

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
May 2, 2001 - 9:00 a.m.
EOB Room, P4 Level, City Hall East

Present

Dick Taylor
Tim Watanabe
Fred Michael
Grace Harper
Paul Wong
LaCheryl Bell
Bob Canfield
Mark Davis
Anna Day
Rob Freeman
Chris Ipsen
Larry Meyerhofer
Carol Parks
Carmen Steward
Marty Zisner
Henry Amparan
Howard Kaplan
Rick Warford
Faye Cousin
Dorothy Dillard
Richard Pineda
Ed Stephens
Cliff Eng
Rita Khurana-Carwile
Joyce Edson
Mark Wolf
Ernest Love
Charlene Klein
Alta Shigeta
Debra Esparza
Mark Leap
Charles Roper
Ron Spicer
Lucia Ruta
Tonya Durrell
Mohsen Moayedi
Mike Cates
Kirk Bible
Linda Kennedy
Albert Torres
Alan Willis
Ron Tognazzini
Jean Prendergast
Kevin Leisher
Lorraine Musekamp
Steve Sellers

Department

Airports
Airports
Animal Services
Building and Safety
Building and Safety
Emergency Preparedness
Emergency Preparedness
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Emergency Preparedness
Emergency Preparedness
Finance
Fire
Fire
Fire
General Services
General Services
General Services
Harbor
Information Technology Agency
Information Technology Agency
Information Technology Agency
Information Technology Agency
Library
Personnel
Planning
Police
Police
Police
Police
Public Works Board
PW / Public Affairs Office
PW / Sanitation
PW / Street Lighting
PW / Street Services
PW / Street Services
Recreation & Parks
Transportation
Water and Power
Water and Power
American Red Cross
County of Los Angeles
State OES

I. Declaration of Quorum; Introductions; Approval of Minutes

Bob Canfield, Chair, declared a quorum and called the meeting to order at 9:05 a.m. The minutes of the April 4, 2001 meeting were approved.

II. Transfer of Mobile Emergency Operations Center (MEOC) Vehicles

A motion was approved by the committee to recommend to the Emergency Operations Board the approval of the transfer of two Mobile Emergency Operations Center (MEOC) motor coaches to the Department of Airports and the Housing Department.

III. EOC Geographic Information System (GI) Improvement

A motion was approved by the committee to recommend to the Emergency Operations Board the adoption of a standard geographic information system (GIS) software.

IV. Annual Exercise After Action Report

A motion was approved by the committee to recommend to the Emergency Operations Board the approval of the 2000 annual exercise after action report.

V. Funding the Community Emergency Response Team Program

This item was tabled at the request of the Fire Department.

VI. Critical Infrastructure Interruption Annex

A motion was approved by the committee to recommend to the Emergency Operations Board the approval of the Critical Infrastructure Interruption Annex.

VII. Status of Citywide Emergency Generators

A motion was approved by the committee to direct the Emergency Generator Task Force to implement the recommendations of the General Services Department, as outlined in it's Emergency Generator Deployment Policy and Procedure manual.

VIII. Schedule of Meetings

Larry Meyerhofer reported on the implementation of a new Emergency Operations Organization meeting schedule, which included an on-line demonstration. Some in attendance requested that EPD reinstate the process of producing a comprehensive monthly calendar of meetings, trainings and other EOO related events. Bob Canfield again explained that EPD, working with ITA, would make scheduling information available, however it would be the responsibility of each individual to develop and maintain their own calendar.

IX. Subcommittee Reports and Planning Teams

Budget Bob Canfield submitted a request from the Fire Department to redirect EOO funds to pay for USAR training. The Emergency Management Committee approved the motion. The next meeting is April 30, 2001.

Community Preparedness Anna Day reported that the subcommittee received a energy conservation update from DWP at its meeting on April 18. The next meeting is May 10, 2001.

Department Planning Guidelines Dick Taylor reported that the task force continues to refine the wording of the guideline. The next meeting is May 16, 2001.

Emergency Management Workshop Mark Davis reported that the workshop group leaders were assigned and the daily schedule was outlined. The next meeting is June 7, 2001.

Emergency Preparedness Fair Anna Day reported on the fair's final preparations, displayed the t-shirt and announced a meeting at the site for all committee heads. The debriefing meeting is May 24, 2001.

Facilities Rob Freeman reported dates for eteam training and EOO/EOC orientation. Eteam remote access was approved for Public Works and Fire. Four fire stations have been identified as alternate EOC sites. The next meeting is May 8, 2001.

Fire / Life Safety Howard Kaplan reported that the subcommittee met on April 18 and that the Parker Center, Piper Tech and Van Nuys City Hall emergency evacuation drills were successful. City Council members also participated. Train-the-Trainer Training for Non-High Rise buildings is available on CD and video. The next meeting is July 18, 2001.

Information Technology Rita Khurana-Carwile reported that the subcommittee did not meet in April and the next meeting is May 23, 2001.

Planning Mark Davis reported on the progress of the Special Populations Task Force and the creation of a Victim Assistance Task Force. EOO Master Plan annexes are available from EPD and will soon be posted to its website. The next meeting is June 8, 2001.

Security Task Force Bob Canfield reported that the task force did not meet but is continuing to draft the model facilities outline, which will be complete by June 1. The next meeting is May 17, 2001.

Training Carol Parks reported that the subcommittee met on April 10 and discussed plans for the 2002 annual exercise and table top exercise scenarios for June. The next meeting is June 8, 2001.

Media Task Force Anna Day reported that the subcommittee met on April 27 and requested each department's Public Information Officer to attend future meetings.

Emergency Supplies Kurt Neswald reported that the subcommittee met on April 4 and revisited the feeding policy. The next meeting is June 4, 2001.

X. Old/New Business

Cindy Kovacs reported that the CERT refresher training co-sponsored by Public Works and DWP was successful and thanked Jean Prendergast and Henry Amparan for their support.

Bob Canfield announced the Police Department annual charity golf tournament.

V. Adjournment

Bob Canfield adjourned the Emergency Management Committee meeting at 11:03 a.m.

Respectfully Submitted:

Approved:

Carmen Y. Steward, Executive Secretary II
Emergency Preparedness Department

Bob Canfield, Chair
Emergency Management Committee