



Lower Columbia Region Harbor Safety Committee

## ***Minutes of General Membership Meeting***

1000 to 1130 Hours  
Wednesday Jan. 14, 2009

Venue: Commission Room  
Port of Vancouver  
3103 Lower River Road  
Vancouver, Wa 98660



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**Call to Order: 1015**

**Roll Call**

<b>Attendance Report – Managing Board</b>					
<b>Member</b>	<b>Alternate</b>	<b>Present</b>	<b>Member</b>	<b>Alternate</b>	<b>Present</b>
Paul Amos	Steve Dobbins	Both Present	Hans Meere		Present
Tim Archer		Present	Heather Moats		Present
Chip Boothe	Diane Butorac Bob Troyer	DB Present	Peter Richards		Present
Dennis Corwin		Not Present	Mike Sasso	Roman Geigle	RG Present
Sebastian Degens	Eric Burnette	Not Present	Jaime Sayers		Not Present
Jon Gornick	Tina Teed	Tina Present	Steve Shaver	Robert Rich Fred Harding	FH Present
Gary Lewin	Dan Jordan	Both Present	Jim Townley		Not Present
Kate Jackson		Present	Lars Uglum		Present
Tom Markgraf		Not Present	Michael Zollitsch		Present
Kristin Meira		Not Present			
<b>9 Members present, 6 Alternates present</b>					
<b>The meeting was conducted with a Quorum present.</b>					
<b>Guests in Attendance</b>					
<b>Name</b>	<b>Email</b>	<b>or Telephone</b>	<b>Name</b>	<b>Email</b>	<b>or Telephone</b>

**Introductions - Chair**

Officers: Chair Paul Amos, Vice Chairperson Dan Jordan, Secretary/Treasurer Heather Moats.  
Managing Board Members: See Membership Report attached.  
USCG Liaison Personnel: Lt. Katherine Jackson, MST1 Jaime Sayers

Self Introduction of Members in attendance.

**Review of Minutes from General Membership meeting held 10-15-08 - Secretary Treasurer**

On a motion duly made and seconded minutes from the meeting of 10-15-08 were approved.

**Sub-Committee Reports**

**Technology Sub-Committee – Hans Meere**

Hans reviewed status of website development and capabilities. Website address is;  
[WWW.LCRHSC.ORG](http://WWW.LCRHSC.ORG).

**Charter Sub-Committee – Dan Jordan**

- Proposed Charter Revision – copy of new charter included in separate attachment  
Dan Jordan reviewed further revisions to the Charter from the last meeting. Motion to approve the new charter was made and seconded. Approved by the membership with no nay votes.

**Outreach Sub-Committee – Heather Moats**

Kate Jackson reviewed the outreach letter sent, advising the community of the change from Ports and Waterways Safety committee to the Lower Columbia River Harbor



Safety Committee. The committee continues to work on getting more attendance and interest in the LCRHSC work.

### **Extreme River Stages Sub-Committee – Sebastian Degens**

**No report**

### **Anchorage Sub-Committee – Eric Burnette**

There was a brief discussion of the status of Anchorage and Lightering Guidelines. Both have had some changes made and need to be finalized by the committee for presentation to the membership.

### **Rule 9 - Make Way Sub-Committee – no report**

### **Bridges Sub-Committee – Dennis Corwin**

#### **See Appendix 1**

After the Bridges Sub-Committee report was read into the record the Membership agreed that the LCRHSC should request a written reply from the Willamette River Crossing Advisory Council to our letter of 06.19.08.

### **Issues Sub-Committee**

Review of the process for bringing issues before the Committee. Dan Jordan as Vice Chair is now the gatekeeper for issues. Dan's email address is [DAN.JORDAN@COMCAST.NET](mailto:DAN.JORDAN@COMCAST.NET). Issues Vetting Form will be attached when sending out the minutes and passed to Hans for posting on the website. Preferably this form should be used when sending emails to Dan, completing as much information as possible at the time of submission.

### **Harbor Safety Plan**

Diane Butorac reviewed the reason and process for developing a HSP for the Columbia River. The prioritization worksheet was provided for review by the members. Assignments for working groups had been made at the Managing Board meeting and benchmarks set for developing chapters. See **Appendix 2** for updated spreadsheet. Anyone interested in working on developing one of these areas should contact the head of the working group.

