

FAIRBANKS CITY COUNCIL AGENDA NO. 2024-15 **REGULAR MEETING – JULY 22, 2024** MEETING WILL BE HELD VIA <u>ZOOM WEBINAR</u> AND AT FAIRBANKS CITY COUNCIL CHAMBERS 800 CUSHMAN STREET, FAIRBANKS, ALASKA

WORK SESSION

5:30 p.m. – Fairbanks Police Department Audio/Video Record Requests

REGULAR MEETING 6:30 p.m.

- 1. ROLL CALL
- 2. INVOCATION
- 3. FLAG SALUTATION
- 4. CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)
- 5. CITIZENS' COMMENTS, oral communications to the City Council on any item pertaining to City business that is not up for public hearing. The total comment period is 30 minutes, and testimony is limited to three minutes. Any person wishing to speak needs to sign up on the list located in the hallway. Respectful standards of decorum and courtesy should be observed by all speakers. Remarks should be directed to the City Council as a body rather than to any particular Council Member or member of the staff. In consideration of others, please silence all cell phones and electronic devices.

6. APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda items are indicated by asterisks (*). Consent agenda items are considered together unless a council member requests that the item be returned to the general agenda. Ordinances on the approved consent agenda are automatically advanced to the next regular meeting for second reading and public hearing. All other items on the approved consent agenda are passed as final.

7. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- *a) Regular Meeting Minutes of June 24, 2024
- *b) Regular Meeting Minutes of July 8, 2024

8. SPECIAL ORDERS

a) The Fairbanks City Council will hear interested citizens concerned with the following alcohol license applications for renewal. Public testimony will be taken and limited to three minutes.

Lic. #	DBA	License Type	Licensee	Address
3489	Tuffy's	Beverage Dispensary	Tuffy's, LLC	3550 Airport Way
1639	Alaska Salmon Bake	Restaurant/Eating Place – Seasonal	Malemute, Inc.	2300 Airport Way
727	Lavelle's Bistro	Beverage Dispensary	Café de Paris Catering Co.	575 1st Avenue

b) The Fairbanks City Council will hear interested citizens concerned with the following alcohol license application for transfer of ownership. Public testimony will be taken and limited to three minutes:

Type/License:	Restaurant/Eating Place, License #4772
DBA:	Chickentown Teriyaki
Applicant:	JWDY, LLC
Location:	1454 South Cushman Street, Fairbanks
From Owner:	Two Star, LLC

c) The Fairbanks City Council will hear interested citizens concerned with the following alcohol license application for transfer of location. Public testimony will be taken and limited to three minutes:

Type/License:	Package Store, License #435
DBA:	Garden Island Party Store
Applicant:	Market Basket, Inc.
To Location:	4 College Road, Fairbanks
From Location:	246 Illinois Street, Fairbanks

9. MAYOR'S COMMENTS AND REPORT

a) Special Reports

10. COUNCIL MEMBERS' COMMENTS

11. UNFINISHED BUSINESS

a) Request for Reconsideration by Council Member Rogers of the motion to ADOPT Ordinance No. 6284, as Amended. The ordinance was adopted by the City Council on July 8, 2024, and the request for reconsideration was filed with the City Clerk on July 9, 2024.

> Ordinance No. 6284, as Amended – An Ordinance Amending Fairbanks General Code by Enacting Section 10-208 to Prevent and Address Blight. Introduced by Mayor Pruhs and Council Members Sprinkle and Ringstad.

- b) Resolution No. 5116 A Resolution Authorizing an Agreement Between the Fairbanks North Star Borough, the City of North Pole, and the City of Fairbanks to Jointly Provide for Economic Development. Introduced by Mayor Pruhs on April 22, 2024. POSTPONED from the Regular Meeting of June 24, 2024.
- c) Resolution No. 5127 A Resolution Approving Updates to the City of Fairbanks Emergency Operations Plan. Introduced by Mayor Pruhs on June 24, 2024. POSTPONED from the Regular Meeting of June 24, 2024.
- d) Ordinance No. 6286 An Ordinance Amending the 2024 Operating and Capital Budgets for the Third Time. Introduced by Mayor Pruhs. SECOND READING AND PUBLIC HEARING.

12. NEW BUSINESS

- *a) Resolution No. 5128 A Resolution to Approve a Capital Project Fund Financial Policy. Introduced by Council Members Sprinkle and Ringstad.
- *b) Resolution No. 5129 A Resolution to Extend the Financial Audit Remittance for Explore Fairbanks. Introduced by Council Member Marney.
- *c) Resolution No. 5130 A Resolution in Honor of Clem Clooten and In Recognition of His Decades of Service to the City of Fairbanks and Its Residents. Introduced by Mayor Pruhs and Council Member Cleworth.
- *d) Ordinance No. 6287 An Ordinance Amending Fairbanks General Code Section 2-149(e), Fiscal Note on Ordinances and Resolutions. Introduced by Council Member Cleworth.
- *e) Ordinance No. 6288 An Ordinance Establishing an Incentive Bonus Program Within the Fairbanks Public Works Department for Recruitment and Retention. Introduced by Mayor Pruhs.

13. WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

- *a) Reappointment to the Clay Street Cemetery Commission
- *b) Appointment to the Building Code & Landscape Review & Appeals Commission

14. COMMITTEE REPORTS AND COUNCIL MEMBERS' COMMENTS

- 15. CITY CLERK'S REPORT
- 16. CITY ATTORNEY'S REPORT

17. EXECUTIVE SESSIONS

- a) Legal Department Staffing
- b) PSEA Labor Negotiations Guidance from Council

18. ADJOURNMENT



FAIRBANKS CITY COUNCIL REGULAR MEETING MINUTES, JUNE 24, 2024 FAIRBANKS CITY COUNCIL CHAMBERS 800 CUSHMAN STREET, FAIRBANKS, ALASKA

The City Council convened at 6:30 p.m. on the above date to conduct a Regular Meeting of the Fairbanks City Council via Zoom webinar and at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor David Pruhs presiding and with the following Councilmembers in attendance:

Councilmembers Present:	Jerry Cleworth, Seat A June Rogers, Seat B Sue Sprinkle, Seat C Crystal Tidwell, Seat D Lonny Marney, Seat E John Ringstad, Seat F
Absent:	None
Also Present:	D. Danyielle Snider, City Clerk Michael Sanders, Chief of Staff Thomas Chard, City Attorney Margarita Bell, Chief Financial Officer (remotely) Ron Dupee, Police Chief Richard Sweet, Deputy Police Chief Nathan Werner, Police Captain Gray Harrison, Police Officer Bryan Santiago, Police Officer Teal Soden, Public Information Officer Andrew Coccaro, Fire Chief Clem Clooten, Building Official Jake Merritt, Human Resources Director Brynn Butler, Housing Coordinator (remotely)

INVOCATION

The invocation was given by City Clerk Danyielle Snider.

FLAG SALUTATION

At the request of Mayor Pruhs, Mr. Ringstad led the flag salutation.

CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)

Police Chief Dupee introduced two recent lateral-transfer officers: Bryan Santiago and Gray Harrison. Deputy Police Chief Richard Sweet gave background information about both officers' careers and administered the Oath of Office.

<u>CITIZENS' COMMENTS</u>

[Clerk Note: Names of citizens who provide comments may not be spelled correctly if their name was illegible on the physical sign-up sheet.]

<u>Jay Ramras</u> – J. Ramras shared details about the rededication of the Noel Wien Library and an upcoming event to commemorate the historic flight of Noel Wien in July 1924, which opened up commercial aviation in Interior Alaska. He shared historical tidbits about changes in aviation in the Fairbanks area throughout the 1900's and extended an invitation to the Centennial event.

<u>Charity Gadapee, Director of Visitor and Community Engagement of Explore Fairbanks</u> – G. Gadapee shared an update on visitor industry statistics year-to-date, noting a significant increase from 2023, though still below pre-COVID numbers. She discussed Aurora-viewing trips already being planned for winter. She reviewed Explore Fairbanks' Associate Program, which allows businesses to receive free advertising in publications. She concluded with a summary of Explore Fairbanks' community engagement efforts.

Ms. Rogers asked how many military members have participated in city tours for new soldiers. C. Gadapee shared that they have hosted about 1,300 in 2024 and a total of 4,600 to date.

<u>Linda Hebert</u> – L. Hebert stated that it has been two weeks since she spoke at the last City Council meeting to address the excessive noise in her neighborhood from the Boatel Bar. She indicated that she has yet to be contacted with any update after the meeting with the owners that the Mayor claimed to have scheduled. She added that there has been no improvement with the situation. She asked if the City had any intentions of setting decibel level restrictions. She shared that over the last weekend, music was still playing at 1:30 a.m., which prompted her to call the police. She expressed frustration at the bar's owners' seeming lack of regard for the law or their neighbors. L. Hebert reported that at approximately 11:00 p.m., a loud announcement could be heard from the outdoor speakers at the Boatel, informing patrons that the music would continue and directing them by saying: "Let's give a big loud shout, yell, whatever it takes, so that you can heard by the neighbors over there." She shared that after calling the police at 1:30 a.m. another announcement was heard saying they had to quit playing "because of the neighbors." She pointed out that the noise variance permit should last only until 1:00 a.m. and that she has been told permits can be revoked if there are violations or too many complaints. She stated that despite years of complaints, she is not aware of this ever being enforced and questioned whether there is favoritism at play.

Mayor Pruhs reported that he did in fact speak with the owners of the Boatel Bar, directing them to turn the volume down at 11:00 p.m. He acknowledged that according to L. Hebert's testimony, they did not heed this instruction, and he will begin applying more pressure and review their schedule of future events. He committed to implementing additional action to ensure compliance with the parameters of variance permits, including a visit by the police to remind them to turn the volume down at the appropriate time. He concurred that residents in the neighborhood have rights and that enough is enough. He stated that his first chat with the owners was polite but the time for polite discussions was now over. L. Hebert added that traffic concerns also exist, including parking in front of fire hydrants and in spaces marked as "No Parking." **Mayor Pruhs** confirmed that both are towable offenses, that he would be meeting with the Police Chief the following day, and that all items would be discussed.

<u>*Victor Buberge*</u> – V. Buberge shared that he met someone recently who thought the GARS intersection was an improvement. He asked the Council if they had any data yet on the accidents at the intersection or whether the lights on the Old Steese Highway had been repaired yet.

<u>Olivia Rodriguez</u> – O. Rodriguez stated that she was representing Golden Heart Consulting, which contracted with the Downtown Association of Fairbanks to plan the Midnight Sun Festival. She extended their deepest gratitude to the City, specifically the police, fire, and public works departments, for their invaluable contributions to the success of the 2024 festival. She discussed these departments' efforts in helping create a special day for the community and added appreciation for Tyler Wilbur from the City's Engineering Department for a smooth permitting process. She spoke about how the festival supports local economic growth and development and thanked everyone involved.

Mr. Cleworth asked O. Rodriguez if there was any problem obtaining insurance for the event. O. Rodriguez replied that there was not, though they did have to shop around. She noted that the presence of the two downtown patrol officers during the event was a huge help.

Mr. Marney asked O. Rodriguez if they had attendance numbers yet. O. Rodriguez shared that an estimated 30,000 people attended and shared details about some logistical changes in 2024.

<u>David van den Berg, Executive Director of the Downtown Association of Fairbanks</u> – D. van den Berg echoed O. Rodriguez's appreciation of the City for its help with the Midnight Sun Festival. He pointed out the amazing wrap-up efforts that got the area back to normal in a short time. He praised the effort by the Council to improve the city through addressing derelict buildings and noted that planning the festival to occur during Phase 1 of the Polaris Building demolition was much more feasible than it would have been in Phase 2. He discussed the complex planning that goes into the festival and the support from various departments. D. van den Berg acknowledged that the event creates an expense for the City. He questioned whether the event costs departments more than the budgeted amount and, if so, whether the overage can be covered by bed tax revenue.

Mayor Pruhs, hearing no requests for additional comments, declared Citizens' Comments closed.

APPROVAL OF AGENDA AND CONSENT AGENDA

Mr. Cleworth, seconded by Ms. Tidwell, moved to APPROVE the agenda and consent agenda.

Ms. Sprinkle pulled New Business item 12(b), Resolution No. 5127, from the consent agenda.

Mr. Cleworth pulled Resolution No. 5126 and Ordinance No. 6283, items 12(a) and 12(c) respectively, under New Business, from the consent agenda.

Ms. Tidwell pulled Written Communications to the City Council item 13(b), "Memorandum Authorizing Fire Department Position Change," from the consent agenda.

Mr. Marney pulled New Business item 12(e), Ordinance No. 6285, from the consent agenda.

Mayor Pruhs called for objection to the APPROVAL of the agenda, as amended and, hearing none, so ORDERED.

Clerk Snider read the consent agenda, as amended, into the record.

SPECIAL ORDERS

a) The Fairbanks City Council held a public hearing and considered the following alcohol license applications for renewal:

Lic. #	DBA	License Type	Licensee	Address
3118	VFW Post #3629	Club	VFW Post #3629	324 2nd Street
3151	Fred Meyer #485	Package Store	Fred Meyer Stores, Inc.	3755 Airport Way
4846	Wal-Mart Supercenter #2722	Package Store	Walmart, Inc.	537 Johansen Expressway
3170	The Odom Corporation	General Wholesale	The Odom Corporation	3101 Peger Road, Bay 1
3969	Tony's Sports Bar	Beverage Dispensary	JNJ, Inc.	537 Gaffney Road, Suite 1
4232	The Spur	Beverage Dispensary	JNJ, Inc.	537 Gaffney Road

Mr. Marney, seconded by Mr. Ringstad, moved to WAIVE PROTEST on the alcohol license applications for renewal.

Mayor Pruhs called for Public Testimony and hearing none, declared Public Testimony closed.

Ms. Sprinkle asked if there was any way to filter the callout reports to only show calls that pertain to alcohol licensees, noting the lengthy report of unrelated calls at Wal-Mart Supercenter. **Mayor Pruhs** indicated that the purpose of the report is to see all calls at the address associated with the licensee. **Ms. Sprinkle** expressed frustration that the information was not filtered.

Mr. Marney recalled a past Council decision to issue citations for trespassing offenses and asked for clarification on how that interacts with the calls on the reports. City Attorney Tom Chard indicated he was unsure but that they could revisit the issue later.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE ALCOHOL LICENSE APPLICATIONS FOR RENEWAL AS FOLLOWS:

YEAS:Tidwell, Cleworth, Marney, Ringstad, Sprinkle, RogersNAYS:NoneMayor Pruhsdeclared the MOTION CARRIED.

- b) The Fairbanks City Council held a public hearing to determine the costs and method of recovery of costs for the abatement of 719 Front Street (Lot 18, Tract, Graehl Townsite), Fairbanks, Alaska. The purpose of the hearing was to:
 - 1. Hear and consider any written objections or protests to the proposed report.
 - 2. Make such revision, correction, or modification to the report or to the charges as the City Council may deem just.
 - 3. Confirm or reject the report; and
 - 4. Determine whether to assign a personal obligation of the property owner and/or to create a lien against the property.

Mr. Ringstad, seconded by Mr. Marney, moved to CONFIRM that the report was in order.

Mayor Pruhs indicated that the item does not require a public hearing and asked the City Clerk if she had received any written objections or protests. Clerk Snider stated she had not.

Ms. Sprinkle asked how the property owner is contacted in such a process. Clerk Snider explained that communication is sent via USPS certified mail and that the City has done its due diligence per the Fairbanks General Code (FGC). Attorney Chard clarified that the FGC requires the City to send correspondence via certified mail, although it does not require proof of delivery or a signed return receipt. He added that public notice is also published in the newspaper. **Ms. Sprinkle** stated that she wanted to confirm that the City did everything it could to contact the owner before taking action. Clerk Snider indicated that before reaching this step, she followed up with the Fairbanks North Star Borough (FNSB) to confirm that there were no changes in contact information since the Building Official last contacted the property owner.

Mr. Ringstad asked if the process is first a motion to confirm that the report is in order, then a motion to determine what the Council would like to do to recoup the cost. Clerk Snider confirmed that that is the process set forth in the City Abatement Code.

Mr. Marney asked if the intent is to use the same process for properties associated with Ordinance No. 6284, to prevent and address blight. **Mayor Pruhs** confirmed that the intent is to be consistent with the City's communication practices to property owners when issues are raised. **Mr. Marney** asked what would happen then. Attorney Chard explained that the City follows a similar path as outlined in the FGC for nuisance properties. He indicated that the process involves a lot of communication to the owner and legal considerations with each step in the process. He affirmed that the City does an excellent job to meet those obligations and that they strive to balance property owners' rights against efforts to better the community.

Ms. Rogers noted that the lack of response from the owner is concerning and asked how the Council can determine the validity of the process. She expressed her view that a notice of receipt is a vital part of these kinds of situations. She asked when the last time the applicable section of Code was reviewed. Attorney Chard replied that the *Abatement of Dangerous Buildings* Code is from 2015 and was updated at least once shortly thereafter. He affirmed that as a practice, staff goes above and beyond what the Code requires to find the owner and verify contact information as best they can. He acknowledged that a non-response from individuals means they either did not receive it or they received it and ignored it. Attorney Chard explained that if the City has done its due diligence per the Code and an owner later claims that they received no notice, there is an appeal process available. He stated that is standard throughout multiple areas in the Code, but the Council may pursue changes, if desired. **Ms. Rogers** thanked Attorney Chard for the explanation and recalled that a few years back the Council reached a crucial point in a similar situation only to find that the owner was an elderly individual who no longer lived in the country.

Ms. Sprinkle acknowledged that sometimes people do not relish the receipt of certified mail as it is often tied to unpleasant news. She recounted that the owner in this case has participated in communication with the City about the property. She indicated that confirming the address of record with the Borough is sufficient, as that is the same address used for property taxes. She indicated that the owner knows what is happening and that a non-response should not put an undue burden on the City or the Council.

Ms. Rogers clarified that her comments pertain to the overall process and not the specific report.

Mr. Ringstad pointed out that a lien for the property would be going to an estate in Washington, so it would be handled by someone at some point. He asked for the motion on the floor to be restated, and the Clerk obliged. **Mayor Pruhs** noted that estates are handled within the state where the property exists, so any lien would be known and resolved before the property can be discharged. He affirmed that the City has performed its duty to notify the owner.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO CONFIRM THAT THE REPORT WAS IN ORDER AS FOLLOWS:

YEAS:Cleworth, Marney, Ringstad, Sprinkle, Rogers, TidwellNAYS:NoneMayor Pruhs declared the MOTION CARRIED.

Mayor Pruhs acknowledged that the procedure is not a common one for the Council. He stated that as it happens more, the Council will have a greater understanding of and preference regarding the procedure. He added that each property situation is different and will be handled accordingly.

Mr. Ringstad, seconded by **Ms. Sprinkle**, moved to ASSIGN a lien against the property and/or make the charge a personal obligation of the owner.

Mr. Ringstad discussed the lien of \$62K matches the cost the City incurred in dealing with the property. He stated that the land itself may not even be worth that much but that this is the amount they should pursue. He suggested the owner may ultimately just deed the land to the City.

Mayor Pruhs noted that the City owns another lot across the street from this and so they will need to discuss soon how they intend to discharge properties.

Ms. Sprinkle addressed the large lien amount by recalling the massive undertaking to clear out derelict structures as well as more debris and trash than anyone could have imagined.

Attorney Chard asked for clarification on the motion to determine if they will be placing a lien against the estate or a personal obligation of the owner. **Mr. Ringstad** suggested that they do both simultaneously so they can initiate discussion with the estate itself, as efforts thus far had been limited to the owner. Attorney Chard indicated that he would verify that doing both is legal. **Mayor Pruhs** stated that no matter what, their mechanics direct that a lien goes against the property first.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ASSIGN A LIEN AGAINST THE PROPERTY AND/OR MAKE THE CHARGE A PERSONAL OBLIGATION OF THE OWNER AS FOLLOWS:

YEAS:Ringstad, Tidwell, Rogers, Sprinkle, Marney, CleworthNAYS:NoneMayor Pruhsdeclared the MOTION CARRIED.

MAYOR'S COMMENTS AND REPORT

Mayor Pruhs congratulated Deputy Chief Sweet for graduating from the FBI National Academy.

COUNCILMEMBERS' COMMENTS

Ms. Tidwell and Mr. Marney each indicated that they had no comments.

Mr. Ringstad shared that the sentiment expressed by L. Hebert is unanimous with those he has had contact with who live in the area of the Boatel Bar and that residents have been waiting a long time for something to be done. He shared his own experiences with strangers being found passed out in his driveway, as well as finding homeless camps in the local park (named after his great-grandmother) near where children play and close to an elementary school. He stated that if the City has rules and laws, they must be enforced.

Ms. Sprinkle expressed appreciation for the City's support of the Midnight Sun Festival and stated that the entire weekend made her feel a great deal of pride for the community.

Ms. Rogers thanked the Mayor for his commitments to address L. Hebert's concerns and agreed that it is time to look at enforcement. She discussed the history of the Boatel Bar and how it has dramatically changed over the years. She expressed doubt that the original owners would approve of the current situation and stated that mocking neighbors over a loudspeaker was outrageous. **Mayor Pruhs** reiterated that the owners will get another chance but only with reduced volume from 11:00 p.m. to 1:00 a.m.

Mr. Cleworth asked if the FGC allows for essentially any type of noise until 11:00 p.m., with a waiver being required thereafter. **Mayor Pruhs** confirmed. **Mr. Cleworth** discussed the original sternwheeler boat that was the Boatel and the double-edged sword of a booming business that is close to a neighborhood. He expressed hope that the Boatel Bar can eventually have the building expanded to include additional enclosures for these types of events. He acknowledged the attractiveness of the venue and the experience it offers for customers.

Ms. Rogers asked to confirm that there are no noise restrictions until 11:00 p.m. **Mayor Pruhs** confirmed that is correct. He discussed the need to review and update the FGC regarding noise issues, potential decibel level constraints, and other parameters.

Mr. Cleworth addressed the question from D. van den Berg about excessive costs to specific City departments due to the Midnight Sun Festival and stated he believes bed tax funds can be used to cover many of the expenses. Chief of Staff Mike Sanders indicated that costs incurred due to the loss or replacement of barricades or equipment or for City staff overtime may be covered by those funds. CFO Bell confirmed that the City will use the 7% bed tax allocation for barricades and safety-related costs. **Mr. Cleworth** spoke of the changes in the planning for and layout of the event in recent years, noting that it was a real improvement for downtown businesses.

Mayor Pruhs affirmed that there are internal processes to audit the use of bed tax funds and to ensure compliance. **Ms. Sprinkle** pointed out that the City is using the 7% to provide for safety during events, but the economic drive of the past weekend is well worth the investment.

UNFINISHED BUSINESS

a) Resolution No. 5116 – A Resolution Authorizing an Agreement Between the Fairbanks North Star Borough, the City of North Pole, and the City of Fairbanks to Jointly Provide for Economic Development. Introduced by Mayor Pruhs. POSTPONED from the Regular Meeting of May 20, 2024.

[Clerk Note: At the April 22, 2024 regular City Council meeting, Mr. Cleworth, seconded by Ms. Sprinkle, moved to APPROVE Resolution No. 5116. The motion remained on the floor.]

Mayor Pruhs reminded the Council that there is an upcoming work session on the resolution.

Ms. Sprinkle, seconded by **Mr. Marney**, moved to POSTPONE Resolution No. 5116 to the July 22, 2024 Regular City Council Meeting.

Mr. Cleworth asked if the City is still waiting for information from the Borough on the taxation component. CFO Bell stated she has received the information and is ready for the work session.

Mayor Pruhs asked Councilmembers to send him any remaining questions they may have about the agreement so the information can be compiled and addressed in order at the work session.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE RESOLUTION NO. 5116 TO THE JULY 22, 2024 REGULAR CITY COUNCIL MEETING AS FOLLOWS:

YEAS: Sprinkle, Rogers, Cleworth, Ringstad, Marney NAYS: Tidwell Mayor Pruhs declared the MOTION CARRIED.

NEW BUSINESS

a) Resolution No. 5126 – A Resolution Awarding a Contract to Long Building Technologies, Inc. for Security Upgrades at the Fire Training Center in the Amount of \$304,044. Introduced by Mayor Pruhs.

Mr. Cleworth, seconded by Mr. Ringstad, moved to APPROVE Resolution No. 5126.

Mr. Cleworth asked if any entities are still using the Fire Training Center (FTC) tower for training. M. Sanders indicated that the tower is still occasionally used, including by one other fire department so far this year. He clarified that almost no one is using the building that the resolution addresses. **Mr. Cleworth** asked where the other entities are going now for training facilities instead of the FTC. Fire Chief Coccaro shared that some departments will still use the facility when they need to do a tower simulation. He added that over the years, many organizations have built their own training facilities and have less need for classroom space. **Mr. Cleworth** addressed the overall poor condition of the building and asked how much more work is needed to make the facility usable after the upgrades outlined in the resolution are complete. M. Sanders explained that the resolution is for a security upgrade, which is the first step, and it will be followed by an RFP for the installation of servers and other computer equipment to serve as a training center for dispatch services. He acknowledged that it will be an expensive project, primarily because the building has not been upgraded since 1988. **Mr. Cleworth** asked if another resolution is foreseen to provide additional funds for further building repairs from the wear and tear over the years. M. Sanders noted that \$680,000 had already been approved for the project and that the cost for the remaining stages will likely not be high enough to reach the Council level. **Mr. Cleworth** asked what is envisioned for the building. M. Sanders described the spaces within the structure and outlined plans for a server room, with the rear classroom as a dedicated space for dispatch training and a backup dispatch center. He added that the main classroom would be set up for modern training sessions which he believes would see a fair amount of use both internally and externally. **Ms. Sprinkle** asked whether other dispatch groups would be able to use the training space. M. Sanders explained that City dispatchers are the only ones accredited who also use the specific types of systems that will be set up at the training facility.

Mr. Ringstad asked for additional information on the next phase where equipment will be installed. M. Sanders explained that when the next regular Fairbanks Emergency Communications Center (FECC) upgrade occurs, some of the equipment will be transferred to the FTC; however, an appropriate server room is needed first. He noted that there will be additional costs, but he anticipates grant funding will assist with costs in the later stages.

Mr. Marney expressed gratitude to see the project come to fruition, noting that the status quo is not working. He asked whether FECC Manager Kristi Merideth supports the project. M. Sanders indicated that K. Merideth is pretty excited about it.

Mr. Cleworth asked whether there are still dispatchers working offsite. M. Sanders confirmed that several dispatchers who used to be local have continued to work remotely from all over the country due to staffing shortages. He noted that the approach is not sustainable.

Mr. Ringstad indicated that he has been concerned by the number [six] of remote dispatchers and acknowledged that the City will not be able to work out of the situation until there is a way to hire and train more local people. He stated that he hopes the project will help.

Mr. Cleworth expressed his desire to use space in City Hall for training. He bemoaned how the FTC has cost the City millions in contamination expenses. He suggested that the City may be putting a lot of money into a building that has outlived its purpose and may continue to have problems. He mentioned that an addition at Public Works was once proposed for a dispatch training center. **Ms. Sprinkle** pointed out that City Hall also costs a lot to repair and maintain.

Mr. Ringstad asked if it would be prudent to place the backup dispatch center near the FECC. Chief Coccaro explained that from an emergency management perspective, it is prudent to have a backup location within the jurisdiction but removed from the original site, rather than right next door. He added that all things considered, the FTC is an ideal location for a backup center. He acknowledged that the FTC has issues needing remediation but is in better condition than others. He stated that the City will only be limited by its imagination and willingness to move forward. He discussed the facility's potential to become a wide-serving public safety training location for the region, especially with improvements to the law enforcement driving pad.

Ms. Rogers recalled the devastating flood of 1967 and cited the benefits of a separate location.

Mr. Cleworth asked how many consoles are envisioned at the backup center. M. Sanders stated that it would likely house eight, but four-to-six consoles is realistic. He reiterated that the equipment would be cycled out of what is currently being used at the FECC. **Mr. Cleworth** noted that they replace the equipment every 10 years or so and that it costs about a million dollars. He asked whether the FTC equipment would also have to be replaced if it is meant to serve as a backup dispatch center. M. Sanders stated the equipment should still be functional and that the primary purpose is to recreate a comparable training setting, with multiple monitors and communication equipment, rather than a single laptop and headset. **Mr. Cleworth** questioned the need to replace of a backup center is for the resources used to be sufficient, though not ideal, serving only to cover a gap until the primary facility is restored. **Mr. Cleworth** addressed the driving pad at FTC and recalled hearing that the soil was not suitable for the uses Chief Coccaro had mentioned. **Mayor Pruhs** confirmed that the City Engineer was looking into the issue.

Mr. Ringstad shared that one issue K. Merideth has raised is that current training capabilities only allows them to train two people at a time, but this project could double that and accelerate training.

Mayor Pruhs acknowledged the fruitful discussion of future plans. He reiterated that this is a structure that the City already owns, and it will serve a vital role. He stated that an affirmative vote on this begins a commitment to a larger strategy.

Mr. Cleworth expressed that he is torn on the issue, citing reciprocity between Fairbanks and Mat-Su for backup dispatch centers. He noted the benefit of the FTC for dispatch training and the importance of utilizing existing structures. He stated that it would be interesting to know whether the City even has rights to sell the property, or if anyone would even be interested in it. He expressed disappointment in the high expectations for the building that never came to fruition and bemoaned the idea of putting more money into what is now a liability. He acknowledged the work that had gone into the proposed plan and thanked everyone for the chance to share his thoughts.

Ms. Rogers pointed out that this kind of project, and the associated funding, could be just what is needed to reach the tipping point for greater success with the facility.

Mr. Cleworth added that years ago the City looked at UAF as a backup location due to its higher elevation. He noted that the FTC is in the same floodplain as the downtown area, which concerns him. M. Sanders stated that the current dispatch center and its associated servers are all on the second floor of the FECC and should still be operational in the event of a flood.

Ms. Rogers spoke to how flooding is not the only hypothetical disaster that could occur.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO APPROVE RESOLUTION NO. 5126 AS FOLLOWS:

YEAS: Marney, Ringstad, Tidwell, Rogers, Sprinkle
NAYS: Cleworth
Mayor Pruhs declared the MOTION CARRIED and Resolution
No. 5126 APPROVED.

b) Resolution No. 5127 – A Resolution Approving Updates to the City of Fairbanks Emergency Operations Plan (EOP). Introduced by Mayor Pruhs.

Ms. Sprinkle, seconded by Mr. Cleworth, moved to APPROVE Resolution No. 5127.

Ms. Sprinkle noted that the EOP is a massive document and asked for an introduction.

M. Sanders explained that after years hoping the City might receive grant funding to help overhaul its outdated EOP, staff realized the project needed to be tackled internally. He shared that as staff went through the plan with a fine-toothed comb, they confirmed that the bones were really good for a ten-year-old document. He stated that staff reviewed and updated the EOP as necessary to ensure it can actually be used in an emergency.

Mayor Pruhs acknowledged that the EOP is a very large document and stated that the Council can take all the time it needs to review it.

Mr. Marney, seconded by **Mr. Ringstad**, moved to POSTPONE Resolution No. 5127 to the July 22, 2024 Regular City Council Meeting.

Ms. Rogers expressed appreciation for the work that had gone into updating the plan.

Mr. Ringstad shared his experience with learning the importance of EOPs through his work in the oil industry and affirmed the need for regular review and updates.

Ms. Sprinkle recalled asking about the City's emergency plan after the devasting fires in Maui, HI in 2023. She asked if such a crisis was addressed in the EOP. Fire Chief Coccaro explained that the EOP is a general guide for any mass disaster in the City, and it outlines broad responsibilities and authorities for individual departments without getting into specifics for any particular type of event. He stated that a good EOP should be reviewed every year as agreements with partner organizations evolve.

Mr. Ringstad discussed the importance of having a clear management structure available before a disaster hits. Chief Coccaro agreed, noting that the EOP is part of a bigger FEMA concept and identifies roles, responses, and responsibilities. He explained a vital aspect of a good plan is that everyone who has a role knows that they do and knows how to access the plan. He indicated that the plan is solid compared to many he has seen and reiterated that it will continue to change.

Mr. Cleworth stated that he would like to ask some additional questions if permitted but noted that the current discussion was out of order as the motion on the floor was to postpone the resolution. **Mayor Pruhs** acknowledged that the City Attorney had pointed that out to him but indicated that he would allow discussion to continue. Attorney Chard clarified that some discussion about the EOP was in order as it could provide Councilmembers relevant information to decide how to vote on the question of postponement. He advised the Council to not get too far down the rabbit hole of any specific topic or wordsmithing.

Mr. Cleworth asked who would be the City's Emergency Operations Coordinator (EOC), as listed in the flowchart on page 17. M. Sanders stated that it would be Chief Coccaro. Chief Coccaro confirmed that the EOC role would likely defer to the Fire Chief depending on the type and size

of the event. Mr. Cleworth shared that years ago there had been some disputes where the Borough had asserted that leadership would fall to them, with the City operating under the Borough's direction. He noted that it sounds as though that idea has gone away and asked if the Borough had a similar plan in place or in production. Chief Coccaro clarified that the Borough is still having conversations on many topics but the City having its own plan is still important. He stated he has had conversations with the Borough's emergency operations team but that the City's EOP would not take away from or add to that discussion. He reminded the Council that Fairbanks is a fullservice City and there are possible events that may activate the EOP without involving the Borough, State, or Federal government. Mr. Cleworth indicated that he is a strong proponent of the City taking responsibility for itself whenever possible and that his concern is about turf disputes over who calls the shots. M. Sanders concurred that the City's plan does not take away from the Borough's. He gave examples from recent years, such as periods of major snowfall, when the City declared an emergency for situations that did not impact the Borough enough to see the same action taken at that level. Mr. Cleworth asked, in the event of a Borough-wide emergency, where the center of command would be and who would be in charge. M. Sanders indicated that if the Borough declares an emergency, the City would be looped into the Borough's plan. Mr. Cleworth asked whether that was the proper methodology. Chief Coccaro responded that it would depend on many factors, which likely were not suited for the present discussion. He confirmed that coordination will always happen.

Mayor Pruhs declared that the discussion had veered too far from the motion to postpone and asked if there were any other items to address pertaining to the question to postpone. There was no further discussion.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE RESOLUTION NO. 5127 TO THE JULY 22, 2024 REGULAR CITY COUNCIL MEETING AS FOLLOWS:

YEAS: Marney, Cleworth, Rogers, Sprinkle, Ringstad, Tidwell, NAYS: None
Mayor Pruhs declared the MOTION CARRIED and Resolution No. 5127 POSTPONED.

c) Ordinance No. 6283 – An Ordinance Amending Fairbanks General Code by Enacting Section 10-207 to Require That Vacant Buildings Be Secured and Registered and Establishing Fines for Violations of These Requirements. Introduced by Mayor Pruhs and Council Members Sprinkle and Ringstad.

Ms. Sprinkle, seconded by Mr. Ringstad, moved to ADVANCE Ordinance No. 6283.

Mr. Cleworth stated that he was happy to see the ordinance and the next two ordinances at the last work session. He indicated that Ordinance No. 6283 gives him heartburn, primarily due to the methodology of going after things with a stick rather than a carrot. He expressed distaste in requiring people to register a vacant building and to be required to pay to do so. He suggested a better approach would be asking owners to register a vacant building while also allowing them to give advance consent for the police to enter the property in the owner's absence if need be. He stated that he wants owners to participate in the program but does not agree with charging the fees.

Mayor Pruhs expressed agreement with Mr. Cleworth and conveyed his desire for the ordinance to be postponed until November. He explained that the City is hiring for a newly created position that will be working in this area and that he would like that individual to have the chance to have input on how the program will be shaped. He acknowledged that of the three ordinances before the Council, Ordinance No. 6283 appears the most intrusive at the surface level.

Mr. Ringstad agreed that the ordinance gives him some uncomfortable feelings and expressed concern over unintended consequences. He spoke in favor of having a registry of vacant buildings.

Ms. Sprinkle acknowledged that the Council could refine the ordinance but indicated that she would not like to wait until November to see it put into motion. **Mayor Pruhs** reiterated that he would like the operational input of whomever is hired to fill the new role, giving them at least two months to become comfortable with the implementation. He added that the Council's plate is also getting very full for the next couple months.

Ms. Rogers spoke in favor of possible postponement and expressed gratitude for the work done.

Mr. Marney recalled a recent Council discussion about squatters. He asked whether there was a State law addressing such or whether the City needed to enact something to protect property owners. He suggested that posting "No Trespassing" signs seems to be an invitation to squatters.

Ms. Sprinkle acknowledged the need for a new staff member to have the chance to review the program but reminded the Council that November is a time of heavy budget work. She stated that she appreciates the delay but would not like to see it go beyond August or September.

Mr. Ringstad, seconded by **Mr. Marney**, moved to POSTPONE Ordinance No. 6283 to the October 14, 2024 Regular Council Meeting.

Mr. Cleworth indicated that he believes it should be sooner than that, suggesting the second meeting in August may be more prudent.

Ms. Rogers discussed the benefit of having time to review the issues in upcoming work sessions.

Ms. Sprinkle asked for details on the suggested meeting dates and plans for the ordinance after postponement. Clerk Snider clarified that the second meeting in August would be August 26. She explained that postponed items are typically included on all work session agendas in the interim.

Mr. Ringstad, with concurrence of the second, withdrew the motion to postpone.

Mr. Cleworth, seconded by **Ms. Sprinkle**, moved to POSTPONE Ordinance No. 6283 to the August 26, 2024 Regular Council Meeting.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE ORDINANCE NO. 6283 TO THE AUGUST 26, 2024 REGULAR CITY COUNCIL MEETING AS FOLLOWS:

YEAS: Cleworth, Sprinkle, Tidwell, Marney, Ringstad, Rogers NAYS: None **Mayor Pruhs** declared the MOTION CARRIED and Ordinance No. 6283 POSTPONED.

d) Ordinance No. 6284 – An Ordinance Amending Fairbanks General Code by Enacting Section 10-208 to Prevent and Address Blight. Introduced by Mayor Pruhs and Council Members Sprinkle and Ringstad.

ADVANCED on the CONSENT AGENDA.

e) Ordinance No. 6285 – An Ordinance Amending Fairbanks General Code Section 74-36 Economic Development Property Tax Exemption or Deferral and Enacting Section 74-37 Tax Incentive for Property Development, Redevelopment, or Renovation. Introduced by Mayor Pruhs and Council Members Sprinkle and Ringstad.

Mr. Sprinkle, seconded by Mr. Ringstad, moved to ADVANCE Ordinance No. 6285.

Mr. Marney thanked the sponsors for introducing the ordinance. He discussed how the Borough had attempted something similar in the past. He shared that he recently spoke with former Borough Assemblymember Aaron Lojewski and learned that the program has become defunct but only after putting a big burden on Borough staff. He stated that the bar was also too low for the bottom end. M. Sanders explained that the previous amount had been much higher, but he thought that the consensus at the last work session was to lower the threshold. **Mayor Pruhs** acknowledged that more work could be done on the ordinance and that a sunset date should be included.

Mr. Ringstad shared that he had also spoken to individuals familiar with the Borough's attempt with a similar program. He agreed that it had been complicated for everyone involved and urged caution that the Council does not make it more trouble than it is worth. He expressed confidence that the CFO would have the necessary structure in place. He discussed the numerous buildings around town that are in significant need of upgrades to prevent further deterioration. He affirmed the need for incentives to be in place to encourage owners to make improvements that will benefit the overall community for years to come.

Mr. Cleworth noted that the program is for a maximum of five years. He asked if a granted exemption would be transferable to a new owner upon sale. M. Sanders indicated that he does not believe that is included in the ordinance. **Mr. Cleworth** recalled that the City Council considered a similar incentive program in the past, which was ultimately not adopted. He agreed that he would like more info about how successful, or not, the Borough's attempt was. He explained that the City's mill rate is so low that it is unlikely the incentive would make or break any potential deals for contractors. He added that it would likely create an accounting headache for the City. He stated that he gets defensive and concerned anytime the Council considers taking away revenue sources or rapidly increasing fees. He expressed a desire to learn how city property owners utilized the Borough's exemption.

Ms. Sprinkle shared that she believes only one property owner used the Borough's exemption and concurred that she had heard the paperwork was confusing. She stated that the idea is meant to be a carrot and while they need some more information on the numbers, it would be up to the City to promote it. She clarified that the City would still be getting the standard tax base, just not the additional amount from an increase in property value during renovation or development.

Mr. Cleworth pointed out that the properties would be excluded from certain computations that determine the tax cap, that it would not add to the tax base, and that the City would be shooting itself in the foot for years to come. M. Sanders acknowledged that the way the Borough's program was set up did have the detrimental components that had just been addressed. He shared that he and CFO Bell came up with a process that would ensure the City's tax base would not be impacted and the property owner would be reimbursed for any increase from the Borough's assessment. He affirmed that ordinance would be fairly simple to track and implement.

Mr. Ringstad reported that when he reviewed the Borough's recent plan, he noted that the number of buildings making up the City's tax base has dropped 30%. He discussed the situation with older buildings and how that number will continue to drop. He stated that the City may give up a little at the beginning, but if more properties become more viable, the City would see increases over the next 25 years.

Ms. Sprinkle addressed increasing instances of buildings being purchased and razed instead of redeveloped, with nothing else being built in their place. She expressed concern that this trend would continue to reduce the City's tax base as Mr. Ringstad had identified.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADVANCE ORDINANCE NO. 6285 AS FOLLOWS:

YEAS: Ringstad, Rogers, Cleworth, Marney, Sprinkle, Tidwell NAYS: None Mayor Pruhs declared the MOTION CARRIED and Ordinance No. 6285 ADVANCED.

WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

a) Clay Street Cemetery Commission Meeting Minutes of May 1, 2024

ACCEPTED on the CONSENT AGENDA

b) Memorandum Authorizing Fire Department Position Change

Ms. Sprinkle, seconded by **Mr. Marney**, moved to AUTHORIZE the Fire Department Position Change.

Ms. Tidwell spoke against the change, noting that the additional Captain position that would be eliminated had only recently been created as a way to combat overtime, which the City still struggles with. She acknowledged the need for an Assistant Chief but expressed concern with eliminating any positions at FFD while dealing with the overtime crisis.

Chief Coccaro shared that he was hired on the same day that the new Captain position was created in 2022. He explained that the position was placed under the administrative category under the CBA which meant it could not fill fire suppression positions to count towards minimum staffing, which actually increased overtime. He stated that the City needs to take the role out of that equation

as it was not being used in the way it could be. He affirmed that the position change would create an overtime-reducing capability that does not currently exist.

Ms. Tidwell asked if this would create a new hole in staffing. Chief Coccaro indicated that the position is currently vacant, as the individual who had occupied it chose to return to a fire suppression role. **Ms. Tidwell** clarified that her concern is that the vacancy of the new position would pull someone out of the existing fire suppression staff. Chief Coccaro reiterated that the parameters of the CBA meant that the current position was constrained to an administrative role with a 40-hour work week and anything beyond, such as filling in for absences on the suppression team, would be paid as overtime. He added that with the position change, the individual could be used to fill in for absences without overtime pay.

HR Director Jake Merritt referenced page 150 of the 2024 budget book and gave further explanation on the current role having been established specifically for training purposes. He stated that they do not expect that to be lost as far as the expected expertise and responsibilities for whoever would be hired for the position. He confirmed that the change would create an overtime-reducing capability without losing important aspects of FFD leadership.

M. Sanders gave additional background information on the position as it currently functions. He stated that the role was created prior to Ms. Tidwell joining the Council and he believes she is referring to another position. **Ms. Sprinkle** added that she believes Ms. Tidwell is thinking of a Battalion Chief position that had been added during her time on the Council.

Mr. Cleworth, with further clarification from Chief Coccaro, discussed how the role would impact staffing minimums and overtime. M. Sanders summarized the situation by noting that:

- When the position was created in 2022, one of the three FFD shifts was short one person.
- In 2023, the Council added the additional Battalion Chief so all three shifts would be equal.
- The person in the administrative Captain role moved back to fire suppression.
- They are now changing the vacant Captain position to an Assistant Chief position.
- There is no change in total jobs but a positive shift in overtime-reduction capabilities.

Mr. Cleworth noted that the new position would be under a different union agreement than it had been. He asked if the same individual who had moved out of the Captain position would be taking the new role. Chief Coccaro indicated that they would go through the proper hiring process so anyone qualified, locally or otherwise, would be welcome to apply.

Ms. Tidwell asked for confirmation that the change included a shift in union membership. J. Merritt confirmed that after review of the training program, management concluded that the current role did not have some of the necessary authority to do what that position realistically should be able to do. He stated that after discussion, it was determined that the appropriate rank was Assistant Chief, which is under the IBEW bargaining unit rather than the Fairbanks Firefighters Union (FFU). **Ms. Tidwell** asked if the FFU has to release the position, has been involved with the discussion, and are okay with the change. M. Sanders indicated that the FFU is not actually losing a position, noting that the training Captain position created in 2022 was never a permanent position. He stated that he still anticipates a grievance on the matter.

Attorney Chard clarified that the position being removed does not exist within the IAFF/FFU CBA. He added that the only reference within the agreement appears to consider this designation as an assignment, not a position. He stated that it can be viewed not as a loss of an FFU member but the addition of an IBEW member.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AUTHORIZE THE FIRE DEPARTMENT POSITION CHANGE AS FOLLOWS:

YEAS:Rogers, Cleworth, Sprinkle, Ringstad, MarneyNAYS:TidwellMayor Pruhsdeclared the MOTION CARRIED.

c) Memorandum Authorizing Building Department Position Change

AUTHORIZED on the CONSENT AGENDA

COMMITTEE REPORTS AND COUNCILMEMBERS' COMMENTS

Mr. Cleworth stated that of the three ordinances on the agenda, the one not discussed, Ordinance No. 6284, is the meat of the whole plan. He indicated that he is glad to see it included, as it gives the City the tools to deal with problem properties. He reiterated wanting more information about how the Borough's property exemption program worked and added that he does not believe the tax incentive ordinance will result in much by way of property improvements.

Ms. Rogers expressed gratitude for the productive meeting and thorough discussions. She acknowledged Mr. Cleworth's prediction that the exemption approach may not result in much but stated that it is important to show that the City is trying to do something to improve the community. She indicated that at the very least it conveys understanding and concern and that others may join the effort and take advantage of the opportunity.

Ms. Sprinkle shared that she is still working with M. Sanders to create other incentives to promote property improvements and thanked the Council for supporting the efforts to work towards a safer, cleaner City. She indicated that she had no committee reports.

Ms. Tidwell stated that she is also excited about the possibility of incentives for property owners and hopes the Council continues to come up with new, creative ideas.

Mr. Marney indicated that he is glad to be part of the Council and discussed its role to lead rather than follow. He noted the success of lateral-hire incentives at the Fairbanks Police Department (FPD) and requested a future update on progress towards the goal of having 37 police officers.

Mr. Ringstad echoed Mr. Marney's comments on leading versus following.

Ms. Sprinkle shared that she will be traveling soon and will attend the July 8 meeting remotely.

CITY CLERK'S REPORT

Clerk Snider indicated that she had no report.

CITY ATTORNEY'S REPORT

Attorney Chard indicated that he had no report.

EXECUTIVE SESSION

Mr. Cleworth, seconded by **Ms. Sprinkle**, moved to ENTER Executive Session to discuss IAFF/FFU Labor Negotiations.

Mayor Pruhs called for objection and, hearing none, so ORDERED.

Mayor Pruhs called for a brief recess. The Council reconvened in Executive Session following the brief recess.

a) IAFF/FFU Labor Negotiations – Guidance from Council (*entered at 9:20 p.m.*)

Mr. Cleworth brought the City Council out of the Executive Session, noting that the City Council met in Executive Session to discuss IAFF/FFU Labor Negotiations. He affirmed that no action was taken.

ADJOURNMENT

Ms. Sprinkle, seconded by Ms. Rogers moved to ADJOURN the meeting.

Mayor Pruhs called for objection and, hearing none, so ORDERED.

Mayor Pruhs declared the meeting adjourned at 10:28 p.m.

DAVID PRUHS, MAYOR

ATTEST:

D. DANYIELLE SNIDER, MMC, CITY CLERK

Transcribed by: CC



FAIRBANKS CITY COUNCIL REGULAR MEETING MINUTES, JULY 8, 2024 FAIRBANKS CITY COUNCIL CHAMBERS 800 CUSHMAN STREET, FAIRBANKS, ALASKA

The City Council convened at 6:30 p.m. on the above date, following a 5:00 p.m. Work Session with the Council Finance Committee, to conduct a Regular Meeting of the Fairbanks City Council via Zoom webinar and at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Mayor David Pruhs presiding and with the following Councilmembers in attendance:

Councilmembers Present:	Jerry Cleworth, Seat A June Rogers, Seat B Sue Sprinkle, Seat C (remotely) Crystal Tidwell, Seat D Lonny Marney, Seat E
Absent:	John Ringstad, Seat F (excused)
Also Present:	D. Danyielle Snider, City Clerk Michael Sanders, Chief of Staff Thomas Chard, City Attorney Margarita Bell, Chief Financial Officer Ron Dupee, Police Chief (remotely) Andrew Coccaro, Fire Chief Clem Clooten, Building Official Kristi Merideth, FECC Manager (remotely) Jake Merritt, Human Resources Director Brynn Butler, Housing Coordinator (remotely) Brenda McFarlane, Crisis Now Coordinator (remotely)

INVOCATION

The invocation was given by City Clerk Danyielle Snider.

FLAG SALUTATION

At the request of Mayor Pruhs, HR Director Jake Merritt led the flag salutation.

CEREMONIAL MATTERS (Proclamations, Introductions, Recognitions, Awards)

Mayor Pruhs congratulated Fire Chief Andrew Coccaro and the entire Fairbanks Fire Department (FFD) for receiving the Mission: Lifeline EMS Recognition Gold Award, just one year after receiving its first-ever Silver Award. He praised the work of FFD and its service to the community.

CITIZENS' COMMENTS

[Clerk Note: Names of citizens who provide comments may not be spelled correctly if their name was illegible on the physical sign-up sheet.]

Juanita Webb, Chair of the Fairbanks Diversity Council (FDC) – J. Webb gave an update on the activities of the FDC, including an upcoming Human Library event and participation in the Midnight Sun Intertribal Powwow. She noted that the FDC is down four members and extended an invitation for anyone interested in joining the FDC to contact her.

<u>Kasey Gillam, Director of Communications of Explore Fairbanks</u> – K. Gillam shared details about Explore Fairbanks' work with the travel media industry. She thanked the Council for its reinvestment of bed tax dollars to support efforts to showcase Fairbanks as a travel destination.

Ms. Rogers asked if the convention Explore Fairbanks hosted the previous year would be returning. K. Gillam explained that the event has a rotating schedule, and it would likely be a while before it returned to Fairbanks. She stated that that Explore Fairbanks is in discussions with similar organizations to host other future conventions.

 $\underline{Victor \ Buberge}$ – V. Buberge asked if there was any update about the public restroom that was expected to be installed over the summer; he also asked about the streetlights on the Old Steese Highway.

Mayor Pruhs stated that some components of the restroom had arrived, and it is expected to be operational in August. He reported that there are nine streetlights needing replaced on the Old Steese Highway, and work orders are in process.

<u>Natalie Neubauer</u> – N. Neubauer stated that she and her sister are the proprietors of the Boatel Bar, and she addressed the recent noise complaints from residents in that neighborhood. She reported on their efforts to mitigate issues from live music events, including:

- Installation of a 14-foot privacy fence.
- Only booking events on Friday and Saturday evenings during the summer.
- Only scheduling 17 total live music events in 2024.
- Using the same sound crew for each show, which is the same crew who worked with them in past years and who is aware of noise sensitivities in the area.
- Obtaining and adhering to noise variance with the Mayor's Office.
- Reducing speaker volumes at 11:00 p.m. and shutting down all live music at 1:00 a.m.
- Making an effort to not book bands with aggressive music or foul language.

N. Neubauer affirmed that they are not ignoring the concerns of residents in the neighborhood and that they remain mindful of their concerns. She stated that, as business owners, they continue to invest money in the Boatel facility, including looking at ways to further reduce noise concerns.

Ms. Rogers discussed the circumstances of live music events in the community, acknowledging challenges and opportunities that proprietors face. She spoke of the complaints received and wondered if the Boatel Bar owners are considering a balance between their intentions and feedback from customers and neighbors. N. Neubauer shared that her parents started the Boatel in 1971, with her and her sister taking over in 2003. She stated that live music was implemented in 2008. She stated that they personally know most of the neighbors, and the majority of feedback is positive, especially since many neighbors attend the events. She acknowledged a few residents of the area who are unhappy with the noise and reiterated the efforts to mitigate the issues. N. Neubauer claimed that many neighbors had offered to speak in support of the Boatel Bar, but she

had told them that was not necessary. **Ms. Rogers** asked follow-up questions about the owner's adherence to the parameters of the noise variance. N. Neubauer affirmed that they are compliant with the requirements. She reiterated that they do not book aggressive music, noting that three of their events feature harps. **Ms. Rogers** asked if they were aware of any decibel level concerns. N. Neubauer pointed out that the City does not measure decibels, nor is it referenced anywhere in the noise ordinance. She confirmed that, aside from the block party during the solstice weekend when the Midnight Sun Run was passing through the neighborhood, her sound crew does not use subwoofers. **Ms. Rogers** shared her experience with noise level restrictions and asked if this had even been discussed at the business. N. Neubauer confirmed that they try and keep the volume low after 11:00 p.m. while still entertaining guests. She again stated that the City does not regulate parameters for noise decibels. She noted that her sound engineer would be the best person to discuss the issue with.

