



Arctic and Western Alaska Area Committee: Area Contingency Plan Administration Subcommittee

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The purpose of establishing subcommittees is to enable the Arctic and Western Alaska (AWA) Area Committee (AC) to undertake a more diverse and significant set of work tasks than would otherwise be possible. Subcommittees, therefore, are tasked with taking on specific work on behalf of the Area Committee and reports directly to the AWA AC Steering Committee via the Area Committee Secretary or his/her designee. As such, subcommittees:

- Represent the entire AWA AC in the conduct of their work; and
- Are responsible to the Steering Committee in terms of defining the work to be conducted, informing the Area Secretary regarding progress and unanticipated challenges, and reporting back subcommittee findings in a helpful and timely fashion.

In addition to accomplishing the tasks defined for each subcommittee, subcommittee work will have the broader goal of enhancing the knowledge base of team members around the critical issue areas on which they are working.

A. Subcommittee Objectives

Primary Objective:

Continuously review, update and maintain version control over the Area Contingency Plan. Ensure relevant federal and state plan requirements are met and agency policy mandates are followed.

Sub-Objectives:

- Ensure the ACP remains an operational response document, written for emergency responders, emphasizing ease of use to the greatest extent possible.
- Develop an electronic version of the ACP that can be distributed through a variety of ADEC, EPA and USCG authorized websites.
- Ensure federal processes for informal tribal consultation and Alaska State public comment requirements are met for each plan version.
- Ensure Coast Guard annual and 5-year ACP review and reporting requirements are met.
- Coordinate with GRS, Exercise and Training Subcommittees, as required.

B. Subcommittee Membership

Area Committee: All participants in the Area Committee serve in an advisory role to the OSCs as representatives of their organizations. USCG policy differentiates between different levels of Area Committee participation.

- **Members:** Members must come from federal, state, local, tribal or territorial government agencies. The FOSC shall appoint members, in writing, to serve on the Area Committee for their COTP Zone.
- **Members at large:** Private sector and Non-governmental Organization (NGO) representatives cannot be members of the committee, but rather serve as members at large. The Federal Advisory Committee Act prohibits industry representatives from holding Area Committee membership; however, industry participation in Area Committee meetings is invaluable.

Subcommittee: The ACP Administration Subcommittee Chair and Vice Chair shall be appointed in writing by the AWA AC Steering Committee. The ACP Administration Subcommittee Chair must be a member of the Arctic and Western Alaska Area Committee. The Vice Chair may be selected from members or members-at-large from the Arctic and Western Alaska Area Committee. Chairs and Vice Chairs serve two year terms. The terms of office for all other members or members at large shall be no more than three years. These terms shall be staggered so that the



subcommittee's representation rotates appropriately while maintaining continuity. There are no term limits for any one individual.

Name	Alternate	Role	Agency
Bryan Klostermeyer, MSSR2	Jereme Altendorf, LCDR	Chair	USCG
Clara Crosby		Vice-Chair	ADEC
Jereme Altendorf, LCDR		Member	USCG
Laurie Silfven		Member	ADEC
John Rice, MSTCS		Member	USCG
Raymond Atos		Member	Inupiat Community of Arctic Slope
Heather Seemann		Member	North Slope Borough
Steven Russell		Member-at-large	157 Degrees West Environmental Services
Vinnie Catalano		Member-at-large	Cook Inlet RCAC
Linda Swiss		Member-at-large	Prince William Sound RCAC
Russell Brandon		Member-at-large	ExxonMobil
Jeanie Shifflet		Member-at-large	ConocoPhillips
Karen Pletnikoff		Member-at-large	Aleutian Pribilof Islands Association

C. Subcommittee Meetings

Meeting Schedule and Process

The subcommittee will meet as required to accomplish established objectives within timelines set by AWA AC steering committee. Subcommittee meetings do not require a quorum. The Chair and Vice-Chair shall maintain awareness of the subcommittee's progress and any issues regarding project advancement. Subcommittees should attempt to reach consensus on subcommittee activities. If consensus cannot be reached, the subcommittee chair will forward the issue with a recommendation, along with the other options for resolution of the issue, to the AWA AC Steering Committee via the Area Committee Secretary for final decision.

Meeting Agenda

Subcommittee's establish their own agenda or follow the agenda outlined below:

- A. Introductory Items such as
 - a. Objectives review
- B. Review Project(s) Status
 - a. Timeline Update
- C. Conduct/initiate subcommittee activities
- D. Review progress and summarize new actions following current subcommittee meeting
- E. Plans, date and location for next meeting

D. Current Subcommittee Tasking and Deadlines

In addition to fulfilling the overall Subcommittee Objectives listed above, the Steering Committee directs the following:



1. Review ACP 2018.0, identify plan sections for validation, propose modifications for ACP 2018.1, and submit for Steering Committee approval. **Deadline: June, 2019.**
2. Finalize the plan revision process. **Deadline: October, 2019.**
3. Provide assistance to Area Committee Secretary in drafting annual Area Committee report to USCG Office of Marine Environmental Response. **Deadline: February 1, 2020.**
4. Review ACP 2018.1, identify plan sections for validation, propose modifications, submit for Steering Committee approval, and complete draft of ACP 2020.0. **Deadline: March, 2020.**
5. Submit signed ACP 2020.0 to the USCG National Review Board. **Deadline: June 1, 2020.**