

I. Call to Order, Introductions, Approval of Minutes

Rob Freeman called the meeting to order at 9:12 a.m. Mayra Puchalski of the Emergency Preparedness Department and Edith Williams of the Department of Water and Power (DWP) were introduced. The minutes of the November meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Mayra Puchalski reported that the subcommittee met on December 4 and as recommended by the Office of the City Administrative Officer the 2007-08 proposed budget was reduced by 5 percent. A handout with a chart of the budget reduction was provided.

Community Preparedness – Carol Parks reported that the subcommittee met on November 30 and discussed the International Association of Emergency Management Conference. The 2006 Emergency Preparedness Fair poster designed by DWP won first place at the conference, and the Emergency Preparedness Fan and the “Ready LA” DVD was recognized with a second place award. The Earthquake Country Alliance press conference is scheduled on January 9, 2007. The press conference is a kickoff event for a yearlong earthquake preparedness campaign commemorating the 150th anniversary of the Fort Tejon Earthquake. The subcommittee continues to work on a series of standardized emergency preparedness messages for all departments to use at outreach events. The next meeting will be held on December 20.

Fire/Life Safety – Richard Wuerth reported that the subcommittee will meet quarterly. The Building Emergency Coordinator Program (BEEP) was renamed to Building Emergency Education Program. Four Phase III buildings were added and seven fire evacuation drills were conducted. 309 employees were trained during the month of November. The next meeting will be held on January 17.

Human Resources – No reports were made.

Information Technology – Joyce Edson reported that the subcommittee met on November 22. The subcommittee continued the customization of Emergency Operations Center (EOC) Incident Management System with the Los Angeles World Airports. Replacement laptop computers have been ordered for the Alternate EOC sites, and departments can request the use of the old ones. Beverly Hills and Burbank are working on their connectivity component of the Shared Resources Project and Santa Monica has performed a mini demonstration exercise of the software for customization. The next subcommittee meeting will be held on December 27.

Logistics – Richard Pineda reported that the subcommittee met on November 8 and discussed the National Incident Management Systems (NIMS) resource data corrections. Departments are requested to review the draft Logistics Plan and provide comments. The Federal Emergency Management Agency has posted information on their website indicating that number one priority in the event of an emergency is communication followed by logistics. The subcommittee also discussed the Emergency Credit Card Policy, and a memo has been prepared and will be presented to the Emergency Management Committee (EMC) at its next meeting. The policy and procedure for the new credentialing equipment is being developed. The subcommittee will meet on December 14.

NIMS/NRP – Rob Freeman reported that the NIMS compliance reports have been received from all participating departments. A comprehensive report will be made available to the EMC at its January meeting. Training is ongoing, and request for proposals to purchase public awareness software is being processed.

Operations – Rob Freeman reported that the next subcommittee meeting will focus on defining the core missions, and identifying the primary facilities that need to be ready in the event of an emergency. The subcommittee will also address concerns pertaining to training EOC responders. The next meeting will be held on December 12.

Planning – Larry Meyerhofer reported that the subcommittee met on November 14 and discussed the draft Logistics Plan that was submitted by Richard Pineda. All subcommittee members are asked to review the plan and discuss it at the next meeting. Tom Cotter presented a Debris Management Plan proposal at the subcommittee meeting. The Departments of General Services and Board of Public Work have submitted Pre-Disaster Grant Applications for both plans. The kick-off meeting for the Debris Management Plan is to be announced. The Los Angeles Fire Department (LAFD) Brushfire Evacuation Plan meeting took place on November 7. This plan identifies evacuation procedures, shelter identification, and routes within all the major brushfire areas in the City of Los Angeles. LAFD requested all EOO Departments' participation in future meetings. The Tsunami Response Plan is on hold pending the receipt of inundation maps from the Harbor Department. The annual review of the Local Hazard Mitigation plan was conducted on November 29. The subcommittee reviewed all existing projects within this plan and asked all concerned departments to prioritize, review and make changes to their projects by March 2007. The next subcommittee meeting will be held on December 12.

Recovery and Reconstruction – Rob Freeman reported that the Emergency Management Workshop recommendations are being reviewed and the subcommittee will meet in January.

Shelter & Welfare – Albert Torres reported that the subcommittee met in September and discussed the gaps in shelter welfare in the event of a catastrophic emergency. The subcommittee discussed conducting assessments of the Department of Recreation & Parks facilities in the City of Los Angeles as potential mass shelter locations in the event of an emergency. The next quarterly meeting will be held in January.

Training – Chris Ipsen thanked all participants at the Operation Double Header Exercise on November 9. The citywide Duck, Cover and Hold exercise is scheduled for January 17. The subcommittee is coordinating this event with the BEEP, the Los Angeles Unified School District and the California State University Northridge. The Department of Health and Human Services (DHHS) has software that can estimate transportation resources for large-scale evacuations. DHHS would like to address the issues of tracking patients, and the ability of local and federal agencies to coordinate effectively during an emergency. A tabletop exercise is scheduled for April 2007 to address these concerns. Dan Sobieski of the O'Brien's Group presented a slideshow of the Operation Safe Passage Exercise. The after-action report will be available for the January EMC meeting. The next subcommittee meeting will be held on December 12.

III. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the construction site is 30 percent complete. The project is on schedule and on budget.

IV. Homeland Security Grant Update

Rachel Tkatch reported that the 2004 Urban Area Security Initiative (UASI) grant closed out on November 30 and a cost savings of less than 1 percent of the grant was returned to the State of California. The 2005 UASI grant will be closed out on December 31. It is anticipated that departments can begin spending 2006 UASI funds at the end of January, pending approval from the City Council. The 2007 UASI guidelines will be distributed to all EOO departments upon receipt from the Department of Homeland Security.

V. Specific Needs Awareness Planning Project

Jim Sims reported that the County of Los Angeles is sponsoring the Specific Needs Awareness Planning (SNAP) Project, contracted through the UCLA. The SNAP project has four objectives: 1. Identify facilities that house specific needs population (full-time or part-time residents) and input this information into GIS database, 2. Create a volunteer registry for people who can self identify their specific needs in an emergency, 3. Use census and other demographic data to identify areas where there is a high population of persons with specific needs, 4. In case of an emergency, have protocols in place that allow access to various agencies' databases containing information on citizens with specific needs. Several City departments are involved in this project.

VI. Old/New Business

Rob Freeman reported that the Emergency Management Workshop After-Action Report will be available at the January EMC meeting.

Captain McCarthy reported that the LAPD activated the Department Operation Center for the Jewish Federation of North America Convention. He thanked all agencies that participated in the activation.

VII. Adjournment

Rob Freeman adjourned the EMC meeting at 10:25 a.m.

Respectfully Submitted:

Approved:

Erricka Jordan, Secretary
Emergency Preparedness Department

Anna Burton, Chair
Emergency Management Committee