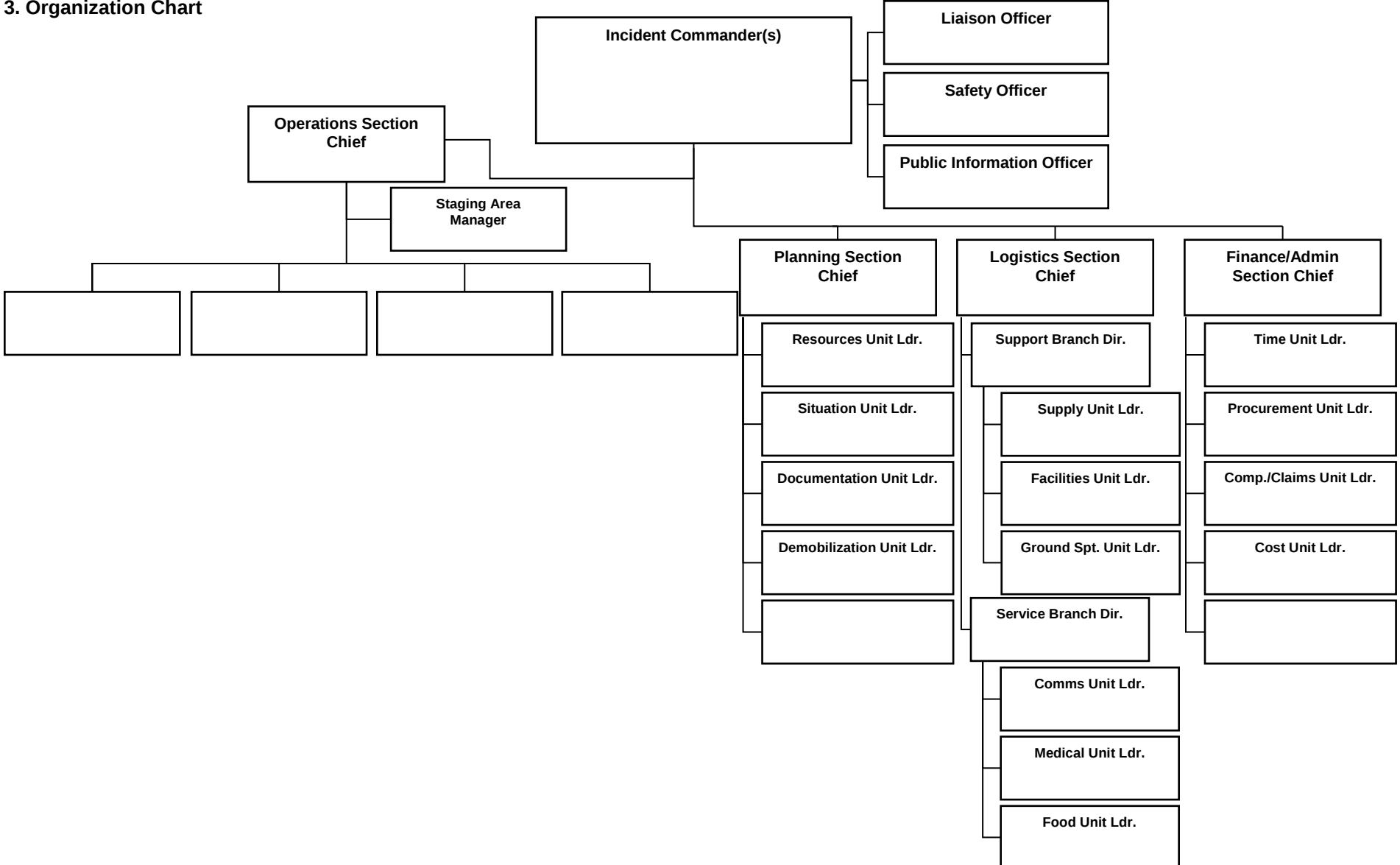
- Teams to support firefighting and/or search and rescue operations
- Law enforcement resources to provide security
- Qualified emergency managers and other staff members to support emergency operations
- National Guard services
- Emergency medical health professionals and/or supplies
- Air assets for reconnaissance and emergency transport
- Shelter supplies and equipment including cots, bedding, food, water, generators, sanitation facilities, medical supplies, personal hygiene, other supplies
- Pet shelter needs including food, water, veterinary care, kenneling and bedding, other needs
- Qualified staff members and security for shelters, residents, and emergency operations
- Additional shelter space outside of the community
- Mental- and behavioral health professions and counselors for victims and responders
- Building, bridge, and safety inspectors
- Heavy equipment operators
- Public utility restoration teams (power, fuel, water, sewer)
- Emergency communications (radios, portable antennas, other support)
- Communication restoration teams (satellite, cellular, wired, voice/data/video)
- Equipment, supplies, and staff members for handling fatalities, such as disaster mortuary teams and portable morgue units
- Fuel (heating, gasoline, diesel) and amount needed
- Emergency HAZMAT, oil, and fuel spill response, mitigation, and clean-up
- Public Information Officers
- Interpreters and translators

This page intentionally left blank.

Incident Organization Chart

This page intentionally left blank.

INCIDENT ORGANIZATION CHART

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		
3. Organization Chart			
 <pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- SAM[Staging Area Manager] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUL2[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GUL[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CUL[Comms Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CUL2[Comp./Claims Unit Ldr.] FASC --- CUL3[Cost Unit Ldr.] FASC --- U6[] </pre>			
EOP	City of Bethel	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____	

This page intentionally left blank.

Incident Briefing Form and Work Analysis Matrix

This page intentionally left blank.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): 		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. 		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____ ICS 201, Page 1 Date/Time: _____		

INCIDENT BRIEFING (ICS 201)

[illegible]

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
--------------------------	----------------------------	---

9. Current Organization (fill in additional organization as appropriate):

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Finance/Admin Section Chief

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3

Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 201, Page 4		Date/Time: _____			

ICS 201

Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics - Time - Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) - Incident Commander(s) - Liaison Officer - Safety Officer - Public Information Officer - Planning Section Chief - Operations Section Chief - Finance/Administration Section Chief - Logistics Section Chief	- Enter on the organization chart the names of the individuals assigned to each position. - Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. - If Unified Command is being used, split the Incident Commander box. - Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

1. Incident Name:		2. Operational Period: (Date / Time)		WORK ANALYSIS MATRIX ICS 234 - EPA	
		From: To:			
3. Operation's Objectives (DESIRED OUTCOME)		4. Optional Strategies (HOW)		5. Tactics/Work Assignments (WHO, WHAT, WHERE, WHEN)	
6. Prepared by: (OPS)				7. (Date / Time)	
Name:			Signature:		
WORK ANALYSIS MATRIX				ICS 234 – EPA (Rev. 02/10)	

This page intentionally left blank.

Initial Assessment Report

This page intentionally left blank.

INITIAL ASSESSMENT REPORT

Reporting location _____		_____
(Name of village/city/borough)		Date & time
Reported By: _____		_____
(Name)		Title
Area(s) affected _____		

—		
Type of Disaster/Emergency _____		_____
(e.g., flood, fire, windstorm, earthquake, landslide)		
<u>Casualties</u>		
(Insert appropriate numbers into the space provided)		
A. Deceased	_____	D. Missing
B. Injured	_____	E. Require medical help
C. Endangered	_____	F. Trapped/isolated
	_____	_____
<u>Evacuation and Sheltering</u>		
(Insert appropriate numbers into the space provided)		
A. Total population	_____	C. Homes evacuated
sheltered	_____	D. # sheltered overnight
B. Total # shelters open	_____	_____
<u>Damage to Private Property</u>		
<u>INDIVIDUALS</u>		<u>TRADITIONAL/CULTURAL</u>
A. Homes and Dwellings	_____	G. Boats and/or motors
B. Boats	_____	H. Subsistence equipment
C. Vehicles/Four Wheelers	_____	(Fishing Nets/Wheels)
D. Private Property	_____	I. Fish Camps/Drying Racks
<u>BUSINESS/COMMERCIAL</u>		J. Berry-picking areas
E. Rentals/Apartments	_____	K. Cemetery
F. Businesses/Stores	_____	L. Meeting Halls
	_____	_____

Damage to Essential or Lifeline Facilities

(Insert appropriate numbers into the space provided)

ESSENTIAL LIFELINES

- ☐ Power Generation and Powerlines _____
- ☐ Fuel Supply, Storage, and Delivery Systems _____
- ☐ Water Production, Treatment, and Storage _____
- ☐ Sewage Treatment Facilities _____
- ☐ Heating Facilities _____
- ☐ Communication Systems _____

CRITICAL FACILITIES

- ☐ Hospitals/Clinics _____
- ☐ Schools _____
- ☐ Teacher Housing _____
- ☐ Community, Tribal, or Government Buildings _____
- ☐ Fire and Police Stations _____
- ☐ Roads/Bridges _____
- ☐ Airports/Runways _____
- ☐ Levees/Sea Walls _____

Type of Emergency Assistance Needed

(See Table 3: Basic and Immediate Needs List)

BASIC NEEDS

- ☐ Food
- ☐ Water
- ☐ Power
- ☐ Emergency Shelter
- ☐ Heat
- ☐ Fuel
- ☐ Communication
- ☐ Sanitation
- ☐ Safety and Security
- ☐ Short-Term Medical Care, Equipment, and Supplies
- ☐ Personal Hygiene
- ☐ Clothing/Bedding
- ☐ Mental and Behavioral Health

IMMEDIATE NEEDS

- ☐ Situational Awareness
- ☐ Accountability
- ☐ Evacuation
- ☐ Short-Term Shelter
- ☐ Search and Rescue
- ☐ Public Safety
- ☐ Emergency Medical Care
- ☐ Incident/Emergency Management
- ☐ Oil/Fuel Spills, Haz Mat, and Chemical Release Response and Cleanup
- ☐ Emergency and Public Information
- ☐ Critical and Prescribed Medications
- ☐ Flood-Fighting Resources
- ☐ Debris Clearance and Removal

Debris Management

(Explain in Remarks Section)

Are there large accumulations of debris? Yes: _____ No: _____

Is there a need for emergency debris clearance? Yes: _____ No: _____

Affected Population with Access/Functional Needs

(Insert approximate numbers into the space provided along with any assigned escorts and caregivers)

☐ Visually Impaired _____	☐ Pregnant women _____
☐ Deaf/Hard of hearing _____	☐ Children with or w/o disabilities _____
☐ Mobility Impaired _____	☐ People who don't read or speak English _____
☐ Single working parent _____	☐ People with limited English proficiency _____
☐ People w/o vehicles or other transportation _____	☐ Elderly persons w/o disabilities _____
☐ People with special dietary needs _____	☐ People from different cultures/races/nations _____
☐ People with chronic medical conditions _____	☐ Economically challenged _____
☐ People with dementia or other intellectual or behavioral disabilities _____	

Incident Management

Is the local government able to manage this response? Yes: _____ No _____

Incident Commander/Lead Community Official _____

EOC location _____

EOC Phone Number: _____ EOC FAX: _____

Other communications _____

Public radio system? Yes: _____ No _____ Call sign/Frequency _____

Remarks

Person Filing Report

Reported By: _____
(Name) Title

Date and Time _____ / _____ Next report will be sent at _____

This page intentionally left blank.

Radios and Equipment List

This page intentionally left blank.

<i>Item</i>	<i>Quantity</i>	<i>Location/Assignment</i>
RADIOS		
Mobile Radios	7	Fire/EMS
	16	Police
	29	Public Works
	2	Port
Portable Radios	44	Fire/EMS
	12	Police
	14	Public Works
	2	Port
Base Station Radios	1	Fire/EMS
	3	Public Works
Airport Radios	2	Fire/EMS
VHF Base Station Radio	1	Fire/EMS

December 2022

<i>Item</i>	<i>Quantity</i>	<i>Location/Assignment</i>
GENERAL SUPPLY		
Passenger Vehicles		
Pickup/SUV	1	Aquatic Center
	4	Building Maintenance
	1	CSP
	1	EOC
	1	Finance
	1	IT
	1	Planning
	5	Port
	14	Public Works
	2	Other (not assigned)
Van	1	Transit
Bus	1	Transit
Equipment/Supply Haul		
Dump Truck	6	Public Works
Heavy Truck	2	Public Works
	1	Port
Semi-Truck	1	Public Works
Specialty		
Boom Truck	1	Public Works
Garbage Trucks	3	Public Works
Sewer Trucks	9	Public Works
Sander Truck	2	Public Works
Water Trucks	10	Public Works
POLICE AND FIRE/EMS		
Passenger Vehicles		
Pickup/SUV	15	Police
	2	Fire/EMS
Equipment/Supply Haul		
Heavy Truck	1	Fire/EMS
Specialty		
Ambulance	3	Fire/EMS
Fire Truck	2	Fire/EMS
Ladder Truck	1	Fire/EMS

December 2022

<i>Item</i>	<i>Quantity</i>	<i>Location/Assignment</i>
MOBILE EQUIPMENT		
ATV	2	Fire/EMS
	2	Police
Boat	1	Fire/EMS
	1	Port
Command Center Trailer	1	Police
Dozer	2	Port
	1	Public Works
Excavator	1	Port
	1	Public Works
Forklift	1	Port
	1	Public Works
Grader	4	Public Works
Light Tower	4	Port
Loader	3	Port
	9	Public Works
Portable Communications System	1	Police
Snow Machine	1	Police
Steamer	2	Public Works

December 2022

This page intentionally left blank.

Emergency Shelters List

This page intentionally left blank.

POTENTIAL EMERGENCY SHELTERS		
LKSD Schools		
<i>Contact:</i>		
Kimberly Hankins, Superintendent	907-543-4912	
Ed Pekar, Assistant Superintendent	907-543-4858	
Erin Haviland, Assistant Superintendent	907-543-4884	
Kim Sweet, Director of Operations	907-543-4971	
Perry Barr, Safety Officer	907-545-1400	24-hr emergency number
<i>Schools:</i>		
Bethel Regional High School	Primary	
Gladys Jung Elementary	Secondary	
Mikelnguut Elitnaurviat	Tertiary	
<i>Protocol:</i>		
- If during working hours, contact the Superintendent followed by the Assistant Superintendents and the Director of Operations. If after hours, contact the Safety Officer. - All three schools have large gyms for sheltering evacuees and full kitchens.		
ONC Multipurpose Building		
<i>Contact:</i>		
Brian Henry, Executive Director	907-543-2608	
Alfred Clark, Maintenance		24-hr emergency number
<i>Protocol:</i>		
- If during working hours, contact Executive Director. If after hours, contact Maintenance. - The multipurpose building was planned as an emergency shelter. A kitchen is available and ONC is working on obtaining an emergency back-up generator.		
Yupit Piciryarait Cultural Center		
<i>Contact:</i>		
Bethy Whalen, Center Manager	907-543-4538	
<i>Protocol:</i>		
Contact Center Manager.		
Bethel Evangelical Covenant Church		
<i>Contact:</i>		
Pastor Adam London	907-543-3225	
<i>Protocol:</i>		
Contact Pastor.		

December 2022

This page intentionally left blank.

List of Terms

This page intentionally left blank.

Activation

Implementation of the Emergency Operations Plan, whether in whole or in part. Also, applies to the process by which a facility is brought up to emergency mode from a normal mode of operations.

AK DHS&EM

Alaska Division of Homeland Security and Emergency Management.

Alert

A notification or advisory that an emergency has occurred or that a hazard is approaching but is less imminent than implied by warning message.

Assumptions

Basic understandings about unknown disaster situations upon which the emergency management plan is based.

Attack

Hostile actions taken against the U.S. by foreign forces resulting in destruction of military targets, civilian targets, or both.

Avalanche

A mass of sliding snow that occurs in mountainous terrain where snow is deposited on slopes of 20 degrees or more.

CBRNE

Weapons that are Chemical, Biological, Radiological, Nuclear or Explosive.

Civil Unrest

Terrorist attack, riot, violent protest, demonstrations, or illegal assembly.

Chain of Command

A series of management positions in order of authority.

Clear Text

Use of plain language in radio communications transmissions. Ten codes or agency specific codes do not constitute clear text. Example: Instead of saying "10-4", use "okay."

