



# City of Bethel Police Dept.

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**PUBLIC NOTICE**  
REGULAR MEETING OF THE  
PUBLIC SAFETY & TRANSPORTATION COMMISSION  
**Wednesday, July 5th, 2017 –6:30 p.m.**  
**300 STATE HIGHWAY – CITY COUNCIL CHAMBERS**  
**AGENDA**

**Members**

Joan Dewey  
*Chair*

Eileen Henrikson  
*Vice Chair*

Norman Ayagalria  
*Council Representative*

Naim Shabani

Julene Webber

Daniel Maczynski

Mary Weiss

Mary Nanuwak  
*Alternate*

Jared Karr  
*Alternate*

**Ex-Officio Members**

Vacant  
*Chief of Police*

William Howell III  
*Fire Chief*

Jesslyn McGowan  
*Recorder*

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES FROM THE REGULAR MEETING OF June 7th, 2017
- VI. UNFINISHED BUSINESS
  - A. Update on the Traffic Impact Analysis of the YKHC's hospital expansion project (*City Planner, Ted Meyer*)
- VII. NEW BUSINESS
  - A. High Pedestrian Areas and Housing Area (*Council Representative Ayagalria*)
  - B. Update on BPD Chief and staffing issue at BPD (*City Manager, Pete Williams*)
- VIII. CHIEFS' COMMENTS
  - Fire Chief
- IX. TRANSPORTATION INSPECTOR'S REPORT
- X. COUNCIL REPRESENTATIVE'S COMMENTS
- XI. COMMISSION MEMBER'S COMMENTS
- XII. ADJOURNMENT

Jesslyn McGowan, *Recorder*

POSTED on June 29nd, 2017

POST OFFICE, AC QUICKSTOP, CORINA'S CASE LOT, CITY HALL, & POLICE DEPT.

Next Public Safety and Transportation Commission Meeting will be **August 2nd, 2017.**

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# City of Bethel, Alaska

## Public Safety & Transportation Commission

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June 7, 2017

Regular Meeting

Bethel, Alaska

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### I. CALL TO ORDER

A regular meeting of the Public Safety and Transportation Commission was held on June 7, 2017 in the Bethel City Hall Council Chambers.

This meeting was called to order at 6:33 pm.

### II. ROLL CALL

Present: Joan Dewey *Chair*  
Eileen Hendrikson *Vice Chair*  
Julene Webber  
Mary Weiss  
Jared Karr

Absent: Norman Ayagalria *Council Representative*  
Naim Shabani  
Daniel Maczynski  
Mary Nanuwak

Ex-Officio Present: Andre Achee *Chief of Police*  
William Howell III *Fire Chief*  
Christina Him *Recorder and Transportation Inspector Designee*

Other Present: Eileen Arnold *TWC*  
Pete Williams *City Manager*  
Jesslyn McGowan

### III. PEOPLE TO BE HEARD

*No one to be heard.*

### IV. APPROVAL OF AGENDA

<b>MOVED:</b>	Karr	Motion to approve the agenda.
<b>SECONDED:</b>	Eileen	

<b>VOTE ON MAIN MOTION</b>	All in favor
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**V. APPROVAL OF MINUTES**

<b>MOVED:</b>	Webber	Motion to approve the minutes from the regular meeting of
<b>SECONDED:</b>	Weiss	
<b>VOTE ON MAIN MOTION</b>	All in favor	

**VI. UNFINISHED BUSINESS**

**A. Update on Traffic Impact Analysis**

*Ted Meyer not present.*

**B. GEMT Program Resolution**

*Discussed, no action taken.*

**VII. NEW BUSINESS**

**A. Vacancies (Vice Chair, Henrikson)**

*Excused vs. Unexcused*

- *Excused: Medical, Work, Family Emergency, Vacation (notice ahead of time)*
- *Unexcused: No show, no call*

*Discussed to begin enforcing unexcused info and mentioned could also appear telephonically or make a disclaimer if not able to make it in person.*

