



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Public Safety Advisory Board Meeting

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Thursday, April 27, 2023

12:00 PM

Assembly Chambers

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You are invited to a Zoom webinar.  
When: Apr 27, 2023 12:00 PM Alaska  
Topic: Public Safety Advisory Board Meeting

Please click the link below to join the webinar:

<https://petersburgak-gov.zoom.us/j/89994193835?pwd=Ri9JUVJuYVhiWUtsa2ZSWjRRazhCUT09>

Passcode: 865627

Or Telephone:

(253) 215-8782 or (720) 707-2699

Webinar ID: 899 9419 3835

Passcode: 865627

- 1. Call to Order / Roll Call**
- 2. Introduction of Board Members**

Please briefly introduce yourself to the rest of the Board.

- 3. Selection of Chair and Vice Chair**

Code Section 3.36.040A states that at the first meeting held after the annual municipal election, the board shall, by majority vote, elect from its members a chairperson and vice-chairperson.

**A. PMC Chapter 3.36 - Public Safety Advisory Board**

- 4. Approval of Minutes**  
**A. February 15, 2022 PSAB Meeting Minutes**
- 5. Amendment and Approval of Meeting Agenda**
- 6. Persons to be Heard Related to Agenda**
- 7. Persons to be Heard Unrelated to Agenda**
- 8. Staff Report**

**A. Fire/EMS/SAR Director Report**

At the request of Member Lichtenberger, Fire/EMS/SAR Director Hankins will provide a report regarding the department's emergency response capability and the function and structure of the Emergency Command Center.

**9. Unfinished Business**

**10. New Business**

**A. Raven's Roost Trail Signage and Crosswalk**

Chief Kerr was contacted by a local citizen requesting a crosswalk and signage to slow down the traffic on the road at the base of Raven's Roost Trail. The parking area is on the opposite side of the road from the trail head, vehicles are often driving fast off of Cabin Creek Road and the visibility isn't the best for pedestrians coming off the trail. Chief Kerr seeks support from the Board to request Public Works install the appropriate signs and a crosswalk from the base of the trail to the other side of the street.

**B. Handicap Access Parking on Dolphin Street**

Chief Kerr received a request for the installation of handicap access parking on Dolphin Street on the north side of the St. Catherine of Siena Roman Catholic Church. Chief Kerr recommends fulfilling this request and seeks Board support for the project. The School District requests the handicap parking be designated for weekends only. See Chief Kerr's report and Stedman Elementary School Principal Conn's email, attached.

**C. Parabolic Mirror Installation at Haugen Drive & Second Street**

Member Tuccillo requests consideration of installing a parabolic mirror at the south corner of Haugen Drive and Second Street. For drivers on North Second Street either turning onto or crossing Haugen Drive it is very difficult to see oncoming traffic traveling down Haugen.

Haugen Drive is a State owned and maintained street. Chief Kerr spoke with ADOT regarding the mirror and based upon his findings does not recommend the Borough move forward with installation. Please see Chief Kerr's report, attached.

**D. Appointment of a PSAB liaison to the Local Emergency Planning Committee**

Member Tuccillo requests the Board appoint one member to be a liaison to the LEPC.

**11. Communications**

**12. Discussion Items**

**13. Adjourn**

Chapter 3.36

PUBLIC SAFETY ADVISORY BOARD\*

Sections:

- 3.36.010 Established.
- 3.36.020 Board composition, and terms.
- 3.36.030 Board member qualifications.
- 3.36.040 Board structure.
- 3.36.050 Meetings.

3.36.010 Established.

There is created a public safety advisory board which shall review, investigate and make recommendations on any matter referred by the borough assembly or manager. The board may also, at the request and discretion of the fire department director or chief of police, be advisory to the director or the police chief in the duties and responsibilities listed in sections 3.32.060, duties and responsibilities, and 3.34.030, duties and responsibilities.

(Ord. No. 2013-20, § 3, 12-16-2013)

3.36.020 Board composition, and terms.

The public safety advisory board shall consist of five members elected at large at a regular municipal election to staggered three-year terms and shall serve until their successors have taken an oath of office. Vacancies on the board shall be filled in the same manner as vacancies on other elected borough boards, as set out in section 3.04.060 A. of this Code. A vacancy is created on the board in the same manner as vacancies on the assembly, as set out in paragraphs A. and B. of Section 2.04 of the Borough Charter.

