

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, July 6, 2016, 9:00 a.m.
Media Center Room, Emergency Operations Center
500 E. Temple Street, Los Angeles, CA 90012

PRESENT

Brandy Welch
Edward Garcia
Armond Gregoryona
Jeff Napier
Megan Cottier
Anna Burton
Crystal Chambers
Mona Curry
Chris Ipsen
Carol Parks
Erricka Peden
Michelle Riebeling
Gary Singer
John Ignatczyk
Daniel Choy
E.J. Martinez
Olivia Alvarez
Bobbi Jacobsen
Tiffany Butler
Natalie Pham
Richard Rogers
David Malin
Lupe Orellana
Mike Cates
Sonya Jimenez
Jimmy Kim
Crisanta Gonzalez
Keith Garcia
Lisa Hayes
Michael Edwards
Scott Underwood
Brent Woodworth

DEPARTMENT

Airport
Building and Safety
Building and Safety
Building and Safety
City Administrative Officer
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Fire
Housing Authority
Housing & Community Investment
Information Technology Agency
Personnel
Planning
Planning
Police
Port of Los Angeles
Public Works/Sanitation
Public Works/Street Lighting
Recreation and Parks
Recreation and Parks
Transportation
Water and Power
Water and Power
American Red Cross
American Red Cross
Los Angeles Emergency Preparedness Fund

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:02am. The minutes of the June 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 – Mona Curry reported the subcommittee met on May 10, 2016. Topics discussed were the 5 Steps Program to Neighborhood Preparedness exercise in the West Adams District and the interest shown by agencies out of state wanting to use the same program model. The Emergency Management Department (EMD) will host a free public speaking seminar presented by Dale Carnegie Training, at the Emergency Operations Center (EOC), July 26, 2016 at 9:30am. Space is limited and a flyer for the event will be emailed to EMC representatives with details on how to sign up. 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 June. EMD continues to accept applications for the Principal Project Coordinator position. The next subcommittee meeting will be held on July 7, 2016.

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

Local Hazard Mitigation Planning – Carol Parks reported the subcommittee met on June 14, 2016. A presentation was made by the Office of the City Administrative Officer regarding plan compliance and the projects that need to be completed. Tetra Tech has been selected as the contractor to assist with updating the City of Los Angeles Local Hazard Mitigation Plan. Their contract is being finalized by the Mayor's Office and it is anticipated that work on the plan will begin in August 2016. The next subcommittee meeting is scheduled for July 12, 2016.

Operations – No reports were made.

Planning – Michelle Riebeling reported EMD is participating in the Unified Command Post (UCP) planning for Fleet Week. EMD is working on a two year cycle to revise and update City emergency plans and annexes. City departments will be contacted to assist with updates to the Mass Care Annex, Evacuation Annex, and Recovery Annex. Los Angeles County recently released the Mass Debris Operational Area Plan. Aida Valencia, with Public Works: Street Services is working on the City Mass Debris Annex. EMD will support her efforts and she will be in contact with the necessary City departments to assist with completing this update. The National Incident Management System document at the Federal level has gone through a refresh and is expected to be published at the end of Summer 2016. The updates on the five frameworks (mitigation, protection, prevention, response and recovery) have been released and can be viewed at <http://www.fema.gov/national-planning-frameworks>.

Shelter and Welfare – Jimmy Kim reported the subcommittee did not meet in June 2016. Seven facilities were opened for a two day cooling center on June 19-20, 2016. The centers had a total of two hundred and eighty (280) visitors. The next subcommittee meeting is scheduled for July 12, 2016.

Training / Exercises – Crystal Chambers reported Web EOC will be offered monthly. Future Web EOC classes are scheduled for July 7, 2016, August 2, 2016 and September 7, 2016.

Section specific Web EOC training is available for departments that have ten (10) to fifteen (15) employees. Contact Pricilla Cotton or Crystal Chambers to schedule the section specific training. The EOC 101/201 class is scheduled for September 8, 2016. The next EOC 301 class is scheduled for September 14-15, 2016. The following exercises have been scheduled: July 21, 2016, the Public Information Officer Table Top Exercise; 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.

III. NotifyLA

Chris Ipsen reported NotifyLA is the mass notification system for the City. Brochures were ordered in eleven (11) languages and will be available for distribution. Phase one of the internal notification project has been completed thanks to Gary Singer. Phase two has been implemented and consists of eight department training sessions on how to use the system with ninety (90) percent compliance. Gary Singer continues to work with department coordinators to revise the NotifyLA user guide. Contact Gary Singer or Chris Ipsen for additional information.

IV. 2016 Fleet Week

Crystal Chambers reported Fleet Week is a weeklong series of activities.

David Malin reported Quentin Frazer is the Port of Los Angeles (POLA) Planning Chief for Fleet Week. The POLA Department Operations Center will be activated for all four (4) days of Fleet Week.

Anna Burton reported Fleet Week will consist of community events in the Port area including water activity. There will be a UCP activated daily from August 29, 2016 through September 5, 2016.

V. UCLA Boelter Hall Active Shooter Emergency Operations Center Activation After Acton Report/Improvement Plan

Carol Parks requested approval of the UCLA Boelter Hall Active Shooter EOC Activation After Acton Report/Improvement Plan. The motion was approved.

VI. 2016 Emergency Management Workshop

Anna Burton reported the dates of the 2016 Emergency Management Workshop have been changed to November 21-22, 2016 at the UCLA Luskin Center.

Old / New Business

Adjournment

Anna Burton adjourned the EMC meeting at 9:30 a.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Erricka Peden". The signature is fluid and cursive, with a long horizontal stroke at the end.

Erricka Peden, Secretary
Emergency Management Department

Approved:

A handwritten signature in blue ink, appearing to read "Anna Burton". The signature is cursive and elegant, with a large initial "A".

Anna Burton, Chair
Emergency Management Committee