Cold Zone

The clean area outside of the contamination control line. Equipment and personnel are not expected to become contaminated in this area. Assembly area for emergency response.

Command

The act of directing, managing and/or controlling personnel and resources by virtue of explicit legal, agency or delegated authority.

Command Center

SUPPLEMENTAL INFORMATION

A facility used for direction and control of response and recovery operations. (See also, Emergency Operations Center).

Command Staff

An Incident Command System (ICS) term. The Command Staff consists of the Legal Officer, Public Information Officer, Safety Officer, and Liaison Officer. The Command Staff reports directly to the Incident Commander.

Control

The authority to direct strategic and tactical operations to complete an assigned function. "Control" includes the ability to direct the activities of other agencies engaged in the completion of a function. "Control" of an assigned function also carries a responsibility for the health and safety of those involved.

Damage Assessment

The appraisal or determination of the actual effects resulting from a disaster emergency. This estimate serves as the basis for the Governor's request for a Presidential Disaster Declaration.

Direction and Control

The exercise of authority and direction by a properly designated commander, chief, or director over staff members in the accomplishment of a mission or assignment.

Disaster

Occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident including Disease, Flood, Major Fire, Severe Weather, Erosion, Hazardous Materials, Power or Fuel Shortage, Cyber Security, Civil Unrest, Major Transportation Accident, or Terror Attack.

Division

A unit arranged by geography, along jurisdictional lines if necessary, and not based on the makeup of the resources within the Division. Lead by a Division Supervisor who reports, depending on the size of the response, to either a Branch Director or Section Chief.

Earthquake

A sudden motion of the ground which may cause surface faulting ground rupture, ground shaking, and ground failure.

Emergency

An unexpected situation or event, which places life, property and/or natural resources in danger and requires an immediate response to protect life and property.

Emergency Alert System (EAS)

Formally the Emergency Broadcast System. Consists of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

Emergency Operations Center (EOC)

A facility from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency operations. EOCs are activated on an as needed basis.

Emergency Operations Plan (EOP)

A document that contains policies, authorities, concept of operations, responsibilities, and emergency functions to be performed. Agency response plans, responder SOPs, and specific incident action plans are developed from this strategic document.

Emergency, Declaration of

Grants authority for the use of emergency procedures and assets to safeguard life, property and natural resources as outlined in an Emergency Operations Plan. A State of Emergency will be declared and terminated at the discretion of the Assembly.

EMS

Emergency Medical Services.

EOC

Emergency Operations Center.

EOP

Emergency Operations Plan.

EPCRA

Emergency Planning and Community Right-to-Know Act of 1986.

Evacuation

The removal of potentially endangered, but not exposed, persons from an area threatened by a hazard. Entry into the evacuation area should not require special protective equipment.

Exercise

A simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency operations plan.

Federal Emergency Management Agency (FEMA)

Agency established to oversee federal assistance to local government in the event of major disasters. Also administers the Emergency Management assistance program, which provides emergency management funds to local governments through the states.

SUPPLEMENTAL INFORMATION**Finance/Administration Section Chief**

Tasked with tracking incident related costs, personnel records, requisitions, and administrating procurement of required contracts.

Fire, Wildland

Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Fire Urban

Uncontrolled burning in residential, commercial, industrial, or other properties in developed areas.

Flood Coastal

Flooding along coastal areas associated with severe storms, hurricanes, or other events.

Flash Flood

Quickly rising small streams and rivers after heavy rain or rapid snow melt.

Riverine Flood

Periodic overbank flow of rivers and streams.

Urban Flood

Overflow of storm sewer system usually due to poor drainage, following heavy rain or rapid snowmelt.

Group

A unit arranged for a purpose, along agency lines if necessary, or based on the makeup of the resources within the Group. Lead by a Group Supervisor who reports, depending on the size of the response, to either a Branch Director or Section Chief.

Hazard

A situation or condition that presents the potential for causing damage to life, property, natural resources, and/or or other types of harm or loss.

Hazard Mitigation

The process of alleviating hazards or reducing the risk of hazards using proactive measures.

Hazardous Material (HAZMAT)

Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination thereof, and requires special care in handling because of the hazards it poses.

Hot Zone

The inner most of the three zones of an emergency site. Special protection is required for all personnel while in this zone. The area where contamination does or could occur.

Incident

An occurrence or event, either natural or man-made, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP)

Contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. The Incident Action Plans will have several attachments. All incidents require an action plan. For simple incidents, the action plan is not usually in written form. Large or complex incidents will require that the action plan be documented in writing.

Incident Commander (IC)

The individual responsible for overall management of all incident operations.

Incident Command Post (ICP)

A facility located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. The ICP may perform local Emergency Operations Center-like functions in the context of smaller or less complex incidents. An ICP Commander and staff members will be designated by the Incident Commander.

Incident Command System (ICS)

Allows rapid incorporation of personnel from a variety of agencies into a common management structure to effectively accomplish stated objectives pertaining to an incident.

Interoperability

The ability of systems or communications to work together.

Legal Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for providing legal advice on all aspects of emergency response and recovery. The Legal Officer should be aware of response operations and provide guidance to the Incident Commander.

Liaison Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for serving as the primary contact for supporting agencies assisting at an incident.

Logistics Section Chief

Tasked with providing all resources, services, and support required by the incident.

National Warning System (NAWAS)

The Federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from Federal and State warning points. It is a dedicated, nationwide, party-line telephone system operated on a 24-hour basis.

SUPPLEMENTAL INFORMATION**National Interagency Incident Management System (NIIMS)**

A common system consisting of five major sub-systems that collectively provide a total systems approach to all risk incident management. The sub-systems are the Incident Command System, standardized training, Qualifications and certification system, publications management and supporting technologies.

National Response Team (NRT)

The national body responsible for coordinating Federal planning, preparedness, and response actions related to oil discharges and hazardous substance releases.

NOAA

National Oceanic and Atmospheric Administration.

NWS

National Weather Service.

Operations Section Chief

Tasked with directing all actions to meet the incident objectives.

Passenger Accident

An accident involving passenger air, highway, rail, or marine travel that threatens or results in death or injury.

Planning Section Chief

Tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.

Preparedness

Those activities, programs, and systems that exist prior to an emergency that are used to support and enhance response to an emergency or disaster.

Power Failure

Interruption or loss of electrical services for an extended period requiring emergency operations to provide food, water, heat, or other necessities.

Public Information Officer (PIO)

Under the Incident Command System (ICS), a member of the Command Staff responsible for interfacing with the public, media, and others as to information about an incident.

Radiation (fixed)

Uncontrolled release of radioactive materials at a commercial power plant or other reactor facility.

Safety Officer

Under the Incident Command System (ICS), a member of the Command Staff responsible for identifying and giving notice on undue risks. The Safety Officer, when

acting on behalf of the Incident Commander, may enforce best practices for personal safety in the conduct of a response to an incident.

SAR

Search and Rescue.

Superfund Amendments and Reauthorization Act of 1986 (SARA)

Title I deals with health and safety issues for hazardous waste workers and emergency response personnel. Title III specifies requirements for organizing the planning and community right-to-know process at the state and local level. Also known as the Emergency Planning Community Right-to-Know Act (EPCRA).

Staging Area

Located at or near an incident scene where tactical response resources are stored while they await assignment. Resources in staging area are under the control of the Operations Section and are always in available status. Staging Areas should be located close enough to the incident for a timely response, but far enough away to be out of the immediate impact zone. There may be more than one Staging Area at an incident.

Tsunami

A series of traveling ocean waves of great length and long period, usually generated by submarine geophysical displacement. May or may not be preceded by an earthquake.

Unified Command (UC)

Used on larger incidents usually when multiple agencies are involved. A Unified Command typically includes a command representative from major involved agencies who act as the spokesman for their agency, though not designated as an Incident Commander. A Unified Command acts as a single entity.

Vital Records

Records, documents, or other information which are essential to the continuous operation of government and essential to fulfill governments responsibilities to the public. If damaged or destroyed, would cause considerable inconvenience and/or require replacement or re-creation at considerable expense.

Vulnerability

Susceptibility to hazards or attack.

Volcano

An eruption from the earth's interior producing lava flows or violent explosions issuing rock, gases, and debris.

Warm Zone

That area between the Hot Zone and Cold Zone. This zone contains the personnel decontamination station and may require less personnel protection than the Hot Zone. This area separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the clean area.

SUPPLEMENTAL INFORMATION**Warning**

Dissemination of a message signaling an imminent hazard, which may include advice on protective measures.

Winter Storm

Includes ice storm, blizzard and extreme cold

City of Bethel Information Memorandum

Information Memo No.	23-02		
Date introduced:	January 10, 2023	Introduced by:	Peter A. Williams, City Manager
Amended actions:			
Confirmed by:			

Title: City of Bethel's Emergency Operations Plan 2023-2028 completed by DOWL engineer firm.

Attachment(s): Emergency Operations Plan 2023=2028.

Department/Individual:	Initials:	Remarks:
Administration / Peter Williams		
Public Works Dept. / Bill Arnold		
Amount of fiscal impact:	Account information:	
	No fiscal impact at this time.	
\$33,000	Funds in Homeland Security Grant 20SHSP-GY20 Budget.	680-50-6320

Summary Statement

On behalf of the City of Bethel, DOWL engineer firm updated the City's Emergency Operations Plan. The five-year plan (2023-2028) is a comprehensive guide on how to respond and recover from large-scale manmade or natural disasters to protect lives, property, and the environment. Roles, responsibilities, and tasks are delineated for various city department directors. The most common hazards likely to impact the community of Bethel are identified and addressed.

The City plans to host a table-top seminar in spring 2023 to discuss the application of the Emergency Operations Plan with city department directors and relevant community stakeholders. The update also demonstrates city preparedness to the Alaska Division of Homeland Security and Emergency Management.



CITY OF BETHEL
P.O. Box 388
Bethel, Alaska 99559
Ph. (907) 543-4150
Fax (907) 543-3817

MEMORANDUM

DATE: December 6 – January 3
TO: City Council
FROM: Peter Williams, City Manager
RE: Managers' Report

City Managers Daily Log, Departments Manager Reports, Fund Balances - BTAs and Projects Update

Dec 5 – 1) Review Transit Grant Application 2) Request that BDO, our auditors, complete the Audit before the end of the year. 3) Finance Dept. – reviewed Leases, Contracts, and inventories. 4) Met with A.C. company to discuss leasing or purchasing Lots 11,12 and 13 on the old Kilbuck site. We also discussed connecting water and sewer services to the A.C. store. 5) Met with the PW Director, Fire Chief, and DOWL to discuss the Chemical Storage Building.

Dec 6 – 1) APEI requested a yearly payroll audit. 2) Reviewed AM for funding the operating budget for installing new boilers at the transit center from FTA. 3) Review AML's lease agreement with the Port.

Dec 7 – 1) The DEC reported that an agreement should be ready in mid-January 2023 concerning the Grant for the Bethel Heights Water upgrades. 2) Met with DOWL to review all of the projects that we have underway. The Aves project is still scheduled to be put out to bid in late January or early February. There have been some improvements in the market pricing, and the supply of some has improved.

Dec 8 – 1) Discussed financing a CAT D-8 through the Community Leasing Program, the same way the Fire Department ladder truck was financed. 2) Reviewed P&R Committee meeting packet. 3) Received the delinquent Sales tax accounts.

Dec- 9 – Holiday

Dec 12 – 1) The City's Employee Union has requested that we start negotiations in Feb. 2023. 2) Review BDO's request for information with the Deputy Finance Director. 2) The Community Wide Piped System Preliminary Engineer Report is 90% complete. The E.A. has been completed.

Dec 13 – 1) Met with the C.A., CA, and the Finance Director to discuss Sales taxes. 2) Met with the USDA to discuss the Aves. Project. The project has been reduced by 40%. The estimated cost of the project would be around \$25M. The market has improved, but it is still a concern for the contractors. Construction costs are up eleven percent from the same time last year. Diesel is up sixty-one percent. There is a report labeled the Inflation Construction Alert at the end of this report. 3) Met with outside counsel to discuss using the State Revolving Loan. These loans are for Clean Water projects. These types of loans can be forgiven. The QFC#2 Lift Station project is a good fit for this program which is Task Order (TO) # 55 on the Projects list. 4) I approved the Police Dept to accept a vehicle from the Keni P.D. at no cost. 4) The Police Chief will seek accreditation for the P.D. to ensure that the Department is at or above national standards for law enforcement.

Dec 14 – 1) Met with Altman Rodgers and the Finance Dept to discuss tasks we will start on for the FY-22 Audit. We hope to start testing on January 30. The auditors stated that if the current Audit is completed, the FY-22 Audit will be delayed three to four months. 2) Met with DOWL to discuss the W&S Rate Study. We will use five zones to determine the cost of hauled sewage services. We will split the hauled water into three zones. The difference in the number of zones is that the sewage is disposed of at two locations far enough apart that it makes a difference. The water plants are too close together to make a difference in the cost.

Dec 15 – 1) Signed the QFC#2 Lift Station and the WTP SCADA Framework Plan Proposals. This allows DOWL permission to go to the design stage of these projects. 2) Reviewed the Finance Dept's response to BDO to some questions from BDO regarding the FY-21 Audit.

Dec 16 – 1) Police Chief would like to use volunteers for animal control. 2) Requested an RFP be developed to have a company collect delinquent sales taxes. 3) Met with FNBA to review the City's interim loan for the Aves. Project.

Dec 17 – 27 - 1) I was out of the office but continued to monitor emails and take phone calls.

December 28 – Reviewed Ord 22-34 with the Finance Dept. 2) Met with Dept Heads.

December 29 – Reviewed the cost of the W&S Fund Short Lived Assets from the FY -24 budget. 2) Signed a one-year extension of the City's contract with AML to provide shipping services.

Dec -30 –1) Reveiwed the RUBA reports. 2) The Emergency Operations Plan (EOP) has been completed. 3) Forward a claim for the damaged sewer truck that caught fire to our insurance carrier.

January 2 – Holiday

Jan 3 – 1) Reviewed a planning and engineering proposal for a wetland study. Asked for a task order for the Fire Training Ctr. for the foundation. 2) Gathered material for the January 10 council meeting. 3) Reviewed BTAs.

Peter Williams
Bethel City Manager

PORT OF BETHEL

Post Office Box 1388
Bethel, Alaska 99559
Voice: 907-543-2310
Fax: 907-543-2311



To: Peter Williams, City Manager
From: Edward Flores, Acting Port Director
Subject: December 2022 Managers Report

- **Small Boat Harbor**

The Small Boat Harbor is fully closed down for the winter months, and we will still be doing daily checks on the Harbor.

- **City Dock/Beach 1/Petro Port**

We have taken measurements of Conexos, mics equipment, and heavy Equipment of AML, Alaska Logistics, Faulkner/Walsh, and other small companies on the city dock for storage.

There are still two customers in and out of the Dock, so we maintain their areas.

Snow removal in City Dock and Beach 1, Petro Yard

- **Port Office**

There are no issues to report for the Port Office, and it is still operating well. Building Maintenance is doing daily checks on the building.

The office is open Monday through Friday from 8 to 4.

- **Admin**

We are currently working on monthly storage for the Dock and beach 1. We have received the final hydrographic survey from R&M Consultants, we will be forwarding a copy on to the USACE. As well as a copy in the office.

- **Seawall**

The Port crew is doing daily checks along the seawall and the lower access parts of the wall.

Constant clean-up, as needed. We will start to clear a path along the lower access so pedestrians can utilize it.

- **Misc.**

We are maintaining the cleanliness around the waterfront as much as we safely can.

With only one employee, we are limited in what we can do now, but we have not let that stop us. We have been checking the city mail, as a helping hand to the finance department. Napaimute Enterprises is finished up with the Slough Shop. That being said, we will start utilizing the shop to stud the bobcat equipment. And the 950 loader when we get it back from V&E.

The Port Commission Meeting was on the 19th of December, but we did not have enough members for a quorum. The next meeting date is the 16th of January.



