MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, May 7, 2008 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT	DEPARTMENT
Michelle Riebeling	Airports
Richard Deppisch	Animal Services
Michael Cooper	Building and Safety
Grace Harper	Building and Safety
Karen Penera	Building and Safety
Vanessa Paulson	City Administrative Officer
Diane Wren	Community Redevelopment
Angela Kaufman	Disability
Christopher Hand	El Pueblo
Byung-Cheol Bae	Emergency Management
Eric Baumgardner	Emergency Management
LaCheryl Bell	Emergency Management
Devra Brukman	Emergency Management
Anna Burton	Emergency Management
Faye Cousin	Emergency Management
Steve Dargan	Emergency Management
Quentin Frazier	Emergency Management
Rob Freeman	Emergency Management
Al Garcia	Emergency Management
Keith Garcia	Emergency Management
Donyale Hall	Emergency Management
Wendy Hwang	Emergency Management
Cecilia Law	Emergency Management
Larry Meyerhofer	Emergency Management
Carol Parks	Emergency Management
Alen Pijuan	Emergency Management
Andy Kao	Environmental Affairs
Jeff Elder	Fire
Joon Lee	General Services
Val Melloff	General Services
Eric Robles	General Services
David Malin	Harbor
Ron Cunningham	Housing
Calvin Oglesby	Housing
Kevin Corcoran	Information Technology
Joyce Edson	Information Technology
Tony Le	Information Technology
Tom Jung	Library
Laura Shin	Mayor
Michael De La Rosa	Personnel
Maria Ortiz	Planning
David E. Baca	Police
Don Farrell	Police
Scott Kroeber	Police
David Morales	Police
Andy Neiman	Police

Also Present	Department
Richard Roupoli	Police
Tom Cotter	Public Works/Board
Salyna Cun	Public Works/Board
Mohsen Moayedi	Public Works/Sanitation
Anthony Gonzalez	Recreation and Parks
Enrique Hernandez	Recreation and Parks
Alan E. Willis	Transportation
Scott Underwood	American Red Cross
Kim Nelson	Bank of America
Ron Wade	LA County Office of Emergency Management

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:10 a.m. Grace Harper introduced Karen Penera who will assume her position on the Emergency Management Committee (EMC). The minutes of the April meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that the Emergency Operations Fund (EOF) will receive the same funding allocation of $183,000 as previous fiscal year. Any EOF request should be submitted to her.

Community Preparedness – Carol Parks reported that the subcommittee met on April 23. The spring session of the Neighborhood Preparedness Ambassador Program (NPAP) in the Sunland Recreation Center was completed. She thanked the Los Angeles Fire Department (LAFD) for presentation on the Disaster Assistance Course and various City departments for their assistance. Certificates of appreciation were presented to the Los Angeles Police Department (LAPD) members for their contribution and support. The 'Save the Date' flyers of the fall session NPAP were provided. The subcommittee continues to seek City departments' assistance with the AmeriCorps program. Carol reminded the audience that each AmeriCorps member is required to fulfill 1,700 direct service hours by December 31. The theme for the 17th Annual Emergency Preparedness Fair is "The Great Southern California ShakeOut – Are You Prepared?" Copies of the flyer and booth application form were provided. She thanked the Department of Water and Power (DWP), Los Angeles World Airports, Port of Los Angeles, and Community Redevelopment Agency (CRA) for the in-kind and cash donations towards the Fair. The subcommittee will meet on May 28.

Richard Roupoli suggested that the Fair should incorporate training opportunities with a similar format to the LAPD's 2007 Emergency Preparedness Summits.

Fire/Life Safety – Joon Lee reported that the subcommittee met on April 16. Jamie Moore of the LAFD provided a presentation and certificates of appreciation were presented to City employees. Five evacuation drills were conducted in April. 161 people were trained in seven training sessions. The Civic Center Building Emergency Education Program (BEEP) training is scheduled for May 29. The West Los Angeles Animal Care Center was added to Phase III of

the BEEP. The next quarterly meeting in July has been cancelled. The subcommittee will meet on October 15.

Human Resources – No reports were made.

Information Technology – Joyce Edson reported that the subcommittee met on April 23 and discussed the Annual WebEOC User Conference. The Information Technology Agency (ITA) has been approved by ESI to be the pilot for the voice interface to WebEOC, which will allow users to update the system via interactive voice response system. ITA will work with the Los Angeles Unified School District (LAUSD) and the Department of Recreation and Parks (RAP) on the pilot project. The customization for the WebEOC Mapper continues. The next meeting will be held on May 28.

Logistics – Joon Lee reported that the subcommittee did not meet in April. The Department of General Services (GSD) is currently working with Emergency Management Department (EMD) and ITA on the new set of resources request procedures using the new Resource Manager Module.

Operations – Rob Freeman provided an overview on the pilot project for the WebEOC Daily Situation Status Reporting System. The application has proven to be successful during its pilot stage and was used in two activations of the LA City Watch. Rob requested the EMC to support continued use of the WebEOC application on a regular basis. The LA City Watch was activated for the May Day demonstrations. The after action report will be presented to the EMC at its next meeting for approval. EMD is in the process of reassessing the use of the 800 MHz radio system. A memo was distributed requesting all radio equipments be returned to EMD by the end of May. A meeting was held on April 22 regarding the Emergency Operations Center (EOC) Alerting and Notification System. EMD and LAFD continue to fine-tune the LAFD Dialogic Notification System, with the goal of using it as the primary notification system for the EOC activation. The agreement between the City of Los Angeles and The National Center for Crisis and Continuity Coordination (NC4) has been extended. NC4 provides situational awareness for law enforcement, fire services, and public safety agencies. EMD is currently working with ITA and LAPD on conducting a drill at the Westchester Ahmanson Recruit Training Center. The next subcommittee meeting will be held on May 13.

