SOUTHEAST ALASKA MARINE FIREFIGHTING COMMITTEE CHARTER

The Marine Firefighting Committee for the Captain of the Port (COTP) Zone, Southeast Alaska, is hereby chartered on April 19, 2013.

A. Purpose

The Southeast Alaska Marine Firefighting Committee provides a forum to bring together appropriately experienced representatives from a variety of sources that will continually assess marine firefighting port readiness, implement appropriate measures to increase readiness levels, and develop, revise, and implement the Southeast Alaska Marine Firefighting Contingency Plan.

B. Objectives

- Assist in the development, review, implementation, and update of the Southeast Alaska Marine Firefighting Contingency Plan.
- Conduct periodic assessments of existing port community's maritime firefighting readiness and response capability to the 5 most probable marine fire/emergency incidents common to Southeast Alaska.
- Recommend measures designed to improve the readiness level and integration of local first responders, Coast Guard, private industry, and other response organizations to various types of vessel and waterfront fires in Southeast Alaska.
- Promote safe and effective firefighting measures to various types of waterfront and vessel fires.
- Advise and consult with the Southeast Alaska Coast Guard Captain of the Port on matters relating to maritime firefighting readiness.

C. Geographic Area of Responsibility

The Southeast Alaska Marine Inspection Zone and Captain of the Port Zone comprise the area within the boundary which starts at 60 deg.01.3[min] N. latitude, 142 deg.00[min] W. longitude; thence proceeds northeasterly to the Canadian border at 60 deg.18.7[min] N. latitude, 141 deg.00[min] W. longitude; thence southerly and easterly along the United States-Canadian shore side boundary to 54 deg.40[min] N. latitude; thence westerly along the United States-Canadian maritime boundary to the outermost extent of the EEZ; thence northerly along the outer boundary of the EEZ to 142 deg.00[min] W longitude; thence due north to the point of origin.

D. Rules for Membership

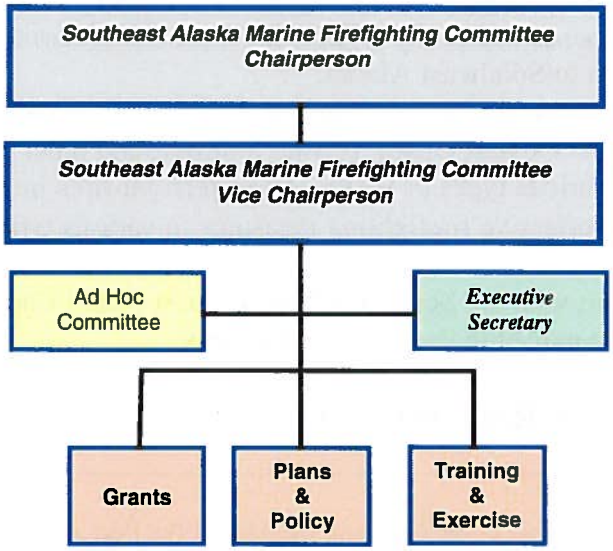
The Southeast Alaska Marine Firefighting Committee will be composed of members who have experience in maritime operations, structural firefighting and/or marine firefighting operations. Members may be selected from:

- Public safety, incident management teams, and emergency response agencies;
- U.S. Coast Guard Captain of the Port (Planning & Response Departments);
- US Coast Guard District Seventeen Command Center;
- Alaska Emergency Management, Public Safety, and Grants Administration;
- Alaska specialized response teams;
- Law enforcement and security organizations;
- Maritime industry, including representatives from the cruise lines, vessel agents, tug companies, ferry system, fuel/cargo companies; and
- Other port stakeholders and non-government organizations having special competencies and training in marine firefighting.

E. Organizational Structure

Southeast Alaska Marine Firefighting Committee

The Southeast Alaska Marine Firefighting Committee shall appoint or elect a Chairperson, and a Vice Chairperson. The Vice Chairperson shall act as the Chairperson in the absence or incapacity of the Chairperson.



