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**State of Alaska  
LOCAL EMERGENCY PLANNING COMMITTEE  
INDIVIDUAL APPLICATION FORM FOR MEMBERSHIP ON LEPC**

LEPC name: Sitka Local Emergency Planning Committee

Applicant name: Donna Callistini

Mailing address: [Redacted]

Residence address: [Redacted]

Day phone: [Redacted] Home Phone (optional): \_\_\_\_\_

Where employed: State of AK Office of Children's Svcs. Job title: SSA II

LEPC category/seal that applicant seeks: \_\_\_\_\_

Categories: 1) Elected local officials, 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Env't/Hospital, and Transportation Personnel, 3) Media/Broadcast, 4) Community Groups, 5) Owners/Operators of Facilities, 6) Members of the Public, 7) LEPC Information Coordinator/SERC liaison

New applicant \_\_\_\_\_ Renewal ☒ Regular member \_\_\_\_\_ Alternate member \_\_\_\_\_

Qualifications for this category: Worked with Al Stevens (SFD)  
under Emerg. mgmt Program Grant as  
assistant to Emergency Program Manager.  
Presenter for "Mapping Your Neighborhood"  
training and ongoing presenter for emerg.  
preparedness education for agencies and public.

Organizations in which applicant participates (that are pertinent to the application): LEPC,  
(Naomi Kanosh Lane)  
Indian Riv. Neighborhood Watch facilitator,  
Trained volunteer to assist assembly of Metro Medical Response

Please provide enough information to demonstrate an applicant's eligibility or suitability for a particular seat on the LEPC. For the Public At Large position, please state whether an applicant qualifies for any other category on the LEPC.

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Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☒ Yes \_\_\_\_\_ No

I hereby certify that the above information is correct and that I have not misrepresented myself.

Donna Callistini  
Signature

1/16/18  
Date

→ To be considered, your application must be complete AND be accompanied by either a letter of interest or resume. Return to:

Melissa Henshaw, Deputy Clerk  
100 Lincoln Street  
Fax: 907 747 7402

Donna Callistini, Community Disaster Education Specialist  
City & Borough of Sitka ~ Local Emergency Planning Committee (LEPC)

**Donna's Background:**

- 6+ years on Sitka's LEPC and still an active member as the "**Community Disaster Education Specialist**" *OR Public Information Liaison*
- One year working as the Emergency Management Planning Disaster Preparedness Specialist via a City & Borough EMPG grant (Sitka Fire Department) under Assistant Chief Al Stevens; ongoing Emergency Prep public presentations at community and business events.
- Worked for the mental health and social services fields for the past 14 years;
- Lived in Sitka over 35 years.
- Tribal Citizen

**Instructor/Presenter:**

Mapping Your Neighborhood – "Building and Strengthening Disaster Readiness Among Neighbors"

Have made several neighborhood presentations to Sitkans interested in emergency preparedness; educating them according to the Mapping Your Neighborhood program. This program was created by Washington State Emergency Management in 2007. It is also being used in Anchorage.

It is designed to help neighborhoods meet and plan in 9 Steps how to prepare in the event of an emergency such as earthquake, tsunami or extended power outage. This is for those neighborhoods that have determined that "sheltering in place" is a good option for them.

Donna is available for helping neighborhoods of 15 – 25 homes at a time, to meet and plan for emergencies. She can be reached through the Sitka Fire Department at 747-3233 or weekday daytime phone is [REDACTED], if you're interested in starting a MYN meeting in your neighborhood. Email: [REDACTED]

**Donna Callistini (previously Dimond) ~**

**State Office of Children's Services, Social Services Assoc.,** Supv Kathleen Branch **10/13 to present**  
Administrative support to supervisor and two case workers. Responsible for completion and follow through for Requests for Funding for clients to assist with case plans for family safety and/or reunification. Assisted parents and foster parents, as well as clients to on how to access local resources. Complete travel requests, authorizations and accounting. Privacy compliance, communication liaison with schools, Tribe, police, attorneys. Ensured efficiency of office.