Ms. Sprinkle suggested that the Council could create an ordinance regarding decibel levels and pointed out that more than one neighbor has expressed concern. She asked if the Boatel Bar could limit music at the end of the night to only acoustic sets. N. Neubauer stated that up to five hundred individuals attend and enjoy the music and that they only have 17 shows this summer, which take place only on Friday and Saturday evenings. She expressed confusion as to why she would have to minimize the live music experience for the sake of a couple neighbors, noting the other various events around town that include live music late into the night during the short summer season.

Mayor Pruhs noted that the Boatel Bar's stage was constructed to face the river, away from the residential area, and that only a few structures are close enough to the bar to be impacted. He added that aside from the Boatel, the solstice street fair and The Cabin host the only other occurrences of late-night, outdoor live music in the city. N. Neubauer shared that the next planned property improvement is to fix a brick wall that generates some reverb and add sound dampeners. **Mayor Pruhs** indicated that any potential noise ordinance would need to identify the point of measurement for the sound rating. He noted that these types of things can get quite technical.

Mr. Marney thanked N. Neubauer for coming to speak to the Council. N. Neubauer shared that she and her sister are from Fairbanks and love the town and its people. She affirmed that they are not going anywhere and that they enjoy providing community entertainment. **Mr. Marney** admitted that it would be easy for her to hide and not address the situation, and he thanked her for making a good faith effort.

Mayor Pruhs, hearing no requests for additional comments, declared Citizens' Comments closed.

APPROVAL OF AGENDA AND CONSENT AGENDA

Mr. Marney, seconded by Ms. Tidwell, moved to APPROVE the agenda and consent agenda.

Mayor Pruhs called for objection to the APPROVAL of the agenda and, hearing none, so ORDERED.

Clerk Snider read the consent agenda into the record.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

a) Regular Meeting Minutes of June 10, 2024

APPROVED on the CONSENT AGENDA

SPECIAL ORDERS

a) The Fairbanks City Council held a public hearing and considered the following alcohol license application for renewal:

Lic. #	DBA	License Type	Licensee	Address
5998	Riverside Eats & Drinks	Recreational Site	Malemute, Inc.	2010 2nd Avenue

Mr. Cleworth, seconded by Mr. Marney, moved to WAIVE PROTEST on the alcohol license application for renewal.

Mayor Pruhs called for testimony and hearing none, declared Public Testimony closed.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE ALCOHOL LICENSE APPLICATION FOR RENEWAL AS FOLLOWS:

YEAS:	Marney, Cleworth, Sprinkle, Rogers, Tidwell
NAYS:	None
ABSENT:	Ringstad
Mayor Pruhs	declared the MOTION CARRIED.

b) The Fairbanks City Council held a public hearing and considered the following Manufacturer Direct Shipment License Application:

Type/Lic.:	Manufacturer Direct Shipment License, Lic. #5353
DBA:	Fairbanks Distilling Company
Applicant:	Patrick W. Levy
Location:	410 Cushman Street, Fairbanks

Mr. Marney, seconded by Mr. Cleworth, moved to WAIVE PROTEST on the Manufacturer Direct Shipment License Application.

Mayor Pruhs called for testimony and hearing none, declared Public Testimony closed.

Mr. Cleworth indicated that he does not recall seeing this type of license before and asked if it was new. Clerk Snider explained that this, along with several other categories of endorsements and licenses, was added as part of a rewrite of Alaska Statutes, Title 4, effective January 1, 2024. She reviewed the description of the license as contained within her memorandum and added that this type of activity had been previously allowed, just not regulated by statute until the recent update. She stated that she and City Attorney Chard discussed holding a work session with the Council to review the updates and consider amendments to the Fairbanks General Code (FGC).

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO WAIVE PROTEST ON THE MANUFACTURER DIRECT SHIPMENT LICENSE APPLICATION AS FOLLOWS:

YEAS:Tidwell, Sprinkle, Marney, Rogers, CleworthNAYS:NoneABSENT:RingstadMayor Pruhsdeclared the MOTION CARRIED.

c) The Fairbanks City Council considered whether to veto the decision of the Fairbanks North Star Borough Platting Board to approve a request to vacate the 33-foot-wide section line easement within TL-2315, Section 23, T.1S., R1W., F.M. (VA004-24).

Mayor Pruhs explained that a motion was only required if the intention of the Council was to consider vetoing the decision of the FNSB Platting Board. No motion was made.

MAYOR'S COMMENTS AND REPORT

Mayor Pruhs noted that Olivia Rodriguez from Golden Heart Consulting was in attendance and congratulated her on receiving an award. He praised her for her work on the Midnight Sun Festival.

COUNCILMEMBERS' COMMENTS

Ms. Sprinkle, Ms. Tidwell, Mr. Marney, and Mr. Cleworth indicated they had no comments.

Ms. Rogers addressed the issue of the Boatel Bar noise complaints. She expressed her belief that both sides appear to have interest in seeking an amicable resolution.

UNFINISHED BUSINESS

a) Ordinance No. 6284 – An Ordinance Amending Fairbanks General Code by Enacting Section 10-208 to Prevent and Address Blight. Introduced by Mayor Pruhs and Council Members Sprinkle and Ringstad. SECOND READING AND PUBLIC HEARING.

Mr. Marney, seconded by Ms. Sprinkle, moved to ADOPT Ordinance No. 6284.

Mayor Pruhs called for Public Testimony.

<u>John Salzman</u> – J. Salzman shared that he and his wife own the former Tamarack Inn, which years ago would have been considered blighted property by Ordinance No. 6284, given the number of police calls for trespassing and squatters. He confirmed that the structure had been boarded up for some time. He stated that he and his wife intend to build their retirement home on that property, but he would first want to know more about the definitions and intent of the ordinance, as they often travel out of town for work. He noted the progressive fines and asked the Council not to put the stick before the carrot, citing comments from Mr. Ringstad at the previous meeting.

Ms. Sprinkle stated that her problem with a lot of the properties the City would like to address is that issues do not happen overnight. She acknowledged Mr. Salzman's admission of often being out of town and asked how long he would say problems have existed at his property. J. Salzman

reported that the property had gone into tax foreclosure, and another individual was planning to turn it into a brothel. He shared that he had three daughters living next door, so he and his wife purchased the property to prevent it from becoming a brothel. He discussed witnessing numerous incidents of unlawful activity over the years. J. Salzman noted that a recent, expensive hip surgery and a lack of funding prevents them from affording the cost of demolition and shipping asbestos or other hazardous materials out of state. He reiterated that they have secured the property and are not aware of any police calls to the location in over two years. He asked if his property would be considered a blight and how to proceed.

Mayor Pruhs gave clarification on certain terminology in and interpretations of the ordinance. He expressed willingness to work with all property owners facing challenges and acknowledged that J. Salzman is disproportionately saddled with cost-prohibitive issues. He indicated that he is familiar with the property and its history and considers the Salzmans great owners. He stated that the ordinance should help address some of the problems and thanked J. Salzman for his comments.

Ms. Sprinkle suggested that if an ordinance like this had been in place before, J. Salzman and his wife would not have had to purchase the property just to protect their family. She expressed her hope that the ordinance would prevent similar situations for others. J. Salzman added that in addition to being boarded up, saplings have grown large enough to visually block the structure from view from Minnie Street, which he believes makes a difference. He expressed hope to secure funds to pursue the construction of their retirement home.

<u>Darlene Herbert</u> – D. Herbert stated that she read about Ordinance No. 6284 in the newspaper and that it sounds scary. She expressed her belief that when someone buys a piece of land, it belongs to them – not the City, Mayor, or Council – and that it feels like there are too many rules to live in Fairbanks. She stated that the ordinance seems like government overreach and that neighbors should be the ones making complaints about dirty properties. She indicated that it was not right for the Mayor to tell someone that if they do not clean up their property, he could kick them out and keep their land and house.

<u>Victoria Dowling</u> – V. Dowling spoke in support of Ordinance Nos. 6284 and 6285 and noted that she had spoken to the City Council many times in recent years over blighted properties in the community. She stated she is deeply invested in the issue and highlighted aspects of the ordinance that address the safety and overall revitalization of the community. She shared how being a homeowner and vacation rental owner has given her firsthand experience of the impact blighted properties have on people's perception of Fairbanks. She encouraged the Council to pass both ordinances and declared them positive measures to ensure Fairbanks is safe and welcoming for all.

Mayor Pruhs stated that V. Dowling's efforts to bring these types of issues to the City's attention is a primary contributing factor to the creation of the ordinances. V. Dowling confirmed that she had visited Mayor Pruhs' office and the office of prior mayors many times over the years to try and find solutions to improve her neighborhood and the community.

Ms. Rogers asked which properties V. Dowling was referring to in her previous comments. V. Dowling stated that she did not wish to list specific properties but that she resides in the downtown area near the Clay Street Cemetery.

Mayor Pruhs called for additional testimony and hearing none, declared Public Testimony closed.

Chief of Staff Sanders distributed printed photograph packets. **Mayor Pruhs** explained that the images were of properties he had taken photos of from his vehicle two days prior. He stated that they are intended to give visual examples of the City's interpretation of what would or would not be considered blighted property. He discussed how the issues demonstrated in the photos impact neighboring properties and what types of situations could rise to the level of the City taking action. He affirmed the City's plan to use the ordinance to initiate communication with owners and pursue solutions to problems. He clarified that the City's intent is not to fight with property owners every day, and he acknowledged that no two properties are the same. He stated that timeframes for solutions will likely vary, but his authority as mayor gives him significant latitude to waive fines. **Mayor Pruhs** used his waiver of vehicle towing fees and late fees for business license renewals as examples of his willingness to give people one chance to rectify issues. He committed to continuing to take a reasonable approach as the City seeks to improve the community through the ordinance. He noted that the ordinance will set expectations and timelines, as well as provide process with checks and balances. He acknowledged that some of the timeframes and other parameters may need to be amended before adoption.

Ms. Sprinkle pointed out that an ordinance such as this would have prevented the situation earlier in the year when the City removed 62 tons of trash from the property at 23rd Avenue and Rickert Street, only after getting permission from the owner. She affirmed that the City is not looking to take properties but to give more adequate tools to City departments to help improve the community while showing responsible owners that the City has their back. She declared that the issue of property neglect has gone on for far too long.

Mayor Pruhs reiterated his commitment about being accommodating to all those who are willing to pursue solutions. He reminded the Council that the interview process was complete for the newly created position that will work directly on these types of issues. He stated that his door will remain open, that he anticipates the first year of implementation will result in a lot of property owner notification, and that the Council will likely get feedback and may need to make adjustments.

Mr. Cleworth, seconded by **Mr. Marney**, moved to AMEND Ordinance No. 6284 by changing "10 days" to "30 days" in Sec. 10-208(d) and (e) and by changing "business day" to "month" in Sec. 10-208(e).

Ms. Rogers asked what reasoning the sponsors had for originally selecting 10 business days and \$300 per day. **Mayor Pruhs** explained that the goal was simply to get something on paper and start the process of reviewing the ordinance. He noted that the two items questioned by Ms. Rogers were addressed by Mr. Marney at the last work session as examples of prudent revisions. He affirmed that the City does not seek to create revenue through fines and that the primary purpose of the ordinance is efficient communication with reasonable expectations and timelines.

Mr. Marney stated that they will need to advertise the topic heavily to let city residents know that something is going to be done about the many properties that have turned into trash dumps.

Ms. Sprinkle clarified that property conditions are just a symptom of the real problem that property owners may be unaware of what their actions, or inaction, are doing to the community.

Mayor Pruhs acknowledged the Council's work over the last couple years to improve Fairbanks.

Ms. Rogers concurred with the need to share about the ordinance as widely as possible.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO AMEND ORDINANCE NO. 6284 BY CHANGING "10 DAYS" TO "30 DAYS" IN SEC. 10-208(d) AND (e) AND BY CHANGING "BUSINESS DAY" TO "MONTH" IN SEC. 10-208(e) AS FOLLOWS:

YEAS:	Tidwell, Cleworth, Marney, Sprinkle, Rogers
NAYS:	None
ABSENT:	Ringstad
Mayor Prubs	s declared the MOTION CARRIED.

Mr. Cleworth asked for clarification on item 5 from page 2. He questioned whether all the listed criteria for vehicles must exist or whether the presence of any of the conditions would fulfill the requirement. **Mayor Pruhs** clarified that all conditions listed must exist. **Mr. Cleworth** questioned whether the language was clear enough. Attorney Chard indicated that it was sufficient and aligned with the sponsor's intent. **Mr. Cleworth** shared that he has received mixed responses from community members about the ordinance. He noted the two primary concerns expressed were that the City could use selective enforcement and that it would be too easy for a property to be considered blighted. He reviewed the criteria aloud and stated that he believes it would take a lot for a property to meet the criteria. He added that the City does not have the funds to abate a lot of properties each year and that the Council can hear appeals for any decisions made. He reiterated that the intent of the ordinance is to motivate property owners to remedy problems.

Ms. Sprinkle pointed out that the list of nine items that trigger action already exists in the FGC and are included in the ordinance to help coordinate the identification of a blighted property.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO ADOPT ORDINANCE NO. 6284, AS AMENDED, AS FOLLOWS:

YEAS:	Rogers, Marney, Sprinkle, Cleworth, Tidwell
NAYS:	None
ABSENT:	Ringstad
Mayor Pruhs	declared the MOTION CARRIED and Ordinance
No. 6284, as A	mended, ADOPTED.

b) Ordinance No. 6285 – An Ordinance Amending Fairbanks General Code Section 74-36 Economic Development Property Tax Exemption or Deferral and Enacting Section 74-37 Tax Incentive for Property Development, Redevelopment, or Renovation. Introduced by Mayor Pruhs and Council Members Sprinkle and Ringstad. SECOND READING AND PUBLIC HEARING.

Mr. Marney, seconded by Ms. Sprinkle, moved to ADOPT Ordinance No. 6285.

Mayor Pruhs called for testimony and hearing none, declared Public Testimony closed.

Mayor Pruhs recounted the discussion from the previous work session about taking some additional time to work through Ordinance No. 6285 prior to adoption. He noted that there is still a fair amount of clarification needed on certain items.

Ms. Rogers, seconded by **Mr. Marney**, moved to POSTPONE Ordinance No. 6285 to the August 26, 2024 Regular Council Meeting.

A ROLL CALL VOTE WAS TAKEN ON THE MOTION TO POSTPONE ORDINANCE NO. 6285 TO THE AUGUST 26, 2024 REGULAR COUNCIL MEETING AS FOLLOWS:

YEAS:Tidwell, Rogers, Sprinkle, Marney, CleworthNAYS:NoneABSENT:RingstadMayor Pruhsdeclared the MOTION CARRIED.

NEW BUSINESS

a) Ordinance No. 6286 – An Ordinance Amending the 2024 Operating and Capital Budgets for the Third Time. Introduced by Mayor Pruhs.

ADVANCED on the CONSENT AGENDA.

WRITTEN COMMUNICATIONS TO THE CITY COUNCIL

a) Fairbanks Diversity Council Meeting Minutes of May 14, 2024

ACCEPTED on the CONSENT AGENDA

COMMITTEE REPORTS AND COUNCILMEMBERS' COMMENTS

Ms. Tidwell indicated that she had no reports or additional comments.

Mr. Marney reported that he participated in a recent Explore Fairbanks board meeting which was well attended and involved a lot of good discussion about the positive effects of tourism on the community. He stated that the Council meeting had been productive and included great testimony.

Ms. Sprinkle shared that there is an upcoming meeting for the Chena Riverfront Commission which she will report on later. She thanked the Council for accommodating her while she travels.

Ms. Rogers addressed earlier comments from FDC Chair Webb and spoke of the need for new FDC members. She discussed a change in CEO for the group that coordinates the annual opioid work session. She expressed satisfaction with the choice of candidate for the position.

Mr. Cleworth thanked those who gave public testimony and comments. He discussed his own experience and frustration in dealing with problem properties during his time as mayor. He asked if there was any update on the solar panel project at Public Works. Chief of Staff Sanders reported that it was still in the works, that the City received a grant, and that the project bidding period just closed. He shared that, unfortunately, the only bid received was for more than twice the amount of the grant. He explained that it will go out for bid again, and if no additional bids are received within the funding parameters, the City will consider sole sourcing the project with a local provider. He noted that the project only included panels on the roof of the warm storage building and could be completed on a smaller scale with options to expand in the future. **Mr. Cleworth** continued his

comments by reporting that he saw recent footage from an Anchorage Assembly meeting where citizens had to write down what they were going to say in advance. He discussed the tension it created between the public and Assembly, which only seemed to disenfranchise people from testifying. He expressed appreciation that such extreme procedures are not used in Fairbanks.

CITY CLERK'S REPORT

Clerk Snider reported that the candidate filling period for the upcoming election is July 15 to 29.

CITY ATTORNEY'S REPORT

Attorney Chard indicated that he had no report.

EXECUTIVE SESSION

Mr. Cleworth, seconded by **Mr. Marney**, moved to ENTER into an Executive Session to discuss IAFF/FFU Labor Negotiations.

Mayor Pruhs called for objection and, hearing none, so ORDERED.

Mayor Pruhs called for a brief recess. The Council reconvened in Executive Session following the brief recess.

a) IAFF/FFU Labor Negotiations – Guidance from Council (entered at 7:59 p.m.)

Mr. Cleworth brought the City Council out of the Executive Session, noting that the Council met in an Executive Session to discuss FFU Labor Negotiations. He affirmed that no action was taken.

ADJOURNMENT

Mr. Marney, seconded by Ms. Sprinkle, moved to ADJOURN the meeting.

Mayor Pruhs called for objection and, hearing none, so ORDERED.

Mayor Pruhs declared the meeting adjourned at 8:26 p.m.

DAVID PRUHS, MAYOR

ATTEST:

D. DANYIELLE SNIDER, MMC, CITY CLERK

Transcribed by: CC

800 Cushman Street

Fairbanks, AK 99701



Telephone (907) 459-6702 Fax (907) 459-6710

MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk

SUBJECT: Alcohol License Renewal Applications

DATE: July 17, 2024

Notice has been received from the State Alcohol & Marijuana Control Office (AMCO) for the following alcohol license renewal applications:

Lic. #	DBA	License Type	Licensee	Address
3489	Tuffy's	Beverage Dispensary	Tuffy's, LLC	3550 Airport Way
1639	Alaska Salmon Bake	Restaurant/Eating Place – Seasonal	Malemute, Inc.	2300 Airport Way
727	Lavelle's Bistro	Beverage Dispensary	Café de Paris Catering Co.	575 1st Avenue

Pursuant to FGC Sec. 14-178 the Council must determine whether to protest alcohol license renewal applications after holding a public hearing. The 60-day response deadline to AMCO is August 5, 2024.

The Police Department has included call reports for the locations listed above, but <u>there are no</u> <u>department-recommended protests</u> for these alcohol license renewal applications.

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

Tuffy`s 6.16.23 to 6.14.24

				Prime		
Report #	Call Time	Nature	Location	Unit	Disp.	Close Time
24001231	04/24/2024 10:03:34	PAST THEFT - BRAVO	3550-06 AIRPORT WAY	DESK1	RPT	04/24/2024 10:11:39
24000866	03/22/2024 23:50:00	TRESPASS/UNWANTED -	3550-06 AIRPORT WAY	O28	RPT	03/23/2024 00:38:55
	07/08/2023 00:41:45	SUSP CIRCUMSTANCES -	3550-06 AIRPORT WAY	O19	NRP	07/08/2023 01:25:28

Total Number of Events Listed: 3

Report Generated: 06/18/2024 07:16:58 | User ID: 1181

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

Salmon Bake (Pioneer Park) 6.16.2023 to 6.14.2024

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
24001895	06/13/2024 20:37:10	PHYSICAL DOMESTIC	2300 AIRPORT WAY	O42	RPT	06/13/2024 22:45:44
	06/09/2024 06:15:46	TRESPASS LETTER OF	2300 AIRPORT WAY	DESK	NRP	06/09/2024 06:16:57
	06/01/2024 02:44:28	RECKLESS ACTIVITY -	2300 AIRPORT WAY	O8	NRP	06/01/2024 03:10:07
24001621	05/21/2024 10:37:47	DAMAGE/VANDALISM -	2300 AIRPORT WAY	O42	RPT	05/21/2024 17:13:34
	05/18/2024 10:25:24	MINOR TRAF VIOL/COMP	2300 AIRPORT WAY	07	NRP	05/18/2024 11:28:13
24001566	05/17/2024 13:57:17	ASSAULT - BRAVO	2300 AIRPORT WAY	O31	RPT	05/17/2024 15:04:56
24001489	05/12/2024 14:21:10	FOUND PROPERTY -	2300 AIRPORT WAY	O31	RPT	05/12/2024 16:00:57
24001352	05/04/2024 14:18:00	DAMAGE/VANDALISM -	2300 AIRPORT WAY	O11	RPT	05/04/2024 15:07:56
	05/03/2024 18:58:27	SUSPICIOUS PERSON -	2300 AIRPORT WAY	L4	NRP	05/03/2024 19:38:07
	04/19/2024 00:49:01	SI - SECURITY CHECK	2300 AIRPORT WAY	O8	NRP	04/19/2024 00:49:33
24000958	03/30/2024 16:24:08	SHOTS FIRE - DELTA	2300 AIRPORT WAY	O11	RPT	03/30/2024 16:56:42
24000080	01/08/2024 15:09:10	DAMAGE/VANDALISM -	2300 AIRPORT WAY	DESK1	RPT	01/08/2024 15:22:43
	11/23/2023 22:31:19	DISTURBANCE	2300 AIRPORT WAY	O19	NRP	11/23/2023 22:46:35
	11/12/2023 02:11:09	10-36	2300 AIRPORT WAY	O19	WARN	11/12/2023 02:15:13
	10/30/2023 09:52:46	TRESPASS/UNWANTED -	2300 AIRPORT WAY	O8	NRP	11/10/2023 12:55:01
	10/28/2023 21:10:39	10-36	2300 AIRPORT WAY	O6	WARN	10/28/2023 21:17:04
	10/24/2023 01:23:16	10-36	2300 AIRPORT WAY	O28	WARN	10/24/2023 01:38:15
23004026	10/23/2023 16:00:10	PHYSICAL DOMESTIC	2300 AIRPORT WAY	O8	RPT	10/23/2023 17:32:59
	10/08/2023 18:24:36	AOA - NON URGENT -	2300 AIRPORT WAY	O2	NRP	10/08/2023 18:38:48
	10/02/2023 18:35:51	SUSPICIOUS PERSON -	2300 AIRPORT WAY	O31	NRP	10/02/2023 19:25:59
	09/26/2023 18:06:53	SUSPICIOUS VEHICLE -	2300 AIRPORT WAY	O30	NRP	09/26/2023 18:33:32
	09/25/2023 23:00:25	FAMILY DIST - JUST	2300 AIRPORT WAY	O20	NRP	09/25/2023 23:15:54
	09/04/2023 13:17:12	PAST MVC - ALPHA	2300 AIRPORT WAY	DESK	NRP	09/04/2023 13:26:08
23003315	08/28/2023 15:17:46	DAMAGE/VANDALISM -	2300 AIRPORT WAY	DESK1	RPT	08/28/2023 19:09:13
	08/16/2023 07:53:24	SUSPICIOUS VEHICLE -	2300 AIRPORT WAY	O6	NRP	08/16/2023 08:21:22
	08/14/2023 20:00:16	OFFICER ADVICE	2300 AIRPORT WAY	O10	NRP	08/14/2023 20:43:46
	08/05/2023 19:06:32	INCAPACITATED PERSON	2300 AIRPORT WAY	O19	NRP	08/05/2023 19:21:14
	07/18/2023 04:32:55	TRESPASS/UNWANTED -	2300 AIRPORT WAY	S5	NRP	07/18/2023 04:57:15

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				Prime		
Report #	Call Time	Nature	Location	Unit	Disp.	Close Time
	07/08/2023 21:31:11	10-36	2300 AIRPORT WAY	O19	UTC	07/08/2023 22:50:37
	07/08/2023 20:02:18	SUSPICIOUS	2300 AIRPORT WAY	S5	NRP	07/08/2023 20:51:33
23002543	07/05/2023 06:49:56	DAMAGE/VANDALISM -	2300 AIRPORT WAY	S15	RPT	07/05/2023 07:01:39
	06/30/2023 01:58:50	NUISANCE - BRAVO	2300 AIRPORT WAY	O28	NRP	06/30/2023 02:15:47
	06/23/2023 20:01:21	URGENT WELFARE	2300 AIRPORT WAY	S5	NRP	06/23/2023 20:13:16
	06/17/2023 22:21:06	WANTED PERSON -	2300 AIRPORT WAY	O17	NRP	06/17/2023 22:37:33

Total Number of Events Listed: 34

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

Lavelle's Bistro (Springhil Suites) 6.16.2023 to 6.14.2024

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Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
	06/13/2024 07:13:06	THREAT - BRAVO	575 FIRST AVE	O8	NRP	06/13/2024 07:34:00
	06/11/2024 20:09:21	TRESPASS/UNWANTED -	575 FIRST AVE	O6	NRP	06/11/2024 20:37:11
	06/11/2024 00:00:01	INCAPACITATED PERSON	575 FIRST AVE	O25	NRP	06/11/2024 00:46:51
	06/06/2024 21:08:33	DISTURBANCE PHYSICAL	575 FIRST AVE	S39	NRP	06/06/2024 21:20:35
	06/06/2024 03:28:25	911 HANG-UP - CHARLIE	575 FIRST AVE	O30	NRP	06/06/2024 03:53:50
	06/01/2024 12:28:31	DISTURBANCE VERBAL	575 FIRST AVE	O11	NRP	06/01/2024 13:11:48
24001602	05/20/2024 05:24:51	TRESPASS/UNWANTED -	575 FIRST AVE	O28	RPT	05/20/2024 06:09:36
24001518	05/14/2024 05:07:55	TRESPASS/UNWANTED -	575 FIRST AVE	O37	RPT	05/14/2024 05:47:29
24001444	05/08/2024 20:28:47	FOUND PROPERTY -	575 FIRST AVE	O6	RPT	05/08/2024 22:06:38
24001306	04/30/2024 04:51:00	TRESPASS/UNWANTED -	575 FIRST AVE	O17	RPT	04/30/2024 06:06:30
24001171	04/19/2024 23:23:25	DISTURBANCE PHYSICAL	575 FIRST AVE	O30	RPT	04/20/2024 01:32:35
	04/11/2024 18:11:28	TRESPASS/UNWANTED -	575 FIRST AVE	O8	NRP	04/11/2024 18:27:47
24000802	03/16/2024 22:06:57	SI - FOLLOW-UP	575 FIRST AVE	O11	RPT	03/17/2024 12:06:59
24000802	03/16/2024 19:57:03	DISTURBANCE PHYSICAL	575 FIRST AVE	O31	RPT	03/16/2024 20:48:08
	03/11/2024 02:03:27	INCAPACITATED PERSON	575 FIRST AVE	O30	NRP	03/11/2024 02:14:42
	03/02/2024 11:11:30	TRESPASS/UNWANTED -	575 FIRST AVE	07	NRP	03/02/2024 11:29:11
	02/17/2024 13:19:49	INCAPACITATED PERSON	575 FIRST AVE	O31	NRP	02/17/2024 13:52:40
23004777	12/30/2023 12:21:43	TRESPASS/UNWANTED -	575 FIRST AVE	O8	RPT	12/30/2023 13:19:25
	12/30/2023 08:36:31	TRESPASS/UNWANTED -	575 FIRST AVE	S5	NRP	12/30/2023 09:21:39
	12/28/2023 07:28:01	SUSPICIOUS VEHICLE -	575 FIRST AVE	07	NRP	12/28/2023 07:48:04
23004691	12/23/2023 00:31:18	TRESPASS OVERRIDE -	575 FIRST AVE	O37	RPT	12/23/2023 02:47:59
	12/17/2023 15:50:00	ALARM HOLDUP/PANIC -	575 FIRST AVE	O6	FAN	12/17/2023 15:59:51
	12/16/2023 01:32:04	PHYSICAL DOM DIST -	575 FIRST AVE	S19	NRP	12/16/2023 01:53:24
	12/05/2023 03:19:06	NOISE COMPLAINT -	575 FIRST AVE	O20	NRP	12/05/2023 04:27:57
	12/03/2023 21:01:48	SEND PROTOCOL POLICE	575 FIRST AVE	S21	SUBL	12/03/2023 22:25:50
	11/30/2023 13:24:13	SEND PROTOCOL POLICE	575 FIRST AVE	O42	NRP	11/30/2023 14:16:06
23004379	11/27/2023 03:01:00	TRESPASS/UNWANTED -	575 FIRST AVE	O19	RPT	11/27/2023 03:37:16
23004356	11/23/2023 01:49:15	DISTURBANCE VERBAL	575 FIRST AVE	O16	RPT	11/23/2023 02:53:24

Report Generated: 06/18/2024 07:20:29 | User ID: 1181

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
Report #	11/12/2023 20:03:24	TRESPASS/UNWANTED -	575 FIRST AVE	06	NRP	11/12/2023 21:11:20
	11/08/2023 02:47:51	DISTURBANCE VERBAL	575 FIRST AVE	O30	NRP	11/08/2023 03:01:31
	10/28/2023 08:29:42			07	NRP	10/28/2023 08:59:56
	10/26/2023 15:08:37	TRESPASS/UNWANTED -	575 FIRST AVE	O42	NRP	10/26/2023 15:22:14
23004051	10/26/2023 02:09:56	PHYSICAL DOMESTIC	575 FIRST AVE	O28	RPT	10/26/2023 03:03:56
23003994	10/20/2023 17:28:44	WANTED PERSON -	575 FIRST AVE	O50	RPT	10/20/2023 21:22:36
	10/18/2023 11:34:57	DISTURBANCE VERBAL	575 FIRST AVE	S5	NRP	10/18/2023 11:47:05
23003959	10/17/2023 20:11:49	WANTED PERSON -	575 FIRST AVE	O6	RPT	10/17/2023 21:46:51
	09/24/2023 11:13:09	INCAPACITATED PERSON	575 FIRST AVE	O6	NRP	09/24/2023 12:24:46
	09/23/2023 08:53:34	TRESPASS/UNWANTED -	575 FIRST AVE	C2	NRP	09/23/2023 09:56:26
	09/21/2023 04:28:02	TRESPASS/UNWANTED -	575 FIRST AVE	O5	NRP	09/21/2023 05:01:03
23003403	09/04/2023 09:04:32	SUPP-	575 FIRST AVE	O55	RPT	09/04/2023 09:50:23
23003403	09/04/2023 07:08:13	SI - FOLLOW-UP	575 FIRST AVE	O55	RPT	09/04/2023 07:30:34
	08/22/2023 23:22:18	DRUGS - USE - CHARLIE	575 FIRST AVE	O17	NRP	08/22/2023 23:40:08
23003127	08/14/2023 19:33:08	PAST THEFT - BRAVO	575 FIRST AVE	O17	RPT	08/14/2023 20:36:43
	08/11/2023 21:58:05	DAMAGE/VANDALISM -	575 FIRST AVE	O31	NRP	08/11/2023 22:37:27
	08/08/2023 23:56:37	10-36	575 FIRST AVE	S5	WARN	08/08/2023 23:59:02
	07/29/2023 19:24:58	10-36	575 FIRST AVE	L1	WARN	07/29/2023 19:29:04
23002691	07/15/2023 11:05:09	PAST THEFT - BRAVO	575 FIRST AVE	07	RPT	07/15/2023 11:43:11
	07/09/2023 13:22:11	THREAT - BRAVO	575 FIRST AVE	O42	NRP	07/09/2023 14:35:10
23002408	06/27/2023 03:58:57	DISTURBANCE PHYSICAL	575 FIRST AVE	O17	RPT	06/27/2023 04:24:50
23002359	06/24/2023 01:33:52	ASSAULT - DELTA	575 FIRST AVE	O19	RPT	06/24/2023 02:18:22
	06/23/2023 22:47:12	SUSP CIRCUMSTANCES -	575 FIRST AVE	O10	NRP	06/23/2023 23:55:25

Total Number of Events Listed: 51

800 Cushman Street

Fairbanks, AK 99701

OF FAIRS

CITY CLERK'S OFFICE

Telephone (907) 459-6702 Fax (907) 459-6710

MEMORANDUM

 TO:
 Mayor Pruhs and City Council Members

 FROM:
 D. Danyielle Snider, City Clerk

 SUBJECT:
 Application for Alcohol License Transfer of Ownership

 DATE:
 July 17, 2024

An application has been received by the State Alcohol and Marijuana Control Office (AMCO) for transfer of ownership for the following alcohol license applicant:

License Type, No.:	Restaurant/Eating Place, License #4772
DBA:	Chickentown Teriyaki
Applicant:	JWDY, LLC
Physical Location:	1454 S. Cushman Street, Fairbanks
From Owner:	Two Star, LLC

Corp/LLC Agent:	Address	Phone	Date/State of Incorporation	Good standing?
JWDY, LLC Woon Jang	6 Harriet Avenue Fairbanks, AK 99701	907-888-8897	10/05/2022 - AK	Yes

Entity Ownership:	Address	Phone	Title/Shares (%)
Woon Jang	6 Harriet Avenue Fairbanks, AK 99701	907-888-8897	Member – 100%

Pursuant to FGC Sec. 14-178, the Council must determine whether to protest the alchol license action after holding a public hearing.

The Police Department has included a call report for the location listed above, but <u>there are no</u> <u>department-recommended protests</u> to the application for transfer of this alcohol license.

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

Chickentown 7.3.23 to 7.1.24

				Prime		
Report #	Call Time	Nature	Location	Unit	Disp.	Close Time
	08/13/2023 12:54:16	SI - FIELD CONTACT	1454 S CUSHMAN ST	O30	SUBL	08/13/2023 13:01:56

Total Number of Events Listed: 1

Report Generated: 07/02/2024 06:56:46 | User ID: 1181

800 Cushman Street

Fairbanks, AK 99701

OF FAIR FOR CONTROL OF TO THE CONTROL OF TO THE CONTROL OF TALASKA

CITY CLERK'S OFFICE

Telephone (907) 459-6702 Fax (907) 459-6710

MEMORANDUM

TO: Mayor Pruhs and City Council Members

FROM: D. Danyielle Snider, City Clerk

SUBJECT: Application for Alcohol License Transfer of Location

DATE: July 17, 2024

An application has been received by the State Alcohol Beverage Control Board for transfer of location for the following alcohol license:

License Type, No.:	Package Store, License #435
DBA:	Garden Island Party Store
Licensee/Applicant:	Market Basket, Inc.
To Location:	4 College Road, Fairbanks
From Location:	246 Illinois Street, Fairbanks

Pursuant to FCG Sec. 14-178 the Council must determine whether or not to protest the alcohol license action after holding a public hearing.

Please note that the new location falls within Section 14.168 which addresses new or transferred licenses to a location which there does not then exist a license, requiring resident notifications and advertisement. The Clerk has mailed the required notification to residents of the area and has placed the notice of transfer in the Fairbanks Daily News Miner.

The Police Department has included a call report for the Illinois Street location, but <u>there are no</u> <u>department-recommended protests</u> to the application for transfer of this alcohol license.

CITY OF FAIRBANKS PUBLIC SAFETY

Event List with Report Numbers

246 Illilnois 6.19.23 to 6.17.24

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
	06/04/2024 22:54:42	SI - FIELD CONTACT	246 ILLINOIS ST	O16	NRP	06/04/2024 23:01:10
	05/08/2024 03:12:32	TRESPASS LETTER OF	246 ILLINOIS ST	DESK	NRP	05/08/2024 03:14:47
	01/26/2024 09:57:19	SUSP CIRCUMSTANCES -	246 ILLINOIS ST	O42	NRP	01/26/2024 12:02:41
	12/26/2023 09:14:44	SUSP CIRCUMSTANCES -	246 ILLINOIS ST	O42	NRP	12/26/2023 11:18:52
23004567	12/12/2023 13:42:58	TRESPASS/UNWANTED -	246 ILLINOIS ST	O6	RPT	12/12/2023 17:27:46
	10/03/2023 12:30:30	MINOR TRAF VIOL/COMP	246 ILLINOIS ST	C2	NRP	10/03/2023 13:06:17
	09/30/2023 15:00:32	TRESPASS/UNWANTED -	246 ILLINOIS ST	O50	NRP	09/30/2023 15:30:52
	07/25/2023 11:52:45	DISTURBANCE	246 ILLINOIS ST	O30	NRP	07/25/2023 13:01:58
	06/28/2023 15:56:48	AOA - NON URGENT -	246 ILLINOIS ST	O50	NRP	06/28/2023 16:42:50
	06/28/2023 15:56:48	AOA - NON URGENT -	246 ILLINOIS ST	O50	NRP	06/28/2023 16:4

Total Number of Events Listed: 9

Report Generated: 06/18/2024 10:11:44 | User ID: 1181





Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

Why is this form needed?

A detailed diagram of the proposed licensed premises is required for all alcohol license applications, per AS 04.11.260, 3 AAC 305.630 and 3 AAC 305.660. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing.

This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete. You may attach blueprints or other detailed drawings that meet the requirements of this form.

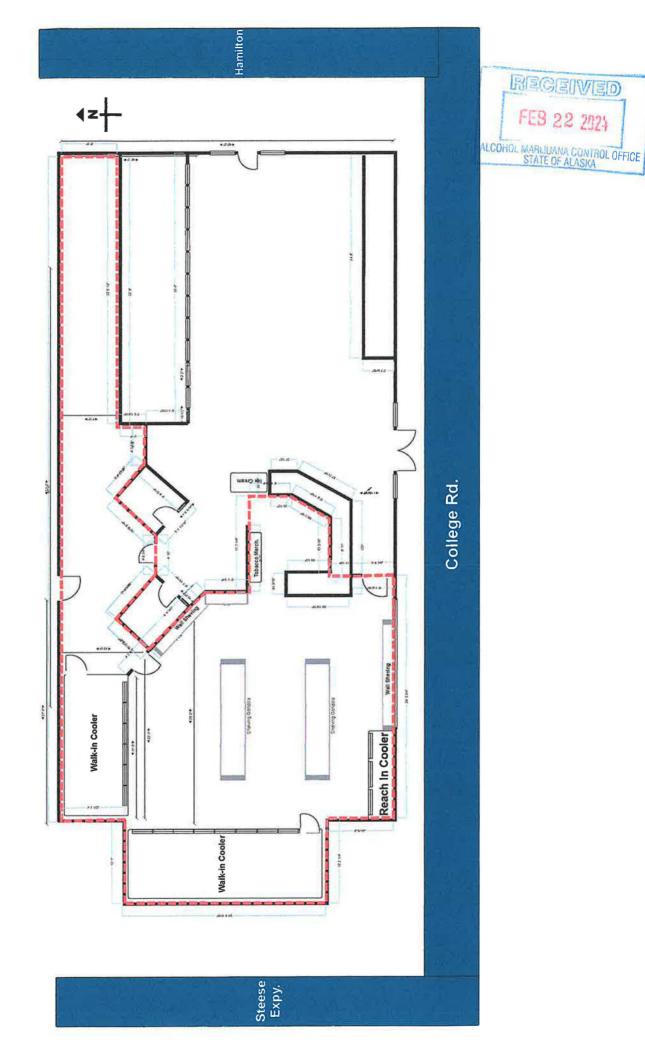
The diagram MUST include:

- You must use a solid, contiguous red line to outline the outer perimeter of your premises with no breaks or separations.
 - o The red outline is required to follow a physical barrier (wall, fence and even across doorways).
 - There should be no red lines within the perimeter
- Each area should be clearly labeled in any color other than red where alcohol is:
 - Stored
 - Served/Sold
 - Manufactured
 - Consumed
- All diagrams must include:
 - o Dimensions (AMCO does not accept diagrams drawn to scale)
 - Cross streets
 - Points of reference, such as a compass rose indicating True North
 - All entrances, exits, walls, bars, and fixtures
- If your premises include multiple floors, please include a separate diagram of each floor.
 - You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify
 the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.
- Any license applications that include outdoor space are required to submit a security plan that includes
 information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not
 introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during
 the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.

Section 1 - Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Market Basket, Inc. License Number: 435				
License Type:	Package Store				
Doing Business As:	Garden Island Party Store				
Premises Address:	4 College Road				
City:	Fairbanks	State:	AK	ZIP:	99701



800 Cushman Street Fairbanks, AK 99701



CITY CLERK'S OFFICE

Telephone (907) 459-6702 Fax (907) 459-6710

MEMORANDUM

TO: Mayor Pruhs and City Councilmembers

FROM: D. Danyielle Snider, City Clerk

SUBJECT: Request for Reconsideration of Ordinance No. 6284, as Amended

DATE: July 17, 2024

On July 8, 2024, the City Council passed a motion to adopt Ordinance No. 6284, as Amended, an Ordinance Amending Fairbanks General Code by Enacting Section 10-208 to Prevent and Address Blight.

On July 9, 2024, Councilmember Rogers filed a request for reconsideration of the Council's decision on this matter. The request was filed timely per FGC Sec. 2-120(g).

Procedurally, a motion by any Councilmember to reconsider Ordinance No. 6284 is required to proceed with a reconsideration. The motion to reconsider requires a second and is debatable. If a majority votes in favor of reconsideration, the main motion to adopt Ordinance No. 6284 will return to the floor as if a vote had never been taken. If the motion to reconsider fails, the amended ordinance will stand as adopted. There is no public hearing scheduled for this item.

Introduced by: Mayor David Pruhs and Council Members Sprinkle and Ringstad Introduced: June 24, 2024

ORDINANCE NO. 6284, AS AMENDED

(version adopted on July 8, 2024)

AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE BY ENACTING SECTION 10-208 TO PREVENT AND ADDRESS BLIGHT

WHEREAS, blighted properties pose a health, safety, and welfare risk to the community; and

WHEREAS, blighted properties pose a health risk by, among other things, harboring unsanitary conditions through the accumulation of excess litter and trash, failing to provide adequate ventilation or water for inhabitants, or by the improper disposal of human waste; and

WHEREAS, blighted properties pose threats to public safety by attracting criminal activities and creating an increased fire risk; and

WHEREAS, blighted properties contribute to the overall decline of neighborhoods, lowering the value of nearby properties and creating unsafe environments; and

WHEREAS, many of the blighted property owners are unable or unwilling to address the public safety concerns with their property; and

WHEREAS, several communities have found that establishing notification standards, remediation schedules, and civil penalties for noncompliance encourages owners to better care for their properties.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

<u>SECTION 1</u>. Fairbanks General Code Chapter 10, Article VII Code for the Abatement of Dangerous Buildings is hereby amended to add new Section 10-208 Blighted properties, as follows:

Sec. 10-208. - Blighted Properties.

(a) *Blighted Property definition:* Any individual commercial, industrial, or residential structure or parcel of land that endangers the public's health, safety, or welfare because the property is dilapidated, or deteriorated.

Properties with two or more of the following conditions may be considered a blighted property:

1. A property upon which is located a dangerous building as defined in the

City of Fairbanks Code for the Abatement of Dangerous Buildings.

- 2. The property is determined to be a fire hazard by the Fire Chief, Assistant Fire Chief, Fire Marshal, or Deputy Fire Marshal for violations set forth in Chapter 30 of the Code of Ordinances.
- 3. Property that meets the chronic nuisance property definition outlined in FGC Sec. 46-211.
- 4. The presence of people staying in temporary shelter not intended for permanent human habitation for more than ten days.
- 5. Properties containing unregistered, inoperable, unrepaired, uncovered vehicles for more than 90 days.
- 6. Properties with accumulated litter as defined in FGC Secs. 46-161 and 46-162.
- 7. Presence of unsecured drug paraphernalia as defined in FGC Sec. 46-361.
- 8. Properties with polluted conditions as defined in FGC Sec. 34-106.
- 9. Conditions of the property or activities on the property have materially contributed to a decline in property values of proximate properties.
- (b) *Blighted Property Determination:* The Mayor or mayor's designee has the authority to determine if a property has met the blighted property threshold outlined in this ordinance.
- (c) *Notification:* Upon determination that a property is blighted, the City of Fairbanks will notify the owner of the property by posting a notice of the violation in a conspicuous location on the blighted property and providing the notice to the owner by hand delivery, mail, or electronically. The notification will specify violations that constitute the blight and clearly express remediation deadlines.
- (d) Schedule: Owners have <u>thirty</u>ten business days from the notice of violation to remediate the violations. If the remediation will take longer than <u>thirty</u>ten business days, the owner must present a remediation plan to the City. The Mayor or mayor's designee will determine if the plan will address the violations in a reasonable timeframe.
- (e) Remedies: Property owners are responsible for correcting all conditions that have led to the blighted property designation. Owners failing to adequately address blighted property violations within <u>thirty</u>ten business days of the notice of violation or by an approved alternate timeline will accrue civil penalties in the amount of \$300 per <u>month</u>business day. After 30 days the City may address the violations at the property owner's expense. The City Council may place a lien on a property for any unpaid civil penalties and/or expenses resulting from remedying the violations.
- (f) The civil remedy provided in this section is intended to address health, safety, and welfare concerns resulting from blighted properties. Any remedy included in this section is independent and separate from any other legal remedy available including injunctive relief and criminal action.

- (g) The property owner(s) may appeal any decision regarding this section of code with the Mayor or mayor's designee. The property owner may further appeal any decision regarding this section of code with the City Council.
- (h) The Mayor or mayor's designee may waive any fees or penalties associated with this section of code.

SECTION 2. The effective date of this ordinance is five days after adoption.

David Pruhs, Mayor

AYES:Rogers, Marney, Sprinkle, Cleworth, TidwellNAYS:NoneABSENT:RingstadADOPTED:July 8, 2024

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

RESOLUTION NO. 5116

A RESOLUTION OF THE CITY OF FAIRBANKS AUTHORIZING AN AGREEMENT BETWEEN THE FAIRBANKS NORTH STAR BOROUGH, THE CITY OF NORTH POLE, AND THE CITY OF FAIRBANKS TO JOINTLY PROVIDE FOR ECONOMIC DEVELOPMENT

WHEREAS, A.S. § 29.35.110(c) authorizes second-class boroughs, including the Fairbanks North Star Borough (Borough), to expend tax revenue collected on an areawide basis for economic development if there is an agreement in place with a city located in the borough to cooperatively or jointly provide for economic development; and

WHEREAS, A.S. § 29.35.110(c) was recently amended to include using revenue from other sources of funding including grants; and

WHEREAS, AS § 29.71.800 defines economic development as "an action intended to result in an outcome that causes an increase in, or avoids a decrease of economic activity, gross domestic product, or the tax base;" and

WHEREAS, Borough Resolution No. 2023-27 supports areawide cooperation and the joint provision of economic development stating that it is in the best interest of all borough citizens for the Borough to be able to spend tax revenue on economic development that will benefit the entire borough; that the cities of Fairbanks and North Pole and the Borough have been operating under an agreement signed by the Mayors of each jurisdiction since 2004; that economies are not bound by governmental boundaries; and that regardless of the source of the revenue, the Borough is not interested in acquiring an areawide power of economic development which would prohibit the City of North Pole or the City of Fairbanks from exercising economic development within their boundaries; and

WHEREAS, Borough Resolution No. 2023-27 further states that the Borough has tracked areawide economic indicators since the 1970's through the Community Research Quarterly publication; that it is a resource for the exchange of local economic information between and amongst local businesses and municipal, state, and federal governments; and that the Economic Development Commission is a necessary and integral part of the coordination of economic development activities of the Borough and participates in specific economic development projects as they are proposed; and

WHEREAS, approval of the proposed Memorandum of Agreement does not amend or modify the role of the Economic Development Commission nor does it infringe on, or eliminate, the appropriating power of the Borough Assembly, North Pole City Council, or Fairbanks City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fairbanks authorizes the Mayor to enter into a Memorandum of Agreement with the Fairbanks North Star Borough and City of North Pole to jointly provide for economic development and authorizing each municipality to:

- 1. Apply for, receive, and administer grants.
- 2. Take other action to develop, encourage, study, or finance economic development projects that benefit the City of Fairbanks and the entire borough, such as:
 - a. Supporting economic development organizations that support key industries outlined in the Comprehensive Economic Development Strategy (CEDS) such as the Fairbanks Economic Development Corporation and Explore Fairbanks.
 - b. Promoting, supporting, and facilitating projects for key economic industries as identified in the CEDS.
- 3. Develop and maintain key economic indicators and metrics to be used for informing economic development decisions for the City of Fairbanks and the entire borough.
- 4. Create and disseminate information on the economic status of the City of Fairbanks and entire borough in support of economic development actions.

PASSED AND APPROVED this _____ day of April 2024.

David Pruhs, City Mayor

YEAS: NAYS: ABSENT: APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ATTACHMENT TO CITY OF FAIRBANKS RESOLUTION NO. 5116

1 2 3 4	AGREEMENT BETWEEN THE CITY OF FAIRBANKS, CITY OF NORTH POLE, AND THE FAIRBANKS NORTH STAR BOROUGH TO JOINTLY PROVIDE FOR ECONOMIC DEVELOPMENT
5	WHEREAS, AS 29.35.110(c) authorizes a second-class borough to expend
6	tax revenue collected on an areawide basis for economic development if an agreement is
7	in place with a city located in the borough; and
8	
9	WHEREAS, AS 29.35.110(c) was recently amended to include using revenue
10	from other source of funds to include grants; and
11	
12	WHEREAS, The City of Fairbanks, the City of North Pole, and the Borough
13	have been operating under an agreement signed by the Mayors of each jurisdiction since
14	2004; and
15	
16	WHEREAS, It is in the best interest of all borough citizens for the Borough
17	to be able to spend tax revenue on economic development that will benefit the entire
18	borough, regardless of the source of the revenue; and
19	
20	WHEREAS, Economies are not necessarily bound by governmental
21	boundaries; and
22	
23	WHEREAS, The Borough is not interested in acquiring an areawide power
24	of economic development, which would prohibit the City of Fairbanks and the City of
25	North Pole from exercising economic development within their boundaries; and
26	
27	NOW THEREFORE that the parties agree to jointly provide for borough-wide
28	economic development and authorizing each municipality to:
29	
30	1. Apply for, receive, and administer grants.

31	2. Take	other action to develop, encourage, study, or finance economic
32	devel	opment projects that benefit the entire borough, such as:
33	a.	Support economic development organizations that support key
34		industries outlined in the Comprehensive Economic Development
35		Strategy (CEDS), such as the Fairbanks Economic Development
36		Corporation and Explore Fairbanks.
37	b.	Promote, support, and facilitate projects for key economic industries as
38		identified in the CEDS.
39	3. Deve	lop and maintain key economic indicators and metrics to be used for
40	inforr	ning economic development decisions for the entire borough.
41	4. Creat	e and disseminate information on the economic status of the entire
42	borou	ugh in support of economic development actions.
43 44 45 46 47	IN OF	WITNESS WHEREOF, we have hereunto set our hands this DAY _ 20
48		Bryce Ward, Mayor
49 50 51 52		Fairbanks North Star Borough
50	ATTEST:	

RESOLUTION NO. 5116, AS AMENDED (PROPOSED SUBSTITUTE)

A RESOLUTION OF THE CITY OF FAIRBANKS AUTHORIZING AN AGREEMENT BETWEEN THE FAIRBANKS NORTH STAR BOROUGH, THE CITY OF NORTH POLE, AND THE CITY OF FAIRBANKS TO JOINTLY PROVIDE FOR ECONOMIC DEVELOPMENT

WHEREAS, A.S. § 29.35.110(c) authorizes second-class boroughs, including the Fairbanks North Star Borough (Borough), to expend tax revenue collected on an areawide basis for economic development if there is an agreement in place with a city located in the borough to cooperatively or jointly provide for economic development; and

WHEREAS, A.S. § 29.35.110(c) was recently amended to include using revenue from other sources of funding including grants; and

WHEREAS, AS § 29.71.800 defines economic development as "an action intended to result in an outcome that causes an increase in, or avoids a decrease of economic activity, gross domestic product, or the tax base;" and

WHEREAS, Borough Resolution No. 2023-27 supports areawide cooperation and the joint provision of economic development stating that it is in the best interest of all borough citizens for the Borough to be able to spend tax revenue on economic development that will benefit the entire borough; that the cities of Fairbanks and North Pole and the Borough have been operating under an agreement signed by the Mayors of each jurisdiction since 2004; that economies are not bound by governmental boundaries; and that regardless of the source of the revenue, the Borough is not interested in acquiring an areawide power of economic development which would prohibit the City of North Pole or the City of Fairbanks from exercising economic development within their boundaries; and

WHEREAS, Borough Resolution No. 2023-27 further states that the Borough has tracked areawide economic indicators since the 1970's through the Community Research Quarterly publication; that it is a resource for the exchange of local economic information between and amongst local businesses and municipal, state, and federal governments; and that the Economic Development Commission is a necessary and integral part of the coordination of economic development activities of the Borough and participates in specific economic development projects as they are proposed; and

WHEREAS, approval of the proposed Memorandum of Agreement does not amend or modify the role of the Economic Development Commission nor does it infringe on, or eliminate, the appropriating power of the Borough Assembly, North Pole City Council, or Fairbanks City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows [amendments shown in <u>bold and underlined</u> font; deleted text in strikethrough font]:

<u>Section 1</u>. that tT he City Council of the City of Fairbanks authorizes the Mayor to enter into a Memorandum of Agreement with the Fairbanks North Star Borough and City of North Pole to jointly provide for economic development and authorizing each municipality to:

- 1. Apply for, receive, and administer grants.
- 2. Take other action to develop, encourage, study, or finance economic development projects that benefit the City of Fairbanks and the entire borough, such as:
 - a. Supporting economic development organizations that support key industries outlined in the Comprehensive Economic Development Strategy (CEDS) such as the Fairbanks Economic Development Corporation and Explore Fairbanks.
 - b. Promoting, supporting, and facilitating projects for key economic industries as identified in the CEDS.
- 3. Develop and maintain key economic indicators and metrics to be used for informing economic development decisions for the City of Fairbanks and the entire borough.
- 4. Create and disseminate information on the economic status of the City of Fairbanks and entire borough in support of economic development actions.

