

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, November 4, 2015, 9:00 a.m.**  
**Media Center Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

**PRESENT**

Nanilii Paxton  
Anna Burton  
Rob Freeman  
Kate Hutton  
Larry Meyerhofer  
Carol Parks  
John Ignatczyk  
Eric Robles  
Rick Thorstensen  
Daniel Choy  
Tom Jung  
Emily Helder  
Bobbi Jacobsen  
Maria Acosta  
Aida Valencia  
Patrick Findley

**DEPARTMENT**

Building and Safety  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Fire  
General Services  
General Services  
Housing Authority  
Library  
Mayor  
Personnel  
Police  
Public Works/Street Services  
Water and Power

**I. Call to Order, Introductions, Approval of Minutes**

Anna Burton called the meeting to order at 9:04 a.m. Gary Singer, new Emergency Management Coordinator, of the Emergency Management Department (EMD) was introduced. Minutes of the October meeting were approved.

**II. Subcommittee Reports and Planning Teams**

Budget – Anna Burton reported that any individual departments that need funding from the Emergency Operations Fund can submit their request to EMD. All requests will be considered on a case by case basis.

Community Preparedness – Larry Meyerhofer reported that the subcommittee did not meet in October. In preparation for El Niño, four regional town hall meetings will be hosted in four Disaster Management Bureau areas. The Central Regional El Niño Town Hall Meeting will be held on November 5, at the Glassell Senior Center. The South Regional El Niño Town Hall Meeting will be on November 12, at the Peck Park Recreation Center. The Valley Regional El Niño Town Hall Meeting will be on December 3, at the Granada Hills Recreation Center. The West Regional El Niño Town Hall Meeting will be on December 9, at the Westchester Recreation Center. A number of departments are participating in the town hall meetings and Councilmembers are expected to attend. The next Community Preparedness Subcommittee meeting is scheduled on November 17.

Disabilities and Access and Functional Needs – Carol Parks reported that the DAFN Subcommittee will meet at the EOC on December 1. The Disability Stakeholder's Coalition Meeting is scheduled on Tuesday, December 1, 2015, at 10:30. The Los Angeles Fire

Department (LAFD) will be asked to present their community wellness check standard operating procedure. Please contact Paul Hernandez with any questions about updating SOPs and BCFS documents. To better serve the community, all departments were reminded to be familiar with disability, accessibility, and functional needs City compliancy requirements.

Human Resources – Bobbi Jacobsen reported that the recent Disaster Service Worker (DSW) Program training report had 12 departments at 100% compliance. The complete report will help determine who will be activated for the EOC Level III activation exercise on November 19. The percentage of compliance is being monitored by the Mayor's Office.

Information Technology – There were no reports.

Local Hazard Mitigation Planning – Carol Parks reported that the Local Hazard Mitigation Subcommittee group met on October 22. The featured speaker was Dr. Patrick Bernard from USGS, with a presentation about climate changes and the impact to the shoreline. Discussed was the update of the Local Hazard Mitigation Plan process that needs to be submitted and approved to FEMA by July 2016. Subject matter experts have been invited to help prepare and update the plan to include coastal flooding, climate change, and cyber terrorism. Departments will be contacted individually to provide project updates and review plans as needed.

Logistics – Eric Robles reported on the importance of working with Departments and logistic taskforce teams to update SOPs for the FNSS. Review of checklists for the logistics section within the EOC will be done to prepare for the EOC Level III activation on November 19.

Operations – Rob Freeman reported that the Operations Subcommittee did not meet in October. Quentin Frazier reported that EOC training is complete for 2015 and the EOC 2016 training schedule will be released later this year. ICS 300/400 training classes are full for 2015. For current availability and the 2016 training class schedule, call the Los Angeles Fire Department (LAFD) Tactical Training Unit at 213-893-9880. Discussed was the EOC Level III activation exercise on November 19. As part of the exercise, an executive workshop was held. The workshop included discussion about the policy and method for dispensing and distributing medication. Based on that discussion the information for handling medication will be presented to all during the exercise on November 19. EOC/DOC players should be familiarized and ready to perform with their emergency response and continuity of operations plan.

Cal OES will be part of the El Niño recovery workshop training on November 30. James Featherstone added to the discussion that Cal OES will provide information that will help Emergency Management Coordinators be prepared to assist the public with any planning and administrative support during recovery. Also, discussed was the concern for making notifications to the homeless population during El Niño. A public address system and flyers could be used at food distribution centers, overnight shelters, and tent shelters to disseminate the message about safe integration to general shelters.

Planning – Rob Freeman reported that EOC does not have any large scale events currently scheduled. For Unified Command Post planning contact Michelle Riebeling. Planning is currently conducting a Continuity of Operations Planning (COOP) workshop to introduce new templates and formats for the COOP plan that is due December 1. The COOP workshop provides assistance to establish priorities, actions, and address issues and impact to departments. All Departmental Emergency Plans are due January 29, 2016. EMD's goal is to strengthen continuity of operations and support departments through the deadline date.

Shelter and Welfare – Brian Lam reported that the subcommittee did not meet in September. POD players were encouraged to update the EOC checklist so that any department responders stay efficient and prepared. Also, discussed was the assignment of a park ranger to homeless encampments as the concern grows for the homeless population during El Niño. The next subcommittee meeting is scheduled on November 17.

### **III. 2015 Emergency Operations Center Annual Exercise**

Reported within Operations Subcommittee Report.

### **IV. NotifyLA**

Chris Ipsen reported that the official mass notification system for the City is NotifyLA; emphasizing the importance to register on NotifyLA. Regular landlines will get notifications in the event of emergency. Contact Chris Ipsen for any NotifyLA presentation speaking points or brochures. Please check your department's COOP Plan for employee notifications and recall. If a crisis breaks, Twitter will be used for public messaging. Twitter @NotifyLA will be used for just in time messaging. Twitter @ReadyLA will be used for continued preparedness information and messaging.

### **V. El Niño**

Rob Freeman thanked everyone for their support and efforts in the EOC preparation plan for El Niño. El Niño preparedness includes the televising and videotaping, by Channel 35, of a Regional El Niño Town Hall Meeting. Social media will be used to promote the videotaping.

Chris Ipsen discussed the upcoming Twitter Town Hall Meeting that will be televised and videotaped by Channel 35. Also, promoted was the El Niño link: [www.elninola.com](http://www.elninola.com); El Niño kits were emailed to all attendees. Discussed was the importance for all departments to publicize the same message and information for El Niño preparedness. Chris reported that Vicki Curry from the Mayor's Office is the citywide PIO and that the Mayor will have a press conference on November 6, 2015, to sign Executive Directive No. 14: El Niño Preparedness, Response, and Recovery.

### **VI. Armenian March After Action Report**

Carol Parks requested EMC to approve the Armenian March After Action Report. The EOC was activated at Level 1 on April 24, 2015. The EMC approved the report and moved to the Emergency Operations Board (EOB) for approval.

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

John Ignatczyk reported that the LAFD Central Bureau CERT Refresher course on September 19 was very successful. He thanked everyone for their support and contributions.

Anna Burton reiterated that all future EOB meetings will be held on the third Tuesday of the odd-numbered month at 2 p.m. in the Media Room. The next EOB meeting is on November 17, 2015.

**VIII. Adjournment**

Anna Burton adjourned the EMC meeting at 9:40 a.m.

Respectfully Submitted:

Approved:

Isela Iñiguez, Secretary  
Emergency Management Department

Anna Burton, Chair  
Emergency Management Committee