Southeast Marine Firefighting
Committee Organization Chart 2013

This Committee shall assemble to discuss vessel and waterfront facility firefighting issues within Southeast Alaska. They will also review the Southeast Alaska Marine Firefighting Contingency Plan and submit recommended changes to the Coast Guard Captain of the Port. Minor changes, including administrative changes and membership,

will be made by the Executive Secretary and provided to the membership on a routine basis, not less than annually.

This Committee is also responsible for exercising the Southeast Alaska Marine Firefighting Contingency Plan on a triennial basis. Exercises shall test the Plan's effectiveness and should be used as a tool to gather necessary information to update or revise the current Plan. Exercise documentation shall be provided to the Executive Secretary for retention. Lessons learned and best practices shall be outlined in an After Action Report and documented appropriately (Coast Guard Contingency Planning System (CPS) or DHS Lessons Learned Information System (LLIS)) and added to Homeport for member access.

Subcommittees—Grants, Plans & Policy, and Training & Exercises

The Southeast Alaska Marine Firefighting Planning Committee shall oversee and direct the existing 3 subcommittees.

- Grants: Coordinates and applies for Federal and/or State grants related to exercises and equipment needed to support the Southeast Alaska Marine Firefighting Contingency Plan.

- Plans/Policy: Maintains and updates the Southeast Alaska Marine Firefighting Contingency Plan.

- Training/Exercises: Schedules, conducts, and evaluates marine firefighting exercises in addition to evaluating real events. Submits best practices and recommended improvements of the Southeast Alaska Marine Firefighting Contingency Plan.

Ad Hoc or Working Groups

Working groups or ad hoc committees may be established to deal with specific issues and may meet as often as necessary in order to complete a specified assignment/project. Ad Hoc Working Groups are temporary and normally appointed by the Chairperson to discuss/solve a specific issue.

F. Duties of Committee Members

The U.S. Coast Guard Captain of the Port for Southeast Alaska is responsible for convening and supporting the Committee. He/she is also responsible for the development of the marine firefighting contingency plan with input from local response organizations, training of Coast Guard Sector personnel, and coordination of Coast Guard Sector units and personnel during incident response. The COTP will not assume overall control of marine firefighting efforts when appropriate qualified fire officers are present and able to take control. The COTP will implement and exercise the SE Alaska Marine Firefighting Plan according to the schedule developed by the Committee. The SE Alaska Marine Firefighting Planning Committee Officers' duties include:

Chairperson-

- Convene committee meetings at least once per calendar year, or when requested by a majority of the membership;
- Ensure an agenda is prepared prior to each meeting;
- Ensure each meeting is documented by the taking of minutes; and
- Develop and direct the actions of established working groups or ad hoc committees on an as needed basis.

Vice Chairperson-

- Assume the duties of the Chairperson in his or her absence.

Secretary –

- Duties shall include but are not limited to:
    1. Prepare the agenda;
    2. Taking minutes;
    3. Making updates to the Southeast Alaska Marine Firefighting Contingency Plan; and
    4. Properly maintaining all committee records such as agendas, minutes, membership roster, updated charter, exercise schedule, etc….

G. Procedural Rules of Order

Members from Federal, State, industry, and local stakeholders are partners in the SEAK Marine Firefighting Planning Committee. The chairperson's primary role is as facilitator with the goal of achieving consensus and collaborative agreement. Issues and action items shall be communicated or put forward for a motion, discussion, and voted upon for adoption. Voting may be by ballot or voice (group aye and nay), roll call, and in special cases, general consent. Members who are absent from meetings will be polled for their vote by the Executive Secretary. A quorum is required to conduct a meeting and shall consist of not less than one-half of the active members.

H. Meetings

This Committee shall assemble at least once in a calendar year, or when requested by the majority of the membership. Meetings shall be scheduled at least 6 months in advance in order to facilitate membership schedules and operational commitments. Meeting times will be set in a manner and at a time to best facilitate industry partnership schedules while avoiding critical summertime operations.