MINUTES
EMERGENCY MANAGEMENT COMMITTEE
August 6, 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
Al Garcia	Building and Safety
Paul Wong	Building and Safety
Vanessa Paulson	City Administrative Office
Ivan Campbell	Convention Center
Mark Davis	Emergency Preparedness
Pamela Cummings	Emergency Preparedness
Rob Freeman	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
Andy Kao	Environmental Affairs
Henry Amparan	Fire
Terry Manning	Fire
David Rowley	Fire
Dorothy Dillard	General Services
David Malin	Harbor
Mike Gruett	Housing
Kevin Corcoran	Information Technology
Joyce Edson	Information Technology
Cliff Eng	Information Technology
Rita Khurana-Carwile	Information Technology
Kim Bayer	Mayor
Paul De La Cerda	Mayor
Bobbi Jacobsen	Personnel
Alen Pijuan	Planning
Mark Leap	Police
Eric Quirk	Police
Ron Spicer	Police
Sonia Bond	Public Works Board
Lucia Ruta	Public Works Board
Mohsen Moayedi	PW / Sanitation
Linda Kennedy	PW / Street Services
Gilbert Pedroza	PW / Street Services
David Aguirre	Recreation and Parks
Tom Cotter	Recreation and Parks
Aram Sahakian	Transportation
Alan Willis	Transportation
Gloria Annicchiarico	Water and Power
Loretta Brazil	Water and Power
Thomas Hokinson	Water and Power
Richard Pineda	Water and Power
Jean Prendergast	Water and Power
Mary McFadden-Rossetto	Zoo
Scott Brewer	State OES

I. Call to Order; Introductions; Approval of Minutes

Mark Davis called the meeting to order at 9:07 a.m. He announced Bob Canfield's last working date was August 1 and the effective date of his retirement will be August 26. Mark Leap announced Ron Spicer's promotion to Lieutenant. Terry Manning announced Henry Amparan's transfer to a field assignment. David Rowley of the Fire Department was introduced. A video tape of the Operation Dark Cloud Exercise was shown. The minutes of the July meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget Mark Davis reported that the subcommittee met on July 17. Seventeen departments have submitted their budget requests totaling about $822,000. Various subcommittees are reviewing the requests and their reports are due on August 14.

Community Preparedness / Training Carol Parks reported that the Community Preparedness Subcommittee met on July 10. A guest speaker from the Office of Councilmember Jack Weiss made a speech on the safety fair held on July 20. The subcommittee continues to work on a generic general preparedness presentation format in different languages to be used for outreach events. The Training Subcommittee met on July 8. Linda Kennedy, Department of Public Works, made a presentation on lessons learned from the Homeland First Response Conference and Exposition. The scenario of the 2004 annual exercise will be a replica of the Northridge earthquake.

Disaster Credentialing Task Force Dorothy Dillard reported that the task force did not meet in July.

Facilities Mark Davis reported that the subcommittee met on July 8. An Alternate Emergency Operations Center exercise will be held on September 23 at Fire Station 28. The next 800 MHz radio test will be on September 4. Copies of the 202 back-up phone list will be provided when it is updated.

Fire/Life Safety Dorothy Dillard reported that the subcommittee met on July 15. The focus was on scheduling drills for 2003. Ninety Building Emergency Coordinators and Floor Wardens attended a training class held on July 22. The logo contest submissions will be reviewed at the next meeting.

Human Resources Bobbi Jacobsen reported that the subcommittee did not meet in July. At its next meeting the subcommittee will continue to work on training for critical incident stress management.

Information Technology Rita Khurana-Carwile reported that the subcommittee met on July 23. The status of wireless phone connectivity to P4 level was discussed. A special meeting was held to review the budget request package.

Logistics Dorothy Dillard reported that the July meeting was canceled. No further meetings have been scheduled as the function of the subcommittee has been suspended due to staff shortage.

Operational Readiness / Planning Larry Meyerhofer reported that the subcommittee met on July 8. Nine departments have submitted their checklists for the Critical Infrastructure Interruptions Annex Part IV. A status report was provided. EPD continues to work on the City's hazard mitigation plan. A multi-hazard mitigation planning task force will be formed. Community interest groups, public non-profit organizations and neighborhood councils are being invited to join the task force as federal guidelines require community involvement.

Others Paul De La Cerda reported that an acceptance letter for the Urban Area Security Initiative (UASI) Part I grant was received from the Department of Homeland Security. Progress was made on the UASI Part II grant. The Mayor will hold a press conference to announce the $12.4 million grant.

III. Citywide Public Safety Bond Program

Rob Freeman reported that the Little Tokyo community workshop on July 26 was very successful. The suggestions and concerns will be incorporated into the master planning process. The new Emergency Operations Center (EOC) will be located on the 1st and Alameda property. The Project Management Team will tour four EOC facilities in Washington State as well as Vancouver, British Columbia.

IV. 2003 EOO Workshop

Carol Parks reported that the invitation letters for the Arrowhead Workshop have been sent to various departments. Copies of the draft agenda were provided.

V. Old/New Business

Paul De La Cerda announced that a Metro Forum will be held on September 16 and the Mayor will host a Homeland Security Leadership Summit on September 17 and 18. Invitation letters have been sent to mayors, fire chiefs and police chiefs of other cities. The agenda is still in the draft format.

Cliff Eng reported that a motion was initiated by Councilmember Janice Hahn and the City Council has instructed the Information Technology Agency to work with the EPD and Harbor Police to develop pre-recorded messages for the Emergency Alert System and to report back to the Council in 90 days.

VI. Adjournment

Mark Davis adjourned the EMC meeting at 9:55 a.m.

Respectfully Submitted:

Cecilia Law, Secretary
Emergency Preparedness Department

Approved:

Mark Davis, Chair
Emergency Management Committee