

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, January 2, 2008 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT

Michelle Riebeling
Richard Deppisch
Michael Cooper
Jon Dearing
Deidre Reyes
Dolly Malva
Diane Wren
Angela Kaufman
Christopher Hand
Ed Robles
Eric Baumgardner
Devra Brukman
Anna Burton
Faye Cousin
Mona Curry
Steve Dargan
Quentin Frazier
Rob Freeman
Al Garcia
Keith Garcia
Wendy Hwang
Cecilia Law
Owen Lin
Larry Meyerhofer
Carol Parks
Mayra Puchalski
Andy Kao
Jeff Elder
John Quintanar
Joon Lee
Lourdes Morales
David Malin
Ron Cunningham
Calvin Oglesby
Josue Salguero
Kevin Corcoran
Kamton Joe
Tom Jung
Laura Shin
Bobbi Jacobsen
Nekpen Aimuwu
Robert Acosta
David E. Baca
Angel Gomez
Craig Higa
Andy Neiman

DEPARTMENT

Airports
Animal Services
Building and Safety
Chief Legislative Analyst
City Administrative Officer
Community Development
Community Redevelopment
Disability
El Pueblo
El Pueblo
Emergency Management
Emergency Management
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Emergency Management
Emergency Management
Environmental Affairs
Fire
Fire
General Services
General Services
Harbor
Housing
Housing
Housing
Information Technology
Information Technology
Library
Mayor
Personnel
Planning
Police
Police
Police
Police
Police

<u>Also Present</u>	<u>Department</u>
Tom Cotter	Public Works/Board
Salyna Cun	Public Works/Board
Mohsen Moayedi	Public Works/Sanitation
Joann Troncale	Public Works/Street Services
Kevin Regan	Recreation and Parks
Albert Torres	Recreation and Parks
Arlitha Harmon	Treasurer
Maria Pascual	Treasurer
Loretta Brazil	Water and Power
Michael Kleiner	American Red Cross
Scott Underwood	American Red Cross
Gary Chambers	LA County Department of Health Services
Tawny Moreno	Southern California Gas Company

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:07 a.m. John Quintanar of the Los Angeles Fire Department (LAFD), Andy Neiman and Robert Acosta of the Los Angeles Police Department, Christopher Hand and Ed Robles of the El Pueblo de Los Angeles were introduced. The minutes of the December meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Mayra Puchalski reported that the FY 2008-09 Proposed Emergency Operations Fund (EOF) budget was submitted to the Office of the City Administrative Officer (CAO) on December 20, 2007. The proposed budget submitted includes a full level in the amount of \$595,568 and an 8% reduction package based on the FY 2007-08 budget.

Community Preparedness – Carol Parks reported that the subcommittee did not meet in December. The interview process for the Los Angeles Community Preparedness Corps continues. To date, 39 applications have been received by staff. Each new member will receive comprehensive training on emergency preparedness and departments will be asked to assist with training efforts. Two Neighborhood Preparedness Ambassador Program (NPAP) training sessions are being planned for this year. The spring session will be held on April 5, 12, and 19 in the Sunland area. The fall session is still being finalized. The planning process for the 2008 Annual Emergency Preparedness Fair has begun. Three locations are being evaluated. The Emergency Management Department (EMD) is working in conjunction with the L.A. County Office of Emergency Management on the monthly bulletin to focus on the same hazards. The January monthly bulletin is available on EMD website and will be distributed electronically to reduce paper consumption. The next subcommittee meeting will be held on January 23.

Fire/Life Safety – Lourdes Morales reported that the subcommittee did not meet in December. A special meeting will be held on January 16, honoring five General Managers who have made the Building Emergency Education Program training mandatory for all of their employees. The Mayor has been invited to attend. On December 12, the Los Angeles Street was temporary closed due to a suspicious package found at the Parker Center. A “Duck, Cover, and Hold” drill was successfully held on December 27 in City Hall East. Five evacuation drill reports were received and 188 city employees were trained. Several training sessions are scheduled for January.

Human Resources – No reports were made.

Information Technology – Kevin Corcoran reported that the subcommittee did not meet in December. The next meeting will be held on January 23.

Logistics – Joon Lee reported that the subcommittee will meet on January 23.

Operations – Rob Freeman reported that the subcommittee met on December 11 and discussed the progress made in 2007 as well as areas for improvement. Copies of the Emergency Operations Center (EOC) responder trainings for January were provided. Training classes include: WebEOC training on January 3; EOC orientation on January 10; EOC management section training on January 17; and EOC orientation and WebEOC function class on January 31. The pilot project for the WebEOC Daily Status Report is now underway and training will be conducted on January 8. The 2007 Emergency Management Workshop After Action Report and the ICF final recommendations on the departmental emergency plan review will be presented at the February EMC meeting. EMD is currently working on integrating the Emergency Support Functions (ESF) into the Incident Command System (ICS). The next subcommittee will be held on January 8.

Anna Burton requested that departments begin posting daily information onto the WebEOC. She also requested that an 800 MHz radio test be held in the first week of February.

