

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
February 5, 2003 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

Present	Department
David Cardenas	Airports
Tim Watanabe	Airports
Fred Michael	Animal Services
Brenda Van Den Bosch	Animal Services
Grace Harper	Building and Safety
Paul Wong	Building and Safety
Ivan Campbell	Convention Center
Phil Orozco	El Pueblo
Anna Burton	Emergency Preparedness
Bob Canfield	Emergency Preparedness
Pamela Cummings	Emergency Preparedness
Mark Davis	Emergency Preparedness
Richard Deppisch	Emergency Preparedness
Chris Ipsen	Emergency Preparedness
Cecilia Law	Emergency Preparedness
Owen Lin	Emergency Preparedness
Andrew Lowkis	Emergency Preparedness
Larry Meyerhofer	Emergency Preparedness
Carol Parks	Emergency Preparedness
Vicky Vallarta	Emergency Preparedness
Andy Kao	Environmental Affairs
Henry Amparan	Fire
Terry Wortham	Fire
Dorothy Dillard	General Services
Val Melloff	General Services
Michael Scotland	Harbor
Kevin Corcoran	Information Technology
Joyce Edson	Information Technology
Cliff Eng	Information Technology
Danielle Holwerda	Mayor
Bobbi Jacobsen	Personnel
Greg Roper	Police
Ron Spicer	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
Alan Willis	Transportation
Tom Hokinson	Water and Power
Brenda Ochoa	Zoo
Kevin Leisher	American Red Cross

I. Call to Order; Introductions; Approval of Minutes

Bob Canfield called the meeting to order at 9:05 a.m. Claudia Esquivel of Youth Opportunity was introduced. The minutes of the January meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget Anna Burton reported that the subcommittee met on February 3 and discussed the City Administrative Officer's proposed budget to be forwarded to the Mayor. The request

for funding a public service announcement from the Emergency Operations Fund FY 2002-03 was approved by the Emergency Operations Board (EOB). A hard freeze for equipment purchases is in place. The revised Homeland Security Needs Assessment Report will be forwarded to the Mayor for transmittal to the City Council.

Community Preparedness / Training Carol Parks reported that the Community Preparedness Subcommittee met on January 9 and will begin to meet at various locations. Work continues on a preformatted presentation project that will be available for emergency preparedness outreach events. The Training Subcommittee met on January 14. Operation Nighthawk exercise was held on January 30 and the subcommittee will continue to offer Emergency Operations Center (EOC) training. A February/March 2003 training schedule is now available.

Emergency Preparedness Fair Larry Meyerhofer reported that the subcommittee met on January 8. The fair is scheduled to be at the following four malls: Baldwin Hills Crenshaw Plaza on April 4, Westside Pavilion on April 12, Westfield Topanga on April 19, Westfield Eagle Rock on April 26, as well as Olvera Street on April 13 and Ports O'Call on April 27. Interested departments should turn in their participation forms.

Facilities Mark Davis reported that the subcommittee met on January 14. An Alternate EOC communications equipment test will be conducted at Fire Station 28 on February 20. Testing of the 800-MHz radios and Department Operations Centers is scheduled on March 6, and handouts were provided.

Fire/Life Safety Dorothy Dillard reported that the subcommittee met on January 15 and discussed upgrading the quality of the two-way radios and that the West Los Angeles office had their first drill. The Watts center building will have a refresher training. Phase Two facilities are being scheduled to conduct their first drill by April 2003.

Information Technology Joyce Edson reported that the subcommittee met on January 22 and discussed developing additional GIS capabilities.

Operational Readiness / Planning Larry Meyerhofer reported that the Planning Subcommittee met on January 14 and discussed the Annual Activity report which was due to the Emergency Preparedness Department (EPD) January 31 by all departments. EPD continues to collect department emergency plans and is developing a spreadsheet to track documents submitted by departments. The subcommittee discussed the Critical Infrastructure Interruption Annex and is in the process of collecting submittals on the department check lists responsibilities. Departments are working on finalizing their department emergency plan.

Recovery and Reconstruction Larry Meyerhofer reported that the subcommittee met on January 9 and is continuing to collect department checklist responsibilities. The Recovery and Reconstruction Annex revision issue will be part of the Planning Subcommittee until a sufficient amount of department checklists are received.

III. Proposition Q Update

Bob Canfield reported that Fluor/HOK, the architectural engineering firm selected to design the new emergency operations center, is developing the details for designing the new EOC.

IV. January 30 Exercise

Chris Ipsen reported that the City conducted its Annual Emergency Management Exercise "Operation Nighthawk," a terrorism type scenario, on January 30 and thanked all participants. All departments are requested to submit an after action report to Sharon Papa of LAPD, no later than February 21 and handouts that included details were provided. Exercise critique forms were provided and should be submitted to Chris. A motion was approved by the Emergency Management Committee (EMC) to provide Emergency Operations Organization role training for City department managers.

V. 2003 EOO Workshop

Carol Parks reported that the 2003 Emergency Operations Organization Annual Workshop is scheduled at the UCLA Conference Center, Lake Arrowhead, October 14-17, and that the EOB approved the concept of holding a workshop joint with Los Angeles County.

VI. Information Items

City Hall East Vent Retrofit Dorothy Dillard reported that the project is complete and a cost estimate will be submitted to EPD.

VII. Old/New Business

No old/new business reported.

VIII. Adjournment

Bob Canfield adjourned the EMC meeting at 10:01 a.m.

Respectfully Submitted:

Approved:

Vicky E. Vallarta, Senior Clerk Typist
Emergency Preparedness Department

Bob Canfield, Chair
Emergency Management Committee