

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, April 1, 2009 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT

William Ramirez
Chris Carroll
Luis Sanchez
Jon Dearing
Melissa Fleming
Vanessa Paulson
Joel Lopez
Sophia Sao
Angela Kaufman
Christopher Hand
Walter Schreck
Eric Baumgardner
LaCheryl Bell
Devra Brukman
Anna Burton
Faye Cousin
Steve Dargan
Richard Deppisch
Rob Freeman
Donyale Hall
Lisa Hayes
Veronica Hendrix
Enrique Hernandez
Wendy Hwang
Cecilia Law
Owen Lin
Larry Meyerhofer
Carol Parks
Mayra Puchalski
Andy Kao
Jeff Elder
Joon Lee
Val Melloff
Eric Robles
Richard Wuerth
David Malin
Jerry Carapia
Ron Cunningham
Joyce Edson
Tony Le
Tom Jung
Neeraj Bhatnagar
Monica McDermott
Dustin Shiau
Arnie Surmenian
Nekpen Aimuwu
Todd Chamberlain

DEPARTMENT

Airports
Animal Services
Building and Safety
Chief Legislative Analyst
City Administrative Officer
City Administrative Officer
Community Development
Community Redevelopment
Disability
El Pueblo
El Pueblo
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
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Environmental Affairs
Fire
General Services
General Services
General Services
General Services
Harbor
Housing
Housing
Information Technology
Information Technology
Library
Mayor
Mayor
Mayor
Personnel
Planning
Police

<u>Also Present</u>	<u>Department</u>
Andy Neiman	Police
Tom Cotter	Public Works/Board
Gilbert Pedroza	Public Works/Street Services
Joann Troncale	Public Works/Street Services
Sharie Abajian	Recreation and Parks
Dan Goto	Retirement
Alan E. Willis	Transportation
Maria Pascual	Treasurer
Patrick Findley	Water and Power
Al Garcia	Water and Power
Minh Le	Water and Power
Scott Underwood	American Red Cross
Jeffrey Terry	LA County Office of Emergency Management
Theresa Doty	US District Court

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:08 a.m. Luis Sanchez of the Los Angeles Department of Building and Safety (LADBS), Jeffrey Terry of the Los Angeles County Office of Emergency Management and Jerry Carapia of the Housing Department were introduced. The minutes of the March meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Mayra Puchalski reported that the next subcommittee meeting will be held on May 4 to discuss the Mayor’s proposed FY 2009/10 budget. The grant reimbursement in the amount of \$334,000 is expected to be available for pending projects and training requests.

Community Preparedness – Larry Meyerhofer reported that the subcommittee met on March 25. The dates and locations for the 18th Annual Emergency Preparedness Fair are as follows: September 12 – Hollywood/Highland and September 26 – Branford Park. A third location is still being determined. Copies of the save-the-date flyers were provided. The subcommittee is collaborating with the Los Angeles Unified School District on the fair poster contest. The submission deadline is May 21. The Neighborhood Preparedness Ambassador Program is scheduled on April 18 and 25 at the Olympic Community Police Station. To date, 18 people have signed up. The subcommittee is in the process of developing a working group to promote emergency preparedness efforts to faith-based and community groups. The next Faith-Based Initiative meeting is scheduled on April 28. The Harbor Area Emergency Preparedness Initiative meeting hosted by the Community Outreach Promoting Emergency Preparedness will be held on April 4. The guest speaker is Lucy Jones. The subcommittee will meet again on April 22.

Fire/Life Safety – Richard Wuerth reported that five evacuation drills were conducted in March. 231 City employees were trained in five training sessions. Eight training sessions are being scheduled for the Public Works / Bureau of Engineering in April and May. Special thanks were extended to Tom Cotter who helped facilitate the Building Emergency Education Program (BEEP). Additional training sessions will be held for the 9-1-1 Call Center and the Department of Fire and Police Pensions. The Public Works / Bureau of Street Lighting location on Santa Monica Boulevard was added to the BEEP in March.

Human Resources – Arnie Surmenian reported that the subcommittee met on March 4. The self-study program and the liability issues pertaining to the Disaster Service Worker program were discussed. The next subcommittee meeting will take place after this EMC meeting.

Information Technology – Joyce Edson reported that the subcommittee met on March 25 and discussed a new internal process of the technical and administrative support for the WebEOC users. The kick-off meeting for the Information Technology Agency (ITA) Urban Areas Security Initiative (UASI) Working Group will be held on May 27. Several public safety IT leaders and chief information officers from various cities and county agencies have been invited to attend. ITA is currently working with LADBS on updating the damaged assessment information in the WebEOC. The WebEOC customization for the Animal Services Department is now complete and is being tested. The USC and the American Red Cross have signed the Memorandum of Agreement for use of the WebEOC. A WebEOC presentation for the University Consortium was held at the Pepperdine University on March 17. The WebEOC implementation is being discussed with the University of California. The Los Angeles Community College, Pepperdine University, and Cal State Dominguez Hills have also expressed interests. The quotes for the new Emergency Operations Center (EOC) equipment have been forwarded to the Administrative Oversight Committee for approval. The next meeting will be held on April 22.