<u>Section 2. The City of Fairbanks' agreement to enter into cooperative partnership is</u> <u>contingent on the Fairbanks North Star Borough establishing guidance in Borough Code</u> <u>Section 4.40 that apportions membership in the Economic Development Commission so that</u> <u>the number of members from the city of Fairbanks reflects the proportion of the Borough</u> <u>population residing in the city of Fairbanks, similar to Borough Code at Section 4.80.010(A).</u>

Section 3. This Resolution is effective five days after adoption and will expire on December 31, 2025. At the expiration of this Resolution, the City of Fairbanks' agreement with the Borough to cooperatively or jointly provide for economic development will also expire.

<u>Section 4. Once effective, the City Clerk is directed to provide a copy of this</u> <u>Resolution to the Fairbanks North Star Borough Clerk for distribution to the Borough</u> <u>Mayor and Assembly.</u>

PASSED AND APPROVED this _____ day of AprilJuly 2024.

David Pruhs, City Mayor

YEAS: NAYS: ABSENT: APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

Resolution No. 5116, as Amended (Proposed Substitute) Page 3 of 3

ATTACHMENT TO CITY OF FAIRBANKS RESOLUTION NO. 5116, AS AMENDED

1 2 3 4	AGREEMENT BETWEEN THE CITY OF FAIRBANKS, CITY OF NORTH POLE, AND THE FAIRBANKS NORTH STAR BOROUGH TO JOINTLY PROVIDE FOR ECONOMIC DEVELOPMENT
5	WHEREAS, AS 29.35.110(c) authorizes a second-class borough to expend
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9	WHEREAS, AS 29.35.110(c) was recently amended to include using revenue
10	from other source of funds to include grants; and
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12	WHEREAS, The City of Fairbanks, the City of North Pole, and the Borough
13	have been operating under an agreement signed by the Mayors of each jurisdiction since
14	2004; and
15	
16	WHEREAS, It is in the best interest of all borough citizens for the Borough
17	to be able to spend tax revenue on economic development that will benefit the entire
18	borough, regardless of the source of the revenue; and
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20	WHEREAS, Economies are not necessarily bound by governmental
21	boundaries; and
22	
23	WHEREAS, The Borough is not interested in acquiring an areawide power
24	of economic development, which would prohibit the City of Fairbanks and the City of
25	North Pole from exercising economic development within their boundaries; and
26	
27	NOW THEREFORE that the parties agree to jointly provide for borough-wide
28	economic development and authorizing each municipality to:
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30	1. Apply for, receive, and administer grants.

31	2. Take	other action to develop, encourage, study, or finance economic						
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33	a.	Support economic development organizations that support key						
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36		Corporation and Explore Fairbanks.						
37	b.	Promote, support, and facilitate projects for key economic industries as						
38		identified in the CEDS.						
39	3. Deve	lop and maintain key economic indicators and metrics to be used for						
40	inforr	informing economic development decisions for the entire borough.						
41	4. Creat	Create and disseminate information on the economic status of the entire						
42	borou	igh in support of economic development actions.						
43 44 45 46 47	IN WITNESS WHEREOF, we have hereunto set our hands this DAY OF 20							
48		Bryce Ward, Mayor						
49 50 51 52		Fairbanks North Star Borough						
50	ATTEST:							

RESOLUTION NO. 5127

A RESOLUTION APPROVING UPDATES TO THE CITY OF FAIRBANKS EMERGENCY OPERATIONS PLAN (EOP)

WHEREAS, the City of Fairbanks recognizes the need to prepare for disasters of all types; and

WHEREAS, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, 42 USC 5121-5207) as amended, the City of Fairbanks is responsible for taking appropriate actions to prepare for local emergencies; and

WHEREAS, the City of Fairbanks supports the Fairbanks North Star Borough (FNSB) Multi-Hazard, Multi-Jurisdictional Mitigation Plan; and

WHEREAS, the City of Fairbanks Emergency Operations Plan (EOP) augments the FNSB plan; and

WHEREAS, the EOP was last updated on February 10, 2014; and

WHEREAS, over several months Fire Chief Coccaro and Driver Field led an effort across all City departments to thoroughly update the Emergency Operations Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS that the attached updates to the City of Fairbanks Emergency Operations Plan are hereby adopted.

PASSED and APPROVED this _____ day of _____ 2024.

David Pruhs, City Mayor

AYES: NAYS: ABSENT: APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

City of Fairbanks, Alaska Emergency Operations Plan (EOP)



May 20, 2024

PREAMBLE

SUPPORTING THE PROMULGATION OF THE CITY OF FAIRBANKS EMERGENCY OPERATIONS PLAN (EOP)

PREAMBLE: Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288, 42 USC 5121-5207) as amended, the City of Fairbanks, a political sub-division of the state of Alaska, is legally responsible for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters within its jurisdiction. In accordance with Homeland Security Presidential Directive (HSPD) 5, all agencies or departments that have responsibilities delineated in this EOP will use the National Incident Management System (NIMS). NIMS enable proper coordination between local, state, and federal organizations in emergency response. Furthermore, the Incident Command System (ICS) will be utilized to manage emergency events.

Base Plan

Page ii

PROMULGATION

PROMULGATION: This EOP directs certain individuals and organizations to mitigate, prepare for, respond to, and recover from the effects of a disaster that might affect or has occurred in the City of Fairbanks. The EOP is written with explicit interest in the welfare and safety of the citizens of and visitors to the City of Fairbanks. It provides the framework to better prepare for and to more quickly recover from disasters, thereby saving lives, property and resources.

Under the authority of the Mayor and Council, this EOP, its attachments, appendices, and annexes are adopted as City policy. City officials having managerial or operational responsibilities for executing this EOP shall take all necessary measures to ensure they and their appropriate personnel are familiar with the duties and responsibilities specified therein. This version of the EOP supersedes all previous versions.

This EOP will improve the City's ability to prepare for, respond to, and recover from a wide variety of hazards & events. This plan and its provisions will become official when it has been signed and dated by the Mayor.

Base Plan

RECORD OF **C**HANGES

DATE REVISED	PAGES REVISED	REVISED BY
1/14/20114	Base Plan	Olson Group and UAF
06/18/2024	All	Olson Group and UAF City of Fairbanks EM Director
00/10/2021	111	City of Fullouiks Elvi Director
	1	

Base Plan

Page iv

DISTRIBUTION LIST

Nome	Agapar/Dart	Address	Dhama	East	Eneril	Initiala
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PURPOSE AND SCOPE

Purpose

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the City of Fairbanks in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. This supporting Plan set forth the concepts and procedures whereby the City can effectively respond to both natural and manmade disasters. More specific purposes this Plan serves to;

- 1. Reduce the vulnerability of people of this City to injury & loss of life, and damage to property resulting from natural, technological or manmade emergencies, catastrophes, or hostile military or paramilitary action.
- 2. Drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards.
- 3. Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies.
- 4. Be flexible enough for use in all emergencies. The EOP describes the purpose of the Plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. Additional documents such as procedures, handbooks, checklists, etc. provide more details and tasks.
- 5. Respond to emergencies using all systems, plans and resources necessary to preserve the health, safety and welfare of the citizens of and visitors to the City of Fairbanks.
- 6. Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
- 7. Minimize damage to property, material shortages, and service system disruptions which would have an adverse impact on the residents, the economy, and the wellbeing of the City.
- 8. Manage emergency operations within the City by coordinating the use of resources available from municipal governments, private industry, civic and volunteer organizations, Borough, State, and Federal agencies.

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Scope

The Basic Plan describes the various types of emergencies that are likely to occur in the City of Fairbanks. The Basic Plan further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the City and its response partners will operate in response to natural and manmade disasters by:

- 1. Establishing fundamental policies, program strategies and assumptions.
- 2. Establishing a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
- 3. Defining the responsibilities of elected and appointed local government officials.
- 4. Defining the emergency roles and functions of City and municipal departments and agencies, private industries, and volunteer and civic organizations.
- 5. Creating a framework through a hybrid of the Incident Command System (ICS) and Emergency Support Function (ESF) concept for effective and coordinated utilization of City government resources.

SITUATION AND ASSUMPTIONS

Situation

1. Community Profile - They call Fairbanks the Golden Heart City. Between the City's history as an energetic mining town, its location in the heart of Alaska, the midnight sun and genuine hospitality, the name is no misnomer. Its Alaska's second largest city and a hub to the interior. The Chena River courses through town.

> Fairbanks was an energetic town long before Alaska was even a state, beginning back in 1902 when gold was discovered

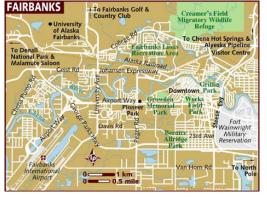


Figure 1: City of Fairbanks, Alaska

here. The city's most famous dredge, Gold Dredge No. 8 - still the most viewed in the state — recovered more than 7 million ounces of gold from 1928-1959. The construction of the Alaska Railroad, the Alaska Highway and the trans-Alaska oil pipeline all contributed to the growth of Fairbanks. It was even home to the original campus of University of Alaska, incorporated in 1917. More than 100 years after its inception, Fairbanks is a boomtown of oil, gas, gold and coal mining, a flourishing university and of course: tourism.

Fairbanks is located in the central Tanana Valley, straddling the Chena River near its confluence with the Tanana River. Immediately north of the city is a chain of hills that rises gradually until it reaches the White Mountains and the Yukon River. The southern border of the city is the Tanana River. South of the river is the Tanana Flats, an area of marsh and bog that stretches for more than 100 miles (160 km) until it rises into the Alaska Range, which is visible from Fairbanks on clear days. To the east and west are low valleys separated by ridges of hills up to 3,000 feet (910 m) above sea level.

The Tanana Valley is crossed by many low streams and rivers that flow into the Tanana River. In Fairbanks, the Chena River flows southwest until it empties into the Tanana. Noves Slough, which heads and foots off the Chena River, creates Garden Island, a district connected to the rest of Fairbanks by bridges roads.

According to the United States Census Bureau, the city has a total area of 32.7 square miles (85 km2); 31.9 square miles (83 km2) of it is land and 0.8 square miles (2.1 km2) of it (2.48%) is water.

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Fairbanks, unlike other larger cities in Alaska, still has a separate borough and city. The City of Fairbanks was incorporated on November 10, 1903.

 Demographic Characteristics – With 30,547 (June 2012) people based on the 2010 Census), Fairbanks is the 3rd most populated city in the state of Alaska out of 333 cities.

In 2010, the median household income of Fairbanks residents was \$51,320. However, 11.0% of Fairbanks residents live in poverty.

The median age for Fairbanks residents is 27.9 years young.

The largest Fairbanks racial/ethnic groups are White (78%), Black (5%). followed by Native American (7%), and Asian (3.0%) The remainder of the population is made up of other or mixed ethnicities.

3. Transportation – As the transportation hub for Interior Alaska, Fairbanks features extensive road, rail, and air connections to the rest of Alaska and outside Alaska. At Fairbanks' founding, the only way to reach the new city was via steamboat on the Chena River. In 1904, money intended to improve the Valdez-Eagle Trail was diverted to build a branch trail, giving Fairbanks its first overland connection to the outside world. The resulting Richardson Highway was created in 1910 after Gen. Wilds P. Richardson upgraded it to a wagon road. In the 1920s, it was improved further and made navigable by automobiles, but it was not paved until 1957.

Fairbanks' road connections were improved in 1927, when the 161-mile Steese Highway connected the city to the Yukon River at the gold-mining community of Circle. In 1942, the Alaska Highway connected the Richardson Highway to the Canadian road system, allowing road travel from the rest of the United States to Fairbanks, which is considered the unofficial end of the highway. Because of World War II, civilian traffic was not permitted on the Highway until 1948.

In the late 1960s and early 1970s, a series of roads were built to connect Fairbanks to the oil fields of Prudhoe Bay. The Elliott Highway was built in 1957 to connect Fairbanks to Livengood, southern terminus of the Dalton Highway, which ends in Deadhorse on the North Slope. West of the Dalton intersection, the Elliott Highway extends to Manley Hot Springs on the Tanana River. To improve logistics in Fairbanks during construction of the Trans-Alaska Pipeline, the George Parks Highway was built between Fairbanks and Palmer in 1971.

Until 1940, none of Fairbanks' surface streets were paved. The outbreak of World War II interrupted plans to pave most of the city's roads, and a movement toward large-scale paving did not begin until 1953, when the city paved 30 blocks of streets. During the late 1950s and the 1960s, remainders of the city's streets were converted from gravel roads to asphalt surfaces. Few have been repaved since that time; a 2008 survey of city streets indicated the average age of a street in Fairbanks was 31 years.

Public transportation has been provided by the Metropolitan Area Commuter System (MACS), an agency of the borough government, since 1977. Bus service links much of the urban Fairbanks area, with most routes connecting at the downtown transit center. University Bus Lines, a private company, existed for

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several decades before MACS started. The company mainly linked downtown Fairbanks with the university campus and the military bases.

Commercial airlines connect Fairbanks to the rest of Alaska as well as the lower 48 and select international destinations via Fairbanks International Airport.

- 4. Climate Interior Alaska experiences seasonal temperature extremes with January temperatures ranging from -66 to 50 °F, and July temperatures from 30 to 99 °F. Annual precipitation averages 10.37 inches with approximately 68 inches of snowfall. During the winter months, the area can experience ice fog when temperature drops below -20 °F. Fairbanks is known for its lingering summer days with more than 22 hours of daylight at Summer Solstice.
- 5. Hazard Analysis Residents in the City of Fairbanks are subject to the effects of several primary hazards. Because of the existing and continuing possibility of the occurrence of natural and manmade emergencies and disasters in the City of Fairbanks, the City must be prepared to respond to, recover from, and reduce the vulnerability to such events. Extreme situations may create conditions that require evacuations, sheltering, medical treatment, restoration of services, and recovery assistance. When dealing with these conditions, operations may be required around-the-clock and will require extraordinary measures to manage available resources. The major natural hazards that occur in or around the City are earthquakes, severe weather, floods, volcanic ash, and wildland fires. The City of Fairbanks is within a nationally designated flood zone. The flood zone information and data will be added as an attachment to the plan. While other types of hazards - both natural and manmade - have the potential to impact City residents, this Plan focuses on the types of incidents that are severe enough to require an ongoing and a potentially prolonged response from the City and support from the borough, state, and federal government. A detailed hazard analysis has recently been conducted between the City and the FNSB and is contained in the Hazard Mitigation Plan.
- 6. The City of Fairbanks and the Fairbanks North Star Borough (FNSB) are currently developing a Hazard Mitigation Plan. A Vulnerability Assessment (conducted by the State of Alaska DHS) has been completed. Both documents shall become a part of this plan by reference in draft or final form.

Assumptions

- Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the City with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- 2. The government of the City of Fairbanks is responsible for maintaining the emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. City government must continue to function throughout a disaster or emergency situation.
- 3. This plan will be officially adopted by the City Council and promulgated by the Mayor.

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- 4. The Emergency Manager (Fire Chief) maintains the Emergency Operations Plan. The Emergency Manager will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The Plan will be reviewed and updated annually, as necessary. The Emergency Manager should have the Plan readopted every five years.
- 5. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the State Emergency Operation Center (EOC). A local emergency must be declared and local resources must be fully committed before State and Federal assistance is requested.

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CONCEPT OF OPERATIONS

General

The City of Fairbanks Emergency Operations Plan (EOP) uses the National Response Framework (NRF) to improve the EOP and its functionalities. With State and Federal documents as guiding sources, the plan is written with the concept that the City of Fairbanks bears primary responsibility for disaster response and recovery. The City of Fairbanks structure for emergency operations consists of existing government departments and other public and private emergency response organizations.

Each City department is responsible for ensuring that the specific Support Function for which they are the primary organization fulfills its applicable responsibilities. That obligation includes resources and personnel, which means each department needs to be cognizant of their available equipment and other physical resources and those resources' disposition, as well as ensuring that personnel are aware of and trained on the department's responsibilities.

The City Mayor may declare an immediate local emergency lasting up to seven days, and the declaration can be extended with the consent of the City Council. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. A local emergency should be declared when a coordinated response among several local agencies/organizations is required, or when it becomes necessary to incur substantial and extraordinary financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

When local resources are insufficient to cope with the effects of a disaster and the City requests State assistance, the following procedures will apply. The Emergency Manager will directly communicate or, by Situation Report (SITREP) to the State Emergency Manager, will indicate that a local emergency has been declared, that the local Emergency Operations Plan has been implemented, that available resources have been committed, that state assistance is being requested and, if appropriate, that it is recommended that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency with Mayoral signature should be emailed or faxed as soon as possible to the State EOC.

Organization of the Emergency Operations Center

The Emergency Operations Center (EOC) will use the Incident Command System (ICS) organizational structure and procedures for emergency response.

This plan is not intended for use as an in-depth primer on the Incident Command System. Excellent resources are available on line and for no cost for those who wish to expand their expertise in the ICS fundamentals and applications. The following content will help

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EOP users better understand the organizational construct of the Fairbanks EOC through a brief explanation of ICS.

The Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

All levels of government—federal, state, tribal and local—use ICS. It is also used by many nongovernmental organizations and in the private sector. ICS is also applicable across disciplines (for example by fire departments, but also by hospitals, or by law enforcement).

ICS is typically structured to facilitate activities in five major functional areas:

- 1. Command
- 2. Operations
- 3. Planning
- 4. Finance/Administration
- 5. Logistics

All of the functional areas may or may not be used based on the incident needs. Intelligence/Investigations is an optional sixth functional area that is activated on a case-by-case basis.

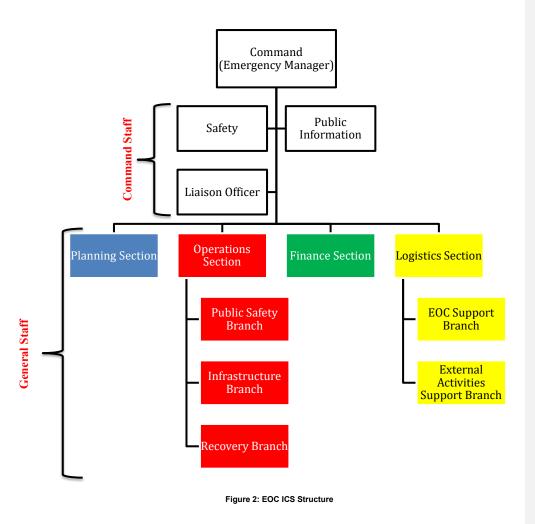
As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management but it also guides the process for planning, building and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.

Generally, ICS command in an EOC includes:

- Incident Commander
- Command Staff
- General Staff

As noted on the following page, the ICS structure consists of five major functional areas, divided basically into Command Staff responsibilities and General Staff responsibilities.

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Command Staff responsibilities include senior level executive policy and decision making, interaction and strategizing by members of the Unified Command (where applicable), establishing and maintaining appropriate operational safety protocols, ensuring timely and accurate information is passed to the media and general public, and maintaining effective liaison with key event stakeholders such as elected officials, outside technical specialists, advocacy groups, and Borough, State and Federal emergency response officials.

General Staff responsibilities involve the "nuts and bolts" activities that drive an effective and efficient response. Operations are the actual on scene activities such as search and

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rescue, environmental response, firefighting, evacuation, maintaining civil order, repair and restoration of critical infrastructure, and other critical activities that are essential to mitigating the impact of the event and returning to normal as soon as possible. **Planning** involves information gathering and analysis, maintaining situational awareness, and developing realistic incident action plans that address both current and anticipated conditions. **Logistics** involves the timely acquisition of supplies, materials, equipment and qualified personnel necessary to deal effectively with the event- "getting the right stuff to the right place at the right time." **Finance/Administration** involves recordkeeping, bill paying, contract administration, and related fiscal, legal and personnel issues that are associated with the event.

Components of the ICS General Staff

The following brief descriptions provide further information regarding various roles within the general staff sections. Depending on the scale and/or complexity of the incident, some or all of these positions may be staffed. It may also be that one person/group has responsibility for multiple task areas within a section, given that this multi-tasking does not exceed a reasonable span of control for any one individual or group.

Operations Section

The **Operations Section** is responsible for supervising, coordinating and performing activities in the field that are directly intended to save human life, protect the environment and critical infrastructure, promote public safety and maintain civil order, mitigate the effects of the event, and recover and return to normal as quickly as possible. The Operations Section will often be the largest section in the ICS organization, and typically involves large numbers of "first responders".

To ensure adequate oversight of all of the responsibilities and activities that fall under the Operations Section in a complex event, the section is subdivided then into three key Branches: **Public Safety**; **Infrastructure**, and **Recovery**. Each Branch has been further subdivided into specialized Groups, each tasked with performing specific activities that require unique technical skills, legal authorities, and/or specialized equipment and training.

The **Public Safety Branch** manages those aspects of the response that typically involve first responders, and address essential lifesaving activities, environmental protection, public health and well-being, and maintenance of civil order.

The **Infrastructure Branch** manages those personnel and activities involved in the restoration of transportation systems, communications systems, public utilities, reservoirs, dams, dikes, sewers and water treatment facilities, and the assessment of the structural integrity and safety of residential structures and city owned buildings.

The **Recovery Branch** is responsible for ensuring the proper implementation of Continuity of Operations Plans (COOP), and conducting post incident damage assessments, debris removal operations, and assisting affected individuals and businesses in preparing applications for applicable reconstruction grants.

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Planning Section

The **Planning Section** is responsible for collecting, evaluating, and disseminating tactical information and intelligence pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans (IAP) and incident maps, gathers and disseminates information and intelligence critical to the incident to interested parties, and provides technical assistance to other branches and functional groups in the EOC.

Finance and Administration Section

The Finance and Administration Section provides administrative and accounting functions to support the activities associated with the event and its aftermath. These functions include, but are not limited to, maintaining audit trails, billing, and administration of contracts, invoice payments, and grant and reimbursement activities.

Logistics Section

The Logistics Section is responsible for acquiring and delivering the proper personnel, equipment, resources, and materiel to the correct destination at the right time so that the incident can be resolved in the most effective and efficient manner possible.

To ensure adequate oversight of all of the responsibilities and activities that fall under the Logistics Section in a complex event, the section is subdivided then into two key Branches:

- EOC Support
- External Activities Support

Emergency Support Functions

Emergency Support Functions (ESFs) were initially developed to provide the structure for coordinating Federal interagency support for a Federal response to an incident. ESFs group emergency response tasks into 15 function-specific groups (some jurisdictions choose to add groups to address the specific needs of their jurisdiction).

All of these functions apply to some degree at the city level as well. Incorporating the ESF concept into our local planning, preparedness, and response model ensures several key objectives are met.

- Aligns Fairbanks model with the National Response Framework (NRF) and the Alaska Emergency Operations Plan, providing continuity and consistency with State and Federal partners.
- Provides an effective template for assigning a responsible agency or agencies to each function, and subsequently placing that function within the appropriate ICS General Staff element.
- Aids in the all-hazards planning process by ensuring no key functions are overlooked.

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While the EOC is not organized according to ESFs, they are a very useful organizational tool for understanding the function of each role in the EOC. Understanding ESFs is useful when communicating with State and Federal partners. The following chart will facilitate this by briefly describing each ESF and its associated functional Annex.

ESF	Title	Scope
1	Annex A: Transportation	 Coordinate and process transportation resources and people (evacuation) Report damage to transportation infrastructure Coordinate alternate transportation service Coordinate the restoration and recovery of the transportation infrastructure
2	Annex B: Communication	 Provide temporary communications to support incident management Facilitate the restoration of the communications infrastructure Supports all state agencies in the procurement and coordination of communications services from the communications and information technology industry during an incident response.
3	Annex C: Public Works and Engineering	 Infrastructure protection and emergency restoration Emergency assistance and support for first responders Engineering and construction services Liaison with state and federal resources Debris management
4	Annex D: Firefighting	 Fire prevention and suppression activities Fire mutual aid and resource augmentation Fire command and control structure
5	Annex E: Emergency Management	• Emergency Operations Center (EOC) activation, configuration, management and staffing

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City of Fairbanks Emergency	Onerations Plan	(FOP) - May 20, 2024
City of Fairbanks Emergency	operations r lan	(LOI) Widy 20, 2024

ESF	Title	Scope
		 On-scene command control structure and interface with the EOC Emergency decision making and the local declaration process Requesting Borough, State and Federal assistance Overall coordination of mutual aid Information collection and database creation and management Analysis and dissemination of information Issuing situation reports, bulletins and advisories Notification and updating of staff and elected officials Science and technology support (GIS mapping, modeling) Incident Action Plans and resource tracking
6	Annex F: Mass Care	 Mass care operations including sheltering, feeding and other essential human needs Housing resources In-place shelter operations Access and Functional Needs Populations
7	Annex G: Logistics and Resource Support	 Resource identification Resource coordination and support Resource procurement Personnel augmentation Logistics management
8	Annex H: Public Health and Medical Services	 Assessment of public health and medical needs Public health surveillance Medical care personnel Medical equipment and supplies
9	Annex I: Search and Rescue	Resources needed to conduct search and rescue activities

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ESF	Title	Scope
		 Borough, State and Federal resources available to augment local search and rescue efforts Aerial and ground search resources
10	Annex J: Oil and Hazardous Materials Response	 Coordinated response to oil and hazardous materials incidents Specialized local, Borough, regional, State and Federal mutual aid resources Hazardous materials planning and reporting requirements Short and long-term environmental cleanup
11	Annex K: Agriculture and Natural Resources	 Control and eradication of an outbreak of a devastating animal/zoonotic disease or plant disease Assurance of food safety and security Natural resource protection and restoration or historic properties
12	Annex L: Energy	 Energy system assessment, repair and restoration Water services (water, sewer and storm water) Private utilities industry coordination Energy forecasting Power outages
13	Annex M: Public Safety	 Law enforcement activities Operational and personnel security Ingress and egress to the disaster scene(s) Liaison between response operations and criminal investigation activities Coordination with Borough, State and Federal law enforcement agencies
14	Annex N: Long-term Community Recovery	Community recovery operations

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ESF	Title	Scope
		 Economic assessment, protection and restoration Mitigation analysis and program implementation Coordination with the private sector Coordination with state and federal community assistance programs
15	Annex O: External Affairs	 Emergency public information Protective action guidance Ongoing emergency information Inter-departmental coordination Establishing a Joint Information Center (JIC) and Joint Information System (JIS) Media and community relations Governmental and public affairs
16	Annex P: Volunteer and Donations Management	 Coordinate Spontaneous (unaffiliated) Volunteers. Coordinate Affiliated Volunteer Groups, e.g. Volunteer Organizations Active in Disasters (VOADs), Red Cross, Salvation Army, Community Emergency Response Teams (CERTs) Manage Financial and Material Donations

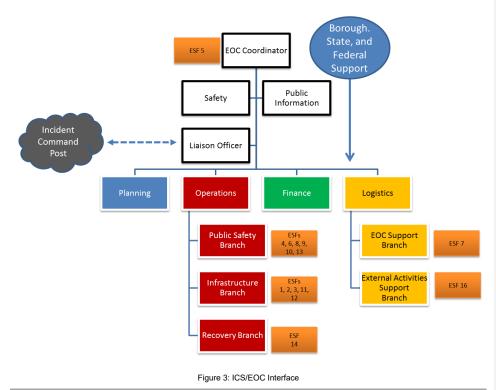
Incident Command System and Emergency Support Functions in the EOC

Each City of Fairbanks department or agency will ensure that the specific mission areas within the functional annexes for which they have primary responsibility is planned for in order to fulfill the agency's emergency response role. That obligation includes training, resources, and personnel. This means each department needs to be cognizant of their available equipment and other physical resources and those resources' disposition, as well as ensuring that personnel are aware of and trained on the department's responsibilities and that personnel are available and assigned for response.

The **Organization and Assignment of Responsibilities** section of this plan will fully detail the responsibilities of each stakeholder agency or department by Emergency Support Function.

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The chart on the following page shows the interface between ICS and the Emergency Support Function structure. Each ESF aligns with a specific functional annex as noted above.



Actions by Phases of Emergency Management

- 1. Mitigation The City of Fairbanks will conduct mitigation activities as an integral part of the emergency management program. The *Mitigation Act of 2000* is the guiding document used to ensure mitigation is done to federal standards and recommendations. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Mitigation is further developed in the Hazard Mitigation Plan which is published separately.
- Preparedness The City of Fairbanks will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:
 - a. Providing emergency equipment and facilities.

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- b. Emergency planning, including maintaining this Plan, its Annexes, and appropriate SOPs.
- c. Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- d. Conducting periodic drills and exercises to test plans and training.
- 3. Response The City of Fairbanks will respond to emergency situations effectively and efficiently. The focus of most of this Plan and its Annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.
- 4. Recovery The City of Fairbanks will carry out a recovery program that involves both short- and long-term efforts in the event that disasters occur. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The Federal government, pursuant to the *Stafford Act*, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges.

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ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Non-Emergency Organization

The City of Fairbanks is an autonomous jurisdiction. The City Charter vests the Legislative authority of the City in an elected mayor and the six elected members of the City Council. The day-to-day administration of the City rests with a Chief of Staff who is appointed by the Mayor.

Emergency Organization

This plan is designed to be activated partially or fully based on the nature and magnitude of the emergency or disaster. The Emergency Manager or Incident Commander, and or his/her designee, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the emergency. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will insure maximum protection of the population, property, and the City's resources from the effects of threatened disasters.

Overall organization will be managed under the National Incident Management System (NIMS) which is explained in more detail in the **Direction and Control Section**, which follows. The plan supporting the EOC is designed with specific emergency support functions (ESFs) identified. The ESFs have specific guidelines and duty assignments to allow these functions to be activated on an as needed basis. Specific duties for each ESF are identified below.

In the event of a major emergency or disaster, the Mayor, or authorized designee, may order the activation of the EOC located in the Police Station at 911 Cushman St. All participating organizations are requested to send representatives to the EOC to coordinate response and recovery activities. City departments have pre-designated representatives. Other applicable organizations including the various boards, quasi-governmental organizations and private disaster relief organizations are also encouraged to designate representatives as well.

Emergency Management Chain of Command

- Emergency Manager: Fire Chief
- Emergency Manager Deputy: Asst. Fire Chief

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Emergency Support Functions (ESF) Summary

- a. **ESF 1: Transportation** The City of Fairbanks Police Department is the primary agency for ESF-1 provides the coordination for the acquisition and provision of transportation for people and materials for emergency and disaster situations. The services and activities provided under this ESF will include the identification, acquisition, arrangement, mobilization and coordination of available City departments such as Public Schools, MACS, private industry, and voluntary transportation equipment, manpower and technical expertise to meet the requirements of providing essential transportation services before, during and after emergencies and disasters. The ESF also covers the actions that need to be taken to facilitate transportation and overcome impediments in emergencies and disasters.
- b. ESF 2: Communications The communication services responsibility falls under the City of Fairbanks Information Technology (IT) Department, who will under this ESF process identification, mobilization and coordination of available City government personnel and equipment to ensure all potential and needed communication lines are available to incident responding personnel. The IT Department will ensure needed increase of services is provided, work with private industry and volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation. In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and State and Federal assistance while re-establishing primary communication systems. ESF 2 will also provide for the establishment of systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.
- c. ESF-3: Public Works & Engineering The City of Fairbanks Public Works Department carries the primary responsibility to provide the needed coordination of all available public works, engineering and construction resources and expertise in an emergency or disaster. It provides for the identification, agreement, mobilization and coordination of available City government, private industry which through mutual aid agreement to provide essential services before, during and after emergencies and disasters.
- d. ESF-4: Fire Fighting The City of Fairbanks Fire Department is the primary agency for ESF-4 provides for the detection, control and suppression of rural and urban fires caused by an incident of natural or technological events. Services provided under this ESF shall include actions taken through the application of equipment, manpower and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid agreements with City and Borough governments, private industry, and other jurisdictions using established recognized standards of firefighting methods under the Incident Command System.

Base Plan

- e. ESF-5: Emergency Management – Emergency Management encompasses all emergency activities conducted by the City of Fairbanks Fire Department, who has the primary responsibility for this ESF. ESF-5 will also be supported by outside governments, private industry and volunteer organizations through mutual aid agreements before, during and after natural and technological emergencies and disasters. The ESF includes preparations for emergencies. It includes the analysis of the City's potential hazards and capabilities, the development of plans, procedures, agreements and arrangements to deal with emergencies and disasters, training of the City's overall ICS functions, regional government and volunteer personnel involvement and exercising of plans. When emergencies occur, ESF-5 will include activating the City's Emergency Operations Center (EOC), collecting, communicating and analyzing information about impending and impacting emergencies, assessing the impact and damages from emergencies, coordinating evacuation activities, setting all available resources into motion and restoring the affected people and property to their pre-disaster condition wherever possible.
- f. ESF-6: Mass Care, Housing, and Human Services ESF-6 provides Mass Care, including Shelter, Mass Feeding and Housing and Human services support for victims of natural and technological emergencies and disasters:
 - The overall coordination for the Mass Care for disaster victims is conducted by the City of Fairbanks Engineering Department, with support from the American Red Cross (ARC) and FNSB Public Schools. The Engineering Department will ensure that all needed information from the City is provided, while the ARC and Schools provide direct assistance to the victims in shelter. The Engineering Department coordinates Federal assistance that is available to shelter as well as non-shelter seeking victims.
 - Mass Care will provide shelter during the emergency period and immediately following the disaster, in which victims are housed as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for prolonged periods of occupancy due to the emergency nature of the activity and the requirements for mass feeding, bedding and adequate sanitary facilities. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk distribution of food.
 - Mass Care will collect and provide information about individuals in the emergency area through their arrival at the shelter. Such information will be used to aid reunion of families and individuals separated by the emergency or disaster.
 - Housing activities will provide for short and long-term housing needs of emergency and disaster victims. Housing activities may include

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rental assistance, temporary housing, and loans for house repair and/or replacement of primary residences.

- Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters. It will include the provision and expedited processing of federal benefits claims such as Social Security, disaster unemployment assistance, Veterans Administration benefits and tax refunds.
- Human Services may include, as appropriate, crisis counseling and supportive mental health services and such commodities as water, ice and other basic needs.
- Housing and Human Services are dependent on Federal and State government involvement to ensure that proper authorized personnel are available to assist the victim with State and Federal issues.
- g. **ESF-7: Resource Support** ESF-7 provides the resource support activities needed in emergencies and disasters. The City of Fairbanks Finance Department along with the support of the Purchasing Department, carries the primary responsibility for the approval and payment of the needed acquisitions. Resource support deals with the personnel, services, facilities, equipment, materials and supplies needed for emergency and disaster operations, whether from governmental, private or volunteer sources. Mutual aid agreements are in place to ensure that the City's resources can expand beyond the daily resource usage.
- h. ESF-8: Public Health and Medical Services ESF-8's primary responsibility falls under the City of Fairbanks Fire Department. This ESF provides public health and sanitation, emergency medical, dental and hospital services, crisis counseling and mental health services to disaster victims and workers, to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma. Public Health and Sanitation refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases, contamination and epidemics; the development and monitoring of health information; inspection of food and water quality and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies and sewage treatment services. Medical care refers to emergency and resident medical and dental care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals, clinics and units, planning and operation of facilities and services. Crisis Counseling and Mental Health refer to the provision of professional personnel, services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.
- i. ESF-9: Urban Search & Rescue- During search and rescue operations, the City of Fairbanks Fire Department will carry the primary responsibility for ESF-9. Mutual aid agreements are in place to ensure surrounding

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Borough (FNSB) support when operations are needed to expand beyond City resources.

ESF-9 provides for a trained and equipped emergency rescue response force with the capability to perform search and rescue operations during extraordinary conditions. The services and activities provided under this ESF will include locating, removal from the stricken area, and identification of survivors, the injured in need of medical treatment and decontamination, the marooned, and the dead.

- j. **ESF-10: Hazardous Materials-** The City of Fairbanks Fire Department has the primary responsibility for ESF-10. It provides for an effective and efficient response to and recovery from hazardous materials (HAZMAT) and radiological incidents that threaten the environment of the Borough and the lives and property of its citizens. Hazardous materials include oil spills. This ESF coordinates the City, regional area, and private resources responding to and remedying oil spills, HAZMAT incidents and radiological releases. Actions in this function can range from the detection of a release of spill, through the provision of initial response actions, to the request of state assistance and procurement of a contractor, to coordination of joint local, regional, State and Federal operations under the Incident Command System, to the final inspection and approval of remedial and restoration work.
- k. ESF-11: Agriculture and Natural Resources The Fairbanks Engineering Department has the primary responsibility for this ESF. ESF-11 provides protection for the City's food supply to ensure that the population of the City is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters. It is also concerned with diseases and infestations that could affect plant, animal and cultivated seafood species, and with animal evacuation, sheltering and health care. ESF-11 covers the wide range of nutritional assurance and plant, animal and cultivated seafood health and safety in all types of natural and technological threats.
- ESF-12: Energy The City of Fairbanks Engineering Department serves as the primary agency for this ESF. ESF-12 provides for a coordinated response to maintain or reestablish natural gas, electric and water and sewer utility services within a disaster area to best serve the needs of the City's population. Services under this ESF include and encompass the restoration of natural gas, electric and water and sewer utilities subjected to interruption or destruction by emergencies and disasters on a priority basis.
- m. ESF-13: Public Safety and Security The City of Fairbanks Police Department holds the primary responsibility for this ESF. ESF-13 provides for the provision of law enforcement, emergency police and public safety services, and legal authority in an emergency or disaster. Services under this ESF include the identification, mobilization and coordination of available City and regional government agencies, other public safety and legal manpower, and expertise and equipment to minimize the adverse impact of

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an emergency or disaster on life and property in the affected area. Routine and emergency law enforcement, investigation, bomb disposal, traffic and crowd control, area access control, security, assistance with communications and transportation, determination of legal authority ramifications and related functions are included.

- n. ESF-14: Long Term Recovery and Mitigation The City of Fairbanks Engineering Department has the primary responsibility of ESF-14. This ESF is concerned with long-term policies and programs for community recovery, mitigation and economic stabilization. This ESF provides for the recovery of the City from the long-term impacts and consequences of emergencies and disasters. The ESF addresses the stabilization of the City's and local economies and measures taken to reduce or eliminate risk from future emergencies and disasters, wherever possible.
- o. ESF-15: External Affairs ESF-15's primary responsibility is held by the City of Fairbanks Mayor's Office. It provides information and external communications to inform people about the threats from natural and technological emergencies and disasters and the precautions and response measures that the City, local and regional governments are taking to protect and preserve life and property using all available methods and media. ESF-15 will also advise people of actions they need to take before and during emergencies and disasters. Public information provided before, during and after disasters and emergencies will provide clear, concise and accurate information on the existing situation in the disaster area. Every effort shall be made to minimize and counter rumors, hearsay and half-truths.
- p. ESF 16 Volunteer and Donations Management ESF 16's primary responsibility is held by the City of Fairbanks Human Resources Department. This annex outlines methods to provide for the coordination, supervision, and operations of volunteers and donations through all phases of emergency response. The purpose of this ESF is:
 - To provide guidance for the coordination of volunteers responding to an emergency or disaster.
 - To establish a consistent framework for coordinating with volunteer organizations supporting the response and recovery.
 - To provide guidance for the coordination of goods donated in response to an emergency in an efficient and timely manner.
 - To outline a volunteer and donations management program for the City of Fairbanks (COF) that can be implemented for large-scale, high-visibility disasters, or for smaller scale emergencies that may also generate a flow of unsolicited volunteer services and donated goods.

Responsibilities

General – Officials at all levels of government share responsibility for the necessary planning needed to minimize losses and provide relief from possible disasters. This shared responsibility includes the disaster preparedness and response capabilities of the

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City government, districts and independent authorities, regions, volunteer agencies, and State and Federal governments.

Initial response will provide for an immediate reaction to alleviate human suffering, prevent loss of life, protect property, and to return the area to normalcy in the shortest possible time. Operational plans shall be developed for accomplishment of various program goals and objectives designed to effectively reduce hazards and to bring long-range recovery to distressed areas.

City of Fairbanks -

- City government senior officials and staff must be prepared to direct and control local response to emergencies and disasters in accordance with local laws and mutual aid arrangements with adjacent communities, special districts, and voluntary organizations.
- Provide immediate response through the City departments and other public agencies.
- Establish readiness procedures to ensure proper training of personnel, and the availability of appropriate personnel and equipment in time of emergency. Readiness procedures must also provide for notification of personnel when a warning is received from the City of Fairbanks Fire Department or Emergency Operations Center.
- Request activation of mutual aid arrangements when specific aid coordination in such agreements is required.
- Request assistance from higher levels of government, Borough, State and Federal, through the Alaska Division of Emergency Management when:
 - Local resources are fully committed and found to be inadequate to cope with the situation, and;
 - A particular capability is required and is not otherwise available.

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DIRECTION, CONTROL, AND COORDINATION

The final responsibility for all emergency management in the City of Fairbanks belongs to the City of Fairbanks Emergency Manager, under the policy direction of the City Mayor's Office.

The City of Fairbanks Emergency Manager and/or their designee are responsible for administering the emergency management program. He/she makes routine decisions and advises the Mayor on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The Emergency Manager, through the EOC, also acts as liaison with other local, borough, state and federal emergency management agencies.

Specific persons in departments, work units/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department Heads, Work Unit/Agency Supervisors will retain control of their employees and equipment during response operations. Standing operating procedures (SOPs) are required of each department, work unit, or agency having responsibilities in this plan. These SOPs must include:

- 1. Method for the recall of personnel during non-duty hours.
- 2. Prioritization of tasks to guide response and recovery work.
- 3. Procedures to be followed that deviate from normal.
- 4. Specific emergency authorities that may be assumed by the designated successor during emergency situations.

During some periods of an emergency, Department Heads, and Work Unit/Agency Supervisors will be required to remain in the EOC and direct their departments from that facility. During any large-scale emergency, the EOC will in fact become the focal point for the Administration and control of many City functions for the duration of the crisis.

In accordance with Homeland Security Presidential Directive (HSPD) 5, all department heads, work units and agencies of the City of Fairbanks having responsibilities delineated in this Emergency Operation Plan (EOP) will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state and federal organizations.

As described in the Concept of Operations (CONOPS) and Organization and assignment of responsibilities section of this Plan, the Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure.

All on-scene management of incidents will be conducted using the Incident Command System. Additionally, for the purposes of interface with Federal and other outside support, the 16 Emergency Support Functions will align under a responsible ICS position in the EOC.

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PLAN DEVELOPMENT AND MAINTENANCE

General

The contents of this Plan must be known and understood by those people responsible for its implementation. The City of Fairbanks Emergency Manager is responsible for briefing the Mayor, city officials, departments, and partner organizations concerning their role in emergency management and the contents of this Plan in particular.

Schedule of Review

The Emergency Manager and/or their designee will maintain this EOP. He or she will coordinate with each emergency resource organization and coordinate the development and maintenance of an appropriate emergency response plan. The Mayor and/or their designee will ensure that an annual review be conducted by all officials involved in the execution of this Plan.

The Emergency Manager will facilitate this review and any plan revision and distribution found necessary. Department Heads are responsible for development and maintenance of their respective segments of this Plan and their appropriate supporting SOP's as stated here and set forth in each relevant Annex.

The EOP will be reviewed and updated annually, as necessary. The Executive branch of the City of Fairbanks should have the Plan readopted every five years.

Training and Exercises

This Plan will be tested at least once a year in the form of a simulated emergency exercise (drill, tabletop, functional, or major multi-agency/jurisdictional) in order to provide practical, controlled experience to those emergency managers tasked within the plan. The Emergency Manager may, at his/her discretion, conduct more than one emergency management training activity per year as money, manpower, or need arises.

Base Plan

ACTIONS, LEGAL AUTHORITIES, AND REFERENCES

Actions Under Local Emergencies

Declaring a Local Emergency

The Mayor of the City of Fairbanks with City Council approval is empowered to declare the existence of a local emergency or disaster when there is a clear and present danger to the health, life or safety of the people or property in any part of the City or at any time a disaster or State of Emergency is declared by the President of the United States or by the Governor of Alaska. The declaration of a local emergency by the Mayor will be in writing and will take effect immediately upon issuance. The Mayor will cause widespread publicity and notice to be given of such declaration throughout the City.

Powers of the City Executive during a Local Emergency

During a local emergency, the Incident Commander, Emergency Manager or designee is the Incident Commander. All powers and duties conferred upon the Emergency Manager, or any officer or manager of a functional Emergency Response Stakeholder division or agency, shall be exercised subject to the approval of the Mayor. The Mayor is authorized to issue and enforce rules, regulations, orders and directives considered necessary for the protection of life and property. The rules, regulations, orders, and directives will take effect immediately upon issuance, and copies of such documents will be maintained in accordance with the statutory requirements for retention of government records.

City Employees as Emergency Workers

The Mayor may require any City employee to serve under the direction of the Incident Commander or Emergency Manager in accordance with City Ordinance.

All City employees shall provide services as required per this Plan and within their department plans and procedures, as directed by the Incident Commander or Emergency Manager. It is the responsibility of the Office of Human Resources to establish plans for the use of additional City employees by any other City department requesting additional city personnel resources. Such reassignment will be coordinated by the Office of Human Resources. Assignment of City employees will be based on operational needs, priority, availability of personnel, and applicable collective bargaining agreements.

Acceptance of Donations

During a local emergency, the City is authorized to accept gifts, grants, or in-kind donations.

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Alaska Statute allows for political subdivisions within the State to accept services, gifts, grants, and loans of any amount for purposes of emergency management.

The City Clerk's Office will coordinate, administer, process, and deposit all monetary, inkind, and property donations during a local emergency.

Violation of Emergency Regulations

During a declared local emergency, or within the area designated for a planned event or the area designated as the incident area, obstructing a member of the Fire Department, and/or Organization represented in the EOC for Emergency Response Operations in the performance of their duties, or violation of any rule, regulation, ordinance, or directive issued by the Incident Commander shall constitute a misdemeanor per City of Fairbanks General Code Section 1-19. Where no specific ordinance is stated in the violation or no specific penalty is provided, the penalties will follow those specified under AS 18.70.075.

Local Emergency Deactivation

The Emergency Manager or Incident Commander will keep the Mayor and the City Council advised of the status of the emergency and the level of activation of the EOC. The Mayor will declare and publicize the termination of such local emergency declaration at the earliest possible date that conditions will allow, unless the level of activation does not necessitate a declaration being issued. The City Council may nullify or modify any proclamation declaring a state of emergency by resolution. Upon termination of a declared local emergency, such rules, regulations, orders, or directives issued in conjunction with the emergency will terminate and have no further force or effect.

Legal Authorities

National/Federal Laws and Regulations

The following federal laws and/or regulations authorize the preparation and execution of emergency and government continuity operations. These operations mitigate, plan for, respond to, and recover from injury or damage, which may be caused by natural, human, and technological disasters or acts of terrorism.

• Title 5, United States Code (Public Law 107-296, HR 5005 of 107th Congress) "Homeland Security Act of 2002" Effective March 1, 2003.

This Act established the Department of Homeland Security and the transfer of 22 federal agencies to this department. The Act establishes the direction and control of agencies involved in preparedness, intelligence and information gathering, border control, infrastructure protection, and emergency response and recovery, and amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 2000, the Federal Civil Defense Act of 1950, the National Security Act of 1947, and Executive Order 12148 dated July 20, 1979.

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• Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

This Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs. The Stafford Act brings an orderly and systemic means of federal natural disaster assistance for state and local governments in carrying out their responsibilities to aid citizens. The Stafford Act is a 1988 amended version of the Disaster Relief Act of 1974. It created the system in place today by which a presidential disaster declaration of an emergency triggers financial and physical assistance through the Federal Emergency Management Agency (FEMA). The Act gives FEMA the responsibility for coordinating government-wide relief efforts. The Federal Response Plan implements include the contributions of 28 federal agencies and non-governmental organizations, such as the American Red Cross. Congress amended it by passing the Disaster Mitigation Act of 2000, and again in 2006 with the Pets Evacuation and Transportation Standards Act.

• Homeland Security Presidential Directive # 1 January 23, 2003

This Presidential Directive supersedes and amends all prior Presidential Directives that provided for Terrorism Crisis and Consequence Management, along with Emergency Response on a federal basis (EO 12148, FEMA, July 20, 1979), to include a revision of the National Response Plan, the Federal Response Plan, and the National Contingency Plan.

• Homeland Security Presidential Directive # 5 February 28, 2003

This Presidential Directive establishes the Secretary of Homeland Security as the principal Federal official for domestic incident management, recognizes the role of local authorities for initial management of domestic incidents, recognizes the role of the private sector, and tasks the Department with the development and administration of a National Incident Management System (NIMS).

• Federal Preparedness Circular 65 July 26, 1999

This document outlines guidance to Federal Executive Branch departments and agencies for use in developing viable and executable contingency plans for the continuity of operations.

• Public Law 95-510 Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended

Requires facilities to notify authorities of accidental releases of hazardous materials.

• Public Law 99-499 Superfund Amendments and Reauthorization Act of 1986, as amended

Base Plan

Governs hazardous materials planning and right-to-know. This law established the State Emergency Response Commissions (SERC) and the Local Emergency Planning Committees (LEPC). The LEPC performs local audits of facility's emergency plans and revises the City Hazardous Substance Response Plan is referenced in Annex 10.

 Code of Federal Regulations Title 44 Chapter I, Federal Emergency Management Agency, Parts 0-399

Covers the many aspects of disaster mitigation planning requirements, along with disaster relief and assistance regulations, the National Urban Search and Rescue Teams, and the designation of utilizing an Incident Management System.

• Code of Federal Regulations Title 49 Part 830

Regulates the notification and reporting of aircraft accidents or incidents, and overdue aircraft, and preservation of the aircraft wreckage, mail, cargo, and records.

• Code of Federal Regulations Title 14 Part 77

Regulates the construction and land use measures around airports and navigable airways.

State Emergency Laws and Regulations

- AS 18.70.075 Authority of Fire Department Officers and Penalty
- AS 18.70.090 Enforcement Authority
- AS 26.23.060 Local & Inter-jurisdictional Disaster Services
- AS 26.23.140 Local Disaster Emergency
- AS 26.23.190 Emergency Powers
- AS 26.23.500 Intrastate Mutual Aid System
- State of Alaska Emergency Operation Plan

City of Fairbanks Emergency Laws and Regulations

- Fairbanks General Code of Ordinances
 - Sec 1-19 Right of Entry
 - Sec 4.1.c Mayor designate
 - Sec 2-61 Succession to Office
 - Sec 2-117 Emergency Meetings; notice, justification
 - Sec 3.6 Ordinance Exceptions
 - Sec 6.5.B.5 Special Appropriation
 - Sec 6.6.B.3 Emergency Expenditures
 - Sec 54.246 Emergency Purchasing

Base Plan

Annex A – Transportation (ESF 1)

ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Management is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Aviation/Airspace Management & Control	State of Alaska and the FAA	COF Emergency Management (Fire Chief	FAA / ATC (907) 474-0050/0452 or (907) 778-2240 COF EM thru Dispatch
Transportation Safety and Coordination of Transportation Resources	COF Police and Public Works Department	Alaska Department of Transportation	COF Police thru Dispatch Public Works (907) 459-6770
Restoration/Recovery of Transportation Infrastructure	COF Public Works Department	Alaska Department of Transportation	COF Public Works (907) 459- 6770 AK DOT (907) 451-2294 / 2205
Movement Restrictions	COF Police, Public Works and Fire Departments	Alaska State Troopers	COF Police thru Dispatch Public Works (907) 459-6770
Damage & Impact Assessment	COF Public Works, Building, and Engineering Departments	NA	COF Public Works (907)459- 6770 COF Building (907)459- 6720 COF Engineering (907) 459- 6759

Purpose

The Transportation Annex provides for the actions that need to be taken to facilitate transportation and overcome impediments in emergencies and disasters, and provides for the coordination of the acquisition, and provision of transportation for people and materials for emergency and disaster situations. The services and activities provided under this function will include the identification, acquisition, arrangement, mobilization and coordination of available City departments and mutual aid partners to meet the requirements of providing essential transportation services before, during and after emergencies and disasters.

Scope and Concept of Operations (CONOPS)

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted on the following page. For all other Transportation (ESF 1) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Aviation/Airspace Management & Control	City of Fairbanks Emergency Management will coordinate with the state EOC and the FAA to obtain airspace closures
Transportation Safety	Maintain Roads and Direct Traffic
Restoration/Recovery of Transportation Infrastructure	Repair and maintain roads
Movement Restrictions	Direct traffic with barricades and personnel
Damage & Impact Assessment	Conduct Engineering and building assessments

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex A is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Transportation Functional Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Although private automobiles are the preferred method of evacuation, there will be individuals and groups who require assistance in relocating from an evacuation area.