**B. “Alternate Road” Discussion (City Manager, Pete Williams)**

*Discussed, no action taken.*

**C. Alcohol Impact (Eileen Arnold, TWC)**

*Discussed the increase in cases and the turnovers in employees is alarming. They only have been reporting to crisis cases. She discussed wanting to be more proactive and not reactive. Eileen would also like to see PSA’s relating to responsible drinking, how to avoid binge drinking type messages. Looking to do more coordinated community efforts with different partnerships to be more effective.*

**D. DOT issues with new YKHC building (Mary Weiss)**

*See report in commission packet.*

**VIII. CHIEF’S COMMENTS**

Chief Achee – *see report in commission packet*

Fire Chief Howell – *see report in commission packet*

**IX. TRANSPORTATION INSPECTOR’S REPORT**

*See report in commission packet.*

**X. COUNCIL REPRESENTATIVE’S COMMENTS**

*Absent.*

**XI. COMMISSION MEMBER’S COMMENTS**

Joan Dewey – *We are moving in right direction with addressing the many public safety issues in Bethel. She is sorry to hear that Naim couldn’t make it and he asked her if he can still be on this commission even though he was assigned the public works committee.*

Eileen Henrikson – *no comment.*

Julene Webber – *no comment.*

Mary Weiss – *no comment.*

Jared Karr – *no comment.*

**XII. ADJOURNMENT**

<b>MOVED:</b>	Webber	Motion to adjourn.
<b>SECONDED:</b>	Karr	
<b>VOTE ON MAIN MOTION</b>	All in favor.	

*Meeting adjourned at 8:25 pm.*

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

DRAFT

## Chapter 2.52 BOARDS, COMMITTEES AND COMMISSIONS

### Sections:

- [2.52.010](#) Applicability.
- [2.52.020](#) Powers and duties.
- [2.52.025](#) Committees.
- [2.52.030](#) Appointments.
- [2.52.035](#) Composition and voting.
- [2.52.040](#) Qualifications.
- [2.52.050](#) Terms.
- [2.52.060](#) Compensation.
- [2.52.070](#) **Vacancies**.
- [2.52.080](#) Notice of vacancy.
- [2.52.090](#) Applications.
- [2.52.110](#) Officers.
- [2.52.120](#) Quorum and voting requirements.
- [2.52.130](#) Meetings and notice of meetings.
- [2.52.140](#) Conflict of interest.
- [2.52.150](#) Procedure.
- [2.52.160](#) Reports and minutes.
- [2.52.170](#) Ex officio members and staff.

### **2.52.070 Vacancies**

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A. The head of the department clearly associated with the body or the department head's delegate shall keep attendance records and notify the city clerk when a vacancy has been declared. Attendance shall be taken and recorded even in the absence of a quorum. A vacancy shall be declared by the body when a member:

1. Is absent from the city for more than ninety (90) days without first (1st) being excused by the body;
2. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
3. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
4. Fails to attend a minimum of sixty-five (65) percent of regular meetings held within any calendar year whether excused or unexcused;
5. Fails to attend a minimum of sixty-five (65) percent of special meetings held within any calendar year whether excused or unexcused;

6. Submits a written resignation which is accepted by the body or the mayor;
7. Dies;
8. Fails to qualify and give the oath of office within thirty (30) days after city council confirmation of the appointment;
9. Ceases to be a resident of the city;
10. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or
11. Becomes disqualified from holding the seat under other provisions of this code.

B. A member may be removed by the council at any time with or without a stated reason; provided, before or promptly after the removal the person shall first (1st) be given an opportunity to address the council in a public meeting.

C. A member that is appointed or nominated by a private or governmental organization or officer as a representative of that organization on the body may be removed at any time as provided for removal of members appointed by the mayor.

D. An ex officio member may not be removed by the council if the person's membership is based solely upon an office or position occupied by that person within a different organization and is not based in part or in whole upon a nomination or recommendation by the person's organization. [Ord. 00-27 § 2; Ord. 99-06 § 2.]

