

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
April 2, 2003 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

Present	Department
David Cardenas	Airports
Kevin Harris	Airports
Fred Michael	Animal Services
Brenda Van Den Bosch	Animal Services
Al Garcia	Building and Safety
Vanessa Paulson	City Administrative Office
Ivan Campbell	Convention Center
Anna Burton	Emergency Preparedness
Bob Canfield	Emergency Preparedness
Mark Davis	Emergency Preparedness
Richard Deppisch	Emergency Preparedness
Cecilia Law	Emergency Preparedness
Larry Meyerhofer	Emergency Preparedness
Carol Parks	Emergency Preparedness
Vicky Vallarta	Emergency Preparedness
Phil Orozco	El Pueblo
Andy Kao	Environmental Affairs
Marty Zisner	Finance
Henry Amparan	Fire
Tom Bureau	Fire
Terry Manning	Fire
Tony DeClue	General Services
Dorothy Dillard	General Services
Dwayne Letcher-Healy	General Services
Richard Pineda	General Services
Michael Gruett	Housing
Cliff Eng	Information Technology
Kevin Corcoran	Information Technology
Rita Khurana-Carwile	Information Technology
Danielle Holwerda	Mayor
Bobbi Jacobsen	Personnel
Ed Larrigan	Police
Mark Leap	Police
Sonia Bond	Public Works Board
Lucia Ruta	Public Works Board
Mohsen Moayedi	PW / Sanitation
Mike Cates	PW / Street Lighting
Linda Kennedy	PW / Street Services
Albert Torres	Recreation and Parks
Aram Sahakian	Transportation
Loretta Brazil	Water and Power
Thomas Hokinson	Water and Power
Jean Prendergast	Water and Power
Kevin Leisher	American Red Cross
Jeff Terry	LA County OEM

I. Call to Order; Introductions; Approval of Minutes

Bob Canfield called the meeting to order at 9:05 a.m. The minutes of the March meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget Anna Burton reported that the subcommittee met on March 31. A hard freeze for equipment purchases is still in effect. Departmental budget request exceptions should be submitted to Richard Deppisch or Anna.

Community Preparedness / Training Carol Parks reported that the Community Preparedness Subcommittee met on March 13 and a representative from the American Red Cross made a presentation on the "Together We Prepare" campaign. A City of Los Angeles Employees Emergency Preparedness Expo will be held today from 10:00 a.m. to 2:00 p.m. in the City Hall Mall and will provide emergency preparedness information. The Training Subcommittee met on March 11 and discussed EOO Workshop recommendations. The All Hazards Management Course will be held at the Ahmanson Recruit Training Center on May 5 - 8. Interested participants should contact Faye Cousin. Copies of the April/May 2003 training schedule are available. The Emergency Preparedness Commission's annual training seminar will focus on homeland security. EOO funds are available for seminar attendees and those interested should contact Carol.

Disaster Credentialing Task Force Tony DeClue reported that the task force is continuing to work on a new credential identification process for City employees and other security issues.

Emergency Preparedness Fair Larry Meyerhofer reported that the subcommittee met on March 25. Fair locations and dates were announced. Advertising flyers were distributed to public counters and various agencies. Free emergency kit supplies will be distributed to the public at each event.

Facilities Mark Davis reported that the subcommittee met on March 11. The Emergency Operations Center (EOC) was activated March 17 and deactivated March 28. After action reports from City departments should be submitted to LAPD. Eteam 1.6 training continues and will be complimented with section training courses in May. The NC4 pilot project will be held April 3 in the Emergency Operations Board (EOB) room. Several City departments and private agencies are invited.

Fire/Life Safety Dorothy Dillard reported that the subcommittee did not meet in March due to the EOC activation. Dates for Phase One and Phase Two drills are being scheduled. A Train-the-Trainer program is available on video, CD-ROM and on the intranet website, insidela/bec.

Human Resources Bobbi Jacobsen reported that the subcommittee met on March 26 and decided to break off into four small groups to discuss a City policy statement, training, resources, and volunteer issues.

Information Technology Rita Khurana-Carwile reported that the subcommittee met on March 26 and discussed EOC activation related issues. The Information Technology Agency (ITA) addressed communication issues during the EOC activation in March. ITA is working on the 311 notification system, and a Nextel service plan for P-4.

Logistics Richard Pineda announced that the first subcommittee meeting is scheduled for April 15 and will discuss goals and logistic issues. Copies of the agenda will be distributed.

Operational Readiness / Planning Larry Meyerhofer reported that the Planning Subcommittee met on March 11 and obtained good results for all documents submitted by departments. The status report on the Annual Emergency Preparedness Activity report and Department Terrorism Threat Alert Level Procedures were discussed. Also discussed were debris removal issues learned from the World Trade Center disaster. The Emergency Preparedness Department (EPD) continues to collect City department responsibility check lists for the Critical Infrastructure Interruption Annex and Recovery & Reconstruction Annex. Departments may contact EPD for any assistance in developing their check lists for the annexes.

III. Proposition Q Update

Bob Canfield reported that the Public Safety General Obligation Bond Administrative Oversight Committee met on March 27 and that all work is on schedule. Proposition Q will now be referred to as the "Citywide Public Safety Bond Program" on future reports. Copies of the Citywide Public Safety Bond Program Update for March 2003 report were provided. Rob Freeman, EPD's representative of the bond program team, will be moving to the Figueroa Plaza building.

IV. 2003 EOO Workshop

Carol Parks reported that the Arrowhead Planning Committee met on March 12 and that they are working on management issues for the workshop. The 2003 Emergency Operations Organization Annual Workshop is scheduled for the UCLA Conference Center, Lake Arrowhead, October 14 - 17.

V. Information Items

Mohsen Moayedhi announced that a City Employee CERT refresher training exercise will be held on May 8, at the Los Angeles Convention Center, from 7:30 a.m. to 12:30 p.m. Handouts were provided.

Bob Canfield announced that a City/County joint meeting is scheduled for May 21 at the Metropolitan Transportation Authority building.

VI. Old/New Business

VII. Adjournment

Bob Canfield adjourned the EMC meeting at 10:05 a.m.

Respectfully Submitted:

Approved:

Vicky E. Vallarta, Senior Clerk Typist
Emergency Preparedness Department

Bob Canfield, Chair
Emergency Management Committee