Schools, hospitals, nursing homes & daycare centers are responsible for ensuring the overall safety and well being of their students, patients, residents, staff and visitors to their facilities. To that end, emergency plans should be developed taking into account the hazards to which those facilities might reasonably be exposed. Such hazards include, but are not limited to, natural and technological disasters, fire/explosion, physical plant and/or utility failure, security threats and vehicular accidents. These "vulnerable populations" are encouraged to be pro-active in developing and implementing their plans.

Because of its critical nature, the assessment of damage and if necessary the restoration and protection of transportation infrastructure and resources will be the main priority of this function during emergency operations.

Transportation to and from shelters may be a subject for consideration. Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. However, the City of Fairbanks does not have any designated shelters for protection from natural or technological hazards; it does coordinate the activation of shelters with FNSB for the purpose of providing mass care and shelter for persons displaced from their homes. *(For more information, see Mass Care, Feeding and Sheltering (ESF 6))*

When the emergency/disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow reentry will be given by the City

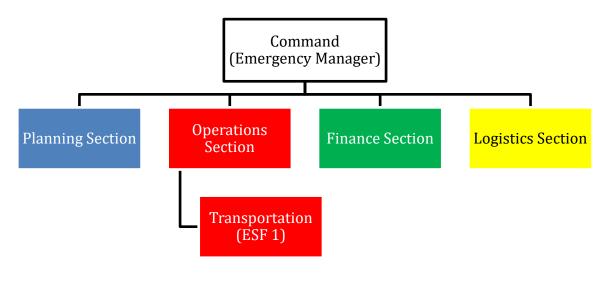
Annex A – Transportation (ESF 1)

emergency operations center (EOC), the Incident Commander (IC), or as otherwise directed.

There are numerous transportation routes throughout the City that may become critical during emergency situations *(Attachment 2)*.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Transportation. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Transportation (ESF 1) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Transportation Function

Notifications

The Emergency Management Coordinator will notify the appropriate Transportation function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, Borough, State, and federal officials may also become critical members of the Transportation team.

Direction and Control

All evacuation and transportation activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Annex A – Transportation (ESF 1)

Access and Functional Needs Populations

A variety of methods for transportation are available by the various agencies responsible for the care of individuals with Access and Functional Needs. However, large-scale transportation would be difficult with few resources to cover a City of this size. The number of vehicles needed for those with severe physical disabilities is extremely limited and would require the assistance of outside agencies and/or businesses.

Transportation of individuals will be coordinated with the appropriate agency responsible for their welfare, with assistance from one or more of the following agencies:

- Metropolitan Area Commuter System (MACS)
- Fairbanks North Star Borough (FNSB) School District
- Fairbanks Correctional Center (Jail)
- City of Fairbanks Fire Department (EMS)
- Alaska National Guard
- Ft Wainwright Army Base
- Eielson Air Force Base

Responsibilities

All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Manager
- Perform other emergency responsibilities as assigned.

The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

• Identify and maintain critical transportation routes.

- Work with other agencies to designate transportation bases, staging area, refueling and repair facilities.
- Coordinate the use of additional transportation resources.

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Businesses and agencies with responsibilities for Access and Functional Needs populations are responsible for acquiring and/or contracting resources to meet transportation need for these citizens.

Additional transportation needs such as fuel and other equipment is covered in the ESF Resources Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

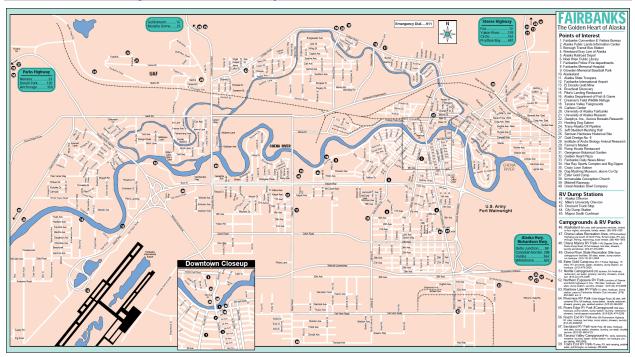
Attachment 1: Transportation Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Work with other involved agencies to identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources. Coordinate with other agencies on the development of evacuation plans, particularly for pre-identified
	hazard areas along with possible structural analysis and remodel.
Preparedness: Activities designed to improve	 Maintain awareness of the transportation related components of the EOP.
readiness capabilities.	 Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
	 Ensure personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS).
	 Develop plans to use available transportation systems to manage the immediate transport of critical supplies.
	 Develop plans to provide resources to assist with evacuations or other movements of people.
	 Participate in training, drills and other activities to improve interagency communications.
	 Review departmental Standard Operating Procedures and maintain personnel call up lists.
	 Participate in training and exercises.
Response: Activities designed to save lives, protect property and	 Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.
contain the effects of an event.	 Coordinate with other response agencies regarding the operational capabilities of the transportation system.
	 Assign transportation resources to move materials, personnel and supplies as requested by first

Phase	Actions		
	responders.		
	 Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. 		
	 Assist in initiating traffic management operations and control strategies. 		
	 Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS). 		
Recovery: Activities designed to ensure	 Continue to coordinate transportation of equipment, supplies and people. 		
continued public safety and return the community to pre-disaster levels.	 Continue to perform tasks necessary to expedite restoration and recovery operations. 		
	 Gradually revert assignments and personnel requirements to normal. 		
	 Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. 		
	 Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities. 		
	 Participate in after action meetings and prepare after action reports as requested. 		

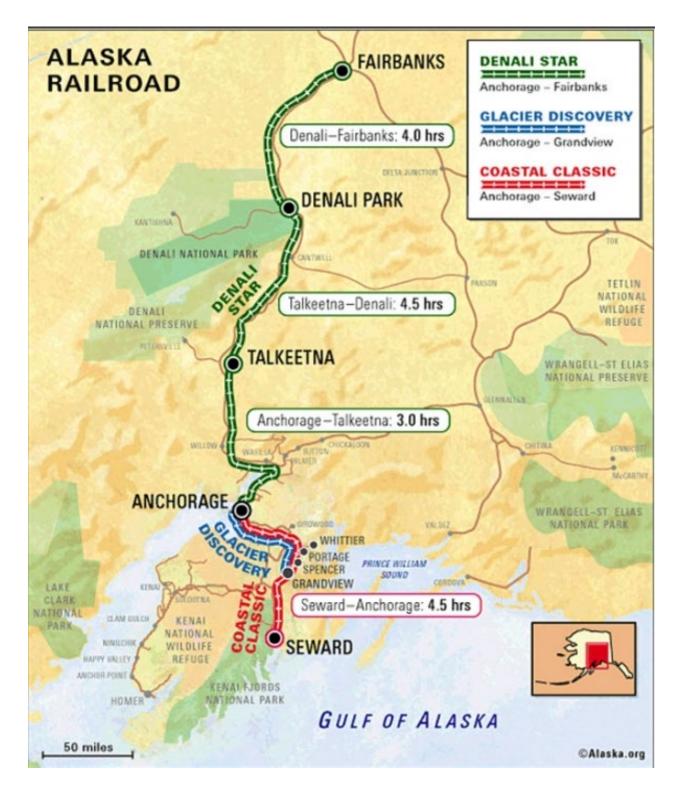
Attachment 2: City of Fairbanks Map



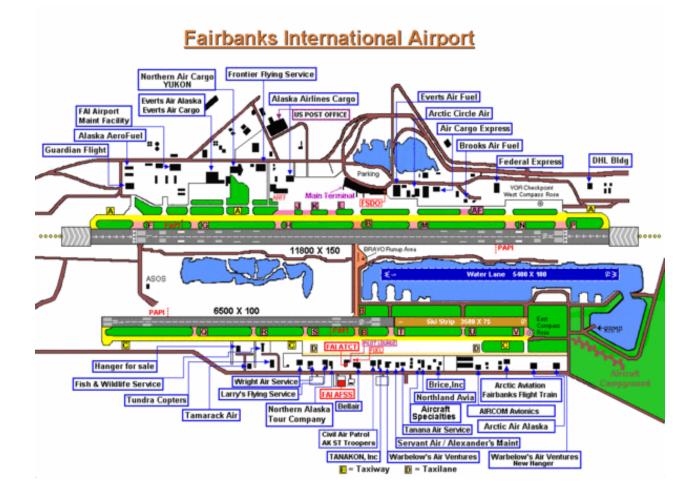
Attachment 3: List of Transportation Resources

- Ambulances from COF Fire Department
- School buses from FNSB School District
- Private Vendors
- Equipment via City Public Works Department
- Equipment Vendors

Attachment 4: Rail Map



Attachment 5: Fairbanks International Airport Map



Annex B – Communications (ESF 2)

ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination with Telecommunications & Information Technology Industries	Information Technology (COF IT) AlasConnect	Fairbanks DispatchARES/RACES	COF IT (907) 459-4999
Restoration & Repair of Telecommunications Infrastructure	Information Technology (COF IT) AlasConnect	 Alaska Communications, GCI Alaska, AT&T, Verizon Private Vendors Fairbanks Dispatch Ares/RACES 	COF IT (907) 459-4999 ACS (800) 478-3081 GCI (800) 800-4800 AT&T (800) 478-9000 Verizon (800) 891-4966
Protection, Restoration, & Sustainment of Cyber & Information Technology Resources	Information Technology (COF IT) AlasConnect	• None	COF IT (907) 459-4999
Oversight of Communications w/in Fairbanks Incident Management & Response Structures	City of Fairbanks Emergency Management (Fire Chief)	Fairbanks DispatchAres/RACES	COF EM (907) 450-6604 or Dispatch (907) 45 <u>9-</u> <u>6800</u> 0-6507

Purpose

The Communications Annex describes the systems and procedures for communicating during a disaster. It addresses:

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)

- Sources for communications augmentation such as Amateur Radio
- Other communications systems to support emergency operations

The Communications Annex also addresses warning and notification, as well as information technology and telecommunications.

Scope and Concept of Operations (CONOPS)

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted on the following page. For all other Communications (ESF 2) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination with Telecommunications & Information Technology Industries	Work with private companies to ensure communications
Restoration & Repair of Telecommunications Infrastructure	Work with private companies to ensure communications
Protection, Restoration, & Sustainment of Cyber & Information Technology Resources	Work to ensure communications are secure
Oversight of Communications w/in Fairbanks Incident Management & Response Structures	Work to ensure communications are secure

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex B is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Communications Functional Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Fairbanks Emergency Management is designated as the coordinator for ESF 2. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with the private sector and the communications primary and support agencies.

The City has a wide variety of emergency communications equipment including: radios (fixed, mobile and handheld), pagers, telephones (including mobile and cellular), fax machines, etc. The City also utilizes a variety of radio frequencies to facilitate day-to-day and emergency communications. *A list of these frequencies is found in Attachment 2 of this Annex.*

Warning

The warning process may be activated from any of several points in the system including Dispatch, Emergency Management and Police Department. Once the network is activated, the responsibility for its operations belongs to Emergency Management. All warning activities will be coordinated through the EOC staff.

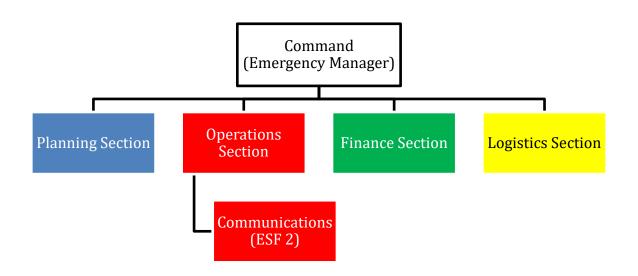
Annex B – Communications (ESF 2)

Existing Warning Systems and Uses

- National Warning System (NAWAS): NAWAS is a nationwide dedicated telephone warning system that operates on three levels: local, state and federal. The primary warning point for the City of Fairbanks is located at the Fairbanks North Star Borough Emergency Operations Center.
- National Weather Service (NWS): Current weather information and warnings are received over the NWS teletype circuit. Radio broadcasts are received over the NOAA Weather Radio system broadcasting out of the National Weather Service Forecasting Office in Fairbanks. In addition, NWS will issue weather warnings over the NAWAS lines.
- Weather Spotter Program: This is a national program designed to place personnel in the field to spot and track severe weather conditions. These field personnel are trained by the NWS in basic severe weather meteorology and in how and what to report to the proper officials. During periods of severe weather, the spotters are dispatched into the field to relay reports back to the EOC. Confirmed severe weather sightings are then relayed to the NWS which disseminates the appropriate warning.
- Flood Warning System: The National Weather Service has established a network of rain and river gauges to collect data for flood warning purposes. If excessive rainfall or snow melt occurs, flood predictions are made and, if necessary, flood warnings are issued.
- Emergency Alert System (EAS): The EAS provides a means for supplying emergency information for the public. It utilizes commercial radio and television broadcast services which are provided on a voluntary basis by the transmitting stations. It supplies emergency information as prescribed by the National Weather Service, law enforcement, Emergency Management and school officials of emergency closings. The system may be activated at the local, state, or federal level. A list of the local broadcast stations, which are a part of the system can be found in Attachment 3 to this Annex.
- Print Media: When time is sufficient, emergency information is provided to the print media, although this particular medium is not a reliable source of immediate information for the public.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Communication. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Communications (ESF 2) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Communications Function

Notifications

The Emergency Manager will notify the appropriate Communications function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with communications activities. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Communications team.

Direction and Control

All Communications activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Access and Functional Needs Populations

A goal of this function is to re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities; provide basic human needs, including the needs of individuals with disabilities and others with access and functional needs; and transition to recovery.

Responsibilities

General

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- Provide ongoing status reports as requested.

- When requested, deploy a representative to the EOC to assist with communications activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the state and federal government.

The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

- Identify and maintain critical communication modes.
- Coordinate the use of additional communications resources.

Warnings

- Fairbanks Dispatch
 - Activate warning systems (if needed as a backup to EOC)
 - Maintain communications link with the Fairbanks EOC or Incident Command Post
 - Maintain all radio systems
- Fairbanks Fire Department
 - Provide mobile public address units if necessary
 - Provide manpower for door-to-door warning if necessary

Maintain a communications link with the Fairbanks EOC or Incident Command Post

- Fairbanks Public Works
 - Provide, program and maintain mobile reader boards.
- Fairbanks Police Department
 - Provide additional siren-equipped mobile units where necessary to supplement warning coverage
 - Alert hospitals, nursing homes, schools or other large institutional groups and private industry
 - Provide manpower for door-to-door warnings if necessary
 - Maintain a communications link with the Fairbanks EOC or Incident Command Post
- Fairbanks Emergency Management
 - Provide trained spotters in the field to report to the EOC on weatherrelated events provided by the National Weather Service

- Pass information on weather events to the NWS-Fairbanks for potential warning alerts
- Along with the NWS, direct the sounding of warning systems
- Contacts the appropriate local, state and federal agencies of hazardous materials events

Communications

- Fairbanks Dispatch
 - Provide communications necessary for the City to communicate to all governmental entities as well as higher levels of government
 - Support mutual aid communications to adjacent jurisdictions and agencies
 - Coordinate and maintain the operation of the communication systems as needed to fulfill communications capabilities within the City
- City of Fairbanks Information Technology Department
 - Maintains the city-wide LAN and WAN services
 - Provides for service and integrity of the City's phone service
 - Ensures the operability of the technological aspects of the Fairbanks EOC
- Fairbanks Emergency Management
 - Assigns personnel for proper operation of the communications within the EOC

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures. The Proclamation of a State of Local Emergency or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The functional coordinator will determine the specific impact of the situation and inform the Communications Function group members.

Status Reports

Fairbanks Emergency Management and the Fairbanks Dispatch Center will maintain status of all outstanding assistance requests and unresolved Communications-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each primary and support agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Communication Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a	 When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects.
hazard.	 Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
Preparedness: Activities designed to improve	 Ensure alternate or backup communications systems are available.
readiness capabilities.	Coordinate common communications procedures.
	 Develop and test emergency procedures.
	 Develop mutual aid agreements.
	 Develop and/or review procedures for the crisis augmentation of resources.
	 Review departmental Standard Operating Procedures and maintain personnel call up lists.
	 Participate in Emergency Management training and exercises.
	 Develop and maintain a communications resource inventory.
Response: Activities designed to save lives, protect property and contain the effects of an	 Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
event.	 Implement procedure to inspect and protect communications equipment.
	 Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
	 Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

Phase	Actions
Recovery: Activities designed to ensure	 Continue to perform tasks necessary to expedite restoration and recovery operations.
continued public safety and return the community to pre-disaster levels.	 Gradually revert assignments and personnel requirements to normal.
	 Evaluate response, and make necessary changes in this ESF Annex to improve future operations.
	Phase down operations, as appropriate.
	 Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
	 Participate in after action reports and meetings as requested.

Attachment 2: Fairbanks Area Radio Fleet Map (Radio Frequencies)

Fairbanks Fire Department

	LOCAL ZO	ONES											
	1	2	3	4	5	6	7	8	9	10	11	12	13
	Toggle A	Toggle B	Toggle C			Zones 5 & Up are t	the same on all City	and FNSB Fire an	d EMS Radios in th	ie Area.			
Talk Group	FFD ALMR	FFD Fire Ground ACCOUNT Simplex	FFD Fire Ground ACCOUNT Repeater	Fairbanks CITY ALMR	FWFD ALMR	Area Dept. Conventional Zone 1 Simplex	Area Dept. Conventional Zone 2 Simplex	East Side Conventional	West Side Conventional	Emerg Org (ALMR)	FNSB EO (ALMR)	FNSB Admin (ALMR)	FBKS AREA FORESTRY
1	Fire Dispatch	DIVISION A	DIVISION A	PUB WORKS	FWFD Dispatch	UFD	2 Rivers	FFD R	UFD R	UFD	EO Dispatch	Admin	FAS
2	Tac 2	DIVISION 1	DIVISION 1	PUB WORKS SX	FWFDTac 1	NPFD	Chena DM EMS	FFD T	UFD T	NPFD	EO- 2	Animal (ALMR)	COOP Fire DISP
3	Tac 3	DIVISION B	DIVISION B	CITY 1	FWFD Tac 2	NSVFD	St Parks	NSVFD R	CGFR R	NSVFD	EO- 3	Animal (C)	D-Fire
4	Tac 4	DIVISION C	DIVISION C	CITY 2	FWFD Tac 3	CGFR	Ester DM EMS	NSVFD T	CGFR T	CGFR	EO- 4	Trans	Tac 4
5	Tac 5	DIVISION D	DIVISION D	СІТ Ү З		EVFD	DOA	NPFD R	EVFDR	EVFD	EO- 5	Van	Tac 5
6	Tac 6	DIVISION 2	DIVISION 2	VIP		SAVFD	FNSB EO	NPFD T	EVFDT	SAVFD	EO- 6	Parks	Tac 6
7	Tac 7	DIVISION 3	DIVISION 3	VIP (C)		Airport		SAVFD R	Airport (R)	FFD	EO- 7	PW	DOF-A -R (C)
8	Tac 8	DIVISION 4	DIVISION 4	FNSB EO		FFD		SAVEDIT	FNSBEO R	Salcha	EO- 8	SCHOOL DIST	DOF-B-R (C)
9	Tac 9	SUB GRADE	SUB GRADE	FNSBEOR(C)		SFR		Salcha	Nenana Fire	FAS	EO- 9	Lands	FAS LOG
10	Tac 10	FIRE ATTACK	FIRE ATTACK	CIV DEF S (C)				FNSB EO R	Anderson Fire	EO Dispatch	EO- 10	Corp CL	V-CALL 10
11	EMS Bassett	RESCUE GOUP	RESCUE GOUP	FPDR(C)	EMS Bassett	V-Call 10	V-Call 10	DOF-A	DOF-A	EMS Bassett	EMS Bassett	NP PW	V-TAC 11
12	EMSFMH	VENT GROUP	VENT GROUP	FPD CRIMES	EMSFMH	EMS	EMS	EMS	EMS	EMS FMH	EMSFMH	NP Admin	CNC
13	FMA3Sx(C)	RIT GROUP	RIT GROUP	FPD DISPATCH	FMA3 Sx(C)	FMA 3 Sx(C)	FMA 3 Sx(C)	FMA3Sx(C)	FMA3Sx(C)	Delta	FMA3 S×(C)	Pioneer Park (C)	IAT-1
14	FMA 2 Sx(C)	STAGING	STAGING	FFDR(C)	FMA 2 Sx (C)	FMA 2 Sx(C)	FMA 2 Sx (C)	FMA2 Sx(C)	FMA 2 Sx(C)	Airport	FMA2 S×(C)	PCL&PMX	ITA-2
15	FMA1Sx(C)	EMS GROUP	EMS GROUP	FIRE DISPATICH	FMA1 Sx(C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA1 Sx(C)	FMA 1 Sx(C)	HELP	FMA1 SX(C)	FBKS CITY 1	TC A/G
16	MG-1	COMMAND GP	COMMAND GP	CITY COMMAND	MG-5	Weather	Weather	Weather	Weather		MG-11	Weather	GUARD

KEY
R= Repeater
T= Tactical
SX= Simplex
C= Conventional (on ALMR Zone

NOTE: Zone 10 Talk Group 15 (HELP) is used to monitor the "Emergency Buttom" Activation talk group. A person can switch to this talk group and hear what is said on the talk group when the button is activated.

City of Fairbanks

	LOCAL ZONES												
	1	2	3	4	5	6	7	8	9	10	11	12	13
	Toggle A	Toggle B	Toggle C			Zones 5 & Up are	the same on all City	and FNSB Fire and	d EMS Radios in th	ie Area.			
Talk Group	Fairbanks CITY ALMR	FFD Fire Ground ACCOUNT Simplex	FFD Fire Ground ACCOUNT Repeater	FFD ALMR	FWFD ALMR	Area Dept. Conventional Zone 1 Simplex	Area Dept. Conventional Zone 2 Simplex	East Side Conventional	West Side Conventional	Emerg Org (ALMR)	FNSB EO (ALMR)	FNSB Admin (ALMR)	FBKS AREA FORESTRY
1	PUB WORKS	DIVISION A	DIVISION A	Fire Dispatch	FWFD Dispatch	UFD	2 Rivers		UFD R	UFD	EO Dispatch	Admin	FAS
2	PUB WORKS SX	DIVISION 1	DIVISION 1	Tac 2	FWFDTac 1	NPFD	Chena DM EMS		UFD T	NPFD	EO- 2	Animal (ALMR)	COOP Fire DISP
3	CITY 1	DIVISION B	DIVISION B	Tac 3	FWFD Tac 2		St Parks		CGFR R	NSVFD	EO- 3	Animal (C)	D-Fire
4	CITY 2	DIVISION C	DIVISION C	Tac 4	FWFD Tac 3	CGFR	Ester DM EMS	NSVFD T	CGFR T	CGFR	EO- 4	Trans	Tac 4
5	CITY 3	DIVISION D	DIVISION D	Tac 5		EVFD	DOA	NPFD R	EVFD R	EVFD	EO- 5	Van	Tac 5
6	VIP	DIVISION 2	DIVISION 2	Tac 6		SAVFD	FNSB EO	NPFD T	EVFD T	SAVFD	EO- 6	Parks	Tac 6
7	VIP (C)	DIVISION 3	DIVISION 3	Tac 7		Airport		SAVFD R	Airport (R)	FFD	EO- 7	PW	DOF-A -R (C)
8	FNSB EO	DIVISION 4	DIVISION 4	Tac 8		FFD		SAVFD T	FNSB EOR	Salcha	EO- 8	SCHOOL DIST	DOF-B-R (C)
9	FNSB EO R (C)	SUB GRADE	SUB GRADE	Tac 9		SFR		Salcha	Nenana Fire	FAS	EO- 9	Lands	FAS LOG
10	CIV DEF S (C)	FIRE ATTACK	FIRE ATTACK	Tac 10				FNSB EO R	Anderson Fire	EO Dispatch	EO- 10	Corp CL	V-CALL 10
11	FPD R (C)	RESCUE GOUP	RESCUE GOUP	EMS Bassett	EMS Bassett	V-Call 10	V-Call 10	DOF-A	DOF-A	EMS Bassett	EMS Bassett	NP PW	V-TAC 11
12	FPD CRIMES	VENT GROUP	VENT GROUP	EMS FMH	EMS FMH	EMS	EMS	EMS	EMS	EMS FMH	EMS FMH	NP Admin	CNC
13	FPD DISPATCH	RIT GROUP	RIT GROUP	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	FMA 3 Sx (C)	Delta	FMA 3 Sx (C)	Pioneer Park (C)	IAT-1
14	FFD R (C)	STAGING	STAGING	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	Airport	FMA 2 Sx (C)	PCL&PMX	ITA-2
15	FIRE DISPATCH	EMS GROUP	EMS GROUP	FMA1Sx(C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	FMA 1 Sx (C)	HELP	FMA 1 Sx (C)	FBKS CITY 1	TC A/G
16	CITY COMMAND	COMMAND GP	COMMAND GP	MG-1	MG-5	Weather	Weather	Weather	Weather		MG-11	Weather	GUARD

KEY							
R= Repeater	NOTE:	Zone 10 Talk Group 15 (HELP) is used to monitor the "Emergency					
T= Tactical		Buttom" Activation talk group. A person can switch to this talk group					
SX= Simplex		and hear what is said on the talk group when the button is activated.					
C= Conventional (on ALMR Zones)							

For City of Fbks Radios the same fleet map for FFD is used except Zone 1 and 4 are swapped. This is done so when radio is powered up it will come up on Zone 4.

FPD

	Local Zones											
	1	2	3	4	5	6	7	8	9	10	11	12
										FFD Fire	FFD Fire	
Talk Group	Police (ALMR)	SPCL OPS (ALMR)	Police Conventional	Emerg Org ALMR	FNSB EO ALMR	FNSB Admin ALMR	Fairbanks CITY ALMR		West Side Fire Conventional	Ground ACCOUNT Simplex	Ground ACCOUNT Repeater	FBKS AREA FORESTRY
1	FPD Dispatch (FPD 1230)	FPD OP 1 (FPD 1230)	FPD Dispatch C	UFD	EO Dispatch	Admin	PUB WORKS	FFD R	UFD R	DIVISION A	DIVISION A	FAS
2	FPD Crimes (FPD 1230)	FPD OP 2 (FPD 1230)	FPD Crimes C	NPFD	EO- 2	Animal (ALMR)	PUB WORKS SX	FFD T	UFD T	DIVISION 1	DIVISION 1	COOP Fire DISP
3	D Dispatch (ast patrol 1181)	FPD OP 3 C (FPD 1230)	FPD OP3 C (FPD 1230)	NSVFD	EO- 3	Animal (C)	CITY 1	NSVFD R	CGFR R	DIVISION B	DIVISION B	D-Fire
4	D NCIC	N SERT (ast sert 1183)	Tac 4 C (FPD 1230)	CGFR	EO- 4	Trans	CITY 2	NSVFD T	CGFR T	DIVISION C	DIVISION C	Tac 4
5	D Narc	SERT SW (ast sert 1183)	SERT SX 1 C (ast sert 1183)	EVFD	EO- 5	Van	CITY 3	NPFD R	EVFD R	DIVISION D	DIVISION D	Tac 5
6	UAFPD C	SERT SX 1 C (ast sert 1183)	FCC	SAVFD	EO- 6	Parks	VIP	NPFD T	EVFD T	DIVISION 2	DIVISION 2	Tac 6
7	FIAPD C	AST Traffic (ast patrol 1181)	UAFPD C	FFD	EO- 7	PW	VIP (C)	SAVFD R	Airport (R)	DIVISION 3	DIVISION 3	DOF-A -R (C)
8	FPD Det 1 (FPD 1230)	Tac 2	FIAPD C	Salcha	EO- 8	SCHOOL DIST	FNSB EO	SAVFD T	FNSB EO R	DIVISION 4	DIVISION 4	DOF-B-R (C)
9	FPD Det 2 (FPD 1230)	Tac 3	NPPD C	FAS	EO- 9	Lands	FNSB EO R (C)	Salcha	Nenana Fire	SUB GRADE	SUB GRADE	FAS LOG
10	D LE Tac 1 (2210)	Tac 4	FFD Dispatch C	EO Dispatch	EO- 10	Corp CL	CIV DEF S (C)	FNSB EO R	Anderson Fire	FIRE ATTACK	FIRE ATTACK	V-CALL 10
11	D LE Tac 2 (2210)	Tac 5		EMS Bassett	EMS Bassett	NP PW	FPD R (C)	DOF-A	DOF-A	RESCUE GOUP	RESCUE GOUP	V-TAC 11
12	Tac 2	Tac 6		EMS FMH	EMS FMH	NP Admin	FPD CRIMES	EMS	EMS	VENT GROUP	VENT GROUP	CNC
13	Tac 3	Tac 7		Delta	FMA 3 Sx (C)	Pioneer Park (C)	FPD DISPATCH	FMA 3 Sx (C)	FMA 3 Sx (C)	RIT GROUP	RIT GROUP	IAT-1
14	Tac 4	Tac 8		Airport	FMA 2 Sx (C)	PCL&PMX	FFD R (C)	FMA 2 Sx (C)	FMA 2 Sx (C)	STAGING	STAGING	ITA-2
15	Tac 5	Tac 9		HELP	FMA 1 Sx (C)	FBKS CITY 1	FIRE DISPATCH	FMA 1 Sx (C)	FMA 1 Sx (C)	EMS GROUP	EMS GROUP	TC A/G
16	Tac 6	Tac 10		MG-10	MG-11	Weather	CITY COMMAND	Weather	Weather	COMMAND GP	COMMAND GP	GUARD

KEY					
R= Repeater	ENCRYPTED				
T= Tactical	New TG's need to be added				
S= Simplex					
C= Conventional					

3 Postion Switch
A = SCAN
B = OFF SCAN
C = OFF SCAN

KEY				
R= Repeater	ENCRYPTED			
T= Tactical				
S= Simplex				
C= Conventional				

3 Postion Switch A = SCAN B = OFF SCAN C = OFF SCAN

Zone 4 Emerg Org, Talk Group 15 (HELP) is used to monitor the Emergency Button Activation talk group for FIRE PERSONNEL ONLY. A person can switch to this and hear what is said on the talk group when the button is activated.

FPD Continued

	Regional Zones										
	20	21	22	23	24	25					
	REGION A (SE)	REGION B (VALLEY)	REGION C	REGION D	REGION E (KENAI)	REGION F					
Talk Group	ALMR	ALMR	(ALUT) ALMR	(INTERIOR) ALMR	ALMR	(ANCH) ALMR					
1	A-HAIL	B-HAIL	C-HAIL	D-HAIL	E-HAIL	F-HAIL					
2	A-IC 2	B-IC 2	C-IC 2	D-IC 2	E-IC 2	F-IC 2					
3	A-IC 3	B-IC 3	C-IC 3	D-IC 3	E-IC 3	F-IC 3					
4	A-IC 4	B-IC 4	C-IC 4	D-IC 4	E-IC 4	F-IC 4					
5	A-IC 5	B-IC 5	C-IC 5	D-IC 5	E-IC 5	F-IC 5					
6	A-IC 6	B-IC 6	C-IC 6	D-IC 6	E-IC 6	F-IC 6					
7	A-IC 7	B-IC 7	C-IC 7	D-IC 7	E-IC 7	F-IC 7					
8	A-IC 8 (SX)	B-IC 8 (SX)	C-IC 8 (SX)	D-IC-8 (SX)	E-IC 8 (SX)	F-IC 8 (SX)					
9	A-IC 9	B-IC 9	C-IC-9	D-IC 9	E-IC 9	F-IC 9					
10	A-IC 10	B-IC 10	C-IC 10	D-IC 10	E-IC 10	F-IC 10					
11	A-IC 11	B-IC 11	C-IC 11	D-IC 11	E-IC 11	F-IC 11					
12	A-IC 12	B-IC 12	C-IC 12	D-IC 12	E-IC 12	F-IC 12					
13	A-IC 13	B-IC 13	C-IC 13	D-IC 13	E-IC 13	F-IC 13					
14	A-IC 14	B-IC 14	C-IC 14	D-IC 14	E-IC 14	F-IC 14					
15	A-IC 15	B-IC 15	C-IC 15	D-IC 15	E-IC 15	F-IC 15					
16	A-ICMG	B-ICMG	C-ICMG	D-ICMG	E-ICMG	F-ICMG					

	State Wide Zones			
	30	31	32	33
			ADMINISTRATION	
Talk Group	INCIDENT COMMAND (ALMR)	OPERATIONS (ALMR)	(ALMR)	LE ONLY INTEROP (ALMR)
1	HAIL (IC 2201)	LE SX	ADMIN 1	D LE Tac 1 (2210)
2	S TAC 1 (IC 2201)	EMS-S	ADMIN 2	D LE Tac 2 (2210)
3	S TAC 2 (IC 2201)	SAR	ADMIN 3	B LE Tac 1 (2210)
4	S TAC 3 (IC 2201)	Marine CH 6	ADMIN 4	B LE Tac 2 (2210)
5	N TAC 1 (IC 2201)	Marine CH 16	ADMIN 5	E LE Tac 1 (2210)
6	N TAC 2 (IC 2201)	Marine CH 17	ADMIN 6	E LE Tac 2 (2210)
7	N TAC 3 (IC 2201)	Marine CH 22 A	ADMIN 7	F LE Tac 1 (2210)
8	TAC SX (IC 2201)	VCALL 10	ADMIN 8	F LE Tac 2 (2210)
9	CMD 1 (IC 2201)	V TAC 11	ADMIN 9	A LE Tac 1 (2210)
10	CMD 2 (IC 2201)	V TAC 12	ADMIN 10	A LE Tac 2 (2210)
11	CMD 3 (IC 2201)	V TAC 13	ADMIN 11	SW LE Tac 1 (2210)
12	CMD 4 (IC 2201)	VTAC 14	ADMIN 12	SW LE Tac 2 (2210)
13	CMD MG (IC 2201)	AST T	ADMIN 13	LE JOC 1
14	S TAC MG (IC 2201)	EMS T	ADMIN 14	LE JOC 2
15	N TAC MG (IC 2201)	DEC T	ADMIN 15	LE JOC 3
16	DYN RGP (IC 2201)	DNR T	ADMIN 16	LE JOC 4

KEY	
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A = SCAN	
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Attachment 3: Fairbanks Area EAS Participating Stations

Application and step by step to be added

Annex C – Public Works and Engineering (ESF 3) ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Infrastructure Protection & Emergency Repair	Public Works Department and Engineering	Private Industry	Public Works (907) 459-6770 Engineering (907) 459-6759
Infrastructure Restoration	Public Works Department and Engineering	Private Industry	COF Police thru Dispatch Public Works (907) 459-6770
Engineering Services & Construction Management	Public Works Department and Engineering	Private Industry	COF Public Works (907) 459-6770 AK DOT (907) 451-2294 / 2205
Debris Management	Public Works Department	City of Fairbanks Emergency Management (Fire Chief)	COF Public Works (907) 459-6770 COF EM (907) 450-6604 Dispatch (907) 450-6507

Purpose

This ESF Annex provides guidance for the organization of public works and engineering resources to respond to and recover from emergency events causing damage to public buildings, roads, bridges, and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for emergency response activities.

It addresses critical resources and the cooperation that is necessary among public and private sectors to ensure the prompt and effective restoration of lifelines and services critical to the City of Fairbanks.

Specifically, it addresses:

- Infrastructure protection and emergency restoration
- Safety inspections and other assistance for first responders
- Engineering and construction services
- Liaison with State and Federal resources
- Debris management operations

Scope and Concept of Operations (CONOPS)

Scope

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex C is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Public Works and Engineering Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Public Works and Engineering Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited cpabilities to repond to the identified mission areas as noted below. For all other Public Works and Engineering (ESF 3) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borrough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Infrastructure Protection & Emergency Repair Infrastructure Restoration	Public works repair and maintain roads Public works repair and maintain roads
Engineering Services & Construction Management	Oversee engineering of roadways and key structures
Debris Management	Oversee debris management activities with private contractors, State of Alaska Department of Transportation, or Army Corps of Engineers

Fairbanks Emergency Management is designated as the coordinator for Public Works and Engineering. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Works and Engineering primary and support agencies.

Concept of Operations (CONOPS)

The Incident Commander(s) will assess the need for public works and engineering resources at the scene(s) and request that the EOC deploy available assets to support emergency operations. The Public Works Department with support from Engineering will work with the EOC Team to rapidly assess these requests and recommend appropriate actions.

Public works and engineering resources available to the City will be used as necessary to accomplish emergency tasks, including but not limited to:

• Ensuring the safety of emergency responders and victims

Annex C – Public Works and Engineering (ESF 3)

- Assessing damaged infrastructure
- Restoring and protecting critical roads.<u>and bridges</u>
- •___Repairing critical public buildings, bridges and other infrastructure
- Bridges are the responsibility of the state DOT

The City could lack equipment, fund and materials to conduct emergency repairs and/or restoration of all essential streets, roads, and related bridges, overpasses and underpasses depending upon the extent and duration of a disaster or emergency situation. Other essential services may be severely restricted as well. For example, the City of Fairbanks has limited capabilities to provide emergency power for all but critical service locations such as the dispatch center, radio transmission tower sites, the EOC, the fire department, City Hall, Birch Hill, University of Alaska Fairbanks (UAF), public works and the police department. The City of Fairbanks has limited no capabilityies to provide potable water and will have to rely on out-of-City resources.

The City's Engineering Department will maintain essential roads and streets in a condition to facilitate traffic movement.

As needed, the City of Fairbanks Public Works Department, along with the private utility companies will make emergency repairs to lift stations and critical wastewater facilities, equipment and systems. The Public Works Department, Engineering, and the Fire Department will provide assistance for debris removal and disposal activities, and by providing a "rapid assessment" of damage sustained to wastewater facilities, equipment and systems.

Sanitation needs, such as trash removal is the responsibility of Public Works in Fairbanks. If portable toilets are required, the transportation, placement and removal of portable toilets will be handled through criteria outlined in the Resources Annex (ESF 7)

Debris removal and disposal is associated with nearly every disaster. A major disaster can generate an enormous volume of debris in a short period of time. Hazardous materials or hazardous wastes may also be generated as a result of a disaster. These types of waste require specialized removal, neutralization, disposal and remediation procedures in accordance with Federal, State and local laws, regulations and ordinances. Public Works personnel are trained only to the Awareness Level as prescribed by 29 CFR 1910.120. They can assist the Fire Department with HazMat in a support capacity, but not to exceed the extent of their training.

Once landfills, temporary staging areas (transfer sites) and/or reduction sites are determined, transportation routes to these facilities will be included in debris disposal announcements to the public. Considerations for route selection will include truck size, length of haul, traffic patterns, road conditions, and facility access. Designated routes for hazardous materials, if any, will be included.

Timely information will be provided to the public on the magnitude of the situation, as well as the sequence of debris removal and disposal operations. Public officials and environmental groups should be briefed on the burning methods used, how the systems work, environmental standards, and associated health issues and risks.

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the City of Fairbanks Police Department.

Debris removal activities will be prioritized in the following order:

- Threats to Public Health & Safety
 - Debris as threat to lives, public health, and safety, including debris which obstructs passage of emergency vehicles and access to critical facilities
- Prevention of Damage
 - Debris posing the threat of significant additional damage to public structures (buildings, roads, etc.), or private property
- Speedy Recovery
 - Debris hindering the economic recovery of the City of Fairbanks
- Debris on Private Property
 - The property owner is responsible
 - Most homeowner fire and extended coverage insurance policies have special coverage for debris removal and for demolition of heavily damaged structures
 - Specific guidance with respect to debris pick-up may be provided to the public following disaster or emergency
- Right of Entry
 - Should local governmental resources be used to remove debris from private property when it poses a hazard to public health or safety, a right of entry agreement will be executed with the property owner. The right of entry agreement shall include a waiver of liability for government workers and specify any known owner intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operations

Sites selected for temporary debris staging and reduction will be on public property with sufficient acreage to handle anticipated needs. Selection criteria will include minimum noise impact, adequate traffic flow and environmental considerations.

Decisions on an ultimate disposal site (or sites) will be based upon the type(s) of debris involved, the proximity of existing public or private landfills, and any restrictions or capacity limits on their use.

Prior to returning temporary debris staging and reduction sites to their previous use, all federal, state and local environmental requirements must be met:

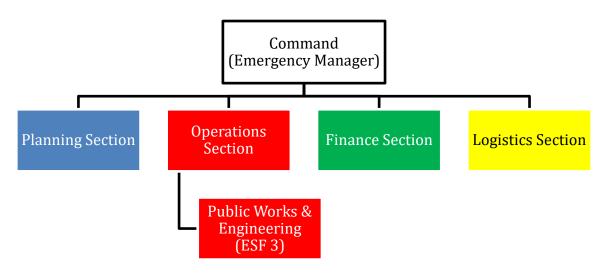
- Removable of Debris
 - $\circ\;$ Sites must be cleared of all foreign materials introduced as a result of the incident

- Environmental Assessment
 - An environmental assessment or audit, may be conducted by the <u>Public WorksEngineering</u> Department and/or the Environmental Protection Agency to establish the need for a testing or monitoring program. This assessment should be done on ash, soil, ground & surface water

The Public Works Department maintains a listing of Public Works Department owned equipment and trained operators including equipment, personnel and supplies. The Engineering Department and Fire Department maintain lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Works and Engineering. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Public Works and Engineering (ESF 3) being aligned with the Operations Section as shown in the figure on the following page.



EOC ICS Structure Showing Public Works and Engineering Function

Notifications

The Emergency Manager will notify the appropriate Public Works and Engineering coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with public works and engineering activities. Depending on the nature and location of the emergency, Borough,

Annex C – Public Works and Engineering (ESF 3)

State, and Federal officials may also become critical members of the Public Works and Engineering team.

Direction and Control

All public works and engineering activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures (SOPs), guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with public works and engineering activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Manager.
- Perform other emergency responsibilities as assigned.

The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

Pre-Emergency

- Render assistance to the Incident Commander as requested to mobilize and coordinate operations.
- Facilitate call back of essential personnel.
- Contact resources for availability.
- Subsequent to a disaster, assess potential structural damage of roads and bridges for integrity for the movement of heavy equipment.
- Treat roads as necessary to prevent accidents
- Barricade non-essential roads to control traffic flow

During Emergency

- Restore traffic routes, providing priority service to roads and streets designated as primary or support routes.
- Make emergency repairs on streets, bridges and other structures.
- Establish detour routes.
- Provide barricades for traffic control points; assist in traffic control as requested.
- Remove debris and transport to selected sites for disposal.
- Implement existing standard operating procedures, such as snow removal plans and support to facilitate law, fire and search/rescue operations.
- During a flood situation, provide assistance in sandbagging operations, emergency dike repair and clearance of floating debris obstructing free water flow.
- Provide protection for water supplies and sewage systems from the effects of hazardous materials

Post-Emergency

- Ensure that hazardous material identification and protection training is provided to all Public Works personnel
- Assist with damage assessment to essential transportation routes, bridges and public buildings
- Make recommendations for changes to building codes as required

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the ESF Resources Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs. <u>COF finance will provide project codes.</u>

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Public Works & Engineering Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Participate in hazard identification process and identify and correct vulnerabilities in the public works system.
Preparedness: Activities designed to improve readiness capabilities.	 Maintain this Functional Annex, as well as supporting guidelines and operating procedures. Review all portions of the EOP to ensure proper coordination of public works and engineering activities. Ensure public works and engineering personnel receive appropriate emergency operations training. Establish contact with private resources that could provide support during an emergency. Participate in emergency training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Provide public works and engineering support on a priority basis as determined by the EOC and/or the Incident Commander(s). Provide representative to the EOC as requested. Inspect damage to streets, bridges, and public buildings and provide this information to the Damage Assessment Coordinator. Support decontamination as necessary. Clear roads to facilitate emergency operations. Close roads and construct barricades as directed. Make recommendations on priority of repairs. Request outside assistance from surrounding jurisdictions and the private sector as required. Assist in emergency operations as described in the Search and Rescue Annex (ESF 9). Conduct other specific response actions as dictated by the situation.

Phase	Actions	
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	 Continue to repair infrastructure and buildings on a priority basis. 	
	 Continue all activities in coordination with the EOC based on the requirements of the incident. 	
	Participate in after-action reports and critiques.	
	 Make necessary changes in this Functional Annex and supporting plans and procedures. 	
	 Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters. 	

Attachment 2: List of Public Works and Engineering Resources

On file at Fairbanks Fire Department Administration Office

Attachment 3: List of Heavy Equipment Vendors

Attachment 4: Landfill Map

Annex D –Firefighting (ESF 4)

ICS Area: Operations

May 20, 2024

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager or Incident Commander or the designee is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination of Local Firefighting Activities	City of Fairbanks Fire Department	Area Fire Departments	COF Fire (907) 450-6600 or Dispatch (907) 450-6507
		Ft. Wainwright Fire Department	Ft. Wainwright Fire (907) 353-6485
		Eielson Fire Department	Eielson Fire (907) 377-4156
		COF Public Works Department COF Police	COF Public Works (907) 459-6770
		Department	COF Police Contact Dispatch
Support To Wild land, Rural, & Urban Firefighting Operations	City of Fairbanks Fire Department	AK Department of Natural Resources (Forestry)	COF Fire (907) 450-6600 or Dispatch (907) 450-6507
		U.S. Bureau of Land Management	DNR (907) 451-2626 / 2660 BLM (907) 356-5670

Purpose

This Functional Annex provides guidance for the organization of City resources to respond to fires resulting in an emergency situation exceeding normal firefighting capabilities. Specifically, it discusses:

1

Fire suppression and prevention activities

Annex D – Firefighting (ESF 4)

- Mutual aid and resource augmentation
- Fire command and control structure

The Fire Departments and other supporting agencies have existing emergency plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex D is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Firefighting Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Firefighting Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other firefighting (ESF 4) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination of Local Firefighting Activities	Incident Command
Support To Wild land, Rural, & Urban Firefighting	Incident Command and Mutual Aid
Operations	

The Fairbanks Emergency Manager is designated as the coordinator for firefighting. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Firefighting primary and support agencies.

Concept of Operations (CONOPS)

The Fairbanks Regional Communication Center is responsible for dispatching firefighting resources within the City.

A comprehensive resource inventory of fire apparatus and equipment is maintained by Fairbanks Fire Department *(See Attachment 4 – Firefighting Resources)*.

Annex D – Firefighting (ESF 4)

The Fire Chief is responsible for coordination, planning, training and the development of firefighting operational policy for the City. Included, is the coordination of fire services during an emergency/disaster occurring within the boundaries of the Fairbanks Fire Department's responsibility. Control over personnel and equipment will be retained within the City of Fairbanks at all times.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

Under NIMS, the Safety Officer assesses hazardous and/or unsafe situations, and either develops measures or ensures compliance with existing policies for assuring personnel safety of responders.

Critical/Specialized Capabilities

- Rescue: The Fairbanks Fire Department is trained in auto extrications, heavy rescue response, rope rescue, and high angle rescue, confined space rescue, water rescue₁ trench rescue, and structural collapse rescue.
- Medical: EMS is provided throughout the FNSB from either Borough EMS or one of the many Fire Districts serving the area (See Attachment 2: Fire and EMS Service Map and Attachment 3 EMS Mutual Aid Agreement). Within the City of Fairbanks, the Fire Department provides both Basic Life Support (BLS) and Advanced Life Support (ALS). For an incident within the Fairbanks areas of responsibility, FFD personnel will act as Medical Control and begin initial treatment and triage for the eventual transportation to a medical facility.
- **Mass Care**: Fire departments/districts serving the greater Fairbanks area can assist with the delivery of non-potable water for critical facilities in the event of a disaster.
- Damage Assessment/Inspections: During the initial stages of a disaster, FFD can assist in the preliminary damage assessment. During the recovery phase, FFD can assist in fire safety inspections of post disaster housing, sheltering, and feeding facilities as required.
- Hazardous Materials Incidents/Accidents: FFD is responsible for the initial response and, if possible, containment of hazardous materials. If the scope of the problem is beyond the capabilities of FFD, the Incident Commander may call for the response of the Borough Hazardous Materials Team through Dispatch.

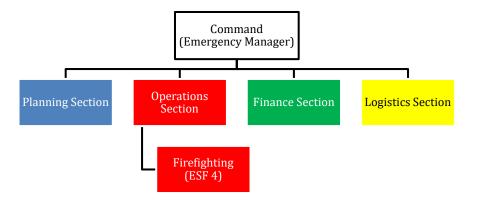
The Emergency Manager or Incident Commander will determine the hazard level of the incident, identification of the material, and direct the activities of responders and affected population(s). All fire department personnel in the City of Fairbanks are trained to at least the Awareness Level for hazardous materials in accordance with 29CFR 1910.120.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all

Annex D – Firefighting (ESF 4)

activities associated with firefighting. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with firefighting (ESF 4) being aligned with the Operations Section as shown in the figure on the following page.



EOC ICS Structure Showing Firefighting Function

Notifications

The Emergency Manager will notify the appropriate firefighting coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with firefighting. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Firefighting team.

Direction and Control

All firefighting activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the Fairbanks EOC to assist with firefighting activities.

Annex D – Firefighting (ESF 4)

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Communicate warnings in areas of the City of Fairbanks without warning devices.
- Perform other emergencies responsibilities as assigned.

City of Fairbanks Public Works Department

Provide resources and personnel to support emergency firefighting operations.

City of Fairbanks Police Department

Assist with traffic control and security at fire scene(s).

Functional Coordinator through Primary and Support Agencies

- Pre-Emergency
 - Render assistance to the Incident Commander as requested to mobilize and coordinate operations.
 - Facilitate call back of essential personnel.
 - o Contact resources for availability.
 - o Barricade non-essential roads to control traffic flow
- During Emergency
 - Establish detour routes.
 - Provide barricades for traffic control points; assist in traffic control as requested.
 - o Provide protection for firefighting water supplies.
- Post-Emergency
 - o Assist with preliminary damage assessments.
 - Conduct fire safety inspections of post disaster housing, sheltering, and feeding facilities as required.

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Annex D – Firefighting (ESF 4)

Additional resource needs such as fuel and other equipment is covered in the ESF Resources Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or to the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Annex D – Firefighting (ESF 4)

Attachment 1: Firefighting Function Checklist of Actions by Phase

This attachment is intended to be a stand alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a	 Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.
hazard.	 Develop fire safety programs that include disaster situations and present them to the public.
Preparedness: Activities designed to improve	 Maintain this Functional Annex as well as supporting operating procedures and guidelines.
readiness capabilities.	 Ensure fire personnel receive appropriate emergency operations training.
	 Ensure fire mutual aid agreements with surrounding jurisdictions are current.
	 Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
	 Develop and maintain standard operating procedures and checklists to support emergency firefighting operations.
	 Ensure emergency call-up and resource lists are current.
	 Ensure the availability of necessary equipment to support firefighting activities.
	 Participate in emergency training and exercises.
Response: Activities	 Respond as required on a priority basis.
designed to save lives, protect property and	 Activate mutual aid if needed.
contain the effects of an event.	 Coordinate activities with other responding agencies.
	Coordinate outside fire resources.
	 Alert or activate off-duty personnel as required by the emergency.
	Conduct other specific response actions as dictated

Annex D - Firefighting (ESF 4)

May 20, 2024

Phase	Actions
	by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	Support clean up and restoration activities.
	 Review plans and procedures with key personnel and make revisions and changes.
	 Replenish supplies and repair damaged equipment.
	 Continue all activities in coordination with the EOC or Incident Command based on the requirements of the incident.
	 Provide sufficient documentation within established guidelines for possible State or federal reimbursement.
	 Participate in after-action briefings and develop after-action reports.
	 Make necessary changes in this Functional Annex and supporting plans and procedures.

Annex D - Firefighting (ESF 4)

May 20, 2024

Attachment 2: Greater Fairbanks Fire Departments/Districts

Distric map is avilable at the City of Fairbanks Fire Department.

