MINUTES
EMERGENCY MANAGEMENT COMMITTEE
June 1, 2005 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

Present	Department
David Cardenas	Airports
Kevin Harris	Airports
Brenda Van Den Bosch	Animal Services
Paul Wong	Building and Safety
Vanessa Paulson	City Administrative Office
Dolly Malva	Community Development
Diane Wren	Community Redevelopment
Ivan Campbell	Convention Center
La Cheryl Bell	Emergency Preparedness
Anna Burton	Emergency Preparedness
Faye Cousin	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
Jim Sims	Emergency Preparedness
Andy Kao	Environmental Affairs
Ken Kemp	Fire
Richard Pineda	General Services
Pierre Riotoc	General Services
Richard Wuerth	General Services
Ronald Cunningham	Housing
Kevin Corcoran	Information Technology
Joyce Edson	Information Technology
Cliff Eng	Information Technology
Rita Khurana-Carwile	Information Technology
Bobbi Jacobsen	Personnel
Alen Pijuan	Planning
Angel Gomez	Police
Ed Larrigan	Police
Greg Roper	Police
Steve Vinson	Police
Sonia Bond	Public Works Board
Tom Cotter	Public Works Board
Mohsen Moayedi	PW / Sanitation
Linda Kennedy	PW / Street Services
Gilbert Pedroza	PW / Street Services
Gloria Annicchiarico	Water and Power
Loretta Brazil	Water and Power
Librada Martinez	Water and Power
Jean Prendergast	Water and Power
Anny Surmenian	Water and Power
Bob Spears	Los Angeles Unified School District
Kevin Leisher	American Red Cross

I. Call to Order; Introductions; Approval of Minutes

Anna Burton called the meeting to order at 9:03 a.m. The minutes of the May meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget Anna Burton reported that the subcommittee met on May 31. The deadline to submit the FY 03-04 equipment request is extended to September 1 due to the citywide equipment unfreeze.

Community Preparedness / Training Chris Ipsen reported that the Neighborhood Preparedness Ambassador Program was well received. There will be more training sessions. The contract for the MS&L Company was signed and approximately one million DVDs with basic emergency preparedness information will be made. The Los Angeles County Department of Health Services (LADHS) has mailed the invitation letters to the Metropolitan Medical Response System (MMRS) Integrated Emergency Management Course. The participants are requested to fill out FEMA General Admission Form 75-5. The O'Brien's Group was selected as the contractor for the Homeland Security Exercise and Evaluation Program. An exercise design team will be formed to work on the various types of exercises for the program – four tabletop, one executive workgroup, two functional and one full scale.

Facilities Mark Davis reported that the subcommittee continued to work on the customization of the WebEOC and the Alternate Emergency Operations Centers (AEOCs). Data and phone lines as well as cable and satellite TVs are being connected at the Ahmanson Recruit Center AEOC site. He reminded the audience of the June 2 800-MHz radio test and to update their department's emergency phone contact list.

Fire / Life Safety Richard Wuerth reported that the subcommittee met on May 18 with Mark Gentry, Los Angeles Fire Department (LAFD) as the guest speaker on fire safety and emergency evacuation in high-rise buildings. The June 15 meeting will also have a guest speaker from the LAFD. There were three false alarms in the City Hall and one in the Los Angeles Mall. Two drills and exercises as well as five training sessions were conducted in May. The Civic Center Task Force will meet on June 21 at the Los Angeles County EOC.

Human Resources Bobbi Jacobsen reported that the subcommittee did not meet in May. The next meeting is scheduled on June 29. Dr. Dick Diamond and Barbara Cienfuegos with the Los Angeles County Department of Mental Health made a great presentation on the psychological impacts of disasters that was held on May 19.

Information Technology Rita Khurana-Carwile reported that the subcommittee met on May 25. The AEOC at the Los Angeles Convention Center has the data replicate of the EOC. A motion to authorize the Emergency Preparedness Department, in consultation with the Information Technology Agency and the Office of the City Attorney to develop Memorandum of Agreements with interested Los Angeles Urban Area cities, and to create an organizational and business model for the management of the shared information and resources program was approved. The next meeting is July 27.

Logistics Richard Pineda reported that the subcommittee did not meet in May. The agenda for the June 9 meeting will include the departmental resource list and the supply management system problem in the EOC.

Planning Faye Cousin reported that the subcommittee met on May 10 and discussed the COOP/COG plan. Group I information is due on June 13 and Group II information is due on July 14. She also reminded departments to submit the online questionnaires for the Los Angeles Urban Area Response Plan. The Emergency Operations Master Plan and Procedures is being updated.

III. Citywide Public Safety Bond Program

Rob Freeman reported that the final design plans are ready to be sign-off. The Environmental Impact Report is pending for City Council approval. The draft Request for Proposal (RFP) for an engineering consultant to assist with the development of an overall systems implementation plan has been forwarded to the City Attorney's Office for review. The RFP is expected to be released in June. An overview of the new EOC project was forwarded to the Mayor-elect Villaraigosa.

IV. Homeland Security Grant Update

Anna Burton reported and provided copies of the report listing all the State Homeland Security Grant Program (SHSGP) and the Urban Area Security Initiative (UASI) Grants and their performance period.

V. 2004 Emergency Management Workshop After Action Report

Mark Davis presented the 2004 Emergency Management Workshop After Action Report. A motion to accept the report was approved and it will be forwarded to the Emergency Operations Board (EOB) at its next meeting.

VI. 2005 Emergency Management Workshop

Faye Cousin reported that the 2005 Emergency Management Workshop agenda will include the La Conchita landslide report, the Common Operating Picture, the National Incident Management System and the National Response Plan. The next planning meeting is scheduled on June 16.

VII. Operation: "Evacuation 09-09-04" After Action Report

Ken Kemp presented the Operation: "Evacuation 09-09-04" After Action Report. A motion to accept the report was approved with minor corrections and it will be forwarded to the EOB at its next meeting.

VIII. Old / New Business

Mohsen Moayedi provided copies of the Department of Public Works' Operation "Hollywood Sinkhole" SEMS Exercise After Action Report.

Vanessa Paulson reminded the audience of the importance of the letter from the Office of Emergency Services in regards to departmental cost reimbursement and public assistance program.

Mark Davis reported that the Councilmember Tony Cardenas will host an emergency preparedness fair on June 18 at the Branford Recreation Center. Copies of the flyer were provided.

Loretta Brazil reported that 58 Department of Water and Power facilities participated in the Duck, Cover and Hold drill on April 24 and the emergency preparedness expo on April 26 had a good turnout.

IX. Adjournment

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

Respectfully Submitted:	Approved:
Cecilia Law, Executive Secretary Emergency Preparedness Department	Anna Burton, Chair Emergency Management Committee