Logistics – Joon Lee reported that the Department of General Services (GSD) is compiling a list of top 20 most requested resource needs during emergencies. To date, six departments have responded. Departments were urged to submit their list to him as soon as possible. GSD continues to work with ITA and Emergency Management Department (EMD) on the citywide logistics resource database. In addition, a task force will be formed to complete phase II of the Logistic Annex. A draft of the Citywide Logistics Reference Handbook/Guide will be presented at the subcommittee meeting on April 22.

Operations – Rob Freeman reported that the subcommittee met on March 10 and discussed the revised Marek-Sesnon Fires EOC Activation After Action Report (AAR). The EMD activated LA City Watch at Level 2 for President Obama's Town Hall meeting on March 19. A written policy on City Watch is being developed. Remote access to the City's network is now available to City employees. Departments that are interested in the portal access to WebEOC or Groupwise should contact Rob Freeman or Joyce Edson. The test on the automated notification system continues. Rob noted that the EOC, planning, and training issues will be discussed under the Operations Subcommittee at the Super Tuesday meeting on April 14.

Planning – Eric Baumgardner reported that the department emergency plan revisions / annual report worksheets are currently under review by the EMD. A letter will be sent to notify departments of their compliance.

Shelter and Welfare – Sharie Abajian reported that the subcommittee met on March 25 and discussed the vandalism issues concerning the 25 storage containers for the shelter supplies. The possibilities of installing fences and painting murals on the containers as deterrents against graffiti have been discussed. A follow-up meeting has been scheduled on April 2 to further discuss the graffiti problems and maintenance issues. The training for the Recreation Directors on the storage containers policy/procedure as well as ensuring the Recreation and Parks Department personnel are certified to work at the shelter during activation were discussed. The next subcommittee meeting will be held on April 22.

Training / Exercises – Rob Freeman reported that the Golden Guardian (GG) 2008 Exercise AAR is currently being review by the EMD. The next GG exercise is being planned for May 2010. The EMD is working closely with departments on developing the Five-Year Training and Exercise Plan. The request for proposal for the Emergency Management Mutual Aid Project is pending approval by the Mayor's Office. More than 50 people attended the EOC 101 & 201 courses in March. The upcoming trainings were highlighted: the Unified Command Training in Oxnard, the ICS 300 & 400 trainings, and the E947 Integrated Emergency Management Course in Emmitsburg, Maryland.

III. Employee / Family Catastrophic Disaster Reunification Telephonic Communication Plan

Joyce Edson presented two voicemail services used to re-establish contact between employees and their families after a disaster: 1) *Emergency Message Center*, a for-profit organization; 2) *Community Voicemail System*, a non-profit organization. The American Red Cross *Safe and Well Website* was also discussed.

Anna Burton added that the American Red Cross *Safe and Well Website* link will be added to the EMD website to make the information available to the City employees. In additional, research findings and recommendations will be forwarded to the Offices of the City Administrative Officer and the City Attorney for consideration.

IV. Marek-Sesnon Fires Emergency Operations Center Activation After Action / Corrective Action Report

Rob Freeman requested the EMC to approve the After Action /Corrective Action Report regarding the Marek-Sesnon EOC Activation. The report was accepted by the EMC and will be forwarded to the EOB at its next meeting for approval.

V. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the retrofit work on heating, ventilation, and air-conditioning is scheduled for completion in May 2009. The audio-visual systems and furniture have been installed. The EMD Operations Division is scheduled to move in on June 15, 2009. The initial meeting to discuss the homeowner association issues was held. A follow-up meeting has been scheduled for April 2 at the Fire Station 4.

VI. Citywide Status of Homeland Security Grants

Monica McDermott reported that the FY 2006 UASI Grant spending deadline is August 31, 2009. The Mayor's Office continues to work with the sub-recipients to submit monthly reimbursement request to the State. The FY 2007 UASI grant performance end date is March 31, 2010. An extension request will be submitted to the State on equipment projects that are subject for milestone end date of March 31, 2009. The FY 2008 UASI grant acceptance transmittal was approved by the Council on March 31 and pending for the Mayor's approval. The FY 2009 UASI Investment Justifications were submitted to the State and the Federal on March 13 and March 16 respectively. The Mayor's Office will notify the urban area partners on the deadline to submit the projects. The next Grant Stats meeting is scheduled on April 29.

VII. Old / New Business

Todd Chamberlain reported that the National Incident Management System (NIMS) and the Incident Command System (ICS) were implemented during the presidential visit on March 18 and 19. He thanked the Department of Transportation for facilitating traffic control and street closures. Communications were well coordinated. The Unified Command Post was set up at the Frank Hotchkin Training Center with representatives from the Los Angeles Fire Department, Los Angeles Police Department (LAPD), and EMD. 350 LAPD personnel were deployed on March 18 and 360 personnel on March 19.

Anna Burton reported that the debris removal at the Oakridge Mobile Home Park continues.

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