Planning – Larry Meyerhofer reported that the subcommittee met on April 8. The Citywide Logistics Task Force held its kick-off meeting on April 16. Departments were asked to review a draft of the Citywide Logistics Annex and complete the templates specific to their department. In addition, the departments were asked to provide a contact person most familiar with resource inventory for their departments. The next Citywide Logistics Task Force meeting is scheduled for May 21. The Storm Response Plan will be forwarded to the Emergency Operations Board (EOB) for approval on May 19. 25 draft plans of the Point of Dispensing Site (PODs) were under review. The Pandemic Influenza Continuity of Operations Plan will serve as guidelines for developing emergency plan regarding the pandemic flu outbreak. The subcommittee is working closely with the Personnel Department to address personnel policy in that plan. The Hazardous Materials (HAZMAT) Plan kick-off meeting is scheduled for May 14 to discuss policy issues on HAZMAT response. The Earthquake Annex kick-off meeting will take place in early June to discuss its revision. The Departmental Emergency Guidelines for NIMS Compliance issues will be forwarded to the EOB on May 19 for approval. The next subcommittee is schedule for May 13.

Shelter and Welfare – Enrique Hernandez reported that the subcommittee met on April 23. The partnership agreement is currently being drafted among RAP, EMD, and American Red Cross (ARC). ARC will offer a one-day training course for RAP, Department of Housing, and Community Development Department in June. The Los Angeles County Department of Public Health, RAP and LAUSD are working to identify 50 locations to place the storage containers for the emergency supplies. Each storage container is equipped to serve 300 evacuees. The subcommittee has formed an Exercise Design Cell Team to develop the field exercises for the Golden Guardian 2008 (GG08).

Training – Chris Ipsen reported that the GG08 Mid-Planning Conference was held on May 5. It is anticipated that the U.S. Geological Survey will release its report soon on the earthquake scenario for the GG08 Exercise in November. The second quarterly Assistant General Managers meeting/training was held in San Pedro on April 24. The presentation on project management lessons learned was based on The Titanic movie. The City's Homeland Security Exercise and Evaluation Program (HSEEP) training course will be held on June 9-12 at the Los Angeles City EOC. There are 60 slots available. Anyone interested should contact Quentin Frazier. Faye Cousin attended the Emergency Management Mutual Aid (EMMA) meeting in San Francisco. The agreement consist of five major components including: 1) EMMA Plan, which is being review; 2) training and exercises for EOC personnel; 3) credentialing for EOC positions utilizing a Position Task Book process; 4) develop an EMMA overhead team for the GG08; and 5) EOC/REOC improvements. The "Operation Trojan Horse" exercise was held on April 29 at the Los Angeles Memorial Coliseum. The exercise was well received and will be held again in January 2009, with a different scenario.

III. 2008 City of Los Angeles Annual Emergency Preparedness Exercise After Action Report

Chris Ipsen requested the EMC to accept the 2008 City of Los Angeles Annual Emergency preparedness Exercise After Action Report. The report was accepted by the EMC and will be forwarded to the EOB at its next meeting for approval.

IV. Operation: Higher Ground Emergency Preparedness Exercise After Action Report

Chris Ipsen requested the EMC to approve the Operation: Higher Ground Exercise After Action Report. Several specific concerns were raised by the GSD regarding the lack of clarity on issues raised in the AAR regarding EOC processes. EMD will be working closely with GSD/EOO to address these concerns. A motion was made to table this item until the July EMC meeting, after review by the Training Subcommittee in June.

V. New Emergency Operations Center (Prop Q)

No reports were made.

VI. Citywide Status of Homeland Security Grants

No reports were made.

VII. Old / New Business

Diane Wren of the Community Redevelopment Agency (CRA) provided an overview of the Disaster Preparedness Expo held on April 10. A slide show was presented to the audience.

She thanked the Department of Animal Services, Department on Disability, Los Angeles Housing Department, EMD, and DWP in making the event a success.

Anna Burton reminded the audience that the EOB meeting will be held on May 19. The Annual Joint City of Los Angeles EOB and the County of Los Angeles Emergency Management Council (JCCLA) meeting is scheduled on June 11 at the Los Angeles County Kenneth Hahn Hall of Administration Building. She thanked everyone for attending the CESA presentation in Anaheim. Handouts of the presentation on useful internet resources were distributed.

Rob Freeman noted that the Arrowhead pre-planning meeting is tentatively scheduled for May 22.

Tony Valera expressed his appreciation to Grace Harper for all her hard work and commitment to the EMC over the years.

Adjournment

Anna Burton adjourned the EMC meeting at 10:26 a.m.

Respectfully Submitted:

Wendy Hwang, Secretary
Emergency Management Department

Approved:

Anna Burton, Executive Assistant
Emergency Management Committee