

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, August 6, 2008 - 9:00 a.m.**  
**EOB Room, P- 4 Level, City Hall East**

**PRESENT**

Richard Witte  
Chris Carroll  
Karen Penner  
Jon Dearing  
Vanessa Paulson  
John Bwarie  
Angela Kaufman  
Christopher Hand  
LaCheryl Bell  
Devra Brukman  
Steve Dargan  
Richard Deppisch  
Rob Freeman  
Keith Garcia  
Wendy Hwang  
Larry Meyerhofer  
Carol Parks  
Alen Pijuan  
Mayra Puchalski  
Jeff Elder  
Tim Manning  
Joon Lee  
Eric Robles  
Richard Wuerth  
David Malin  
Calvin Oglesby  
Kevin Corcoran  
Joyce Edson  
Tony Le  
Tom Jung  
Paul Hernandez  
Laura Shin  
Bobbi Jacobsen  
Arnie Surmenian  
Maria Ortiz  
Todd Chamberlain  
Scott Kroeber  
Tom Cotter  
Bob Garcia  
Gilbert Pedroza  
Joann Troncale  
Enrique Hernandez  
Kevin Regan  
Al Garcia  
Minh Le  
Michael Kleiner

**DEPARTMENT**

Airports  
Animal Services  
Building and Safety  
Chief Legislative Analyst  
City Administrative Officer  
Council District Twelve  
Disability  
El Pueblo  
Emergency Management  
Emergency Management  
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Fire  
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General Services  
General Services  
General Services  
Harbor  
Housing  
Information Technology  
Information Technology  
Information Technology  
Library  
Mayor  
Mayor  
Personnel  
Personnel  
Planning  
Police  
Police  
Public Works/Board  
Public Works/Street Services  
Public Works/Street Services  
Public Works/Street Services  
Recreation and Parks  
Recreation and Parks  
Water and Power  
Water and Power  
American Red Cross

Also Present  
Gary Chambers

Department  
LA County Department of Health Services

## **I. Call to Order, Introductions, Approval of Minutes**

Anna Burton called the meeting to order at 9:08 a.m. Bobbi Jacobson introduced Arnie Surmenian who will assume her position in the Emergency Management Committee (EMC). Tim Manning of the Los Angeles Fire Department (LAFD) was also introduced. He will be replacing Tony Varela as the EMC member. The minutes of the July meeting were approved.

## **II. Subcommittee Reports and Planning Teams**

Budget – Mayra Puchalski reported that the subcommittee met on July 14 and discussed the FY 2008/09 Emergency Operations Fund budget allocation of \$183,100. The next meeting is scheduled for October 14.

Community Preparedness – Carol Parks reported that the subcommittee met on July 23. The 17<sup>th</sup> Annual Emergency Preparedness Fair will be held at the following dates and venues: September 13 – Hancock Park; September 20 – Ken Malloy Harbor Regional Park; September 27 – Panorama Mall. The event will feature numerous safety demonstrations on how to be prepared for emergency situations. The event will also include children pavilion coordinated by the Community Redevelopment Agency. The Disaster Awareness Course at the Parker Center Auditorium and the Employee Preparedness Expo at the City Hall Farmers Market will be held on September 11. Copies of the flyers were provided. All City employees are encouraged to participate and register online at ShakeOut.org for the ‘Drop, Cover, and Hold On’ drill on November 13. The subcommittee will meet on August 27.

Fire/Life Safety – Richard Wuerth reported that four evacuation drills were conducted in July. 11 training sessions were conducted and 306 city employees were trained. The Building Emergency Education Program (BEEP) training for the Information Technology Agency (ITA) was completed. Over 700 ITA employees were trained in 16 training sessions. The Heliport Maintenance Facility for the Department of General Services (GSD) in Van Nuys was added to Phase III of the BEEP. There are nine training sessions scheduled for August. The next quarterly meeting will be held on October 15.

Human Resources – Bobbi Jacobsen distributed copies of a memo regarding the status of the Pandemic Flu Task Force. Personnel Department recommends that the formulation of pandemic flu guidelines is better suited to City agencies that deal directly with MOU and employee compensation-related issues. Questions and feedback should be directed to Arnie Surmenian.