**City of Sitka, Emergency Mgmt Program Grant, Sitka Fire Dept.,** Al Stevens **09/12 to 06/13**  
Assistant to Sitka Emergency Program Manager, Al Stevens. Assisted in oversight of the 2012/13 Department of Homeland Security and Emergency Management Program Grant (EMPG) requirements. Acquired training in FEMA's Incident Command System. Assisted with quarterly reports, attend all Local Emergency Preparedness Commission meetings. Conducted group presentations to citizens on various topics of emergency preparedness. **Wages:** \$18/hr **Reason for leaving:** End of grant

**State Office of Children's Services, Social Services Assoc.,** Supv Kathleen Branch-Gadd **03/11 to 03/12**  
Same as listed above, minus travel arranging and accounting. **Wages:** \$18.50/hour. **Reason for leaving:** Temporary position (one-year)

**Youth Advocates of Sitka (YAS), Case Manager,** Supv Annette Becker **07/09 to 03/11**  
Case managed 30 to 40 clients receiving mental health counseling, in-school support services and life skills development. Assisted families in accessing community resources. Responsible for keeping client forms and reports in compliance with Medicaid regulations. Case managed for three separate clinicians. \$15.50/hr

**Admin. Assistant/Research Analyst, Horan & Company, LLC,** Supv. Charles Horan **05/07 to 04/09**  
Maintain residential appraisal scheduling process, of reports, and electronic report delivery to financial institutions. Completed transcription of commercial appraisal reports, market data research for comparable sales data and area analysis timeliness. Customer proofing service, phones, typing, filing and other duties as requested. **Wages:** \$15.50/hour. **Reason for leaving:** laid off for lack of work.

**Mental Health Secretary, SEARHC Clinic II,** Supv. Rand West, PsyD **11/03 to 05/07**  
Secretarial support to eight clinicians. Workload 50/50; (1) shared with Clinic II front desk; data entry scheduling of patient appointments, upholding of HIPPA standards, billing data entry; and (2) that of assisting the coordination and maintenance of the newly developed tele-behavioral health program. Responsible for support to eight rural Southeast village clinics, monitoring of Polycom equipment, monitoring monthly attendance statistics for grant reporting, compiling and distribution of certificates of completion. **Wages:** \$14.88/hour. **Reason for leaving:** Quit – available to discuss.

**Community House Manager, Sitka Tribe of Alaska,** Supv. Camille Ferguson **08/99 to 10/03**  
Responsible for managing grant covering convention readiness equipment and native artwork commission and compliance with timelines. Monitored annual budget, monitored building maintenance and repairs. Hired and supervised building staff. Completed bank reconciliation for building rentals, native dance performances and Tribal Tours ticket sales. **Wages:** \$16/hour. **Reason for leaving:** Laid off.

<b>Admin. Assistant, Tribal Tours, Sitka Tribe of Alaska</b>	1998 to 1999
<b>Secretary, Sramek-Hightower, CPA's, Anchorage, Alaska</b>	1991 to 1992
<b>Data Entry, Klukwan Forest Products, Juneau, Alaska</b>	1989 to 1990
<b>Admin. Assistant, MIS Dept. REI Headquarters, Kent, Washington</b>	1988 to 1989
<b>Compliance Secretary, Nat'l Assoc. of Securities Dealers (NASD), Seattle, Washington</b>	1986 to 1988
<b>Secretary II, Edmonds Community College/Wash. State Reformatory, Monroe, Washington</b>	1986
<b>Secretary, City University, Distance Learning Center, Bellevue, Washington</b>	1984 to 1985
<b>Secretary, Alaska State Legislature; House Resources and State Affairs and Senate Records</b>	1982 to 1984

**Donna Callistini (Dimond) ~** [REDACTED]  
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Graduate of Sitka High School 1982

Resident of Sitka since 1974.

**Skills:**

Microsoft Word, Excel and Publisher, WordPerfect, Corel Paint Shop Pro, FileMaker, Co-Trainer for SEARHC Polycom equipment training classes. Co-Trainer for Alaska Host Customer Service Training for Tribal Tours. Great deal of experience trouble-shooting office equipment problems. Am a very positive, pleasant person, great team member, love working with people, efficient performing tasks without supervision. Take a great deal of pride in being of support to management staff to free them up to do their jobs, as well. Able to keep calm in stressful situations. Familiar with community resources and history. Always glad to be of help where needed and to make a positive difference within my job and the community of Sitka.

**Training/Seminars:**

Excel Basics & Beyond, HIPPA training  
How to Deal with Difficult People, Suicide Prevention,  
Time Management,  
Alaska Host Customer Service  
How to run tele-video conferencing equipment effectively, as well as how to run the most effective meetings and all aspects to achieve best-received presentations via tele-video conferencing.  
Communication Liaison and Group Problem Solving

**Community Membership:**

Local Emergency Planning Commission, Public Information Liaison and Emergency Program Manager  
LEPC Public Information Officer under Homeland Security  
Emergency Program Manager Assistant under grant for the City of Sitka  
Seafood Producers Cooperative  
Alaska Longline Fisherman Association  
Sitka Tribe of Alaska  
Sitka Sportsman's Association

