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Agenda 11: 2020-2021 Cycle Review

1. Memorandum on 2020/2021 meeting cycle

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issues impacting the meeting cycle, there are too many unknowns to recommend altering the number of meeting days this year.

For general information, reducing a meeting by one day a saves an estimated \$5,000. Cost savings from reducing days well in advance of a meeting are much greater than doing so at the meeting. For instance, if a meeting finishes a day early, there are savings from less honorarium and per diem, and possibly hotel charges. However, those savings are usually offset by air flight change fees and other associated penalties. Full facility room rental charges are also generally incurred if a meeting ends early. Cancelling well in advance avoids change fees and may still allow enough time for reduced venue rental charges.

Revised 2020/2021 Meeting Dates

At its special meeting on September 16, 2020, the board agreed to postpone its Prince William Sound and Southeast meetings to Spring 2021. Boards Support surveyed the facilities to determine availability. The Cordova Center is widely available from March 29 through May 15. The Ketchikan Ted Ferry Civic Center has less flexibility, but was able to arrange a large enough window to hold the meeting.

The major consideration in spacing the meetings apart is to provide adequate time for staff to finalize reports, format and produce public comments, and route meeting equipment from one location to another.

Table 2. Existing and Recommended Meeting Dates

Dates	Meeting	Location	Comment Deadline
March 4, 2021	Hatchery Committee	Anchorage Egan Civic Center	February 18, 2021
March 5-10, 2021 (6 days)	Statewide All Shellfish (except Prince William Sound, Southeast, and Yakutat) and PWS Shrimp	Anchorage Egan Civic Center	February 18, 2021
March 30-April 5, 2021 (7 days)	Prince William Sound including Upper Copper and Susitna Rivers Finfish and Shellfish (except shrimp)	Cordova The Cordova Center	March 15, 2021
April 17-29, 2021 (13 days)	Southeast/Yakutat Finfish and Shellfish	Ketchikan Ted Ferry Civic Center	April 2, 2021

Conditions for Meeting

At the September 16, 2020 special meeting, the two regional meetings were postponed in anticipation that conditions may improve, but there was no discussion regarding what level of reduction in COVID-19 conditions would be necessary to allow the meetings to occur. COVID-19 related conditions may not improve as the meetings approach. If conditions remain the same or worsen, the department will maintain its position to further postpone the meetings and assumes the board would as well.

If the COVID-19 environment in the state improves, it may still not be enough to adequately assure public safety. Even at modest levels of community spread, mitigation measures will still require limits to attendance.

Holding the board meetings will incur additional costs. Mitigation measures like thermometers, sneeze guards, hand sanitizer, signage, and face coverings for state-covered attendees, may approach \$5,000. If the department requires pre-testing to attend the meeting, in all likelihood it would pay for board and advisory committee members, and staff. Estimated at \$250/test and based on preliminary projections of attendance, the cost is just over \$35,000.

However, the most significant cost is the potential of a COVID-19 outbreak among attendees and the costs associated with quarantining in the host community. If forced to quarantine for 14 days outside of one's home community, the cost per person may approach \$3,000 in hotel, per diem, and incidental expenses. If an outbreak occurs which removes key personnel, it is difficult to conceive the meeting will continue as planned.

Determining whether to go forward with in-person board meetings is a balancing act which the department does not take lightly. However, there is adequate information in the form of public safety concerns, limits to the public process, and budgetary cost, to give the department the ability to postpone these meetings in the event conditions support that decision. The board always reserves the right to call a special meeting through AS 16.05.310 to examine the decision further.

Boards Support will conduct the following steps to determine if a meeting should continue and under what conditions.

1. Two months before the meeting, Boards Support will report to the board the following conditions:
 - a. The current Health Alert Status around the state and in the host community. If the alert status in the host community is such that it would prevent the board meeting from occurring, Boards Support would inform the board and continue to monitor the community status. Conditions that prevent the meeting from occurring may include:
 - i. Mandatory 14-day quarantine on all visitors entering the community.
 - ii. Insufficient medical capacity to handle an uptick in COVID-19 cases.
 - iii. Limitations on gathering size that limit attendance below the maximum capacity of the meeting facilities as indicated in the [Mitigation Scenario](#) document.
 - b. Similarly, Boards Support will report if portions of the state where a large influx of meeting attendees will travel from are sustaining health alert status levels that pose a risk to public safety. Boards Support will employ analytics such as the Georgia Tech COVID-19 Risk Assessment Tool - <https://covid19risk.biosci.gatech.edu/> in assessing the potential risks.
 - c. The following list provides the state's and each host city's health alert status program.
 - i. State of Alaska. <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19/alertlevels.aspx>
 - ii. Anchorage. <https://covid-response-moa-muniorg.hub.arcgis.com/>
 - iii. Cordova. <https://covid19.cityofcordova.net/wp-content/uploads/2020/07/cordova-health-advisory-plan.pdf>

iv. Ketchikan.