Information Technology – Joyce Edson reported that the subcommittee met on July 23 and provided the following demonstrations: 1) the WebEOC application into the Shared Resources Portal, and 2) a modification to the regional WebFusion Board that allows the users to subscribe to the WebEOC installation and be notified on its activation status. ITA is currently working with VoxGen to add speech interface technology to the WebEOC. The technology will be pilot-tested at the Los Angeles Unified School District and the Department of Recreation and Parks (RAP) sites for the Golden Guardian 2008 (GG08) exercise on November 13. Joyce noted that the Los Angeles Joint Regional Intelligence Center and InfraGard have expressed interest in using the

WebEOC. ITA will be hosting the WebEOC for the Port of Long Beach on a short-term basis. The next meeting will be held on August 27.

Logistics – Joon Lee reported that the subcommittee did not meet in July and the work on Citywide Logistics Annex continues.

Operations – Rob Freeman reported that the subcommittee met on July 8 and discussed the 2008 Emergency Management Workshop scheduled for October 21-24. The theme for this year's workshop is "Crisis Leadership." The memo on 'Hold the Date for Arrowhead 2008' was distributed via email. Confirmed guest speakers include: Dr. Lucy Jones, USGS; Arn Howitt, Harvard University Kennedy School of Government; Harvey E. Johnson, Deputy Administrator Federal Emergency Management Agency; Brent Woodworth, private consultant; and Ron Lane, San Diego County Office of Emergency Services. Rob encouraged all departments to participate in the WebEOC Daily Situation Status Reporting process. The reassessment of the 800 MHz radio system continues. The subcommittee is currently in the midstream of implementing the LAFD Dialogic Notification System. Formal request for EMC to approve its use as the primary notification system for the Emergency Operations Center (EOC) activation will be forthcoming within the next 90 days. Rob thanked the LAFD for arranging a tour of the Drill Tower 81. Suggestion was made on designating the facility as the Alternate EOC site. The next subcommittee will meet on August 12.

Planning – Larry Meyerhofer reported that the subcommittee met on July 8. Draft six of the Citywide Logistics Annex was distributed on July 28 and comments are due by August 18. The final draft will be forwarded to the EMC for approval in September. The Flu Point of Dispensing Site (PODs) Planning Meeting is scheduled for August 21. An email will be sent announcing the free flu shots in November at two RAP facilities. The City's PODs Plan will be activated. The Hazardous Materials Annex revision was approved by the Emergency Operations Board (EOB) in July and will be forwarded to the City Council and the Mayor's Office for review. The Earthquake Annex Revision Task Force kick-off meeting was held on July 31. All comments are due by August 20. The next Earthquake Task Force meeting will be held on August 28. RAP and EMD are currently reviewing a draft template on the Mass Care Plan. A kick-off meeting will be held in September. EMD is working closely with the Mayor's Office and the Department of Transportation on the Tsunami signage project. The signs will be placed in the Venice, West Los Angeles, and Palos Verdes area. The Extreme Heat and Cold Plan Task Force meeting was held on July 22 to make revision to the Plan triggered by the June 20-22 heat events. A revised Plan was distributed on August 4 and comments are due by August 8 to Steve Dargan. The Department Emergency Plan Guidelines Workshop will be held on August 26 at the California Endowment Center. All departments are required to revise their Department Emergency Plans to comply with the new National Incident Management System guidelines by January 31. The next subcommittee will meet on August 12.

Shelter and Welfare – Enrique Hernandez reported that the subcommittee met on July 23 and discussed the following: 1) identifying the staffing needs and the evaluator for the GG08 exercise; 2) developing and sharing the departmental injects among departments. All injects are to be completed and inputted into the Homeland Security Exercise and Evaluation Program (HSEEP) toolkit by August 8; and 3) field exercise for the shelter activation. Participating departments include: RAP, Housing, Aging, Disability, Animal Services, American Red Cross, and GSD. A field visit will be conducted to determine the exercise location.