William Arnold, Public Works Director
1155 Ridgecrest Drive
PO Box 649 Bethel, AK 99559
P: (907) 543-3110
F: (907) 543-2046
warnold@cityofbethel.net

MEMORANDUM

DATE: 12.31.2022

TO: Peter Williams, City Manager

FROM: Bill Arnold, Public Works Director

SUBJECT: Manager's Report – Public Works Department

Programs/Divisions

Hauled Utilities:

We now have 4 sewer trucks, two are in maintenance and one burned up. The seven water trucks are road worthy. We are currently all caught up an hoping to stay so. We have had a few flooded houses with one claim thus far.

Utility Maintenance: 22alarms on residential lift stations were responded to. Multiple issues with grinder pumps, and float systems

- Monthly meter reading and service connections were completed
- Clean up and organization of shops and vehicles.
- 22 residential lift station repairs.
- Tundra Center lift station still in dire need of repairs/ replacement. Currently, lift station is not functioning at full capacity/ has required creativity to modify pump to continue to operate.
- Mixing up main lift station by hand with soap to prevent matt build up
- leveling activities on low-flow and plugged sewer lines
- The few flushing activities that have required longer than 16 hours of work have been handled by rotating men on rest.
- Utility Maintenance has 2 staff workers still short staffed

Property Maintenance:

0 of 2 Temporary positions filled. Positions posted since early 2022.

2 of 4 FTE positions filled. Vacant positions posted since October 2021.still posted.

Currently short staffed.

Department is having to prioritize issues to keep up with Pre-Winter work. Department is trying to catch up on long due heating and air handling maintenance in City buildings and are prioritizing the work to critical systems as we prepare for winter to return

HIGHWAT LIFT STATION: Repaired leaking fuel lines. Replaced broken tiger loop.

POOL: Repaired pump for floor heating. Replaced lamps in lights around pool. Worked with Long to fix BAS network being down.

COURTHOUSE: Repaired broken sewer line under building. Repaired leaking toiler by courtroom 6. Drain fuel tank by building to be demoed.

CITY HALL: Emergency refuel of forced air furnace 3 times. Working on replacing fuel tank with larger tank. Repaired frozen sewer and water lines. Replaced non-working zone valves.

TRANSIT: Repaired overhead door. Unclogged backed sewer line. Repaired frozen and cracked water line.

PUBLIC WORKS: Repaired middle garage door. Filter waste oil. Burn all waste oil.

DOG POUND: Repaired broken and frozen sewer line.

TEEN CENTER: Replaced motor on A loop boiler.

MAIN LIFT STATION: Assist Utility Maintenance with power loss at lift station.

Road Maintenance:

Streets and Roads tore down the old water tank between the courthouse and city office, folded up with the excavator and haul it to the landfill. We also tore down the water pump house there haul it to the landfill.

Streets and Roads hauled in sand behind the city office building and caped it off with gravel to enlarge the parking area.

Streets and Roads hauled in 45 loads of cover from the city sand pit to the landfill, to cover where the garbage truck was dumping at the landfill.

Street and Roads also during this last big thaw the road sander was out sanding roads throughout city of Bethel for the public and city water and sewer trucks.

Streets and Roads after the thaw and it froze up again and snowed, we had the grader out plowing, and widen the roads of snow.

Vehicles and Equipment: As usual been fixing and repairing city vehicles and equipment, The 3 dump trucks that we had sent to Ritchie Brothers In Wassilla sold for \$42000 and shipping on them was \$18000. We had a profit of \$25000.

Transit System:

Ridership for this month has been steady. Slowed down a bit when we experienced cold weather for a few days. Ridership as follows: 425-Seniors, 7-Youth,

76-Adults, 55-Disabled, and 284-Pass Riders. Total mileage logged was 2,405.4 and fuel was 288.794 gallons. Total fares for the month came out to \$1,217.00. Transit building experienced busted water pipes when the lines froze. Huge thanks to the Property Maintenance crew for taking care of it promptly. Happy New Year!

Landfill: The landfill with help from Streets and Roads covered a good portion of the working face before our high winds. The new Landfill Technician has been trained and performs duties well. The landfill employees made signs throughout the landfill to help the citizens navigate the landfill and discard their trash in the designated areas. We have replaced 2 dumpsters in town due to rusted out bottoms. We have been and will continue to separate all metal from all other waste at the Landfill to prepare for shredding. This month the hauled refuse truck brought 62 loads of dumpster trash, 12 loads from Streets and Roads demo project at the City Hall/ courthouse, 89 private citizen loads, 720 commercial yards including 11 vehicles and 45 loads of cover material.

Staffing Issues/Concerns/Training:

City of Bethel Public Relations

Report - January 4, 2023

BY THE NUMBERS

65	11	22,822	61
Facebook Posts Drafted/Posted by BR (from contract start)	Total Facebook Page Posts (past 28 days)	Total Facebook Post Reach (past 28 days)	New Facebook Page Followers (past 28 days)

TOP PERFORMING POST (PAST 28 DAYS)

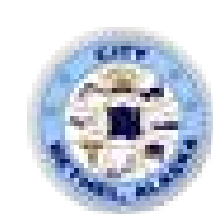
Most Engagement

Post Impressions
12,795

Post Reach
12,022

Post Engagement
6,783

Reactions - 340
Comments - 95
Shares - 103
Other Clicks- 3,815



City of Bethel, Alaska

December 30, 2022 at 10:21 AM · 🌐



PRESS RELEASE

Press Release

On 7/5/2021, Bethel Police Department received a call for service regarding a Taxi Cab driver that had been shot on the 200 Block of Ptarmigan. The Taxi Cab driver was transported to YKHC for medical treatment and has since made a recovery.

After an extensive investigation by members of the Criminal Investigations Division, Detectives secured a search and arrest warrant for Maggie James in connection with this shooting. On 12/27/2022, Bethel Police Department personnel were able to make contact with Maggie James in the 400 Block of Owl Street where she was arrested without incident and subsequently remanded to YKCC on charges of Assault in the 1st Degree, Robbery in the 1st Degree, and Vehicle Theft in the 1st Degree.



BETHEL POLICE DEPARTMENT

Press Release

On 7/5/2021, Bethel Police Department received a call for service regarding a Taxi Cab driver that had been shot on the 200 Block of Ptarmigan. The Taxi Cab driver was transported to YKHC for medical treatment and has since made a recovery. After an extensive investigation by members of the Criminal Investigations Division, Detectives secured a search and arrest warrant for Maggie James in connection with this shooting. On 12/27/2022, Bethel Police Department personnel were able to make contact with Maggie James in the 400 Block of Owl Street where she was arrested without incident and subsequently remanded to YKCC on charges of Assault in the 1st Degree, Robbery in the 1st Degree, and Vehicle Theft in the 1st Degree.

IN THE LOOP - MONTHLY NEWSLETTER

172	51.2%	179	8
Sucessful Email Newsletter Deliveries (December 2022 Issue)	Email Newsletter Open Rate (December 2022 Issue)	Total E-Newsletter Subscribers (as of this report)	New E-Newsletter Subscribers (past 30 days)

DOWL
ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT: TO#58 - Wetlands Delineation and Hydrologic Modeling

CLIENT: City of Bethel

WO# 50270.00
DATE: 29-Dec-22
PREPARED BY: JRG
REVIEWED BY: EC/CAN

PROJECT SUMMARY										
Task 1- Wetlands Delineation								TOTAL =		\$46,604.00
Task 2- Hydrologic Modeling								TOTAL =		\$49,239.00
TOTAL ESTIMATED FEES FOR PROFESSIONAL SERVICES								TOTAL =		\$95,843.00

Labor Category	Project Manager	Env. Specialist	Env. Specialist	Engineer VII	Engineer III	Engineer III	GIS	Tech. Editor	Expenses	TOTALS
	JRG	EC	ARM	BMM/CAN	EAM	DJB	TJ	GS		
Hourly Rate	\$155.00	\$160.00	\$160.00	\$215.00	\$150.00	\$150.00	\$110.00	\$135.00	10% Markup	
Task 1- Wetlands Delineation										
Project Management	20			8						28
Quality Control			8							8
Preliminary Mapping	30						25			55
Fieldwork	50	50							\$5,264	100
Data Summary and Final Mapping	20						10			
Reporting	40						8	6		
Subtotal - Hours	160	50	8	8	0	0	43	6		275
Subtotal - Costs	\$24,800.00	\$8,000.00	\$1,280.00	\$1,720.00	\$0.00	\$0.00	\$4,730.00	\$810.00	\$5,264.00	\$46,604.00
Task 2- Hydrologic Modeling										
Project Management				16						16
Quality Control				8						
Hydrologic Modeling					32	8	40			
Fieldwork					50	50			\$7,299	100
Reporting					32	12	8			52
Agency Meeting				6	12			6		24
Subtotal - Hours	0	0	0	30	126	70	48	6		280
Subtotal - Costs	\$0.00	\$0.00	\$0.00	\$6,450.00	\$18,900.00	\$10,500.00	\$5,280.00	\$810.00	\$7,299.00	\$49,239.00
TOTAL - Hours	160	50	8	38	126	70	91	12		
TOTAL - Costs	\$24,800.00	\$8,000.00	\$1,280.00	\$8,170.00	\$18,900.00	\$10,500.00	\$10,010.00	\$1,620.00	\$12,563.00	\$95,843.00



January 2, 2023

Mr. Peter Williams
City of Bethel
P.O. Box 1388
Bethel, Alaska 99559

**Subject: DOWL Term Contract-2022-2027
Fee Proposal for Planning and Engineering Services
Task Order #58 – Wetlands Delineation and Hydrologic Modeling**

Dear Mr. Williams:

DOWL is pleased to present a scope of work and fee proposal for the following task order:

Task Order #58 – Wetlands Delineation and Hydrologic Modeling

It is our understanding that the City of Bethel (City) currently lacks the comprehensive wetlands and drainage data necessary to expedite U.S. Army Corps of Engineers (USACE) permitting. This lack of data compels all applicants within the Bethel area to either obtain a USACE permit in any location (including uplands) or spend money to conduct wetlands delineations on a piecemeal basis. Furthermore, there is no clear understanding of the hydrologic characteristics of Browns Slough and other waterbodies, which leads to Alaska Department of Fish & Game (ADF&G) and other agencies misunderstanding of culvert placement needs and limits the ability of the City to use its resources in wastewater treatment.

SCOPE OF SERVICES

We propose to prepare an areawide wetlands delineation and develop hydrologic modeling of Browns Slough and other waterbodies within the Bethel city limits. Josh Grabel will serve as our primary point of contact for this task order. Additional support will come from Chase Nelson as the overall term contract manager, and other DOWL staff as necessary. We recommend the following task structure to complete this work.

Task 1 – Wetlands Delineation

Project Management. DOWL will provide you with verbal and/or written (e-mail) project status reports on a weekly basis to inform you of our progress and notify you of any anticipated changes in the project scope, fees, or schedule, and foreseeable problems associated with data collection and/or the wetlands delineation. We will also summarize activities in our monthly general services term contract updates.

Quality Control. DOWL will have a senior scientist review the wetland delineation data and report for any inconsistencies or the need for additional information.

Preliminary Mapping. DOWL will meet with the USACE to discuss their wetlands data needs. We will then begin the mapping process by modifying the 2022 National Wetland Inventory wetland mapping to provide a preliminary wetlands and waterbody map of a study area composed of City of Bethel and Bethel Native Corporation Lands, proposed community infrastructure projects, and future subdivision areas. See Attachment 1 for our initial preliminary study area. This study area map will be used for fieldwork planning and will include wetlands boundaries, Cowardin classifications, Viereck level III

vegetation classifications, and hydrogeomorphic classifications. Preliminary wetlands mapping will occur January 2023 through May 2023.

Fieldwork. DOWL will conduct fieldwork using the 1987 Wetland Delineation Manual and 2007 Alaska Regional Supplement to collect vegetation, hydrology, and hydric soil data at strategic locations within the Bethel city limits. Fieldwork will be conducted over five days. DOWL will collect wetlands sampling point data at seven to ten locations per day and photo-points with similar aerial signature. Fieldwork includes travel to Bethel from Anchorage. Fieldwork will occur during the growing season, late May 2023 through early October 2023.

Data Summary and Final Mapping. DOWL will compile wetland delineation data and enter sampling point information on digital USACE forms. Photos will be organized and compiled in a photo log to be attached to the report.

Reporting. DOWL will complete a report summarizing wetlands and waterbodies including introduction, methods, results, and conclusion. Attachments will include the photo log, USACE digital wetlands delineation forms, GIS spatial wetlands data, and figures. DOWL anticipates submitting a wetlands report to the City in Fall 2023. The report and attached GIS data will be sufficient for any future infrastructure projects for permitting impacts to waters of the U.S. through USACE.

Deliverables:

- Draft and Final Wetlands Delineation Report
- Wetlands GIS Data

Task 2 – Hydrologic Modeling

Project Management. DOWL will provide you with verbal and/or written (e-mail) project status reports on a weekly basis to inform you of our progress and notify you of any anticipated changes in the project scope, fees, or schedule, and foreseeable problems associated with data collection and/or the hydrologic modeling. We will also summarize activities in our monthly general services term contract updates.

Quality Control. DOWL will have a senior engineer review the hydrologic basin delineation data and report for any inconsistencies or the need for additional information.

Hydrologic Modeling. Prior to starting the hydrologic modeling framework, DOWL will meet with ADF&G to discuss their specific modeling needs and expectations. We will then begin developing the model by using the 2019 LIDAR data set to identify and delineate the basins captured within the dataset. The study area map developed in Task 1 will be used to identify the basins that are of interest or critical to the objectives of the City. Preliminary hydrologic modeling will occur January 2023 through May 2023

Fieldwork. DOWL will send two water resource engineers to Bethel to confirm the LIDAR basin delineation during a time of high flow – most likely during break up. The engineers will take discharge and velocity measurements on Browns Slough, and other waterbodies as necessary, at various locations to characterize the flow along the waterbody. The engineers will also meet with City staff to discuss hydrologic issues or data needs as requested by Federal or State agencies.

Reporting. DOWL will complete a Hydrology and Hydraulic (H&H) report including methods, analysis, results, and conclusion. Attachments will include a photo log, hydrologic basin delineation data, and figures. DOWL anticipates submitting the H&H report to the City in Fall 2023.

Deliverables:

- Draft and Final H&H Report
- Hydrologic GIS Data

ASSUMPTIONS

- Only one field trip and mobilization per task is included in the fee.
- The wetlands delineation report will be sufficient for USACE needs for future project impact analysis and Preliminary Jurisdictional Determination (PJD) review.
- The wetlands delineation report will not be submitted to USACE for PJD request at this time due to a 5-year limit on PJD. Rather, PJD request will be submitted with future projects.
- One preliminary meeting will be held with USACE to determine that our data collection and analysis methods are sufficient to meet their needs and one preliminary meeting will be held with ADF&G to ensure our modeling efforts will meet their needs. Additional agency meetings will require an amendment to DOWL's scope and fee.
- Fieldwork will be accessible by vehicle. No boat or aircraft will be needed.
- Our fee is for a wetlands delineation of up to 2,000 acres. Additional fees will be required beyond this threshold for fieldwork and mapping.

SCHEDULE

We recommend the following schedule for completion of the project in Fall 2023.

Meeting with USACE January 2023
Study Area Mapping January 2023 through May 2023
Hydrologic Modeling January 2023 through May 2023
Fieldwork – Hydrologic Modeling Spring 2023
Fieldwork – Wetlands Delineation late May 2023 through early October 2023
Draft and Final Reports (2) Fall 2023

FEE PROPOSAL

We propose to complete the above-described services for a total lump sum fee of \$92,833. The fee will be distributed amongst project tasks as shown below on a lump sum basis.

Table 1: Proposed Fee

Task	Amended Budget
Task 1- Wetlands Delineation	\$46,604
Task 2- Hydrologic Modeling	\$49,239
Total	\$95,843

One monthly statement will be provided showing total fees invoiced for Tasks 1 and 2. Payment will be expected within 30 days.

Services performed by DOWL under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.

We trust this provided adequate information for evaluating our proposal. We look forward to working with you on this project and will be happy to answer any additional questions you may have.

Upon receiving a signed authorization to proceed, we will begin work.

Sincerely,



Chase Nelson, P.E.
LLC Member/Project Manager

Using the City of Bethel-DOWL Engineering Services Term Contract Standard Conditions, DOWL is authorized to proceed with Task Order #58 – Wetlands Delineation and Hydrologic Modeling and proceed with the work immediately.

