MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, June 1, 2016, 9:00 a.m.
Media Center Room, Emergency Operations Center
500 E. Temple Street, Los Angeles, CA 90012

PRESENT	DEPARTMENT
Rakdy Khlok	Airport
Brandy Welch	Airport
Armond Gregoryona	Building and Safety
Jeff Napier	Building and Safety
Megan Cottier	City Administrative Officer
Anna Burton	Emergency Management
Crystal Chambers	Emergency Management
Rob Freeman	Emergency Management
Chris Ipsen	Emergency Management
Larry Myerhofer	Emergency Management
Carol Parks	Emergency Management
Erricka Peden	Emergency Management
Michelle Riebeling	Emergency Management
Aram Sahakian	Emergency Management
Gary Singer	Emergency Management
John Ignatczyk	Fire
Eric Robles	General Services
Daniel Choy	Housing Authority
Robert Cook	Information Technology Agency
Tom Jung	Library
Bobbi Jacobsen	Personnel
Tiffany Butler	Planning
Maria Acosta	Police
Michael Hammet	Police
Quentin Frazier	Port of Los Angeles
Brian Stoker	Public Works/Engineering
Mike Cates	Public Works/Street Lighting
Aida Valencia	Public Works/Street Services
Jimmy Kim	Recreation and Parks
Crisanta Gonzalez	Transportation
Lisa Hayes	Water and Power
Michael Edwards	American Red Cross

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:03am. Emergency Management Department (EMD) General Manager, Aram Sahakian, Jeff Napier from Department of Building and Safety, Rakdy Khlok from Los Angeles World Airports (LAWA), and Megan Cottier from the City Administrative Officer were introduced. The minutes of the May 2016 Emergency Management Committee (EMC) meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported the 2016-2017 Emergency Operations Fund budget has been processed. Training requests should be submitted to either Anna Burton or Bruce Aoki and will be considered on a case by case basis.

Community Preparedness – Larry Myerhofer reported the subcommittee met on May 10, 2016. Joann Troncale has collaborated with the Catholic Archdiocese and First AME church to establish an MOU for shelters using their facilities. A goal has been set to complete thirty-two (32) Neighborhood Emergency Plans by July 2018. Currently, three (3) have been completed. The subcommittee will work with City Council offices and Veterans Administration to coordinate developing plans with the community. An electric power outage report was released to City Council. The report covered the protocols and electricity backup capabilities of the Los Angeles Fire Department (LAFD), Los Angeles Police Department (LAPD), EMD, and Public Works departments during a prolonged power outage. The next subcommittee meeting will be held on July 12, 2016.

Disabilities and Access and Functional Needs – Carol Parks reported the subcommittee did not meet in May. The Principal Project Coordinator position has been posted to the Personnel website. The primary function of the position is to coordinate and manage the Americans with Disabilities Act (ADA) sustainability process citywide.

Human Resources – Bobbi Jacobsen reported the subcommittee has not met. The most recent Disaster Service Worker (DSW) report was emailed to the EMC representatives.

Local Hazard Mitigation Planning – Carol Parks reported the subcommittee met in May 2016 and is moving forward with the 2016 Local Hazard Mitigation Plan update. Four proposals to assist with the plan update have been received and are under review. Departments are encouraged to update their projects in the database. The next subcommittee meeting is scheduled for June 14, 2016.

Operations – Rob Freeman reported the subcommittee met on May 10, 2016. He commended everyone who was involved at the command post of the space shuttle fuel tank move. The next subcommittee meeting is scheduled for July 12, 2016.

Planning – Rob Freeman reported EMD has developed a City plans revision schedule. The State of California presented a final draft of the California Disaster Response Framework. There is a nationwide review and input phase of the National Incident Management System document. The next subcommittee is scheduled for July 12, 2016.

Anna Burton added the plans and annexes discussed were submitted to the court in 2014 due to a City of Los Angeles ADA lawsuit. Sections of the plans and annexes were updated by department representatives. However, the entirety of the documents were approved under consent of the Judge at that time and did not go through the approval process of the EMC, Emergency Operations Board, City Council and the Mayor. Therefore, departmental support in the review, analysis, and comprehensive understanding of all the annexes and plans is necessary.