Training – Alen Pijuan reported that the Golden Guardian Exercise Design Team met on August 5 and discussed the exercise injects. All injects are due on August 8 to Quentin Frazier. Departments are encouraged to attend the next Exercise Design Team meeting scheduled for August 19. The Emergency Management Mutual Aid (EMMA) project, EMD and the Bay Area Super UASI are in the process of recruiting volunteers for the Emergency Management Support Team (EMST). The selection of a contractor to train EMST continues. Departments are reminded the importance of notifying EMD on any emergency management-related training and exercises to ensure all exercises are posted on the Emergency Operations Organization's Master Calendar of Events and Exercises. The training for the new Planning "P" Process will be held at the end of August. All participants in the GG08 exercise are encouraged to attend. EMD will forward a draft Earthquake Caucus Tabletop Exercise After Action Report to the subcommittee for review and comments prior to forwarding to EMC for approval in September.

### **III. June 20-22, 2008 (Heat Event 2008-01) and Week of July 7, 2008 (Heat Event 2008-02) Heat Events After Action Reports**

Larry Meyerhofer requested the EMC to approve the June 20-22, 2008 (Heat Event 2008-01) and Week of July 7, 2008 (Heat Event 2008-02) Heat Events After Action Reports (AAR). Department on Disability (DOD) expressed concerns regarding the language used in the June 20-22, 2008 AAR and the accessibility to facilities and services for the special needs population. EMD will be working closely with the DOD to address these concerns. A motion was made to table this item until the September EMC meeting.

### **IV. July 29, 2008 Earthquake EOC Activation**

Anna Burton requested that all comments on the Chino Hills Earthquake EOC Activation be submitted to Rob Freeman no later than August 8. There was no structural damage or injury reported in the City.

Rob Freeman thanked all departments involved for their efforts and acknowledged the LAFD for their assistance.

### **V. New Emergency Operations Center (Prop Q)**

Rob Freeman reported that the Public Safety Complex is 99% complete. The work on the heating, ventilation, and air-conditioning (HVAC) system issue and the technological system installation continues. EMD is working closely with involved departments on parking issues. The occupancy date has been pushed back to April 2009. Rob noted that those who are interested in touring the facility on August 19 may contact him directly.

### **VI. After Action Report Tracking**

Mayra Puchalski reported that an updated AAR Tracking Report and a reporting schedule will be sent out on August 8. Departments that are scheduled to speak at the September EMC meeting are asked to report on the progress and status of their AARs.

### **VII. Citywide Status of Homeland Security Grants**

Laura Shin reported that the Mayor's Office continues to work on the closeout transmittal for the FY 2005 Urban Area Security Initiative (UASI) grant. The FY 2006 UASI bi-annual progress report has been submitted to the State. The closeout date for FY 2006 UASI grant is December

2008. The Mayor's Office is currently working with the Offices of the Chief Legislative Analyst and the City Administrative Officer on the FY 2007 UASI grant acceptance transmittal. She reminded all involved departments to begin their service procurement process for the FY 2007 UASI grant. The FY 2008 UASI grant awards are \$54 million. The Working Group and other subject matter experts met to finalize 55 recommended projects. The next Grant Stats meeting is scheduled for August 27. The Department of Homeland Security After Action Conference to review the FY 2008 UASI grant application process will be held on August 19. The Annual State Office of Homeland Security Strategic Planning and Matrix Conference is scheduled for September 2-3, 2008. The planning phase for the FY 2009 UASI is underway.

### **VIII. Harbor Tsunami Signs**

Dave Malin provided a PowerPoint slide show on "*Tsunami Signage at Harbor*". Approximately sixty signs were installed in the Harbor area. The next phase will be installing community alert siren system in the Ports of Los Angeles and Long Beach.

### **IX. Old / New Business**

Anna Burton reported that EMD is currently working closely with the Mayor's Office and other City departments on the issues addressed in the Controller's audit report: 1) review/update of the Los Angeles Administrative Code; 2) review/update of the Executive Directive EP I; 3) Emergency Operations Fund and the policy/procedure related to the expenditure; 4) after action reporting on the exercises and training; 5) collaboration among city and non-city agencies; 6) operation of the Emergency Operations Organization, ensuring that it is up-to-date, consistent with all federal and state mandates.

### **Adjournment**

Anna Burton adjourned the EMC meeting at 10:34 a.m.

Respectfully Submitted:

Approved:

Wendy Hwang, Secretary  
Emergency Management Department

Anna Burton, Chair  
Emergency Management Committee