

DRAFT Teleconference/Meeting Summary: Wednesday, December 4 @ 10:00 AM
Aleutians Emergency Towing System (ETS)
ETS Procedures Manual/Training DVD

Attendees:

Kelly O'Brien- UCB
Lauren Adams - UCB
John Brown – ADEC
Amy Gilson - Nuka Research
Carter Whalen – Alaska Marine Pilots Association
Leslie Pearson – ADEC
Gary Folley – ADEC
Tim Robertson - Nuka Research

Opening Comments/Agenda Additions

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

Discuss Training DVD Script

The workgroup reviewed the draft Training DVD script and edits as presented by UCB. The workgroup approved the draft as presented and added:

- safety information to the introduction section of DVD that references manual/vessel safety ops (delete safety references within each section),
- emphasis importance of communication between tug's master and ship's master

Discuss Rough Cut Training DVD

The workgroup discussed the Rough Cut Training DVD as presented and agreed to the following items:

- add a components PPT,
- incorporate manual graphics for diagramed/complicated information,
- use a local (workgroup or mariner) as narrator for DVD.

Review Action Items

- Estimate number of hard copy manuals needed for AMP – Carter Whalen, AMP
- Research printing companies/quotes – Nuka Research
- Create sentence to incorporate updated procedures for Tug-to-Ship deployment regarding thimble size and send to AMP, UCB – Tim Robertson, Nuka Research
 - Item sent on 12.04.07
- Recruit narrator for training DVD – UCB (AMP)
- Email Workgroup for estimated number of hard copies – Amy Gilson, Nuka Research

Schedule Next Meeting

No meeting was scheduled.

Adjourn

