

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, March 5, 2008 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT

Richard Witte
Grace Harper
Dolly Malva
John Shea
Angela Kaufman
Christopher Hand
Byung-Cheol Bae
LaCheryl Bell
Devra Brukman
Anna Burton
Faye Cousin
Mona Curry
Rob Freeman
Al Garcia
Keith Garcia
Wendy Hwang
Cecilia Law
Larry Meyerhofer
Carol Parks
Alen Pijuan
Mayra Puchalski
Andy Kao
Jeff Elder
Joon Lee
Val Melloff
Eric Robles
Richard Wuerth
David Malin
Jerry Carapia
Ron Cunningham
Calvin Oglesby
Kevin Corcoran
Joyce Edson
Kamton Joe
Freya Robayo
Laura Shin
Nekpen Aimuwu
David E. Baca
Clint Dohmen
Don Farrell
Richard Roupoli
Tom Cotter
Salyna Cun
Mohsen Moayed
Joann Troncale
Sharie Abajian

DEPARTMENT

Airports
Building and Safety
Community Development
Convention Center
Disability
El Pueblo
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Environmental Affairs
Fire
General Services
General Services
General Services
General Services
Harbor
Housing
Housing
Housing
Information Technology
Information Technology
Information Technology
Mayor
Mayor
Planning
Police
Police
Police
Police
Public Works/Board
Public Works/Board
Public Works/Sanitation
Public Works/Street Services
Recreation and Parks

Also Present

Maria Pascual
Paula Di Sano
Michael Kleiner

Department

Treasurer
Water and Power
American Red Cross

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:10 a.m. Clint Dohmen of the Los Angeles Police Department, Jerry Carapia of the Housing Department, and Paula Di Sano of the Department of Water and Power were introduced. The minutes of the February meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Mayra Puchalski reported that the subcommittee did not meet in February. The Office of the City Administrative Officer (CAO) will be releasing the Mayor's proposed budgetary changes for FY 2008/09. A special meeting will be held to discuss the changes for Emergency Operations Fund.

Anna Burton noted that if the CAO's proposed EOF budget reduction is adopted, the recommendation to restrict further expenditure from the EOF will be forwarded to the Emergency Operations Board (EOB) at its March meeting.

Community Preparedness – Carol Parks reported that the subcommittee met on February 27. The Los Angeles Fire Department (LAFD) is offering Community Emergency Response Training (CERT) course on March 7, 14, and 21 at the City Hall. All interested participants are required to attend all three sessions. The Neighborhood Preparedness Ambassador Program (NPAP) is scheduled on April 5, 12, and 19 in the Sunland Recreation Center. To date, 13 people have signed up. City departments are asked to assist in recruitment and marketing efforts. Copies of the NPAP flyer were provided. The 17th Annual Emergency Preparedness Fair is being planned at the following three locations: Ken Malloy Harbor Regional Park, Hancock Park at La Brea Tar Pits, and Panorama Mall. The Municipal Access Policy Board has approved \$20,000 to be used towards the Public Service Announcement (PSA) series. The Emergency Management Department (EMD) is currently working with the LA CityView to develop PSA on emergency preparedness tips for the public. Five PSAs have been produced with the Department on Disability (DOD). The next subcommittee meeting will be held on March 26.

John Bwarie from the Councilman Greig Smith's Office provided flyers for the 2008 Great Southern California ShakeOut and highlighted the following: The statewide 2008 Golden Guardian Emergency Response Exercise to be held on November 13-16; the ShakeOut Drill based on 7.8 earthquake on the southern San Andres Fault scheduled for November 13; and the International Earthquake Conference to be held on November 12-14 at the Omni Hotel. More than 300 local and international guests are expected to attend. The Art Center College of Design is developing a public media campaign for the Spectacle scheduled to take place from November 14-16.

Anna Burton requested that all 13 AmeriCorps members be present at the Emergency Management Committee (EMC) meeting in April for introduction.

Fire/Life Safety – Richard Wuerth announced that a certificate of appreciation will be presented to Anna Burton on April 16 in recognition of her support for the Building Emergency Education Program (BEEP). There were several false alarms in February in City Hall due to the testing of the fire/life safety system. No evacuations were initiated. 12 training sessions were conducted and 446 city employees were trained. Four evacuation drill reports were received. The Valley Communication Dispatch Center was added to Phase I of the BEEP. The next quarterly meeting will be held on April 16.

Human Resources – No reports were made.

Information Technology – Joyce Edson reported that the subcommittee met on February 27. The virtual machine operating system upgrades at all the Emergency Operations Center (EOC) sites are almost complete. As part of the Redundancy Plan, the primary server in the City Hall East is currently offline. The red button on the LAEOC website screen shows the user which site location is the activate site. Clicking on the red button allows the WebEOC users to access the system. Joyce noted that the upgrade to the primary server should be completed within the next week. Plans to upgrade the fusion switch code and the WebEOC 7.0 are underway. The customization on the Daily Situation Status Board was discussed and departments were encouraged to take advantage in the customization process. The subcommittee is working closely with the Department of Recreation and Parks (RAP) on the facility task that will enable their district staff to access/update their sites availability. Customization efforts with the cities of Beverly Hills and Santa Monica continue. The Shared Resources Portal Project is scheduled to launch in April. Information Technology Agency (ITA) has begun the process on developing a school module with the Los Angeles Unified School District, USC and Cal State Long Beach. The next subcommittee will be held on March 26.