(Ord. No. 2013-20, § 3, 12-16-2013)

3.36.030 Board member qualifications.

A member of the public safety advisory board must be a qualified voter of the borough and have resided within the borough for a period of one year immediately preceding election or appointment to office.

(Ord. No. 2013-20, § 3, 12-16-2013)

3.36.040 Board structure.

A. At the first meeting held after the annual municipal election of each year, the board shall, by majority vote, elect from its members a chairperson and a vice-chairperson.

1. The chairperson shall preside at board meetings, set meeting agendas and attest to approved minutes. The chairperson shall vote in the same manner and with the same restrictions as other board members and shall be counted for quorum purposes.

2. In the absence of the chairperson, the vice-chairperson shall assume the chairperson's duties.

\*Editor's note—Ordinance No. 2013-20, § 3, adopted December 16, 2013, transferred and incorporated Chapter 3.36 to read as herein set out as a borough ordinance. See Ordinance List and Code Comparative Table and Disposition List for complete derivation from City Code.

B. The fire department director or police chief, or their respective designees, shall give notice of board meetings to each board member and to the general public; attend board meetings relative to their department's operations; assure minutes of the meetings are taken and serve as staff resources to the board. The fire department director and police chief shall not vote on any matter before the board.  
 (Ord. No. 2013-20, § 3, 12-16-2013)

**3.36.050 Meetings.**

A. The board shall meet at the call of the chairperson, or any three board members, on an as needed basis and meetings shall be given public notice as required in subsection 3.10.020 B. of this Code.

B. "Robert's Rules of Order", current edition, shall govern the parliamentary proceedings of the board to the extent not in conflict with borough charter and code provisions. The board may adopt written procedural rules it finds necessary and appropriate to conduct business. The rules shall be reviewed and revised as necessary.

C. Three members shall constitute a quorum. At least three affirmative votes shall be necessary to carry any question.

D. The board shall designate a public meeting area where meetings will be held. All meetings shall be held in accordance with Alaska's Open Meetings Law and in a facility that is accessible to persons with disabilities.

E. Meetings shall be open to the public and the meeting agenda shall afford an opportunity for the public to address the board.

1. Each person addressing the board shall give their name and address. All remarks shall be addressed to the board as a body and not to any individual board member. No person shall be permitted to enter into any discussion without the permission of the chairperson.

2. When a group of people wish to address the board on the same subject, the chairperson may request a spokesperson be chosen by the group to address the board.

3. Any person making personal, impertinent or slanderous remarks, or who becomes boisterous while addressing the board, may be barred from further attendance at the meeting by the chairperson unless permission to continue is granted by a majority vote of the board.

4. Unless further time is granted by the board, a person's or group's comments shall be limited to five minutes.

(Ord. No. 2013-20, § 3, 12-16-2013)



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Public Safety Advisory Board Meeting

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Tuesday, February 15, 2022

6:00 PM

Assembly Chambers

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### 1. Call to Order / Roll Call

The meeting was called to order by Clerk Thompson. All Board Members were in attendance.

#### PRESENT

Board Member Devren Bennett  
Vice Chair Mark Tuccillo  
Board Member Stan Hjort  
Board Member Daniel Sullivan  
Chair Mark Testoni

### 2. Selection of Chair and Vice Chair

The Board unanimously selected Mark Testoni as Chair and Mark Tuccillo as Vice Chair.

Voting Yea: Board Member Bennett, Vice Chair Tuccillo, Board Member Hjort, Board Member Sullivan, Chair Testoni

#### A. Borough Code Chapter 3.36 - Public Safety Advisory Board

### 3. Approval of Minutes

There are no minutes to approve.

### 4. Amendment and Approval of Meeting Agenda

The agenda was unanimously approved as submitted.

Motion made by Vice Chair Tuccillo, Seconded by Board Member Bennett.

Voting Yea: Board Member Bennett, Vice Chair Tuccillo, Board Member Hjort, Board Member Sullivan, Chair Testoni

### 5. Persons to be Heard Related to Agenda

No views were shared.