Planning – Larry Meyerhofer reported that the subcommittee met on December 11. The Tsunami Response Plan Annex will be forwarded to the Emergency Operations Board (EOB) for approval at its January meeting. The kick-off event for the Point of Dispensing Sites (PODS) Project will be held on January 9 at the Lincoln Park Recreation Center. The Local Hazard Mitigation Plan annual review meeting was held on December 6. Departments were asked to submit their project proposals to Eric Baumgardner by February. All involved departments are requested to identify a designated person for the Citywide Logistics Plan to Anna Burton as soon as possible. 20 responses have received to date. Per the Mayor's Executive Directive, all City Departments are required to submit a report covering plan changes, training and exercise activities for the previous year. The annual report should be submitted to EMD by January 31. The next subcommittee meeting will be held on January 8.

Shelter and Welfare – Kevin Regan thanked Mona Curry for providing the direction and expertise to ensure that the recreation director is adequately prepared during emergency shelter activation. The Department of Recreation and Parks (RAP) will launch a training program to help employees become better prepared at home for a disaster. RAP has also created an 800 number to enable employees to call in during a disaster.

Albert Torres reported that the subcommittee met on December 19 and continues to work on the Mass Care Plan. The Intake Form, which will be used at an evacuation center, is still in the development process. The facility director's training was also discussed. Enrique Hernandez will be the lead coordinator for that training. Devra Brukman provided an overview of the PODS Plan to the subcommittee. The next meeting will be held on January 23.

Training – Faye Cousin reported that the subcommittee met on December 11. The Los Angeles County "Operation Higher Ground" Exercise is scheduled on February 7, 13, and 20. The EOC will be activated at Level 3 for February 7 and 13 and at Level 2 for February 20. The Citywide Tabletop Exercise will be held on January 29 at the California Endowment. The exercise will be

based on an earthquake scenario and will provide emergency response training to all City Assistant General Managers. The Golden Guardian 2008 Exercise is currently under development. The next subcommittee meeting will be held on January 8.

In regards to the EOC activation on February 7, 13, and 20, Anna Burton requested all EOC responders to wait for call-out prior to reporting to the EOC.

III. New Emergency Operations Center (Prop Q)

Rob Freeman gave a PowerPoint presentation of the Public Safety Complex. The construction is moving along well and the interior work is progressing. The Administrative Oversight Committee is still waiting for the Bureau of Engineering's third analysis report on the heating, ventilation, and air-conditioning system to determine whether a change order is warranted. Rob noted that those who are interested in touring the facility may contact him directly.

IV. 16th Annual Emergency Preparedness Fair After Action Report

Carol Parks requested the EMC to approve the 2007 Emergency Preparedness Fair After Action Report. The report was accepted by the EMC and will be forwarded to EOB for approval.

V. 2007 Southern California Wild Land Fires Emergency Operations Center Activation After Action / Corrective Action Report

Rob Freeman stated that some departments were not being contacted during the EOC responder call-out process. EMD is working closely with the Information Technology Agency (ITA) to resolve the problem. Anna Burton added that the time of the activation also needs to be clarified.

Specific suggestions were made as follows: 1) reformat the report; 2) inclusion of department name that make the recommendations or statements. EMD will make the revisions and forward a revised report to the EMC members for review and comments prior to forwarding to EOB for approval on January 28.

VI. The Extreme Heat and Cold Emergency Plan

Larry Meyerhofer requested the EMC to approve the Extreme Heat and Cold Emergency Plan. The plan was accepted by the EMC and will be forwarded to EOB at its next meeting for approval.

VII. City Wide Status of Homeland Security Grants

Laura Shin reported that the FY 2005 Urban Area Security Initiative (UASI) grant was closed on December 31 and thanked everyone for their participation and assistance. The Mayor's Office will hold a meeting to discuss lessons learned from the FY 2005 UASI grant. Departments are urged to focus on their spending plans for the FY 2006 UASI grant. The transmittal to accept the FY 2007 UASI grant is currently being reviewed by the Mayor's Office. The FY 2008 UASI Investment Justifications are due to the State on January 29. The ICF consultants will assist in reviewing the application process.

VIII. Old / New Business

Deidre Reyes provided an update on the 2007 wild land fires disaster grant status. The CAO has submitted an application for federal and state reimbursement. The City will receive federal reimbursement of fire suppression efforts in the amount of approximately \$1.4 million. To date, departments other than LAFD have spent approximately \$300,000 on the disaster. The state reimbursement will include reimbursement for wind damages. An email notification was sent out to the following departments regarding a kick-off meeting scheduled on January 14 with FEMA and the Governor's Office of Emergency Services: Department of Animal Services, EMD, LAFD, Department of General Services, ITA, Department of Water and Power, RAP, and Department of Transportation. The Department of Building and Safety will submit their wind damages to two facilities. She also added that 2008 Pre-disaster Mitigation Grant applications were submitted to OES on December 27, 2007.

Devra Brukman reminded the audience that the PODS Task Force meeting will be held in the EOC immediately after the EMC meeting. The ICF consultants will begin review the project on January 8.

Anna Burton encouraged all departments to begin posting any storm related activities to the WebEOC. She noted that a flyer was sent announcing Ellen Sandt's retirement from the CAO. A reception will be held on January 17. She also announced that the retirement reception and dinner for Ellis Stanley will be held on January 25 at the California African American Museum.

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