City of Bethel Authorized Representative

Date

Attachment(s): 1: Detailed Estimate



AGC
THE CONSTRUCTION
ASSOCIATION

DEC

2022

CONSTRUCTION INFLATION ALERT

For nearly three years the U.S. construction industry has been buffeted by unprecedented volatility in materials costs, supply-chain bottlenecks, and a tight labor market. To help project owners, government officials, and the public understand how these conditions are affecting contractors and their workers, the Associated General Contractors of America (AGC) has posted frequent updates of the Construction Inflation Alert.

New challenges keep emerging, even as some conditions improve. Overall inflation rates and economic growth have cooled, while congestion at West Coast ports has eased. These changes have led some owners to assume that construction costs and completion times must also have improved. Unfortunately, this is not the case for a large number of projects, materials, and contractors.

Demand for infrastructure, manufacturing, and power construction appears to be strong and likely to strengthen further, perhaps for several years to come. In any case, the cost of construction materials and labor does not generally move in sync with the overall economy. In short, owners should not assume that delaying projects will enable them to avoid volatility and disruptions in construction costs, delivery times, and labor supply, even if the economy slows significantly.

Meanwhile, Russia's ongoing attack on Ukraine and Western sanctions against Russia have disrupted production and transport of dozens of commodities. China's prolonged lockdown of Shanghai and other areas in an attempt to control the spread of covid has also affected production and shipping. New variants of covid, as well as a growing number of people with lingering or recurrent symptoms ("long-haul covid"), add to uncertainty about labor supply.

This version of the Alert is the eighth update since the first edition was posted in March 2021—an indication that the situation remains far from "normal." This document will continue to be revised to keep it timely as conditions affecting demand for construction, labor supply, and materials costs and availability change. Each new version is posted here: <https://www.agc.org/learn/construction-data/agc-construction-inflation-alert>.

Readers are invited to send comments and feedback, along with "Dear Valued Customer" letters or other information about materials costs and supply-chain issues, to AGC of America's chief economist, Ken Simonson, ken.simonson@agc.org.

www.agc.org

Recent changes in input costs

Earlier editions of this guide highlighted the extreme runup in materials costs that began in early 2020. More recently, prices have moved in divergent directions for different materials. But, on balance, they continue to climb at a much higher rate than the consumer price index (CPI), the most commonly cited measure of inflation.

The extent of these increases is documented by the Bureau of Labor Statistics (BLS). BLS posts producer price indexes (PPIs) around the middle of each month for thousands of products and services (at www.bls.gov/ppi). Most PPIs are based on the prices that sellers say they charged for a specific item on the 11th day of the preceding month. Producers include manufacturers and fabricators, intermediaries such as steel service centers and distributors, and providers of services ranging from design to trucking.

The index declined at the beginning of the pandemic but began climbing on a year-over-year basis in August 2020. As prices rose at unprecedented rates for a wide range of construction inputs, the index accelerated steeply, rising at a record-high annual rate of 24% in June 2021. Year-over-year increases remained at or above 20% from May 2021 through April 2022.

Since the spring of 2022, prices have tumbled for lumber and most metals products, and the PPI for nonresidential construction inputs moderated to an 11.2% rate of increase from October 2021 to October 2022. But that is still far higher than the 7.7% annual rate of increase in the CPI over the same interval. In fact, as Figure 1 shows, the yearly increase in the PPI for nonresidential construction inputs has exceeded consumer price inflation every month since August 2020.

11.2%

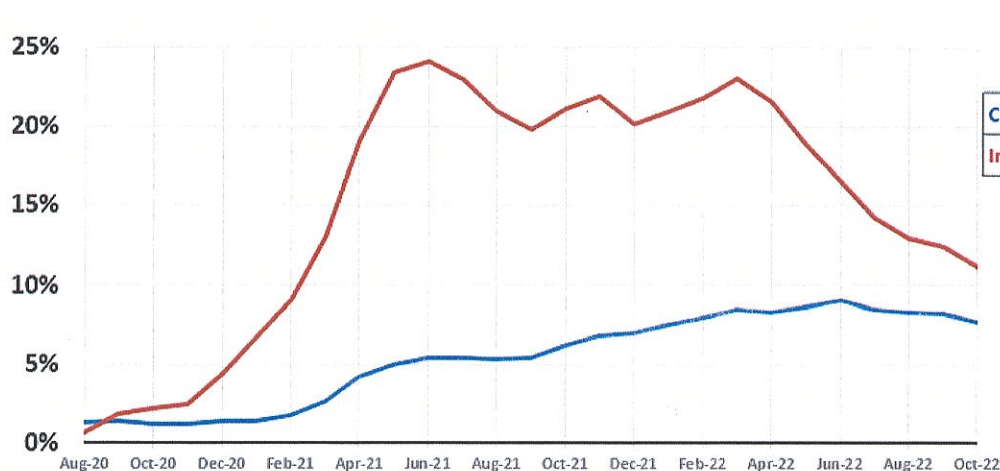
The PPI for nonresidential construction inputs rose 11.2% in 12 months

Figure 1

Costs for new nonresidential construction vs. consumer prices

Year-over-year change in PPI for construction inputs and CPI

August 2020 - October 2022, not seasonally adjusted



Source: Bureau of Labor Statistics, consumer price index, www.bls.gov/cpi; producer price index, www.bls.gov/ppi

The actual increase in costs varies a lot by type of material. Figure 2 shows the change in PPIs for four material inputs and four types of subcontractors in October 2022 from one month earlier (September 2022) and one year earlier (October 2021). The monthly change in materials costs ranged from a decrease of 0.7% for asphalt paving mixtures and blocks to 9.8% for #2 diesel fuel, while year-over-year changes varied from 14.1% for concrete products to 61.5% for diesel fuel. (Contractors use diesel fuel for their own trucks and offroad equipment. The price of fuel is also reflected in the cost of the thousands of truckloads needed to deliver equipment and materials to jobsites and haul away dirt, debris, and equipment. In addition, many materials require large quantities of diesel fuel or other petroleum-based energy to mine, mix, or manufacture.)

Subcontractors' prices reflect their own materials costs, labor costs, and the degree of tightness in the market for their services. Notably, the PPI for all four types of subcontractors rose far more than the 7.7% increase in the CPI from October 2021 to October 2022: 21.5% for roofing contractors, 18.8% for electrical contractors, 15.7% for plumbing contractors, and 10.9% for concrete contractors.

Prices for many inputs have been extremely volatile, making it difficult for contractors to predict even near-term prices reliably. For instance, the PPI for diesel fuel, which jumped 9.8% from September to October, had declined 12.8% just two months earlier. Conversely, the PPI for steel mill products fell 6.6% from September to October but increased 10.5% from April to May.

Several factors are likely to keep some costs high in 2023, with the possibility of further price spikes. Russia's cutoff of natural gas to central and western Europe has led to a surge in natural-gas prices as the United States exports more liquefied gas to Europe. That affects the cost of construction plastics, glass, and other products that use natural gas as a feedstock or fuel source. Similarly, European demand for diesel fuel, sanctions against Russian oil, and attempts by the "OPEC+" group of oil producers to limit supplies have kept diesel and asphalt prices elevated and subject to large swings.

61.5%

The PPI for diesel fuel increased 61.5% from October 2021

Figure 2

Wide variation in construction input cost trends
Change in producer price indexes (not seasonally adjusted)

	<u>Oct 2022 change from:</u>	
	<u>Sep 2022</u>	<u>Oct 2021</u>
#2 diesel fuel	9.8%	61.5%
Architectural coatings (paint, etc.)	1.1%	27.5%
Asphalt paving mixtures and blocks	-0.7%	20.7%
Concrete products	0.1%	14.1%
<u>Subcontractor price indexes, nonresidential building work</u>		
Roofing contractors	1.9%	21.5%
Electrical contractors	2.1%	18.8%
Plumbing contractors	3.7%	15.7%
Concrete contractors	1.1%	10.9%

Source: BLS, producer price indexes, www.bls.gov/ppi

Given such volatility, owners should not expect contractors' bid prices to mirror a short-term decline in prices for certain inputs or in the overall index for nonresidential inputs, let alone changes in the CPI. The CPI measures the cost of a "basket" of consumer goods and services, which has very little relation to the items driving construction costs.

Input costs and bid prices

Some owners may be under the misimpression that contractors' bid prices are closely linked to changes in input costs. In fact, the two often diverge, as has occurred over the past three years.

The pandemic drastically disrupted production and distribution of many construction materials and caused sharp changes in demand for numerous goods and structure types. Unanticipated price spikes occurred for many inputs—to record levels for lumber, steel, and copper products.

Contractors did not immediately pass along these increases in bid prices. Demand for some project types and in some regions remained weak; as a result, firms refrained from passing through a portion of costs in order to win contracts. In other cases, contractors may have assumed prices would fall by the time they had to purchase the materials.

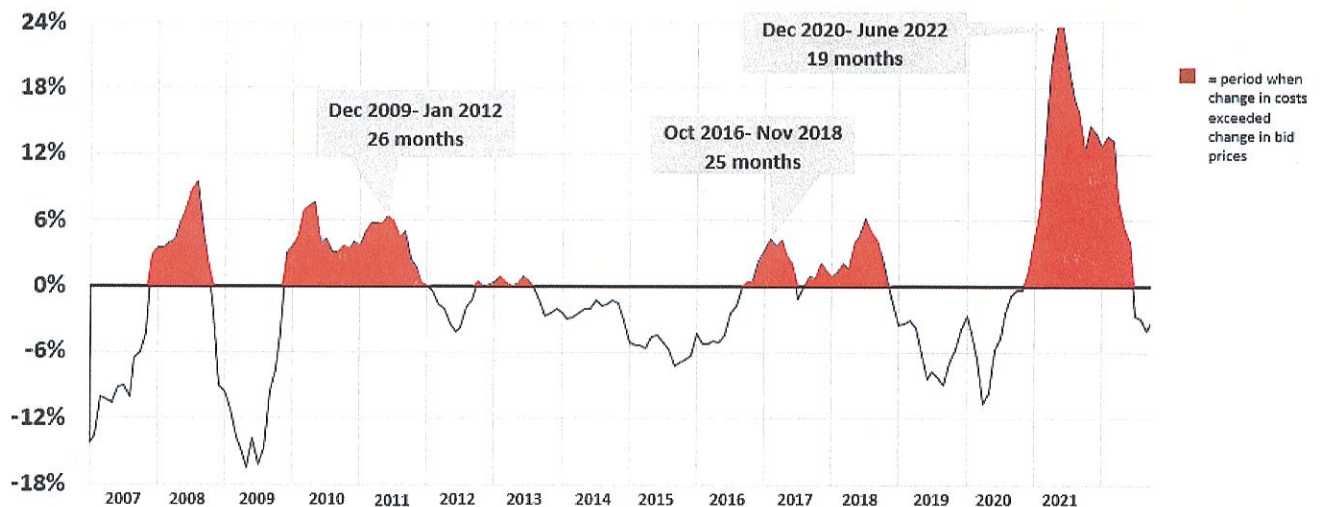
As demand for construction heated up in 2021 and inflation became established throughout much of the economy, contractors did raise prices to a greater extent. But bid price increases did not “catch up” with increases in input costs until the summer of 2022.

Figure 3 shows the difference in the year-over-year change in input prices (specifically, the PPI for goods inputs to nonresidential construction) minus the change in bid prices (in this case, for new school construction building construction; other comparisons are similar). Periods in red show months when cost increases exceeded bid price increases, while periods below the 0% line show the reverse.

Figure 3

Cost squeeze on contractors can last two years or more

Difference between year-over-year change in materials costs vs. bid prices, Jan 2007-Oct 2022



Source: Source: Bureau of Labor Statistics, www.bls.gov/ppi, producer price indexes for goods inputs to nonresidential construction (material costs) and new school building construction (bid prices)

Over the 16-year history of the series, the number of months and total areas of the two differentials are similar. This is to be expected: If contractors consistently experienced cost increases that exceeded the increases in their bids, they would go out of business. Conversely, if bid-price increases consistently outran costs, other firms would enter the business, driving down profitability.

From December 2020 to June 2022, a period of 19 months, the year-over-year change in materials costs exceeded the year-over-year change in bid prices. Although there were two such intervals that lasted even longer, the gap was three times as great (in the summer of 2021) as in previous episodes, meaning the profit squeeze was much more intense.

As Figure 3 shows, the duration and amplitude of these differences vary greatly and unpredictably. The implication for owners in the current environment is they should not assume a moderation in materials cost increases will be associated with an immediate or proportionate change in bid prices.

Supply chain issues

From the first days of the pandemic, availability and delivery times for materials have been never-ending headaches for construction firms. Recently, shortages and extended lead times have moderated or disappeared for some items but have worsened for others.

On the positive side, port congestion on the West Coast has lessened. Waiting times for lumber and steel products have returned to pre-pandemic levels. There have not been any recent events with supply impacts as severe as the February 2021 freeze in Texas that decimated the production of resins for construction plastics.

Not all bottlenecks have cleared up, however. Contractors continue to be affected by the much-publicized shortage of computer chips. Not only is the construction industry a major buyer of pickup trucks that are in short supply, but deliveries of construction equipment also have been held up by a lack of semiconductors.

Lead times remain unusually long for electrical transformers. In fact, some utilities are reportedly refusing to hook up new construction because they are saving their remaining supply for emergencies. The sole U.S. producer of electrical steel used in transformers has been unable to keep up with demand.

Perhaps the most consequential and long-lasting supply chain issue involves cement and concrete products. Shortages of cement had spread from a few states early in 2021 to 43 states by October, according to the Portland Cement Association. No cement capacity has been added in the United States since 2009. At the same time, the supply of two other “cementitious materials” that are added to some concrete mixes—fly ash and slag—has diminished with the shutdown of coal-fired power plants that supplied those materials as a byproduct of burning coal. (Those closures have also reduced the supply of artificial gypsum for making wallboard.) Exceptionally low water levels in the Mississippi River have limited barge movements of cement in the middle of the country.

43 states

Cement shortage appeared in
43 states by October 2022

Meanwhile, demand for ready-mixed and precast concrete has increased. As a result, many suppliers have placed contractors on allocation, meaning they receive a percentage of previous years’ orders (or possibly none if they are new customers). When contractors can’t pour as much concrete as needed at one time, project completions are delayed, with attendant cost increases. The Portland Cement Association has indicated that additional cement production capacity will come online in the spring of 2023. Some states may receive more cement from Mexico. But availability is likely to remain tight in many areas, particularly as demand increases once projects funded by the Infrastructure Investment and Jobs Act of 2021 and other recent laws and bond issues get underway.

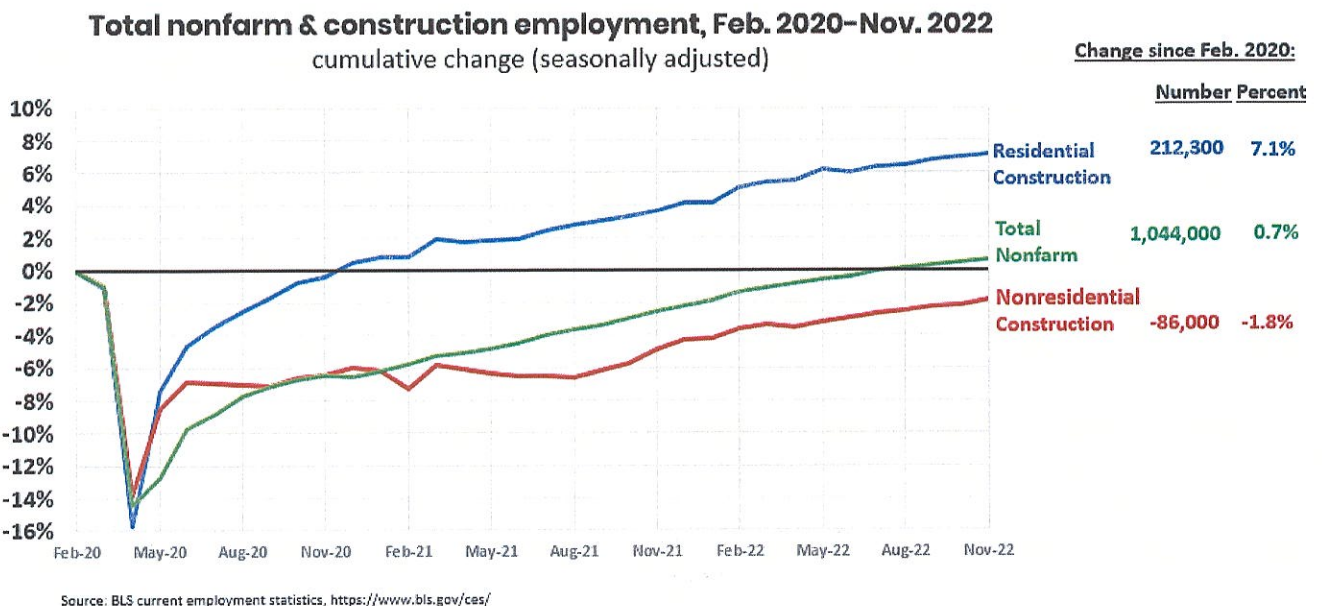
Furthermore, the last three years have shown that the supply chain for many items remains fragile and can easily be disrupted by governmental interventions such as covid-induced shutdowns in China, natural disasters such as hurricanes and freezes, or “one-off” events such as strikes or lockouts of rail or port workers.

