

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, September 3, 2008 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT

Michelle Riebeling
Karen Penera
Luis Sanchez
Jon Dearing
Vanessa Paulson
Dolly Malva
Sophia Sao
Diane Wren
John Bwarie
Angela Kaufman
Christopher Hand
LaCheryl Bell
Devra Brukman
Faye Cousin
Rob Freeman
Keith Garcia
Lisa Hayes
Wendy Hwang
Chris Ipsen
Cecilia Law
Owen Lin
Larry Meyerhofer
Mayra Puchalski
Andy Kao
Jeff Elder
Phillip Fligiel
Tim Manning
Joon Lee
Val Melloff
Richard Wuerth
David Malin
Calvin Oglesby
Kevin Corcoran
Joyce Edson
Kamton Joe
Tony Le
Tom Jung
Freya Robayo
Arnie Surmenian
Nekpen Aimiuwu
Andy Neiman
Richard Roupoli
Tom Cotter
Julie Ann Lim
Mohsen Moayed
Sharie Abajian

DEPARTMENT

Airports
Building and Safety
Building and Safety
Chief Legislative Analyst
City Administrative Officer
Community Development
Community Redevelopment
Community Redevelopment
Council District Twelve
Disability
El Pueblo
Emergency Management
Emergency Management
Emergency Management
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Emergency Management
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Emergency Management
Emergency Management
Environmental Affairs
Fire
Fire
Fire
General Services
General Services
General Services
Harbor
Housing
Information Technology
Information Technology
Information Technology
Information Technology
Library
Mayor
Personnel
Planning
Police
Police
Public Works/Board
Public Works/Sanitation
Public Works/Sanitation
Recreation and Parks

<u>Also Present</u>	<u>Department</u>
Alan E. Willis	Transportation
Paula Di Sano	Water and Power
Al Garcia	Water and Power
Michael Kleiner	American Red Cross
Gary Chambers	LA County Department of Health Services
Doug Quisenberry	211 LA County

I. Call to Order, Introductions, Approval of Minutes

Rob Freeman called the meeting to order at 9:08 a.m. The minutes of the August meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Mayra Puchalski reported that the information on the budget request process will be sent prior to the next meeting on October 14.

Community Preparedness – Owen Lin reported that the subcommittee met on August 27 and discussed upcoming events and projects. The Emergency Management Department (EMD) continues to work with the vendor on the ReadyLA website which will be launched in 4-5 weeks. The 17th 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 final Fair planning meeting will be held on September 10. The Employee Preparedness Expo and the Disaster Awareness Course will be held on September 11. The Neighborhood Preparedness Ambassador Program will be held on September 27, October 4, and October 11 at the Fire Station 5. EMD continues to work with the Korean Consulate General, business leaders and organizations to reach out to the Korean community. Many brochures and documents are being translated into Korean and made available on the EMD website. The National Emergency Preparedness Month kickoff and reception will be held on September 5 at the Van Nuys City Hall Council Chambers.

John Bwarie provided a brief overview of the International Earthquake Conference to be held on November 12-14. Over 100 guests including 46 international delegates are expected to attend. A special code for reduced registration rate will be available on September 5 as an incentive to encourage participation.

Fire/Life Safety – Richard Wuerth announced that certificates of appreciation will be presented to City employees on October 15 in recognition of their support for the Building Emergency Education Program (BEEP). Four evacuation drill reports were received from various City departments. A drill was conducted at the Van Nuys City Hall and the evacuation went smoothly. Seven training sessions were conducted and 214 City employees were trained. There are 11 training sessions scheduled for September and October. The Bureau of Street Services' East Valley Yard was added to Phase III of the BEEP.

Human Resources – No reports were made.

Information Technology – Joyce Edson reported that the subcommittee met on August 27 and discussed the voice-to-text pilot program. 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. The next meeting will be held on September 24.

Logistics – Joon Lee reported that the subcommittee will meet on September 24.

Operations – Rob Freeman reported that the subcommittee met on August 12 and discussed the Chino Hills Earthquake Emergency Operations Center (EOC) activation After Action Report (AAR). Rob noted that the Ahmanson Recruit Training Center will continue to be used as the Alternate EOC site. The new curriculum EOC training class for the Los Angeles Fire Department (LAFD) will be held on September 16. The next subcommittee meeting is scheduled on September 16.

Planning – Larry Meyerhofer reported that the subcommittee met on August 12. The Flu Point of Dispensing Site (PODs) Exercise will be held on November 18 at the El Sereno Recreation Center and on November 20 at the Van Nuys Sherman Oaks Recreation Center. Free flu shots will be given and the City's PODs Plan will be activated. 25 City employees are needed to work at each PODs. Anyone interested is asked to contact Devra Brukman by September 25. The Earthquake Annex Revision Task Force kick-off meeting was held on August 28. The department roles and responsibilities matrix are due by September 17. The next Task Force meeting will be held on September 25. EMD is working with the Mayor's Office on developing a Request for Proposal for the tsunami signage project. The antibiotic storage/distribution plan and pandemic influenza response plan have been completed and they will be attached to the City's Health Emergency Response Plan. The subcommittee will discuss the Plan at the next meeting on September 9.