<https://app.smartsheet.com/b/publish?EQBCT=5c9d7831c0914779893f40c8a28580c5>

2. One month before the meeting, Boards Support will report to the board the following conditions:
 - a. The current Health Alert Status in regions of the state and host community. If the host community alert status is such that it would prevent the board meeting from occurring without significant impact on attendance and risk to participants, Boards Support will initiate contact with city officials and seek an advisory on the community's status.
 - b. Boards Support will also monitor the alert status of other areas in Alaska. If an area is showing a high alert status, Boards Support may apply additional mitigation measures for participants coming from those communities, including additional COVID-19 testing or other measures.
 - c. Subject to the community advisory and other prevailing conditions, Boards Support may initiate canceling the meeting. To cancel the meeting, Boards Support would notify the board and determine if two or more board members would like to hold a special meeting. If two or more board members call a special meeting Boards Support would not cancel the meeting until such time as the board meets to discuss and determine next steps.
3. Within one month of the meeting if conditions decline to unsafe levels, Boards Support may cancel the meeting subject to the process outlined in #2 above, or impose additional conditions on meeting attendees as appropriate.
4. Nothing in this process limits the ability of Boards Support to lessen mitigation measures for in-person meetings if COVID-19 conditions significantly improve. For instance, in the event there is a widespread successful vaccination program or the level of risk related to COVID-19 falls to minimal low levels, some or all envisioned mitigation measures may be lifted.

Table 2. 2020/2021 Meeting Cycle Comparative Data

Year	Location	Days	Proposals	Prop./ Day	Department Reports	Time Department Reports (hrs)	Start/End	Average Time per Report (min)	Testifiers (Public/AC/RAC)	Total Testifiers	Time for Testimony (hrs)	Start/End	Average Time Per Testifier (min)	# of Record Copies	RCs / Day
Prince William Sound Finfish Meeting Statistics															
2017	Valdez	5	53	10.6	6	2.25	Day 1 @ 9:52am / Day 1 @ 2:03pm	22.5	55/4/0	59	5.5	Day 1 @ 2:22pm / Day 2 @ 11:36am	5.6	75	15
2014	Cordova	5	57	11.4	6	2.3	Day 1 @ 9:30am / Day 1 @ 11:50am	23	33/3/1	37	4	Day 1 @ 1:48pm / Day 2 @ 9:29am	6.5	63	12.6
2011	Valdez	6	96	16.0	5	2.75	Day 1 @ 9:15am / Day 1 @ 12:03pm	33	47/4	51	5	Day 1 @ 1:42pm / Day 2 @ 10:10am	5.9	64	10.7
2008	Cordova	7	139	19.9	6	3	Day 1 @ 9:21am / Day 1 @ 1:52pm	30	66/4	70	7.5	Day 1 @ 2:22pm / Day 2 @ 3:39pm	6.4	123	17.6
2005	Valdez	7	80	11.4	4	2.5	Day 1 @ 9:32am / Day 1 @ 11:59am	37.5	70/5/1	76	9	Day 1 @ 1:39pm / Day 2 @ 2:40pm	7.1	104	14.9
Avg		6	85	13.9	5.4	2.6		29.2		58.6	6.2		6.3	85.8	14.1
Southeast Finfish Meeting Statistics															
2018	Sitka*	9	111	12.3	9	4.5	Day 1 @ 9:53am / Day 1 @ 3:17pm (plus 30 min next morning)	30	191/6	197	14	Day 1 @ 3:51 / Day 3 @ 4:49pm	4.3	423	47.0
2015	Sitka	9	121	13.4	7	3.25	Day 1 @ 2:10pm / Day 1 @ 5:28pm**	28	95/5	100	9.5	Day 2 @ 8:35am / Day 3 @ 10:55am	5.7	145	16.1
2012	Ketchikan	10	145	14.5	10	6	Day 1 @ 9:50am / Day 1 @ 5:15pm	36	95/11	106	9.5	Day 2 @ 8:30am / Day 3 @ 10:47am	5.4	183	18.3
2009	Sitka	10	168	16.8	16	6.5	Day 1 @ 9:23am / Day 2 @ 9:14am	24	178/14/1	193	14.75	Day 2 @ 9:20am / Day 3 @ 5:35pm	4.6	302	30.2
2006	Ketchikan	11	145	13.2	15	8.5	Day 1 @ 1:52pm / Day 2 @ 12:38	34	104/2	106	11.25	Day 2 @ 2:40pm / uncertain of end time	6.4	122	11.1
2003	Ketchikan	9	118	13.1	10	5.5	Day 1 @ 10:35am / Day 2 @ 10:20am	33	74/6	80	6.5	Day 2 @ 10:55am / Day 3 @ 10:20am	4.9	??	
Avg		9.7	134.7	13.9	11.2	5.7		30.9		130.3	10.9		5.2	235.0	24.5
* Done at the same time as shellfish, but handled as two separate meetings. ** Due to weather delays the meeting did not start until 1pm.															
Southeast Shellfish Meeting Statistics															
2018*	Sitka	4	44	11.0	2	1.25	Day 1 @ 10:19am / Day 1 @ 11:32am	37.5	16/2	18	1.5	Day 1 @ 1:36pm / Day 1 @ 3:34pm	5.0	69	17.25
2015	Wrangell	4	56	14.0	3	1.33	Day 1 @ 9:05am / Day 1 @ 10:24am	26.6	18/5	23	3	Day 1 @ 10:40am / Day 1 @ 2:49pm	7.8	44	11
2012	Petersburg	7	60	8.6	5	3	Day 1 @ 9:18am / Day 1 @ 12:12pm	36	24/7	31	4	Day 1 @ 1:30pm / Day 2 @ 9:33am	7.7	56	8.0

