

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**October 2, 2002 - 9:00 a.m.**  
**EOB Room, P- 4 Level, City Hall East**

**Present**

David Cardenas  
Kevin Harris  
Tim Watanabe  
Fred Michael  
Al Garcia  
Grace Harper  
Paul Wong  
Vanessa Paulson  
Phil Orozco  
LaCheryl Bell  
Anna Burton  
Bob Canfield  
Vicky Castillo  
Faye Cousin  
Pamela Cummings  
Mark Davis  
Richard Deppisch  
Rob Freeman  
Chris Ipsen  
Cecilia Law  
Owen Lin  
Andrew Lowkis  
Larry Meyerhofer  
Henry Amparan  
Tom Burau  
Anthony DeClue  
Dorothy Dillard  
Kurt Neswald  
Richard Pineda  
Michael Scotland  
Michael Gruett  
Kevin Corcoran  
Joyce Edson  
Rita Khurana-Carwile  
Danielle Holwerda  
Bobbi Jacobsen  
Mark Leap  
Eric Quirk  
Sonia Bond  
Lucia Ruta  
Cindy Kovacs  
Mohsen Moayedi  
Linda Kennedy  
Gilbert Pedroza  
Tom Cotter  
Alan Willis  
Thomas Hokinson  
Jean Prendergast  
Ron Tognazzini  
Kevin Leisher  
Stephen Sellers

**Department**

Airports  
Airports  
Airports  
Animal Services  
Building and Safety  
Building and Safety  
Building and Safety  
City Administrative Officer  
El Pueblo  
Emergency Preparedness  
Emergency Preparedness  
Emergency Preparedness  
Emergency Preparedness  
Emergency Preparedness  
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Emergency Preparedness  
Emergency Preparedness  
Emergency Preparedness  
Fire  
Fire  
General Services  
General Services  
General Services  
General Services  
Harbor  
Housing  
Information Technology  
Information Technology  
Information Technology  
Mayor  
Personnel  
Police  
Police  
Public Works Board  
Public Works Board  
PW / Sanitation  
PW / Sanitation  
PW / Street Services  
PW / Street Services  
Recreation and Parks  
Transportation  
Water and Power  
Water and Power  
Water and Power  
American Red Cross  
State OES

## I. Call to Order; Introductions; Approval of Minutes

Bob Canfield called the meeting to order at 9:08 a.m. The minutes of the September meeting were approved.

## II. Subcommittee Reports and Planning Teams

Budget Anna Burton reported that the subcommittee met and discussed the Emergency Operations Fund (EOF) FY 2003-04 proposed budget. The budget was reviewed by the Emergency Operations Board (EOB) on September 30. Handouts of the budget were provided.

Community Preparedness / Training Chris Ipsen reported that the Community Preparedness Subcommittee met on September 12 and discussed upcoming outreach events. The Department of Aging made a presentation on its current activities. Fire Threat 2002 full-scale exercise held on September 30 at the Airtel Hotel in Van Nuys was successful. The Training Subcommittee met on September 10 and discussed the All Hazards Management Course Workshop tentatively scheduled for May 2003.

Facilities Mark Davis reported that the subcommittee met on September 10 and that eteam 1.6 was utilized at the Fire Threat 2002 full-scale exercise on September 30. Eteam 1.6 training is scheduled for October 30 and for the month of November. An 800-MHz radio test was held September 5, the next test is November 7 and handouts were provided. All departments are requested to submit an updated call out roster.

Fire/Life Safety Dorothy Dillard reported that the subcommittee met on September 18 and discussed distributing two-way radios for all floor wardens and Building Emergency Coordinators (BEC) at the Big Nine facilities. Earthquake drills are tentatively scheduled for City Hall South on November 6 and Piper Tech on December 10. The new slogan for the BEC Fire Life Safety program is "If You Are Not Alive, Nothing Else Matters." Floor warden and BEC training is scheduled for October 3 and October 9.

Information Technology Rita Khurana-Carwile reported that the subcommittee met September 25 and discussed text messaging and two-way paging. A report regarding the future of pagers was submitted to the Emergency Preparedness Department. Video conferencing equipment will be installed in the Emergency Operations Board Room this week.

Operational Readiness / Planning Larry Meyerhofer reported that the Planning Subcommittee met on September 17 and discussed the status report of each department's progress on the Department Emergency Plans. The subcommittee is continuing to work on Chapter Four and department checklists of the Critical Infrastructure Interruption Annex. Drafts of Chapters One, Two, and Three are complete. The Logistics Subcommittee will consolidate the Emergency Supplies Subcommittee, Transportation Subcommittee and the Emergency Generator Task Force and will be chaired by the Department of General Services. The Human Resources Subcommittee will consolidate the Employee Welfare and Volunteer Subcommittees and will be chaired by the Personnel Department. Subcommittee responsibility descriptions were also distributed and approved.

Recovery and Reconstruction Larry Meyerhofer reported that the subcommittee met on October 1.

### **III. Proposition Q Update**

Rob Freeman reported that the Proposition Q Project Management Team held citizen and city oversight meetings. City departments are appointing representatives to the Emergency Operations Center Design Task Force.

### **IV. 2002 EOO Annual Workshop**

Rob Freeman reported on the revised calendar for the workshop program "New Directions for Changing Times" and handouts were provided. The workshop invitation and confirmation letter process is complete. See Rob or Mark Davis to purchase shirts for the workshop.

### **V. Department Emergency Plans**

Bob Canfield and Larry Meyerhofer reported on the status report that was developed to reflect the revision progress of departments on the Department Emergency Plan revision program. Handouts of the status report were provided.

### **VI. Information Items**

City Hall East Vent Retrofit Richard Pineda reported that Phase Two is complete and that a remaining balance of funds is available. A report will be provided for the next Emergency Management Committee meeting.

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

Bob Canfield congratulated those who received their Certified Emergency Management certificate, and announced that the post exercise debriefing is scheduled October 30 at Frank Hotchkin Memorial Training Center.

Tony DeClue had concerns about management and security plans for Mount Lee. Bob Canfield and Mark Leap will meet with him to discuss this issue.

### **VIII. Adjournment**

Bob Canfield adjourned the Emergency Management Committee meeting at 10:27 a.m.

Respectfully Submitted:

Approved:

Vicky E. Castillo, Senior Clerk Typist  
Emergency Preparedness Department

Bob Canfield, Chair  
Emergency Management Committee