FAIRBANKS NORTH STAR BOROUGH EMERGENCY SERVICES ROSTER

ALASKA STATE FIRE MARSHALS OFFICE Kyle Carrington, Deputy Fire Marshal 1979 Peger Road Fairbanks, AK 99709 451-5200 fax: 451 276-5637 (Anch) fax: 451-5218

alaska.gov

31900 CHENA GOLDSTREAM FIRE & RESCUE Frank Bracken, Fire Chief 716 Chena Ridge Road

Fairbanks, AK 99709 479-5672 fax: 479-5858 frank.bracken@cgfr.com

kyle.carrington@

31800 EIELSON FIRE DEPARTMENT

Brvan Clements, Fire Chief 2258 Central Avenue Eielson AFB, AK 99702-5000 377-4156 fax: 377-2738 Admin 377-5514 bryan.clements.1@us.af.mil

FNSB - EMERGENCY OPERATIONS

Jason Beal, Director P.O. Box 71267, 3175 Peger Road Fairbanks, AK 99707-1267 459-1221 fax: 459-1119 iason.be

31350 ESTER VOLUNTEER FIRE DEPT.

Jeff Connor, Fire Chief 3570 Old Nenana Hwy. P.O. Box 229 Ester, AK 99725 479-6858 fax: 479-9883 612-968-9675 cell chief@esterfire.org

31100 FAIRBANKS FIRE DEPARTMENT Andrew Coccaro, Fire Chief

1101 Cushman Street Fairbanks, AK 99701 450-6604 fax: 450-6666 acoccaro@fairbanks.us

31400 FT. WAINWRIGHT FIRE DEPT.

Charles Gibbs, Fire Chief 1046 Marks Rd. #6000 Ft. Wainwright, AK 99703 353-6548 fax: 353-9954 charles.e.gibbs14.civ@mail.mil

31200 INTERNATIONAL AIRPORT FIRE DEPT.

Roger Stevener, Chief of Safety 6450 Airport Way, Suite 1 Fairbanks, AK 99709 474-2534 fax: 474-2544 roger.stevener@alaska.gov

31500 NORTH POLE FIRE DEPARTMENT Chad Heineken, Fire Chief 110 Lewis St North Pole, AK 99705 488-0444 fax: 488-3747 cheineken@northpolefire.org

31600 NORTH STAR VOLUNTEER FIRE DEPT. Geoff Coon, Fire Chief 2358 Bradway Road

North Pole, AK 99705 488-3400 fax: 488-6118 gcoon@northstarfire.org

31050 SALCHA FIRE & RESCUE

Ricky Holland, Fire Chief 7153 Richardson Hwy. P.O. Box 140069 Salcha, AK 99714 488-5274 fax: 488-4525 chief@acsalaska.net

5000 STATE OF ALASKA - DIV. OF FORESTRY

Gordon Amundson, FMO 3726 Airport Way Fairbanks, AK 99701 451-2636 cell: 907-712-4789 fax: 451-2633 gordon.amundson@a laska.gov

31700 STEESE AREA VOLUNTEER FIRE DEPT

Scott Learned, Fire Chief 800 William C. Leary Lane Fairbanks, AK 99712 457-1519 fax: 457-1512 322-7057 cell scott.learned@steesefire.org

 Bigs
 <th Dispatch: 474-7721

FNSB HAZ MAT TEAM

Tyler Bones, Chief 3175 Peger Road Fairbanks, AK 99709 cell 460-0123 tbones@awe.lynden.com

FAIRBANKS DISPATCH: 459-6865 or 6860 Ft. WAINWRIGHT DISPATCH: 353-9170 (Fire) Ft. WAINWRIGHT DISPATCH: 353-7535 (Police) EIELSON DISPATCH: 377-2613

UNIVERSITY DISPATCH: 474-7721

Annex D - Firefighting (ESF 4)

May 20, 2024

Attachment 3: EMS Mutual Aid Agreement



Fairbanks North Star Borough Emergency Ops Department

3175 Peger Road • PO Box 71267 • Fairbanks, AK 99707• (907) 459-1481 • FAX 459-1119

FAIRBANKS NORTH STAR BOROUGH AND CITY OF FAIRBANKS EMERGENCY MEDICAL SERVICES AND AMBULANCE CONTRACT

This Contract is entered into between the Fairbanks North Star Borough, hereinafter referred to as the "Borough", and the City of Fairbanks, hereinafter referred to as the "City", for the purpose of securing ambulance service to a portion of the Borough that is located outside the City of Fairbanks boundaries.

The Borough has the responsibility to provide ambulance and emergency medical services to all areas of the Borough, except those areas that are within the City of Fairbanks and the City of North Pole.

THE PARTIES HEREBY AGREE AS FOLLOWS:

Section 1. Scope of Work.

The City agrees to provide pre-hospital emergency medical services and transport to that portion of the Borough outside the City limits bounded on the West by South Lathrop Street, on the North by Van Horn Road, on the South by the Tanana River, and East to Ft. Wainwright. This also includes Tanana Lakes Recreation Area and the Secluded Acres subdivision on Fort Wainwright.

The City shall provide these services 24 hours per day, 7 days per week. The City shall maintain a valid state of Alaska EMS Provider Certification (AS 18.08) throughout the contract period.

The City's emergency response shall be at the same level as would be the case for similar ambulance only responses inside the city boundary. The City, at its own discretion, may send additional work force/equipment to assist the ambulance.

The City shall ensure no individual operating under its authorization performs any medical care or stabilization techniques on any patient unless the City's personnel have received the appropriate medical training. All Emergency Medical Technicians, under the control of the City, will be trained as specified in the Alaska Administrative Code.

Section 2. Compensation.

The Borough agrees to provide payment to the City in the form of equipment and supplies relating to delivery of emergency medical services, in an amount not to exceed \$10,000 annually. This contract is subject to the funding being approved by the Borough Assembly. The City has all billing rights for patients transported from these areas to a definitive care facility at the FNSB approved fee schedule rates.

Annex D - Firefighting (ESF 4)

Operations Branch

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May 20, 2024

Section 3. Effective Dates, Renewals.

This Contract shall be effective from July 1, 2021 through June 30, 2022.

This Contract may be terminated:

- 1. By mutual consent of the parties, expressed in writing; or
- 2. By either party upon 60 days written notice to the other party; or

3. By the Borough if there are insufficient funds that have been lawfully appropriated for its performance.

4. Abandonment by City. If the Borough terminates this contract for nonperformance or abandonment, the Borough may have the services provided by another City and may use funds originally allocated to the City under this agreement.

5. Renewal. This contract may be extended for four additional one year periods by mutual consent of the parties. Six months prior to the annual termination date, the Borough and Contractor shall confer on the feasibility of exercising a renewal option.

Section 4. Insurance Coverage.

- A. During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section specifically approved by the Borough's risk manager.
 - Commercial General Liability coverage, written on an occurrence basis, with limits of not less than \$1,000,000 per occurrence to include terrorism coverage.
 - Automobile Liability coverage with a combined single limit of not less than\$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract.
 - Workers' Compensation coverage including Employer's Liability with limits of not less than \$1,000,000. All workers' compensation policies shall contain a waiver of subrogation clause in favor of the Borough.
 - Professional Liability Medical coverage with limits not less than \$2,000,000 per occurrence.
 - Umbrella/Excess Liability coverage, written on an occurrence basis, with limits of not less than \$10,000,000 combined single and aggregate limit.

Annex D – Firefighting (ESF 4)

- B. The insurer shall send the Borough thirty (30) days written notice before it cancels, refuses to renew, or materially alters coverage required by this contract. The Contractor shall assure that the insurance policies include a provision requiring this prior notice.
- C. During the contract term, the Contractor shall add and maintain the Borough as an additional insured in the Contractor's commercial general liability policy. This policy will provide primary coverage for the Borough, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
- D. The Aforementioned Insurance requirements can be met through any combination of primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

Section 5. Hold Harmless.

Subject to a specific appropriation by the City Council for this purpose, the City agrees to indemnify and defend the Borough against any claim arising from any wrongful act or negligence of the City to use such skill, prudence, and diligence as other members of the profession commonly possess and exercise. The City's duty to exercise a professional standard of care applies to both intentional acts and failures to act. The City has no duty to defend or indemnify the Borough against any claim or action alleging, arising from or based, on a wrongful or negligent act by the Borough. The duty of the City to indemnify and defend the Borough extends to

- 1. Claims for death, or for damage to persons or property,
- 2. Claims for economic loss, and
- 3. Claims for costs, expenses, and attorney's fees.

The parties to this agreement recognize and agree that the City has no appropriation currently available to it to indemnify the Borough under this provision and that enactment of an appropriation in the future to fund a payment under this provision remains in the sole discretion of the City Council and the City Council's failure to make such an appropriation creates no further liability or obligation of the City.

Section 6. Other Terms.

A. This Contract may not be assigned without the prior written consent of both parties.

B. This Contract is binding upon and inures to the benefit of the successors and, subject to any provisions relating to assignment, the assigns of the parties.

C. This Contract may not be added to, modified, or changed in any way except by mutual written agreement signed by both parties.

D. The laws of the State of Alaska govern this Contract, with venue in the Fourth Judicial District, Fairbanks Alaska.

Annex D – Firefighting (ESF 4)

E. The failure of either party to object to non-performance of or to seek to complete performance of, any duty under this contract does not constitute a waiver of any subsequent breach of the same, or of any different duty.

F. This contract constitutes the entire agreement between the Borough and the City. This Contract supersedes all previous representations and agreements between the parties. This Contract is binding upon the successors and assigns of each of the parties. Any amendments of this Contract will be sequentially numbered and dated, with signatures of both the Borough and the City, specifying the scope of any changed duties and any monetary changes required by said amendments.

G. All parties have been afforded the opportunity to review this Contract prior to signing with the assistance of counsel; this Contract shall not be interpreted against the drafter.

H. The City agrees to use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule") (45 C.F.R. Parts 160 and 164) under the Health Insurance Portability and Accountability Act of 1996 and any other relevant state and federal privacy laws.

I. All records kept by the City in support of this contract are the property of the City but will be made available to the Borough upon reasonable notice and at reasonable times and places.

Section 7. Reporting Requirements

A. The City will adhere to all reasonable billing and response accountability procedures as requested by the Borough Emergency Operations Director, including complying with electronic reporting standards as adopted by the State of Alaska.

B. The City will collect and provide to the Borough data to allow the Borough to fulfill its reporting requirements to the Medicare Ground Ambulance Data Collection System.

C. The City shall provide the Borough Emergency Operations Director, by request and no more then once per quarter the loaded miles that were billed for the EMS calls that initiated in this contracts areas for service.

Annex D - Firefighting (ESF 4)

Section 8. Contract Representatives.

Any notices under this agreement must be in writing, personally delivered, mailed or faxed, and addressed to the respective contract representative. Either party may change its contract representative or its address for notices by written notice to the other.

FOR THE FAIRBANKS NORTH STAR BOROUGH

Emergency Operations Director Fairbanks North Star Borough 3175 Peger Road Fairbanks, AK 99709 (907) 459-1481

FOR THE CITY OF FAIRBANKS Fire Chief 1100 Cushman Street Fairbanks, AK 99709 (907) 450-6604

Annex D - Firefighting (ESF 4)

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May 20, 2024

CITY OF FAIRBANKS EMERGENCY MEDICAL SERVICES AND AMBULANCE	CONTRACT
SIGNATURE PAGE	
APPROVED: Mayor City of Fairbanks	May 19, 2021 DATE:
Jim Matherly	
APPROVED: for Bryce J. Ward, Mayor Fairbanks North Star Borough	DATE:
Annmarie Billingsty REVIEWED: Fairbanks North Star Borough Legal Department	May 25, 2021 DATE:
ATTEST: April Trickey (May 26, 2022) C.52 AKDT) April Trickey Fairbanks North Star Borough Clerk	May 26, 2021 DATE:
SEAL SEAL	

Annex D - Firefighting (ESF 4)

Attachment 4: Firefighting Mutual Aid Agreement

On file at the City of Fairbanks Fire Department



CONTRACT RENEWAL AND MODIFICATION FORM Fire Protection at the Fairbanks North Star Borough Solid Waste Facility RENEWAL OPTION (04) OF (04)

City of Fairbanks (Contractor) and the Fairbanks North Star Borough, in accordance with the contract dated April 13, 2020 for Fire Protection and the Fairbanks North Star Borough Solid Waste Facility, agree:

- 1. To extend this contract for an additional one year period.
- This term is the fourth (4) of four (4) contract renewal options available and will be effective from July 01, 2023 through June 30, 2024.
- 3. Insurance Requirements as follows:

A. During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A. M. Best Company or specifically approved by the Borough's Risk Manager.

<u>Commercial General Liability</u> coverage written on an occurrence basis with limits of not less than \$1,000,000 peroccurrence.

 Automobile Liability coverage with a combined single limit of not less than \$1,000,000 per occurrence applying to all owned, non-owned, or hired vehicles used in conjunction with this contract.

3). <u>Workers' Compensation</u> coverage including Employer's Liability with limits of not less than \$100,000 each accident, \$500,000 disease – policy limit, and \$100,000 disease – each employee. This policy must be endorsed with a waiver of subrogation in favor of the Borough.

B. The insurer shall send the Borough thirty (30) days written notice before it cancels or refuses to renew coverage required by this contract. The Contractor shall

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Annex D – Firefighting (ESF 4)

assure that the insurance policies include a provision requiring this prior notice. The Contractor shall not materially alter their coverage limits, terms or conditions for the coverage requirements set forth in the contract.

C. During the contract term, the Contractor shall add and maintain the Borough as an additional insured in the Contractor's commercial general liability policy. This policy will provide primary coverage for the Borough, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.

D. Before providing any services under this contract. The Contractor will provide the Borough with a certificate of insurance showing the coverage specified in this section in a form acceptable to the Borough ten working days before the term of this contract begins.

E. The aforementioned insurance requirements can be met through any combination of primary and excess/umbrella policies that fulfill the stipulated coverage as cited above.

4. The parties further agree that all terms, conditions, and price of the original contract remain in full force and in effect for this contract extension period.

Davud Pruhs Apr 28, 2023 8:54 AKDT) **Contractor Signature** Date The signatory above has the legal authority to bind the party. Davud Pruhs Printed name of Contractor amer O. Williame May 2, 2023 Bryce Ward, Borough Mayor Date APPROVED AS TO FORM: May 2, 2023

Jill Dolan, Borough Attorney

Date

Annex D - Firefighting (ESF 4)

ATTEST:

Ø

Apiel dickey

April Trickey, Borough Clerk

May 2, 2023

SEAL SEAL

Annex D - Firefighting (ESF 4)

Operations Branch

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Attachment 5: Firefighting Resources

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	FAIRBANKS FIRE DEPARTMENT				
Apparatus Number	Type of Equipment	Pump or Primary Use	Tank Capacity	Special Equipment	
A–0 <u>8</u> 3	Ambulance	EMS		Paramedic ALS; 4x4.	
A–0 <u>9</u> 5	Ambulance	EMS		Paramedic ALS;. 4x4	
A–0 <u>10</u> 6	Ambulance	EMS		Paramedic ALS; 4x4	
A–0 <u>11</u> 7	Ambulance	EMS		Paramedic ALS; 4x4 (Bariatric Equipped)	
E-02	Pumper-Tanker	2000	2500	1000' of 5" hose. CAFS;30 gal- AFFF .light tower	F
E-04	Pumper-Tanker	2000	2500	1000' of 5" hose. CAFS; 30 gal- AFFF.light towe	r
E-05	Engine	2000	500	1000' of 5" hose. 30 gallon of AFFF.light tower	
E-06	Engine	2000	500	1000' of 5" hose; 30 gallon of AFFF.light tower	
<u>E-07</u>	Engine	2000	<u>500</u>	1000' of 5" hose; 30 gallon of AFFF.light tower	
<u>E-08</u>	Engine	2000	<u>500</u>	1000' of 5" hose; 30 gallon of AFFF.light tower	
PLT- <u>2</u> 4	Platform	2000	300	102' platform with waterway; 800' of 5" hose.	
PLT- <u>3</u> 2	Platform	2000	300	100' platform with waterway; 800' of 5" hose.	
R–1	Rescue	Med. Rescue		Hurst tool; low pressure air bag system; raft; misc. rescue equipment.	
Boat	Boat	Water Rescue		River boat with 50 hp jet motor.	
Boat	Raft	Water Rescue		Inflatable raft with small motor.	
F–0 <u>17</u> 4	SUV/Command	Fire Chief		4x4; multi-channel radios; cell phone.	
F–0 <u>15</u> 11	SUV/Command	Asst. ChiefBack		4x4 multi channel radio	
F–0 <u>13</u> 12	SUV/Command	Assistant Chief <u>Back up</u> <u>BC</u>		4x4; multi-channel radios; cell phone.	Formatted: Line spacing: Multiple 1.08 li

Annex D – Firefighting (ESF 4)

May 20, 2024

		Battalion			Formatted: Line spacing: Multiple 1.08 li
F–0 <u>16</u> 13	SUV/Command	Chief <u>Training</u> Officer		4x4; multi-channel radios; cell phone.	
F-0 4	Van	Command Post & Investigation		Command Post equipment; inverter; multi- channel radios; lighting; etc.	
F–09	SUV/ Inspections & Investigations	Deputy Fire Marshal		4x4; multi-channel radios; cell phone.	
F–0 <u>18</u> 6	Pickup	Support		4x4 ¾ ton_with 100 gal diesel tank	
F–0 <u>19</u> 7	Pickup	Support		4x4 ¾ ton ton with 100 gal diesel tank	
F–010 (S)	Heat PlantSkid Unit SUMMER Load	CAFS-200 GPM	150	CAFS skid unit, Summer load on F-450 flat bed10kw gen; 2 oil-fired heaters; 4 - 500 watt lights; 8–20' heat ducts; 5–120v duplex receptacles, Inflatable Shelter.	
F–0 <u>14</u> 10 (W)	Skid Unit WINTER Load Brush Truck	<u>CAFS</u> <u>200gmpCold</u> Operations		10kw gen; 2 oil-fired heaters; 4 - 500 watt lights; 8-20' heat ducts; 5-120v duplex receptacles, Inflatable Shelter.	
FTR–24	Trailer	Trench Rescue		Trench rescue support	
FTR-37	Trailer	Trench rescue		7.5 KW generator, light tower	
TR-03 <u>9</u> 6	Trailer	<u>Car Fire</u> Prop Roll back		Large <u>covered</u> low boy trailer	
WPS-01	Trailer	Water Purification		H2O-purification 20KW generator	
TR-0 <u>30</u> 35	Trailer	Oxygen Concentrator <u>at</u> <u>FMH</u>		Oxygen Concentrator, to refill O2 cylinders	
FLP-02	Light Tower	Night Operations		6kw generator; 4–1000 watt lamps; 3–120v duplex receptacles.	
FL-05	Fork Lift	City Garage		Outdoor, propane fueled 7000 lbs capacity	
ML-2	Scissor Lift	City Garage		Electric scissor lift, 19'	

<u>Staffing:</u> Total responders = 39

Hazardous Materials training/c	ertification	EMS Level	
Awareness =	2	ETT =	0
Operations =	0	EMT-1 =	4
Technician =	37	EMT 2 =	5
Specialist =	1	EMT-3 =	8
Command =	2		2
	_		_

Annex D - Firefighting (ESF 4)

Annex E – Emergency Management (ESF 5) ICS Area: Command

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordination of Incident Management & Response Efforts	COF Emergency Management (Fire Chief)	COF Fire Department	COF EM (Fire Chief) (907) 450-6604 or Dispatch (907) 450-6507
		COF Police Department	COF Fire and Police Contact Dispatch (907) 450-6507
		COF Public Works Department	COF Public Works (907) 459-6770
Issuance of Mission Assignments	COF Emergency Management (Fire Chief)	COF Fire Department	COF EM (Fire Chief) (907) 450-6604 or Dispatch (907) 450-6507
		COF Police Department	COF Fire and Police Contact Dispatch (907) 450-6507
		COF Public Works Department	COF Public Works (907) 459-6770
Resource and Human Capital	COF Human Resources Department	N/A	COF Human Resources (907) 459-6780
Incident Action Planning	COF Emergency Management	N/A	COF EM (Fire Chief) (907) 450-6604
Financial Management	COF Finance Department	All City Departments	Finance Director (907) 459-6776

Purpose

This Functional Annex describes the actions required to coordinate disaster response and recovery functions and manage disaster related information. This annex addresses:

- Emergency Operations Center (EOC) activation, configuration, management and staffing.
- On-scene command and control structure and interface with the EOC.

- Emergency decision making and the local declaration process.
- Requesting Borough, State and Federal assistance.
- Overall coordination of mutual aid and regional operations.
- Decision-making and information dissemination.
- Information collection, analysis and dissemination.
- Issuing situation reports, bulletins and advisories.
- Briefings for staff and elected officials.
- GIS and Modeling Support.
- Action Planning and Resource tracking.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex E is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Firefighting Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Emergency Management (ESF 5) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination of Incident Management & Response Efforts	All Incident Command System (ICS) Capabilities
Issuance of Mission Assignments	All Incident Command System (ICS) Capabilities
Resource and Human Capital	All Incident Command System (ICS) Capabilities
Incident Action Planning	All Incident Command System (ICS) Capabilities
Financial Management	All Incident Command System (ICS) Capabilities

The Fairbanks Emergency Manager is designated as the coordinator for Emergency Management. As ESF coordinator, the Emergency Manager (or designee) coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Emergency Management primary and support agencies.

Concept of Operations (CONOPS)

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

The City of Fairbanks EOC is located at 911 Cushman <u>Street</u> (Police Station). The City of Fairbanks EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, radio, facsimile and cellular telephone. In the event that the City of Fairbanks EOC should become unusable, the alternate location will be the <u>2121 Peger Road (City Public Works)1710</u> <u>30th Ave, Fire Training Center.</u>

Security for the City of Fairbanks EOC is provided through Fairbanks Police Department. All EOC personnel will be checked in through security and provided with an EOC pass. In case of the need for relocation, the primary EOC staff will direct volunteers to report to the alternate site to begin the process of setting up the alternate site. Key Officials will be notified to re-direct their response to the new site.

Information will continue to be relayed and recorded by Dispatch Center as the relocation occurs in order to provide a smooth flow of information to the Key Officials as they arrive at the alternate site.

The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:

- Collect, record, analyze, display and distribute information.
- Support activities at the scene and in the field.
- Coordinate public information and warning.
- Conduct liaison and coordination activities with external entities.
- Prioritize and coordinate disaster related activities.
- Notify and provide ongoing information to elected officials.
- Prepare action and policy plans.
- Coordinate long term recovery operations.
- Situation assessment.

- Direction and control (broad guidance, not tactical unless operating from the Incident Command Post).
- Interagency coordination.
- Establishment of priorities.
- Resource management and augmentation

Since routine emergencies can quickly grow into disasters, response agencies will keep the City of Fairbanks Emergency Management informed of escalating situations that may require EOC activation. The EOC may be activated or deactivated as required for exercises, impending or actual emergencies, or on the order of the Emergency Management Coordinator.

Field operations will normally communicate with the EOC primarily by radio and or cellular telephone. Most other agencies and organizations will communicate with the EOC via landline and cellular telephone and/or facsimile.

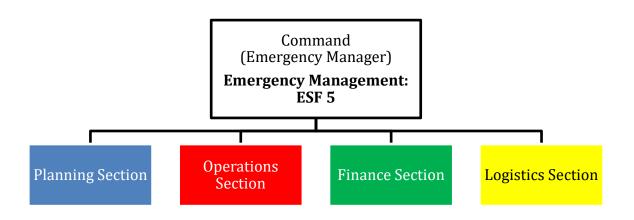
As information reaches the EOC, it will be recorded into an events log electronically or using preprinted (hard copy) ICS forms. Emergency Management will work to ensure a system is in place to receive information from responding and participating agencies and relay messages to the appropriate EOC personnel.

In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.

Reports will be forwarded as needed to the appropriate local, State and Federal officials.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Firefighting. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Firefighting (ESF 5) being aligned with Command as shown in the figure below.

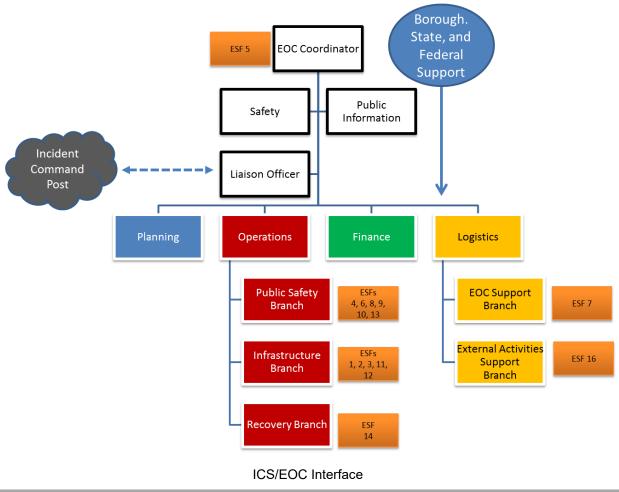


Annex E – Emergency Management (ESF 5)

EOC ICS Structure Showing Emergency Management Function

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Following, are the EOC positions that may be filled during EOC activations. During smaller EOC activations, one individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position.



Notifications

The Emergency Manager will notify the appropriate Functional coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their Functions as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Emergency Management team.

Annex E – Emergency Management (ESF 5)

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Persons with Access and Functional Needs

Addressing individuals with access and functional Special needs will be accomplished by each individual agency chaged with their care. All agencies rely upon the expertise of those entities that deal with special populations on a day-to-day basis not only to provide comprehensive and accessible means of service, but to work closely with all public safety agencies to ensure complete and adequate care before, during and after disaster situation. Among these services are included:

- Communication (pre- and post-disaster)
- Evacuation
- Transporation
- Sheltering
- Mitigation assistance
- Annex E Emergency Management (ESF 5)

Unmet needs

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Participate in the hazard identification process and identify and correct vulnerabilities. Develop emergency preparedness programs and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	 Maintain this Functional Annex and its attachments. Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. Maintain the primary and alternate Emergency Operations Centers (EOCs). Develop and maintain standard operating Procedures and checklists to support Emergency Management activities. Ensure notification and call-up lists are current. Develop emergency exercises to support Emergency
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Activate the EOC and notify City and partner agencies, Borough, and State officials as needed. Request mutual aid as needed. Request assistance from Alaska Emergency Management through Fairbanks North Star Borough Emergency Management, if dictated by the situation. Coordinate the activities of all responding agencies. Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	 Continue to coordinate the activities of all responding agencies. Support community recovery activities. Schedule after-action briefings and develop after-action reports. Develop and implement mitigation strategies. Make necessary changes in this Functional Annex and supporting plans and procedures.

Attachment 2: Process for Declaration of Local State of Emergency

Authority:

AS.24.140

Definitions:

EMERGENCY: Shall mean and include "disasters" and "war emergencies." A situation occurs that has progressed or is anticipated to progress beyond the capability of regular municipal personnel and resources, assisted by personnel and resources from contiguous municipalities, to maintain order, control and confine the incident.

EMERGENCY MANAGEMENT OPERATIONS: Actions taken to provide for the health, safety and welfare of the people AND to aid in the prevention of damage to and the destruction of property during any emergency, as defined above, by prescribing a course of conduct in order to centralize control of activities having to do with such emergency.

Elements in the Declaration Process:

When in the **Opinion** of the **Emergency Manager (Fire Chief)** or in his/her absence the Deputy Fire Chief, a Disaster/Emergency has occurred or is imminent in the City of Fairbanks.

Actions:

- The Emergency Manager (or designees) SHALL declare a state of local emergency to exist.
- The Emergency Manager will confer with the Mayor, when contemplating a declaration of a State of Local Emergency and prior to the actual Declaration.
- As soon as it becomes apparent that the Declaration of a Local State of Emergency may become necessary and prior to issuing the Declaration the Emergency Manager SHALL notify the FNSB Office of Emergency Management and the Alaska Division of Homeland Security and Emergency Management.
- Upon issuing a Declaration of a Local State of Emergency by the Mayor, the Emergency Manager SHALL have complete authority to issue such orders as may be necessary to implement and carry out Emergency Management operations and to protect the health, safety, and resources of the residents of the City of Fairbanks.
- Upon issuance of the Declaration a copy will immediately be forwarded to the FNSB Office of Emergency Management and the Alaska Division of Homeland Security and Emergency Management

Contents of a Declaration of a Local State of Emergency:

Shall contain but not be limited to the following:

- DATE & TIME of the declaration.
- DELINEATION of the area included in the declaration.
- SPECIAL ORDERS associated with the declaration and the reasons justifying these orders.

Situations that might require a declaration:

- Natural Disaster: Winter Storms, Earthquake, Flooding, and Public Health Emergency.
- Man-made Disasters: Civil Unrest, HazMat incidents.

Delineation examples:

Exists within the entire City, exists within a specific area of the City, i.e., from Airport Way Street north to Growden Park.

Special Orders:

- Curfews
 - **Justification**: To provide Law Enforcement personnel the ability to control access to particular areas.
- **Evacuations**, partial or full.
 - **Justification**: To remove potential victims from the dangers associated with the incident.
- **Restrict access** to certain geographic areas.
 - **Justification**: To allow only emergency response personnel to specific areas.
- **Rationing of resources**, i.e., odd/even watering days, odd/even license of resource per pickup period.
 - **Justification**: Provide control over limited resources.
- **Travel Restrictions** Prohibiting all NON-EMERGENCY related travel.
 - **Justification**: To protect lives and allow emergency work to be accomplished.
- Restrictions on vehicle parking.
 - **Justification**: To be able to keep roads clear for emergency response vehicles.

Process of Declaring a Local State of Emergency

- 1. Determine that the situation meets the criteria for a declaration.
- 2. Confer with Mayor, City Attorney, Borough/State Emergency Management personnel etc.
- 3. Determine the specifics and justifications for the declaration.
- 4. Prepare, utilizing the sample provided, date, and sign the Declaration
- 5. Alert the public about the specifics of the declaration.
- 6. Notify & send copy of declaration to the Borough and State.

Rescinding Declaration of Emergency

When the situation is stabilized and there no longer a need have the special orders in effect, the Declaration of Emergency should be rescinded. Upon rescinding, notify the Borough and State.

Attachment 3: Sample Local Emergency Declaration

TO ALL RESIDENTS AND PERSONS WITHIN THE CITY OF FAIRBANKS, ALASKA, AND TO ALL DEPARTMENTS OF THE CITY OF FAIRBANKS, ALASKA

WHEREAS, pursuant to the powers vested by AS 26.24.140, I have declared that a local disaster/emergency exists within the City of Fairbanks, and

WHEREAS, the aforesaid Ordinance authorizes the promulgation of such orders, rules and regulations as are necessary to meet the various problems which have or may occur due to such an emergency, and

WHEREAS, by reason of the conditions which are imminent due to [DISASTER NAME] anticipated impact on the City of Fairbanks which may affect the health, safety and welfare of the people of the City of Fairbanks, and

WHEREAS, it has been determined that these areas of the City of Fairbanks should then be declared disaster areas and further that certain measures must be taken in order to insure that the authorities as well as maintaining an orderly flow of traffic, and further in order to protect the persons and property of the residents affected by the conditions, and

WHEREAS, the following areas are designated disaster areas: Within the [ENTIRE CITY OF FAIRBANKS OR DESCRIBE SPECIFIC AREA].

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid ordinance, it is promulgated and declared that the following regulations shall be in addition to all other laws of the State of Alaska City of Fairbanks.

Special Orders [EXAMPLES):

- Curfew
- Evacuation

Emergency Manager

Print Name

Date:

Mayor

Date:

Print Name

Annex E – Emergency Management (ESF 5)

Attachment 4: List of Emergency Management Resources

On file at the City of Fairbanks Fire Department

Annex E – Emergency Management (ESF 5)

Annex F – Mass Care, Housing, and Human Services (ESF 6) ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks (COF) Emergency Manager<u>(EM)</u>: 907-450-6604 or Dispatch 450-6507

Mission Area	Primary Agency	Support Agency	POC/Liaison
Mass Care (i.e. basic first aid not requiring hospital care)	COF Fire/ Emergency Medical Services [EMS]	Fairbanks Memorial Hospital <u>(FMH)</u>	P: Local EMS contacted thru Dispatch (907) 450-6507 S: FMH Emerg <u>ency</u> Dept <u>.</u> (907) 452-8181
Emergency Assistance	COF, <u>American Red</u> <u>Cross (</u> ARC)	COF EM	P: Red Cross (907) 456-5937 S: City of Fairbanks Emergency Management: (Fire Chief) (907) 450-6604 or Dispatch (907)450-6507
Disaster Housing	ARC State of Alaska (SOA) ARC	SOA Department of Health and Social Services (DHS)/EM COF <u>Housing</u> <u>Coordinator</u> ARC	P: Red Cross (907) 456-5937, SEOC S: DHSS through the SEOC <u>S: Housing Coordinator</u> (907) 459-6836
Human Services	Public Health	SOA Department of Health and Social Services	P: Public Health (800) 478-1777 S: DHSS through the SEOC

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table above.

NOTE: For care of medically fragile populations in a general shelter, coordination with Public Health and Medical Services (ESF 8) is important. Public Health and Medical Services has the lead in Alternate Care Site/Medical Surge shelters, with coordination as necessary with Mass Care.

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Annex F – Mass Care, Housing, and Human Services (ESF 6)

Purpose

Mass Care is the capability to provide immediate shelter, feeding centers, basic first aid, bulk distribution of needed items, and related services to persons affected by a large-scale incident. Mass Care speaks to the ability to receive and care for persons who have evacuated, either from a high-risk area in anticipation of an emergency, or in response to an actual emergency, then assist with their temporary and permanent housing needs. Shelter operations comprise the majority of services addressed in this annex. Other services are frequently provided in conjunction with shelter operations or set up separately dependent upon the specifics of the incident.

Concept of Operations (CONOPS)

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Mass Care (ESF 6) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Health of citizens (i.e. basic first aid, not requiring definitive care)	COF EM will coordinate with COF Fire/EMS and FMH as needed to provide basic first aid to affected citizens in shelters or at other mass care sites.
Emergency housing, basic human needs	COF Housing CoordinatorARC will coordinate with COF EM, and SOA, and ARC (and through COF IC with the SOA EOC) to coordinate shelter/alternate housing strategies, and human services needs. NOTE: ARC will also be responsible for coordinating requests for blood donations and blood donations operations. This is addressed in Annex H: Public Health and Medical Services.
Trailers & other temp housing	<u>COF Housing Coordinator ARC will</u> coordinate with COF EM and through COF EM with SEOC <u>and ARC</u> to identify and deploy temporary housing solutions not included in shelter operations (e.g. trailers, mobile homes, hotels, etc.).
DHSS related services	COF will coordinate with DHS and SOA DHSS to provide human services.

The capabilities of Fairbanks Memorial Hospital are directly limited to the resources available to the hospital.

This Functional Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) (or the incident command

Annex F – Mass Care, Housing, and Human Services (ESF 6)

structure deemed appropriate for the incident) and implementation of the City of Fairbanks EOP.

Annex F is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

General

NOTE: Activities and Responsibilities by Phase of Response are provided in Attachment A of this Annex.

Responsibilities for Mass Care on a large scale disaster are as follows:

- COF EM will perform overall coordination and serve as the primary external liaison for the City of Fairbanks.
- <u>COF Housing CoordinatorARC</u> provides coordination for shelter facilities, kitchens, and custodial and/or maintenance staff. This coordination includes involvement of SOA ARC, and other agencies as necessary and through the COF EOC/IC
- <u>COF Housing CoordinatorARC</u> will coordinate <u>with ARC and local agencies</u> to provide staff, resources and operate the shelter.
- COF Fire/EMS will coordinate for basic first aid care in shelters and at other human services care sites as necessary.
- Fairbanks Memorial Hospital will work with ARC and COF Fire/EMS as necessary to provide staff/oversight at shelters for medically fragile individuals housed in general use shelters.

Scalable Operations pertaining to Mass Care (Scope):

Potential hazards, natural and/or man-made, may require the evacuation and shelter of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

Shelter operations can be scalable as follows:

- Level 1- A incident that affects 1 to 30 f-amilies who require shelter less than 24 hrs. The American Red Cross (ARC) is the lead agency in Fairbanks for emergency housing. At this level they will not need to coordinate their operation through the ICS structure and/or the FNSB and State unless their services are absolutely needed. ARC may work with the Incident Commander (IC) at the scene and coordinate needed resource directly through them. This level of activation should fit within the day-to-day SOPs of the City of Fairbanks and ARC and those SOPs should be accessed for operational detail.
- Level 2- A incident local to the City of Fairbanks. <u>COF Housing</u> <u>Coordinator Red Cross</u> (or whichever agency is the initial responder) will

Annex F – Mass Care, Housing, and Human Services (ESF 6)

contact the other relevant response agencies for initiation of coordinated response and operations will be conducted following this Annex.

 Level 3- A large wide spread incident: all available facilities and shelter trained staff could be activated to operate shelters and related services. Shelters may or may not be operated in the City of Fairbanks but will be operational in the Fairbanks North Star Borough region. ARC, Public Health, Fairbanks Fire, and (to the extent needed) Fairbanks Memorial Hospital will provide assistance to the evacuees from the City of Fairbanks primarily and upon needed basis to citizens from other communities per MOUs.

At this level, the City of Fairbanks will be coordinating operations and resource requests with the State of Alaska EOC, Alaska's State American Red Cross headquarters and the State of Alaska (SOA) Department of Health and Human Services.

- Issues originating in the shelter will be escalated through the chain of command. If appropriate, it will be resolved collaboratively by mass care stakeholders in the EOC/IC.
- All agencies are responsible for tracking their own expenses and time during shelter operations, and submitting for reimbursement to the Emergency Manager.
- ARC will coordinate housing and human services with the EOC/IC and other community organizations to reach affected residents outside the shelter, ensuring there are no unmet needs. Those needs can be but are not limited to
 - o Housing,
 - o Crisis counseling,
 - o Food and water,
 - o Basic house equipment, clothing,
 - o Access to Federal Recovery Centers.

Notification

Internal

The shelter notification process that involves all parties in this annex is processed through the Emergency Management Coordinator. If the EOC/IC is activated, the initiation will occur through the IC. The <u>COF Housing Coordinator will coordinate with the Director of ARC Director of ARC will be contacted and asked</u> to identify a shelter location(s) and/or alternate housing solutions.

<u>The local Director of the ARC will contact SOA ARC/ neighboring ARC organizations as</u> needed requesting assistance with a shelter opening in Fairbanks or identifying a shelter location in FNSB.

Annex F – Mass Care, Housing, and Human Services (ESF 6)

When a shelter location has been identified by ARC, the COF EM EOC/IC will be contacted for support. In the event the shelter location is at a school¹ in Fairbanks, the FNSB School District superintendent will be contacted for access to the facility.

External

COF EM will coordinate with the COF Public Information Officer (PIO) (or individual assigned this position for the incident response) regarding the details of the public notice that a shelter is open and operating. Public notice will include strategies to communicate with individuals with functional and access needs (i.e. special needs populations).

Evacuees will be advised during the evacuation and shelter announcement to bring personal items such as one change of clothing, special medicines, baby food and supplies, special diet food, and sleeping bags or blankets.

People who are not eligible to take shelter in the public shelter, (i.e. a person with certain felony convictions) will be directed to an alternated facility which will be coordinated with COF resources (e.g. Law Enforcement, DHS).

Policies

ARC will lead the coordination of the facility choice to ensure that appropriate building is chosen to ensure ARC can provide shelter management to the ARC standards.

In the event a COF public school facility is being used by regular school activities, the school district administration has the right to deny access to the facility for shelter operations. ARC will utilize other facilities from the shelter list at that time.

In the event that COF public schools are designated shelters, FNSB School District administration must be included in the IC process.

Coordination of Services

ARC will coordinate with City of Fairbanks stakeholders and with SOA stakeholders to address human services issues for the victims outside the shelter as well. This would also include attempting to assist with the housing needs that the misplaced residents will have for short- and long-term.

Human Services outside shelter operations is primarily coordinated by the City of Fairbanks with involvement (as soon as possible if needed) of the SOA Emergency Operations Center (EOC). ARC ensures the major coordination of items such as; food, water, ice and potentially other times are distributed to the affected people. City of Fairbanks, through the SOA EOC will, if applicable, assist with any available federal aid coordination to ensure it reaches the eligible people.

Annex F – Mass Care, Housing, and Human Services (ESF 6)

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¹ Currently, there are no city-designated/city operated shelters in COF. This item presupposes an ad hoc arrangement based on the needs of a specific incident or arrangements/MOUs in place with ARC.

At least daily situation reports (augmented as necessary to provide any relevant information requiring immediate action) should be provided to the City of Fairbanks IC/EOC about the status of evacuees and of operations at the shelter center(s). This will be provided to FNSB, North Pole, and the SOA EOC as appropriate for the level of activation. All supporting agencies will provide the vital information for the report to ensure accurate data is provided.

Transportation to/from Shelters and/or Other Mass Care Service Sites

Transportation to and from shelters may be a subject for consideration. Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. While the City of Fairbanks does not have any designated shelters for protection from natural or technological hazards, it does coordinate the activation of shelters with FNSB for the purpose of providing mass care & shelter for persons displaced from their homes. For more information regarding Transportation assets and plans in Fairbanks, please see the City of Fairbanks Emergency Operations Plan, Annex A: Transportation.

When the emergency/disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow reentry will be given by the city emergency operations center (EOC), the Incident Commander (IC), or as otherwise directed.

Consideration must be given to coordinating organized and/or limited access for people leaving shelters to areas which are damaged and which may be unsafe. This task, while not strictly a Mass care function, should be understood by those providing mass care services and activities coordinated with Emergency Management and Law Enforcement.

Organization

The City of Fairbanks Emergency Operations Center (EOC) (or IC construct, depending on the level of activation) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Mass Care. It is understood that ARC maintains their own facilities. They may choose to conduct operations out of this site, being more practical, but will nevertheless coordinate activities and resource requests through the City of Fairbanks EOC/IC. In this event a liaison from ARC will be placed in the EOC.

As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Mass Care (ESF 6) being aligned with the Operations Section as shown in the figure below.

Annex F – Mass Care, Housing, and Human Services (ESF 6)



EOC ICS Structure Showing Transportation Function

Notifications

Generally, the Emergency Manager will notify the appropriate Mass Care function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate given an incident requiring this level of response.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with mass care activities. Depending on the nature and location of the emergency, Borough, State, Military and Federal officials may also become critical members of the mass care team.

Direction and Control

For activations at Level 2 or greater, mass care, housing, and human services activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post, that will serve as the source of all direction and control.

Access and Functional Needs Populations

For purposes of this annex, this population is defined as follows:

- A person who cannot operate in an emergency on her/his own safely (example: an elderly person who lives on their own day-to-day, but who may have limited media access and who is unable to get to a shelter unaided) and/or
- · who cannot operate in daily life without an assistant and/or
- who needs support daily from a technical device that requires electrical support.

ARC and all response agencies will ensure that people with functional and/or access needs (i.e. special needs populations) are provided for in time of emergency. It is understood that within the City of Fairbanks, ARC can provide shelter for special needs residents on a limited basis with its own resources.

Annex F – Mass Care, Housing, and Human Services (ESF 6)

May 20, 2024

Further resources/personnel/material must be requested as early as possible given the level of activation to ensure timely service to this population.

A roster of individuals with functional and access deficits, and their family members, will be developed and maintained during the emergency. Public information materials will be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Transportation of individuals will be coordinated with the appropriate agency responsible for their welfare, with assistance from one or more of the following agencies (see also: **Annex A: Transportation**)

- Metropolitan Area Commuter System (MACS)
- Fairbanks North Star Borough (FNSB) School District
- Fairbanks Correctional Center (Jail)
- City of Fairbanks Fire Department (EMS)
- Fort Wainwright Army Base
- Eielson Air Force Base
- Alaska National Guard

Responsibilities

All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Manager.
- · Perform other emergency responsibilities as assigned.

Annex F – Mass Care, Housing, and Human Services (ESF 6)

Operations Branch

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The Functional Coordinator will coordinate with the appropriate primary and support agencies to:

- Identify and maintain shelters/housing list/maps/assets.
- Work with other agencies to:
 - o designate shelters, alternate housing options,
 - transportation bases,
 - o feeding sites,
 - housing assistance locations
- Coordinate the use of additional mass care, housing, and human services resources.

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Businesses and agencies with responsibilities for Access and Functional Needs populations are responsible for acquiring and/or contracting resources to meet needs for these citizens.

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility (refer to levels of activation) with appropriate response resources capabilities.

Unresolved assistance requests will normally flow upward from the City to the FNSB or the SOA EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into status

Annex F – Mass Care, Housing, and Human Services (ESF 6)

reports (see CONOPS – Coordination of Services section of this annex) at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a review and analysis of the group activities during the event/incident/exercise. This review of processes and systems will serve to

- address any operational or planning gaps
- capture innovations that proved useful during response
- improve operations in advance of the next incident

Support agencies will provide written and/or oral inputs for this review and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager and shared as deemed necessary and appropriate to external response stakeholders.

Attachment 1: Mass Care Function Checklist of Actions by Phase of Response

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or	 Work with other involved agencies to identify and correct potential shortfalls in the ability to
lessen the effects of a hazard.	 House evacuees either in shelters or alternate housing solutions
	 Provide basic first aid, food, and human services assistance
	 Address the needs of functional and access needs populations
	 Communicate hazard warnings, instructions and information regarding mass care, housing and human services to the public.
	 Coordinate with other agencies on the development of mass care plans, particularly for pre-identified hazard areas/situations.
Preparedness: Activities designed to improve readiness capabilities.	Maintain awareness of the mass care related components of the EOP. Review and update on a regular basis, i.e. at least annually and following any response, exercise or drill involving these functions.
	 Develop mutual aid and other support agreements with surrounding jurisdictions, NGOs, VOADs, and the private sector.
	 Ensure personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS).
	 Develop plans to use available systems to manage the immediate set-up and operation of shelters/feeding sites, human services centers, and alternate housing options.
	 Develop plans to provide resources to assist with evacuations or other movements of people.
	 Participate in training, drills and other activities to improve interagency communications.
	 Review departmental Standard Operating Procedures and maintain personnel call up lists.

Annex F – Mass Care, Housing, and Human Services (ESF 6)

May 20, 2024

Phase	Actions
	 Participate in training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	Rapid assessment of damage to homes and infrastructure is necessary to gauge the need for mass care, housing, and human services response, and scale of operations required to respond effectively to the incident. This may be done in coordination with the other functional groups in the EOC to prevent duplication of effort.
	 Coordinate operations and resources management with all relevant stakeholders.
	 Assist in making decisions regarding opening of shelters and other care sites, restrictions, priority services, and demobilization planning (Note: Demobilization planning begins in tandem with the decision to begin mass care services – i.e. have an exit strategy).
	Coordinate with other response agencies regarding acquisition and maintenance of accurate and up-to- date intelligence on the operational capabilities and capacities of the mass care system.
	 Include information regarding care for access and functional needs populations.
	 Ensure public warning and communication regarding mass care services is widely and effectively communicated.
	 Include strategies for communicating with access and functional needs populations.
	 Assign transportation, material, and/or personnel resources to move- materials, personnel and supplies as requested by ARC (coordinate with:
	o Transportation,
	 Public Health and Medical Services,
	 Agriculture and Natural resources- which provides nutritional assistance- and
	 Volunteer and Donations Management).
	 Assist in coordination of staffing and resupply management for operational sites.
	 Provide field support for all mass care operations integrated through ICS.

Annex F – Mass Care, Housing, and Human Services (ESF 6)

May 20, 2024

Phase	Actions
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	 Coordinate consolidation and demobilization activities for shelters. As necessary assist with the transition from shelters to alternate short-term, transitional, and/or long-term housing options for affected citizens.
	 Continue to perform tasks necessary to expedite restoration and recovery operations.
	 Gradually revert assignments and personnel requirements to normal.
	 Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required: document returns with hand receipts.
	 Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities.
	 Participate in after action meetings and prepare after action reports and improvement plans as requested.

Annex F – Mass Care, Housing, and Human Services (ESF 6)

May 20, 2024

Attachment 2: List of ARC Designated Shelters

OBTAIN FROM SOA ARC AND/OR CITY OF FAIRBANKS ARC

Annex F – Mass Care, Housing, and Human Services (ESF 6) 14

May 20, 2024

Attachment 3: Food Resources

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Grocery Stores, Convenience Stores, <u>Volunteer Organizations Active In Disasters (</u>VOADS), Churches

On file at the City of Fairbanks Fire Department

Annex F – Mass Care, Housing, and Human Services (ESF 6) 15

May 20, 2024

Abbreviations and Acronyms

ARC	American Red Cross
COF	City of Fairbanks
CONOPS	Concept of Operations
ESF	Emergency Support Function
FNSB	Fairbanks North Star Borough
IC	Incident Command
NGO	Non-Government Organization
SOA	State of Alaska
SOPs	Standard Operating Procedures
VOAD	Volunteer Organizations Active in Disasters

Annex F - Mass Care, Housing, and Human Services (ESF 6) 16

Annex G – Logistics and Resource Support (ESF 7) ICS Area: Logistics

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Comprehensive, Incident Logistics Planning, Management, & Sustainment Capabilities	City of Fairbanks Fire Emergency Management (Fire Chief)	City of Fairbanks Finance Department	COF EM (907) 450-6604 or Dispatch 450-6507
			Finance Director
		City of Fairbanks Human Resources	(907) 459-67 <u>88</u> 7 6
			Human Resources (907) 459-6780
Resource Support: Facility Space, Office Equipment & Supplies, Contracting Services, etc.	City of Fairbanks Fire Emergency Management (Fire Chief)	City of Fairbanks Finance Department	COF EM (907) 450-6604 or Dispatch 450-6507
eic.		City of Fairbanks Human Resources	Finance Director (907) 459-67 <u>8876</u> Human Resources (907) 459-6780

Purpose

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. This Functional Annex provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations. Specifically, the Logistics and Resource Support Annex addresses:

- Resource Identification
- Resource Procurement
- Resource Coordination
- Facilities and Logistics
- Personnel Augmentation
- Logistics Management

The purpose of this annex is to provide procedural information on the deployment and proper coordination of resources during the response phase of an emergency/disaster situation.

The City of Fairbanks has sufficient resources to support activities associated with local emergency or disaster operations for a short period of time including resources procured through mutual aid agreements with surrounding jurisdictions. A catastrophic event will quickly overcome our local resources making it necessary to call upon aid from Borough, State and/or Federal resources. The City of Fairbanks Emergency Manager is the single point of contact for Borough, State and Federal resources.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex G is a functional annex to the EOP and to the extent possible; information contained in other sections of the EOP will not be repeated in this document.

City departments involved in resource support activities have existing emergency plans and procedures. Annex G is not designed to take the place of these plans, rather it is designed to complement and support the departmental resource management guidelines already in place.

Each City department or agency shall be responsible for monitoring their expenses incurred due to a disaster/emergency situation, and shall develop procedures for identifying costs associated with such situations. Additionally, each City department or agency shall establish emergency procurement procedures to ensure that resources required during an emergency/disaster situation may be rapidly obtained.

Local (City and mutual aid) resources must be exhausted before State or Federal assistance is available through a Governor's or Presidential declaration. State declarations will be requested by the Mayor through the City of Fairbanks Emergency Management and Fairbanks North Star Borough to the Alaska Division of Homeland Security and Emergency Management. The Borough and State are able to provide physical assistance through the various agencies, but provide no funds to reimburse local governments during emergencies/disasters. Federal declarations activate both physical as well as monetary resources; however, State and local cost sharing is normally required.

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below based on the size and scope of the incident.

Mission Area	City of Fairbanks Capacity/Capability
Comprehensive, Incident Logistics Planning, Management, & Sustainment Capabilities	Comprehensive, Incident Logistics Planning, Management, & Sustainment Capabilities
Resource Support: Facility Space, Office Equipment	Resource Support: Facility Space, Office
& Supplies, Contracting Services, etc.	Equipment & Supplies, Contracting Services, etc.

Annex G – Logistics and Resource Support (ESF 7)

The City of Fairbanks Emergency Management is designated as the coordinator for Logistics and Resource Support. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Logistics and Resource Support primary and support agencies.

Concept of Operations (CONOPS)

• **General**: The City of Fairbanks Emergency Management is responsible for coordinating critical resource management during an emergency or disaster. Individual City departments and agencies will maintain listings of critical resources with respect to their own operations. Those departments/agencies will also "flag" any resources that may require expedited procurement and/or some formal arrangements with vendors (i.e., memorandums of agreement/understanding) and provide these lists to Fairbanks Emergency Management upon request.

For smaller emergencies, resource management will be handled by the individual City departments/agencies. For larger scale emergencies, where limited local resources may require centralized coordination and prioritization, the Fairbanks Emergency Operations Center or an Incident Command Post will be activated (See Emergency Management (ESF #5)).

The City of Fairbanks will use the system established by the National Incident Management System's (NIMS) National Mutual Aid and Resource Management Initiative to identify, request, receive, and track resources

(Refer to http://www.fema.gov/pdf/emergency/nims/incident_mgmt.pdf)

• **Response Phase**: In the immediate aftermath of a disaster, initial damage assessments from first responders will give a picture of the effects of the event. The EOC or Incident Command Post will be activated based upon the situation. As the response proceeds, the Emergency Manager or Incident Commander will determine the resources needed to promptly stabilize the situation, protect the lives of citizens and responders, and establish staging areas.

The priority for allocation of resources in the response phase will be based on life safety situations. Preservation of existing life will take precedence over body recovery. Essential resources (personnel, critical supplies, heavy equipment, etc.) will be relocated if it is determined that an immediate or potential threat exists to the area.

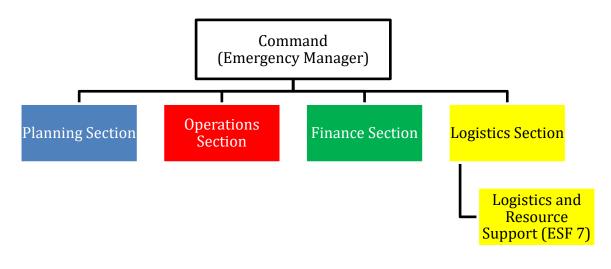
Essential resources will be reallocated based upon need and the amount of immediately available resources. Need will be determined by the number of people injured and protection of critical facilities. Resources required from outside of the City will take longer to acquire and deploy. No local resource (such as a fire department) will be required to leave their area unprotected. If, in the opinion of the department head or local official, an area is secure and there is adequate manpower and equipment to protect that jurisdiction, then the response of local resources may occur. It is not the intent of this Plan to provide for assistance at the expense of any local agency or jurisdiction. Each mutual

aid jurisdiction must follow their primary directive of providing the resources necessary to protect the lives and property of their citizens.

• **Recovery Phase**: When the initial response has been completed, the assistance of other local groups and all outside resources may be required. These requests will be directed to the EOC or the Incident Command Post. Non-governmental organizations such as local religious and civic groups have historically provided, and will continue to provide additional assistance. These groups will assist with unmet needs after the larger assistance is over.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Logistics and Resource Support. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Logistics and Resource Support (ESF 7) being aligned with the Logistics Section as shown in the figure below.