## **6. Persons to be Heard Unrelated to Agenda**

No views were shared.

## **7. Staff Report**

Fire/EMS Director gave the Board a brief overview of the Fire Department.

Chief Kerr gave the Board a brief overview of the Police Department.

## **8. Unfinished Business**

There was no unfinished business.

## **9. New Business**

There was no new business.

## **10. Communications**

### **A. Communications Received**

## **11. Discussion Items**

The Board discussed a meeting schedule, agreeing to meet on a quarterly and/or as needed basis. They also asked Director Dixson and Chief Kerr what the public safety departments are looking for from the PSAB.

## **12. Adjourn**

The meeting was adjourned at 6:58 p.m.

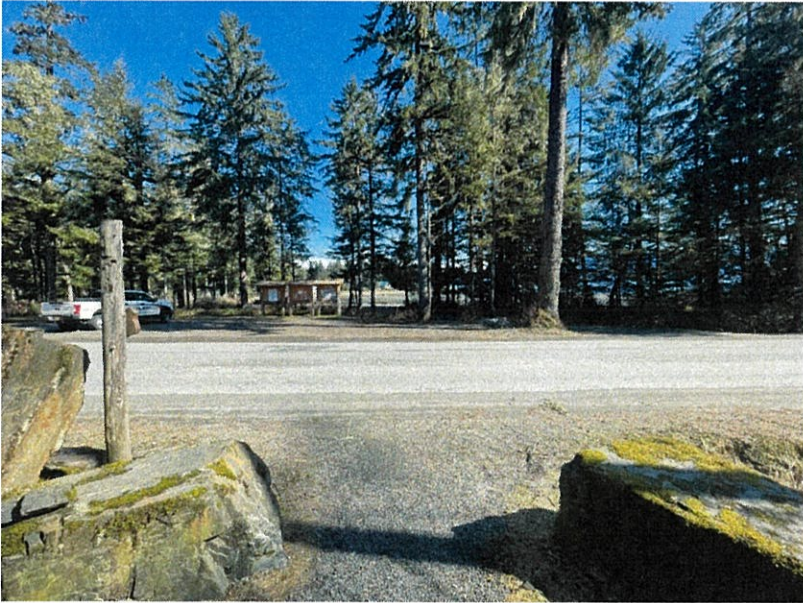
Motion made by Board Member Bennett, Seconded by Vice Chair Tuccillo.  
Voting Yea: Board Member Bennett, Vice Chair Tuccillo, Board Member Hjort, Board Member Sullivan, Chair Testoni

Chief Kerr's  
Public Safety Advisory  
Board Items

**Item #1**

It has been recommended by a member of the public to install a crosswalk from the Sandy Beach parking lot to the trailhead of Ravens Roost trail. This parking lot is the staging area for the trailhead and receives a lot of activity. The recommended crosswalk is a great safety addition to the area. It is my recommendation that the Public Safety Advisory Board support the installation of a crosswalk at the Raven Roots trailhead. If approved I will forward the changes to Public Works who will install the crosswalk and signs. This request is of little cost to the Petersburg Borough and provides greater safety to the area. (See Photos)



