PRESENT
Michelle Riebeling
Richard Deppisch
Michael Cooper
Sean Dang
Vanessa Paulson
Diane Wren
John Swarie
Angela Kaufman
Erika Alas
Byung-Cheol Bae
Eric Baumgardner
LaCheryl Bell
Devra Brukman
Anna Burton
Faye Cousin
Mona Curry
Steve Dargan
Rob Freeman
Al Garcia
Gloria Godoy
Donyale Hall
Wendy Hwang
Cecilia Law
Lynette Leal
Owen Lin
Larry Meyerhofer
Adilene Orozco
Carol Parks
Horace Penman
Anthony Ramirez
Erika Sainz
Andrea Valdez
Veronica Vasquez
Andy Kao
Edward Bushman
Jeff Elder
Joon Lee
Eric Robles
Richard Wuerth
David Malin
Calvin Oglesby
Loi Sherman
Kevin Corcoran
Joyce Edson
Tom Jung
Laura Shin

DEPARTMENT
Airports
Animal Services
Building and Safety
Building and Safety
City Administrative Officer
Community Redevelopment
Council District Twelve
Disability
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
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Emergency Management
Emergency Management
Emergency Management
Environmental Affairs
Fire
Fire
General Services
General Services
General Services
Harbor
Housing
Housing Authority
Information Technology
Information Technology
Library
Mayor
I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:05 a.m. Donyale Hall introduced the AmeriCorps members whom will serve at the Boyle Heights Multi Purpose Center and the Watts Youth Opportunity Center. Edward Bushman of the Los Angeles Fire Department (LAFD) and Minh Le of the Department of Water and Power (DWP) were introduced. The minutes of the March meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that the subcommittee did not meet in March. The subcommittee will meet upon the release of the Mayor’s proposed FY 2008/09 budget.

Community Preparedness – Carol Parks reported that the subcommittee met on March 26. The Neighborhood Preparedness Ambassador Program (NPAP) training will be offered on three consecutive Saturdays beginning April 5 at the Sunland Recreation Center. To date, 25 people have registered. Carol thanked Mona Curry for coordinating the training and everyone for assisting in the recruitment efforts. Planning for the 17th Annual Emergency Preparedness Fair is underway. The Community Redevelopment Agency will be hosting a Disaster Preparedness Expo on April 10. The subcommittee will meet on April 23.

Fire/Life Safety – Richard Wuerth reported that several evacuation drills were conducted in March. 12 training sessions were conducted and 305 City employees were trained. Several employees at the Federal Building were also trained. The Department of General Services (GSD) Fleet Services in North Hollywood was added to Phase III of the Building Emergency Education Program. The next quarterly meeting will be held on April 16. A presentation will be given by the LAFD.
Human Resources – Bobbi Jacobson reported that the Personnel Department is reviewing the historical materials on first responders and employee welfare issues. She is currently working with the Los Angeles County on the Employee Disaster Assistance Program. Three packages that are currently being stored in the volunteers credentialing system are: Personnel, Los Angeles Police Department (LAPD) and GSD. The Personnel Department will receive training on the emergency credentialing process prior to the El Grito celebration on September 15.

Information Technology – Joyce Edson reported that the subcommittee met on March 26. The demonstration on the Shared Resources Portal Project and the new WebEOC 7.0 were provided. A similar demonstration will also be provided to the Los Angeles County Department of Mental Health on April 3. The intranet and internet portals are scheduled to launch in April and June respectively. The ports of Los Angeles and Long Beach have agreed to participate in the portal project. The WebEOC Mapper and the Resource Manager Modules have been uploaded and are currently being configured. There will be vendor training on WebEOC customization for the Emergency Management Department (EMD) and the Information Technology Agency (ITA) staffs on April 3 and 4. The next subcommittee meeting will be held on April 23.

Logistics – Joon Lee reported that the subcommittee did not meet in March. The review of the logistics and resource management issues has been put on hold pending further information on the new Resource Manager Module.

Operations – Rob Freeman reported that the work on the new Emergency Operations Center (EOC) procedures continues. The proposed recommendation consists of incorporating the Federal Emergency Support Functions (ESFs) into the EOC and the Emergency Operations Organization (EOO) structure. The implementation on the Planning “P” Process continues. The EMD Training Division and the LAFD will be working closely to ensure continuity of the ICS-300/400 training to the EOO members. The WebEOC training classes will resume after the WebEOC upgrade and configuration are complete. A letter will be sent regarding the audit of the 800MHz radio equipments. The EMD will be conducting a meeting on April 22 to explain the EOC Alerting and Notification System that was used for the Operation Higher Ground Exercise. Don Farrell added that the LAPD RACR Division is in the process of building a regional notification database in conjunction with the department’s alert notification database. Anna Burton noted that the primary notification system for the EOC activation is the 311 City Hall Operators; the secondary system is the LAFD Dialogic notification; and the third system is the RACR’s database. The pilot project for the WebEOC Daily Situation Status Board continues. A written report on the pilot project will be provided at the next EMC meeting. Rob reminded the audience that the LAPD Department Operations Center (DOC) and the Multi-Agency Coordination Center (MACC) will be activated on May 1st for the May Day demonstrations. EMD is working closely with the LAPD regarding the use of City’s EOC as an extended workspace for the Law Enforcement MACC. The 2008 Emergency Management Workshop will be held from October 21 through 24. An Arrowhead Planning Group meeting will be convened soon. The next subcommittee meeting will be held on April 8.

