

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, February 3, 2010, 9:00 a.m.**  
**Media Center Conference Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

**PRESENT**

William Ramirez  
Luis Sanchez  
Melissa Fleming  
Miranda Paster  
Olivia Mitchell  
Sophia Sao  
LaCheryl Bell  
Mona Curry  
Steve Dargan  
Quentin Frazier  
Rob Freeman  
Cecilia Law  
Owen Lin  
Jenny Novak  
Jocelyn Aviles  
Andy Kao  
Al Poirier  
Joon Lee  
Eric Robles  
Richard Wuerth  
David Malin  
Ron Cunningham  
Calvin Oglesby  
Loi Sherman  
Joyce Edson  
Heather Jenoure  
Arnie Surmenian  
Maria Ortiz  
Richard Roupoli  
Mike Williams  
Tom Cotter  
Mohsen Moayed  
Bob Garcia  
Barbara Pleasant  
Albert Torres  
Lisa Hayes  
Alan Willis  
Loretta Brazil  
Eric Hartman  
Enrique Hernandez  
Mary Chasin  
Steve Meissner  
Bob Spears

**DEPARTMENT**

Airports  
Building and Safety  
City Administrative Office  
City Clerk  
Community Development  
Community Redevelopment  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Environmental Affairs  
Environmental Affairs  
Fire  
General Services  
General Services  
General Services  
Harbor  
Housing  
Housing  
Housing Authority  
Information Technology  
Information Technology  
Personnel  
Planning  
Police  
Police  
Public Works/Board  
Public Works/Sanitation  
Public Works/Street Services  
Recreation and Parks  
Recreation and Parks  
Transportation  
Transportation  
Water and Power  
Water and Power  
Water and Power  
American Red Cross  
American Red Cross  
LAUSD

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

Rob Freeman called the meeting to order at 9:08 a.m. Mike Williams of the Los Angeles Police Department and Barbara Pleasant and Adam Dedeaux of the Department of Recreation and Parks were introduced. The minutes of the January meeting were approved with a spelling correction.

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

Budget – no reports were made.

Community Preparedness – Larry Meyerhofer reported that the subcommittee met on January 27. He thanked involved departments for the successful response efforts for the debris flow preparedness for the January rainstorms. With the appreciative help of the Department of General Services, approximately 900 letters were sent to residents in the at-risk areas. The subcommittee identified nine (9) new core oversight responsibilities. The top five (5) are the new citywide volunteers training program, emergency response supplies container program, annual emergency preparedness fair, neighborhood emergency plan and the neighborhood preparedness ambassador program. The Faith-based Initiative met on January 28 to discuss the Place of Worship Resources Program which identifies resources from faith-based organizations and will include a registry to track resources. The UASI tsunami preparedness grant was approved and a contract with Willdan Homeland Solutions is being developed. It will include revision of the Tsunami Response Plan for Venice, Harbor and West L.A. areas, installation of tsunami and evacuation signs, and development of a new community preparedness brochure. The subcommittee will meet on a bi-monthly basis. The next meeting is scheduled for March 24.

Fire/Life Safety – Richard Wuerth reported that five (5) evacuation drills were conducted in January. 51 people were trained in seven (7) training sessions for six (6) branch libraries and the new Police Administration Building. The training for the remaining Los Angeles Public Branch Libraries continues. Richard requested the floor wardens list to be updated.

Human Resources – Arnie Surmenian reported that the subcommittee met on January 6 and discussed the emergency volunteer center and the Los Angeles Fire Department's (LAFD) volunteer program. The subcommittee will meet immediately after the Emergency Management Committee meeting.

Information Technology – Joyce Edson reported that the subcommittee did not meet in January. The next meeting is scheduled for February 24. A demonstration of the WebEOC redesign work will be presented.

Logistics – Joon Lee reported that the Citywide Logistics Annex Task Force did not meet in January. The next meeting is scheduled for February 9.

Operations – Rob Freeman reported that the subcommittee met on January 12. The main focus of the meeting was the review and revision of the WebEOC training programs. The WebEOC training will resume in April. An EOC responder exercise is scheduled for March 17 with the objectives of practicing the notification systems through the 3-1-1 call center and the LAFD Dialogistic System, check-in, initial briefing process, initial checklist and logging on the WebEOC. The subcommittee will meet on a bi-monthly basis. The next meeting will be on March 9.

Planning – Rob Freeman reminded departments to submit their annual emergency preparedness report. He thanked departments for their support of the LA City Watch.

Shelter and Welfare – Kevin Regan reported that the H1N1 flu vaccine program at various recreation centers was successful. He expressed concern that the level of support and ability to response might be impacted by the budget cut. Albert Torres reported that the subcommittee met on January 6. Susi Shapiro of the Department of Aging made a presentation on the Senior Emergency Preparedness Action Committee. Other topics of discussion included further development of an assessment center for evacuees and people that need shelter, review of the shelter activation at the North Weddington Recreation Center on December 14 due to a barricaded suspect in the area, and discussion on the Americans with Disabilities Act (ADA) checklist for assessment of recreation centers. The next subcommittee meeting will be held on February 9.

Training / Exercises – Quentin Frazier announced that the Unified Command trainings on February 1 and 2 were canceled due to the rainstorm and are being tentatively rescheduled to March 1 and 2. The ICS 400 course is scheduled for February 22 and 24 at the Frank Hotchkin Memorial Training Center. At the request of the Department of Transportation, EOC 101 and 201 courses will be conducted on February 4. About 80 RSVPs have been received. EOC 301 and 401 courses are tentatively being scheduled on March 2 - 4. The Emergency Management Department received the concept of operations for the Golden Phoenix Exercise. A workshop is scheduled on June 24 for senior officials. A tabletop exercise is scheduled on July 9 and the functional exercise is scheduled on July 28 with full EOC activation. The work on the Emergency Management Mutual Aid Project continues. Curriculums have been set by the working group. The training location will be in San Luis Obispo.

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

There were no grants reports.

### **IV. Michael Jackson Memorial EOC Activation After-Action/Corrective Action Report**

Rob Freeman requested the EMC to approve the Michael Jackson Memorial EOC Activation After-Action/Corrective Action Report. The report was accepted by the EMC and will be forwarded to the Emergency Operations Board at its next meeting for approval.

### **V. Old / New Business**

Rob Freeman announced that no refreshments or coffee will be provided for the Emergency Management Committee meetings, effective beginning this meeting.

### **VI. Adjournment**

Rob Freeman adjourned the EMC meeting at 9:58 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant  
Emergency Management Department

Rob Freeman, Chair  
Emergency Management Committee