MINUTES
EMERGENCY MANAGEMENT COMMITTEE
December 5, 2001 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

Present	Department
David Cardenas	Airports
Dick Taylor	Airports
Brenda Van Den Bosch	Animal Regulation
Paul Wong	Building and Safety
LaCheryl Bell	Emergency Preparedness
Anna Burton	Emergency Preparedness
Bob Canfield	Emergency Preparedness
Vicky Castillo	Emergency Preparedness
Faye Cousin	Emergency Preparedness
Pamela Cummings	Emergency Preparedness
Mark Davis	Emergency Preparedness
Richard Deppisch	Emergency Preparedness
Cecilia Law	Emergency Preparedness
Owen Lin	Emergency Preparedness
Larry Meyerhofer	Emergency Preparedness
Carol Parks	Emergency Preparedness
Carmen Steward	Emergency Preparedness
Heloise Froelich	Environmental Affairs
Marty Zisner	Finance
Henry Amparan	Fire
Howard Kaplan	Fire
Ron Code	General Services
Dorothy Dillard	General Services
Dwayne Healy	General Services
Val Melloff	General Services
Richard Pineda	General Services
Mike Scotland	Harbor
Mike Gruett	Housing
Kevin Corcoran	Information Technology
Joyce Edson	Information Technology
Cliff Eng	Information Technology
Rita Khurana-Carwile	Information Technology
Karen Fung	Mayor
Bobbi Jacobsen	Personnel
David Naltemeyer	Personnel
Alta Shigeta	Planning
Don Farrell	Police
Eric Quirk	Police
Ron Spicer	Police
Lucia Ruta	Public Works Board
Cindy Kovacs	PW / Sanitation
Mohsen Moayedi	PW / Sanitation
Mike Cates	PW / Street Lighting
Kirk Bible	PW / Street Services
Linda Kennedy	PW / Street Services
Gilbert Pedroza	PW / Street Services
Alan Willis	Transportation
Jean Prendergast	Water and Power
Ron Tognazzini	Water and Power
Kevin Leisher	American Red Cross
Lorraine Musekamp	County of Los Angeles OEM
Steve Sellers	State OES

I. Call to Order; Introductions; Approval of Minutes

Bob Canfield called the meeting to order at 9:04 a.m. The minutes of the November meeting were approved. David Cardenas of Airports, Eric Quirk of the Police Department, and Ron Code of General Services were introduced.

II. Subcommittee Reports and Planning Teams

Budget Anna Burton reported that the subcommittee met on December 3. The Emergency Operations Fund FY 2002-03 proposed budget was approved by the Emergency Operations Board (EOB) at its November meeting and will be forwarded to the Mayor.

Community Preparedness/Training Carol Parks reported that the subcommittee met on November 8. A Neighborhood Preparedness Forum was held on November 28. There was a brief discussion on concerns and suggestions about evacuating special populations.

Facilities Mark Davis reported that the subcommittee met on November 13. Alternate Emergency Operations Center site visits were made to Frank Hotchkin Memorial Training Center and LAPD Westchester Training Facility. A cost estimate from General Services for reconstruction improvements at Hotchkin has been requested. The next eteam training class is December 6, and eteam 1.6 is scheduled to be installed in January 2002.

Fire/Life Safety Howard Kaplan reported that the subcommittee met on November 14, and that the Building Emergency Coordinators (BEC) met on November 28. Howard suggested that all departments conduct a needs assessment, and that conducting evacuation drills for individuals with disabilities is a concern. Howard will recommend to the Planning Subcommittee that a total building evacuation drill be conducted at least once a year.

Information Technology Rita Khurana-Carwile reported that the subcommittee met on November 28. Rita recommended that all departments have a disaster backup recovery plan for data and to periodically test equipment at their Department Operations Centers.

Operational Readiness/Planning Rob Freeman reported that the subcommittee met on November 13, and that the Operational Readiness and Recovery Division is updating the Master Plan and its annexes.

Recovery and Reconstruction Larry Meyerhofer reported that the subcommittee met on December 3. The subcommittee will review a 2000 City Administrative Officer report containing 22 Recovery & Reconstruction recommendations. Handouts of the Master Plan annexes were provided.

Security Task Force Anna Burton reported that the Security Task Force Findings would be submitted to the Threat Preparedness Task Force.

2002 Annual Emergency Preparedness Fair Mark Davis reported that the Fair will be held during California's Earthquake Preparedness Month in April. The Fair Committee proposes having four one-day events at various locations around the City to meet more people and reduce costs. The subcommittee will present a recommendation at the January Emergency Management Committee (EMC) meeting for forwarding to the EOB.

III. Threat Preparedness Task Force

Threat Preparedness Task Force Anna Burton reported that the Task Force Report was approved by the EOB and forwarded to the Mayor for transmittal to the City Council.

IV. Department Emergency Plans

Guideline for Department Emergency Plans Rob Freeman reported that the EOB approved the Guidelines and they were forwarded to the Mayor's Office for distribution under the Mayor's signature. Rob requested each department to appoint a person to attend the guidelines orientation on December 20.

V. Information Items

City Hall Security Retrofit Richard Pineda reported that Phase One of the retrofit program at City Hall South began on December 3, and Phase Two at City Hall East will begin by December 30. Construction will not affect building personnel or P-4 operations.

Neighborhood Preparedness Forum Carol Parks reported that the first Neighborhood Preparedness Forum was a successful event and thanked all of the departments that participated.

2002 Annual Emergency Preparedness Exercise Chris Ipsen reported that the 2002 Annual Emergency Preparedness Exercise will be held at Frank Hotchkin Memorial Training Center on January 16, and is a table top format. Due to space limitations, attendance will be by invitation only. The invitations will be mailed next week.

VI. Old/New Business

Rob Freeman reported that Los Angeles County proposed a joint Annual EOO Workshop for 2002.

Ron Spicer announced that the 2002 Emergency Preparedness Commission annual seminar will be jointly sponsored with the Governor's Office of Emergency Services. The seminar is May 6 - 8, 2002, at the Pacific Palms Conference Center in the City of Industry.

Bob Canfield reported that the next EMC meeting will be on January 2, and the next EOB meeting will be on January 28.

VII. Adjournment

Bob Canfield adjourned the Emergency Management Committee meeting at 10:58 a.m.

Respectfully Submitted:	Approved:
Vicky E. Castillo, Senior Clerk Typist Emergency Preparedness Department	Bob Canfield, Chair Emergency Management Committee