

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
June 6, 2007 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT

Michelle Riebeling
Richard Deppisch
Jon Dearing
Ralph Acuna
Angela Kaufman
Anna Burton
Pamela Cummings
Rob Freeman
Lisa Hayes
Cecilia Law
Larry Meyerhofer
Carol Parks
Mayra Puchalski
Jeff Elder
Valerie Melloff
Lourdes Morales
Richard Wuerth
David Malin
Calvin Oglesby
Kevin Corcoran
Robert Fukunaga
Tony Le
Tom Jung
Bobbi Jacobsen
Nekpen Aimuwu
Maria Ortiz
Philip Fontanetta
Salyna Cun
Afsaneh Rafii
Joann Troncale
Albert Torres
John Fong
Robert Roth
Cecilia Weldon
Scott Underwood
Bob Spears

DEPARTMENT

Airports
Animal Services
Chief Legislative Analyst
Disability
Disability
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Fire
General Services
General Services
General Services
Harbor
Housing
Information Technology
Information Technology
Information Technology
Library
Personnel
Planning
Planning
Police
Public Works/Board
Public Works/Sanitation
Public Works/Street Services
Recreation & Parks
Transportation
Treasurer
Water and Power
American Red Cross
LAUSD

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:11 a.m. The minutes of the May meeting were approved. John Fong of the Department of Transportation, Nekpen Aimuwu of the Planning Department and Scott Underwood of the American Red Cross were introduced.

II. Subcommittee Reports and Planning Teams

2007 Annual Emergency Preparedness Fair – Carol Parks reported that the fourth location for the 2007 Emergency Preparedness Fair is the Martin Luther King Jr. Shopping Center. 88 posters were received from the fair poster contest which was sponsored by the Department of

Recreation and Parks. The Department of Water and Power will use the artwork from the winning poster to design this year's official fair poster. The subcommittee continues its effort to solicit support from various departments for the City Expo, which will take place at the Los Angeles Mall on September 12.

Budget – Anna Burton reported that the schedules for the FY 2008/09 Emergency Operations Fund budget were distributed at the subcommittee meeting on June 4. All questions concerning budget preparation should be addressed to Mayra Puchalski or Jill Taylor. Mayra reminded the audience that the budget requests are due on July 17.

Community Preparedness – Carol Parks reported that the Emergency Preparedness Department (EPD) received the 2006-2007 Quality & Productivity Award for the Neighborhood Preparedness Ambassador Program. Special thanks were given to all those who have participated in the program. The 2007 Urban Area Security Initiative (UASI) grant meeting will be held on June 18 to prioritize 20 community preparedness projects. The June monthly bulletin, which features travel safety awareness, is available on EPD's website and copies were distributed at the meeting. The next combined Fair Planning and Community Preparedness Subcommittee meeting will be held on June 27.

Fire/Life Safety – Richard Wuerth reported that the Housing Authority facility was added to Phase III of the Building Emergency Education Program (BEEP). Nine evacuation drills were conducted and 451 people were trained in May. There are ten training sessions scheduled for June. The next subcommittee meeting will be held on July 18 with a presentation from Jeff Elder of the Los Angeles Fire Department (LAFD).

Human Resources – No reports were made.

Information Technology – Tony Le reported that the subcommittee met on May 23 and discussed the activations of the Multi-Agency Coordination Center for the May Day event and the Griffith Park fire on May 8. He stated that the system in the Emergency Operation Center (EOC) performed its intended functions during the activation. Additional functionalities, customizations, and enhancements were discussed to further improve the information flow. The following items were also discussed: developing a new system for the WebEOC users to request shelter openings information, customizing the Public Information Officer (PIO) module, and adding field components to assist the Los Angeles Police Department (LAPD) and LAFD incident command post operations.

Logistics – Valerie Melloff reported that the subcommittee meetings were not held due to staffing issues. The subcommittee is in the process of drafting a letter to the Controller's Office requesting the use of credit card during EOC activations. It also recommended each department to review contractual needs for field logistics.

Operations – Rob Freeman reported that the WebEOC training class will be rescheduled from June 7 to July 12. The 800 MHz radio test is also being changed to July 12. A training calendar for July through December is being finalized. The Advanced Incident Command System ICS 300 course is currently being held at the Frank Hotchkin Memorial Training Center. Rob requested City departments to send him list of names that need ICS 300 training. The funding issue and concerns for maintaining new EOC computer and communication equipments were discussed.

