

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, January 7, 2009 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT

William Ramirez
Michael Cooper
Karen Penner
Melissa Fleming
Byung-Cheol Bae
LaCheryl Bell
Devra Brukman
Anna Burton
Steve Dargan
Richard Deppisch
Rob Freeman
Keith Garcia
Donyale Hall
Lisa Hayes
Wendy Hwang
Owen Lin
Larry Meyerhofer
Michelle Riebeling
Andy Kao
Ed Bushman
Jeff Elder
Georgia Mattera
Joon Lee
Eric Robles
David Malin
Calvin Oglesby
Joyce Edson
Kamton Joe
Tom Jung
Neeraj Bhatnagar
Freya Robayo
Arnie Surmenian
Nekpen Aimiwu
Andy Neiman
Richard Roupoli
Tom Cotter
Mohsen Moayed
Patrick Findley
Al Garcia
Minh Le
Steven Nielsen
Scott Underwood

DEPARTMENT

Airports
Building and Safety
Building and Safety
City Administrative Officer
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Environmental Affairs
Fire
Fire
Fire
General Services
General Services
Harbor
Housing
Information Technology
Information Technology
Library
Mayor
Mayor
Personnel
Planning
Police
Police
Public Works/Board
Public Works/Sanitation
Water and Power
Water and Power
Water and Power
Water and Power
American Red Cross

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:08 a.m. William Ramirez of the Los Angeles World Airports, Georgia Mattera of the Los Angeles Fire Department (LAFD), and Steven Nielsen of the Department of Water and Power were introduced. The minutes of the December meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that the subcommittee did not meet in December. The FY 2009-10 Proposed Emergency Operations Fund (EOF) budget has been submitted to the Office of the City Administrative Officer (CAO). The proposed budget includes funds to purchase furniture for the new City Emergency Operations Center (EOC). Departments that have urgent need may submit their requests to Emergency Management Department (EMD) and Emergency Operations Board (EOB) for funding consideration.

Community Preparedness – Lisa Hayes reported that the subcommittee did not meet in December. The preparation for the 2009 Annual Emergency Preparedness Fair has begun. Suggestion on possible venue locations and discussion on ways to incorporate this year's theme "Resolve To Be Ready" into the presentation of the Fair are welcome. The Spanish translation for the ReadyLA website will be completed by January 20. The new website will be available at the end of January. The closing ceremony for the AmeriCorps members will take place on January 22. The save the date flyers were provided. The subcommittee will meet on January 28.

Fire/Life Safety – Joon Lee reported that the subcommittee met on December 10. Certificates of appreciation were presented to City employees in recognition of their support for the Building Emergency Education Program (BEEP). Six evacuation drills were conducted at the following locations: Woodland Hills Branch Library, Pio Pico Library, Valley Communications Dispatch Center, City Hall South Childcare Center, and Public Works/Sanitation Mission Road and Chandler Yard. 107 City employees were trained in five training sessions. The Civic Center BEEP training is scheduled for January 29. A presentation will be given by Russ Strazzella, Department of Public Works / Bureau of Contract Administration at the next subcommittee on January 21.

Human Resources – Arnie Surmenian reported that the subcommittee met on December 3 and discussed the function and scope of activities of the subcommittee as well as personnel issues on pandemic influenza.

A question was raised regarding the protocol and communication tool to reunify employees and families after a catastrophic event. Kamton Joe stated that Information Technology Subcommittee will explore this issue further and report back with recommendations at the next Emergency Management Committee (EMC) meeting in February.

Information Technology – Joyce Edson reported that the subcommittee did not meet in December. The Request for Proposal (RFP) for the Citywide mass notification project will be released on January 12. The Memorandum of Agreement on the WebEOC is being signed among the City of Vernon, EMD and Information Technology Agency (ITA). Joyce noted that the City of Vernon has agreed to pay the City of Los Angeles in FY 2010-11 for the WebEOC hosting. ITA will be providing the University of Southern California with a presentation on

WebEOC user requirement. ITA is in the process of moving EOC and EMD to the City's public safety portal access. The portal will provide users with a constant interface to a variety of applications and data, as well as access to their email without key fob. The next meeting will be held on January 28.

Logistics – Joon Lee reported that the subcommittee did not meet in December. The next meeting will be held on January 28.

Operations – Rob Freeman reported that the subcommittee met on December 9 and discussed the progress made in 2008 and areas for improvement. EMD will continue to focus on providing EOC section specific training, tabletop exercise with more functional drill component, and WebEOC training. He provided a brief overview of the ongoing projects in 2009: 1) development/customization of the WebEOC application among user departments; 2) implementation of the LAFD Dialogic Notification System as the primary notification system for the EOC activation; 3) ensure appropriate capabilities of the Drill Tower 81 for functioning as the designated Alternate EOC site. The Marek-Sesnon Fires EOC After Action Report (AAR) and the Sayre Fire EOC AAR will be presented to the EMC at its next meeting for approval.

