

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
May 5, 2004 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

Present	Department
David Cardenas	Airports
Michelle Riebeling	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
Dolly Malva	Community Development
Jason Burney	Disability
Angela Kaufman	Disability
Richard Ray	Disability
Phil Orozco	El Pueblo Monument
LaCheryl Bell	Emergency Preparedness
Anna Burton	Emergency Preparedness
Pamela Cummings	Emergency Preparedness
Mark Davis	Emergency Preparedness
Richard Deppisch	Emergency Preparedness
Rob Freeman	Emergency Preparedness
Chris Ipsen	Emergency Preparedness
Cecilia Law	Emergency Preparedness
Andrew Lowkis	Emergency Preparedness
Larry Meyerhofer	Emergency Preparedness
Carol Parks	Emergency Preparedness
Andy Kao	Environmental Affairs
Tom Burau	Fire
Terry Manning	Fire
Terry Wortham	Fire
Valerie Melloff	General Services
Richard Pineda	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
Julie Buchwald	Mayor
David Noltemeyer	Personnel
Maria Ortiz	Planning
Debra Brounsten	Police
Mark Leap	Police
Eric Quirk	Police
Greg Roper	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
Aram Sahakian	Transportation
Thomas Hokinson	Water and Power
Jean Prendergast	Water and Power
Jeff Terry	LA County OEM
Mark Bassett	State OES
Keith Garcia	American Red Cross
Vince Legaspi	Federal Bureau of Prisons
George Santos	Federal Police

I. Call to Order; Introductions; Approval of Minutes

Anna Burton called the meeting to order at 9:10 a.m. The minutes of the April meeting were approved. Mark Bassett of the Governor's Office of Emergency Services, Jason Burney of the Department on Disability, Vince Legaspi of Federal Bureau of Prisons and George Santos of Federal Police were introduced.

II. Subcommittee Reports and Planning Teams

2004 Annual Emergency Preparedness Fair Carol Parks thanked City departments for their participation in the Fair. An after-action meeting is scheduled on May 5. The Corporate Sponsor Appreciation Day will be on May 21.

Budget Richard Deppisch reported that the subcommittee did not meet in May and the next meeting is scheduled on June 7.

Community Preparedness / Training Carol Parks reported that there was no Community Preparedness Subcommittee meeting in April. The Training Subcommittee met on April 13 and discussed the Determined Promise '04 Exercise and the EMI training on public health. Copies of two flyers were provided regarding the Mass Fatality Management Training on May 27 and the Mass Smallpox Vaccination Clinic Exercise on June 23. The next subcommittee meeting will focus on the City's three year exercise program, which is required by the Office for Domestic Preparedness.

Disaster Credentialing Task Force Richard Pineda reported that the task force did not meet in April. An Urban Area Security Initiative grant request for the purchase of the credentialing equipment was approved.

Facilities Mark Davis reported that the subcommittee met on April 13. The Emergency Operations Center (EOC) Information Management System Evaluation Task Force has reviewed three vendors' proposed systems. The Alternate EOC at the Convention Center will be activated responding to the civic center buildings evacuation drill in September. The 800 MHz radio test will be on June 3. Departments without the proximity cards should contact the Security Section of the Department of General Services in order to gain access to the EOC.

Fire / Life Safety Richard Pineda reported that the subcommittee met on April 21 and continued to discuss the full scale evacuation exercise of the civic center buildings, tentatively scheduled for September 9. Sixty-six facilities of the Department of Water and Power conducted their drills on April 26 and the Community Development Department will have a drill in May. The training for the Department of Airports Floor Wardens is almost complete. The new Building Emergency Coordinator (BEC) Program logo and the map of the Big 9 and Phase II facilities are available on the BEC Intranet site. The subcommittee will make a report on the two drills per year requirement at the next EMC meeting.

Human Resources David Noltemeyer reported that the subcommittee met on April 28 and discussed the availability of the stress management and training through the Employee Assistance Program (EAP). The traumatic incident flow chart and the draft crisis intervention mutual aid agreement are being reviewed by the EAP and the Los Angeles Police Department (LAPD) respectively. The Los Angeles Fire Department (LAFD) will host a half-day training for mental health professionals on June 9. The American Red Cross will sponsor an Impact and Resiliency in the Face of Disaster and Terrorism training on June 27 at the Davidson Conference Center.

Information Technology Rita Khurana-Carwile reported that the subcommittee did not meet in April. The LAPD and the Department of Building and Safety have submitted their requests for video conferencing. Sprint will extend the wireless service to the P-4 level.

Logistics Richard Pineda reported that the subcommittee met on April 22. The procurement manual was completed and training was provided. The subcommittee is reviewing the feeding and donations acceptance policies. The emergency generator task force is part of this subcommittee.

Planning Larry Meyerhofer reported that the subcommittee met on April 13. The 311 Call Center will maintain the non-declared emergency contact list and the Emergency Preparedness Department (EPD) will review it annually. The Los Angeles Catastrophic Incident Response Plan is still being reviewed by FEMA.

III. Citywide Public Safety Bond Program

Rob Freeman reported that there is no final decision on the location of the LAPD's headquarters facility. The final version of the schematic design was approved by LAPD, LAFD and EPD. The geo-technical review indicates the project site is located in a methane gas zone, and a passive ventilation system is recommended to mitigate the potential hazard. The Information Technology Agency will lead the system component of the project.

IV. City's Local Hazard Mitigation Plan

Larry Meyerhofer reported that the task force met on April 27 and good progress was made on the plan. About 350 questionnaires to the public were received and a survey analysis report will be made. The web page will continue to be updated with new plan information. The hazard maps that were developed by the GIS Mapping Section of the Bureau of Engineering will be converted to GIS format. City departments are reminded to submit the Mitigation Program and Projects forms.

V. 2003 EOO Workshop Recommendations

Carol Parks presented the 2003 EOO Workshop recommendations. A motion to accept the amended recommendations by the workgroups was approved by the committee and will be forwarded to the Joint County of Los Angeles Emergency Management Council and the City of Los Angeles Emergency Operations Board (JCCLA) meeting on May 19.

VI. 2004 EOO Workshop

Mark Davis reported that the second planning meeting was held on May 4 and the theme of the workshop will be Terrorism and Homeland Security. About 140 Emergency Operations Organization members will be invited to attend the workshop. The invitation letters will be sent in July. The next planning meeting is May 25.

VII. Sign Language Interpreters Team

Angela Kaufman reported that the sign language interpreters team has 15 members, which is a collaborated effort of the Department on Disability (DOD) and the Department of Airports in response to crisis situations. The DOD has concerns about emergency preparedness and recovery for the disabled and deaf community and will develop a volunteer registration system to gather information on their location and needs.

VIII. Old / New Business

Anna Burton reported that the Emergency Operations Board meeting on May 17 is canceled and the JCCLA meeting is scheduled on May 19. The homeland security needs assessment report may need to be updated again.

Terry Manning announced the Fire Service Recognition Day on May 8. Flyers were provided.

IX. Adjournment

Anna Burton adjourned the EMC meeting at 10:25 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Secretary
Emergency Preparedness Department

Anna Burton, Chair
Emergency Management Committee