Shelter and Welfare – Sharie Abajian reported that the subcommittee met on August 27 and discussed the locations for the GG08 Exercise. The tentative location will be the Balboa Sports Complex. The subcommittee is currently working to clarify the roles and responsibilities of participating departments. The subcommittee will meet on September 24.

Training – Chris Ipsen reported that the GG08 Exercise will be held on November 13 and 14 for the response phase and the EOC will be activated at Level 3. The workshop and tabletop exercise on the recovery phase are scheduled for November 17 and 18 respectively. All participating departments are requested to identify their EOC responders for the GG08 Exercise by September 2 to Quentin Frazier. The deadline for the Emergency Management Support Team application is due on September 4 to Faye Cousin. The Nichols Canyon Emergency Preparedness Evacuation Drill will be conducted on September 6. The unified command post will be located at the Hollywood High School. The next meeting will be held on September 9.

III. Revised 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. The concerns previously identified by the Department on Disability (DOD) were addressed. The reports were accepted by the EMC and will be forwarded to the Emergency Operations Board (EOB) at its next meeting for approval.

IV. Citywide Logistics Annex

Larry Meyerhofer requested the EMC to approve the Citywide Logistics Annex. The report was accepted by the EMC and will be forwarded to the EOB at its next meeting for approval.

V. Extreme Heat and Cold Emergency Annex Revision

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

VI. Department Emergency Plan Guidelines

Larry Meyerhofer reported that the Department Emergency Plan Workshop at the California Endowment was held on August 26 and discussed the recommended changes to the Plan guidelines. The latest editions of the Plan include: 1) 72-hour department self-sustainment capability; 2) an approval page signed by department head; and 3) the mandatory Plan template to be completed with by January 31, 2009.

VII. Earthquake Caucus Tabletop Exercise After Action Report

Chris Ipsen requested the EMC to approve the Earthquake Caucus Tabletop Exercise After Action Report. In response to several concerns that were raised, the EMD will be working closely with the Department of Building and Safety, DOD and Information Technology Agency (ITA) to ensure that all issues are addressed. The report was accepted by the EMC, including the amended changes, and will be forwarded to the EOB at its next meeting for approval.

VIII. July 29, 2008 Chino Hills Earthquake Emergency Operations Center Activation After Action / Corrective Action Report

Rob Freeman requested the EMC to approve the After-Action/Corrective Action Report regarding the July 29, 2008 Chino Hills Earthquake EOC Activation. Several concerns were raised as follows: 1) ITA noted that there were no specific emergency procedures in place for which a public announcement is required during an earthquake. ITA requested that this correction be made to reflect the current procedural practice. The Department of General Services, ITA, and EMD will be working closely to review the procedures on the public address announcement issues; 2) the P-4 access problems via the stairwell doors need to be resolved; 3) DOD suggested that the public address system should also include visual display system for people who are hard of hearing. In addition, ITA will work with DOD to address the self-evacuation procedure for the special needs population. A motion was made to table this item until the October EMC meeting.

IX. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the heating, ventilation, and air-conditioning (HVAC) retrofit project continues. The occupancy date has been extended to April/May 2008. The parking issues were resolved.

X. Citywide Status of Homeland Security Grants

Freya Robayo reported that the Mayor's Office will be conducting an individual monitoring visit for the FY 2005 Urban Area Security Initiative (UASI) grant. The FY 2006 UASI projects will be closed out soon. Participating departments are requested to provide supporting documentation on funded projects. The transmittal to accept the FY 2007 UASI grant has been completed and pending for final signature approval. The project list for the FY 2008 UASI grant was submitted to the State Office of Homeland Security. The FY 2008 UASI grant implementation plan is due on September 15. The next Grant Stat meeting is scheduled for September 24. The Annual State Office of Homeland Security Strategic Planning and Matrix Conference is being held to begin the FY 2009 UASI process.

XI. Old / New Business

Rob Freeman reminded the audience that the 2008 Emergency Management Workshop is scheduled for October 21-24. The theme for this year's workshop is "Crisis Leadership." EMD is currently working with the Mayor's Office on finalizing the invitation letters. Copies of the Standardized Emergency Management System EOC and Department Operations Center functions were provided.

Richard Roupoli announced that the Urban Environment Training on helicopter landing will be conducted from September 6 through 16 at the City Hall East.

Adjournment

Rob Freeman adjourned the EMC meeting at 10:40 a.m.

Respectfully Submitted:

Approved:

Wendy Hwang, Secretary
Emergency Management Department

Rob Freeman, Chair
Emergency Management Committee