EOC ICS Structure Showing Logistics and Resource Support

Logistics and Resource Support Guidelines

General

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources include, but are not limited to:

- Personnel
- Communications Equipment
- Potable Water

Annex G – Logistics and Resource Support (ESF 7)

- Vehicles for passengers, cargo, and debris removal
- Portable toilets and other sanitation supplies
- Pumps and sandbags
- Fuel and fueling stations
- Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)
- Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
- Mass care supplies such as food, bedding, blankets and cots (For smaller incidents only. For larger incidents requiring public shelter, the Fairbanks North Star Borough maintains responsibility).
- Industrial lighting equipment (for nighttime search and rescue operations)
- Portable generators
- Medical supplies and pharmaceuticals
- Technology to support emergency operations

Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinated response to an emergency or disaster.

The Emergency Manager or Incident Commander, in consultation with other City department heads, will perform needs assessments and determine needs for the City of Fairbanks.

The assigned Logistics and Resource Support Coordinator will work to ensure that essential information is requested from and provided by those making resource requests including:

- **S** ize
- A mount
- L ocation
- **T** ype
- **T** ime

In general, resource management activities will be geared to support lifesaving and public safety as its first priority. Specific priorities will be set by the Incident Commander or Emergency Manager, in consultation with the appropriate department heads. The City of Fairbanks will use the standards and definitions established by the NIMS National Mutual Aid and Resource Management Initiative as the basis for identifying and categorizing resources.

The City of Fairbanks has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are numerous private sector resources available to support emergency operations.

Once received, resource requests will be logged, prioritized and passed on to those responsible for obtaining and committing resources.

Facilities

In a major emergency with an extensive influx of resources, supplies and personnel, the Logistics and Resource Support Coordinator in coordination with the EOC Team or Incident Commander (for smaller emergencies) may direct that facilities be designated for emergency use such as:

- **Mobilization Center**: A designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or incident site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.
- **Staging Areas**: Used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the incident
- Warehouses and other facilities: Store or stage supplies and equipment for both short and long-term emergency use. Criteria used for the selection of resource staging areas will include proximity to the affected area, transportation access, communications capability, storage space and conditions, security, etc.

Procurement and Hiring

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary. Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Depending on types and numbers of personnel needed, volunteers may be used to quickly fill needed positions. *(See Volunteers and Donations: ESF 16)*.

When making procurements, an effort should be made to ensure that suppliers also have the ability to transport the resources.

Distribution

The assigned Logistics and Resource Support Coordinator will work with the other members of the EOC Team or Incident Command (for smaller incidents) to determine the appropriate facilities and methods for the timely distribution of resources.

High priority resources as identified by the EOC or Incident Command team will be distributed as quickly as possible. When dictated by the situation, distribution points may be established to provide supplies the public.

The assigned Logistics and Resource Support Coordinator will determine what facilities will be needed to handle the flow of resources into and through the City of Fairbanks (i.e., warehouses, receiving areas, checkpoints, etc.).

State and Federal Resources

When it becomes clear that local resources will be insufficient to handle the situation, the issuance of a local emergency declaration is the mechanism for obtaining assistance from other government agencies (See Emergency Management: ESF 5).

At any point during the development of an emergency situation, the City of Fairbanks may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of state and federal assistance (as provided under the Stafford Act) must be accompanied by a properly executed emergency declaration by the Mayor.

State declarations are requested by Fairbanks Emergency Management and go through the Fairbanks North Star Borough (FNSB) to the Alaska Division of Homeland Security Emergency Management (DHSEM) is made by the Governor upon DHSEM's recommendation when significant involvement of state resources or personnel is anticipated.

Requests for federal assistance may be made only by the Governor and through the Department of Homeland Security (DHS) and/or the Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other Federal declarations can be made by the Administrator of the Small Business Administration (SBA), for Ioan programs for persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation. *(See Long-term Community Recovery and Mitigation: ESF 14).*

Assistance from state agencies may be available:

- Without a State declaration
 - State resources that would be available include personnel and resources near the disaster area.
 - Funds to cover the costs are not included in this type of assistance.
- With a State Declaration
 - All state resources become available

Assistance from the Federal government may be available:

- Without a Federal Declaration
 - To protect life, local commanders of Department of Defense (DOD) organizations (Ft. Wainwright and Eielson Air Force Base) have the authority to respond without a federal declaration. Otherwise, Federal assistance is usually limited to providing technical expertise from agencies such as the United States Army Corps of Engineers (USACE).

- With a Federal declaration
 - A variety of resources are available through different programs, including technical expertise.

Notifications

The Emergency Manager will notify the appropriate Logistics and Resource Support coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other City departments, and support and partnering agency personnel may be asked to report to the EOC or Incident Command Post to assist with Logistics. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Logistics and Resource Support team.

Direction and Control

All Logistics and Resource Support activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- Deploy a representative to the Fairbanks EOC or Incident Command Post to assist with Logistics and Resource Support activities.
- Provide ongoing status reports as requested by the Emergency Manager or Incident Commander.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Participate in Emergency Management training and exercises.
- Perform other emergency tasks as assigned.

Emergency Management

• Fairbanks Emergency Management has overall responsibility for resource operations during disaster situations within the City of Fairbanks. A list of available emergency management resources within the City is kept on file under separate cover in the Fire Department as well as with the Finance Department.

Other City Departments

 All City departments are required to assist the citizens of Fairbanks in their efforts to return to a state of normalcy following a disaster. These efforts include, but are not limited to, assistance in providing essential services such as debris clearance, providing for transportation to the Disaster Recovery Centers, damage assessments, transport of the injured, security for the affected areas and compiling costs associated with the disaster.

Each agency with responsibilities in this Function (whether government or non-government) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for Federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Logistics and Resource Support Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Ensure emergency contracts are in place to prevent resource shortages in an emergency.
Preparedness: Activities designed to improve readiness capabilities.	 Maintain this Functional Annex as well as supporting operating procedures and guidelines. Review all portions of the EOP to ensure proper coordination of resource support activities. Ensure resource support personnel receive appropriate emergency training. Establish contact with private resources that could provide support during an emergency. Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Obtain resources on a priority basis as determined by the EOC Team or Incident Commander. Activate additional Logistics and Resource Support personnel. Work with the EOC staff or Incident Commander to establish priorities. If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed. Activate mutual aid. Maintain an inventory system to track supplies used in the disaster. Maintain accurate records of resources utilized and funds expended and submit reports.
Recovery: Activities designed to ensure continued public safety and return the community to pre-disaster levels.	 Return staffing to normal levels as dictated by the event. Identify unused resources in the community. Stand down any facilities no longer in use. Dispose of excess supplies. Participate in after-action reports and critiques.

Attachment 2: Resources by Agency/Department

See Appendix

(NOTE: Recommend keeping this as a separate document to avoid having to update the plan every time there is a change in equipment and supplies.)

On file at the City of Fairbanks Fire Department

Attachment 3: Mutual Aid Agreements

(DRAFT) FNSB Borough-Wide Emergency Management Mutual Aid Agreement

This Agreement is made and entered into effect, by the Fairbanks North Star Borough, and the City of Fairbanks, the City of North Pole, the City of Delta Junction, the City of Nenana, the University of Alaska Fairbanks, US Army-Fort Wainwright Post, US Air Force-Eielson AFB, and Clear Air Force Base (referred to hereafter as "the adjacent entities" who have duly executed this Agreement.

WHEREAS, the Fairbanks North Star Borough and the adjacent entities recognize the necessity to cooperate and work together to provide mutual aid for Emergency Management assistance; and

WHEREAS, each of the parties owns and maintains equipment and retains personnel who are trained to provide various levels of service in order to provide emergency management services; and

WHEREAS, in the event of a disaster, a party may need the assistance of another party to this Agreement to provide supplemental equipment and/or personnel support; and

WHEREAS, each of the parties may have the necessary equipment and personnel available to enable it to provide such services to the other party to this Agreement in the event of such a disaster; and

WHEREAS, the equipment and personnel of each party are located in such a manner as to enable each party to render mutual assistance to the other; and

WHEREAS, each of the parties to this Agreement has determined that it is in the best interests of each party to set forth guidelines for providing mutual assistance to each other in the case of a request for mutual aid; and

Whereas, all parties further recognize the need to provide for a legal means to go to the aid of another jurisdiction, and to receive aid from another jurisdiction during times of disaster as defined in this Agreement.

NOW, THEREFORE, IT IS AGREED BY THE PARTIES WHO HAVE DULY EXECUTED THIS AGREEMENT AS FOLLOWS:

- 1. **<u>PURPOSE</u>** The stated purpose of the Mutual Aid Agreement is to provide mutual assistance to the parties for emergency management services outside the normal scope of what each party regularly provides.
- 2. **<u>DEFINITIONS</u>**: As used herein:
 - A. "Requesting Entity" shall mean the entity requesting aid.
 - B. "Responding Entity" shall mean the Entity affording or responding to a call for aid.
 - C. "Disaster" shall mean a sudden event, such as an accident or a natural catastrophe, which causes great damage or loss of life and goes beyond

the ability of a party of this Agreement to respond solely with its own resources.

- 3. <u>**REQUEST FOR ASSISTANCE:**</u> The Emergency Management Director, Coordinator, or Incident Commander of the party at disaster within the boundaries of that party's geographical jurisdiction (also known as the Requesting Party) is authorized to request assistance from another party to this Agreement if confronted with disaster situation at which the Requesting Party has need for equipment or personnel in excess of that available to the Requesting Party.
- 4. **RESPONSE TO REQUEST** Upon receipt of a request the Emergency Manager, Incident Commander, or Chief Officer of the party receiving the request (also known as the Responding Party) shall immediately take the following action:
 - A. Determine if the Responding Party has equipment and personnel available to respond to the request of the Requesting Party and determine the type of the equipment and number of personnel available.
 - B. Determine what available equipment and what available personnel should be dispatched in accordance with the plans and procedures established by the parties.
 - C. In the event the requested equipment and/or personnel are available, then the Emergency Manager, Incident Commander, or Chief Officer may dispatch such equipment and personnel to the scene of the emergency with proper operating instructions.
 - D. In the event the requested equipment and/or personnel are not available, then the Emergency Manager, Incident Commander, or Chief Officer shall immediately advise the Requesting Party of such fact.
- 5. COMMAND RESPONSIBILITY AT EMERGENCY SCENE: All parties agree to implement the National Incident Management System during mutual aid responses and to follow the area-wide accountability and area-wide communications plans. The Emergency Manager or Incident Commander of the Requesting Party at the scene of the disaster to which the response is made, shall be in command of the operations under which the equipment and personnel sent by the Responding Party shall serve; provided, however, that the responding equipment and personnel shall be under the immediate supervision of the officer in charge of the responding apparatus. If the Emergency Manager or Incident Commander specifically requests a senior officer of the Responding Party to assume command, then the Emergency Manager or Incident Commander shall not, by relinquishing command, be relieved of responsibility for the operation. If an emergency in the Responding Party's own jurisdiction occurs during a response to a request, the Responding Party must be released by the Emergency Manager or Incident Commander prior to departing the scene. The Emergency Manager or Incident Commander will not unreasonably withhold consent to release a Responding Party in the event of an emergency.

- 6. <u>LIABILITY</u>: Each responding entity hereby waives all claims against each requesting entity for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this agreement.
- 7. <u>POST RESPONSE RESPONSIBILITY</u>: Upon completion of the rendering of assistance, such assistance and help as is necessary will be given by the parties to locate and return any items of equipment to the jurisdiction/agency owning said equipment. All equipment and personnel used under the terms of this Agreement shall be returned to the Responding Party upon being released by the Requesting Party, or upon demand being made by the Responding Party for return of said equipment and personnel. All entities shall maintain records regarding the frequency of the use of this agreement and shall share said records upon request with the other parties to this agreement.
- 8. <u>COMPENSATION</u>: Each party agrees that it will not seek from the other party compensation for services rendered under this Agreement. Each party hereto shall at all times be responsible to its own employees for the payment of wages and other compensation and for carrying worker's compensation insurance upon said employees; and each party shall be responsible for its own equipment and shall bear the risk of loss therefore, irrespective of whether or not said personnel and equipment are being used within the area of primary responsibility of that party. Nothing in this section prevents a party from filing claims for costs and losses under 15 U.S.C. §2210 and 44 C.F.R. Part 151 In the case of a State or Federally declared disaster, all responding parties shall complete and maintain sufficient records and reports to aid in the reimbursement under the guidelines of the Stafford Act.
- **9.** <u>INSURANCE:</u> Each party agrees to maintain adequate insurance coverage for its own equipment and personnel.
- **10.** <u>SHARED PURCHASING:</u> This Agreement creates no obligation for joint or cooperative acquiring, holding and/or disposal of real or personal property.
- 11. <u>ADMINISTRATION AND FINANCE:</u> There is not hereby created any separate or legal administrative entity by this Agreement. Each party hereto shall be responsible for and financing their separate obligations hereunder, including, if applicable, establishing and/or maintaining budgets therefore. Further, the administration of this Agreement shall be performed by each entity separately through their department head or Chief Officers.

12. TERMINATION AND AMENDMENT

A. This Agreement shall remain in full force and effect unless terminated. A party desiring to terminate this Agreement shall serve written notice upon the other parties of its intention to terminate this Agreement. Such notice shall be served not less than thirty calendar days prior to the termination date set forth in said written notice. Said written notice shall automatically terminate the party's participation in this Agreement on the date specified therein unless rescinded prior in writing.

- B. Review, re-negotiation or amendment of this Agreement may be initiated at any time upon written request of any party hereto. Amendments must be approved by all parties hereto, and will be attached to and become part of this Agreement only upon execution by all parties.
- 13. <u>AGREEMENT NOT EXCLUSIVE</u>: This Agreement is not intended to be exclusive as between parties hereto. Each of the parties may, as that party deems necessary or expedient, enter into a separate Mutual Aid Agreement or Agreements with any other party or parties. Entry into such separate Agreements shall not change any relationship or covenant herein contained unless the parties hereto mutually agree in writing to such change.
- 14. <u>COUNTERPARTS</u>: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

Attachment 4: Emergency or Exigent Purchases

This attachment is a purchasing guideline for emergency (threat to life, public health or safety, improved property, or some other form of dangerous situation that requires immediate action to alleviate threat) or exigent (need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise) circumstances. All other purchases must follow the city procurement code.

Steps	Actions
Write a justification to describe the emergency or exigent circumstance. -	 Explain why sole-sourcing is necessary based on the specific conditions and circumstances that demonstrate why immediate or urgent action is needed. Include the specific steps taken to determine why full and open competition could not have been used. A separate justification is required for every sole-sourced contract.
Provide a brief description of the goods or services.	Justify the need for the specific good or service being contracted to address the emergency or exigency circumstance.
Estimate the expected dollar amount of the goods or services.	□ A copy or price analysis is required for all procurement transactions above \$250,000.
Describe any known conflicts of interests or efforts to identify conflicts of interest.	Describe efforts to identify possible conflicts of interests. If no efforts were made, explain why.
Define and justify the period of emergency or exigency for the specific situation.	<u>The period of emergency and exigent circumstances</u> <u>may vary per incident.</u>
Transition to a competitively bid contract as soon as the emergency or exigent period ends.	Failure to plan for transition to a competitively bid contract cannot be the basis for continued use of the emergency or exigency purchasing process.
Ensure that all contracts meet the specific federal procurement regulation.	 Contracts must include the required contract clauses. Contracts must include the federal bonding requirements if the contract is for construction or facility improvement. Contracts must be awarded to a responsible contractor. Contracts must not be a cost-plus-percentage-of-cost contract type. Contracts with time-and-materials must comply with the applicable rules.

May 20, 2024

Annex H – Public Health and Medical Services (ESF 8) ICS Area: Operations

Functional Coordination

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City of Fairbanks (COF) Emergency Manager:

907-450-6604 or Dispatch: 907-450-6507

Mission Area	Primary Agency	Support Agency	POC/Liaison
Public Health	State Of Alaska Department of Health and Social Services (DHSS)	COF Fire	P: 1-800-478-1777 S: Through Dispatch: (907) <u>459-6870</u> 4 50-6507
Medical (i.e. definitive care including pre- hospital and hospital care)	COF Fire for Pre- hospital Care: EMS only Fairbanks Memorial Hospital for Hospital Care		EMS through Dispatch: (907)- <u>459-6870</u> 450-6507 FMH: (907) 452-8181 (main number)
Behavioral Health Services	SOA DHSS		P: (907) 465-4828
Mass Fatality Management	State of Alaska Medical Examiner		P: (907) 334-2200

The City of Fairbanks Emergency Manager, Incident Commander or the designee is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is sub-divided into individual mission areas with agencies having primary and support responsibilities as indicated in the table above.

NOTE: Public Health and Medical Services (ESF 8) has the lead in Alternate Care Site/Medical Surge shelters if established, with coordination as necessary with Mass Care (Annex F).

For care of medically fragile populations in a general shelter, Mass Care (ESF 6) will expect coordination with Public Health and Medical Services although Mass Care has the lead in this effort.

Purpose

The purpose of this functional annex is to describe policies and procedures for coordination of the delivery of both primary and supplemental assistance for public health, medical and mortuary services in order to reduce the loss of life and severity of injuries in a mass casualty incident. This annex addresses

1

Annex H - Public Health and Medical Services (ESF 8)

- Local Health Department notification, coordination and response
- Emergency Medical Services (EMS) activities
- Coordination among health care providers
- Mass fatalities management
- Behavioral health (mental health) activities

Coordination includes mobilizing, managing and/or supporting before, during and after emergency or disaster conditions.

Scope

I

Public Health and Medical Services is designed to provide a flexible organizational structure capable of meeting the requirements of many emergency scenarios that have the potential to require activation of the City of Fairbanks EOC/IC and implementation of the City of Fairbanks Emergency Operations Plan (EOP). This is a functional annex to the City of Fairbanks EOP and to the extent possible; information contained in other sections of the EOP will not be repeated in this Annex.

Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.

The City of Fairbanks (COF) has limited capabilities to respond to the identified mission areas. For all other Public Health and Medical Services (ESF 8) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal agencies, and will operate in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Public Health	Provide local management of public health emergencies to include:
	 Disease surveillance, investigation and response,
	 Provide coordination for mass prophylaxis.
	Public Health is provided through the State of Alaska Department of Health and Social Services, Division of Public Health. (SOA DHSS)
Medical Services	 Pre-hospital emergency triage and care (EMS) including transport to definitive care.

Annex H – Public Health and Medical Services (ESF 8)

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	Definitive (hospital) care.
Behavioral Health	Behavioral care for victims of disaster with:
	 Pre-existing behavioral health needs
	 Victims with behavioral health needs precipitated by the incident, and
	Responder care, behavioral care is managed through the SOA DHSS
Mass Fatality Management	 Appropriate identification and processing of decedent remains.
	 Coordination with Law Enforcement for criminal investigation if terrorist act is suspected.
	Mass Fatality Management is provided through the SOA Medical Examiner's office (which is part of the Division of Public Health of the State Department of Health and Social Services).

Concept of Operations (CONOPS)

General

The City of Fairbanks Emergency Operations Center (EOC) or designated Incident Command (IC) will serve as the central location for interagency coordination and executive decision making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field (and at the hospital) within the Incident Command System (ICS)/National Incident Management System (NIMS) structure.

Within the ICS structure the Public Health Lead/Medical Lead or designee coordinates local Public Health and Medical Services preparedness, response, and recovery actions. These actions do not alter or impede the existing authorities of any department or agency supporting this mission.

The identified primary and support agencies are responsible for maintaining administrative control over their respective response resources after receiving coordinating instructions from the Public Health Lead.

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Annex H – Public Health and Medical Services (ESF 8)

Should a disaster substantially overwhelm local health and medical resources, COF will request support and assistance from neighboring jurisdictions, the Fairbanks North Star Borough (FNSB), Ft. Wainwright, and/or medical facilities or regional jurisdictions per mutual aid agreements and local and state law, in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

COF will coordinate requests for assistance at the state level through the FNSB EOC for extra-jurisdictional support as necessary.

NOTE: As part of the plan maintenance process, any MOU/MOAs relevant to Public Health and Medical Service support should be reviewed and updated on a regular, i.e. at least annual, basis.

In all types of disasters, COF should be prepared to support and assist the response efforts of neighboring jurisdictions and/or the FNSB. Upon request a liaison from FNSB will be provided for COF EOC/IC.

Public Communications

The COF EOC/IC will release general medical and public health response information to the public, after consultation with the Public Health Coordinator, FMH, State of Alaska Health Officer and the lead Public Affairs Officer.

In any instance where the Public Health/Medical Services Response integrates with other functional areas, coordination with the lead agencies in those functional areas is necessary before releasing any public information. In these events joint language would be developed.

The Alaska State Health Department determines the appropriateness of all requests for release of public health and medical information and is responsible for consulting with and organizing local public health and medical subject-matter experts, as needed.

Organization

Essential emergency public health services, such as:

- Emergency Medical Services (EMS)
- Food sanitation and potable water inspections,
- Communicable disease control,
- · Radiological exposure and control,
- · Mass immunizations and antibiotic dispensing,
- · Health/Behavioral Health services support in shelters,
- Community education (public notification and warning regarding public health and medical services) and,
- Morgue operations

Annex H – Public Health and Medical Services (ESF 8)

Will be coordinated through the COF EOC/IC, recognizing that many of these tasks will be the responsibility of the FNSB or the SOA. Early, effective coordination with FNSB and State of Alaska emergency management will be essential for response in COF.

If necessary, COF will request emergency augmentation of situational or routine public health and medical services from neighboring, regional, or state public health resources. During and post-disaster, all attempts will be made to sustain the routine daily scope of operations of the City of Fairbanks public health and medical services.

All departments/agencies should maintain records of expenditures for emergency or disaster operations in order to determine the cities financial commitments and to be used in a request for an emergency declaration, and later for reimbursement of claimable expenses. Resources and Support (ESF 7) can assist Public Health & Medical Services with emergency funding, allocations, and coordination for expedient purchases. Avoiding shortages of medical personnel, equipment, supplies and treatment facilities should be considered a priority.

Public Health

Public Health in Alaska is provided to cities and jurisdictions through the State Department of Pubic Health from the state. The health officer in Fairbanks is a state official, not a city one. If not already determined, the COF should have a conversation with the State public health official(s) that work in the city and with the FMH Administration to determine where oversight and control of disaster public health operations should be assigned. These operations include:

- In collaboration with City of Fairbanks and the State Department of Health and Social Services (DHSS), will make health related protective action decisions when existing codes and regulations are not pertinent to the situation.
- Assisting with coordination of the investigation and facilitation for obtaining the appropriate tests to determine the extent of any threat and contamination from chemicals, and/or some pathological hazards.

NOTE: Radiological testing will be conducted by a Certified Radiological Monitor in coordination with state/local/military HAZMAT assets. (See Annex ESF #10 - Oil and Hazardous Materials)

- Investigate disease reports, establish control measures, and notify appropriate authorities to ensure preventive measures are carried out.
- Provide accurate information to the public and other authorities.
- Maintain records & cumulative data related to communicable disease.
- Ensure appropriate vaccine supply, ensure source of drugs and antidotes in collaboration with hospitals/pharmacies, Alaska DHHS and the Centers for Disease Control and Prevention (CDC).
- Coordinate distribution and administration of these drugs.
- · Maintain medical records & cumulative data related to mass immunizations

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Annex H – Public Health and Medical Services (ESF 8)

In the event of a Public Health Emergency requiring mass prophylaxis the State Biological Incident Specific Annex will be activated to guide response activities.

Medical Services

Pre-Hospital Care:

The first arriving Medical units will establish Triage and identify an Incident Commander or Branch Director for EMS. Treatment, Staging and Transport areas will then be established.

The Incident Commander or Branch Director will coordinate on-scene medical resource requests and allocation and will manage requests for augmentation from neighboring jurisdictions per existing MOUs/Protocols.

Requests for state and/or federal EMS augmentation will be made through the COF EOC (e.g. FEMA Ambulance cache or State Alternate Care Site assets).

Victims will be triaged according to EMS (standard operating procedures) SOPs.

Long-term strategies to support disaster operations and to maintain on-going local EMS operations given an on-going EMS mission due to a large-scale incident will be managed by the EMS Department where the emergency occurs. It may be necessary to prioritize victims and ration resources at some point.

Casualty information will be routed through the on-scene Incident Commander, and to the EOC. The EOC will provide the information to the Public Information Officer in accordance with External Communications procedures on disseminating casualty information. Information and statistics will be compiled from radio logs, facsimiles, databases, run sheets, ER data, and direct communications with EMS staff.

Medical Services (Definitive Care): The Fairbanks Memorial Hospital will establish their Hospital Incident Command System in the event of an incident requiring mass casualty/public health response. The Hospital will provide a liaison officer who will coordinate resource requests and mass casualty care with COF EOCs.

Fairbanks Memorial Hospital (FMH) will follow its internal and external disaster SOPs concerning medical surge. FMH will notify COF emergency management when they anticipate activating their medical surge plans.

SEE ALSO: Fairbanks Memorial Hospital/Denali Center Emergency Operations Plan, Annex L: Mass Casualty Response Plan

During a large-scale event, each response agency may also set up an Incident Command Center intrinsic to their internal operations. Direct communications will be maintained with the COF EOC/IC. Coordination of efforts should occur through the COF EOC/IC.

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Responder Care

Appropriate and efficient rest/work cycles must be established and monitored. The rehabilitation of rescuers will follow established guidelines. Injured rescuers will be evaluated.

Sanitation and hygiene is a priority. Inspections are important to ensure that rescuers food and water supplies remain free of contamination.

Health Department employees and EMS personnel may be asked to perform duties under dangerous circumstances, and consideration must always be given to employee safety. Staff's exposure to toxic agents or infection will be limited as much as possible.

Behavioral Health and Mass Fatality Management

Behavioral Health response and Mass Fatality management responsibilities belong to the State of Alaska. In any mass casualty <u>event</u>, the SOA EOC must be notified immediately to begin coordination for the efficient and effective provision of these services. It will be the responsibility of all local response agencies to be able to brief the SOA EOC on relevant information and statistics such as:

- Suspected terrorist incident as relates to fatalities: In the event of an actual or suspected terrorist incident, victims are part of a crime scene and thus part of a criminal investigation. They may need to be managed differently to facilitate investigation while still maintaining the respect and care they are due.
- Projected fatality numbers
- Current morgue status and projected need for state/federal assets (mobile morgues, Disaster Mortuary Facilities (DMORTs), etc.)
 - FMH
 - o Local Funeral Homes
 - Ft. Wainwright
 - Refrigerated Units
- Identified/projected behavioral health needs in shelters and/or care sites (see Annex F: Mass Care, for more information regarding shelters).
 - These include patients with existing behavioral health issues who require maintenance.
 - Those people for whom a behavioral health issue is a result of the disaster.
 - o Responder-specific Behavioral Health needs.

Resources

The City of Fairbanks Fire and Rescue department supplies the resources to respond to emergency transportation (i.e. ambulances). COF Fire and Rescue will support staffing

Annex H - Public Health and Medical Services (ESF 8)

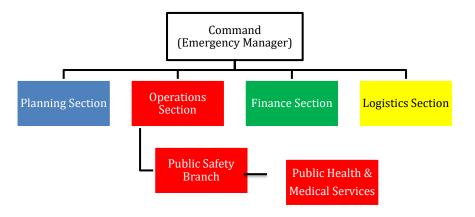
needs in the EOC/IC during its activation necessary to coordinate and execute the Public Health and Medical Services missions. FMH should consider a liaison in the COF EOC/IC as well.

In the event that the emergency response is beyond the resources of the COF Agencies and Departments, the SOA EOC will be contacted and asked for supporting coordination.

EOC Organization

The City of Fairbanks Emergency Operations Center (EOC) (or designated IC construct, depending on level of activation) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Health and Medical Services. It is understood that FMH will establish their own Hospital Incident Command System (HICS) through which they will conduct their disaster operations. FMH will make resource requests to State and Federal entities through the City of Fairbanks EOC/IC.

As indicated in the City of Fairbanks base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Mass Care (ESF 6) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Public Health & Medical Services Function

Notifications

Generally, the Emergency Manager will notify the appropriate Mass Care function coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate given an incident requiring this level of response.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with mass care activities.

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Depending on the nature and location of the emergency, Borough, State, Military and Federal officials may also become critical members of the mass care team.

Direction and Control

For activations at Level 2 or greater, Public Health and Medical Services activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Access and Functional Needs Populations

For purposes of this annex, this population is defined as follows:

- A person who cannot operate in an emergency on her/his own safely (example: and elderly person who lives on their own day-to-day, but who may have limited media access and who is unable to get to a shelter unaided) and/or
- Who cannot operate in daily life without an assistant and/or
- Who needs support daily from a technical device that requires electrical support.

A-rResponse agencies will ensure that people with functional and/or access needs (i.e. special needs populations) are provided for in time of emergency.

Further resources/personnel/material must be requested as early as possible given the level of activation to ensure timely service to this population.

A roster of individuals with functional and access deficits requiring definitive care, and their family members, should be developed and maintained during the emergency at the gaining facility. Public information materials will be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken during the incident.

Responsibilities

All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities, and provide this information to the City's Emergency Management Coordinator.
- Perform other emergency responsibilities as assigned.

Annex H – Public Health and Medical Services (ESF 8)

Hospitals

- Implement internal and external hospital disaster plans.
- The Health and Medical Services Coordinator in the EOC will check conditions of local and regional hospitals and number and type of available beds through FMH.
- Establish and maintain field and inter-hospital medical communications per ICS/HICS.
- Provide a representative to the COF EOC.
- Provide medical guidance as needed to EMS.
- Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
- Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
- If necessary, coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff.
- Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- Establish and staff a reception area and support center at or near each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
- Provide patient identification information to the American Red Cross.

Police Department

- Provide security at or around health and medical facilities or at mass casualty sites.
- Provide security assistance/oversight to medical facilities and to health and medical field personnel upon request.
- Maintain emergency health services at correctional facilities, if appropriate.
- Provide communications support for health and medical activities.
- If necessary, provide traffic flow and parking assistance around health and medical facilities.
- Assist in the Family Reunification operation.

Public Works

• Assist with the movement of people and resources to support health and medical services operations.

Annex H – Public Health and Medical Services (ESF 8)

- Assist with staging and if necessary, heavy equipment to support health and medical operations.
- Provide support and technical assistance in preventing or containing ground/soil pollution.

Volunteer Agencies

- As requested and coordinated through the EOC, provide food and water for emergency medical workers, volunteers and patients, if requested.
- Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide DWI to the Public Health and Medical Services Coordinator for appropriate dissemination.
- Assist in the notification of the next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.
- Provide first aid and other related medical support (with capabilities) at temporary treatment centers/alternate care sites.
- Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
- Provide assistance for the special needs of the disabled, elderly and children separated from their parents at hospitals or other definitive care sites (this activity may be coordinated with Mass Care and Social Services –ESF 6).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility (refer to levels of activation) with appropriate response resources capabilities.

Unresolved assistance requests will normally flow upward from the City to the FNSB or the SOA EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The

Annex H – Public Health and Medical Services (ESF 8)

Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a review and analysis of the group activities during the event/incident/exercise. This review of processes and systems will serve to

- Address any operational or planning gaps
- · Capture innovations that proved useful during response
- Improve operations in advance of the next incident

Support agencies will provide written and/or oral inputs for this review and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager and shared as deemed necessary and appropriate to external response stakeholders.

Attachment 1: Mass Care Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Perform ongoing disease surveillance and tracking activities. Maintain situational awareness regarding manmade and natural hazards and risks in and near the City of Fairbanks. Coordinate with other agencies on the development of Public Health and Medical Services plans, particularly for pre-identified hazard areas/situations.
Preparedness: Activities designed to improve readiness capabilities.	 Develop agreements with regional health and medical agencies to augment City resources. Develop and/or review procedures for crisis augmentation of health and medical personnel, as well as the identification of health care facilities that could be expanded into emergency treatment centers (e.g. skilled nursing facilities, urgent care clinics, etc.) Review departmental standard operating procedures, needs for materials, supplies, and necessary forms. Review protective action guides and self-support capabilities such as emergency electric power generators and communications capabilities. Ensure relevant personnel are trained in EOC operations, the incident Command System (ICS) and the National Incident Management System (NIMS). Participate in training, drills and other activities to improve interagency communications. Review and maintain personnel call up lists.
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Coordinate the deployment of health care providers to provide mass inoculations if deemed necessary. Issue protective action guidance as necessary. Coordinate requests for enhanced fatality management assets/personnel.

Annex H - Public Health and Medical Services (ESF 8)

Phase	Actions
	 Coordinate with COF and State and Federal law enforcement for fatality management if a terrorist act is suspected.
	 Coordinate operations and resources management with all relevant stakeholders.
	 Assist in making decisions regarding opening of alternate care sites, restrictions, priority services, and demobilization planning (<i>Note:</i> <i>Demobilization planning begins in tandem</i> <i>with the decision to begin mass care services</i> – <i>i.e. have an exit strategy</i>).
	Coordinate with other response agencies regarding acquisition and maintenance of accurate and up-to- date intelligence on the current operational capabilities and capacities of the Public Health and Medical Services system.
	 Include information regarding care for access and functional needs populations.
	 Ensure public warning and communication regarding Public Health and Medical Services is widely and effectively communicated.
	 Include strategies for communicating with access and functional needs populations.
	 Assign transportation, material, and/or personnel resources to move- materials, personnel and supplies as requested by the Public Health Officer/Medical Officer/Functional Coordinator coordinate with:
	o Transportation,
	 Public Health and Medical Services, Agriculture and Natural resources- which
	provides nutritional assistance- and
	 Volunteer and Donations Management).
	 Assist in coordination of staffing and resupply management for operational sites.
	 Provide field support for all mass care operations integrated through ICS.
Recovery: Activities designed to ensure	 Conduct ongoing sampling and monitoring to ensure continued levels of sanitation.
continued public safety and return the community	 Continue to perform tasks necessary to expedite recovery and clean-up operations.
to pre- disaster levels.	Coordinate consolidation and demobilization

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Phase	Actions
	activities for any activated alternate care site.
	 Continue to perform tasks necessary to expedite restoration and recovery operations.
	 Gradually revert assignments and personnel requirements to normal.
	 Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required: document returns with hand receipts.
	 Evaluate response and make necessary changes in this Functional Annex to correct shortfalls and improve future response activities.
	 Participate in after action meetings and prepare after action reports and improvement plans as requested.

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Attachment 2: ARC Designated List of Shelters

On file at the City of Fairbanks Fire Department

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Attachment 3: Food Resources

Grocery Stores Sam's ClubCostco WalMart Safeway East & West Fred Meyer East & West Quality Foods Convenient Stores VOADS Churches

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Annex I – Search and Rescue (ESF 9)

ICS Area: Operations

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Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Life-Saving Assistance	City of Fairbanks Fire Department and City of Fairbanks Police Department	Area Fire Departments Area Police Departments	FFD & FPD thru Dispatch (907) 450-6507
Search & Rescue Operations	City of Fairbanks Fire Department and City of Fairbanks Police Department	Alaska State Troopers Wilderness Search and Rescue (AST WSAR) Alaska Mountain Rescue Group	FFD & FPD thru Dispatch (907) 450-6507 AST WSAR (907) 451-5100 AMRG (907) 566-2674

Purpose

This Functional Annex provides guidance for the organization of City resources to conduct lifesaving search and rescue operations. Specifically, the Search and Rescue Annex discusses:

- Specialized search and rescue resources
- Agency roles and responsibilities
- State and Federal search and rescue resources
- Local coordination and liaison activities

The goal of search and rescue operations is to save the lives of people who are unable to ensure their own survival without assistance. Search and rescue activities include, but are not limited to:

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- Locating, extricating and providing immediate medical assistance to victims trapped in collapsed or damaged structures
- Locating and assisting missing or trapped persons, vehicles, boats, and downed aircraft

Annex I – Search and Rescue (ESF 9)

Day to day rescue capability within the City of Fairbanks will be augmented during natural/technological disasters to the extent necessary to eliminate or minimize the problem at hand.

Operations may include the mobilization of medical personnel, building trades, engineering services, heavy equipment operation, aerial reconnaissance, and military support.

In the case of a mass casualty incident, the primary directive for search and rescue will be to protect the responder, extract the living and finally, to recover the dead.

The Fire Departments and other supporting agencies have existing emergency plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex I is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Search and Rescue Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The Search and Rescue Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Search and Rescue (ESF 9) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and the Alaska State Troopers Wilderness Search and Rescue Team in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability	
Life-Saving Assistance	Provide Emergency Response From Paramedics/Ambulances and Police	
Search & Rescue Operations	Provide Search and Rescue Operations	

Fairbanks Emergency Management is designated as the coordinator for Search and Rescue. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Search and Rescue primary and support agencies.

Concept of Operations (CONOPS)

As noted above, Fairbanks Emergency Management is the Coordinator for Search and Rescue. Augmenting Fairbanks' capabilities are trained personnel in surrounding fire departments and the specialized Wilderness Search and Rescue Team of the Alaska State Troopers. In 2014, the Arc Angel Corporation in Anchorage will provide contract USAR personnel and equipment that are available to assist local, State, and Federal Search and Rescue teams. Alaska Mountain Rescue Group has capabilities that include SAR missions involving wilderness search, technical rope rescue (on steep rock, ice, snow, glacier), avalanche response, medical evacuation, and aircraft crashes.

For a catastrophic incident such as an earthquake or explosion, specially trained and equipped Urban Search and Rescue (USAR) teams are maintained by the Department of Homeland Security and the Federal Emergency Management Agency (FEMA). USAR teams may be deployed to assist local jurisdictions with complex search and rescue operations. The closest USAR Teams to Fairbanks is located in Puget Sound, Washington (WA-TF1).

This Functional Annex was developed to compliment the National Response Plan (NRP) dated December 2005. Where appropriate, the Search and Rescue Annex also incorporates the elements of the National Incident Management System (NIMS) to help ensure a coordinated response.

All emergency response personnel are trained in the Incident Command System (ICS) and the NIMS to help ensure coordination during emergency situations and if necessary, the integration of State and Federal resources.

State and Federal search and rescue resources will be requested by the EOC through the procedures described in the *Emergency Management Annex (ESF 5)*.

As described in existing mutual aid agreements, outside fire and EMS resources will remain under the direct control of the sponsoring <u>agency but</u> will be assigned by the Incident Commander and/or the EOC to respond as necessary.

In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. The City of Fairbanks will coordinate ground rescue and/or recovery operations of victims.

The following specialized capabilities exist with local and/or state agencies for Search & Rescue:

- High Angle
- Confined Space- City of Fiarbanks, Ft Wainwright Army Base
- Swift Water
- Trench- City of Fairbanks, City of North Pole, Ft Wainwright Army Base

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- Cave
- Structural Collapse- City of Fairbanks, For Wainwright Army Base
- Snow and Avalanche

Annex I – Search and Rescue (ESF 9)

Operations Branch

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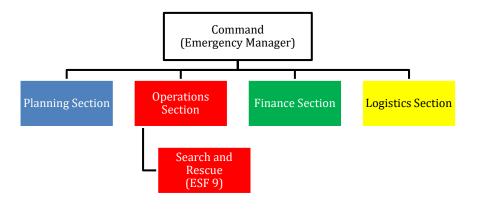
Accurate records must be kept to provide information to various agencies and individuals at the completion of search & rescue activities.

The Fairbanks Fire Department will document where the dead were found, or injured persons were found, treated, and transported (if applicable) for additional medical care.

The Fairbanks Police Department will account for and secure evidence and personal belongings.

Organization

The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Search and Rescue. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Search and Rescue (ESF 4) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Search and Rescue Function

Notifications

The Emergency Manager will notify the appropriate Search and Rescue coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with firefighting. Depending on the nature and location of the emergency, area fire department, State, and Federal officials may also become critical members of the Search and Rescue team.

Annex I – Search and Rescue (ESF 9)

Direction and Control

All Search and Rescue activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission area.
- Deploy a representative to the City of Fairbanks EOC or Incident Command Post to assist with Search and Rescue activities.
- Provide ongoing status reports as requested by the Search and Rescue Coordinator.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities
- Participate in Emergency Management training and exercises.

Rescue Teams

- All fire departments in the Fairbanks area are the first line of response for most rescue situations including vehicular extrications, collapsed buildings and trench collapse. The Fairbanks Fire and Police Departments are the primary response to Search and Rescue operations in the City of Fairbanks to provide heavy rescue, manpower and equipment.
- The Fairbanks fire department provides the initial size up of the situation as well as the initial triage. The Fire Officer on scene will assume the role of Incident Commander, direct the response of additional manpower and equipment as needed and direct the shut off of utilities such as gas or power at the scene.
- Cases involving missing persons or fugitives are the responsibility of the Fairbanks Police Department who may call upon the Fire Department for assistance of search efforts. The closest search and rescue dogs teams available are through the Alaska State Troopers.

Annex I – Search and Rescue (ESF 9)

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

The primary agreements for this function are:

- Mutual Aid Agreement for Fire Protection Services
- Emergency Medical Services Mutual Aid Agreement Between the Fairbanks North Star Borough and Its EMS Contractors, and adjacent entities providing like services

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Annex I – Search and Rescue (ESF 9)

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Search and Rescue Function Checklist of Actions by Phase

This attachment is intended to be a stand alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Review the hazards most likely to affect the City of Fairbanks and identify potential vulnerabilities in the Search and Rescue function. Develop plans to overcome these deficiencies (i.e., new equipment, training, mutual aid procedures).
Preparedness: Activities designed to improve readiness capabilities.	 Maintain this Functional Annex as well as supporting operating procedures and guidelines. Ensure personnel receive appropriate emergency operations training. Ensure mutual aid agreements are in place with surrounding jurisdictions. Develop and maintain mutual aid agreements with private area resources that could be useful during Search and Rescue operations. Participate in training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Respond as required on a priority basis. Activate mutual aid if needed. Coordinate activities with other responding agencies. Coordinate with Search and Rescue elements responding from outside the jurisdiction. Alert or activate off-duty personnel as required by the emergency. Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	 Replenish supplies and repair damaged equipment. Continue all activities in coordination with the EOC or Incident Command based on the requirements of the incident. Participate in after-action briefings and develop after-action reports. Make necessary changes in this Functional Annex and supporting plans and procedures.

May 20, 2024

Attachment 2: List of Search and Rescue Resources

See Firefighting Annex (ESF 4)

Annex J: Oil and Hazardous Materials (ESF 10) ICS Area: Operations

Functional Coordination

Functional Coordinator:

City of Fairbanks (COF) Emergency Management:

907-450-6604 or Dispatch: 907-450-6507

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

For Oil and Hazardous Materials the support agency is the Fairbanks North Star Borough HazMat Response Team. COF has a technical level response capability; FNSB has the technical-level response capabilities and capacities.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Oil & Hazardous Materials Response (Chemical, Biological, Radiological)	COF Fire Dept.	FNSB HazMat Response Team	P: 907- 450-6604 or Dispatch: 907-450-6507 S: FNSB HazMat Team (907) 452-4355 or through dispatch
Environmental Short- & Long-Term Cleanup	SOA DEC	COF	P: 907-465-5066

Purpose

This Functional Annex describes the actions required to coordinate disaster mitigation, preparedness, response and recovery functions related to an oil and/or hazardous material spill or release. This annex addresses:

- Response to oil and hazardous materials incidents at both fixed sites and on transportation routes
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup.

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to

require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex J is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The agencies with Annex J responsibilities have existing emergency plans and procedures. This annex is not designed to take the place of these plans; rather it is designed to ensure that specific hazardous materials planning requirements are met.

The lead agency for HazMat Response in Fairbanks is the FNSB HazMat Response Team. The City of Fairbanks may also require mutual aid with area industry and federal HazMat response teams in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Oil & Hazardous Materials Response	Technical Response: Identify Potential or Actual Hazardous Materials Spills or Releases Coordinate Response With FNSB Hazmat Response Team Coordinate Resource Requests and Requests for Assistance From Industry, State and Federal Hazmat Response Assets.
Environmental Short- & Long-Term Cleanup	Coordinate With SOA Department of Environmental Conservation and the Environmental Protection Agency and Other Federal Response Assets to Identify and Execute Cleanup Missions. Provide Logistics Support to Agencies Operating in Fairbanks to Accomplish Hazmat Response and Recovery Activities.

Concept of Operations (CONOPS)

General

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

The agencies with responsibilities detailed in this annex have comprehensive existing emergency plans and procedures. This annex is not designed to take the place of these plans; rather it is designed to ensure that specific hazardous materials planning requirements are met.

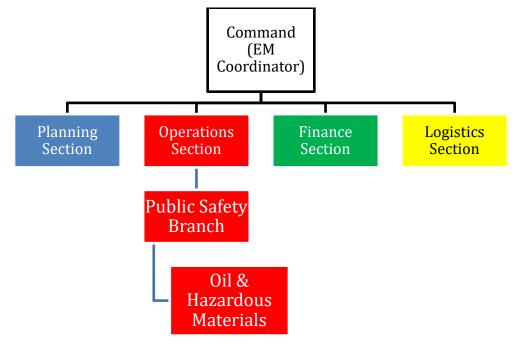
When appropriate, those managing this function in the COF EOC will reference and support the departmental staffing and procedures already in place.

Action Checklist

The COF EOC will be responsible for coordinating additional assistance and resources for on-scene responders to any suspected or actual hazardous material incident. An Action Check-list is included as **Attachment 1** of this Annex to guide those responsible for the functions detailed in this annex.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Firefighting. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Firefighting (ESF 5) being aligned with Command as shown in the figure below.



EOC ICS Structure Showing Oil & Hazardous Material Function under the Public Safety Branch of the Operations Section.

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Notifications

The Emergency Management Coordinator will notify the appropriate Functional coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their Functions as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Emergency Management team.

See Attachment B: Hazardous Materials Action Checklist, for more information regarding notifications

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function.

Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for Federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Participate in the hazard identification process and identify and correct vulnerabilities. Develop emergency preparedness programs for hazardous materials incidents.
Preparedness: Activities designed to improve readiness capabilities.	 Maintain this ESF Annex and its attachments. Develop plans and procedures for hazardous materials incidents. Coordinate with local industrial plants to document their chemical storage. Provide or coordinate training for fire and law enforcement personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene. Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents. Develop and maintain standard operating procedures and checklists for hazardous materials incidents. Ensure notification and call-up lists are current. Participate in Emergency Management training and exercises.
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Establish Contact with IC at the scene Consider additional notifications (incident dependent) to: Fairbanks Hazmat Team Coordinator: (907)459-1481 Response Coordinator (907)384-9494 Alaska Regional Response Team: http://alaskarrt.org Neighboring jurisdictions Schools and Industry in the area of the incident ESF-6, ESF-8, and ESF-1 for evacuation, shelter, and medical care.

Phase	Actions
	 Ft. Wainwright Army Base
	 103rd Civil Support Team (CST) Alaska National Guard through the SOA Department for Military and Veterans Affairs.
	Coordinate with FNSB on these notifications.
	 Assess the need for emergency proclamation to support response efforts.
	 Deploy appropriately trained personnel to the incident.
	 Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook.
	 Conduct other specific response actions as dictated by the situation.
	 Depending on the situation, consider coordination with Mass Care, Public Health/Medical Services, and Transportation functions to facilitate shelter, medical care, and evacuation.
	 If hazardous materials are involved, isolate and secure the accident scene.
	Establish adequate zones for decontamination.
	 Deploy a representative to the FNSB EOC if requested.
Recovery: Activities designed to ensure	 Continue to coordinate the activities of all responding agencies.
continued public safety and return the community to pre-disaster levels.	 Support community recovery activities.
	 Schedule after-action briefings and develop after- action reports.
	 Develop and implement mitigation strategies.
	 Make necessary changes in this Functional Annex and supporting plans and procedures.

Annex K: Agriculture, Natural Resources & Nutrition Support – (ESF 11) ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Nutritional Assistance	State of Alaska (SOA) Department of Environmental Conservation (DEC)		DEC: 907-451-2120
Animal & Plant Disease/Pest Response	SOA DEC		DEC: 907-451-5170
Food Safety & Security	SOA DEC	Utility Services of Alaska (parent company of Golden Heart Utilities and College Utilities Corp. for water – related services).	Primary: DEC: 907-451-2108 Support: Utility Svc. of AK: Utility Services of Alaska Phone: (907) 479-3118 Fax: (907) 474-0619 24hr emergency line: 907-479-3118
Natural, cultural, & historic properties protection & restoration.	SOA Department of Natural Resources (DNR)		DNR: 907-451-2660
Safety & wellbeing of household pets.	Fairbanks North Star Borough (FNSB) Department of Animal Control		FNSB Animal Control: 907-451-1451

Purpose

This functional annex to the City of Fairbanks Emergency Operations Plan (EOP) identifies and organizes the resources available to the City of Fairbanks (COF) to address animal care in the event of either a natural or manmade disaster or in the case of a Foreign Animal Disease (FAD) outbreak. As such, it includes coordinating animal evacuation, sheltering, and health care.

This ESF also identifies the responsibilities of organizations that are charged with oversight of food and water supplies in the case of a disaster or emergency situation affecting human beings.

Specifically, ESF-11 addresses:

- Resources available for sheltering domestic animals
- Identification of expedient care for lost and missing animals
- Nutritional services (determining nutrition assistance needs, obtaining food supplies and arranging delivery)
- Food supply safety and security (inspection and verification of food safety)
- Natural resource protection and restoration (protection of natural and cultural resources and historic properties)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex K is a functional annex to the EOP and to the extent possible information contained in other sections of the EOP will not be repeated in this document.

This Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities for Agriculture, Natural Resources, and Nutritional Support in the EOP.

The Functional Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Annex E: Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Nutritional Assistance	Support Mass Care agencies with procurement of bulk food and water resources and with logistics support for bringing these resources to feeding and/or distribution sites.
Animal and Plant Disease/Pest Response	Provide intelligence to SOA DEC
Food/Water Safety and Security	Local office of SOA DHSS and local utilities coordinate with SOA to provide surveillance, testing, and public warning/advisories regarding food and water safety.
Natural, cultural, & historic properties protection & restoration.	Coordinate with local and state historical societies and with SOA DNR, Provide appropriate documentation of expenditure and any damage in accordance with state and federal rules

	for reimbursements on repairs and restoration of Historic Registry sites.
Safety & wellbeing of household pets.	Coordinate with FNSB Animal Control for temporary shelter strategies;
	Identify local resources and personnel who may be able to assist with pet sheltering facilities and material, and who may be able to provide care to sick or injured animals.
	Coordinate with Mass Care regarding co- locating pet and general populations shelters.
	Coordinate with Mass Care regarding sheltering people with functional or access needs who have service animals.

The Fairbanks Emergency Manager is the functional coordinator for this ESF. As ESF coordinator, the Fire Chief (or designee) coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Emergency Management primary and support agencies.

Concept of Operations (CONOPS)

General

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making. Smaller incidents may be coordinated from the Incident Command Post without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field or at the offices of the relevant lead agencies within the Incident Command (ICS)/National Incident Management System (NIMS) structure. In the event that operational activities for this function are conducted at lead agency sites, those agencies will provide a liaison to the COF EOC to support effective coordination of efforts and resource requests.

The Functional Coordinator will rapidly assess the need for resources from outside the COF to support operations and will request assistance as needed. Depending on the event, State and Federal agencies may become critical members of the EOC Team.

Organization

Animal Health Care

The borough has a local capability for providing expedient health services to injured response animals and pets that includes at least seven local veterinary hospitals & clinics.

Animal control services from the FNSB have a very limited capability to transport injured animals to veterinary relief facilities. Assistance with animal transportation may be available from surrounding jurisdictions through established mutual support agreements. The Alaska State Veterinary Medical Association (http://www.akvma.org/) may also be able to provide listings of available transportation resources. In addition, local veterinarians and the Humane Society can coordinate with the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities.

Specialized facilities (i.e., animal shelters, veterinary hospitals & clinics, boarding facilities, etc.) are responsible for making their own arrangements for emergency energy sources to provide proper environmental conditions, food & water to highly vulnerable animal populations.

Pet ownership corresponds, for the most part, with general population density. An approximate number of companion animals in Fairbanks can be estimated by utilizing a system developed by the Humane Society of the United States. Very roughly, the number of companion animals in Fairbanks can be estimated as:

Dogs:	17,925
Cats:	19,469
Birds:	3,977
Horses:	1,641

Families are encouraged to prepare all of their family members for disaster situations. Local veterinarians can assist in educating pet owners of the need to prepare by distributing brochures and fliers on disaster preparedness for pets. Pet owners can assist locating lost or missing pets by providing a description or picture of the lost animal. FEMA's Ready.Gov site includes information and brochures to help families plan for the care of their pets in a disaster (http://www.ready.gov/caring-animals)

To the extent possible, the COF will coordinate efforts to meet any additional or unforeseen circumstances. Critical supplies will be available either locally or regionally. Should additional critical supplies be needed, the Alaska Veterinary Medical Associations may be able to provide listings of resources available and assistance with their procurement and delivery.

FNSB Animal Control will be responsible for the documentation of injuries and deaths of animals for insurance, Small Business Administration (SBA), & statistical purposes and will report to this data to the EOC. This mission will be requested based on the type, magnitude and location of the disaster.