Labor supply and costs

Construction employment has bounced back well from the early months of the pandemic. However, construction firms are far short of the number of workers they have been seeking. They have partially closed the gap by getting more overtime from the workers they have, but this cannot continue indefinitely.

As shown in Figure 4, construction industry employment declined by 15% from February to April 2020—a loss of 1.1 million employees in just two months. While both residential and nonresidential construction employment rebounded somewhat in May 2020, for more than a year after that date employment stalled among nonresidential firms—nonresidential building and specialty trade contractors plus civil and heavy engineering construction firms. During that period, thousands of experienced workers moved into residential construction (homebuilding and remodeling), found jobs in other sectors, or left the workforce completely.

Figure 4



By November 2022, seasonally adjusted construction employment totaled 7,750,000, or 126,000 more than in February 2020. But there was a large shift between residential and nonresidential subsectors. Compared to February 2020 levels, residential construction firms had added more than 210,000 workers, while employment in nonresidential construction was still down 86,000 employees or 1.8%, as shown in Figure 4.

There is strong evidence that the construction industry would have added many more workers if they had been available. As shown in Figure 5, job openings in construction at the end of October totaled 377,000 (not seasonally adjusted), exceeding the 341,000 workers hired during the month. This gap never occurred before 2021 but has occurred in most months of 2022, implying that construction firms are having increasing difficulty filling positions and would have hired twice as many workers each month as they were able to, if there had been enough qualified applicants.

Figure 5

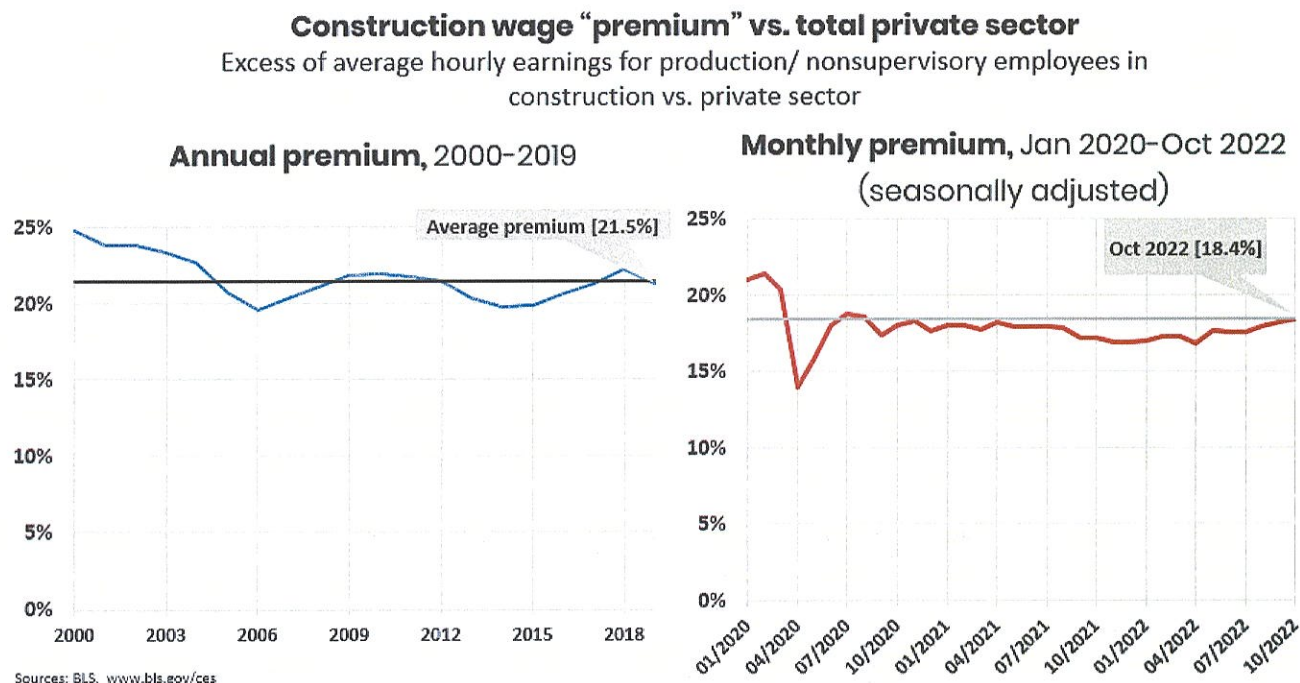


Source: Source: Bureau of Labor Statistics, www.bls.gov/jlt, JOLTS

In order to attract, retain, and bring back workers, construction firms are raising pay. Average hourly earnings in construction for “production and nonsupervisory employees”—mainly hourly craft workers—rose 6.1% from November 2021 to November 2022. That was roughly three times as large as the 2.0% increase that occurred three years earlier, in the 12 months ending in November 2019.

Despite the acceleration in wages, until recently construction pay has not risen as fast since the beginning of the pandemic as in other industries. Historically, as shown in Figure 6, contractors paid a “premium” to attract workers willing to work in the conditions, locations, and hours required for construction. Specifically, average hourly earnings for production workers in construction were 20-23% higher than for than the average for all private sector employees, until the onset of the pandemic. This premium shrank to 15% at the start of the pandemic as restaurants, warehouses, delivery services, and other industries drastically increased pay, and the premium has remained around 17% or less for the past 2-1/2 years. Other industries now offer greater flexibility regarding hours and worksites, including work from home, working conditions that are not possible for construction.

Figure 6



These differences imply that construction wages will have to rise even more steeply to restore (and perhaps expand) the pay premium. In addition, it is likely that contractors will pay more overtime to make up for the workers they don't have. They may also turn more to offsite production and onsite drones, robotics, 3-D printers, and other ways of reducing the number or skill level of the workers they employ.

What can contractors and owners do?

Contractors can provide project owners with timely and credible third-party information about changes in relevant material costs and supply-chain snarls that may impact the cost and completion time for a project that is underway or for which a bid has already been submitted.

Owners can authorize appropriate adjustments to design, completion date, and payments to accommodate or work around these impediments. Nobody welcomes a higher bill, but the alternative of having a contractor go out of business because of impossible costs or timing is likely to be worse for many owners.

For projects that have not been awarded or started, owners should start with realistic expectations about current costs and the likelihood of increases. They should provide potential bidders with accurate and complete design information to enable bidders to prepare bids that minimize the likelihood of unpleasant surprises for either party.

Owners and bidders may want to consider price-adjustment clauses that would protect both parties from unanticipated swings in materials prices. Such contract terms can enable the contractor to include a smaller contingency in its bid, while providing the owner an opportunity to share in any savings from downward price movements (as has occurred at various times in recent months with lumber, diesel fuel, and metals prices). The ConsensusDocs set of contract documents (www.consensusdocs.org) is one source of industry-standard model language for such terms. The ConsensusDocs website includes a price escalation resource center (<https://www.consensusdocs.org/price-escalation-clause/>).

The parties may also want to discuss the best timing for ordering materials and components. Buying items earlier than usual can provide protection against cost increases. But purchase before use entails paying sooner for the items; potentially paying for storage, security against theft and damage, and insurance; and the possibility of design changes that make early purchase unwise.

Conclusion

The construction industry continues to be in the midst of a period of exceptionally volatile and sometimes fast-rising costs for a variety of materials, compounded by major supply-chain disruptions and difficulty finding enough workers—a combination that threatens the financial health of many contractors. No single solution will resolve the situation, but there are steps that government officials, owners, and contractors can take to lessen the pain.

Federal trade policy officials can act immediately to end tariffs and quotas on imported products and materials. With many U.S. mills and factories already at capacity, bringing in more imports at competitive prices will cool the overheated price spiral and enable many users of products that are in short supply to avoid layoffs and shutdowns.

The federal government can improve the labor supply by allowing employers to sponsor more foreign-born workers to fill positions for which there are not enough qualified applicants. In addition, the federal government should fund and approve more apprenticeship and training programs to enable students and career-switchers to acquire the skills needed for construction trades.

Officials at all levels of government should review all regulations, policies, and enforcement actions that may be unnecessarily driving up costs and slowing importation, domestic production, transport, and delivery of raw materials, components, and finished goods.

Owners need to recognize that fast-changing materials costs and availability require a quick decision regarding bids and requests for changes. For new and planned projects, owners should expect quite different pricing from previous estimates. They may want to consider building in more flexibility regarding design, timing, or cost-sharing.

Contractors need, more than ever, to closely monitor costs and delivery schedules for materials and to communicate information with owners, both before submitting bids and throughout the construction process.

Materials prices do eventually reverse course. Owners and contractors alike will benefit when that happens. Until then, cooperation and communication can help reduce the damage.



City of Bethel
Finance Department
Monthly Manager's Report for December 2022

Date:	December 1 st – December 31 st , 2022
To:	Peter Williams, City Manager
From:	Xavier Mason, Deputy Finance Director
Subject:	Management Report, December 31 st , 2022

The Finance Department's Monthly Managerial Report details the progress, challenges, and activities of the Finance Department for December 2022.

Current Events within the Finance Department

- The Finance Department has hit a standstill with the FY21 audit
- The Finance Department has begun the FY24 budgeting cycle
- The Finance Department has begun the FY24 Capital Improvement Plan
- The Finance Department is preparing to begin the FY22 auditing cycle
- The Finance Department has begun various state and federal year-end reports

Staffing/Recruitment

- Finance Director
- Front Desk/Utility Billing (one vacancy)
- Accounting Specialist II (one vacancy)
- Temporary Position (two vacancies)

Training

The goal of the Finance Department is for our staff to be continuously and incrementally improving in our capacity to fulfill our duties. One of our objectives is to provide staff with opportunities for growth and exposure within all our sub-departments. The following is a list of group and independent trainings that were taken by members of the Finance Department during the month of November.

Group Training Sessions:

- The Finance Department had a team training session focused on increasing effective communication skills within a diverse team
- The Finance Department had a team training session focused on the importance of cultivating a positive workplace culture

Independent Training(s):

- The Accounting Specialist II and Deputy Finance Director attended the Alaska Government Finance Officers Association Conference from 12/6/22 – 12/9/22.
- The Accounting Specialist II attended the AML Clerk Conference
- The new Utility Billing personnel has continued their orientation.

Select Tasks & Statuses by Sub-Department

Utility Billing

Tasks	Frequency	Status
Collections	Monthly	Slightly behind.
ORS'	Daily	Current.

Payroll/AP

Tasks	Frequency	Status
Personnel Action Requests	As Needed	Current.
Deferred Compensation	Bi-weekly	Current.
Payroll	Bi-weekly	Current.
Accounts Payable	Weekly	Current.

Sales Tax

Tasks	Frequency	Status
Applying Business License Payments	Daily	Current.
Mailing Delinquency Notices	Monthly	Slightly Behind.
Constructing Aging Reports	Monthly	Slightly Behind.

Applying Business License Renewals	As needed	Current.
Drafting Payment Plans	As needed	Slightly Behind.
Applying Payments	Daily	Current.
Reviewing & Processing Exemption Cards	As needed	Current.

General Ledger

Tasks	Frequency	Status
Journal Entries	Monthly Recurring	Current (October).
Budget Amendments (from budget ordinances)	As needed	Current (December).
Cash Reconciliations	Monthly	Current (October).
Investment Reconciliations	Monthly	Current (October).
Create Allocations & Run Checkout	Monthly	Current (October).
DOJ Grants	Quarterly	Current (October).

Internal Improvements

The following are a list of internal tasks, actions, projects, or changes that we have made within the Finance Department for the purpose of improving operations:

- The Finance Department implemented its Employee of the Quarter Program, after over a year of delays

Small & Big Wins

Sales Tax (2 people)

- Published a list of delinquent sellers according to BMC 4.16.400 (for the first time in years) for late filers, non-filers, and delinquent sellers
- Improving the workflow of renewing business licenses, such as scanning in applications as they're received rather than waiting until the time of creating the renewal
- Improved analyzation process of exemption forms

- Setting daily goals to increase productivity, while simultaneously creating a greater feeling of accomplishment
- Cleaned up dozens of accounts
- Renewing approximately half of all business licenses and sales tax collection certificates
- Contacted approximately 80 account holders
- Renewed 52 business licenses
- Identified 20 problem accounts (regarding business license renewal)
- 36 accounts are pending renewal
- Sent out approximately 40 late filing fee notices
- Updated and reformatted the business license and sales tax renewal form
- Created a process for handling the amnesty requests for delinquent sales tax
- Closed approximately 4 business accounts
- Assisted the Grant Manager with the administrative duties for the Community Action Grant
- Assisted approximately 20 business owners apply for the amnesty program

Utility Billing (1 person)

- Processed 24 new applications
- Processed 29 change requests
- Processed 18 account closures
- Processed 60 Temporary Service Holds
- Processed approximately 30 – 40 Extra Calls
- Corrected approximately 28 accounts
- Issued over 1,200 utility bills
- Assistance for rent and utility payments can be found at:
 - <https://www.ahfc.us/blog/posts/ahfc-invites-new-rent-relief-applications>
 - Low Income Household Water Assistance Program
 - This is a program from the State of Alaska that assists individuals in making payments for their water and sewer services.

Payroll/AP/AR Dock (2 people)

- Updated vendors after auditing and compiling their accounts, and then filed their W-9s into a shared folder

- After City Council amended BMC 4.20.190, we reviewed the amended policy and adjusted out processes and procedures to reflect those modifications
- Began utilizing the attachment files to provide a secondary point of access to vendor MOA's, contracts, and quotes
- Coordinated with the City of Bethel Employees Association and the Human Resources Department regarding the distribution process for the PTO Disbursement and Option Election Form
- Preparing for year-end tasks
- Reviewed and approved approximately 140 check requests
- Logged over 70 AP related correspondences through December
- Began filing three fiscal years' worth of payroll documentation into individual employee files (this will help tremendously with pulling samples for the audit)
- In discussions with the Police Department on when to conduct a training for Timesheets
- Entered over 200 timesheets

Accounting Specialist II

- Reviewed several boxes of documents with the City Clerk Department that were then approved to be destroyed according to the retention schedule.
- Assisted with payroll and AP duties to cover for a staff member on leave
- Continued the transition of undertaking P-Card Duties from the General Ledger Accountant

General Ledger (1 person)

- Reclassed all Transit related expenditures from 07.22 – 12.22 to the CARES ACT Transit expenditures
- Posted 14 budget modifications within the month of December
- Generated 55 Journal entries

Interdepartmental Assistance

- City Clerk's Office
 - o Processed 3 passport payments
- Grants Department

- Filing quarterly reports for various grants
- Journal Entry adjustments
- The Finance Department has been tasked with the Community Action Grant Exit Reports. Our tasks include:
 - Looking through each exit report and see if it is missing receipts, documentation, return of money unspent
 - Draft and send letters to applicants owing more information or owing money that has not been spent
 - Sending emails to applicants owing exit reports
 - Draft and send letters to applicants owing exit reports
 - Follow up on every account
- Human Resources
 - Assisting with new employee paperwork
 - Assisting with communications regarding the CBA PTO Cashout
- Planning Department
 - Processed two permits, licenses, or fees
- Police Department
 - Uploaded the November PC Slips to Core FTP LE.
 - Processed 45 taxi permit payments
 - Processed 2 chauffer payments

Customer Appreciation

A customer emailed the Finance Department Staff saying:

“You all do a great job there at the City and as far as responding and solving any issue I’ve ever had you are all better at it than most anyone else I deal with from my Rental Businesses or my Warehouse Business. I hope you all had a nice Christmas and Happy New Year.”