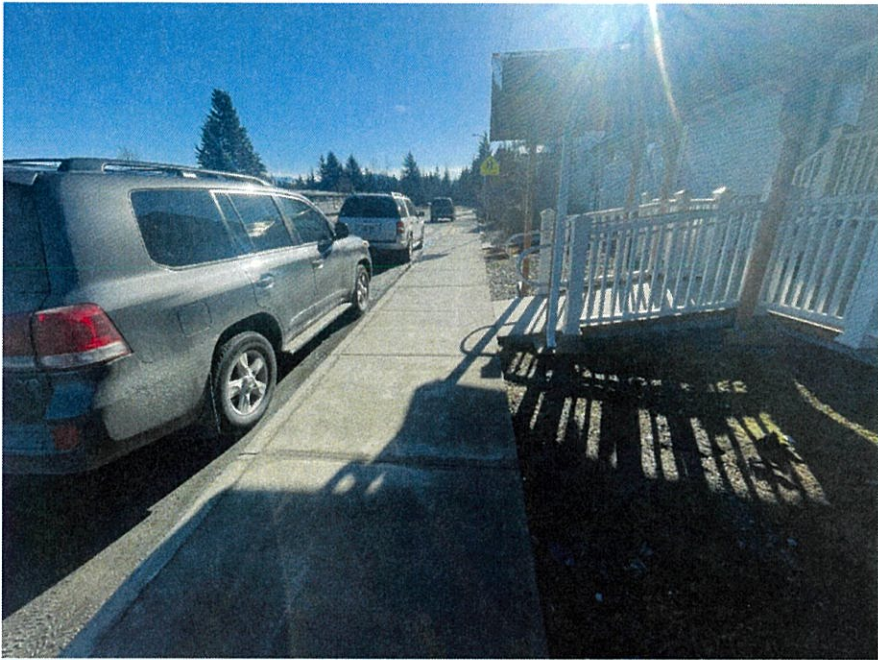




**Item #2**

I have received a request for the installation of handicap access parking on Dolphin St. on the north side of the St. Catherine of Siena Roman Catholic Church. The church recently completed a handicap ramp which is the only handicap access to the church from the sidewalks. The Third St. side of the building is not handicap accessible making the Dolphin St. ramp the only access. (See photos of the handicap ramp and location.) My recommendation would be to install handicap parking on Dolphin St. at the Petersburg Elementary School's west crosswalk westward to accommodate 2 handicap parking spots. This area would allow the use of the handicap ramp along with the crosswalk/sidewalk access for wheelchairs. I have notified Petersburg Elementary School of this change request but have not received any feedback. If approved I will forward the changes to Public Works who will install handicap parking (painting of curbs and signs).





## Debra Thompson

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**From:** Heather Conn <hconn@pcsd.us>  
**Sent:** Monday, April 24, 2023 10:44 AM  
**To:** Debra Thompson  
**Cc:** Superintendent PSD; James Kerr  
**Subject:** Handicapped Parking

Mrs. Thompson,

Chief Kerr had made contact with me in regards to 2 handicapped parking spots by the Catholic Church ramp being proposed by Public Safety. I have been aware that this meeting will occur on Thursday, April 27th. Both myself and the Superintendent will be out of town on this date to attend the meeting. I am hoping that you can provide this message to the Public Safety Board for consideration.

To Whom It May Concern:

I believe as a School District we would like to have all parking options available Monday - Friday from 7:30-4:00. If you have ever driven on Dolphin Street during this time period you would see that we have limited parking. In our parking lot we share parking with Parks and Recreation, 80 Petersburg School District staff members, anywhere from 30 to 40 12th grade seniors, and numerous parents on a day to day basis. To say the least it is congested as is. We fully understand the need for handicapped parking and look forward to being able to offer this to our Catholic Church patrons on Sunday. We suggest in order from most desired to least desired:

1. Sunday or weekend handicapped access only
2. No handicapped parking spaces
3. 1 handicapped parking space
4. 2 handicapped parking space

I apologize for not being able to present to help answer questions or voice my concerns in person. I hope that we can find a solution that is in the best interest of the Petersburg School District children, families, and staff, as well as the Catholic Church patrons.

Thank you for your consideration!

Sincerely, Heather Conn

Heather Conn, Principal

Stedman Elementary School

[hconn@pcsd.us](mailto:hconn@pcsd.us)

877-526-7656

<http://www.pcsd.us>

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**Chief's Comments on Mirror at 2<sup>nd</sup> & Haugen Dr.**

I have spoken with the State of Alaska about this request. The State of Alaska is responsible for all signage on Haugen Drive and will not install a mirror at this intersection. They advised if the Petersburg Borough wants to install a mirror at this intersection it has to be outside of the State of Alaska right-of-way which puts the mirror on the other side of the power poles. The State of Alaska will not be liable for any accidents resulting from the installation or use of the mirror. The State of Alaska has pushed the no parking back in this area as far as they can, and they will not paint the entire block no parking. It is my recommendation that the Public Safety Advisory Board take no action on this item. This protects the Petersburg Borough litigation in the event of an accident.

