

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
July 6, 2005 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

Present

David Cardenas
Kevin Harris
William Tranzow
Brenda Van Den Bosch
Grace Harper
Paul Wong
Dolly Malva
Ivan Campbell
Lee Ann Deberry
Myrna Braithwaite
Pamela Cummings
Mark Davis
Richard Deppisch
Rob Freeman
Cecilia Law
Jim Sims
Martin Rosen
Ken Kemp
Valerie Melloff
Richard Pineda
Pierre Riotoc
Richard Wuerth
David Malin
Ronald Cunningham
Kevin Corcoran
Cliff Eng
Rita Khurana-Carwile
Bobbi Jacobsen
Amelia Sayo
Ed Larrigan
Mark Leap
Tom Cotter
Mohsen Moayedi
Mike Cates
Gilbert Pedroza
Aram Sahakian
Loretta Brazil
Thomas Hokinson
Librada Martinez
Jean Prendergast
Anny Surmenian
Mary McFadden
Bob Spears
Kevin Leisher

Department

Airports
Airports
Animal Services
Animal Services
Building and Safety
Building and Safety
Community Development
Convention Center
Convention Center
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Environmental Affairs
Fire
General Services
General Services
General Services
General Services
Harbor
Housing
Information Technology
Information Technology
Information Technology
Personnel
Planning
Police
Police
Public Works Board
PW / Sanitation
PW / Street Lighting
PW / Street Services
Transportation
Water and Power
Water and Power
Water and Power
Water and Power
Water and Power
Water and Power
Zoo
Los Angeles Unified School District
American Red Cross

I. Call to Order; Introductions; Approval of Minutes

Mark Davis called the meeting to order at 9:05 a.m. The minutes of the June meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget Richard Deppisch reported that the subcommittee did not meet in June. The FY 2006-07 Emergency Operations Fund (EOF) budget request packages are due July 19. The next meeting is scheduled on August 1.

Community Preparedness / Training Mark Davis reported that the Training Subcommittee is working on the travel arrangement with the City's travel agent for the Metropolitan Medical Response System (MMRS) Integrated Emergency Management Course. The work on the Homeland Security Exercise and Evaluation Program continues. The schedule dates for the exercises are as follows: one tabletop in the September Arrowhead Workshop, two tabletops on October 6 and 13, two functional in February 2006 and one full scale on March 30, 2006. The Community Preparedness Subcommittee will meet with the MS&L Company in August to work on the Emergency Preparedness Kit.

Facilities Mark Davis reported that the subcommittee continued to work on the Alternate Emergency Operations Centers (AEOCs). Even though the AEOC at Fire Station 28 is fully configured, another site with improved central structure in the San Fernando Valley is being identified. The next 800-MHz radio test is scheduled in September. Detailed information will be followed.

Fire / Life Safety Richard Wuerth reported that the subcommittee met on June 15. The subcommittee continues to invite guest speakers to its meeting and list the Fire Department's CERT program on the agenda. There was one false alarm in the City Hall in June. Eight drills and three training sessions were conducted. Training of 139 City employees including 82 custodians was conducted. The training dates for the Garland Building and the Mission Hill Police Station are July 7 and 12 respectively.

Human Resources Bobbi Jacobsen reported that the subcommittee met on June 29 and reviewed the draft emergency notification list. The final list will be forwarded to the 311 Call Center and the Departmental Personnel Directors. The adoption of the Federal Manager Handbook and the creation of risk information sheets will be listed on the subcommittee's agenda. The next meeting is scheduled on July 27.

Information Technology Rita Khurana-Carwile reported that the subcommittee did not meet in June. The first Memorandum of Agreement for the shared information and resources program was drafted.

Logistics Richard Pineda reported that the subcommittee met on June 9. He presented the Emergency Response Feeding Policy to the Committee for approval. Discussions were made and amendments to the policy were suggested. The revised policy will be submitted to the Committee at its next meeting for approval. The next subcommittee meeting is scheduled on July 14.

Planning Jim Sims reported that the subcommittee met on June 14. Group I worksheets for the COOP/COG plan are past due and Group II worksheets are due on July 14. The online questionnaire for the Los Angeles Urban Area Response Plan is also overdue. He reminded departments to submit the worksheets and the online questionnaires as soon as possible. The kick-off meeting for the Health Emergency Response Plan was held on June 20 and the next working group meeting is scheduled on July 27.

III. Citywide Public Safety Bond Program

Rob Freeman reported that the Environmental Impact Report will be forwarded to the Public Works Committee on July 8. The Information Technology Agency will provide a monthly report to the Administrative Oversight Committee on the status of the systems implementation plan. The timetable for completion of the Request for Proposal for an Engineering Consultant contract has been extended to the end of December 2005.

IV. Homeland Security Grant Update

No report was made.

V. 2005 Emergency Management Workshop

Mark Davis reported that the 2005 Emergency Management Workshop agenda was drafted. Most of the guest speakers have been confirmed. The invitation letters will be sent. The next planning meeting is scheduled on July 13.

VI. 2005 Emergency Preparedness Fair After Action Report

Mark Davis presented the 2005 Emergency Preparedness Fair After Action Report. A motion to accept the report was approved and it will be forwarded to the EOB at its next meeting.

VII. Old / New Business

Kevin Leisher reported that the American Red Cross of Greater Los Angeles opened shelters for victims of two different apartments fire incidents.

Jean Prendergast announced the reactivation of the Utility Subcommittee and a meeting will be scheduled in August.

VIII. Adjournment

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

Respectfully Submitted:

Approved:

Cecilia Law, Executive Secretary
Emergency Preparedness Department

Mark Davis, Chair
Emergency Management Committee