Logistics – Val Melloff noted that Joon Lee is the chair of the subcommittee. Joon Lee reported that the subcommittee did not meet in February. He noted that the subcommittee would re-evaluate the logistics and resource management issues as more information on the resource module becomes available.

Operations – Rob Freeman reported that the subcommittee met on February 12. The EMD is currently re-evaluating existing EOC operating procedures and revamping the incident planning process in the organizational structure of the Incident Command System. The Planning “P” Process will be implemented in the EOC activation process. The communication drill at the AEOC is underway. The pilot project for the WebEOC Daily Status Report continues. Departments are encouraged to input their daily situation status reports on the WebEOC. Rob reminded the upcoming scheduled 800 MHz radio test. Copies of the flyer were provided. Al Garcia provided an update on the dual notification system used during the Operation Higher Ground Exercise. The notification process went very well. All participating departments are asked to complete the survey specific to the notification system. The 2008 Emergency Management Workshop will be held from October 21 through 24 in Lake Arrowhead. The next subcommittee meeting will be held on March 11.

Planning – Larry Meyerhofer reported that the subcommittee met on February 12. The ICF consultants’ draft guidelines for the departmental emergency plan were distributed to departments for comments. The deadline for comments has been extended to March 5. The revised guidelines will be discussed at the next subcommittee meeting. The ICF completed the planning visits at the 25 recreation centers for the Point of Dispensing Site (PODs) plan. The County of Los Angeles has selected a contractor to complete their 75 PODs plans. The PODs

Task Force meeting will be held on March 5 to review the pilot study of the Lincoln Park Recreation Center, which will serve as a template to the other 24 PODs sites. The Departmental Emergency Plan annual report will be forwarded to the EOB meeting in March. The departments will be notified via email regarding the Citywide Logistics Plan kick-off meeting. The phase II kick-off meeting for the Mass Care Plan will be announced in May and the Communication Plan kick-off meeting will be announced in April. A reminder email was sent on March 3 requesting all departments to submit their project proposals for inclusion to the Local Hazard Mitigation Plan (LHMP). Larry emphasized that any updates or new projects must be documented in the City's LHMP in order for the application to be considered by the State. Tom Cotter requested the EMC to approve the Debris Management Plan. The plan was accepted by the EMC and will be forwarded to the EOB at its next meeting for approval. The next subcommittee will meet on March 11.

Shelter and Welfare – Sharie Abajian reported that the subcommittee met on February 27. The subcommittee continues to collect information concerning city departments' roles and responsibilities in mass care efforts. The RAP and EMD are working on the draft guidelines for the Mass Care Plan. The draft Intake Form is currently being revised. Several subcommittee members will be participating in the field exercise for the Golden Guardian 2008. The participants will attend the Homeland Security Exercise and Evaluation Program (HSEEP) training courses. The next subcommittee meeting will be held on March 26.

Training – Chris Ipsen reported that a memo will be sent out requesting all participating departments' feedback on lessons learned from the Operation Higher Ground Exercise. The County of Los Angeles, through the UASI grant money, is in the process of hiring a contractor to facilitate the Golden Guardian 2008 exercise. The subcommittee is currently in the process of developing an EOC Task Book for the Emergency Management Mutual Aid. The four (4) slots for the County's HSEEP courses have been filled. The City's HSEEP training courses originally scheduled in April have been tentatively moved to May. A memo regarding the Senior Official Workshop for the General Managers and the elected officials will be sent out soon. The next subcommittee meeting will be held on March 11.

III. Storm Annex

Larry Meyerhofer requested the EMC to approve the Storm Response Plan. Some issues were raised regarding the matrix. The EMD will be working closely with the DOD, Departments of Building and Safety and General Services to address their concerns. The Plan was accepted by the EMC, to include the amended matrices, and will be forwarded to the EOB at its next meeting for approval.

IV. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the construction work for the Public Safety Complex is 85% complete. The interior work and landscaping are progressing nicely. The construction is expected to be completed in June 2008 and installation of the communication systems will commence in July 2008. The occupancy date is scheduled for January 2009. The report on the heating, ventilation, and air-conditioning system issue will be discussed at the April EMC meeting. Rob briefly discussed the parking lot issues on the Alameda Street. He stated that the proposed development will take away about 20 spaces in the LAFD parking lot.

V. City Wide Status of Homeland Security Grants

Laura Shin reported that the FY 2005 Urban Area Security Initiative (UASI) grant was closed out in December. Departments are urged to work closely with the Mayor's Office to process the remaining purchase orders and documentations. The FY 2006 UASI performance period ends in March 2008. The extension request was submitted to the State Office of Homeland Security on February 29. A written confirmation from the State will be sent in about a week indicating the extension time frame. The transmittal to accept the FY 2007 UASI grant is currently being reviewed by the Mayor's Office. The FY 2008 UASI grant is still in the application phase. The next meeting for the peer reviewers to evaluate the FY 2008 UASI grant application and Investment Justifications will be held on March 18 through 20. The deadline to submit the application is in April. She noted that meetings will be held in the upcoming weeks to discuss the planning phase of the Regional Catastrophic Preparedness Grant. The next Grant Stat meeting is to be determined.

VI. Old / New Business

Anna Burton reminded the audience that the next EOB meeting will be held on March 17 and announced Steve Sellers' promotion. The Harbor Department will be hosting the next quarterly Assistant General Managers meeting/training in April.

Adjournment

Anna Burton adjourned the EMC meeting at 10:11 a.m.

Respectfully Submitted:

Approved:

Wendy Hwang, Secretary
Emergency Management Department

Anna Burton, Executive Assistant
Emergency Management Committee