Planning – Larry Meyerhofer reported that the subcommittee met on December 9. He noted that all of the Master Plans and Annexes are available on the EMD intranet site for reference. The trainings for the prepositioning of antibiotics storage and distribution program are scheduled for January 12, 14, 15, 21, and 30. The subcommittee is currently in the process of completing three reports to be submitted to the Council on: 1) the number of emergency shelters in the City, their locations, and whether they are Americans with Disabilities Act (ADA) compliance; 2) the cost for equipping all city vehicles with fire extinguishers and emergency kits; 3) the number of language interpreters in the City and the cost to increase staff interpreters. The second annual Local Hazard Mitigation Plan Steering Committee meeting is scheduled on February 17. All new proposed projects for the Plan are due to Keith Garcia by February 10. A memo was sent requesting all City departments to submit their revised department emergency plan and complete the Emergency Preparedness Activities form to EMD by January 31. The tsunami signs installations have been completed in the West Los Angeles and Venice area. The Master Plan is being restructured into five separate plans: preparedness, mitigation, response, recovery, and administrative plans. This structure complies with the Mayor's new Emergency Management Initiatives. EMD is currently working on various RFPs for Los Angeles/Long Beach Strategic Plan, Tsunami Signage, Flu Point of Dispensing Site, and Mass Care Plan. The Emergency Management University Consortium kick off meeting was held in December. EMD will be partnering with various universities on planning, training, outreach, technology projects and actively recruiting graduate students for the EMD Paid/Unpaid Internship Program. A job description will be sent via email. EMD and ITA are currently working with various phone companies to address the response capability at the incident command post. The subcommittee will meet on January 13.

Shelter and Welfare – No reports were made.

Training / Exercises – Chris Ipsen reported that the Golden Guardian 2008 (GG08) Recovery Conference is scheduled on January 15 in Ontario. EMD is currently compiling the narrative portion of the GG08 Exercise AAR and will host an AAR conference to finalize the report. The RFP for a contractor to train the Emergency Management Support Team (EMST) is in process. The training curriculum is under review. The Citywide Incident Action Planning (IAP) Workshop was held on December 17. The workshop was well received by the participants. EMD will be

working closely with departments on a standardized approach to develop an IAP. EMD is currently working with the Emergency Management Institute for the City's EOC field responders to attend the E947 EOC Field Interface course to be held at the Nation Emergency Training Center in Emmitsburg, Maryland. The kick-off meeting for Phase III Unified Command Post training is scheduled for January 12.

III. Cold Weather Preparations, Potential Mud/Debris Slides

Anna Burton thanked everyone for their support in the cold weather response preparation specifically to the Marek-Sesnon and Sayre fires impact areas. One of the gaps identified is the need for greater coordination among city agencies in the recovery effort and maximize the effective use of available resources. EMD is in the process of assembling a team from various departments to expedite the recovery efforts immediately following an incident.

IV. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the retrofit work on heating, ventilation, and air-conditioning continues. The projected occupancy date is June/July 2009. The installation of the console furniture in new EOC has been completed. EMD and LAPD are currently developing a detailed transition and move-in plan.

V. Citywide Status of Homeland Security Grants

Freya Robayo reported that the FY 2006 Urban Areas Security Initiative (UASI) Grant has been approved an extension until September 2009. Departments are urged to complete their projects by August 2009. For FY 2007 UASI, departments requesting an additional time beyond the March 31 end date will be required to submit extension justifications to the Mayor's Office. The Mayor's Office is currently working with the Office of the City Administrative Officer on the FY 2008 UASI grant acceptance transmittal. The draft FY 2009 UASI Investment Justifications (IJs) are due to the State on January 16. The meeting to discuss the catastrophic incidence response/recovery IJs will be held on January 8. Another meeting to discuss the information and intelligence and the critical infrastructure IJs is scheduled on January 13. The Mayor's Office continues to work on the bi-annual strategic implementation report. Departments are asked to submit their project status to the Mayor's Office by January 9. The next Grant Stats meeting is scheduled for January 28.

VI. Old / New Business

No old/new business reported.

Adjournment

Anna Burton adjourned the EMC meeting at 10:02 a.m.

Respectfully Submitted:

Approved:

Wendy Hwang, Secretary
Emergency Management Department

Anna Burton, Chair
Emergency Management Committee