

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**January 8, 2003 - 9:00 a.m.**  
**EOB Room, P- 4 Level, City Hall East**

**Present**

David Cardenas  
Tim Watanabe  
Fred Michael  
Brenda Van Den Bosch  
Grace Harper  
Paul Wong  
John Shea  
Phil Orozco  
LaCheryl Bell  
Anna Burton  
Bob Canfield  
Faye Cousin  
Pamela Cummings  
Mark Davis  
Richard Deppisch  
Rob Freeman  
Chris Ipsen  
Cecilia Law  
Owen Lin  
Andrew Lowkis  
Larry Meyerhofer  
Carol Parks  
Vicky Vallarta  
Andy Kao  
Marty Zisner  
Dean Cathey  
Terry Wortham  
Dorothy Dillard  
Gerry Perez  
Richard Pineda  
Michael Scotland  
Calvin Oglesby  
Kevin Corcoran  
Joyce Edson  
Cliff Eng  
Rita Khurana-Carwile  
Rick Hall  
Danielle Holwerda  
Bobbi Jacobsen  
Ed Larrigan  
Eric Quirk  
Greg Roper  
Ron Spicer  
Linda Kennedy  
Albert Torres  
Aram Sahakian  
Alan Willis  
Gloria Annicchiarico  
Jean Prendergast  
Brenda Ochoa  
Jeff Terry  
Gabriel Saa

**Department**

Airports  
Airports  
Animal Services  
Animal Services  
Building and Safety  
Building and Safety  
Convention Center  
El Pueblo  
Emergency Preparedness  
Emergency Preparedness  
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Emergency Preparedness  
Environmental Affairs  
Finance  
Fire  
Fire  
General Services  
General Services  
General Services  
Harbor  
Housing  
Information Technology  
Information Technology  
Information Technology  
Information Technology  
Library  
Mayor  
Personnel  
Police  
Police  
Police  
Police  
PW / Street Services  
Recreation and Parks  
Transportation  
Transportation  
Water and Power  
Water and Power  
Zoo  
LA County OEM  
Motorola

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

Bob Canfield called the meeting to order at 9:05 a.m. Rick Hall of the Library Department and Gloria Annicchiarico of Department of Water and Power were introduced. The minutes of the December meeting were approved.

## II. Subcommittee Reports and Planning Teams

Budget Anna Burton reported that the subcommittee met on January 6 and a request for a public service announcement was reviewed for available funding from the Emergency Operations Fund FY 2002-03. The request was approved by the Emergency Management Committee (EMC) and will be forwarded to the Emergency Operations Board (EOB) at its next meeting.

Community Preparedness / Training Chris Ipsen reported that the Community Preparedness Subcommittee met on December 12 and is working on a preformatted presentation project that will be available for emergency preparedness outreach events. The Training Subcommittee met on December 10 and discussed the upcoming Operation Nighthawk exercise. Work continues on the City of Los Angeles Employee Emergency Procedures publication which is being revised, a CD-ROM to be used for new employee orientation, and an annual training calendar listing upcoming courses. An EOC Systems training course is scheduled January 15 and an Operations Section course is scheduled January 23.

Emergency Preparedness Fair Larry Meyerhofer reported that the subcommittee met on December 4. The fair is scheduled to be at the following four malls: Baldwin Hills Crenshaw Plaza on April 4, Westside Pavillion on April 12, Westfield Topanga on April 19, and Westfield Eagle Rock on April 26. Tentatively scheduled are Olvera Street on April 13 and Ports O'Call on April 27.

Facilities Mark Davis reported that the subcommittee met on December 10. An Alternate EOC communications equipment test will be conducted at Fire Station 28 on February 20. E-team 2.0 was successfully installed. The heads of all City departments are to submit their priority phone number list by December 20. Testing will be done quarterly for 800-MHz radios and DOCs will be tested using e-team.

Fire/Life Safety Dorothy Dillard reported that the subcommittee did not meet in December. Phase One of the Building Emergency Coordinator program is complete. Evacuation and earthquake drills for the Big Nine facilities were completed in 2002. Some of Phase Two facilities will be scheduled to have drills in April 2003.

Information Technology Rita Khurana-Carwile reported that the subcommittee did not meet in December. ITA is continuing to work on communication needs for the Operation Nighthawk exercise. E-team 2.0 was installed into the test servers. Evaluation and testing of Windows XP and upgrades will be completed. Two-way paging test was completed.

Operational Readiness / Planning Larry Meyerhofer reported that the Planning Subcommittee met on December 10 and discussed the development of guidelines and progress made on the Critical Infrastructure Interruption Annex. A memo of emergency threat levels was distributed to all departments and plan updates must be addressed by January 30. Handouts of the Department Emergency Plan Annual Report memo and

activity spreadsheet were provided and will be distributed to Department Heads and Department Emergency Plan Coordinators. This report and emergency plans should be submitted to Larry no later than January 31.

Recovery and Reconstruction Larry Meyerhofer reported that the subcommittee met on December 12 and a guest speaker from New York City made a presentation about the debris removal after the World Trade Center attacks. The Environmental Affairs and Public Works Departments will meet to discuss lessons learned and will report their findings at the next subcommittee meeting.

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

Rob Freeman reported that the Public Safety General Obligation Bond Administrative Oversight Committee met on December 16 and discussed the final staffing plan for the duration of the bond project. The staff will move to the Figueroa Plaza in March. A meeting is scheduled with the lead architect of Fluor/HOK, the architectural engineering firm selected to design the new emergency operations center.

### **IV. January 30 Exercise**

Chris Ipsen reported that the City will conduct its Annual Emergency Management Exercise, "Operation Nighthawk," which will be held on January 30 from 8:00 a.m. to 12:00 noon. It will be a terrorism type scenario. Participants are requested to check in at 7:30 a.m. Contact the EOC Planning and Intelligence Section for additional information.

### **V. 2002 EOO Workshop**

Rob Freeman submitted the 2002 Emergency Management Workshop recommendations report. There was a lengthy discussion about how this and other workshop information should be presented to the EOB. The EMC approved Rob's report for submission to the EOB as an information item. The Emergency Preparedness Department (EPD) also agreed to make other workshop materials available on its website.

### **VI. 2003 EOO Workshop**

Carol Parks reported that she is EPD's liaison for the 2003 EOO Annual Workshop. The workshop is scheduled at the UCLA Conference Center, Lake Arrowhead, October 14-17, and will be held jointly with Los Angeles County.

### **VII. Information Items**

City Hall East Vent Retrofit Richard Pineda reported that a final inspection was completed and a Building and Safety approval is needed. Funding is still available to purchase a spare fan and to seal one intake duct at ground level.

City's Annual Exercise Exercise information was addressed in item IV above.

**VIII. Old/New Business**

Dean Cathey announced that this is his last EMC meeting. Terry Manning will be his replacement.

Bob Canfield announced that Dean Cathey will be formally recognized at the next EOB meeting.

Anna Burton reported that the Homeland Security Needs Assessment Report was reviewed and updated and will be forwarded to the EOB at its next meeting as an action item.

**IX. Adjournment**

Bob Canfield adjourned the Emergency Management Committee meeting at 10:25 a.m.

Respectfully Submitted:

Approved:

Vicky E. Vallarta, Senior Clerk Typist  
Emergency Preparedness Department

Bob Canfield, Chair  
Emergency Management Committee