Challenges

- The Finance Department needs to continue training so that we may become more proficient at completing our daily tasks and duties.
- The Finance Department is severely short-staffed; however, we are really pulling together as a team to complete our objectives and satisfying customers.
- The Finance Department deals with very rude and irate customers regularly, so we posted signs saying: “*We Reserve the Right to Refuse Service to Anyone*”. Additionally, we have developed a list of customers that are only allowed to communicate to us via email due to their abusive behavior in-person or over the phone.
- Finding uninterrupted time during regular business hours to tend to focus intensive tasks

Goals for the near Future

- Utilizing data analytics to identify challenges and opportunities that can spur economic development.
- At least three stronger internal processes, such as:
 - o Guidelines for overtime approval. (Completed)
 - o Guidelines for PTO requests. (Completed)
 - o Scripts for answering phones
- At least one Zoom workshop instructing small business owners how to file their sales tax returns.



**CITY OF BETHEL
Fire Department**

Daron R. Solesbee, Fire Chief

P.O. Box 3231, Bethel, Alaska 99559

Phone: (907)-543-2131

Fax: (907)-543-2702

dsolesbee@cityofbethel.net

Celebrating 50 Years of Service

DATE: January 3, 2023

TO: Peter Williams, City Manager

FROM: Daron Solesbee, Fire Chief

SUBJECT: Management Report, December 2022

Current Events

- The department is continually recruiting for new volunteer responders and administrative support. If anyone is interested, please fill out a BFD Volunteer Application Packet today!
- The department started the EMT-1 (2019 Update) course, which is being held November 12 – February 10, 2022.
- The department will be conducting a Firefighter-1 course in Spring 2023. If interested in attending this training to become a Volunteer Firefighter, please call the fire station.
- The department received its recertification as a State of Alaska Advanced Life Support Ambulance Service.

Community Planning/Preparedness/Prevention

- The department received partial funding for a new fire training facility from the City of Bethel Capital Budget and will seek the remaining funds from grants and donations. This facility will be constructed by Draeger and will feature live-burn chambers, forcible entry doors/windows, reconfigurable walls for victim searches, vertical ventilation props, fire department connection, standpipes, stairs, and rope rescue anchors for technical rescues. Donation letters have been submitted to local organizations and businesses, and the department is applying for federal and state grants.

- The department will utilize the Handtevy System in the ImageTrend ELITE electronic patient care reporting system for use during pediatric emergency medical incidents. This program is provided to local EMS agencies by the State of Alaska EMS Office free-of-charge. This will assist our EMS providers with administering better treatments for improved patient outcomes in pediatric patients. BFD EMS personnel will receive training on this platform in January 2023.

Training

- New staff and volunteers are receiving continuous Driver/Operator training on the handling characteristics, operation of specialty equipment, care, maintenance, and safety of the department's ambulances and fire apparatus.
- Staff have completed several online training modules covering various topics of firefighting, emergency medical, fire inspection, and fire prevention.
- Staff have conducted several drills on firefighting and EMS knowledge and skills during each shift.
- Staff have instructed AHA Basic Life Support Provider courses for the new volunteer EMT recruits and for members of the public.
- The EMT-1 course started on November 12. Recruits have received instruction in several EMS topics.
- On 12/06/2022 at 7:00 p.m. an EMT Meeting was held at the fire station. Responders reviewed airway management techniques and conducted skill drills.
- No Fire Meetings were held during the month of December 2022.

Responses

- Between 12/01/2022 and 12/31/2022, the Bethel Fire Department responded to 93 EMS and 24 Fire incidents.
- On 12/04/2022 at 9:04 a.m., firefighters responded to a report of a structural collapse. Upon arrival, firefighters observed a home that fell off its foundation. After securing the scene and confirming all occupants were accounted for, firefighters cleared the scene.
- On 12/17/2022 at 7:33 a.m. medics responded to a report of a person who was not breathing. Upon arrival, medics initiated resuscitation efforts, but were unsuccessful. The individual was pronounced dead at the scene.

- On 12/17/2022 at 10:02 a.m. firefighters responded to Sixth Avenue for the report of a structure fire. Upon arrival, firefighters observed heavy smoke and flames emitting from the front entry of a home. Firefighters deployed hose lines and extinguished the fire, then checked for fire extension. The fire was determined to be unintentional and caused by unattended cooking.
- On 12/20/2022 at 1:56 p.m. firefighters responded to Willow Street for the report of a structure fire. Upon arrival, firefighters observed heavy smoke and fire emitting from the underside of the building. Firefighters deployed hose lines and extinguished the fire, then checked for fire extension. The fire was determined to be unintentional and caused by an unattended heater on a sewer line.
- On 12/20/2022 at 5:57 p.m. firefighters responded to Larsen Subdivision for the report of a vehicle fire. Upon arrival, firefighters observed a City of Bethel Sewer Truck well involved in fire. Firefighters deployed hose lines and extinguished the fire, then checked for fire extension. The fire cause is under investigation.
-

Budget/Financial

- The department is operating within its FY2023 budget.
- The department is expecting the FY2021 audit to be completed soon for its continued participation in the State of Alaska's Supplement Emergency Medical Transport (SEMT) Program. The program allows for the reimbursement of 50% of the Medicaid EMS transports back to the City of Bethel.
- The department purchased a new Class-A Pumper Tender Apparatus (Fire Engine) from Pierce Manufacturing, Inc. under a cooperative bid purchasing contract from Sourcewell-MN and by utilizing a portion of the Fire Department's Fleet Replacement Fund. This pumper will replace the 1986 Grumman-Spartan Super Pumper-Tanker, Engine 3. Due to production delays, this apparatus is anticipated to be shipped to Bethel on the first barge of 2023.

Grants

- The department will continue to seek grant funding for fire and EMS equipment, additional staffing, replacement fire apparatus and ambulances, and other equipment.
- The department received the 2021 State of Alaska Homeland Security SHSP grant award for the purchase of new portable and mobile radios to replace obsolete equipment. This equipment was purchased from Motorola Solutions, Inc. through Sourcewell Contract #042021-MOT.
- The department and City Grant Manager prepared an application for the 2022 State of Alaska Homeland Security SHSP Grant for security fencing, cameras,

and lighting for the planned fire training tower which will be located adjacent to the fire station.

- The department is researching and applying for grants and potential local funding donations to assist in raising the remaining funds for the proposed fire training tower facility.

Property Maintenance

- A code and condition survey was completed at the fire station in December. The department is awaiting the report.
- The department is working together with DOWL and Draeger to do the site preparation tasks for the upcoming fire training tower and its foundation.

Staffing/Recruitment

- The department is recruiting for two Firefighter/EMT (PS2A, \$52,373/yr + DOE) positions.
- The department is recruiting for a Fire Lieutenant (PS4A, \$67,336/yr + DOE) position.
- The department is recruiting for an Administrative Assistant (Range 4) position.
- The Fire Lieutenant and Firefighter/EMT job vacancies have been advertised nationwide.
- The department has continually recruiting for volunteer members to serve as firefighters, ETT/EMT's, and support personnel. Become a volunteer today!

Vehicles & Equipment

- We have received the parts for the Class-A Foam system for Engine-4. Staff determined that a 1" valve was required, upon finding the 3/4" valve shipped was too small for the current foam system plumbing. This project was put on hold to allow for the receipt of Engine-5 in May/June 2023 to allow this apparatus to be taken out of service for modifications.
- The department's 2021 Ford Expedition, "Command 1", has an open recall for possible under-hood fires, even when the engine is off. The vehicle is currently parked away from the fire station with its battery disconnected. V&E will receive parts soon per the dealership.

FIRE DEPARTMENT VEHICLE STATUS			
Vehicle	Type	Year	Status
Medic 4	Ambulance	1999	(Reserve Ambulance) In service. Needs replacement.
Medic 5	Ambulance	2019	(Frontline Ambulance) In service.
Medic 6	Ambulance	2017	(Second-Out Ambulance) In service. Rear heat in patient compartment is not working. Parts have been ordered and will be replaced soon.
Medic 7	Ambulance		In planning stage. Due to chassis production delays, there will be production delays.
Engine 5	Pumper	2022	Purchasing contract executed on 08/02/2021 with Hughes Fire Equipment, Inc. (Pierce Mfg, Inc.). This vehicle was PAID IN FULL on 10/04/2021. The apparatus will arrive in Bethel in May/June 2023.
Engine 4	Pumper	2013	(Frontline Pumper) In service. Generator reoccurring fuel delivery problem. Pump packing rings need to be tightened and/or replaced. Tank-to-Pump valve has a leak and is being repaired.
Engine 3	Pumper	1986	(Poor overall condition; needs replacement). Pump packing rings need to be tightened and/or replaced (unable to pass pump certification testing).
Truck 1	Ladder Truck	2017	In service.
Com 1	SUV	2021	Out of Service (temporarily). Open Ford recall.
Com 2	Pickup	2014	In service.
Com 3	Pickup	2004	In service. Fair condition.
Honda 1	ATV	2004	In service.
Honda 2	ATV	2004	In service.
Fire Boat	Boat	2004	The boat has been tuned up and is parked at the Small Boat Harbor when the Public Safety Float is installed by Port of Bethel personnel. Needs new outboard motor (obsolete/frequent breakdowns). The fabric rear cabin door and plastic windows were recently replaced.

Account Number	Account Title	2022-23 Current year Budget	12/2022 Current year Actual	12/2022 Current year Encumbrance	Balance Remaining	%
GENERAL FUND						
FIRE DEPARTMENT						
100-60-6000	SALARIES	823,062.00	365,733.07	.00	457,328.93	44.44
100-60-6010	FLSA OVERTIME	70,000.00	71,913.07	.00	1,913.07	102.7
100-60-6011	CALL BACK OVERTIME	50,000.00	19,689.00	.00	30,311.00	39.38
100-60-6022	HOLIDAY PAY	.00	30,373.98	.00	30,373.98	.00
100-60-6023	LEAVE CASHOUT	69,421.00	.00	.00	69,421.00	.00
100-60-6030	SOCIAL SECURITY EXPENSE	2,500.00	1,543.34	.00	956.66	61.73
100-60-6031	PAYABLE MEDICARE FICA	11,454.00	7,245.55	.00	4,208.45	63.26
100-60-6032	UNEMPLOYMENT	17,143.00	.00	.00	17,143.00	.00
100-60-6033	WORKERS' COMPENSATION	3,482.00	11,213.85	.00	7,731.85	322.0
100-60-6034	PERS	211,873.00	101,830.96	.00	110,042.04	48.06
100-60-6040	EMPLOYEE GROUP BENEFITS	330,564.00	83,205.41	.00	247,358.59	25.17
100-60-6041	UTILITY BENEFIT	59,280.00	12,208.52	.00	47,071.48	20.59
100-60-6061	TRAVEL/TRAINING	31,600.00	14,151.37	.00	17,448.63	44.78
100-60-6100	SUPPLIES	25,200.00	7,098.02	.00	18,101.98	28.17
100-60-6103	WEARING APPAREL	13,214.00	7,630.06	.00	5,583.94	57.74
100-60-6150	GASOLINE/DIESEL/OIL	13,500.00	6,202.56	.00	7,297.44	45.94
100-60-6153	HEATING FUEL	20,000.00	13,970.37	.00	6,029.63	69.85
100-60-6155	WATER/SEWER/GARBAGE	4,459.00	.00	.00	4,459.00	.00
100-60-6160	ELECTRICITY	18,205.00	7,359.28	.00	10,845.72	40.42
100-60-6170	TELEPHONE	2,500.00	1,594.70	.00	905.30	63.79
100-60-6171	STAFF CELLULAR PHONES	5,000.00	1,101.03	.00	3,898.97	22.02
100-60-6200	MINOR EQUIPMENT	21,000.00	8,036.07	.00	12,963.93	38.27
100-60-6230	VEHICLE MAINT/REPAIR	18,000.00	3,577.08	.00	14,422.92	19.87
100-60-6231	VEHICLE PARTS & TOOLS	48,000.00	11,115.83	.00	36,884.17	23.16
100-60-6240	PROPERTY MAINT	33,000.00	57.96	.00	32,942.04	0.18%
100-60-6335	OTHER PURCHASED SERVICES	94,100.00	5,504.22	.00	88,595.78	5.85%
100-60-6400	INSURANCE	76,777.00	42,465.60	.00	34,311.40	55.31
100-60-6502	ADVERTISING	1,800.00	1,552.50	.00	247.50	86.25
100-60-6503	DUES & SUBSCRIPTIONS	9,500.00	12,118.19	.00	2,618.19	127.5
100-60-6534	COLLECTION/SMALL CLAIMS	31,200.00	.00	.00	31,200.00	.00
100-60-6537	FIRE PREVENTION PROGRAM	5,200.00	4,755.47	.00	444.53	91.45
100-60-6539	MISCELLANEOUS EXPENSES	1,500.00	569.90	.00	930.10	37.99
100-60-6711	ADMIN OVERHEAD-IT SVCS	33,260.00	8,714.45	.00	24,545.55	26.20
100-60-6890	CAPITAL EXPENDITURES	449,815.00	8,600.29	.00	441,214.71	1.91%
100-60-9649	VOLUNTEER STIPEND	20,000.00	160.00	.00	20,160.00	-0.80
100-60-9697	Ford Expedition Command Vehic	7,974.00	.00	.00	7,974.00	.00
Total FIRE DEPARTMENT:		2,633,583.00	870,971.70	.00	1,762,611.30	33.07
Grand Totals:		2,633,583.00	870,971.70	.00	1,762,611.30	33.07

Search Parameters

Data Types: Emergency Medical Services

Source Versions: NEMSIS v2.2.1; NEMSIS v3.3.4; NEMSIS v3.4.0; NEMSIS v3.5.0

Agencies: Bethel Fire Department

Date Range: Previous Month (12/01/2022 to 12/31/2022)

Date Bin: Day

biospatial Symptoms (match at least 1):