### **Request for Comment and New Business**

Status report on development of lockage operations procedures was requested. It seems the procedures may be developed but need to be distributed for review by the stakeholders then by the LCRHSC

### **For the Good of the Order**

Paul Amos advised the group that the next National Harbor Safety Committee annual meeting will be in Tampa, Florida May 27-29.

### **Adjourn - 1145**



### Appendix 1: Charter Sub Committee

#### LCRHSC Bridges Subcommittee Report

January 14, 2009

I attended the last Willamette River Crossing Community Advisory Meeting on November 13, 2009. The LCRHSC letter was presented at this meeting and was met with surprise by most of the committee. They agreed to put the issue on the table although did not know that the vertical clearance was a concern. Our timing was ideal, as this was the only meeting that allowed public comment and the last meeting before the options were to be revealed to the public.

At this meeting the final bridge types were narrowed down to two final styles, a cable bridge and the new wave design.

I have recently been informed that the architect has been working on a design of a 77', 79' and 81' version of these bridges. I requested for tall vertical clearance to be investigated.

No other progress has been made due to the holidays and the weather.

I will keep you posted.

Dennis Corwin  
Bridge Chair

### Appendix 2:

#### LCRHSC HARBOR SAFETY PLAN – CHAPTER DEVELOPMENT JANUARY 14, 2009

SUBJECT	RATING	CURRENT STATUS	DEADLINES	REFERENCES
Anchorage	<b>Drafted</b>	Need to format, present final version to Board	March 11, 2009	PS/ SF/ Portland
Lighting Operations	<b>Drafted</b>	Need to format, present final version to Board	March 11, 2009	PS/ Portland
Bonneville Lockage Procedures	<b>Drafted</b>	Need to format, present final version to Board	March 11, 2009	
Restricted Visibility	<b>1</b>	Work group formed to create draft Lead: Steve Dobbins	March 11, 2009	PS
Pilotage/ Boundaries/ Traffic Management	<b>1</b>	Work group formed to create draft	March 11, 2009	PS/ SF



		Lead: Gary Lewin		
Vessel Access	1	Next chapter to draft Lead: Paul Amos		
Bunkering Operations	1	Next chapter to draft		PS/ Portland
Incident Management (Accidents and Near-Accidents, Equipment Failures, Loss of Propulsion, Emergency Communications, Post Incident Information)	1			SF/ Portland PS/
Towing Vessel Operations	1			PS
Harbor Depths and Underkeel Clearance	1			SF/ Portland PS/
Severe Storms/ Heavy Weather	1			PS/ Portland
Aids to Navigation	1			PS/ Portland SF/
Charts and Publications Required	1.5			PS/ Portland
Automatic Identification System	2			PS
Bridge Team Management	2			PS
Economic and Environmental Impacts	2			SF
General Weather, Currents and Tides	2			SF
Plan Enforcement	2			SF
Substandard Vessel Inspection	2			SF
Tug Requirements / Assist for Tank Vessels	2			PS/ Portland SF/
Waterways Management	2			Portland
Small Vessels/ Make Way Rule	2.5			PS/ SF
Ballast Water Program	2.5			Portland
Arrival Information/ Advance Notice of Arrival	3			Portland/ PS
Bridges	3			SF
Container Vessel Bunker Barge Safety	3			PS
Contingency Routing	3			SF
Firefighting	3			Portland
Fishing Net Conflict Resolution	3			PS
Geographic Plan Applicability and Information	3			PS/ SF
Harbor Safety Committee Educational Materials	3			SF



Hot Work	3			PS/ Portland
Certificate of Adequacy	4			Portland
Naval Vessels - Naval Vessel Protection Zones	4			PS

<b>STANDARD MANUAL ITEMS</b>			
Introduction/ Executive Summary	HSP Committee draft		SF
Glossary of Terms	HSP Committee draft		PS
List of Acronyms	HSP Committee draft		PS

PS = Puget Sound Harbor Safety Plan  
SF = San Francisco Harbor Safety Plan  
Portland = Old Portland COTP Guidelines