

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**October 1, 2003 - 9:00 a.m.**  
**EOB Room, P- 4 Level, City Hall East**

<b>Present</b>	<b>Department</b>
David Cardenas	Airports
Tim Watanabe	Airports
Fred Michael	Animal Services
Brenda Van Den Bosch	Animal Services
Al Garcia	Building and Safety
Grace Harper	Building and Safety
Paul Wong	Building and Safety
Dolly Malva	Community Development
Faye Cousin	Emergency Preparedness
Pamela Cummings	Emergency Preparedness
Mark Davis	Emergency Preparedness
Rob Freeman	Emergency Preparedness
Cecilia Law	Emergency Preparedness
Owen Lin	Emergency Preparedness
Andrew Lowkis	Emergency Preparedness
Larry Meyerhofer	Emergency Preparedness
Carol Parks	Emergency Preparedness
Carmen Steward	Emergency Preparedness
Andy Kao	Environmental Affairs
Rich Kampff	Fire
Terry Manning	Fire
Terry Wortham	Fire
Dorothy Dillard	General Services
Val Melloff	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
Julie Buchwald	Mayor
Bobbi Jacobsen	Personnel
Ed Larrigan	Police
Eric Quirk	Police
Greg Roper	Police
Sonia Bond	Public Works Board
Lucia Ruta	Public Works Board
Mohsen Moayedi	PW / Sanitation
Mike Cates	PW / Street Lighting
David Aguirre	Recreation and Parks
Albert Torres	Recreation and Parks
Gloria Annicchiarico	Water and Power
Kevin Leisher	American Red Cross
Jeff Terry	LA County OEM
Scott Brewer	State OES

## I. Call to Order; Introductions; Approval of Minutes

Mark Davis called the meeting to order at 9:17 a.m. David Aguirre of the Department of Recreation and Parks was introduced. The minutes of the September meeting were approved.

## II. Subcommittee Reports and Planning Teams

Budget Mark Davis reported that the subcommittee met on September 29. No change has been made to the budget. The proposed budget was forwarded as an information item to the Emergency Operations Board (EOB) at the September meeting. The final draft budget will be submitted at the next EMC meeting and forwarded to the EOB as an action item at its November meeting.

Community Preparedness / Training Carol Parks reported that the Community Preparedness Subcommittee met on September 11 and it was hosted by the Housing Department. The subcommittee worked on identifying pre-recorded messages for the emergency alert system. The Training Subcommittee met on September 9 and discussed the Los Angeles County exercise and the Spring 2004 Integrated Emergency Management Course at the Emergency Management Institute. Planning for the January 2004 annual exercise continues. Flyers for the Waste Isolation Pilot Plant first responder training and the October/November Emergency Operations Organization training schedule were provided. There were no meetings for either subcommittees in October.

Disaster Credentialing Task Force Val Melloff reported that the task force did not meet in September.

Facilities Mark Davis reported that the subcommittee met on September 9. Approximately 35 City employees participated in the Alternate Emergency Operations Center (AEOC) exercise at Fire Station 28 on September 23. An after-action report will be provided. The 800 MHz radio test on September 4 went well. The EOC back-up phone system directory has been updated and copies were provided.

Fire/Life Safety Dorothy Dillard reported that the subcommittee met on September 17 at the Convention Center. The primary discussion was about the 62 story AON Building evacuation drill. Approximately forty buildings from the Big 9 and Phase II facilities will complete their drills before the end of the year. The evacuation drills for the Personnel Building and San Pedro Municipal Building are scheduled in November. Maintaining and updating the Floor Warden and Building Emergency Coordinator list is an ongoing process. The evacuation signage for the childcare center was completed and forwarded to the Fire Department for approval. Work continues on the refuge site map for the Braude Building in Van Nuys.

Human Resources Bobbi Jacobsen reported that the subcommittee met on September 24. The Critical Intervention Mutual Aid Agreement has been forwarded to the Police Department for formal writing. Dr. Scott presented some articles on trauma briefing. The disaster plan flow chart was completed and provided to the new Employee Assistance Program provider for the year of 2004. Future discussion includes guidelines for volunteers who want to counsel during disasters.

Information Technology Rita Khurana-Carwile reported that the subcommittee met on September 24 and discussed the AEOC exercise. The equipment arrived timely at the fire station. The request for proposal for the EOC Information Management software was forwarded to the City Attorney. Several City departments have participated in the NC4 virtual exercise. The Facilities Subcommittee will lead the NC4 issue. The EOC's E-team primary server needs to be replaced.

Logistics Dorothy Dillard reported that the subcommittee did not meet in September. Training was conducted for the General Services Department staff on September 10.

Planning Larry Meyerhofer reported that the subcommittee met on September 9. The completion of the Critical Infrastructure Interruption Annex was pending a checklist from one department and minor corrections from six other departments. A status report was provided.

### **III. Public Service Announcement**

Rich Kampff presented the Public Service Announcement (PSA) video which is part of the No Parking Priority Enforcement Program. The goal of the PSA is to improve public awareness regarding on-street parking in the very high fire hazard severity zones during brush fire season.

### **IV. Citywide Public Safety Bond Program**

Rob Freeman reported that the new EOC will be located at the First and Alameda Streets property. The feasibility of using a friction pendulum base isolation system will be under review by the Bureau of Engineering. The systems component is not funded by the Bond. Other funding sources have to be identified. A powerpoint presentation on the EOC site visits in the Pacific Northwest was made. An evaluation report of the visits was also provided.

### **V. 2003 EOO Annual Workshop**

Carol Parks reported that the planning committee was confirming the speakers. Four workgroup sessions have been scheduled. There will be training for facilitators on October 1.

### **VI. City's Local Hazard Mitigation Plan**

Larry Meyerhofer reported that the kick-off meeting for the Local Hazard Mitigation Plan Task Force was held on September 30 and was attended by 32 participants. The mitigation guidelines were distributed at the meeting. There will be a monthly meeting on the last Tuesday of each month. The pre-disaster mitigation planning grant to hire a professional mitigation planning consultant was submitted to the Governor's Office of Emergency Services.

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

There was no old/new business to report.

### **VIII. Adjournment**

Mark Davis adjourned the EMC meeting at 10:52 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Secretary  
Emergency Preparedness Department

Mark Davis, Chair  
Emergency Management Committee