**Hobbies and Interests:**

Emergency Preparedness. Quilting. Target shooting. Sea Otter hunter. Gardening.  
Making a difference in the community of Sitka

**Personal & Professional References:**

Al Stevens, Asst. Fire Chief [REDACTED] [REDACTED]

Dave Miller, Fire Chief [REDACTED] [REDACTED]

Kathleen Branch [REDACTED] [REDACTED]

Susan Jensen, Survival Training (friend 20 years) [REDACTED] [REDACTED]



# LOCAL EMERGENCY PLANNING COMMITTEE

NAME	CONTACT NUMBERS		TERM STARTS	EXPIRES	CATEGORY
DAVE MILLER, <b>CHAIR</b>	747-1860	dave.miller@cityofsitka.org	Permanent	Fire Chief*	2
GEORGE BENNETT JR. 225 Tongass Drive	966-8916	gbennett@searhc.org	3/28/17	3/28/20	2
SHANNON FREITAS 222 Tongass Drive	966-8511	shannonf@searhc.org	3/28/17	3/28/20	2
MICHAEL SANDERS PO Box 226	738-2442	md.sanders8@gmail.com	9/26/17	9/26/20	2
KEN FATE 115 Somer Drive	747-5877 w 747-7410 h	ken@kcaw.org	2/13/07, 2/9/10, 2/12/13 2/23/16	2/13/10, 2/9/13, 2/12/16 2/23/19	3
DONNA CALLISTINI 106 Naomi Kanosh Lane	747-7107 w 747-5494	donna.callistini@yahoo.com	10/26/10 11/12/13	10/26/13 11/12/16	3
GAYLE HAMMONS 210 Kruzof Street	738-3028 c	kghammons@gmail.com	7/28/15	7/28/18	3
ANNABEL LUND PO Box 1616	623-0996 h	alund1123@yahoo.com	4/13/10, 4/23/13 4/12/16	4/13/13, 4/23/16 4/12/19	4
CAROL BERGE 315 Wachussetts Street	747-3636 w 738-3433	phoenix_fire957@yahoo.com	8/14/12 8/11/15	8/14/15 8/11/18	4
TRISH WHITE 117 Granite Creek Road	747-8006X202 w; 747-5976 h	trish@whitesalaska.com	3/10/09, 3/13/12 3/24/15	3/10/12, 3/15/15 3/24/18	5
CHARLES HOWLETT 209 Moller Ave.	747-0303 w 738-4440 c	bmet@sitkahospital.org	3/9/10, 6/11/13 6/28/16	3/9/13, 6/11/16 6/28/19	5
SCOTT WAGNER 304 Nicole Drive	747-3791 h 738-2729 c	scott_wagner@nsraa.org	11/12/13 12/27/16	11/12/16 12/27/19	5
MARY ANN HALL 2037 Halibut Point Road	747-7265		8/23/11, 8/12/14 8/8/17	8/23/14, 8/12/17 8/8/20	6
AUBREY VAUGHAN 315 Seward Street	361-774-1234	ellenvaughan68@gmail.com	10/11/16	10/11/19	6
ROSE MILLER 120 Katlian Street	723-2225		6/13/17	6/13/20	6
JEFF ANKERFELT	747-3245	<a href="mailto:jeff.ankerfelt@sitkapd.org">jeff.ankerfelt@sitkapd.org</a>	Permanent	Acting Police Chief*	2
LANCE EWERS	747-3245	lance.ewers@sitkapd.org	Permanent	Law Enforcement*	2
CRAIG WARREN	747-3233	craig.warren@cityofsitka.org	Permanent	LEPC Coordinator*	7
BOB POTRZUSKI	738-3261	assemblypotrzuski@cityofsitka.org	Non-Voting	Assembly Liaison	1
Gail Johansen Peterson 3511 Halibut Point Road	747-7646	scribeinkservices@gmail.com		Secretary	

\*The police and fire chiefs and the LEPC Coordinator are permanent appointments; whoever is serving in that capacity will be appointed to the commission. Minimum of seven members, 3-year terms; Established by Resolution 89-406; Amended by Resolution 89-441 and 99-727. Meeting: Second Thursday, noon – Fire Hall. **Quorum Requirement:** At least one member from four different categories must be present. **Categories as follows:** 1) Elected local officials 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Environmental/Hospital, and Transportation Personnel 3) Media/ Broadcast 4) Community Groups 5) Owners/Operators of Facilities 6) Members of the Public 7) LEPC Information Coordinator/ SERC liaison

Revised: October 11, 2017