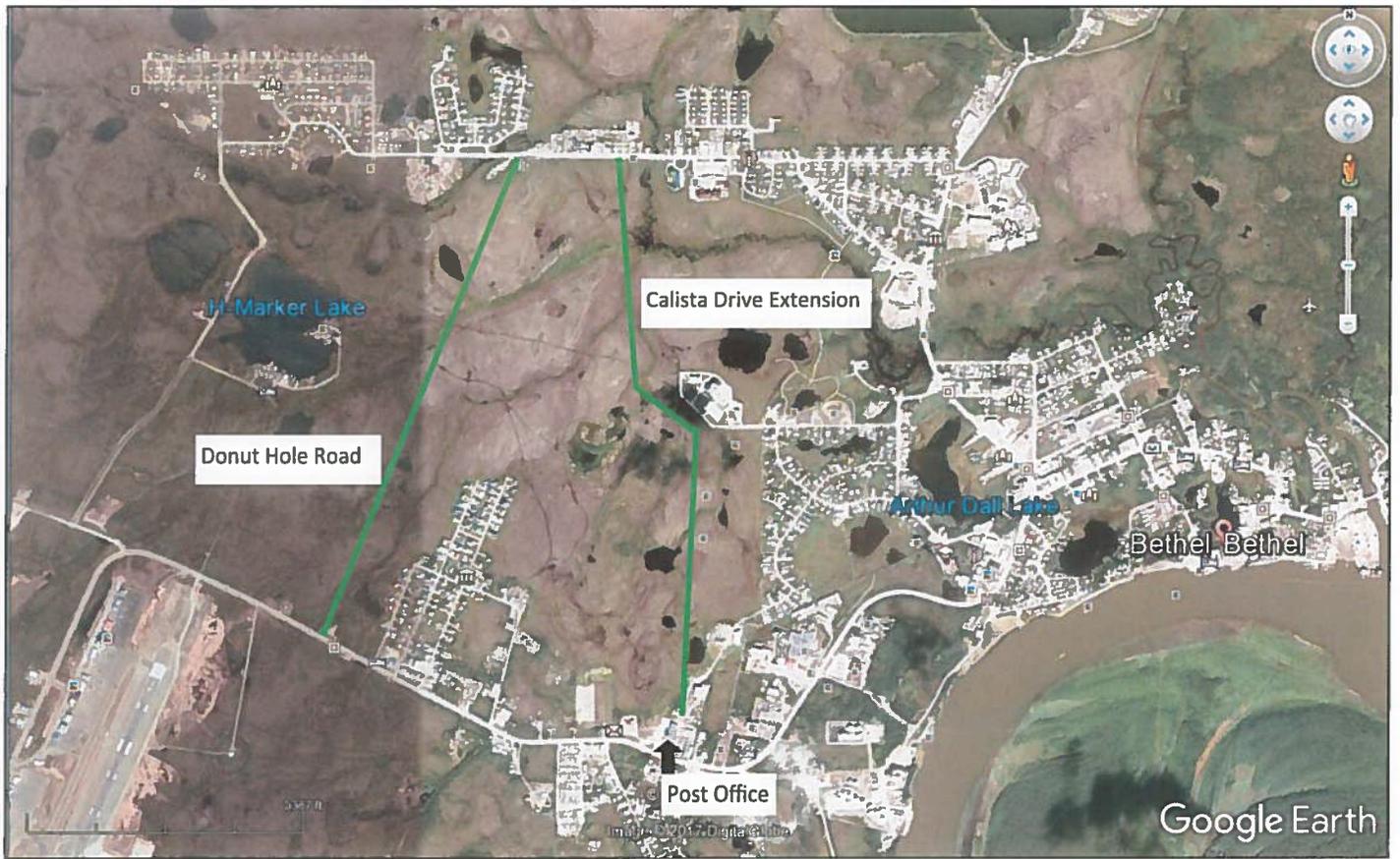
## **2.52.080 Notice of vacancy.**



A. At least thirty (30) days prior to the expiration of the term of a member, the city clerk shall cause notice thereof to be posted within the city. The notice shall set forth the name of the body, the number of terms that are expiring, the length of the terms, any qualifications of members, and the method of applying for consideration for appointment to the body.

