

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, November 4, 2009, 9:00 a.m.**  
**Media Center Conference Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

**PRESENT**

William Ramirez  
Karen Knipscheer Cox  
Edward Garcia  
Luis Sanchez  
Melissa Fleming  
Sophia Sao  
Angela Kaufman  
LaCheryl Bell  
Anna Burton  
Steve Dargan  
Richard Deppisch  
Rob Freeman  
Lisa Hayes  
Wendy Hwang  
Owen Lin  
Larry Meyerhofer  
Jenny Novak  
Michelle Riebeling  
Andy Kao  
Jack Fry  
Al Poirier  
Robert Takeshita  
Richard Wuerth  
Al Garcia  
David Malin  
Jerry Carapia  
Ron Cunningham  
Loi Sherman  
Joyce Edson  
Jef Leifeste  
Tom Jung  
Arnie Surmenian  
Maria Ortiz  
Tom Cotter  
Julie Jacobe  
Bob Garcia  
Sharie Abajian  
Albert Torres  
Alfredo Garcia  
Enrique Hernandez  
Corey Eide  
Michael Kleiner  
Gary Chambers

**DEPARTMENT**

Airports  
Animal Services  
Building and Safety  
Building and Safety  
City Administrative Officer  
Community Redevelopment  
Disability  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
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Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Environmental Affairs  
Fire  
Fire  
Fire  
General Services  
Harbor  
Harbor  
Housing  
Housing  
Housing Authority  
Information Technology  
Information Technology  
Library  
Personnel  
Planning  
Public Works/Board  
Public Works/Sanitation  
Public Works/Street Services  
Recreation and Parks  
Recreation and Parks  
Water and Power  
Water and Power  
American Red Cross  
American Red Cross  
LA County Department of Health Services

Also Present

Jim McDonough

Department

PERC Solutions

**I. Call to Order, Introductions, Approval of Minutes**

Anna Burton called the meeting to order at 9:11 a.m. The minutes of the October meeting were approved.

**II. Subcommittee Reports and Planning Teams**

Budget – Anna Burton reported that the FY 2010/11 Emergency Operations Fund (EOF) Budget process will begin in December 2009. Meeting notification will be sent via email by November 6.

Community Preparedness – Larry Meyerhofer reported that the subcommittee met on October 28. He thanked everyone for participating in the 2009 Great California ShakeOut “Duck, Cover, and Hold On” Drill. The event was a huge success with over 6.9 million Californians participating. The Station Fire Debris Flow Response Task Force is divided into two groups: 1) the Community Awareness and Education Group, which will address the concerns of the community, and educate the residents on potential risk of debris flow and mitigation measures that can be taken to protect their properties. The initial meeting is scheduled to take place on November 5. 2) The Operational/Planning Group will discuss the mitigation efforts in the burnt areas and protocols for establishing command post operations and initiating evacuations. The Operational/Planning group will meet on November 12. The Faith-based Initiative Task Force teleconference was held on October 29. The project participants included representatives from the Los Angeles Police Department (LAPD) Community Policing Unit, Salvation Army, Tzu Chi, Lutheran Southwest Ministry, Islamic Center of Southern California, LAPD Clergy Council, Los Angeles Housing Department, Human Services Department, and the American Red Cross. The Task Force is currently working on the Place of Worship Resource (POWR), by identifying emergency equipment and supplies that can be used to assist the City during a disaster. The next meeting is scheduled for November 19 at the Ascension Lutheran Church. The Fraser Communications was selected as the consultant to conduct the Focus Group Project. The scope of work include evaluating 30 different focus groups throughout the Los Angeles/Long Beach urban areas, conducting a gap analysis on the community outreach efforts, and developing a strategic plan that will be implemented in the phase II project. The next subcommittee meeting will be held on December 16.

Fire/Life Safety – Richard Wuerth reported that seventy-two (72) Los Angeles Public Branch Libraries are currently being trained in the Building Emergency Education Program (BEEP). He thanked Emergency Management Department (EMD) for the EOF to augment training supplies at the Library Department. Five (5) evacuation drills were conducted. 148 people were trained in eleven (11) training sessions. Eight (8) Los Angeles Public Branch Libraries were added to the BEEP in October.

Human Resources – Arnie Surmenian reported that the subcommittee met on October 7. The draft recommendation on the Pandemic Sick Leave Policy was distributed. The next subcommittee meeting will take place after the Emergency Management Committee (EMC) meeting.

Information Technology – Joyce Edson reported that the subcommittee did not meet in October. The meetings scheduled for the month of November and December have been cancelled due to the holidays. The next subcommittee meeting will be held on January 27, 2010.

Logistics – Richard Wuerth reported that the subcommittee did not meet in October. The next meeting will be held in January 2010. The Logistics Annex Task Force is scheduled to meet on November 4.

Operations – Rob Freeman reported that the subcommittee met on October 13. The subcommittee continues to work on the Michael Jackson Memorial Event EOC Activation After Action Report. It is anticipated that the report will be presented at the December EMC for approval. He thanked various departments for their support in providing information to the LA City Watch during planned and unplanned events. The next subcommittee meeting will be held on November 10.