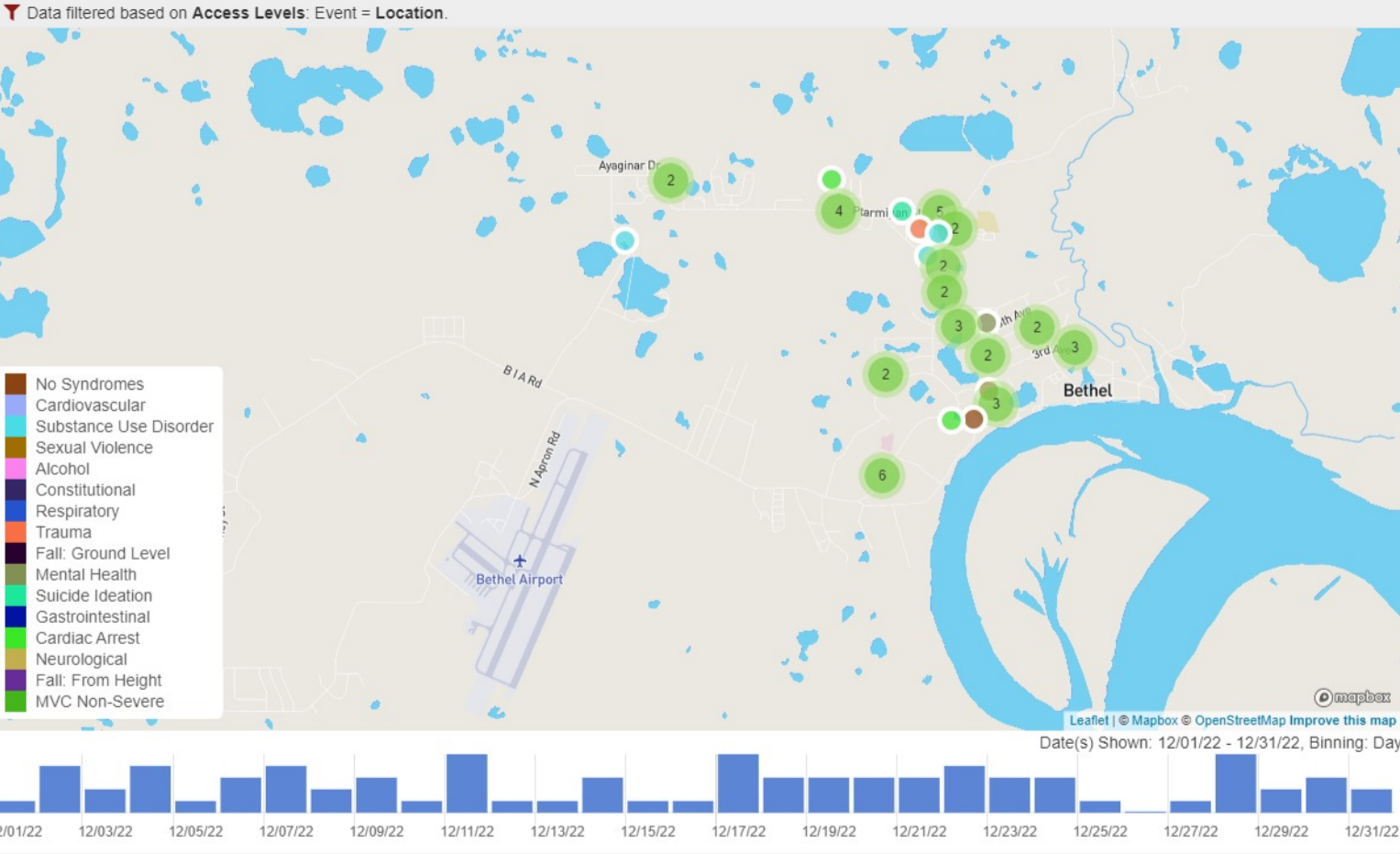
Abdominal pain, Abuse or Neglect, Agitation, Alcohol, Altered consciousness, Anorexia, Anosmia, Apnea, Assault, Benzodiazepine, Blisters, Blurred vision, Body aches, Bronchiolitis, Bronchitis, Chills, Cocaine, Conjunctivitis, COPD, Cough, COVID-19, Crack, Dehydration, Diaphoresis, Diarrhea, Domestic Violence, Drooling, Drug, Drunk, Dyspnea, Earache, Epiglottitis, Fentanyl, Eye pain, Faintness, Fever, Food poisoning, Gastroenteritis, Gastrointestinal, Generalized weakness, Heat-related illness, Hemoptysis, Hoarseness, Hypertension, Hypoxia, Influenza, Injure, Intentional, Intoxication, Irritable, Lacrimation, Lethargy, Local paralysis, Lower respiratory infection, LSD, Lymphadenopathy, Malaise, Marijuana, MDMA, Melena, Methadone, Methamphetamine, Miosis, Monkeypox, Narcan, Nausea, Opioid treatment, Oral mucosal changes, Overdose, Oxycodone, Painkiller, Pale, PCP, Pinpoint, Pleural effusion, Pleuritic pain, Pneumonia, Poison, Pregnant, Psilocybin, Psych, Psychiatric, Pulmonary edema, Rash, Respiratory distress, Rhinitis, Seizure, Sinusitis, Slur, Sore throat, Stridor, Suboxone, Suicide, Suicide attempt, Suicide ideation, Tachypnea, Travel/Contact - Asia, Travel/Contact - China, Travel/Contact - Europe, Travel/Contact - Iran, Travel/Contact - Italy, Twitching, Unconscious, Unresponsive, Upper respiratory congestion, Upper respiratory infection, Violence, Viral symptoms, Vomiting, Wheezing

Types of Service Requested:

Emergency Response (Primary Response Area); Emergency Response (Intercept); Emergency Response (Mutual Aid); Hospital to Hospital Transfer; Hospital to Non-Hospital Transfer; Non-Hospital to Hospital Transfer; Non-Hospital to Non-Hospital Transfer; Administrative Operations; Crew Transport Only; Mobile Integrated Health Care Encounter; Mortuary Services; Non-Patient Care Rescue/Extrication; Other Routine Medical Transport; Public Assistance; Transport of Organs or Body Parts; Evaluation for Special Referral/Intake Programs; Standby; Support Services

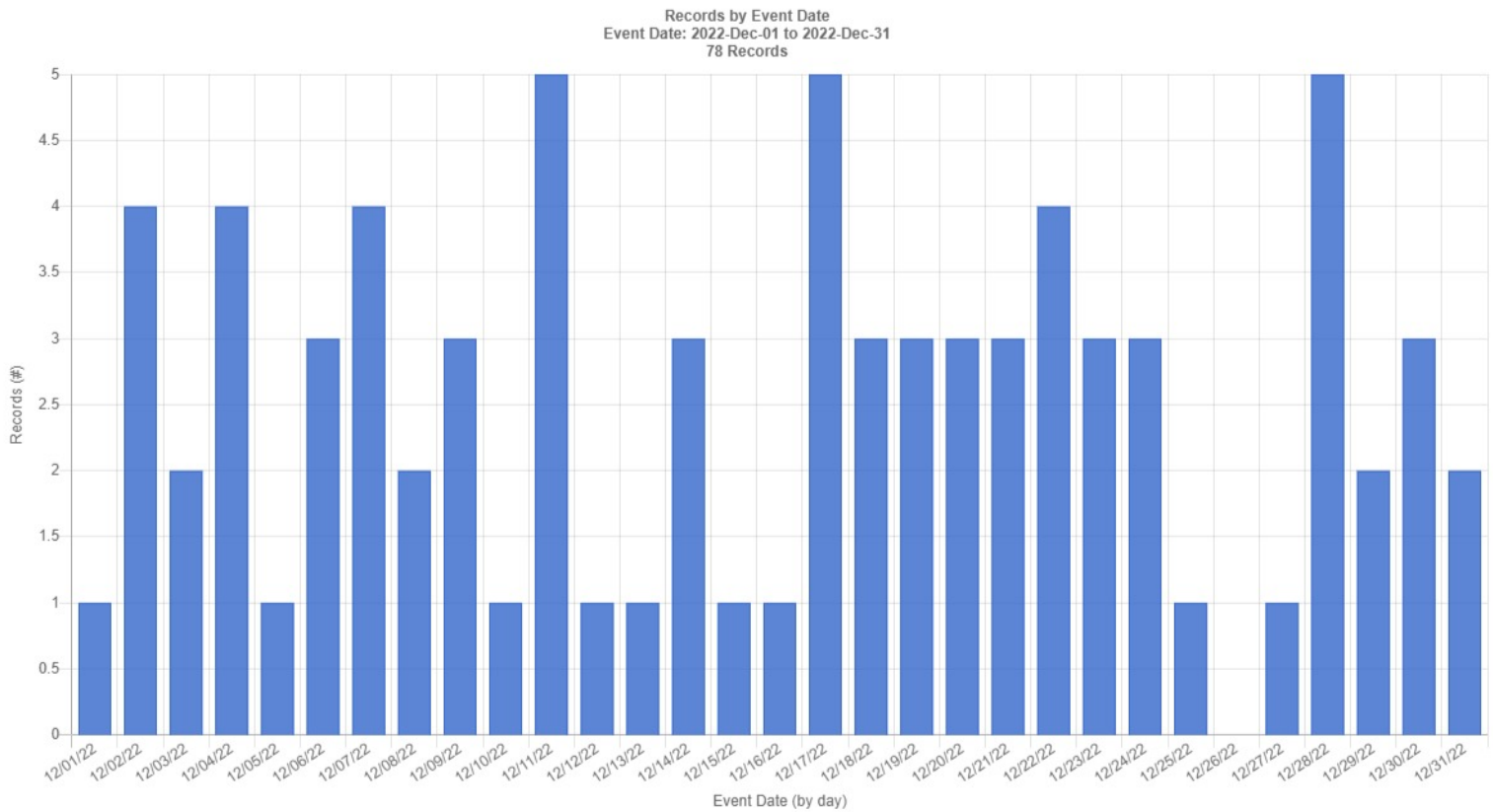
Minimum Alert Threshold: ● Moderate

Map



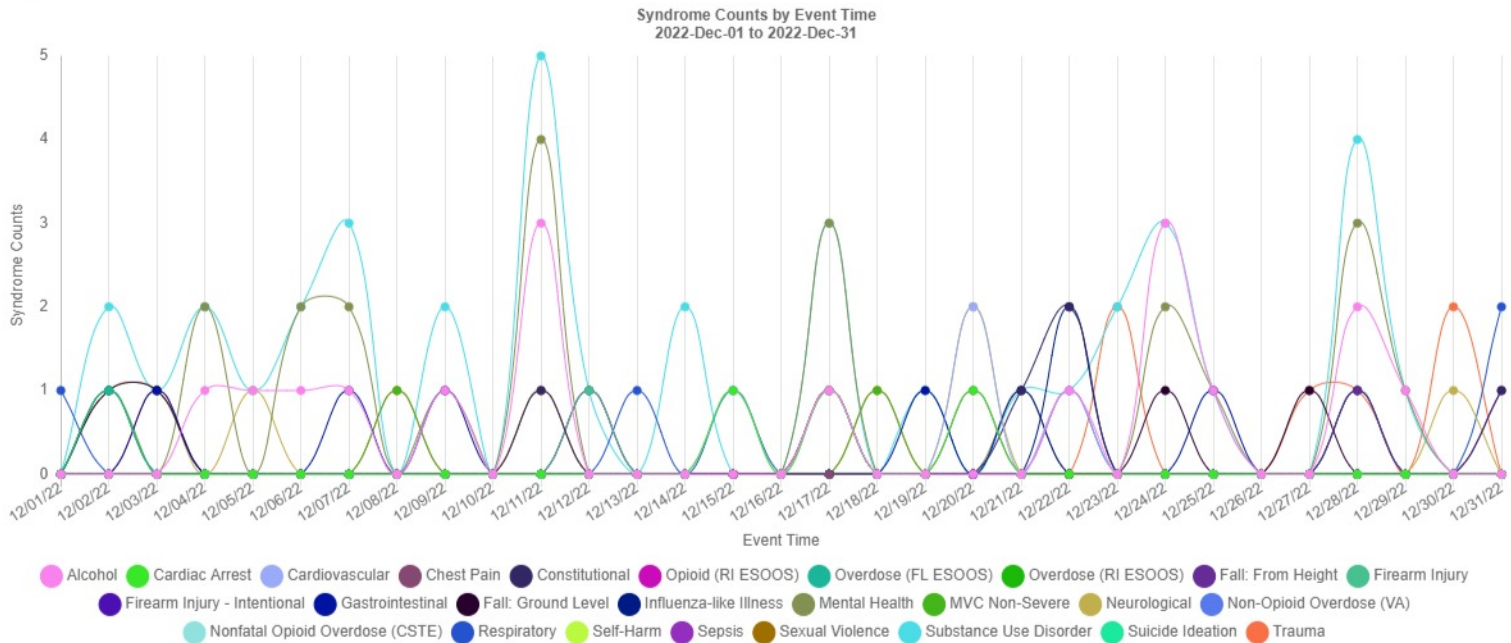
Data Explorer: Records by Event Date

Data filtered based on **Access Levels**: Event = **Location**. Operational = **Full**.



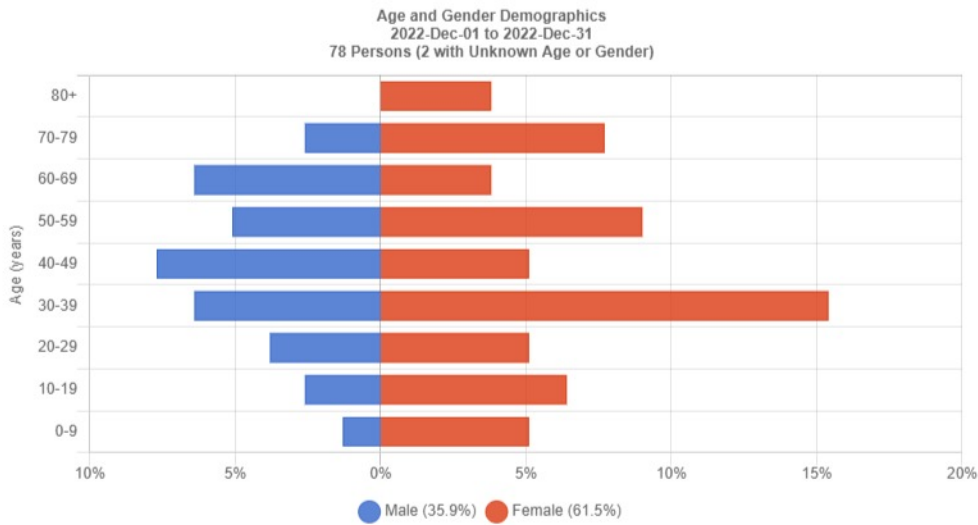
Syndrome Counts by Time

 Data filtered based on **Access Levels:** Event = **Location**.



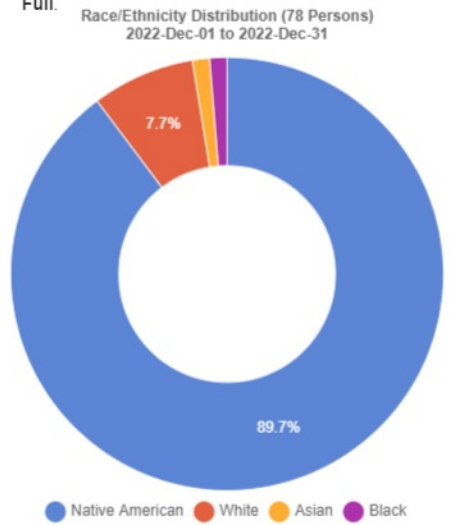
Age and Gender Distribution

 Data filtered based on **Access Levels:** Event = **Location**.



Race/Ethnicity

 Data filtered based on **Access Levels:** Event = **Full**.



Bethel Fire Department

Bethel, AK

This report was generated on 1/3/2023 1:57:15 PM



Incident Type per Zone for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Start Date: 12/01/2022 | End Date: 12/31/2022

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 1 - 1st Ave (River Access) to Alder Street		
611 - Dispatched & cancelled en route	Completed	1
Zone: 10 - Airport		
511 - Lock-out	Completed	1
622 - No incident found on arrival at dispatch address	Incomplete	1
Zone: 11 - Quivik Subdivision		
132 - Road freight or transport vehicle fire	Reviewed	1
Zone: 12 - Tundra Ridge Subdivision		
461 - Building or structure weakened or collapsed	Completed	1
511 - Lock-out	Completed	2
Zone: 3 - 3rd Ave, 4th Ave, 5th Ave, 6th Ave, and 7th Ave		
111 - Building fire	Reviewed	1
111 - Building fire	Completed	1
114 - Chimney or flue fire, confined to chimney or flue	Completed	1
730 - System malfunction, other	Completed	1
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 4 - Ridgecrest Dr. (at Brown's Slough), City Landfill to Haroldson's Subdivision		
745 - Alarm system activation, no fire - unintentional	Reviewed	1
Zone: 5 - City Subdivision		
440 - Electrical wiring/equipment problem, other	Completed	1
511 - Lock-out	Completed	1
715 - Local alarm system, malicious false alarm	Completed	1
745 - Alarm system activation, no fire - unintentional	Completed	1
Zone: 6 - ASHA Housing (Bethel Heights)		
511 - Lock-out	Completed	1
735 - Alarm system sounded due to malfunction	Completed	1
Zone: 7 - Airport Road to Blueberry Subdivision		
651 - Smoke scare, odor of smoke	Completed	1
Zone: 8 - Hoffman Subdivision		
511 - Lock-out	Completed	2

This report gives a count of each incident type for the Incident Status or Statuses selected.



emergencyreporting.com

Doc Id: 384

Page # 1 of 2

INCIDENT TYPE	INCIDENT STATUS	# INCIDENTS
Zone: 9 - Trailer Court		
511 - Lock-out	Completed	2

This report gives a count of each incident type for the Incident Status or Statuses selected.