B. In the event of a declared vacancy on a body, the city clerk shall post notice of the vacancy for not less than fifteen (15) days. At the earliest possible council meeting after the fifteen- (15-) day posting of the vacancy, the mayor shall appoint a new member for the remaining unexpired term, subject to confirmation of the council.

C. Notwithstanding the posting requirements of this section, the mayor may appoint, and the council may confirm an appointment at any time after the first (1st) day notice is posted. [Ord. 99-06 § 2.]





## Notes from the City of Bethel Planning Commission

Thursday June 1, 2017

The Yukon Kuskokwim Health Center is asking for a conditional use permit to continue construction of the new primary care extension.

Ted Meyer (City Planner) read the requirements that applicants must meet to obtain a conditional use permit

1. Does the application meet the standards of the area? –Yes
2. Is there adequate sewage, transportation, parking and water to support the change? There is a minimum requirement for parking spaces based on size and estimated volume of use. The hospital will have a total of 242 parking spaces + 10 handicapped spaces which exceeds the minimum requirements. The hospital provides its own water. The hospital will provide adequate sewage service by tying into the city industrial corridor project.
3. Does the applicant conform to land use codes (12 criteria) – yes
4. Are the structures appropriate in character to the adjoining neighborhood – yes
5. Is the application in accordance with the Bethel comprehensive plan? The area is zoned mixed residential and this is an extension of an already existing hospital– yes
6. Is there a demonstrated need? Yes
7. Is the application in a flood plain? – No
8. Will the application cause damage to surrounding properties? YKHC is planning on hiring 250 – 500 additional staff. They anticipate an increase in traffic and possible increased risk of traffic associated injury on the highway..

YKHC, Alaska Department of Transportation and Bethel have been meeting as a traffic working group since February 2017 to address this issue.

**Scott Thomas** with Alaska Department of Transportation and **Ted Meyer**, Bethel City Planner reviewed maps and diagrams of traffic mitigation measures that will be in place by the time the primary care building opens in 2019. Presently there is a concept agreement that includes moving driveways on the east side of the highway so they line up with driveways on the west (hospital) side of the. The two existing driveways on the south side of the highway will provide one way in only and be in alignment with the existing main road to the YKHC administrative building (the more northern driveway). The most southern driveway will have one lane in and one lane out of the south parking lot. The current most southern driveway to Suurvik theatre on the east side of the highway may be moved north to line up with it. There will be a driveway that circles the entire hospital and primary care building and will end in a third driveway onto the highway that is in alignment with the one way exit driveway from the YKHC administrative building. Because of the already high traffic volume (8,000-10,000 cars/day) and the projected growth to 12,000 cars per day dedicated left turn lanes on the highway are included. The current push button pedestrian signal and the existing pedestrian pathways on the roadside will not be significantly upgraded. Alaska Department of Transportation has already budgeted for paving of the highway at least in front of the hospital in 2019.

### **Discussion from the Commission members:**

Loren Bradley-Any thought about rerouting the highway so it goes around the hospital instead of bisecting it?

Scott Thomas- The planning has proceeded and money has been budgeted with the assumption of keeping the current route. It would be extremely expensive and in the state there are much more urgent needs for funding.

Kathy Hanson How will the pedestrian pathway from the hospital connect with the pathways going into City Sub?

Scott Thomas- the Alaska Department of Transportation only looks at what affects State roads. We do not have any information about pedestrian walkways other than those that are parallel to the highway.

**Kent Crandall** planner with YKHC He mentioned that the concept is for a medical campus. All patient services would be housed in the hospital/primary care building. All administrative offices would be housed in the current community health building so there should be less pedestrian traffic crossing the highway between patient care and administrative areas

