

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

Present

David Cardenas
Tim Watanabe
Fred Michael
Brenda Van Den Bosch
Al Garcia
Paul Wong
Vanessa Paulson
John Shea
Phil Orozco
LaCheryl Bell
Anna Burton
Bob Canfield
Vicky Castillo
Faye Cousin
Pamela Cummings
Mark Davis
Rob Freeman
Chris Ipsen
Cecilia Law
Owen Lin
Andrew Lowkis
Larry Meyerhofer
Carmen Steward
Andy Kao
Marty Zisner
Tom Burau
Terry Wortham
Dorothy Dillard
Richard Pineda
Kevin Corcoran
Joyce Edson
Rita Khurana-Carwile
Danielle Holwerda
Bobbi Jacobsen
Kevin Jablonski
Ed Larrigan
Yvette Monteiro
Greg Roper
Ron Spicer
Lucia Ruta
Cindy Kovacs
Mohsen Moayedi
Mike Cates
Tom Cotter
Aram Sahakian
Jerry Cabrera
Jean Prendergast
Kevin Leisher
Jeff Terry
Arnold D. Esqueda
Stephen Sellers

Department

Airports
Airports
Animal Services
Animal Services
Building and Safety
Building and Safety
City Administrative Officer
Convention Center
El Pueblo
Emergency Preparedness
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Environmental Affairs
Finance
Fire
Fire
General Services
General Services
Information Technology
Information Technology
Information Technology
Mayor
Personnel
Police
Police
Police
Police
Police
Public Works Board
PW / Sanitation
PW / Sanitation
PW / Street Lighting
Recreation and Parks
Transportation
Water and Power
Water and Power
American Red Cross
LA County OEM
LA Public Library
State OES

I. Call to Order; Introductions; Approval of Minutes

Bob Canfield called the meeting to order at 9:05 a.m. The minutes of the November meeting were approved with the addition of a statement about departments prioritizing work in the following order: 1. Department Emergency Plans, 2. Critical Infrastructure Interruption Annex, 3. Recovery and Reconstruction Annex, and 4. Master Plan Section Eight.

II. Subcommittee Reports and Planning Teams

Community Preparedness / Training Chris Ipsen reported that the Community Preparedness Subcommittee did not meet in November. The Training Subcommittee met on November 12 and discussed the Los Angeles County annual full scale exercise and the City's participation. Chris thanked everyone who participated. Also discussed were the All Hazards Management Course Workshops which will be held May 2003. A Planning and Intelligence tabletop exercise was held on November 14 in conjunction with the County-wide exercise.

Emergency Preparedness Fair Larry Meyerhofer reported that the subcommittee met on November 4. To date three malls, as well as Ports O'Call and Olvera Street, have confirmed participation in the 2003 fairs.

Facilities Mark Davis reported that the subcommittee met on November 12. The Information Technology Agency (ITA) installed communication cables at the Los Angeles Convention Center Alternate EOC. E-team 1.6 training continues and an 800-MHz radio test was held on November 7.

Fire/Life Safety Dorothy Dillard reported that the subcommittee met on November 20 and discussed scheduling a second evacuation drill for the Big Nine facilities, two way radios, and a new logo. Two-way radios were distributed to six of the Big Nine facilities. Two-way radio training was held at City Hall East (CHE) on November 5 and at City Hall (CH) on November 21. An earthquake drill was held at the West Los Angeles Municipal Building on November 5 and at Parker Center on November 20. Earthquake drills are scheduled today for CHE and City Hall South. The new motto "After the Disaster, If You Are Not Alive Nothing Else Matters" was discussed. Other suggestions are welcome.

Information Technology Rita Khurana-Carwile reported that the subcommittee met November 27 and discussed the status of two-way pagers and conducted a successful test on the P-4 Level of CHE. An automated callback system was evaluated by the Fire Department and is in need of funding. ITA is working on communication needs for Operation Nighthawk.

Operational Readiness / Planning Larry Meyerhofer reported that the Planning Subcommittee met on November 12 and discussed the Critical Infrastructure Interruption Annex. Department Checklists continue to be developed and submitted. A Department Checklist Status Report was distributed.

Recovery and Reconstruction Larry Meyerhofer reported that the subcommittee met on November 7 and a guest speaker from New York is scheduled to make a presentation about debris removal at the next subcommittee meeting. Progress continues on the Recovery and Reconstruction Annex (R&R) and the departmental checklist section. An R&R Departmental Checklist Status Report was distributed.

III. Proposition Q Update

Rob Freeman reported that the Public Safety General Obligation Bond Administrative Oversight Committee met on November 26. Fluor/HOK, an architectural and engineering design firm, was selected to design the new emergency operations center.

IV. 2002 EOO Annual Workshop

Rob Freeman reported that a debriefing session was held November 7. Certificates of achievement and participation will be distributed to Workshop attendees.

V. Information Items

City Hall East Vent Retrofit Richard Pineda reported that a final inspection will be expedited through the coordinated efforts of GSD Construction Forces, Building and Safety, and the Fire and Police Departments. The inspection is scheduled for December 10. The remaining project funding will be used to purchase a spare fan and to seal one intake duct at ground level. Shafts that cannot be sealed at the street level will be addressed later when additional security measures are evaluated.

VI. Old/New Business

Vanessa Paulson reported that the Governor's Office of Emergency Services is auditing Los Angeles disaster grants.

Bob Canfield announced that the Emergency Preparedness Commission Recognition Luncheon will be held on December 11, at Luminarias, and an Award of Merit will be presented to Councilman Hal Bernson.

VII. Adjournment

Bob Canfield adjourned the Emergency Management Committee meeting at 9:59 a.m.

Respectfully Submitted:

Approved:

Vicky E. Castillo, Senior Clerk Typist
Emergency Preparedness Department

Bob Canfield, Chair
Emergency Management Committee