

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

PRESENT

Todd Borzi
Luis Sanchez
Jon Dearing
Dolly Malva
Sophia Sao
Angela Kaufman
LaCheryl Bell
Devra Brukman
Steve Dargan
Richard Deppisch
Rob Freeman
Keith Garcia
Donyale Hall
Lisa Hayes
Wendy Hwang
Cecilia Law
Larry Meyerhofer
Mayra Puchalski
Michelle Riebeling
Andy Kao
Joon Lee
Valerie Melloff
David Malin
Emerson Belen
Ron Cunningham
Joyce Edson
Kamton Joe
Tom Jung
Arnie Surmenian
Maria Ortiz
Philip Fontanetta
Scott Kroeber
Richard Roupoli
Mohsen Moayedi
Bob Garcia
Gilbert Pedroza
Enrique Hernandez
Kevin Regan
Patrick Findley
Minh Le
Michael Kleiner
Scott Underwood
Gary Chambers
Ron Wade
Bob Spears
Yaroslav Svitlynets

DEPARTMENT

Building and Safety
Building and Safety
Chief Legislative Analyst
Community Development
Community Redevelopment
Disability
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
General Services
General Services
Harbor
Housing
Housing
Information Technology
Information Technology
Library
Personnel
Planning
Police
Police
Police
Public Works/Sanitation
Public Works/Street Services
Public Works/Street Services
Recreation and Parks
Recreation and Parks
Water and Power
Water and Power
American Red Cross
American Red Cross
LA County Department of Health Services
LA County Office of Emergency Management
LAUSD
Volunteer Center of Los Angeles

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:08 a.m. The minutes of the October meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Mayra Puchalski reported that a memo regarding the Emergency Operations Fund (EOF) proposed FY 2009-10 Budget will be sent via email soon. The Emergency Management Department (EMD) will submit FY 2009-10 proposed EOF budget package based on the FY 2008/09 allocation.

Anna Burton added that any departments that have urgent needs may submit their requests to EMD and Emergency Operations Board (EOB) for funding consideration.

Community Preparedness – Lisa Hayes reported that the subcommittee met on October 29 and discussed the 2008 Emergency Preparedness Fair events. The recommendations made by the subcommittee will be incorporated into the after-action report. The International Earthquake Conference is scheduled for November 12-14. Departments wish to display promotional materials at the Share Fair are asked to provide 50-100 copies to EMD. The L.A. Earthquake: Get Ready Rally will be held on November 14 at the Nokia Plaza. The ReadyLA website is still under construction. Copies of a webpage snapshot were provided. Four Public Service Announcements were shown which are designed to raise people's awareness of the importance of being prepared. The November bulletin which features windstorms/tornadoes awareness, is available on EMD's website and copies were distributed. Lisa noted that she will be acting as Division Chief while Carol Parks is on maternity leave.

Fire/Life Safety – Joon Lee reported that the subcommittee scheduled for October 15 was postponed due to the Emergency Operations Center (EOC) activation. The significant activities and incidents reported were the Porter Ranch and Marek Fires. Six evacuation drills were conducted at the following sites: Benjamin Franklin Branch Library, City Hall South Childcare Center, Canoga Park Branch Library, Chatsworth Branch Library, Broadway Building and the Platt Library. 248 people were trained in seven training sessions. There are five Building Emergency Education Program training sessions scheduled for November.

Human Resources – Arnie Surmenian reported that the subcommittee met on October 1 and discussed the Aidmatrix program. The subcommittee will meet immediately after the EMC meeting.

Information Technology – Joyce Edson reported that the subcommittee met on October 29. Demonstrations on the extranet Shared Resources Portal and the VoxGen voice-to-text to WebEOC pilot were provided. A generic user ID to log in during the Golden Guardian 2008 (GG08) Exercise to view the operation of voice-to-text to WebEOC will be available on November 13. The November and December meetings are being cancelled due to the holidays. The next subcommittee meeting will be held on January 28.

Logistics – Joon Lee reported that the subcommittee did not meet in October. Anyone wish to submit an item/issue for consideration in the next meeting should contact him.