### **Questions from the public**

From Mary Weiss

1. At the beginning of construction a chain link fence was put up between city sub and the hospital, the wooden bridge over the pipes that connect Napakiak street and the hospital was taken away-when construction is finished will the fence be taken down and will we be able to use the wooden bridge to travel from city sub to the hospital?
2. Kent Crandall- Yes.
3. Kathy Hanson asked if when the bridge is connected if it could accommodate skiers and bicycles. The one that was removed was only a set of steps-for pedestrians only
4. Kent Crandall said he would look into it
5. Mary Weiss made the observation that the proposed 4<sup>th</sup> driveway which is planned to be the most northern access to the highway will have to have an incline of possibly 20 -30 feet since the highway is considerably higher than the surrounding tundra. Also the ground is very wet so there will be drainage problems.
6. Kent Crandall-that driveway is not a part of the finalized construction project but being considered as an addition
7. Mary Weiss noted that the first (most southern) and the third (most northern) driveways are projected to have the same traffic flow. The third driveway has a lane from the highway and two lanes from the hospital to the highway. One lane is a dedicated left turn lane and the other a dedicated right turn lane (there is no way to go straight). The first driveway has only one lane into the hospital from the highway and one lane leaving the hospital to the highway. The concern was voiced that since there is only one lane leaving people will get bottle necked behind a car that wants to turn left and has to wait since there is only a stop sign for the driveway and no other traffic control.
8. Kent Crandall He agreed that there might be a problem but the project is already budgeted and only one lane is budgeted.

The motion to approve the conditional use permit was made, seconded and passed.



CITY OF BETHEL  
Fire Department

*William F. Howell III, Fire Chief*  
P.O. Box 1388, Bethel, Alaska 99559  
Phone: (907)-543-2131  
Fax: (907)-543-2702  
[bhowell@cityofbethel.net](mailto:bhowell@cityofbethel.net)

*Celebrating 50 Years of Service*

DATE: July 3, 2017  
TO: Pete Williams, City Manager  
FROM: Bill Howell, Fire Chief  
SUBJECT: June 2017 Management Report

### **Current Events**

- On June 26<sup>th</sup> the department attended a Rasmuson Foundation community reception at the Bethel Cultural Center. We were delighted to find out that the Rasmussen foundation had selected the "Save Lives Support Medic 6" project for a \$25,000 award. We are grateful for the opportunity to have the Rasmuson Foundation as a partner in this project. We would also like to thank Michelle Dewitt of BCSF for facilitating this amazing event.
- The Department's volunteer core will be hosting its annual Outdoor Sports show on August 19 from 10am to 3pm. Please come join us for great food, and great outdoor gear and service vendors.
- Following a department evaluation, the specifications for the new ladder truck are being revised by the manufacture.
- The RFP for ambulance billing and collection services is undergoing final review by the City Attorney and finance department. It will be issued soon.
- The department administrative staff continues work on a new Policies, Procedures, S.O.P., Rules and Regulations manual for the department. The new PPM will roll out in the next few months.
- There is no change in House bill 176, GEMT legislation. It is currently on hold in the Health and Social Services committee. This bill is alive but not carried into the extended session.

## **Community Planning/Preparedness**

- An initial meeting with architects from ECI Alaska was held on June 30 to discuss water supply, fire hydrant locations and fire lanes for the new Ayaprun school. The new school is scheduled for completion some time in 2020.
- The department made recommendations for fire access and other safety features at the YKHC man camp complex located off the highway behind the State Jail. A Fire Marshal plan review was approved by the State Fire Marshall's office.
- On June 8, a teleconference was held with architects, engineers, State Fire Marshal's office and the Fire Department regarding the standpipes in the new Paul John Clinic Building. An effective solution to the concerns brought forward by the system designer was arrived at, the project is proceeding forward.
- On June 19 the department submitted a request, per manager direction; with the State fire Marshall to obtain a copy of all past submittals for the Senior Center building.
- An Insurance Services Office representative will be in Bethel on August 8 to evaluate fire department and community fire protection capabilities. We will be preparing for this visit throughout July.