Planning – Larry Meyerhofer reported that the subcommittee met on May 8. A draft outline of the Mass Care Plan was distributed and will be discussed at the Shelter and Welfare Subcommittee meeting on June 20. The draft Debris Management Plan was completed. The Tsunami Community Outreach Education Brochure has been completed and will be sent to the print shop for printing. 25,000 brochures will be distributed to all residents and businesses in the tsunami evacuation zones. The City Tsunami Task Force is revising the evacuation plan. The tsunami danger zone and evacuation route signage fabrication and installation are put on hold pending identification of funding source. The revised version of the 2007 Local Hazard Mitigation Plan is now completed and will be sent to the State and Federal authorities for review. The subcommittee is working with Councilman Zine's Office and Pierce College to develop an Animal Sheltering Plan for the College. A UASI grant proposal of \$300,000 was submitted to provide three storage containers at the following: Pierce College, Hansen Dam, and Los Angeles Equestrian Center. The Point of Distribution (POD) Plan is pending formal approval by the Mayor's Office. The consultant contract for reviewing departmental emergency plan is being scheduled for the Public Safety Committee meeting on June 11. The next subcommittee will meet on June 12.

Shelter and Welfare – Albert Torres commended departments for their support of the Griffith Park fire incident on May 8. The only issue was the weak communication signal at the Greek Theatre Incident Command Post. The local community continues to express enthusiastic support for the recovery efforts. The capture of the alligator, Reggie, was briefly mentioned. The next meeting will be held on June 20.

Training – Anna Burton reported that the Operation: Shake, Rattle and Roll Full Scale Exercise After Action Report is being presented to the City Council for approval at the time of the committee meeting. The subcommittee continues to work closely with LAPD and LAFD on planning for the Golden Phoenix Exercises on July 24-26. Anna reiterated the importance of notifying EPD on any emergency management-related training and exercises to ensure all exercises are posted on the intranet site.

III. Mid-Year Emergency Management Workshop Recommendations

Rob Freeman reported that the revised recommendations of the 2006 Arrowhead After-Action Report will be forthcoming. The final report will be presented to the EMC at its July meeting for comments and be forwarded to the Emergency Operations Board (EOB) for approval.

IV. 2007 Emergency Management Workshop

Rob Freeman reported that the planning group meeting for the 2007 Emergency Management Workshop went very well. Suggestion was made to use a questionnaire to determine the theme, agenda items and workshop topics. Invitation letters will be sent to all department heads. Anna added that EOB recently approved the expenditure to fund a facilitator training course. Plans are underway to conduct a two-day training course on July 23 and 24. Invitations will be sent to 20 people.

V. New Emergency Operations Center (Prop Q)

Rob Freeman reported that he will attend a "lessons learned" meeting on June 7. A detailed systems implementation plan was developed. The Administrative Oversight Committee will seek funding to meet the total cost for plan implementation.

VI. Homeland Security Grant Update

Anna Burton reported that the FY 2007 Urban Area Security Initiative (UASI) grant is in the development stage. Anyone interested in participating is asked to contact Eve LaDue of the Mayor's Office. The County has begun the process of developing the FY 2007 State Homeland Security Grant Program (SHSGP) grant application. The transmittals for FY 2005 UASI will be scheduled for the Public Safety Committee meeting on June 11. The 2006 UASI grant monies have been accepted.

VII. May 8, 2007 Griffith Park Wild Land Fire

Jeff Elder provided a brief overview and update of the Griffith Park fire. Over 900 firefighters responded to the fire. About 200 residents were evacuated by LAPD to Marshall High School which was used as an evacuation center. Two firefighters suffered moderate injuries and one civilian was transported to a local hospital for treatment of second-degree burns. 817 acres have been burned and the cause remains under investigation. In addition, eight CERT Volunteers were sent to the Avalon to assist the fire on May 9.

Departments were reminded to submit their after action report related to the EOC activity to Rob Freeman as soon as possible. Anna Burton added that the Governor's Office of Emergency Services held an Applicant Briefings on June 5. The City declared a local emergency and was waiting for the Governor to declare a state of emergency. Any questions regarding departmental project or reimbursement should be directed to Vanessa Paulson and Deidre Reyes of the Office of the City Administrative Officer and Mariana Rivera of LAFD.

Each department is asked to ensure that their emergency contact list remains up-to-date and accurate. Any changes made should be sent promptly to Rob Freeman.

VIII. Old / New Business

Anna Burton reminded the audience that the 2007 Joint City EOB and County Emergency Management Council meeting is scheduled on June 20 at the Exposition Park Intergenerational Community Center. Copies of the save-the-date flyers were provided.

IX. Adjournment

Anna Burton adjourned the EMC meeting at 10:30 a.m.

Respectfully Submitted:

Approved:

Wendy Hwang, Secretary
Emergency Preparedness Department

Anna Burton, Executive Assistant
Emergency Management Committee