Year	Location	Days	Proposals	Prop./ Day	Department Reports	Time Department Reports (hrs)	Start/End	Average Time per Report (min)	Testifiers (Public/AC/RAC)	Total Testifiers	Time for Testimony (hrs)	Start/End	Average Time Per Testifier (min)	# of Record Copies	RCs / Day
2009	Petersburg	7	68	9.7	6	3	Day 1 @ 10:30am / Day 1 @ 3:10pm	30	32/5	37	5.2	Day 1 @ 3:50pm / Day 2 @ 1:58pm	8.4	63	9.0
2006	Ketchikan	7	79	11.3	5	2.5	Day 1 @ 9:38am / Day 1 @ 12:05pm	30	43/3	46	5	Day 1 @ 1:40pm / Day 2 @ 10:34am	6.5	89	12.7
2003	Sitka	9	161	17.9	5	3	Day 1 @ 11:19am / Day 1 @ 3:43pm	36	84/6	90	10	Day 2 @ 8:51am / Day 3 @ 11:31pm	6.7	??	
Avg		6.3	78.0	12.1	4.3	2.3		32.7		40.8	4.8		7.0	64.2	11.6

* Done at the same time as finfish, but handled as two separate meetings. A number of record copies relate to finfish subjects.

Statewide Dungeness Crab, Shrimp, and Miscellaneous shellfish (other than SE) Meeting Statistics

2018	Anchorage	4	31	7.8	4	1.8	Day 1 @ 9:40am / Day 1 @ 11:30am	27	59/10/1	70	7.25	Day 1 @ 11:30am / Day 2 @ 11:10am	6.2	69	17.25
2015	Anchorage	4	47	11.8	2	0.75	Day 1 @ 9:25am / Day 1 @ 10:14am	22.5	42/10	52	4.3	Day 1 @ 10:39am / Day 1 @ 4:38pm	5.0	68	17
2012	Anchorage	5	42	8.4	5	3.15	Day 1 @ 9:08am / Day 1 @ 12:20am	37.8	31/6/1	38	4	Day 1 @ 2:00pm / Day 2 @ 9:08am	6.3	68	13.6
2009	Anchorage	5	18	3.6	4	2	Day 1 @ 9:55am / Day 1 @ 11:49am	30	28/9	37	4.5	Day 1 @ 1:36pm / Day 2 @ 9:37am	7.3	90	18.0
2006	Anchorage	7	41	5.9	2	1	Day 1 @ 9:54am / Day 1 @ 10:40am	30	24/6	30	4	Day 1 @ 11:08am / Day 2 @ 9:20am	8.0	62	8.9
2003	Anchorage	11	42	3.8	2	1.5	Day 1 @ 11:10am / Day 1 @ 2:53pm	45	92/10	102	11.5	Day 2 @ 8:44am / Day 3 @ 2:09pm	6.8	??	
Avg		6	36.8	6.9	3.2	1.7		32.05		54.8	5.9		6.6	71.4	14.9

Statewide King & Tanner Crab Meeting Statistics

2020	Anchorage	3	38	12.7	3	1.8	Day 1 @ 9:57am / Day 1 @ 12:06pm	36	30/10	40	2.8	Day 1 @ 1:43pm / Day 2 @ 8:44am	4.2	43	14.3
2017	Anchorage	5	36	7.2	3	2.42	Day 1 @ 9:42am / Day 1 @ 12:07	48.4	27/10	37	3.75	Day 1 @ 2:07pm / Day 2 @ 9:55am	6.1	53	10.6
2014	Anchorage	5	49	9.8	5	2.5	Day 1 @ 9:03am / Day 1 @ 11:35am	30	37/8	45	3.5	Day 1 @ 11:25am / Day 1 @ 4:15pm	4.7	75	15
2011	Anchorage	5	25	5.0	4	1.6	Day 1 @ 9:05am / Day 1 @ 10:45am	24	16/4	20	2.25	Day 1 @ 1:05pm / Day 2 @ 3:21pm	6.8	53	10.6
2008	Anchorage	7	39	5.6	8	2.5	Day 1 @ 9:27am / Day 1 @ 12:01pm	18.8	21/6	27	2.5	Day 1 @ 1:48pm / Day 2 @ 9:21am	5.6	71	10.1
2005	Anchorage	7	64	9.1	7	4.25	Day 1 @ 10:23am / Day 1 @ 4:38pm	36.4	57/7	64	7	Day 1 @ 6:08pm / Day 2 @ 4:33pm	6.6	114	16.3
Avg		5.3	41.8	8.2	5.0	2.5		32.3		38.8	3.6		5.6	68	12.8