## **Training**

- On 06/06/17 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed and practiced airway management techniques.
- On 06/08/17 at 7:00 p.m., a Fire Meeting was cancelled.
- On 06/20/17 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed and practiced the operation and use of the Nitro NOx system for pain relief from traumatic accidents.
- On 06/22/17 at 7:00 p.m. a Fire Meeting was held at the fire station. Responders practiced fire attack techniques for grade-level, above grade-level, and below grade-level structure fires at the BFD Training Tower.
- Captain Solesbee started instruction of the State of Alaska Firefighter-I Course on April 1. So far, there are 9 recruits enrolled in the program. Recent topics instructed were Firefighter Rehabilitation, Fire Attack (structural and vehicle), Firefighter Safety and Survival, and Flashover.
- A State of Alaska EMT-1 course is scheduled for November 2017.

## **Responses**

- As of the 29th, the Bethel Fire Department responded to 122 EMS and 12 Fire incidents during the month of June.

- Alcohol-related EMS calls for service represented 59.8% (73 incidents) of the total number of responses during the month of June.
- On 06/03/17 at 1:54 p.m. medics responded to Main Street for the report of a person who was choking. The patient was assessed and transported to the hospital.
- On 06/04/17 at 1:08 a.m. medics responded to BIA Road for report of an ATV crash. The patient was assessed and transported to the hospital.
- On 06/04/17 firefighters responded to the area of Haroldsen's Subdivision for the report of a possible tundra fire. Upon arrival, a smoke column was observed far away. Firefighters reported the fire to the State of Alaska Division of Forestry.
- On 06/06/17 at 4:21 a.m. medics responded to Alba's Coffee Shop for the report of a person who was stabbed. The patient was assessed and transported to the hospital.
- On 06/07/17 at 7:11 a.m. medics responded to Seventh Avenue for the report of a vehicle rollover. The patient was extricated from the vehicle, assessed, and transported to the hospital.
- On 06/16/17 at 7:07 p.m. firefighters responded to the area of Tundra Ridge for the report of a power pole struck by lightning and on fire. Firefighters cordoned off the area and waited for AVEC crews to mitigate the hazard.
- On 06/17/17 at 4:00 a.m. firefighters responded to Swanson's for the report of a fire on the rear of the building. Firefighters extinguished a small fire burning on the wall and floor. The fire is under investigation
- On 06/25/17 at 2:38 a.m. firefighters responded to Quivik Subdivision for the report of a vehicle fire. Firefighters extinguished the fire and returned to quarters.
- On 06/26/17 at 4:55 p.m. medics responded to the State Highway for the report of a vehicle crash. All patients were assessed and refused transport, medics returned to quarters.

### **Captain's Report**

- The Fire Captain is working with the Fire Chief on a Bethel Fire Department Policy and Procedure Manual that will be reviewed and distributed to staff and volunteers upon completion. This manual will include all BFD, City of Bethel, and OSHA policies.
- The Fire Captain is working on annual and probationary evaluations.
- The Fire Captain is working with the Fire Chief on preparing the upcoming FY-18 operating budget.

- There was one OSHA-reportable exposure on an ambulance transport to one Volunteer EMT this month. All reports and medical evaluations were completed as required and the OSHA-300 log was completed by HR. The volunteer member was counselled and received re-training on the Infection Control Policy.
- FY17 3<sup>rd</sup> and 4<sup>th</sup> Quarter Volunteer Stipends were submitted to Payroll and the checks were distributed to the volunteers.

### **Budget/Financial**

- We are working with finance to ensure all Fire department accounts reflect accurate information at year-end. Journal entry adjustments have been requested in several accounts to correct discrepancies.
- FY 2017 budget wrap up included two line item transfers totaling \$5,000 to cover overages in supplies and vehicle parts and tool. The Department's loss of over \$18,000 in our other purchased services account from a budget error and resulting budget mod that zeroed the department's property maintenance account created has made it difficult to pay bills for essential services.
- Demands on personnel, career and volunteer have been significant this year with unprecedented call volume. The department is using off duty staff on standby and call back pay to cover open slots in the shifts and provide a minimum of two personnel on duty at all times. FY 2017 Callback is currently \$20,954 over budget. FLSA overtime is \$16,056 over budget.
- An account deficit in the department's insurance 10-60-721 account was forwarded to the finance department for review. This account is \$23,228 over budget.
- An overage in 10-60-501 salaries of (\$40,374) was brought to the attention of the finance department for review. We believe this is an error.