Planning – Rob Freeman reported that the Annual Departmental Emergency Plan (DEP) is due on January 31, 2010. Departments are asked to review and update their existing DEP for submission to EMD. The template and guidelines for the DEP will be sent via email.

Shelter and Welfare – Sharie Abajian reported that the subcommittee met on October 26 at the Los Angeles Unified School District Police headquarters. The Department on Disability will assess the Americans with Disabilities Act (ADA) requirements at ten (10) facilities. The Department of Justice's 2007 ADA checklist for emergency shelters was also discussed. The next subcommittee meeting will be held on November 9. Albert Torres will chair the meeting beginning in December.

Training / Exercises – Michelle Riebeling reported that the training cadre met in October and discussed the Unified Command Phase III pilot program. The recommendations and feedback from the group will be incorporated in the November 9 and 10 sessions. The Five-Year Training and Exercise calendar was submitted to California Emergency Management Agency (CalEMA). EMD is currently working with Willdan to develop a timeline and components of the EOC section-specific training courses for EOC responders. The upcoming training and exercises were highlighted: 1) The Unified Command Phase III training will be held on November 9-10 at the San Pedro Crown Plaza Hotel. The course will be offered again on January 11-12, 2010; 2) The EOC 101 and 201 responder trainings will be held on November 12 and December 3; 3) The ICS 300 course is scheduled for November 30 and December 2; January 26 and 28, 2010; 4) The ICS 400 course is scheduled for November 16 and 18 at the Frank Hotchkin Memorial Training Center; 5) The IS 449, ICS train-the-trainer course will be held on January 4-7, 2010; 6) The Los Angeles World Airports FAA Part 139 certification annual exercise will be held on April 21, 2010; 7) The theme for the Golden Guardian (GG) 2010 Exercise will focus on a terrorist attack on major ports of California, and GG 2011 theme will be statewide flood; 8) The Area Maritime Security Training and Exercise Program's Harbor focused exercise will be held in May 2010; 9) The Operation Golden Phoenix Exercise is being planned for 2010 with a level III EOC activation; 10) The Marble Challenge Exercise, coordinated by the LAPD, will be held in May 2010. She reminded all departments to submit any planned events/exercises information to EMD Training & Exercise Unit for tracking purposes. Copies of the Training and Exercise information websites were provided. Everyone is encouraged to take the IS 701 Multi-Agency Coordination Systems (MACS) and IS 775 EOC Management and Operations FEMA online training courses. The next subcommittee meeting will be held on November 10.

### **III. City of Los Angeles Mass Evacuation Exercise in December**

Jack Fry of the Los Angeles Fire Department (LAFD) Alliance provided an overview and a PowerPoint presentation on the Los Angeles Operational Area Mass Evacuation Process Area H Tabletop Workshop which is scheduled on December 10, 2009. The purpose of the workshop is to evaluate current mass evacuation planning/concepts/ protocols, and identify gaps and evacuation

planning needs of local agencies. The invitees will include Assistant General Managers, EMC members, and partner agencies.

#### **IV. Update on the H1N1 Vaccination Program**

Steve Dargan provided briefing notes on the 2009 Pandemic H1N1 Influenza Update. 99% of circulating influenza viruses in the United States continue to be 2009 H1N1 influenza A viruses. The viruses remain similar to the virus chosen for the 2009 H1N1 vaccine, and remain susceptible to the antiviral drugs Tamiflu and Relenza. The screening has become tightened at the vaccination clinics to ensure that all who received the shot were part of the priority groups. Departments were directed to the Los Angeles County Department of Public Health website for the most up-to-date listing of the H1N1 Points of Dispensing sites. He reiterated the importance for all departments to review both the Pandemic Influenza Continuity of Operations Annex and the Seasonal and Pandemic Influenza Annex on the EMD intranet website.

#### **V. Special Needs Awareness Training**

Anna Burton stated that employees who have an emergency management responsibility are required to complete the FEMA Independent Study course IS-197.EM Special Needs Planning Considerations for Emergency Management prior to attending future EOC training courses. The certificate of completion should be forwarded to Michelle Riebeling in EMD via email.

#### **VI. Citywide Status of Homeland Security Grants**

Anna Burton reported that the FY 2006, FY 2007, and FY 2008 Urban Areas Security Initiative (UASI) grants are currently being spent. A transmittal to accept the FY 2009 UASI grant is being finalized. The FY 2010 UASI grant application is under development. The EMD, City and County emergency management organizations are working on identifying gaps and developing new projects for inclusion in the FY 2010 grant process.

#### **VII. Old / New Business**

Anna Burton requested all departments and agencies to review the EMC membership roster to ensure their contact information are current and accurate. Any changes or updates should be submitted to EMD. In addition, EMD will be requesting departments' EMC members to designate top three persons within their departments who can be reached during a crisis situation and after business hours.

She asked everyone to observe a moment of silence in remembrance of a LAFD employee Cathy Chin, who lost her battle with cancer.

#### **VIII. Adjournment**

Anna Burton adjourned the EMC meeting at 9:59 a.m.

Respectfully Submitted:

Approved:

Wendy Hwang, Secretary  
Emergency Management Department

Anna Burton, Chair  
Emergency Management Committee