MEMORANDUM

DATE: January 3, 2023

TO: Peter Williams, City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report for January 10, 2023 Bethel City Council Meeting



Grant Applications

Submitted

Community Transportation Grant (Section 5311)

I prepared and submitted the City's Community Transportation Grant and requested the following five projects:

	<u>Grant</u>	<u>Match</u>
Administration	\$145,735	\$14,466
Operating	106,705	80,958
Preventive Maint.	5,003	497
New Transit Vehicle	196,319	19,487
New Heating System	<u>500,335</u>	<u>49,665</u>
	\$954,097	\$165,073

Preparing

Community Transportation Program (CTP)

I am preparing two CTP applications for road development in Bethel. One is for the "donut hole road" that would connect Chief Eddie Hoffman Highway by the Ciulkulek Subdivision to Ptarmigan Street near the Lulu Heron building. The other is for a bridge over Ptarmigan Creek on Ptarmigan Street. The CTP application is out and due in February, 2023.

Transportation Alternative Program (TAP)

I am preparing two TAP grant applications for trail funding. The first trail will be from City Subdivision near the Sackett Hall dormitory across the tundra to the campus of YKHC. The second proposed trail is to replace the boardwalk in Pinky's Park with a gravel trail. The TAP application is out and due in February, 2023.

Alaska State Legislative Requests

The Bethel City Council will consider a resolution on January 10, 2023 from the City Manager on State Capital funding priorities for the City. Once the resolution is approved, I will prepare an application for each and upload them on the CAPSIS legislative database program.

Homeland Security Grant Application

This year's homeland security grant application is due January 30, 2023. The city will request funding to pay for security fencing around the Vehicle and Equipment Maintenance Garage (old bus barn) and ten turnouts for the Fire Department. Department directors are considering whether to request training or exercise funding.

Grant Administration

Homeland Security Grant FY 20

- DOWL engineer Jennifer Schmetzer obtained City department director input and stakeholder input and updated the City's Emergency Operations Plan. The plan contains the following revisions:
- Updated general format of the plan.
- Updated Hazard Matrix, Hazard Checklists, and Functional Annexes to better correlate with each other.
- Updated contact information and phone numbers.
- Updated emergency equipment lists.
- Included templates.

The City ordered two large data servers as part of the homeland security grant. The IT Department was able to install the two servers at the Bethel Police Station. The servers are large enough to store body camera images for the next 5-7 years.

JAG 2023 Drug Dog Grant

Jesse Poole is away at the FBI Academy for three months ending in April 2023. He will organize the drug dog purchase upon his return to Bethel.

Purchasing Agent Duties

RFPs in Process

I have many RFPs in process to be prepared and issued, including bulk fuel, carrier on tracks (marooka-like equipment), chemical feed pumps for both water treatment plants, and sales tax audit work.

Current Grants and Loans

Active grants/loans:	20
Grant amount in play:	\$25,063,312
Loan amount in play:	<u>\$8,423,786</u>
	33,487,098

#	Grant	Amount	Expiration
1	CSP - DHSS FY 2023	\$323,081	6/30/2023
	Police Department needs to spend grant money on cleaning supplies and winter and protective clothing.		

2	USDA Loan - Avenues	8,250,000	None
	DOWL continues to work on redesigning the Avenues water and sewer infrastructure project to make the project more fundable. The City will go out to bid in January or February 2023. The City also has an additional request in to USDA-RD for additional funds. USDA-RD pledges to give the City the most grant money it can relative to loan funds. To do: Prepare report for USDA summarizing progress and expenditures.		
3	USDA Grant - Avenues	5,021,000	None
	The USDA grant cannot be spent until the loan funds are exhausted. The City will likely receive additional grant funding in USDA's next grant/loan offer.		
4	20SHSP-GY20 - Forensic software/body cameras	255,784	12/31/2022
	The two large-space servers were installed at the Police Department by the IT Department. DOWL completed the update of the Emergency Operations Plan. The Final Report for this grant will be completed in January 2023.		
5	21SHSP-GY21 - Radios and Training	71,000	9/30/2023
	City ordered portable and mobile radios for the Fire Department. The Police Department sent about six officers to train-the-trainer courses on the use of the Axon taser tool. The Police Department needs to find a good course that meets the needs of investigator interrogation training and let me know so that I can complete the Procurement Method Report for approval by the Division of Homeland Security.		
6	22SHSP-GY22 - Police Radios	39,900	9/30/2024
	I must prepare the Procurement Method Report to the Division of Homeland Security for their approval to purchase the nine portable radios desired by the Police Department.		
7	Section 5311: Rural Area Formula (CARES Act)	731,328	9/30/2023
	The City continues charging all transit operating expenditures to this grant as directed by the Alaska Department of Transportation, Transit Division. The City anticipates spending the grant down before it expires September 30, 2023.		
8	COPS – School Violence Prevention Program-LKSD	500,000	3/15/2023
	School district received one proposal in response to issuing a request for proposals document. The proposal received is incomplete. Proposer wanted to sell LKSD the equipment only and not install it. Negotiations are under way with proposer. To do: File progress report and financial report when due.		

9	COPS Hiring Program - School Resource Officer (SRO)	125,000	6/30/2023
	SRO served from August 11, 2021 to May 25, 2022 on Bethel school campuses. To do: Get information from Finance Dept. Complete reports for reimbursement. Ask grantor for grant performance period extension. Bill LKSD for SRO salary not covered by grant.		
10	FEMA Public Assistance Program	\$58,066	12/31/2022
	To do: Apply for grant by uploading completed forms and all support documents to FEMA's grant portal website.		
11	Yukon-Kuskokwim Health Corporation Diabetes Prevention & Control Program	\$4,738	None
	To do: Complete Final Report and close grant.		
12	FY 22 Alaska Public Entity Insurance Safety Grant	\$5,000	6/30/2022
	I submitted one last invoice to APEI to see if they would cover it under the grant. The Police Department did not purchase two speed detectors as originally planned. They bought one detector and some high-tech flashlights.		
13	Coronavirus Local Fiscal Recovery Fund (ARPA)	\$3,361,604	12/31/2024
	To do: Spend funds according to grant guidance. Complete first financial and progress report due by April 2023.		
14	Designated Legislative Grant YK Fitness Center Gym/Track Design	\$500,000	6/30/2026
	No money has been spent on the project thus far.		
15	Justice Assistance Grant (JAG)	\$14,108	9/30/2023
	City signed grant agreement. This JAG award will fund most of the costs associated with the purchase and training with a drug dog.		
16	Healthy & Equitable Funding	\$37,703	5/31/2023
	The City Clerk is planning to take an online playground installer course so that she will be qualified to lead a team of volunteers to install the playground in Pinky's Park.		
17	Camp Initiative Grant	\$15,000	4/4/2023
	To do: Project is complete. I need to complete the final grant report.		
18	VSW Capital Improvement Project Grant	\$14,000,000	TBD
	Newly awarded grant to pay for water and sewer infrastructure in Bethel Heights Subdivision. State to prepare grant agreement by mid-January 2023. DOWL engineer firm is ready to start on the design.		

19	State Revolving Fund Loan – Drinking Water	\$86,893	6/29/2027
	I uploaded invoice copies and check copies to claim 100% of the funds for this loan on the State's website. I provided additional documents as requested by the State. City must still complete a final report to close out the loan. The State will pay the City \$86,893 in loan funds and then only ask for \$11,893 back to account for the subsidy.		
20	State Revolving Fund Loan – Clean Water	\$86,893	6/29/2027
	I uploaded invoice copies and check copies to claim all but \$2,500 of the funds for this loan on the State's website. I provided additional documents as requested by the State. City must still complete a final report to close out the loan. The State will pay the City \$86,893 in loan funds and then only ask for \$11,893 back to account for the subsidy.		

Memorandum

Date: January 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



December 2022 Current Events

- **Wind Turbine Repaired:**

This month we were able to help get the wind turbine spinning again. My department has purchased several spare units for the wireless bridge between the fitness center and the turbine and so we should have some resiliency and quicker recovery should that equipment fail again (if the cause of any problems is indeed that bridge). Any software faults or issues with the actual turbine hardware will fall under the purview of PowerGrid Partners, our contracted managers of that system.

- **Setting Up Siklu Wireless Network:**

With the help of my partners with ACS, we were able to stand up our new internal wireless network. On every one of our buildings, we have installed heated, wireless antennae that should allow us much better throughput for data between our sites. In a rare showing, cutting over to the new system went smoothly with little to no issues once the equipment was physically installed. Currently, we are waiting to respond to any fires that crop up as a result of the change. So far, there have only been minor issues centering around our phone system, but we believe those will work themselves out once all the addressing logic filters through.

- **Trouble with New Police Dept Air Conditioners:**

LONG managed to get a technician out and we determined the problem was stemming from a particular internal component within the condenser unit. The part has been known to be faulty and has been recalled in the past. It seems we are having refrigerant leaks due to this part and are working on a warranty replacement. The technician left me a bottle of refrigerant and showed me how to inject it into the system so that I can band-aid the air conditioners should they go warm again, but right now they are blowing cold air. We are unsure of the lead times on the replacement part, but I have enough refrigerant for us to limp by for a while.

- **OneWeb Cutover:**

We have finally swapped our Internet traffic over to our OneWeb service! It has been a really long time coming, but we were finally able to get all the equipment we needed in place and all the programming done to be able to get the service sent to all city buildings thanks to the Siklu equipment. This will hopefully provide some much-needed relief for day-to-day operations. This has been a journey to say the least, but a wonderful way to end the year.

Memorandum

Date: January 1, 2023

To: Pete Williams, City Manager

From: Bo Foley, IT Director

Subject: IT Director's Report



- **Normal Business:**

The rest of the month has been filled with normal daily trouble-ticket response for issues regarding printing, scanning, file access, and employee management.

Future Plans

- **Police Dept Server Installation:**

The grant manager worked out getting the Police Dept some grant money that it could put towards more computer storage space. Recently, there were musings of possibly adding dash-mounted cameras in the squad cars. If that goes through, the Police dept would definitely need to have more equipment in order to house the influx of daily data. We bought a few more storage servers with the grant funds and as soon as the holidays are over and the network upgrade project is complete, my department will be working with ACS to get these new servers brought online and integrated into the existing server cluster at the Police dept.

CITY OF BETHEL POLICE DEPARTMENT



December 2022 Monthly Report

Personnel:

Current Staffing			
Position	Allocated	Staffed	Vacant
Safety Patrol (three grant funded)	3	3	
Community Service Officer	2	2	
Evidence and Record Custodian	1	1	
Administrative Assistant/Taxi Inspector	1	1	
Public Safety Dispatcher (one E911 funded)	5	2	3
Public Safety Dispatch Supervisor	1	1	
Peace Officers (one grant funded/reimbursed SRO)	19	16	3

Operations:

Operations Tempo				
	December 2022	November 2022	December 2021	2022 Total
Calls Total	900	978	1234	13170
Reports Total	62	84	84	1011
Intoxicated Pedestrian Calls	84	143	249	1927
Driving Under Influence Calls	11	8	11	186
Domestic Violence Reports	18	16	25	252
Animal Calls	23	33	28	417
Animal Bite Reports	0	1	2	6
Sexual Assault Reports	7	7	4	73
Death Investigation Reports	1	1	0	19

Training

Sgt Boyle attended an FBI Interview and Interrogation course.

Lt Wigner attended FBI Executive Leadership Training

All Department Detectives attended training to HB 325, the new consent laws regarding sexual assault cases.

Lt Poole and Chief Hicks attended FBI NA / Alaska Association of Chiefs of Police Training Conference

Personnel

Hired new police officer Saat Qangli.

Dispatcher J Choate resigned her position due to personal reasons.

We're currently working backgrounds on several police officers. We continue to recruit for all vacancies.

Operations

Investigations Division has began reviewing past cases when time permits to ensure cases requiring follow-up are not missed.

The department has begun exploring the possibility of adding additional volunteer positions such as animal control and a Reserve Officer program.

Chief gave interview with KYUK regarding the police department and its goals moving into the future.

City of Bethel, Alaska

City Clerk's Office

Council Meetings

January 10, 2022 Regular City Council Meeting

January 24, 2022 Regular City Council Meeting

- Reviewed the Alaska Municipal League 2023 Salary Survey.
- Worked with outside council on business audit review and determination.
- Researched organizational structures to prepare for a code amendment moving the finance director to fall under the direction of the City Council.
- Prepared certifications for the Alaska Association of Municipals Clerks' attendance of the AAMC Academy on behalf of the International Institute of Municipal Clerks and Northwest Clerk's Institute.
- Provide one on one training to Public Works Admin on the creation of agendas and packets for the Public Works Committee. Provided separate one on one training to same staff member on the development of the Community Parks and Recreation Committee Agenda. Went over parliamentary procedure and the open meetings act briefly. After the hours of training, I was informed the staff member is resigning. The agenda and packet development duties will remain with the City Clerk.
- Preparing thank you cards for Committee/Commission volunteers.
- Started the Travel and Training Expense Reports for the six traveling council members.
- Provided a response to the audit information requested from BDO to include summary statement of issue and collection/distribution of dozens of records.
- Started setting up travel for AML President Springer, Mayor Henderson, to attend the Alaska Municipal League Winter Conference in Juneau. Prepared AM authorizing all members to travel.
- The City Clerk and Deputy City Clerk completed the Annual Passport Acceptance Agent Training and passed the annual test to maintain certification for passports. This training and test takes approximately 5 uninterrupted hours.
- Two Passport Applications
- Two Burial Permits and One Burial Reservation
- Researched upgrades to audio video needs and opportunities for public meetings-Started draft RFP for audio/video upgrades to chambers/Working on a budget estimate for capital improvement plan.
- Working to finalize a city council guide.
- Sent out annual notices to ex officio members and schedule annual training on January 10th.
- Updated the Employment Opportunities on the City's website.
- Working with Council and ONC to determine date for Councils to meet.
- Drafted an Ordinance for Council Member Hessler providing term limits for committees and commissions members.
- Worked on FY 24 Budget Development and Explanation.
- Drafted a budget modification for a future meeting.
- Scanned and electronically organized historical cemetery files.
- Ordinance and Resolution Indexing, this is a quick glance look at Ordinance and Resolution titles and actions.

- Committee and commission transition following membership renewals. Coordinating oath of office, and updated membership lists.
- Modified the city's online calendar of events to the Civic Clerk calendar which will reduce the work tasks for the ex officio members and prepared the Website for Civic Clerk Committee/Commission integration.
- Assisted in the coordination of a few claims against the city.
- Began planning the kids vote summer art camp-painting of the park sign.
- Read through a few union negotiations training guides.
- Updated the Committee/Commission Membership Guide.

Committee and Commission Membership Lists for 2023

Community Action Grant Committee

Louise Russell, Chair
Henry Batchelor, Council Rep.
Lucinda Alexie
Miranda Robb
Leif Albertson
Nikki Pollock

Community Parks and Recreation Committee

Eric Whitney, Council Rep.
Kathy Hanson
Brian Lefferts, Chair
Beverly Hoffman
Brian Jackson
Jessica Pew
Michelle DeWitt

Ethics Board

Gerald Domnick, Chair
Alicia Miner
Michael Husa
James Platts
Boyd Blihovde

Finance Committee

Rose Henderson, Council Rep.
Robert Rey, Vice Chair
Farah Sears
Carol Ann Willard, Chair
John Hamilton

Planning Commission

Kathy Hanson, Chair
Lorin Bradbury, Vice-Chair
Sophie Swope, Council Rep.
Alex Wasierski,
Shadi Rabi
Stanley L. Hoffman Jr.
Jessica Schroeder
Alternate 1 Haley Hanson
Alternate 2 Greg Morgan

Port Commission

Alan Murphy, Chair
Rich Pope, Vice-Chair
Beth Hessler Council Rep.
Stacey Reardon
Michael Meeks

Public Safety & Transportation Commission

Patrick Snow, Council Rep.
Theresa Quiner, Chair
Melanie Fredericks
Megan Newport, Vice-Chair
DeShan Foret
Farah Sears
Musa Saliu

Public Works Committee

Mark Springer Council Rep., Chair
Ryan Butte, Vice-Chair
Alyssa Leary
Juan Delgado