### **Grants**

- Channel line ups and zone configurations and liscencing issue were all finalized on the departments 11 new portable radios obtained under a 2016 VFA grant. We are excited that the new radios will ship soon.
- The Department received \$7,500 in funding for portable radios through the 2017 VFA grant. Purchases under this grant will be coordinated with other grants.
- The Grants Manager reported that a Homeland security reallocation request will be approved to supply the fire department with three new mobile radios and 12 new portables.
- The Department applied to the FEMA Assistance to Firefighters Grant for 38 sets of firefighter turnouts. The request totaled \$102,000 with a match of only 5%. We are waiting for a response.

## Staffing/recruitment

- The Department is recruiting for one firefighter/EMT position. We were unable to advertise for this position due to lack of funds at the end of FY 17.
- Volunteer Firefighters and EMT's are needed. An EMT 1 class is scheduled for November 2017.

## Vehicles & Equipment

- The Medic 6 build is moving forward quickly. Several pieces of equipment have been sent to the factory for inclusion in the build of the ambulance. Delivery is "booked" and expected in September of 2018. Fundraising continues for equipment for this vehicle. A total of \$244,000 has been raised of the \$255,000 goal. A few pictures from the manufacture of the build are attached.
- The department is continuing to refine the specifications for a new ladder truck Specs. were reviewed and sent to the manufacture for revision.
- The department's 1980 Ladder Truck is currently out of service due to a non-working boom and defunct pump.
- Engine three, our 1986 Grumman reserve pumper, is still out of service to repair a leaking tank, relief valve, tank to pump valve and pump packings. This work is being performed by department staff. Fire fighters completed descaling the tank with a sandblaster in preparation for epoxy coating. Failure to treat the water tank in this fashion would result in continued pitting and eventual catastrophic failure. This work should extend the life of the tank for five or more years.

<b>FIRE DEPARTMENT VEHICLE STATUS</b>			
<b>Vehicle</b>	<b>Type</b>	<b>Year</b>	<b>Status</b>
Medic 4	Ambulance	1999	<i>(Backup ambulance)</i> In service
Medic 5	Ambulance	2003	<i>(Frontline Ambulance)</i> In service, broken headlight fixture. Work order issued. (Plan to remount to new chassis in 2018)
Engine 4	Pumper	2013	<i>(Frontline pumper)</i> In service, Seat belt sensor fault. Work order issued. Part ordered by V&E.
Engine 3	Pumper	1986	<i>(Back up pumper)</i> Out of service, Tank and pump repair in progress. Sandblasting done. Painting now starting. (Poor overall condition needs replacement)
Truck 1	Ladder Truck	1980	<i>(Frontline ladder truck)</i> Out of service, Pump and ladder need repair. Decertified. No work order, equipment is obsolete. (Scheduled for replacement in 2018.)
Tanker 1	Tanker (1500 gallon)	1980	In service, runs poorly, needs tune up, Work order issued. (Undersized, poor condition for Bethel, needs replacement).
Com 1	Pickup	2014	Certificate of origin found and being registered.
Com 2	Pickup	2004	In service, plow and running board needs repair.





CITY OF BETHEL  
**POLICE DEPARTMENT**



TRANSPORTATION INSPECTOR REPORT: **June 2017**

<b>2017</b>	June
New Chauffeurs	1
Chauffeur Renewals	1
Chauffeur Transfers	1
Vehicle Permit Renewals	0
Vehicle Transfers	0
Inspections	4
Revocations	0
Temporary Permits	0

- There were no scheduled semi-annual inspections for June, however we did 4 random inspections on cabs.
- Alaska Taxi Cab will have their scheduled semi-annual inspections in July.
- There were 6 complaints made in the month of June – 2 driving complaints on Alaska Taxi Cab, 2 complaints on companies parking in handicap spots; 1 for Alaska Taxi and 1 for Kusko. As well as 2 complaints on Alaska Taxi for something wrong with the vehicles. All were followed up by an Officer or myself when applicable. Drivers were given verbal warnings for their driving and two had follow-up inspection appointments.