Animal Euthanasia

In general, physical methods of euthanasia will be in accordance with established FNSB Animal Control guidelines. Where large numbers of livestock or pets are involved, these procedures may have to be modified, but will adhere, to the extent possible, to guidelines for humane euthanasia of animals.

Local law enforcement will assist local veterinarians if the decision is made to employ euthanasia for critically injured animals. Law enforcement officials may have to make these decisions in the early part of the disaster before animal medical care specialists are available. The primary job of law enforcement is the protection of emergency responders and disaster victims. As such, decisions may have to be made that would require putting down animals that may create a danger to responders or victims.

Stray Pets and Livestock

Unclaimed animals or situations where the owners are unavailable require special consideration. To the extent possible, local Animal Control officers will retain this responsibility within their own jurisdictions and modify their established SOPs according to the specific dictates of the incident.

Should the problem exceed local capability, assistance may be available from surrounding jurisdictions through established mutual support agreements. If additional resources are required, the Alaska Veterinary Medical Association and the Humane Society may also be able to assist with locating & obtaining these services.

Sheltering of Animals

Sheltering of animals includes provision for both temporary and long-term shelter.

Temporary shelter

Pre-designation of potential locations for temporary shelters for animals should be identified by FNSB animal control. The American Red Cross may also have designated pet shelters as part of their Mass Care operational plans. These shelters should be suitable for serving no more than a period of ten days. Availability of these temporary sites will be dependent on the extent of the disaster, the cooperation of local officials, and the determination of the need. In the event temporary shelters are established, the Humane Society/FNSB and local veterinarians may be able to provide additional cages.

Neither COF nor FNSB Animal Control can or will assume the responsibility for long term sheltering of animals affected by disasters. In the event these local temporary shelter locations become unsuitable due to the circumstances of the disaster, FNSB may be able to accept pets on a temporary basis.

Long Term Shelters

Pet owners who no longer have a home to take their pets to or whose temporary living quarters will not accept animals should be prepared to make arrangements to board their animals with other facilities such as a local veterinarian, or friends and family members.

Food and Water Supply Emergencies

Although volunteer agencies providing mass care services normally have the ability to provide food and water to both individuals affected by the event and those in emergency shelters, a major disruption to supplies of water or food may create a need to provide both acquisition and logistical support to the volunteer agencies. Public and private schools, hospitals and other institutions may have facilities available to conduct mass feedings if necessary. Federal agencies may also provide assistance in the bulk distribution of disaster food supplies and/or food stamps during large-scale disasters. The Functional Coordinator will work closely with The SOA DEC and local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).

The Functional Coordinator will ensure adequate logistical support is provided to the volunteer agencies to obtain and distribute food and water supplies to the affected population. The volunteer agencies will consider both stationary and mobile feeding operations based on the needs of the situation. If required by the event, COF will coordinate with the volunteer agencies to determine suitable food preparation facilities to use for mass feeding.

In most events, COF will rely on the capabilities of the many volunteer agencies with emergency feeding capabilities (e.g., ARC, Salvation Army Canteens, Southern Baptist Mobile Kitchens and others).

If the situation warrants, the lead agency for Nutritional Assistance (SOA DEC) will work closely with Alaska and Federal agencies to ensure the coordination of bulk food distribution and the issuance of disaster food stamps. In addition, the SOA DEC will:

- Work with the EOC staff to arrange for transportation for food supplies.
- Ensure procedures are in place to inspect the food supply and ensure food safety with support from the SOA DHSS and the U.S. Department of Agriculture (USDA).
 - The SOA DHSS in coordination with Alaska state agencies and the USDA will inspect food supplies intended for both human and animal consumption that may have been contaminated.
 - Inspections of the water supply will be conducted by officials with the Public Works and Utilities Departments as identified in Annex L: Energy.
- Ensure surveillance for food-borne disease with support from the SOA DHSS and the USDA.
- Coordinate disposal of contaminated food products.
- Food related advisories will be issued by the SOA DHSS as coordinated through the EOC. Water advisories will be issued by the appropriate Water Utility officials in concert with the Public Health and Medical Services (ESF 8) lead agencies and Agriculture, Natural Resources, and Nutritional Support lead agencies. All advisories will be coordinated through the EOC or, if established, a Joint Information Center (JIC).
- Golden Heart Utilities and College Utilities Corporation provide the water and wastewater management services including water treatment, water distribution, wastewater treatment and wastewater collection.

Natural Resources Protection and Restoration

Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil, as well as plants and animal life.

If the emergency causes damage to historical sites, the City of Fairbanks will work with the state and federal government to help ensure appropriate measures are taken to preserve and protect them.

Structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations. The Tanana-Yukon Historical Society (<u>http://www.fairbanks-tyhs.org/</u>) may have information regarding historic sites and registries for the City of Fairbanks. The U.S. National Park Service in Alaska (www.nps.gov/state/AK/) also maintains a list of the national registry of historic places.

Resources

The City of Fairbanks utilities' daily operational resources will be used during the initial finding of any agricultural and/or natural resource problem. In the event the incident overwhelms City resources, requests will be made to FNSB and the State of Alaska to continue response and recovery. SOA resources are vital to all the City of Fairbanks departments and their ability to respond to Agriculture, Natural Resources and Nutritional Support needs during a disaster.

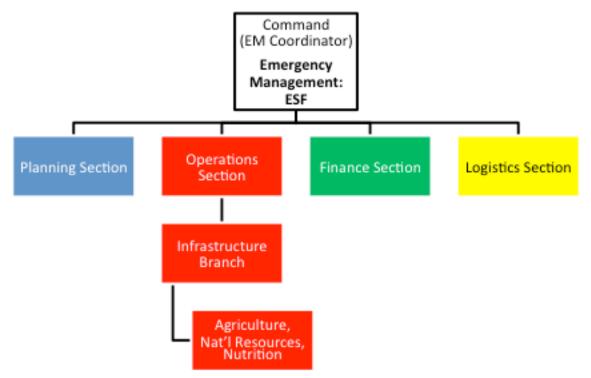
Notification

In the event the incident initiates in the City of Fairbanks, the departments that directly have involvement will initiate the communication and notification to other City departments, to the local SOA DHSS office, to SOA DEC and/or SOA DNR as appropriate for the given incident. Should the EOC be activated and this functional area is staffed, all communications will go through the EOC.

EOC staff assigned to this mission and the Public Information Officer will coordinate to ensure the public receives the information needed to protect themselves, their families, and their pets. SOA's liaisons from the appropriate lead agencies will be contacted for Subject Matter Expertise (SME) and collaboration.

EOC Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with this annex. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Agriculture, Natural Resources and Nutritional Support falling under the Operations Section, Infrastructure Branch.



EOC ICS Structure Showing the Agriculture, Natural Resources, and Nutrition Support

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

EOC Notifications

The Emergency Management Coordinator will notify the appropriate Functional coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their Functions as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist. Depending on the nature and location of the emergency, Borough, State, and Federal officials may also become critical members of the Emergency Management team.

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Persons with Access and Functional Needs

Addressing individuals with access and functional Special needs will be accomplished by each individual agency charged with their care. All agencies rely upon the expertise of those entities that deal with populations with access and functional needs assistance on a day-to-day basis not only to provide comprehensive and accessible means of service, but to work closely with all public safety agencies to ensure complete and adequate care before, during and after disaster situation. Among these services are included:

- Communication (pre- and post-disaster)
- Evacuation
- Transportation
- Sheltering of pets
- Co-sheltering of people with service animals (In coordination with Mass Care)
- Mitigation assistance
- Unmet needs

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

Care should be taken to determine what specific accounting and documentation practices are necessary to address repair and assistance for registry-listed historic sites.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Participate in the hazard identification process and identify and correct vulnerabilities. Develop emergency preparedness programs and materials and present them to the public.
Preparedness: Activities designed to improve readiness capabilities.	 Maintain this Functional Annex and its attachments. Develop SOPs and Checklists to support the activities described in this annex. Identify pet boarding facilities and private organizations that may provide emergency shelters for animals. Identify sources to augment emergency food and water supplies Identify local agribusiness operators with equipment and personnel to assist with any large animal movement or quarantine activities. Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment that could support the activities of this annex. Develop and/or review procedures for crisis augmentation of personnel. Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. Ensure notification and call-up lists are current. Develop emergency exercises to support Agriculture, Natural Resources, and Nutritional Support activities.
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Support the disaster response and recovery with all available resources. Provide assistance to established pet shelters. Restrict movement, detain or move animals, equipment, products and/or personnel as necessary to control and eradicate animal or plant disease.

Phase	Actions		
	 Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease. Provide and/or receive appropriate mutual aid. 		
	 Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro-terrorism. 		
	Coordinate the activities of all responding agencies.		
	 Begin planning for demobilization of operations as soon as possible after response begins. 		
	 Conduct other specific response actions as dictated by the situation. 		
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	 Continue to coordinate the activities of all responding agencies to support disaster operations as needed through the recovery process. 		
	 Restore equipment and restock supplies to normal state of readiness 		
	 Support community recovery activities. 		
	 Schedule after-action briefings and develop after- action reports. 		
	 Develop and implement mitigation strategies based on after-action review. 		
	 Make necessary changes in this Functional Annex and supporting plans and procedures. 		

Annex L – Energy and Utilities (ESF 12) ICS Area: Operations

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Energy Infrastructure Assessment, Repair & Restoration	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770
Potable Water and Sewer Infrastructure Assessment, Repair & Restoration	Utility Services of Alaska, Inc. (USA)	City of Fairbanks Public Works Department	USA (907) 479-3118 COF Public Works (907) 459-6770
Energy Industry Utilities Coordination	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770
Energy Forecast	Golden Valley Electric Association (GVEA)	City of Fairbanks Public Works Department	GVEA (907) 452 1151 / 4832 COF Public Works (907) 459-6770

Purpose

The Energy and Utilities Annex (ESF 12) provides guidance to help ensure the continued operation of essential utility services in the City of Fairbanks. Specifically, the Energy and Utilities Annex addresses:

- Energy system assessment, repair and restoration
- Assessment and restoration of water services (drinking water, sewer and sanitation systems)
- Coordination with public and private utilities
- Energy forecasting

Scope and Concept of Operations (CONOPS)

Scope

For the purpose of this Annex, utilities are defined as electric and water services.

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex L is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Energy and Utilities Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The private utilities companies and government agencies assigned responsibilities in this Annex have existing emergency plans and procedures. Annex L is not designed to take the place of these plans, rather it is designed to complement and support the emergency staffing and procedures already in place.

The Energy and Utilities Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Energy and Utilities (ESF 12) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) from State and Federal agencies in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Energy Infrastructure Assessment, Repair & Restoration	Provide Assistance With Equipment and Engineers
Potable Water and Sewer Infrastructure Assessment, Repair & Restoration	Provide Assistance With Equipment and Engineers
Energy Industry Utilities Coordination	Incident Management
Energy Forecast	Incident Planning

The City of Fairbanks Emergency Management is designated as the coordinator for Energy and Utilities. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Safety primary and support agencies.

Concept of Operations (CONOPS)

Entities providing utility services to the City of Fairbanks are the primary agencies for providing Energy and Utilities technical assistance, resources and support during response activities.

Maintaining energy and utilities systems following an emergency is critical to protecting lives and property and maintaining continuity of government, emergency services, transportation, the local economy and other critical services and infrastructures.

The Energy and Utilities Coordinator will work with the energy and utility providers, and the EOC Team to rapidly assess damage and/or disruption to energy and utilities services and recommend actions to restore and/or protect systems.

The City of Fairbanks role is to assist in the response of the utility providers through escort, traffic control, debris removal, and constant coordination to provide information to elected officials and the public as to the restoration timeline.

The City of Fairbanks will assist in the protection of utility capabilities through mitigation efforts such as code enforcement, repair and maintenance of storm water systems, trimming of trees along the City's right of ways and communication with the utility providers.

Utility providers determine the priority for restoration of electrical services. Where possible, priority will be given to hospitals and critical government services.

The following entities provide utility services in the City of Fairbanks:

- Electric: Golden Valley Electric Association (GVEA)
- Water and Sewer: Utility Services of Alaska, Inc. (USA)Int
- Natural Gas: Interior Gas Utility
- Propane: Various Vendors
- Gas: Various Vendors
- Diesel: Various Vendors (under separate cover)

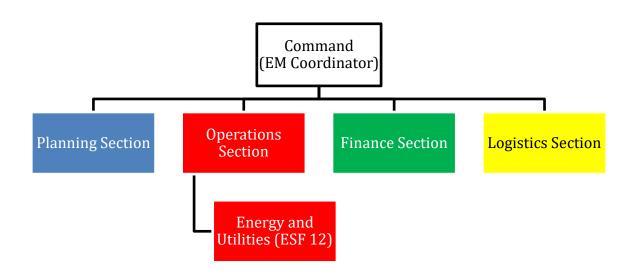
Since the City of Fairbanks has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information.

Energy and utilities field personnel should work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

State and Federal Public Safety resources will be requested by the EOC through the procedures described in the *Emergency Management Annex (ESF 5)*.

Organization

The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decisionmaking, including all activities associated with Public Safety. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Energy and Utilities (ESF 12) being aligned with the Operations Section as shown in the figure on the following page.



EOC ICS Structure Showing Energy and Utilities Function

Notifications

The Emergency Management Coordinator will notify the appropriate Energy and Utilities coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with Energy and Utilities. Depending on the nature and location of the emergency, State, and Federal officials may also become critical members of the Energy and Utilities team.

Direction and Control

All Energy and Utilities activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- When requested, deploy a representative to the EOC or Incident Command Post to assist with Energy and Utilities activities.
- Provide ongoing status reports as requested by the Energy and Utilities Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

Annex L – Energy and Utilities (ESF 12)

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

Private Energy and Utilities Companies

- Gather, assess and share information on system damage.
- Provide a representative to the EOC or Incident Command Post, if requested.
- Provide estimates on the impact of outages within affected areas.
- Provide information on projected restoration.

City of Fairbanks Public Works Department

- Work with utilities to ensure the provision of electricity, gas/propane, safe drinking water, and a working sewer system.
- Working with the Alaska Department of Health and Social Services (DHSS), provide assistance and information to the public on actions to take to assure safety of potable water (i.e. mandatory boil order).

Other

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

Any agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations.

Annex L – Energy and Utilities (ESF 12)

The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Management Coordinator.

Attachment 1: Energy and Utilities Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	Based on known hazards, identify and correct vulnerabilities in the energy and utilities function.
	Implement a public awareness campaign regarding energy and utilities safety in emergencies.
Preparedness: Activities designed to improve readiness capabilities.	Maintain this Functional Annex as well as supporting operating procedures and guidelines.
	Ensure personnel receive emergency operations training.
	Develop guides and checklists to support emergency Energy and Utilities operations.
	Ensure emergency call-up and resource lists are current.
	Ensure the availability of necessary equipment to support energy and utilities activities.
	Participate in emergency exercises.
Response: Activities designed to save lives, protect property and contain the	Deploy trained individuals to the EOC or Incident Command Post.
	Alert or activate off-duty, contract, and auxiliary personnel as required by the emergency.
effects of an event.	Coordinate activities with other responding agencies.
	Conduct specific response actions as dictated by the situation.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	Continue all activities in coordination with the EOC or Incident Command Post based on the requirements of the incident.
	Support restoration activities.
	Replenish supplies and repair damaged equipment.
	Participate in after-action briefings and develop after action reports.
	Make necessary changes in this Functional Annex and supporting plans and procedures.

Attachment 2: Utilities Maps

To be provided by Public Works or Utility Providers

Will be available via computer and back up copy will be provided at EOC.

Annex L – Energy and Utilities (ESF 12)

Annex M – Public Safety (ESF 13)

ICS Area: Operations

May 20, 2024

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Facility & Resource Security	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250
Security Planning & Technical Resource Assistance	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250
Public Safety & Security Support	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250
Support to Access, Traffic & Crowd Control	City of Fairbanks Police Department (COFPD)	Area Police Departments Alaska State Troopers (AST) Federal Bureau of Investigation (FBI)	FPD thru Dispatch (907) 459-6800 AST (907) 451-5100 FBI (907) 452-3250

Annex M – Public Safety (ESF 13)

Purpose

This Functional Annex provides guidance for the organization of law enforcement resources in the City of Fairbanks and its partner organizations to respond to emergency situations exceeding normal law enforcement capabilities. Specifically, the Public Safety Annex (ESF 13) addresses:

- Emergency law enforcement and security activities.
- Operational and personnel security.
- Augmentation of local law enforcement resources.
- Law enforcement command and control structure.
- Coordination with State and Federal law enforcement resources.
- Liaison between response operations and criminal investigation activities.

This Functional Annex assigns responsibilities and provides coordination between all of the law enforcement agencies with the potential of operating during times of emergencies and disasters in the City of Fairbanks. This coordination is to ensure the safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries and facilities.

Emergency law enforcement will be an expansion of normal operations and responsibilities. It is not the intent of this plan, however to provide assistance for the City of Fairbanks at the expense of the other local jurisdictions. Each agency has the authority and responsibility to determine whether activation outside of normal jurisdictional lines would present a threat to local needs.

If additional support is required of law enforcement agencies inside the City, that support may include traffic control, evacuation movement, search and rescue operations, and security for vital facilities and supplies. In the event of a large-scale or catastrophic disaster, law enforcement resources the Alaska State Troopers and the local FBI will be requested. It is also assumes that in the event of a State or federally declared disaster, the Alaska National Guard may be able to provide additional law enforcement resources.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex M is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Public Safety Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Annex M – Public Safety (ESF 13)

The Public Safety Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Public Safety (ESF 13) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area departments through mutual aid agreements, and, State and Federal agencies in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Facility & Resource Security	Provide Policing Services to Secure Facilities and Resources
Security Planning & Technical Resource Assistance	Provide Policing Services to Secure Facilities and Resources
Public Safety & Security Support	Provide Policing Services to Secure Facilities and Resources
Support to Access, Traffic & Crowd Control	Provide Policing Services to Secure Facilities and Resources
	Provide Policing Services for Traffic and Crowd Control

Fairbanks Emergency Management is designated as the coordinator for Public Safety. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Safety primary and support agencies.

Concept of Operations (CONOPS)

The Fairbanks Police Department is responsible for directing law enforcement activities during a multijurisdictional response in the City. Alaska State Troopers and the FBI maintain a daily presence in the City and will support local law enforcement, as required. When the EOC or Incident Command Post is activated, Public Safety (ESF 13) will provide support to Emergency Management or the Incident Commander.

Public safety and security requirements during emergencies will vary greatly on the event, but may include:

- Providing traffic and crowd control.
- Controlling access to operational scenes and evacuated areas.
- Preventing and investigating crimes.
- · Providing security for critical facilities and supplies.

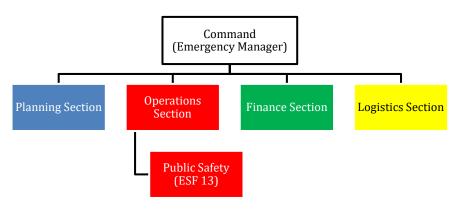
All emergency response personnel are trained in the Incident Command System (ICS) and the NIMS to help ensure coordination during emergency situations and if necessary, the integration of State and Federal resources.

State and Federal Public Safety resources will be requested by the EOC through the procedures described in the *Emergency Management Annex (ESF 5)*.

Annex M – Public Safety (ESF 13)

Organization

The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Safety. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Public Safety (ESF 13) being aligned with the Operations Section as shown in the figure below.



EOC ICS Structure Showing Public Safety Function

Notifications

The Emergency Manager will notify the appropriate Public Safety coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC to coordinate their mission areas as appropriate.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with Public Safety. Depending on the nature and location of the emergency, area police departments, State, and Federal officials may also become critical members of the Public Safety team.

Direction and Control

All Public Safety activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

• Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.

Annex M - Public Safety (ESF 13)

- When requested, deploy a representative to the EOC or Incident Command Post to assist with Public Safety activities
- Provide ongoing status reports as requested by the Public Safety and Security Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

Search Coordination

• Law enforcement personnel are responsible for the coordination of search efforts related to lost or missing persons, fugitives, and bomb threat.

Staging and Reception Areas

Fairbanks Police Department personnel will provide security around the disaster site during emergency operations at the request of the Emergency Manager or Incident Commander. They can be assisted in these efforts by the Fairbanks Fire Department.

Curfew

If conditions warrant, a curfew may be established by declaration of local, State, or Federal disaster. The Fairbanks Police Department and its Public Safety partners will be directed to enforce the curfew until further notice.

Protection of Responders

The Fairbanks Police Department and its Public Safety partners is responsible for providing security to first responders entering a scene where civil unrest would create the need for medical or fire response.

Traffic Control

The Fairbanks Police Department and its Public Safety partners are responsible to provide perimeter security, traffic and crowd control. The Fairbanks Police Department is responsible for coordinating the movement of disabled vehicles during evacuations. Public works can supply traffic control devices and jersey barriers.

Other

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Annex M – Public Safety (ESF 13)

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

The primary agreement for this function is the XXX.

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Annex M – Public Safety (ESF 13)

Operations Branch

Commented [CF1]: Which agency?

Attachment 1: Public Safety Function Checklist of Actions by Phase

This attachment is intended to be a stand alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a	 Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function. Develop safety programs, to include disaster situations, and
hazard.	present them to the public.
Preparedness: Activities designed	 Maintain this Functional Annex as well as supporting Operating Procedures and Guidelines.
to improve readiness capabilities.	 Ensure law enforcement personnel receive appropriate emergency operations training.
capabilities.	 Ensure mutual aid agreements with surrounding jurisdictions are current.
	 Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities.
	 Develop and maintain standard operating guides and checklists to support emergency law enforcement operations.
	 Ensure emergency personnel call-up and resource lists are current and available to the Emergency Management Department.
	 Ensure the availability of necessary equipment to support law enforcement activities.
	 Participate in Emergency Management training and exercises.
Response:	 Respond as required on a priority basis.
Activities designed to save lives,	 Activate mutual aid if needed.
protect property	 Coordinate activities with other responding agencies.
and contain the	Coordinate outside law enforcement.
effects of an event.	 Alert or activate off-duty and auxiliary, or reserve personne as required by the emergency.
	 Conduct other specific response actions as dictated by the situation.
Recovery: Activities designed	 Review plans and procedures with key personnel and make revisions and changes.

Annex M - Public Safety (ESF 13)

May 20, 2024

Phase	Actions
to ensure continued	 Replenish supplies and repair damaged equipment.
public safety and return the community to pre-	 Continue all activities in coordination with the EOC or Incident Command Post based on the requirements of the incident.
disaster levels.	 Participate in after-action briefings and develop after-action reports.
	 Make necessary changes in this Functional Annex and supporting plans and procedures.

Annex N – Long-Term Recovery (ESF 14) ICS Area: Operations

Functional Coordination

Functional Coordinator:

City of Fairbanks (COF) Emergency Manager:

907-450-6604 or Dispatch: 907-450-6507

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Social & Economic Community Impact Assessment	Finance Director	FNSB and SOA	P: (907) 459-6706
Long-Term Recovery Assistance for the State, Local Government, & Private Sectors	City EM	FNSB and SOA Public Works Department	P: 907-450-6604 or Dispatch S: Public Works: 907-459-6770
Analysis & Review of Mitigation Program Implementation	City EM	SOA Dept. of Homeland Security and Emergency Management and City of Fairbanks Engineering Department	P:-907-450-6604 or Dispatch S: 907-428-7000 http://ready.alaska.gov/Recovery COF Engineering: 907-459-6759

Purpose

The purpose of Long-Term Recovery (ESF14) is to coordinate the City's recovery process during a large-scale disaster. A prompt recovery process for facility, services, infrastructure, economic welfare, and health is vital to the City of Fairbanks and its residents. Key areas of focus include:

- Economic assessment, protection and restoration
- Community recovery operations
- Mitigation analysis and program implementation
- Coordination with the private sector.
- Coordination with State and Federal agencies providing assistance

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex N is a functional annex to the EOP and to the extent possible; information contained in other sections of the EOP will not be repeated in this document.

The Emergency Management Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Long-term Recovery operates in different ways depending on the phase of the emergency:

- Each department supporting Long-term Recovery will allocate their staff and equipment independently during the response phase.
- The recovery phase is divided into short- and long-term recovery.
 - The short-term is the recovery phase that coordinates damage assessments, debris removal, utility restoration and re-entry for its residents.
 - Long-term recovery coordinates the rebuilding of the City of Fairbanks's infrastructure, utilization of Federal and State of Alaska mitigation programs, and restoration of critical services provided to citizens.

The scope for Long-term Recovery will vary depending on the magnitude and type of emergency that occurred, as those factors will affect the needs of short and long-term recovery efforts defined above. ESF-14 does support response activities on a small scale. However, the majority of ESF-14 responsibilities fall within the recovery/long-term recovery phases. This ESF will coordinate the overall recovery and mitigation efforts for the City.

This annex provides guidance to other City departments and functional areas during the response phase regarding implications the response operation can have in respect to the recovery and long-term recovery for the community and its residents. During the recovery phase, Long-term Recovery will consolidate the overall damage reports conducted in the City of Fairbanks and assess the long-term recovery needs in all areas.

The Fairbanks Department of Finance, in coordination with Borough, State, and Federal agencies working in Long-term Recovery will assist the City's residents with the process needed to recover their property. In a catastrophic event where a large amount of neighborhoods are completely destroyed, the Fairbanks Department of Finance, with assistance from the City Engineering Department will utilize pre-disaster maps and to demark existing property lines, easements, and roads.

The City of Fairbanks Department of Finance will assist with tracking of the usage and process of City owned property, resources and personnel. The finance department should follow the response and recovery work and, as needed, coordination efforts and processes are put in place to ensure accurate financial records are completed.

Annex N – Long Term Recovery (ESF 14)

Mission Area	City of Fairbanks Capacity/Capability
Social & Economic Community Impact Assessment	COF Department of Finance Works in Coordination With FNSB And SOA, and FEMA to Complete Impact Assessment
Long-Term Recovery Assistance for the State, Local Government, & Private Sectors	COF in Coordination With the SOA Division of Homeland Security and Emergency Management (DHS/EM) Establishes Mechanisms to Access State and Federal Assistance Programs
Analysis & Review of Mitigation Program Implementation	COF in Coordination With the COF Department Of Finance, SOA DHS/EM (And COF Public Works if Needed) to Conduct and Report on Mitigation Efforts.

The Fairbanks Emergency Manager is the ESF coordinator. The Emergency Manager (or designee) coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Emergency Management primary and support agencies. The COF EM designee will work with the Finance Department Lead to coordinate Long-term Recovery activities.

Concept of Operations (CONOPS)

The recovery phase is a defined previously divided up into two components; shortand long-term. Long-term Recovery primarily focuses on long-term recovery and the mitigation efforts that follow.

- Long-Term Recovery
 - Re-entry and detailed damage assessments are conducted during the long-term recovery phase.
 - Collection and final reporting of damage assessments.
 - Drafting of Community Restoration Plan, including prioritization of restoration projects. This is based upon damage assessments and community needs reports.
- Economic Recovery and other Assistance
 - Restore internal financial processes within the City of Fairbanks. This includes ensuring payable and non-payable accounts are processed as needed. COF Department of Finance also tracks the overall process for any applications provided to the Federal and State of Alaska government for reimbursements.
 - In the event the disaster receives a Presidential Disaster Declaration, the City of Fairbanks and its residents can become eligible for Disaster Relief Assistance 404 and 406:
 - 404 Public Assistance (PA) provides reimbursement for recovery work in progress or completed in relations to damage produced by the disaster to City owned property.
 - 406 Hazardous Mitigation Grant Project(s) (HMGP) provides reimbursement for mitigation work the City wishes to be completed for restoration beyond the Federal standard. HMGP is also

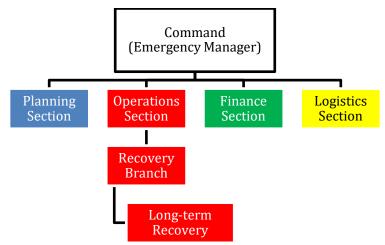
available for individuals (residents of Fairbanks), with the caveat that the City determines which project(s) they want to propose to the Federal Emergency Management Agency (FEMA).

- Individual Assistance (IA) is primarily provided by FEMA and is made available to residents in the event the disaster is presidentially declared and meets certain thresholds. IA will be available in the Disaster Recovery Center (DRC).
- A DRC will be established during the recovery phase. The location is determined based upon the location of people and the damage to the infrastructure. The DRC is coordinated between local, State of Alaska, and Federal government agencies, depending on the different relief programs available. The Center provides a "one-stop-shop" for the victims that are in need of assistance in all facets of their recovery.
- For the City government's recovery, State of Alaska and Federal agencies will set up a Joint Field Office (JFO). The JFO is a resource for the City of Fairbanks for subject matter support as well as a contact point for the City's applications to any of the reimbursement programs.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with recovery. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Long-term Recovery aligned with the Operations Section, as a unit within the Recovery Branch.

NOTE: COF may choose to align this function under the Finance section as man-power needs dictate since many of the tasks in this function are assigned to the COF Department of Finance.



EOC ICS Structure Showing the Long-Term Recovery as a unit within the Recovery Branch of the Operations Section.

The EOC will be organized and staffed to support the ICS/NIMS operational structure described above. The organization and staffing of the EOC will be designed to provide a

Annex N – Long Term Recovery (ESF 14)

direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Notifications

COF Department of Finance personnel tasked with responsibilities in this annex will be notified by the City Manager, Emergency Manager or designee, or IC in the event that their resources are needed.

Each department with responsibilities in this annex will internally coordinate the usage of personnel and equipment. In the event the Emergency Operation Center (EOC) is activated and other City departments are in need of Long-Term Recovery resources, coordination will be made in the EOC.

Direction and Control

All Emergency Management activities will be coordinated through the Fairbanks Emergency Operations Center or from the Incident Command Post that will serve as the source of all direction and control.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance

requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the Federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Long Term Recovery Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Identify recovery projects that are potential mitigation grant targets. Prepare and submit disaster mitigation applications to the appropriate State of Alaska and/or Federal agencies for reimbursement of disaster related expenditures. Develop a Disaster Mitigation Plan.
Preparedness: Activities designed to improve readiness capabilities.	 Define damage assessment forms based upon state information, identify the potential damage assessment teams and train staff to complete the forms and become proficient in the variables of the damage assessment process. Work with volunteer organizations locally for any potential coordination during the recovery phase. Educate the public on what they can do to recover faster with their family when a disaster strikes. Coordinate with all City departments to ensure all departments' plans incorporate long term recovery goals.
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Staff the Long-term Recovery Unit upon request from the City Manager, Emergency Management Coordinator or designee, or the IC. Coordinate with responding agencies' actions and how they can assist with laying the ground work for long term recovery. Coordinate response effort to develop foundation for recovery effort. If Presidentially declared, apply for disaster assistance Coordinate damage assessment Contact State of Alaska and Federal entities Implement Disaster Recovery Center (DRC) Coordinate with PIO Initiate strategies for long term internal City coordinated recovery efforts.

Annex N – Long Term Recovery (ESF 14)

Phase	Actions
	liaisons to prepare the area for re-entry and establishment of a DRC.
	 Assist other City departments upon request.
	 Initiate damage assessment to report the status to the state and provide documentation for a disaster declaration.
	 Submit initial damage report to the State of Alaska EOC within 24 hours, via phone. Submit an official damage report to the.
Recovery: Activities designed to ensure continued public safety	 Initiate damage assessment; define the team, areas to be assessed, and forms to be utilized. Collate the data into a unified report.
and return the community to pre- disaster levels.	 Incorporate the damage assessment result into the Community Restoration Plan, including engineering and future development input.
	 Support the establishment of the DRC and staff as appropriate.
	Work with City of Fairbanks Public Information Officer (PIO) and\or Joint Information Center (JIC), if established, to ensure all residents are aware of the DRC and the assistance that is available.
	 Define potential temporary housing areas, and upon request coordinate with residents to define and delineate property lines and easements.
	 Identify the available relief programs from State of Alaska and Federal agencies, as well as Non- Government Organization (NGOs) such as the American Red Cross. Inform all City departments of the options available and coordinate the application process.
	 Prepare and submit disaster assistance applications to the appropriate State of Alaska and/or Federal agencies for reimbursement, and if required matching funds for disaster related expenditures.

Annex O – Public Information and External Communications (ESF 15) ICS Area: Command

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Emergency Public	City of Fairbanks	State of Alaska	COF PIO
Information &	PIO & Emergency	Division of	(907) 459-6793
Protective Action	Management	Homeland	COF EM
Guidance		Security and	(907) 450-6604
		Emergency	
		Management	AK SEOC
			(907) 438-7100
Media & Community	City of Fairbanks	State of Alaska	COF PIO
Relations	PIO & Emergency	Division of	(907) 459-6793
	Management	Homeland	COFEM
		Security and	(907) 450-6604
		Emergency	
		Management	AK SEOC
			(907) 438-7100
Government Officials &	City of Fairbanks	State of Alaska	COF PIO
Internal Affairs	PIO & Emergency	Division of	(907) 459-6793
	Management	Homeland	COFEM
		Security and	(907) 450-6604
		Emergency	
		Management	AK SEOC
Taile at Affaire		Otata of Alaska	(907) 438-7100
Tribal Affairs	City of Fairbanks	State of Alaska	
	PIO & Emergency	Division of	(907) 459-6793
	Management	Homeland	
		Security and	(907) 450-6604
		Emergency	AK SEOC
		Management	
			(907) 438-7100

Purpose

This Public Information and External Communications (ESF 15) Annex describes how the City of Fairbanks will provide disaster-related information to the media and the public. It is designed to improve the ability of all participating agencies and organizations to:

- Quickly relay critical and potentially life-saving information to those at risk.
- Provide timely, consistent information on the status of emergency operations.

Annex O – External Affairs (ESF 15)

- Coordinate the release of public information from all responding agencies.
- Assure the public that government is responding effectively to the emergency.
- Make credible and consistent information available to answer citizen inquiries.
- Provide ongoing and useful information regarding recovery activities.
- Ensure a system is in place to provide information and guidance to City and if appropriate, Borough, State and, Federal, elected and appointed officials.

Scope and Concept of Operations (CONOPS)

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the City of Fairbanks EOP.

Annex O is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

The Public Information and External Communications Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

Many agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

The Public Information and External Communications Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in Emergency Management (ESF 5).

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Public Information and External Communications (ESF 15) needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) from State and Federal agencies in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Emergency Public Information & Protective Action Guidance	Emergency Public Information & Protective Action Guidance
Media & Community Relations	Media & Community Relations
Government Officials & Internal Affairs	Elected Officials & Internal Affairs
Tribal Affairs	Tribal Affairs

Fairbanks Emergency Management is designated as the coordinator for Public Information and External Communications. As ESF coordinator, Emergency Management coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the Public Information and External Communications primary and support agencies.

Concept of Operations (CONOPS)

Public Information and External Communications (ESF 15) is a shared responsibility of the City of Fairbanks Public Information Officer (PIO) and the City of Fairbanks Emergency Management Coordinator (Fire Chief).

The local media is a logical extension of the disaster operation and recognized as the best means to quickly get information to the majority of the public. The City of Fairbanks counts on the local media to provide emergency instructions and potentially life-saving information to the public following a disaster. A partnership role will be maintained with the media by making every attempt to provide timely and accurate information throughout the disaster situation. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.

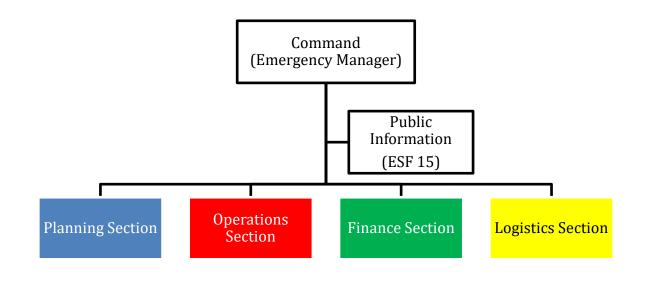
While Coordination of Public Information and External Communications is managed from the EOC or Incident Command Post, a larger disaster with multiple agencies, jurisdictions, and levels of government, as well as private sector and community partners may be needed. In these instances, a separate Joint Information Center (JIC) supporting the EOC or Incident Command Post may be necessary.

Public Information and External Communications field personnel will work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

State and Federal Public Information and External Communications resources will be requested by the EOC through the procedures described in the *Emergency Management Annex (ESF 5)*.

Organization

As described above, The City of Fairbanks Emergency Operations Center (EOC) or Incident Command Post will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Public Information and External Communications, but may operate from a JIC depending on the size and scope of the incident. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Public Information and External Communications (ESF 15) being aligned with the Command Staff as shown in the figure on the following page.



EOC ICS Structure Showing External Affairs Function

Notifications

The Emergency Manager will notify the appropriate Public Information and External Communications coordinators/liaisons of EOC activations and request the appropriate representatives report to the EOC or Incident Command Post to coordinate their mission areas as appropriate.

As additional staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC or Incident Command Post to assist with Public Information and External Communications. Depending on the nature and location of the emergency, State, and Federal officials may also become critical members of the Energy and Utilities team. As noted above, depending on the size and scope of the incident a JIC may be stood up to coordinate Public Information and External Communications activities.

Direction and Control

All Public Information and External Communications activities will be coordinated through the Fairbanks Emergency Operations Center, Incident Command Post, or Joint Information Center that will serve as the source of all direction and control for these Public Information and External Communications.

Joint Information Center (JIC)

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

The purpose of JIC is to:

• Gather and coordinate information and serve as the "hub" for the release of timely, accurate, consistent and useful disaster related information.

- Allow all involved organizations to speak from "one voice, one message" providing consistent messages to the public.
- Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquires to the JIC.
- Ensure the ability exists to answer direct inquiries from the public
- Monitor media coverage to verify the accuracy of information being disseminated.
- Be proactive in responding to the disaster related information needs of all audiences.
- Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence.

In most cases, the JIC will be located in close proximity to the City of Fairbanks EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC or Incident Command Post via telephone, cellular phone, radio, the internet, fax and/or face-to-face communications.

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.

Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved, as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:

- Establish and maintain contact with local radio, television and print media.
- Develop and disseminate written information such as news releases, fact sheets and other reports as needed.
- Schedule news conferences or interviews with department heads and other officials; brief them if appropriate.
- Provide interview opportunities that meet the unique needs of each medium (television, radio, print).
- .Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities.

- Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information.
- Exchange information with elected officials, voluntary organizations, industry representatives, Borough, State and Federal PIOs and all other involved agencies as the situation dictates.
- Provide ongoing information to, and coordination with, City, Borough, State, and Federal elected officials

PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team, Incident Command Post, and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

The PIOs working in the JIC will have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.

Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will ensure an adequate number of PIOs are available to support emergency public information activities.

Dissemination Process

Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in the *Communications Annex (ESF 2)*. Considerations for special populations or individuals with access and functional needs are outlined below.

• **General Public** Radio, television, <u>electronic reader boards</u>, print media, social media, yan<u>d</u> information brochures are all established methods for providing information to the public. Use of a particular medium(s) will be situation dependent, based upon the urgency of the information and the intended audience. Local cable providers have assigned specific channels to local governments for informational purposes. Local radio stations are available for use and newspaper coverage is provided on a daily basis.

• Special Populations

- Hearing impaired
 - The Emergency Alerting System (EAS) produces trailers on TV screens to provide weather watch and warning messages and other emergency information.
- Visually impaired
 - The Emergency Alerting System (EAS) provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille from the American Red Cross, FEMA and other organizations.
- Non-English speaking

 Many televisions have the capability to provide closedcaptioning in Spanish.

Specialized Information Protocols

- **Restricted Areas & Reentry**: Information on restricted areas, as well as the process for reentry into an area after it has been declared safe, will be obtained from the appropriate executive official and disseminated immediately to the media and the public.
- Emergency Assistance: Information on any federal, state or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases, this information may be given directly to the media and the public. In others cases, a telephone number will be provided for obtaining additional information
- **Casualties:** Information on the number of fatalities, injured and missing will be obtained from the Fairbanks Fire and Police Departments and disseminated immediately to the media and the public. The identity of victims will be released only after confirmation of proper next-of-kin notification.

Pre-Scripted Information

The City of Fairbanks PIO will collect and maintain a file of fact sheets, instructions and procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information.

This pre-scripted information will usually be generic in nature and non-specific to the event, but may still prove valuable to both the media and the public in the early stages of an emergency or disaster. Examples of such pre-scripted information include:

- Chemical Fact Sheets -- for known chemical hazards.
- Public Health Guidance -- for disease prevention after flooding.
- Red Cross Press Releases.
- Earthquake procedures.

Responsibilities

All Tasked Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned mission areas.
- Provide ongoing status reports as requested by the Public Information and External Communications Coordinator.
- Provide a representative to the EOC or Incident Command Post, when requested.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event

that reimbursement becomes available from the State and Federal government.

- Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to Emergency Management (Fire Chief).
- Perform other emergency tasks as assigned.

Public Information Officer

- **Mitigation**: The PIO is responsible for publicizing City policies regarding all mitigation activities such as the implementation of building codes, awareness campaigns or flood mitigation procedures.
- **Preparedness**: The PIO will assist in the education of public on subjects such as training opportunities, updates to existing plans and information on new plans and procedures.
- **Response**: The PIO will notify the media of disaster declaration and be prepared to answer questions related to the declaration.
- **Recovery**: The PIO is responsible for disseminating information on disaster recovery efforts, programs and the locations of disaster assistance centers. The PIO will also disseminate information for contacting agencies that assist with unmet needs.

Other

Each agency with responsibilities in this Function (whether government or nongovernment) will provide assistance in moving personnel and equipment to the incident per their standard operating procedures.

Additional resource needs such as fuel and other equipment is covered in the Logistics and Resource Support Annex (ESF 7).

Administration

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

Any agreements and understandings entered into for the purchase, lease, or other use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Management Coordinator will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds, and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

Attachment 1: Public Information and External Communications Function Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Actions
Mitigation: Activities designed to prevent or lessen the effects of a hazard.	 Develop a campaign to promote the importance of maintaining adequate insurance. Provide information and increase awareness about safe rooms and other shelter methods. Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan. Establish contacts and develop working relationships with the media.
Preparedness: Activities designed to improve readiness capabilities.	 Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet. Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the City of Fairbanks. Ensure adequate space and equipment is available for a JIC in a location in close proximity to the EOC. Ensure all relevant departments have trained staff to support the JIC. Make accommodations for 24-hour staffing. Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures. Ensure emergency responders are familiar with public information. Develop and maintain this Annex as well as supporting Operating Procedures. Identify access and functional needs populations and be prepared to meet their emergency public information needs.

Phase	Actions
Response: Activities designed to save lives, protect property and contain the effects of an event.	 Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers. Provide evacuation instructions and shelter locations. In coordination with the EOC or Incident Commander, release emergency information as dictated by the situation. Implement a proactive public information strategy to ensure the media's needs are being met. If the situation dictates, activate and staff the JIC. After coordination with the City of Fairbanks Emergency Management Coordinator (Fire Chief), release information regarding the emergency or disaster to other departments and agencies, the media and the public. Resolve any conflicting information and dispel rumors.
Recovery: Activities designed to ensure continued public safety and return the community to pre- disaster levels.	 Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts. Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance. Provide information regarding available disaster recovery programs and resources to the media and the public. Compile a written record of events, including any printed materials, news releases, tapes and clippings. Prepare reports and provide input for an after action report. Assess effectiveness of information and education programs.

Annex P – Volunteer & Donations Management (ESF 16) ICS Area: Logistics

About This Annex

At the federal level "ESF 16 – Volunteer and Donations Management" does not exist. These activities are found imbedded in ESF 7 – Logistics Management and Resource Support. There are a number of organizational structures that may work well for Fairbanks. These include, but are not limited to:

- Volunteer and Donations Management as a subsection of Logistics Management and Resource Support. It would always be run as a Unit under the External Activities Support Branch.
- Volunteer and Donations Management as a separate Branch under the Logistics section.
 - Further separation can be made keeping Volunteer Reception and Volunteer Management activities separately managed from Donations Managed.
- Scaling the mission:
 - For smaller or more local incidents Volunteer and Donations activities remains a unit under the External Activities Support Branch.
 - For larger local incidents or incidents with an impact upon several jurisdictions or the whole region Volunteer and Donations Management is a separate Branch under the Logistics Section.

Fairbanks should discuss how Volunteer and Donations Management will be coordinated in the EOC during disaster response. The data presented in this annex will serve the jurisdiction regardless of how it elects to coordinate the mission areas within the ICS structure.

Functional Coordination

Functional Coordinator: City of Fairbanks Emergency Manager: (907) 450-6604 or Dispatch: (907) 450-6507

The City of Fairbanks Emergency Manager is the functional coordinator for all functions in the EOP. However, due to capacity and capability limitations, each function is subdivided into individual mission areas with agencies having primary and support responsibilities as indicated in the table below.

Mission Area	Primary Agency	Support Agency	POC/Liaison
Coordinate Spontaneous (unaffiliated) Volunteers.	COF Human Resources Department and/or COF Volunteer Coordinator assigned to the EOC	American Red Cross (ARC)	P: 907-450-6604 or Dispatch: 907-450-6507 S: 907-456-5937
Coordinate Affiliated	COF Human	ARC, local	P: 907-450-6604 or Dispatch:

Volunteer and Donations Management

Volunteer Groups e.g. Volunteer Organizations Active in Disasters (VOADs), Red Cross, Salvation Army, Community Emergency Response Teams (CERTs)	Resources Department and/or Volunteer Coordinator assigned to the EOC	VOADs United Way	907-450-6507 S: 907-456-5937 United Way: (907) 452-7211
Managed Financial and Material Donations	COF <u>Finance</u> Department-of <u>Finance and City</u> <u>Clerk's Office</u> (Monetary Donations) <u>City Clerk's Office</u>	Salvation Army Local VOADs	P: 907-450-6604 or Dispatch: 907-450-6507 S: Salvation Army: Fairbanks Corps (907) 452-3103

Purpose

This annex will outline methods to provide for the coordination, supervision, and operations of volunteers and donations through all phases of emergency response. The purpose of this annex is:

- To provide guidance for the coordination of volunteers responding to an emergency or disaster.
- To establish a consistent framework for coordinating with volunteer organizations supporting the response and recovery.
- To provide guidance for the coordination of goods donated in response to an emergency in an efficient and timely manner.
- To outline a volunteer and donations management program for the City of Fairbanks (COF) that can be implemented for large-scale, high-visibility disasters, or for smaller scale emergencies that may also generate a flow of unsolicited volunteer services and donated goods.

Scope

This functional annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require the coordinated use of volunteers and the management of material and financial donations. Specific focus will be given to unaffiliated volunteers and unsolicited donations.

The Volunteer and Donations Management Annex is a functional annex to the EOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

This Annex applies to all relevant departments and agencies of the City of Fairbanks, along with the private sector, volunteer organizations, citizens, and tribal entities.

This Annex's contents also apply to coordination with support agencies that respond within the City of Fairbanks to an emergency or disaster and that may have responsibility involving the recruitment, processing, assignment, and/or management of volunteers.

It is not intended that this document supersede the internal operations plans and/or SOPs of each relevant agency.

This annex describes the overall coordination of City of Fairbanks affiliated volunteer organizations, affiliated volunteers, unaffiliated volunteers, and donated goods. The COF and affiliated organizations will respond in coordination with one another, to the best of their abilities, to emergencies or disasters occurring in the city or outside of the city as per existing Memoranda of Understanding.

Planning for every possible volunteer and/or donation contingency is beyond the scope of this Support Annex, but it will outline objectives that will provide for the greatest possible management and utilization of these resources.

The Volunteer and Donations Annex applies to all agencies and organizations with assigned emergency responsibilities in the EOP.

The City of Fairbanks has limited capabilities to respond to the identified mission areas as noted below. For all other Volunteer and Donations management needs, the City of Fairbanks will require mutual aid and requests for assistance (RFA) with area and federal fire departments, and in coordination with Fairbanks North Star Borough (FNSB) and the State of Alaska.

Mission Area	City of Fairbanks Capacity/Capability
Coordination of Spontaneous Volunteers	Notify Local VOADs Regarding Activation of Volunteer Response Missions.
	Establish Volunteer Reception Site in Cooperation With Local VOADs and Assign Unaffiliated Volunteers to Local VOADs.
	Develop And Deliver Public Messaging Regarding Disaster Volunteers.
Coordination of Affiliated Volunteer Groups	Develop and Maintain MOUs With Relevant VOADs.
	Coordinate Identification of Response Missions Requiring Volunteers With Appropriate VOAD groups with expertise in these areas.
	Identify Volunteers With Skill Sets Specific to Certain Response Missions, e.g. Medical Personnel, Heavy Equipment Operators
	Establish Liaisons With VOADs Through The EOC.
	Regularly Obtain Documentation Related to Volunteer Hours Worked and Mission Status.

Coordination of Donated Material Goods	Develop And Maintain MOUs With Relevant VOADs	
	Notify Local VOADs regarding Activation of Material Donations Management Missions	
	Coordinate and Support Any Agency Assigned With Lead Operational Mission For Material Donations Management	
	Develop and Deliver Public Messaging Regarding Material Donations Management.	
Coordination Of Monetary Donations	Develop And Maintain MOUs With Relevant VOADs.	
	Establish Mechanism For Monetary Donations Management.	
	Coordinate With Any VOAD Requesting Monetary Donations To Support Their Response Mission in the City of Fairbanks.	
	Develop And Deliver Public Messaging Regarding Monetary Donations in Support of Emergency Response.	

Concept of Operations (CONOPS)

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making. Smaller incidents may be coordinated from the Incident Command Post or through any agency that routinely deals with managing volunteers or donations without the need to activate the EOC.

Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

General

Volunteer and Donations Management operations in the EOC may include the following:

- Volunteer Coordinator. This may be a COF Human Resources Representative, or a pre-identified staff member from an agency that routinely deals with volunteers such as American Red Cross, Salvation Army, The United Way, and other local Volunteer Organizations Active in Disaster (VOAD).
- **Material Donations Coordinator.** This may be a local State of Alaska (SOA) Social Services Representative or a pre-identified staff member from an agency that routinely deals with material donations such as Salvation Army, or other local VOAD.

• **Financial Donations Coordinator.** This may be a representative from the City of Fairbanks Finance Department or a pre-identified staff member from an organization that routinely manages monetary donations.

NOTE: Relationships with financial institutions and/or VOAD agencies to manage the receipt and tracking of monetary donations must be in place and formalized in advance of a disaster. This relationship should be vetted by the City's legal counsel to ensure transparency and avoid any appearance of impropriety.

- Phone Bank
- **Coordinated Media Relations Effort.** This effort should be coordinated through the designated Public Information Officer. More information can be found in *Annex O: Public Information and External Communications* of this EOP.
- **Effective Liaison** with other emergency support functions, state and federal government officials.
- Facility Management Plan. These plans may be identified in the SOPs of agencies that routinely manage material donations receipt and/or operate donations reception warehouses. Also, facilities identified in other City of Fairbanks or State of Alaska Emergency Response Plans may also be suitable for this operation.

Volunteers

Volunteer Reception

Volunteer Reception refers to the initial notification, intake and processing of volunteers. It also refers to any physical location designated to receive and process volunteers.

- The various VOADs in Fairbanks will manage the notification, intake and processing of their registered volunteers in accordance with their internal SOPs upon notification by the EOC that assistance is needed for response.
 - These agencies may include, but are not limited to:
 - The American Red Cross of Alaska: http://www.redcross.org/ak/anchorage/programs-services
 - Alaska Division of the Salvation Army: http://www1.usw.salvationarmy.org/usw/www_usw_alaska2.nsf
 - Alaska Volunteer Organizations Active in Disaster: http://www.akvoad.org/
- VOADs with an assigned role in disaster response for the City of Fairbanks will provide documentation of volunteer processing and assignments to the COF EOC on a regular basis throughout response.
- VOADs with assigned roles in disaster response for the City of Fairbanks will conduct appropriate vetting and background checks of their volunteers per their SOPs. All volunteers will be vetted prior to assignment to any response function.

Unaffiliated Volunteers

Unaffiliated Volunteers refer to spontaneous volunteers who will self-present, either on-scene or to the EOC to offer their assistance in response. A disorganized influx of unaffiliated volunteers can create a secondary disaster if unskilled people attempt to provide assistance in potentially hazardous environments, or if individuals with backgrounds that would preclude them working with certain populations present without appropriate vetting. Strategies for dealing with unaffiliated volunteers include:

- **Public information messaging**. This should, early in response, include messaging regarding volunteers.
 - Instructions to the public NOT to self-deploy.
 - Instructions regarding volunteering with VOADs.
 - If volunteers with specific skill sets are needed, e.g. medical personnel, heavy equipment operators, chain saw operators, or logistics management personnel, instructions should include
 - Where these people can call for assignment,
 - What credentials, gear, and personal items to bring with them
 - Estimated duration of assignment and expected accommodations.
 - Location of any designated Volunteer Reception Center.
- Assignment to organized VOADs. To the extent possible, unaffiliated volunteers should be rapidly triaged for skills, capabilities, and limitations and referred to appropriate VOADs.
- **Volunteer Reception Center.** The City of Fairbanks may establish a Volunteer Reception Center to manage any unaffiliated volunteers.
 - Select a location suitable for the task. A suggested floor plan is included in this Annex as Attachment 2.
 - Sample Forms for use in a Volunteer Reception Center are included in this Annex as Attachment 3.
 - Designate staff to run this operation.