Shelter and Welfare – Jimmy Kim reported the subcommittee met on May 10, 2016. There were no shelter activations. Sonia Young Jimenez was appointed as the Acting Emergency

Management Coordinator for Recreation and Parks. The subcommittee discussed incorporating shift changes and redundant communication during branch specific training in collaboration with the Operations Division of EMD.

Training / Exercises – Crystal Chambers reported Web EOC will be offered monthly. The June 7, 2016 Web EOC class is full. Future Web EOC classes are scheduled for July 7, 2016, August 2, 2016 and September 7, 2016. The EOC 101/201 class scheduled for June 9, 2016 is full with the following class scheduled for September 8, 2016. The EOC 301class scheduled for June 15-16, 2016 is full with the following class scheduled for September 14-15, 2016. The following exercises have been scheduled: July 21, 2016, the City Communications Table Top Exercise with a target audience of Department Public Information Officers; August 30, 2016 Defense Support Civil Authority (DSCA) Senior Leader Seminar; August 31, 2016 DSCA Senior Leader Tabletop Exercise; September 1, 2016 Virtual Tabletop Exercise hosted by FEMA Public Health City Without Water Scenario; October 20, 2016, EMD is working with Recreation and Parks to conduct a Nontraditional Shelter Setup Tabletop Exercise; December 13, 2016 (tentative date) Full Scale Exercise testing Nontraditional Shelter Setup.

III. NotifyLA

Chris Ipsen reported NotifyLA is the mass notification system for the City. Gary Singer is working with department coordinators to revise the NotifyLA user guide. Contact Gary Singer or Chris Ipsen for additional information.

Lisa Hayes added Department of Water and Power conducted a command staff exercise with the power system group using NotifyLA/Nixle to notify command groups and commented that the system worked really well for communicating with targeted groups.

IV. 2016 Fleet Week

Rob Freeman reported Fleet Week is a weeklong series of activities. The role of EMD is to present two events: August 30, 2016 Defense Support Civil Authority (DSCA) Senior Leader Seminar; August 31, 2016 DSCA Senior Leader Tabletop Exercise. This event will be used as the Emergency Operations Center (EOC) Annual Exercise and to determine how well prepared the EOC is in working with incoming Federal assets. The objectives of the annual exercise are to increase education and awareness by involving military and federal partners in a seminar environment and functional basis.

Quentin Frazier reported he is the Port of Los Angeles (POLA) Planning Chief for Fleet Week. A unified command has been formed and includes POLA administration, LAFD in the role of NCI and tactical EMS, Port Police and the United States Coast Guard. LAFD planners will coordinate logistics. Department of Transportation will work on the traffic logistics and its impact on San Pedro. An Intelligence Section with law enforcement at the local, federal and state level will be created. Outreach continues to the LAPD and neighboring law enforcement agencies for their partnership. The Port Police Tactical Command Unit has started the EAP. The initial Unified Commanders meeting was held last week under an expedited schedule. The Fleet Week objectives meeting is scheduled for June 14, 2016. An Operations Briefing is scheduled for the week of August 22, 2016.

Deputy Chief Michael Downing added that he would like to offer a staff officer from LAPD to be integrated into the planning process. LAPD Emergency Operations Division can support the intelligence branch and coordinate with counterparts in the Federal Bureau of Investigation and other federal intelligence agencies. He recommends the establishment of a Special Operations Branch that LAPD could support.

Quentin Frazier advised all of these elements are part of the planning effort. It is requested that EMD act as an assistant liaison to handle all non-sworn coordination.

V. 2016 Cyber Security Table Top Exercise After Acton Report/Improvement Plan

Rob Freeman requested approval of the 2016 Cyber Security Table Top Exercise After Acton Report/Improvement Plan. The motion was approved.

VI. 2016 Emergency Management Workshop

Rob Freeman reported to save the date of November 15-16, 2016 for the 2016 Emergency Management Workshop. Space has been reserved at the UCLA Luskin Center. The goal of the workshop is networking and communication between management and emergency managers.

Old / New Business

Brandy Welch reported Transportation Security Administration screening wait times at LAWA averaged between ten (10) and fifteen (15) minutes over the weekend of May 28, 2016 with close to one million (1,000,000) passengers going through the terminals.

Adjournment

Anna Burton adjourned the EMC meeting at 9:45 a.m.

Respectfully Submitted:

Erricka Peden, Secretary
Emergency Management Department

Approved:

Anna Burton, Chair
Emergency Management Committee