Operations – Rob Freeman reported that the subcommittee did not meet in October due to the EOC activation. All departments are reminded to submit their After Action Report (AAR) as soon as possible. The Chino Hills Earthquake EOC Activation AAR will be scheduled in the November EOB meeting for approval. Copies on the proposed changes in the Administrative Code related to the emergency operations ordinance were distributed at the 2008 Emergency Management Workshop. Comments or questions should be directed to him. He also encouraged the workshop attendees to submit their evaluation questionnaires. The workshop presentations and other materials will be posted on EMD website. Special thanks were given to the Port of Los Angeles, Los Angeles Fire Department (LAFD), Community Redevelopment Agency (CRA), Information Technology Agency (ITA), EMD staff, and other agencies for all their commitment and hard work in order to make this workshop successful. The 2009 Emergency Management Workshop is scheduled for October 20-23, 2009. The next subcommittee will meet on November 19.

Planning – Larry Meyerhofer reported that a draft of the revised Earthquake Response Annex, which will be used at the GG08 Exercise, was sent to the departments for review. The revised Department Emergency Plan template will be distributed by the end of the week. The annual Local Hazard Mitigation Plan Task Force Meeting will be held on November 24. All departments with new proposed projects for the Plan are requested to attend. The next subcommittee meeting has been rescheduled to November 19.

Devra Brukman reminded everyone that 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. Anyone interested in being involved should contact Devra Brukman.

Anna Burton noted that the funding was recently awarded to conduct a citywide gap analysis and develop a strategic plan for the City's preparedness, response, and recovery capabilities. EMD will be working closely with all City departments and developing a multi-year citywide strategic plan.

Shelter and Welfare – Enrique Hernandez reported that the subcommittee met on October 29 and discussed the full scale shelter activation exercise scheduled on November 13 at the Balboa Sports Complex. The meeting served as a final planning meeting and all participating departments finalized their resources, goals and objectives, and designated evaluators for the GG08 Exercise. A meeting will be scheduled after the exercise to discuss the AAR. A total of 16 Recreation and Parks (RAP) facilities will provide flu shots to the community. Two RAP facilities will participate in the PODs Exercise.

Training / Exercises – Chris Ipsen reminded the audience that the EOC will be activated at Level III on November 13 & 14 for the GG08 Exercise. The County and the City of Los Angeles will host the GG08 recovery seminar on November 17 at the American Red Cross Rio Hondo Chapter in Whittier. The State will host an executive-level seminar on November 18 in Ontario. The controller and evaluator trainings are currently being held in the EOC. Work continues for the Urban Areas Security Initiative (UASI) grant funded Alliance. The Steering Committee for the Emergency Management Mutual Aid will hold a meeting to review the Standard Operation Procedures for the Emergency Management Support Team (EMST). Confirmation letters for the EMST application have been sent. The Incident Action Planning Workshop is scheduled for December 17 at the California Endowment. Copies of the save-the-date flyer were sent via

email. The preparation for Phase III of the Unified Command Training in Oxnard is underway. The subcommittee meeting will be held on November 19.

III. "Duck, Cover, and Hold" Drill on November 13

Anna Burton reported that the first day of the GG08 Exercise will begin with the "Duck, Cover, and Hold" Drill on November 13 at 10 a.m. A memo will be released from the Mayor's Office requesting all City employees to participate in the drill. To date, five millions have been registered to participate in the drill.

IV. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the heating, ventilation, and air-conditioning retrofit project continues. The post-construction work is expected to be completed by April 2009 and a projected occupancy date of June 2009.

V. Citywide Status of Homeland Security Grants

Anna Burton reported that the expenditure on the remaining FY 2006 UASI grant continues. The transmittal to accept the FY 2007 UASI grant is pending for final approval. Departments are encouraged to attend the Grant Stats meeting to identify projects and spending plan for the FY 2007 grant money. The acceptance transmittal for the FY 2008 UASI is being drafted. The FY 2009 Homeland Security Grant Program Guidelines will be released within the next 30 days.

VI. Old / New Business

The veterans in the audience were asked to stand up and be recognized for their service.

Adjournment

Anna Burton adjourned the EMC meeting at 10:05 a.m.

Respectfully Submitted:

Approved:

Wendy Hwang, Secretary
Emergency Management Department

Anna Burton, Chair
Emergency Management Committee