Volunteer Management

Volunteer Management refers to the tracking of volunteers and their hours assigned to specific missions. Goals include ensuring volunteer safety and care (e.g. not allowing them to work unreasonable hours or days on end without respite) and coordination with all agencies to capture hours worked by all volunteers. This becomes important when applying for reimbursement through State and Federal programs.

The City of Fairbanks, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. To the extent possible, The City of Fairbanks should allow VOADs that routinely manage volunteers and volunteer missions to assume the bulk of this task.

Donations Management

Monetary Donations

The City of Fairbanks City Clerk should coordinate management of unsolicited monetary donations.

While Donations Management typically falls under the Logistics Section in the EOC, it may be feasible for the COF EOC to assign this task to the Finance Section, via the City Clerk, given potential manpower restrictions.

The COF <u>Department of Finance Department</u> and the Clerk's Office are responsible for developing financial donations management plans and managing the funds according to City, State, and Federal laws.

There are potential pitfalls associated with monetary donations, including transparency, and long-term commitment to track funds and expenditures. The City of Alaska Fairbanks may choose to employ public messaging to route monetary donations to organizations that will be operational in Fairbanks in the event of a disaster:

- Develop messaging that specifies which organizations are active in the disaster response and request that monetary donations be made directly to these organizations.
- Include information with specific detail as to how people can donate to each organization.

Material Donations

Management of unsolicited donated goods involves a cooperative effort by local and voluntary and community-based organizations, the business sector and the media. The influx of unsolicited material donations can present significant challenges.

- Well-meaning people may donate goods inappropriate to the specific incident or in excess of need.
- Some people will see this as an opportunity to clean out the closets or garage, donating unusable items.
- Space to warehouse, sort, and distribute donated items may be very limited. Resources to track and transport these items may also be in very short supply during a disaster.

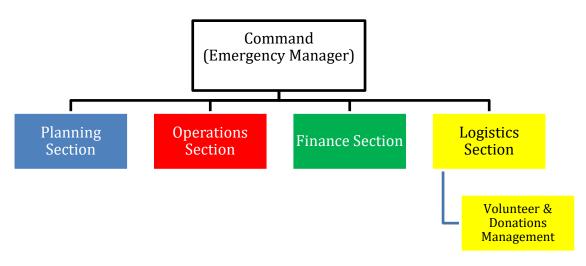
To the extent possible, the COF should establish relationships and MOUs with local agencies that routinely manage material donations and assign them the lead responsibility for material donations management in accordance with their internal SOPs. COF should support these organizations with logistics, transportation, and volunteer labor assets as needed. This coordination will be managed through the EOC.

Public messaging should be developed to inform the public of the following:

- Donation preference for monetary donations to specific organizations active in the disaster response or gift cards, such as to grocery stores or hardware stores as needed.
- What, if any, material items are needed.
- What items are NOT accepted
- Whether shelf-stable food will be accepted.
 - If so, COF should consider partnering with a local food bank to manage the receipt and distribution of food. This can be coordinated with the lead of the Agriculture, Natural Resources, and Nutritional Support function and with the lead of the Mass Care function as necessary.
- Where material donations will be accepted, during what hours and on which days.
- The cut-off date for material donations.
- Whether receipts for donations will be provided for tax purposes. Messaging should include verbiage stating that receipts for donations will not be issued retroactively.

Organization

The City of Fairbanks Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with Volunteer and Donations Management. As indicated in the base EOP, the City of Fairbanks EOC is organized along the Incident Command System Structure, with Volunteer and donations management aligned as shown in the figure on the following page.



Notifications

The COF EOC is responsible for notifying any partner VOADs of activation of the EOC and potential needs in the Volunteer and Donations Management functional area.

The COF EOC is responsible for activating call-down and notification systems to call in any city-affiliated volunteers.

Upon notification of activation, VOADs with a volunteer or donations management response mission in the incident will manage the call-down and notification of their affiliated volunteers according to their internal SOPs. They will notify the EOC with information regarding the status of their call-down and how many volunteers they expect to be able to field.

Direction and Control

All Volunteer and Donations Management activities will be coordinated through the Fairbanks Emergency Operations Center, or Incident Command Post.

Organizations tasked with Volunteer and Donations Management operational responsibilities will utilize their internal plans and SOPs to manage their response, coordinating with the COF EOC for support.

VOADs will make recommendations for requests for state or federal assistance through the EOC. They will inform the EOC of any assistance being provided to them from their State or Federal level parent organizations.

VOADs will provide the EOC with requested volunteer tracking information on a regular basis as established by the Volunteer and Donations Management lead in the EOC.

Responsibilities

All Tasked Agencies

- Work with each other to pre-identify potential sites and facilities to manage donated goods/resources being channeled into the disaster area; and;
- Develop public messaging regarding volunteers, material donations, and monetary donations.
- Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions/mission areas.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with Emergency Management activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.

City of Fairbanks Emergency Operations Plan (EOP)

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of City of Fairbanks government is charged with development of and assistance in their respective Function. Each of these entities as well as private industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their Functional Annex.

City of Fairbanks Emergency Management

- Be the primary coordinating agency for this ANNEX in matters pertaining to resources and services;
- Identify and be prepared to set up and staff a City Receiving Point, staging areas, and distribution points, if required;
- Develop procedures to manage donated goods and services to include receiving, sorting, prioritizing, sorting, and distributing them during an emergency situation.
- Coordinate with volunteer organizations in the City to support this Annex and assist with staffing the Receiving Point and Points of Distribution.
- Coordinate with the Emergency Management Coordinator for Amateur Radio support to the Receiving Point, staging areas, and Points of Distributions, as a primary or backup method of communication;
- Arrange for training and exercising of personnel and equipment; and
- Keep accurate records of donated, stored, and distributed goods; or expenditures in support of this Annex for possible reimbursement or auditing requirements.

American Red Cross (or assigned local VOAD)

- In coordination with COF Volunteer and Donations Management lead in the EOC, Be the primary coordinating agency for matters pertaining to volunteers;
- Develop procedures for identifying requirements for volunteers to support City organizations during emergency operations and a process to register, account for, manage, and assign volunteers to appropriate positions.
- Be prepared to register and assign volunteers to support City of Fairbanks organizations during emergency operations, as required;
- Maintain a comprehensive list of volunteers that are available to assist in support of this annex;
- Coordinate emergency operations with the EOC, when activated.

Salvation Army (or assigned local VOAD)

- Establish and operate a site or sites for the management of material donations;
 - Reception/sorting/warehousing

- Distribution
- Keep accurate records of donated, stored, and distributed goods; or expenditures in support of volunteers for possible reimbursement or auditing requirements;
- Coordinate emergency operations with the EOC, when activated.

Administration

Support

Requests for assistance with Volunteer and Donations Management will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the City to the FNSB or the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All other agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a Local Emergency by the City or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The Emergency Manager will determine the specific impact of the situation and inform the functional group members.

Status Reports

Primary agencies will maintain status of all outstanding assistance requests and unresolved mission-related issues. This information will be summarized into periodic status reports at the EOC and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each functional agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

After Action Reporting

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the City of Fairbanks Emergency Manager.

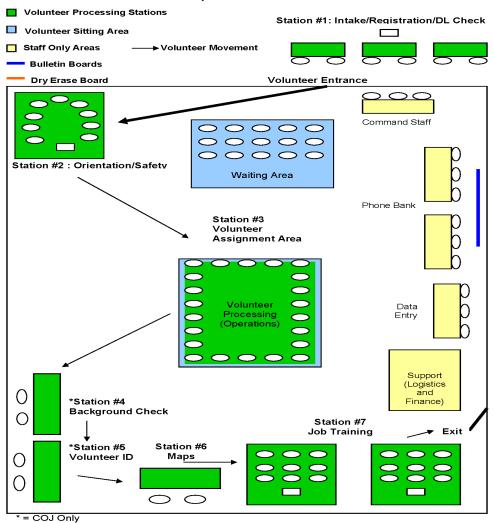
Attachment 1: Emergency Management Checklist of Actions by Phase

This attachment is intended to be a stand-alone resource to guide activities for this function. During an operation it may be posted or distributed to serve as a job aid and tool for tracking progress.

Phase	Phase Actions						
Mitigation: Activities designed to prevent or lessen the effects of a	 Participate in the hazard identification process and identify and correct vulnerabilities. Develop emergency preparedness programs and 						
hazard.	present them to the public.						
Preparedness: Activities designed to improve readiness capabilities.	 Identify agencies external to COF that may be the best choice to take the lead in volunteer and/or donations management operations during a disaster. 						
	 Pre-identify sites for volunteer reception and donations management activities. 						
	 Develop SOPs/field guides for operation of volunteer reception sites and donation management sites. If these plans exist with VOAD or other agencies, make the plans available to COF Emergency management. 						
	Maintain this Functional Annex and its attachments.						
	 Ensure City personnel and partner agencies and organizations are provided with opportunities to take emergency operations and ICS training. 						
	 Develop and maintain standard operating procedures and checklists to support Emergency Management activities. 						
	Ensure notification and call-up lists are current.						
	 Develop emergency exercises/drills to support Volunteer and Donations Management activities. 						
Response: Activities designed to save lives, protect property and	 Activate the EOC and notify City and Volunteer and Donations Management partner agencies, Borough, and State officials as needed. 						
contain the effects of an event.	 Request mutual aid as needed. Partner VOADs requesting assistance from their State or National parent organizations should apprise the EOC of this. 						
	 Request assistance from Alaska Emergency Management through Fairbanks North Star Borough, if dictated by the situation. 						
	 Coordinate the activities of all responding agencies. 						
	Conduct other specific response actions as dictated						

Phase	Actions					
	by the situation.					
	 Begin planning for demobilization. 					
Recovery: Activities designed to ensure continued public safety	 Continue to coordinate the activities of all responding agencies as they collate data on response and return to steady-state operations. 					
and return the community to pre-disaster levels.	 Establish mechanism for removal of unwanted donated items. These may be donated to other organizations or disposed of. 					
	 Support community recovery activities. 					
	 Formally thank volunteers, volunteer agencies, and donors for their support. 					
	 Schedule after-action briefings and develop after- action reports. 					
	 Develop and implement mitigation strategies based on after-action review of volunteer and donations operations. 					
	 Make necessary changes in this Functional Annex and supporting plans and procedures. 					

Attachment 2: Volunteer Reception Center Example Floor Plan



Volunteer Reception Center Process Flow

Attachment 3: Sample Volunteer Reception Center Forms

Signage

This is a general list of signage that may be needed. City of Fairbanks personnel assigned to this mission area should review and select which signs are appropriate to City of Fairbanks.

You will need <u>one</u> sign, unless otherwise specified, for each of the station or directional signs shown in the left column. All signs should be laminated and large enough to be read from across a large room.

SIGNS NEEDED	WHERE TO POST			
Disaster Volunteer Reception Center (2)	On street visible from either direction			
Station #1 Registration/Interview	Registration / Interview area			
Enter	Volunteer Entrance to VRC			
Station #2 Safety Briefing	Briefing area visible from Volunteer Entry			
Station #3 Volunteer Assignment, plus signage for each agency represented in the Operations Section (Volunteer Affiliation.	Data Coordination visible from Station #2			
*Station #4 Background Check	Background Check area visible from Station #3			
*Station #5 Volunteer I.D.	Safety Training visible from Station #4			
Station #6 Maps				
Station #7 Job Training	Job Training visible from Station #5			
Exit	Exit visible from Stations #5 and #6			
Staff Only (1+ as needed)	Staff rest area, areas off limits to spontaneous			
Phone Bank	Agency Coordination area			
Supplies (Staff Only)	Door of a secure storage area			
Public Information Officer	Public Information Officer's Table			
Transportation to Worksite	At exit to transportation staging area			
Large arrows that can be used for either direction as needed. These are not needed between VRC stations but may be needed in conjunction with the Transportation sign or others.				

Emergency Operations Volunteer Registration Form

(Please print clearly. Submit at Volunteer Reception Center or email/fax (see reverse)

Mr Mrs Ms Name	Birth Date	Day Pho	ne
E-mail address		Evening Pho	ne
Home Address	City	ST	Zip
Emergency Contact	Relationship	_ Emergency Phon	ie
Your Occupation	Employer		
Business Address			ip
Are you a year-round resident?YesNo Month	ns you are available		
If you have any health limitations, please explain			
I am willing to volunteer in:this citya neighboring	city/Boroughanywhei	e in the state	_anywhere in the U.S
Are you currently affiliated with a disaster relief agency? If yes,	name of agency:		
Special skills and/or vocational/disaster training:			

Doctor – Specialty:	Clerical – filing, copying Data entry – Software: Phone receptionist CES Food Assistance to elderly. Child care Spiritual counseling Social work Search and rescue Auto repair/towing Traffic control	Car Mini van Maxi-van, capacity_ ATV Own off-road veh/4w Own truck, description Own boat, capacity_ Type: Commercial driver Class & license # Camper/RV, capacity_ & type:
Emergency medical cert. Mental health counseling Veterinarian Veterinary technician MMUNICATIONS CB / ham operator Hotline operator Cell phone	Phone receptionist CES Food Assistance to elderly. Child care Spiritual counseling Social work Search and rescue Auto repair/towing	ATV Own off-road veh/4w Own truck, descriptic Own boat, capacity Type: Commercial driver Class & license # Camper/RV, capacity
Mental health counseling SERVI Veterinarian	CES Food Assistance to elderly. Child care Spiritual counseling Social work Search and rescue Auto repair/towing	Own truck, description
Mental health counseling SERVI Veterinarian	Food Assistance to elderly. Child care Spiritual counseling Social work Search and rescue Auto repair/towing	Own boat, capacity Type: Commercial driver Class & license # Camper/RV, capacity
Veterinary technician	Assistance to elderly. Child care Spiritual counseling Social work Search and rescue Auto repair/towing	Type: Commercial driver Class & license # Camper/RV, capacity
MMUNICATIONS	Child care Spiritual counseling Social work Search and rescue Auto repair/towing	Commercial driver Class & license # Camper/RV, capacity
CB / ham operator	Spiritual counseling Social work Search and rescue Auto repair/towing	Commercial driver Class & license # Camper/RV, capacity
Hotline operator	Search and rescue Auto repair/towing	
Hotline operator	Auto repair/towing	
Cell phone		& type:
	Traffic control	
	Crime watch	Wheelchair transport
Satellite phone	Animal rescue	
	Animal care	LABOR
Public relations	Runner	
_ Web page design	Functional needs	Loading/shipping
_ Public speaker	support	Sorting/packing
STRUC	CTURAL	Clean-up Operate equipment -
guage other than English:	Damage assessment	Types:
French	Metal construction	
German	Wood construction	
Italian	Block construction	Have experience
_ Spanish	Cert. #	supervising othe
_ Russian	Plumbing Cert. #	EQUIPMENT
_ Creole	Electrical	Chainsaw
	Cert. #	Backhoe
	Roofing	Generator
	Cert. #	Other:
Office Use Only		Professional License

Volunteer and Donations Management

Emergency Operations Volunteer Registration Form

Release of Liability and Consent to Background Check / Release of Confidential Information Statement

I understand that I am agreeing to participate in a potentially hazardous, dangerous and/or physically strenuous activity.

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless the City of Fairbanks, Alaska or other agency(ies) or entity(ies) to which I am or may be assigned, the organizers, sponsors and supervisors of all event preparedness, response and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any volunteer activity. In addition, event officials have permission to utilize any photographs or videos taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me during my volunteer efforts.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the City of Fairbanks, the State of Alaska and the United States of America, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I understand that I may be operating in hazardous conditions or perform physically strenuous work and will follow all safety guidelines. I will notify my supervisor immediately if I cannot perform theses tasks.

I consent to a background check and authorize release of any relevant confidential information to the appropriate authorities.

I have carefully read the foregoing release and indemnification, consent to background check, and release of confidential information statements and understand the contents thereof and sign this release as my own free act. By signing below, I certify that all information I have provided as part of this Volunteer Application process is true and accurate to the best of my knowledge.

Volunteer and Donations Management

ORDINANCE NO. 6286

AN ORDINANCE AMENDING THE 2024 OPERATING AND CAPITAL BUDGETS FOR THE THIRD TIME

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2024 operating and capital budget.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows [amendments shown in **bold** font; deleted text in strikethrough font]:

SECTION 1. There is hereby appropriated to the 2024 General Fund and Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2024 and ending December 31, 2024 (see pages 2 and 3):

GENERAL FUND

		PPROVED COUNCIL	INC	CREASE	Р	ROPOSED
REVENUE	APPROPRIATION		(DECREASE)		APF	ROPRIATION
Taxes (all sources)	\$	27,755,026	\$	-	\$	27,755,026
Charges for Services		7,199,500		-		7,199,500
Intergovernmental Revenues		3,506,620		-		3,506,620
Licenses and Permits		2,380,260		-		2,380,260
Fines and Forfeitures		551,000		-		551,000
Interest and Penalties		1,915,000		-		1,915,000
Rental and Lease Income		153,544		-		153,544
Other Revenues		310,000		-		310,000
Other Financing Sources		(1,748,715)		-		(1,748,715)
Total revenue appropriation	\$	42,022,235	\$		\$	42,022,235
EXPENDITURES						
Mayor Department	\$	968,030	\$	-	\$	968,030
Legal Department		247,350		-		247,350
Office of the City Clerk		613,905		-		613,905
Finance Department		1,041,900		-		1,041,900
Information Technology		2,698,877		-		2,698,877
General Account		6,975,000		-		6,975,000
Police Department		8,556,919		15,000		8,571,919
Communications Center		3,523,770		-		3,523,770
Fire Department		10,112,832		-		10,112,832
Public Works Department		10,209,625		-		10,209,625
Engineering Department		1,190,170		-		1,190,170
Building Department		827,890		-		827,890
Total expenditure appropriation	\$	46,966,268	\$	15,000	\$	46,981,268
2023 unassigned fund balance	\$	20,081,861	\$	-	\$	20,081,861
Prior year encumbrances		(155,961)		-		(155,961)
Transfers to other funds		(7,000,000)		-		(7,000,000)
Other changes to the budget		2,211,928		(15,000)		2,196,928
2024 estimated unassigned fund balance	\$	15,137,828	\$	(15,000)	\$	15,122,828

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000. 20% of budgeted annual expenditures is \$9,396,254

CAPITAL FUND

	APPROVED COUNCIL				PROPOSED COUNCIL	
REVENUE	-	ROPRIATION	<u> </u>	CREASE)	APP	ROPRIATION
Transfer from Permanent Fund	\$	708,261	\$	-	\$	708,261
Transfer from General Fund		6,500,000		-		6,500,000
Property Repair & Replacement		145,000		-		145,000
Public Works		250,000		-		250,000
Garbage Equipment Reserve		304,800		-		304,800
Π		25,000		-		25,000
Police		210,000		-		210,000
Communications Center		140,000		-		140,000
Fire		700,000		-		700,000
Building		10,000				10,000
Total revenue appropriation	\$	8,993,061	\$		\$	8,993,061
EXPENDITURES						
Property Repair & Replacement	\$	6,980,454	\$	30,000	\$	7,010,454
Public Works Department		2,334,904		-		2,334,904
Garbage Equipment Reserve		853,000		-		853,000
IT Department		237,462		150,000		387,462
Police Department		873,716		-		873,716
Communications Center		1,316,960		-		1,316,960
Fire Department		1,719,142		250,000		1,969,142
Road Maintenance		2,336,501				2,336,501
Total expenditure appropriation	\$	16,652,139	\$	430,000	\$	17,082,139
2023 fund balance	\$	19,034,057	\$	-	\$	19,034,057
Prior year encumbrances		(3,214,790)		-		(3,214,790)
Prior year reappropriations		(4,710,306)		-		(4,710,306)
Transfers from other funds		6,500,000		-		6,500,000
Other changes to the budget		(6,233,982)		(430,000)		(6,663,982)
2024 estimated fund balance	\$	11,374,979	\$	(430,000)	\$	10,944,979

Estimated unassigned capital fund balance for projects

\$ 5,166,839

SECTION 2. This ordinance also appropriates the use of emergency snow removal funds in the amount of \$250,000 as designated by the Mayor.

SECTION 3. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2024 and ending December 31, 2024.

SECTION 4. The effective date of this ordinance shall be the 22nd day of July 2024.

David Pruhs, Mayor

AYES: NAYS: ABSENT: ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FISCAL NOTE

ORDINANCE NO. 6286 AMENDING THE 2024 OPERATING AND CAPITAL BUDGETS FOR THE THIRD TIME

GENERAL FUND \$0 Increase in Revenue \$15,000 Increase in Expenditures

<u>Revenue</u>

- 1. Tax Revenue
- 2. Charges for Services
- 3. Intergovernmental Revenues
- 4. License and Permits
- 5. Interest and Penalties
- 6. Rental and Lease
- 7. Other Revenue
- 8. Other Financing Sources

Expenditures

- 1. Mayor's Office
- 2. City Attorney's Office
- 3. City Clerk's Office
- 4. Finance Department
- 5. Information Technology
- 6. General Account
- 7. Police Department
 - \$15,000 increase to salaries and benefits for a temporary evidence custodian
- 8. Communications Center
- 9. Fire Department
- 10. Public Works
- 11. Engineering
- 12. Building Department

<u>CAPITAL FUND</u> \$0 Increase in Revenue \$430,000 Increase in Expenditures

<u>Revenue</u>

1. Other Financing Sources

Expenditures

- 1. Property Repair & Replacement
 - \$30,000 increase for Polaris building redevelopment assessment
- 2. Public Works
- 3. Garbage Equipment Reserve
- 4. IT Department
 - \$150,000 increase for City Hall battery system
- 5. Police Department
- 6. Communications Center
- 7. Fire Department
 - \$200,000 increase for tender
 - \$50,000 increase for ambulance
- 8. Road Maintenance

ORDINANCE NO. 6286, AS AMENDED (PROPOSED SUBSTITUTE)

AN ORDINANCE AMENDING THE 2024 OPERATING AND CAPITAL BUDGETS FOR THE THIRD TIME

WHEREAS, this ordinance incorporates the changes outlined on the attached fiscal note to amend the 2024 operating and capital budget.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows [amendments shown in **bold** font; deleted text in strikethrough font]:

SECTION 1. There is hereby appropriated to the 2024 General Fund and Capital Fund budgets the following sources of revenue and expenditures in the amounts indicated to the departments named for the purpose of conducting the business of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2024 and ending December 31, 2024 (see pages 2 and 3):

GENERAL FUND

REVENUE		PPROVED COUNCIL PROPRIATION	CREASE CREASE)	ROPOSED COUNCIL PROPRIATION
Taxes (all sources)	\$	27,755,026	\$ -	\$ 27,755,026
Charges for Services		7,199,500	-	7,199,500
Intergovernmental Revenues		3,506,620	-	3,506,620
Licenses and Permits		2,380,260	-	2,380,260
Fines and Forfeitures		551,000	-	551,000
Interest and Penalties		1,915,000	-	1,915,000
Rental and Lease Income		153,544	-	153,544
Other Revenues		310,000	-	310,000
Other Financing Sources		(1,748,715)	 	 (1,748,715)
Total revenue appropriation	\$	42,022,235	\$ 	\$ 42,022,235
EXPENDITURES				
Mayor Department	\$	968,030	\$ -	\$ 968,030
Legal Department		247,350	-	247,350
Office of the City Clerk		613,905	-	613,905
Finance Department		1,041,900	-	1,041,900
Information Technology		2,698,877	-	2,698,877
General Account		6,975,000	-	6,975,000
Police Department		8,556,919	15,000	8,571,919
Communications Center		3,523,770	-	3,523,770
Fire Department		10,112,832	-	10,112,832
Public Works Department		10,209,625	-	10,209,625
Engineering Department		1,190,170	-	1,190,170
Building Department	-	827,890	 	 827,890
Total expenditure appropriation	\$	46,966,268	\$ 15,000	\$ 46,981,268
2023 unassigned fund balance	\$	20,081,861	\$ -	\$ 20,081,861
Prior year encumbrances		(155,961)	-	(155,961)
Transfers to other funds		(7,000,000)	-	(7,000,000)
Other changes to the budget		2,211,928	 (15,000)	 2,196,928
2024 estimated unassigned fund balance	\$	15,137,828	\$ (15,000)	\$ 15,122,828

Minimum unassigned fund balance requirement is 20% of budgeted annual expenditures but not less than \$10,000,000. 20% of budgeted annual expenditures is \$ 9,396,254

Ordinance No. 6286, as Amended (Proposed Substitute) Page 2

CAPITAL FUND

	APPROVED COUNCIL APPROPRIATION		INCREASE (DECREASE)		PROPOSED COUNCIL APPROPRIATION	
REVENUE			<u> </u>	CREASE)		
Transfer from Permanent Fund	\$	708,261	\$	-	\$	708,261
Transfer from General Fund		6,500,000		-		6,500,000
Property Repair & Replacement		145,000		-		145,000
Public Works		250,000		-		250,000
Garbage Equipment Reserve		304,800		-		304,800
IT		25,000		-		25,000
Police		210,000		-		210,000
Communications Center		140,000		-		140,000
Fire		700,000		-		700,000
Building		10,000		-		10,000
Total revenue appropriation	\$	8,993,061	\$		\$	8,993,061
EXPENDITURES						
Property Repair & Replacement	\$	6,980,454	\$	30,000	\$	7,010,454
Public Works Department		2,334,904		69,510		2,404,414
Garbage Equipment Reserve		853,000		-		853,000
IT Department		237,462		150,000		387,462
Police Department		873,716		-		873,716
Communications Center		1,316,960		-		1,316,960
Fire Department		1,719,142		250,000		1,969,142
Road Maintenance		2,336,501				2,336,501
Total expenditure appropriation	\$	16,652,139	\$	499,510	\$	17,151,649
2023 fund balance	\$	19,034,057	\$	-	\$	19,034,057
Prior year encumbrances		(3,214,790)		-		(3,214,790)
Prior year reappropriations		(4,710,306)		-		(4,710,306)
Transfers from other funds		6,500,000		-		6,500,000
Other changes to the budget		(6,233,982)		(499,510)		(6,733,492)
2024 estimated fund balance	\$	11,374,979	\$	(499,510)	\$	10,875,469

Estimated unassigned capital fund balance for projects

\$ 5,097,329

SECTION 2. This ordinance also appropriates the use of emergency snow removal funds in the amount of \$250,000 as designated by the Mayor.

SECTION 3. All appropriations made by this ordinance lapse at the end of the fiscal year to the extent they have not been expended or contractually committed to the departments named for the purpose of conducting the business of said departments of the City of Fairbanks, Alaska, for the fiscal year commencing on January 1, 2024 and ending December 31, 2024.

SECTION 4. The effective date of this ordinance shall be the 22nd day of July 2024.

David Pruhs, Mayor

AYES: NAYS: ABSENT: ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

FISCAL NOTE ORDINANCE NO. 6286, AS AMENDED AMENDING THE 2024 OPERATING AND CAPITAL BUDGETS FOR THE THIRD TIME

GENERAL FUND \$0 Increase in Revenue \$15,000 Increase in Expenditures

<u>Revenue</u>

- 1. Tax Revenue
- 2. Charges for Services
- 3. Intergovernmental Revenues
- 4. License and Permits
- 5. Interest and Penalties
- 6. Rental and Lease
- 7. Other Revenue
- 8. Other Financing Sources

Expenditures

- 1. Mayor's Office
- 2. City Attorney's Office
- 3. City Clerk's Office
- 4. Finance Department
- 5. Information Technology
- 6. General Account
- 7. Police Department
 - \$15,000 increase to salaries and benefits for a temporary evidence custodian
- 8. Communications Center
- 9. Fire Department
- 10. Public Works
- 11. Engineering
- 12. Building Department

<u>CAPITAL FUND</u> \$0 Increase in Revenue \$499,510 Increase in Expenditures

<u>Revenue</u>

1. Other Financing Sources

Expenditures

- 1. Property Repair & Replacement
 - \$30,000 increase for Polaris building redevelopment assessment
- 2. Public Works
 - \$69,510 increase for grader upgrades
- 3. Garbage Equipment Reserve
- 4. IT Department
 - \$150,000 increase for City Hall battery system
- 5. Police Department
- 6. Communications Center
- 7. Fire Department
 - \$200,000 increase for tender
 - \$50,000 increase for ambulance
- 8. Road Maintenance

RESOLUTION NO. 5128

A RESOLUTION TO APPROVE A CAPITAL PROJECT FUND FINANCIAL POLICY

WHEREAS, City voters approved an amendment of the City Charter in October 2006 to establish a capital project fund (Capital Fund); and

WHEREAS, the Capital Fund is essential to ensuring that funds are available for major equipment purchases, facility upgrades, road improvements, and other significant projects; and

WHEREAS, the Finance Committee recommends a financial policy to maintain an unassigned fund balance of \$5 million.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, that the following financial plan is hereby approved:

SECTION 1. To maintain an unassigned fund balance of \$5 million in the Capital Fund through the following:

- 1. Transfer from the City Permanent Fund per Fairbanks General Code Article VIII Section 8.8 (b) (2).
- 2. Interest income generated from the Capital Fund account balance.
- 3. Sale of capital assets purchased with capital funds.
- 4. Lease payments from property developed with capital funds. For example: the City uses capital funds to develop a property and leases the property to another entity; the lease payments will be applied to the Capital Fund.
- 5. Transfers from the General Fund as approved by the City Council.

SECTION 2. That the effective date of this resolution is the 1st day of August 2024.

PASSED and APPROVED this 22nd Day of July 2024.

David Pruhs, Mayor

AYES: NAYS: ABSENT: ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

RESOLUTION NO. 5129

A RESOLUTION TO EXTEND THE FINANCIAL AUDIT REMITTANCE FOR EXPLORE FAIRBANKS

WHEREAS, Fairbanks General Code Sec. 74-117(e)(2) requires remittance of a financial audit by September 1 for recipients receiving \$500,000 or more in room rental tax funds, unless extended by resolution of the City Council; and

WHEREAS, Explore Fairbanks receives more than \$500,000 in room rental tax funds from the City of Fairbanks and will be required to provide a financial audit by September 1; and

WHEREAS, Explore Fairbanks is requesting an extension to remit the financial audit by October 31 (see attached letter).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, that Explore Fairbanks is granted an extension to October 31, 2024 to remit the financial audit required by FGC Sec. 74-117(e)(2).

PASSED and APPROVED this 22nd Day of July 2024.

David Pruhs, Mayor

AYES: NAYS: ABSENT: ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney



July 10, 2024

To:	City of Fairbanks Mayor David Pruhs Fairbanks City Council Members
	City of Fairbanks Chief Financial Officer Margarita Bell
From:	Scott McCrea, President and CEO H Juni Murphy Dawn Murphy, Director of Finance and Administration Jan Murph

Re: Request for time extension for Explore Fairbanks 2023 Annual Audit

We respectfully request a time extension to October 31st for submission of the Explore Fairbanks 2023 Annual Audit, as required under Ordinance 6269 which was passed on February 12, 2024.

The 2020 Audit was presented by Alliance CPAs and approved by the Explore Fairbanks Board of Directors on June 26, 2024. This complex audit took several months' work including subsequent events, grant testing, and internal controls. Due to an international move by the sole accountant working on the audit, we had to wait for her return to Fairbanks to complete it in early June. We are now waiting for Alliance to complete their final procedures and issue, which we anticipate coming shortly.

The 2021 review has been presented and approved by Explore Fairbanks Board of Directors. Our new accounting firm, Wilson and Wilson, are waiting for the 2020 Audit to be finalized before issuing. The 2022 review is almost complete and will be presented at the Explore Fairbanks Board of Directors' meeting on August 28th.

Last week we met with Wilson and Wilson to discuss the 2023 Audited Financials. With the work required for a full audit including confirmations, internal control testing, and other items Wilson and Wilson did not feel they could guarantee to be ready to present to the Explore Fairbanks Board of Directors until our meeting on October 30th, which would then allow us to submit it to the City of Fairbanks on October 31st along with the other financial and marketing documents required by Ordinance 6269.

We are very much committed to abiding by the deadline established by the Ordinance moving forward. This year has proven to be challenging due to the work done catching up on the multiple years and continued day-to-day business, which has put us behind our projected time frame.

Thank you for your consideration. We greatly appreciate our partnership with the City of Fairbanks.

RESOLUTION NO. 5130

A RESOLUTION IN HONOR OF CLEM CLOOTEN AND IN RECOGNITION OF HIS DECADES OF SERVICE TO THE CITY OF FAIRBANKS AND ITS RESIDENTS

WHEREAS, Clemens "Clem" Clooten began working as a Utility Engineer I at the Municipal Utilities System (MUS) on November 16, 1982, and later came to work as the Electrical Inspector in the City Building Department in July of 1984; and

WHEREAS, Clem was promoted to City Building Official on June 1, 2011, and continued to also serve as the Electrical Inspector, maintaining that position for forty continuous years; and

WHEREAS, the Building Department is regularly rated by the Insurance Services Office (ISO) on its administration of building codes; training, education, experience, and certification of staff; staffing levels; building code modification and method of adoption; zoning provisions; and public programs, and under Clem's leadership, the City Building Department has maintained an Insurance Services Office (ISO) rating of 1 or 2, ranking it in the top 5% of building departments across the nation; and

WHEREAS, as the City Building Official, Clem has spent a great deal of his time working with property owners to remediate abandoned or dilapidated properties, always with patience, professionalism, fairness, and grace, which exemplifies the "Golden Heart" of the City of Fairbanks; and

WHEREAS, Clem's hard work has often gone unrecognized, in large part because of his quiet, consistent style; and

WHEREAS, Clem's positive, get-it-done attitude has made him an excellent leader and role model at the City of Fairbanks; and

WHEREAS, Clem has also been a leader outside of City Hall by donating countless hours coaching and instructing student-athletes in the Fairbanks area for over 30 years through various organizations, such as Fairbanks Youth Soccer Association, Interior Youth Basketball, and Lathrop High School; and

WHEREAS, due to his commitment to excellence in coaching and to the positive impact he has had on thousands of young lives, Clem was inducted into the Lathrop High School Wall of Fame in 2008; and

WHEREAS, Clem is a kind, hard-working, and well-loved member of the City of Fairbanks family and the community and has been a dedicated City employee for more than 40 years.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS:

That Mr. Clooten's devoted service to our community and to his profession will be long remembered by City employees, the Mayor, and the City Council, and he leaves a legacy of integrity, kindness, and hard work; and

That the City Council extends its deepest appreciation to the Clooten family for sharing Mr. Clooten with the City and its residents for over four decades and wishes Mr. Clooten a long and happy retirement.

PASSED AND APPROVED this 22nd day of July 2024.

David Pruhs, Mayor

AYES: NAYS: ABSENT: APPROVED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6287

AN ORDINANCE AMENDING FAIRBANKS GENERAL CODE SECTION 2-149(e) REGARDING THE VALIDITY OF RESOLUTIONS AND ORDINANCES WITHOUT A FISCAL NOTE

WHEREAS, Section 2-149(a) of the Fairbanks General Code requires that a proposed ordinance or resolution before the City Council for final consideration be accompanied by a fiscal note; and

WHEREAS, a fiscal note provides information to the City Council and the public to better understand the fiscal impact of a proposal.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

SECTION 1. That Fairbanks General Code Sec. 2-149 is hereby amended as follows [new text in **bold/underline** font; deleted text in strikethrough font]:

- (a) A summary of the financial effects of an ordinance or a resolution, if adopted, in the form set out in subsection (b), must be submitted to the council when a proposed ordinance or resolution is before the council for final consideration.
- (b) The fiscal note of an ordinance or a resolution includes:
 - (1) Changes in expenditures;
 - (2) Changes in revenue;
 - (3) The source of funds to be used;
 - (4) The number of new positions which may be required, identified as full-time, parttime, or temporary;
 - (5) A summary of budget changes to date for the current calendar year showing budget revenues, expenses, and net balance after the proposed ordinance. The summary will not include interfund transfers or prior year encumbrances which amend the original budget; and
 - (6) Any additional fiscal information that may be useful to the council in its deliberations.
- (c) The fiscal note should cover the financial effects for the full term of the contract or grant and must include the information required by FGC section 2-655(b).

- (d) A fiscal note is not required if the proposed ordinance or resolution has no budgetary effect.
- (e) The city council may waive the requirements of this section, and failure to comply with this section does not invalidate any action taken by the council.

SECTION 4. The effective date of this ordinance is five days after adoption.

David Pruhs, Mayor

AYES: NAYS: ABSENT: ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

ORDINANCE NO. 6288

AN ORDINANCE ESTABLISHING AN INCENTIVE BONUS PROGRAM WITHIN THE FAIRBANKS PUBLIC WORKS DEPARTMENT FOR RECRUITMENT AND RETENTION

WHEREAS, Public Works employees are instrumental in keeping City streets and sidewalks clear, clean, and safe; and

WHEREAS, Public Works employees ensure the reliability and safety of police, fire, and City fleet vehicles; and

WHEREAS, Public Works is experiencing a staffing shortage due to attrition and difficulty in providing competitive pay and benefits; and

WHEREAS, attracting and retaining qualified, permanent Public Works employees is difficult due to all the competing local jobs offering significantly higher wages; and

WHEREAS, Public Works will have a budget surplus in salaries and benefits due to currently unfilled permanent positions; and

WHEREAS, it is recommended that the City Council establish a recruitment and retention bonus to all permanent Public Works employees based on years of service to help recruit and retain employees; and

WHEREAS, the proposed bonus includes \$3,000 for employees with 0-3 years of service, \$4,500 for 4-7 years of service, and \$6,000 for 8+ years of service, with a one-year commitment to remain employed by the City.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:

<u>SECTION 1</u>. An incentive bonus program for recruitment and retention within the Fairbanks Public Works Department is hereby approved for all full-time, permanent employees based on years of service to the City of Fairbanks (see Attachment B for details).

<u>SECTION 2</u>. The bonuses established in Section 1 may only be funded by salary savings from unfilled, budgeted positions, if available.

<u>SECTION 3</u>. Employees accepting the recruitment and retention bonus must sign an agreement (Attachment A) to receive payment.

SECTION 4. The bonus program created by this ordinance will apply retroactively to July 1, 2024, and will sunset on December 31, 2024, unless extended by resolution of the City Council.

David Pruhs, Mayor

AYES: NAYS: ABSENT: ADOPTED:

ATTEST:

APPROVED AS TO FORM:

D. Danyielle Snider, MMC, City Clerk

Thomas A. Chard II, City Attorney

	CITY OF FAIR	RBANKS			
	FISCAL N	<u>OTE</u>			
I. REQUEST:					
Ordinance or Resolution No:	6288				
Abbreviated Title:	ORDINANCE ESTABLISHING	G PUBLIC WORKS BO	NUS		
Department(s):	PUBLIC WORKS				
Does the adoption of this ordi	nance or resolution authorize:	:			
1) additional costs beyond the	e current adopted budget?	Yes	No		x
2) additional support or maint	enance costs?	Yes	No		x
lf yes, wha	at is the estimate? <u>see below</u>	/			
3) additional positions beyond	I the current adopted budget?	Yes	No_		х
-	v many positions?	_			
lf yes,	type of positions?	_ (F - Full Time, P - Pa	art Time, T	- Tem	porary)
II. FINANCIAL DETAIL:					
				_	
PROJECTS:				\$	TOTAL
SALARY & BENEFITS				φ	-
TOTAL				\$	-
FUNDING SOURCE:				•	TOTAL
GENERAL FUND [SALARY SAV	/INGS]			\$	-
				¢	
TOTAL				\$	-
year commitment in the amount the recruitment and retention bor	o provide a recruitment and retent of \$3,000 (0-3 Years), \$4,500 (4-7 hus must sign an agreement. Bas e department has salary savings o	7 Years), and \$6,000 (8+ Y sed on current staffing, the	′ears). Emp	loyees	s accepting
Reviewed by Finance Depart	ment: Initia	lmb	Date	7/	16/2024

ORDINANCE NO. 6288, ATTACHMENT A PUBLIC WORKS 2024 BONUS AGREEMENT

I, _____, do hereby agree and confirm as follows:

I understand that my acceptance of the bonus is voluntary.

I understand that I will be awarded a one-time payment of \$_____.

- I agree that upon acceptance of the authorized bonus, I will remain employed with the City of Fairbanks for one year.
- I agree that if I voluntarily leave City of Fairbanks employment before my required commitment is fulfilled, I will reimburse the City of Fairbanks the pro-rated amount of the bonus.
- I understand I will be under no financial obligation to reimburse the City of Fairbanks because of a reduction in force or if my employment is terminated for any reason other than for cause.
- I understand that any money due to the City of Fairbanks because of my failure to meet the terms of this agreement may be withheld from any monies owed to me by the City or may be recovered by such other methods as are approved by law.
- I understand that this agreement and my acceptance of this bonus does not commit the City of Fairbanks to continue my employment.
- I have had at least 48 consecutive hours to consider this agreement.
- I have consulted with my own independent, trusted professionals to help guide my decision to the extent necessary to satisfy my needs.
- I am entering into this agreement knowingly and free of any undue influence or duress (including economic duress).

Employee Acknowledgement				
Employee Signature	Date			
Department Head Signature	Date			

ORDINANCE NO. 6288, ATTACHMENT B

POSITION	YEARS	AMOUNT
CUSTODIAN	20	\$ 6,000
PW DISPATCHER	17	\$ 6,000
MECHANIC FOREMAN	17	\$ 6,000
OPERATOR LEAD	14	\$ 6,000
LABOR FOREMAN	12	\$ 6,000
PACKER DRIVER	12	\$ 6,000
LABOR LEAD	11	\$ 6,000
OPERATOR	9	\$ 6,000
ASSISTANT DISPATCHER	9	\$ 6,000
OPERATOR	9	\$ 6,000
FACILITIES MANAGER	8	\$ 6,000
SUPPLY SPEC/EXPEDITOR	7	\$ 4,500
MECHANIC LEAD	7	\$ 4,500
LABORER	6	\$ 4,500
PACKER DRIVER	6	\$ 4,500
FACILITIES LABORER	5	\$ 4,500
LABORER	4	\$ 4,500
WAREHOUSE RECORDS CONTROL	4	\$ 4,500
TRADES SPECIALISTS PLUMBER	4	\$ 4,500
MECHANIC	4	\$ 4,500
TRADES SPECIALISTS CARPENTER	4	\$ 4,500
LABORER	4	\$ 4,500
MECHANIC	4	\$ 4,500
OPERATOR	2	\$ 3,000
OPERATOR	2	\$ 3,000
LABORER	2	\$ 3,000
MECHANIC	2	\$ 3,000
OPERATOR	2	\$ 3,000
OPERATOR	1	\$ 3,000
INVENTORY SPECIALIST	1	\$ 3,000
LABORER	0	\$ 3,000
LABORER	0	\$ 3,000
MECHANIC	0	\$ 3,000
MECHANIC	0	\$ 3,000
		152.000

\$ 153,000 TOTAL

\$ (245,106) YTD SAVINGS

\$ (92,106) BALANCE

City of Fairbanks



MEMORANDUM

	-
Date:	July 18, 2024
Subj:	Request for Concurrence – Clay Street Cemetery Commission
From:	David Pruhs, City Mayor
To:	City Council Members

The term of Seat C on the Clay Street Cemetery Commission, currently filled by Ms. Aldean Kilbourn, will expire on August 31, 2024.

Ms. Kilbourn currently chairs the Commission and has applied for continued service. I hereby request your concurrence to the following **reappointment**:

Ms. Aldean Kilbourn Seat C Term to Expire: August 31, 2027

Ms. Kilbourn's application is attached.

Thank you.

dds/

City of Fairbanks, Alaska Clay Street Cemetery Commission

Board Details

The Clay Street Cemetery Commission shall advise the City Council and Mayor regarding the restoration, improvement, and maintenance of the Clay Street Cemetery. It shall provide and update a long-term plan for the cemetery.

Overview

- Size 8 Seats
- Term Length 3 Years
- Term Limit N/A

Additional

Board/Commission Characteristics

The Clay Street Cemetery Commission shall consist of seven members who are willing to research cemetery residents to provide provenance for ordered markers and who are willing and able to work at the cemetery to keep up its appearance and to place new markers per prescribed procedures. Members are appointed by the Mayor and confirmed by the City Council. The City Public Works Director shall be an ex-officio member of the Commission. Appointed members shall serve a three-year term. A chairperson shall be selected by the Commission from among the Commission's members.

Meetings

The Commission shall conduct regular public meetings, including public hearings required as a condition of receipt of grants. If authorized by the City Council, the Commission may convene into executive session in accordance with state law.

Enacting Legislation FGC 2-485 through 2-488

Enacting Legislation Website http://bit.ly/2lJa2Yf

Joint Commission Details N/A

Email the Commission Members claystreetcemeterycommission@fairbanks.us

Profile

Aldean	Kilbourn	ırn	
First Name	Last Name		

Email Address

Are you a City of Fairbanks resident? *

🔽 Yes

Primary Phone Alternate Phone

Which Boards would you like to apply for?

Clay Street Cemetery Commission: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

Have served on the board the past nine years doing research on those buried in the cemetery, verifying where Bed Tax markers are to be placed, overseeing Boy Scouts working on Eagle projects, matching maps to data base to actual markers in hopes of being able to create a new accurate map, etc

Please provide a brief personal biography in the space below, or attach a resume.

previously submitted

List any professional licenses or training you believe are relevant to the seat you are applying for.

teaching certificate state of Alaska in social studies and library media; pay personally for all genealogical websites to do research for the cemetery; serve as director & treasurer to Fairbanks Genealogical Society

City of Fairbanks



MEMORANDUM

Date:	July 18, 2024
Subject:	Request for Concurrence – Building Code & Landscape Review & Appeals Commission
From:	David Pruhs, City Mayor
To:	City Council Members

There is currently a vacancy in one of the alternate seats on the Building Code and Landscape Review and Appeals Commission. I hereby request your concurrence to the following **appointment**:

	Alternate	Patrick Brandon	Term to Expire:	December 31, 2028
--	-----------	-----------------	-----------------	-------------------

Mr. Brandon's application and resume are attached.

Thank you.

dds/

City of Fairbanks, Alaska Building Code & Landscape Review & Appeals Commission

Board Details

The purpose of the Building Code and Landscape Review and Appeals Commission is:

1) To review the building, electrical, plumbing, fire prevention, residential, mechanical, fuel gas and abatement codes and related provisions of the Fairbanks Code of Ordinances and make recommendations regarding building construction and housing codes adopted by the City,

2) To investigate and review all operations of the building department of the City, to submit recommendations on policy to the City Council, and to make recommendations on administration to the mayor, and

3) To hear and determine in the first instance all appeals from final staff decisions relating to building construction within the City including the Uniform Code for the Abatement of Dangerous Buildings. Any decision of the board may be appealed to the superior court in accordance with the appellate rules of the state court system, and

4) To review any disputes arising from the Building Official's application of the prescriptive design method, an applicant's election to use the professional design method, or an applicant's election to use the alternative compliance method.

Overview

Size 12 Seats

Term Length 5 Years

Term Limit N/A

Additional

Board/Commission Characteristics

The Building Code and Landscape Review and Appeals Commission consists of nine regular members appointed by the Mayor, subject to confirmation by the City Council, and each member shall serve a five-year term. The members of the Commission must reside or work within the City and have experience with the design or construction of structures or with landscaping. The Building Official shall be an ex officio member of the Commission, who may provide information and recommendations but may not vote on any matter. Two alternate members are appointed by the Mayor, subject to City Council confirmation, to serve in the place of any absent member or otherwise assist the Commission as directed by the chairman. A secretary, who need not be a Commission member, shall be selected by its regular members. The composition of the commission must be as follows: (1) Two structural engineers; (2) Two architects; (3) One electrical engineer; (4) One mechanical engineer; (5) One architect or landscape architect; (6) Two general construction contractors; (7) Two alternates with experience in construction or design.

Meetings

Meetings of the Building Code and Landscape Review and Appeals Commission are called by the chairman or a majority of the regular members. All meetings shall be open to the public. A majority (five members) of the Commission shall constitute a quorum, and a majority vote of those present and voting shall be necessary to carry any question. Minutes shall be kept as a permanent record of all meetings and shall be filed in the Office of the City Clerk.

Enacting Legislation

FGC 2-481 through 2-484

Enacting Legislation Website https://bit.ly/35fA6jn

Joint Commission Details N/A

Email the Commission Members

buildingcodereview&appealscommission@fairbanks.us

Profile

Patrick	Brandon
First Name	Last Name

Email Address

Mailing Address

Are you a City of Fairbanks resident? *

✓ No		
Primary Phone	4	Alternate Phone

Which Boards would you like to apply for?

Building Code & Landscape Review & Appeals Commission: Submitted

Interests and Experiences

Why are you interested in serving on a City board or commission? What experiences can you contribute to the benefit of the board or commission?

As a practicing structural engineer I primarily focus on the design of commercial buildings both within the City and the Borough. In this role I use City adopted building codes daily & have a thorough understanding of building code, including the City of Fairbanks code amendments. Building codes periodically change and as such the City of Fairbanks amendments need to be updated to accommodate the new code; I believe I can provide valuable contributions to this process. Further, I believe new amendments should be considered for adoption to eliminate ambiguity in the building code and to adequately address the unique nature of building in interior Alaska.

Please provide a brief personal biography in the space below, or attach a resume.

I'm a lifelong Alaskan, born & raised in Fairbanks and the surrounding area. I have a Civil Engineering degree from UAF and have professional licenses in both Civil and Structural Engineering. My work primarily focuses on the design and renovation of commercial buildings both within our local community & throughout the state. I also currently sit as the Alaska Society of Professional Engineers Board President. Attached is my professional resume with more information.

Upload a Resume

List any professional licenses or training you believe are relevant to the seat you are applying for.

Licensed Professional Civil Engineer: #117988 Licensed Professional Structural Engineer: #141370 Alaska Society of Professional Engineers - Board President



Years of Experience

Design Alaska: 11 Total Years: 11

Licensing

Structural Engineer Alaska 141370

> Civil Engineer Alaska 117988

Certificates

American Concrete Institute Technician I, 2013

Education

BS Civil Engineering University of Alaska Fairbanks, 2013

Affiliations

Alaska Society of Professional Engineers, Alaska Chapter

Structural Engineers Association of Alaska (SEAAK)

Residency

Alaska

References

Cameron Wohlford University of Alaska Fairbanks

> Tim Williams Peraton/NASA

Matt Chacho GHEMM Company

Contact Info

Patrick Brandon, PE, SE

Pat is the Structural Engineering Department Lead overseeing all structural work, coordinating with other departments on multi-discipline projects and performing project management. His experience includes the design of structural systems, complicated foundation systems, and seismic load resisting system design for structural steel, timber, and concrete structures. Pat has extensive experience with investigative studies for existing buildings, including seismic evaluations in compliance with IBC, IEBC, ASCE 31, and ASCE 41.

Pat regularly works with Geotechnical Engineers to evaluate the soil conditions and development the most cost effective foundation systems, including standard foundations, frost-protected shallow foundations, deep foundations, and foundations for permafrost locations like space-frame or adjustable piles.

Project Experience

<u>FTW Ski Lodge & Summer Activity Center, Fort Wainwright, Alaska</u>: This new 12,300 SF facility is a timber framed structure with Structural Insulated Panel (SIP) roof framing and custom exposed glulam roof trusses. The building is supported by a grid of steel pipe piles driven in excess of 100-feet into competent bedrock. The pile foundation proved necessary due to degrading permafrost throughout the soil strata. The steel piles were installed using a drilling-driving method to advance the piles through permafrost.

<u>Fairbanks North Star Borough Transit Garage Expansion, Fairbanks, Alaska</u>: The transit garage expansion includes a multi-level 43,800SF structural steel building with 8,350 SF mezzanine with a special concentrically braced frame seismic system. The design utilized a seismic joint between areas of the facility to accommodate irregular building geometry. The building's foundation was designed to resist both vertical and horizontal forces caused by soil liquefaction in a design-level seismic event.

<u>Consolidate Embedded Behavioral Health into Kamish Medical Clinic, Fort Wainwright.</u> <u>Alaska</u>: This design-build project provided a 6,200 SF addition for Behavioral Health Services in conjunction with the complete renovation of the existing 29,000 SF Kamish Medical Clinic. Structural work included removal of a load bearing exterior wall to make the new entrance from the addition, evaluation of interior walls to verify the new floor plan would not modify any supporting structures and coordination of the foundation of the addition with the existing building foundation. The project included seismic bracing of equipment and structural upgrades as needed for new equipment

Irving 1 Garage Addition, Fairbanks, Alaska: This project provided a 900 SF addition to the existing storage garage at Irving 1 located on the University of Alaska Fairbanks campus. This addition accommodates parking and loading of two vehicles inside the building, secured storage, and worktable space. The scope of work included renovation of existing structural elements to modify interior layout and added two overhead doors, radiant slab heat, and removal of an underground propane storage tank.

<u>FTW473 Melaven Fitness Seismic Upgrades, Fort Wainwright</u>: This project was comprised of a Tier 1 seismic evaluation and repairs in gymnasium Room 101. Cost effective strengthening designs were provided for each deficiency including insufficient diaphragm strength, insufficient diaphragm shear transfer to shear walls, insufficient wall out-of-plane anchorage at the diaphragm level, and continuous cross-ties across the diaphragm. The project also designed a new roof system.

NOAA FCDAS Vehicle Storage Building, Fairbanks, Alaska: This project provided a 50'x100' pre-engineered metal building at NOAA's Fairbanks Command Data Acquisition Station. Project included geotechnical investigation, civil site design, architecture, structural, mechanical, electrical and fire protection engineering services. The purpose of the facility is for the storage of road maintenance equipment.