Planning – Larry Meyerhofer reported that the subcommittee met on March 11. The Logistics Task Force kick-off meeting will be held on April 16 to review a draft of the Citywide Logistics Annex. An extension on the Storm Response Plan was granted by the Emergency Operations Board to allow the DWP more time to review the plan. The Point of Dispensing Site (PODs) Plan has been granted extension until May 31 by the State for completion. The PODs Task Force meeting will be held on April 30 to review the 25 PODs Plans. The PODs Plans will be
sent to the Task Force members on April 16 for review. EMD will work closely with the LAPD and LAFD to identify issues and concerns raised in the Hazardous Materials Plan. The Department of Building and Safety has requested revision to the Earthquake Annex prior to the 2008 Golden Guardian Exercise. The subcommittee plans to arrange a kick-off meeting to discuss its revision in June. The development of the EMD website is currently underway to upload the plans on the internet and sensitive information on the intranet. The Pandemic Flu Plan will be discussed at the next subcommittee meeting, which is scheduled on April 8. The first phase of the Tsunami signage project is to place signs in the Venice and West Los Angeles areas.

Shelter and Welfare – Enrique Hernandez reported that the subcommittee met on March 26. The subcommittee continues to collect information concerning city departments’ roles and responsibilities in mass care efforts. The Department of Recreation and Parks (RAP) and EMD continue to work on developing the first draft of the Mass Care Plan. The Los Angeles Housing Department is currently working with the Los Angeles County Disaster Assistance Response Team on the best practices required for the Reassurance Team. The draft Intake Form is still being developed. The next subcommittee will be held on April 23.

Training – Faye Cousin reported that the subcommittee met on March 11. The Operation Higher Ground Exercise After Action Report (AAR) is being reviewed by EMD. The Golden Guardian 2008 Initial Planning Conference will be held on April 15. The City’s Homeland Security Exercise and Evaluation Program (HSEEP) training courses will be held in May. An email will be sent regarding the date and location. The Senior Official Workshop will take place on May 22 at the Central Library. The project coordinator for the Emergency Management Mutual Aid (EMMA) Project has been hired. The EMMA Project Steering Committee meeting is scheduled for April 21. The next subcommittee will meet on April 8.

III. NIMS Compliance Documents and Issues

Larry Meyerhofer requested the EMC to accept the following:

1) ICF’s Gap Analysis Final Report of Department Emergency Plans for NIMS compliance;
2) The revised NIMS Compliant Department Emergency Plan Guidelines;
3) Set a deadline of January 31, 2009, to comply with the new NIMS Compliant Department Emergency Plan Guidelines.

The above recommendations were accepted by the EMC 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 90% complete. The Personnel Department Medical Services Division is currently occupying the first floor of the parking garage. The Bureau of Engineering will release its written report on the heating, ventilation, and air-conditioning (HVAC) system issue in April. A preliminary review suggested that there will be no substantial time delay and change order on the HVAC system. The Public Safety System project will move into procurement phase in July 2008. Prop Q Administrative Oversight Committee is currently working with the GSD on the responder console using in-house vendor. It is anticipated that EMD Operation Division staff will move into the
complex in August or September and other EMD staffs to follow by January 2009. Rob noted that those who are interested in touring the facility on April 3 may contact him directly.

V. City Wide Status of Homeland Security Grants

Laura Shin reported that a sixty-day extension was granted by the State Office of Homeland Security for the FY 2006 Urban Area Security Initiative (UASI) projects. The new end date for the grant is May 2008. She noted that another extension request letter was submitted on March 28 requesting additional time beyond the approved extended end date to complete the projects. The transmittal to accept the FY 2007 UASI grant is currently being reviewed by the Mayor’s Office. The Mayor’s Office is obtaining information from LAFD, LAPD, and EMD to finalize the transmittal. The FY 2008 UASI grant is in the application phase and is currently in the peer review process. The deadline to submit the application is on April 17. The Mayor’s Office is currently working with all involved partner agencies on submitting the Regional Catastrophic Preparedness Grant Program application. The application for the Regional Mass Care and Shelter Planning project was submitted last week. The State will announce the award of Public Safety Interoperable Communications (PSIC) Grants of $22.2 million soon.

VI. Old / New Business

Don Farrell asked everyone to observe a moment of silence in remembrance of the Los Angeles Firefighter Brent A. Lovrien, who lost his life in the line of duty. The candlelight vigil will be held on April 3 at Fire Station 5. The memorial service will be on April 4 in the Cathedral of Our Lady of the Angels, followed by a memorial reception at the LAFD Frank Hotchkin Memorial Training Center.

Adjournment

Anna Burton adjourned the EMC meeting at 10:15 a.m.

Respectfully Submitted: Wendy Hwang, Secretary
Emergency Management Department

Approved: Anna Burton, Executive Assistant
Emergency Management Committee