

Teleconference/Meeting Summary: Tuesday November 20 @ 1:00 PM
Aleutians Emergency Towing System (ETS)
ETS Procedures Manual/Training DVD

Attendees:

Kelly O'Brien- UCB
John Brown – ADEC
Mayor Shirley Marquardt – City of Unalaska
John Days - Port of Dutch Harbor
Amy Gilson - Nuka Research
Pete Gray – Alaska Marine Pilots Association
Alvin Osterback - Port of Dutch Harbor
Leslie Pearson – ADEC
Tim Robertson - Nuka Research

Opening Comments/Agenda Additions

There were no comments or additions to the agenda from the Workgroup.

Discuss ETS Procedures Manuals Edits

The workgroup reviewed and approved all Procedures Manual comments/edits and finalized the draft version. A few additional edits will be incorporated into the final version prior to delivery to ADEC:

- Add the 24-Hr USCG Sector Anchorage phone number
- Add helicopter pendant/Mark 105 hook photos
- Change the maintenance language in the components table to “annual by August”
- Correct the manufacturer’s information under the City’s ETS to reflect information from John Days

The Workgroup discussed and agreed to create a permanent link on the ADEC/SPAR/PERP website for the ETS Procedures Manual; as well as distributing information through the USCG, NOTAM and to Dutch Harbor vessel traffic directly through AMP.

Discuss Rough Cut Training DVD

Kelly O'Brien asked for comments on the Training DVD. The Workgroup had the following suggestions:

- Create higher contrast between the segment transition page color and text color – Pete Gray, AMP
- Emphasize the word *windward* during the lighted-buoy deployment – Pete Gray, AMP
- Reference ETS Procedures Manual on the introduction (splash) page – John Brown, ADEC

- Incorporate background music – Pete Gray, AMP

The Workgroup discussed training DVD deadlines and agreed on the following schedule:

- November 26 – Tim Robertson script outline to Kelly O'Brien
- December 3 – Kelly O'Brien draft script to Amy Gilson
- December 4 – Amy Gilson distributes script to ETS Workgroup for review
- December 10 – Script comments deadline
- December 21 – Draft DVD distributed to ADEC, USCG, AMP, Ports Dept./City of Unalaska for review
- December 28 – Final Training DVD

Review Action Items

- Incorporate additional comments/edits into Draft Procedures Manual and finalize for production – Nuka Research, Amy/Kathleen/Tim
- Distribute final manual – Amy Gilson, Nuka Research
- Research creating a permanent ETS Procedures Manual link on ADEC website (do appendices need to be listed separately) – Kathleen, Nuka Research
- Script outline to Kelly by November 25-26 – Tim Robertson, Nuka Research
Script outline was delivered to UCB on November 20
- Deliver draft script to Nuka by December 2 – Kelly O'Brien, UCB
- Distribute draft script to Workgroup for review – Amy Gilson, Nuka Research
- Inquire about ADEC availability to burn DVDs for distribution – Leslie Pearson, ADEC
- Contact USCG regarding use of NOTAM to distribute ETS information – Leslie Pearson, ADEC
- Pilots deliver ETS DVD directly to vessel captains – AMP, Dutch Harbor

Schedule Next Meeting

The Workgroup decided to hold a teleconference to review the training DVD w/script on December 10 @ 10:00 AM. *The teleconference date has been changed to December 3 or 4 depending on schedules.*

Adjourn