

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, June 2, 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
Vanessa Paulson
Rhonda Gaston
Olivia Mitchell
Quentin Frazier
Rob Freeman
Cecilia Law
Owen Lin
Larry Meyerhofer
Carol Parks
Michelle Riebeling
Joann Troncale
Tim Manning
Al Poirier
Joon Lee
Valerie Melloff
Eric Robles
David Malin
Calvin Oglesby
Loi Sherman
Heather Jenoure
Tom Jung
Arnie Surmenian
Maria Acosta
Clint Dohmen
Richard Roupoli
Calvin Toy
Mohsen Moayedi
Mike Cates
Bob Garcia
Steve Lane
Albert Torres
Lisa Hayes
Paula Di Sano
Patrick Findley
Scott Underwood
Bob Spears

DEPARTMENT

Airports
Building and Safety
City Administrative Office
Community Development
Community Development
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Fire
Fire
General Services
General Services
General Services
Harbor
Housing
Housing Authority
Information Technology
Library
Personnel
Police
Police
Police
Public Works/Engineering
Public Works/Sanitation
Public Works/Street Lighting
Public Works/Street Services
Recreation and Parks
Recreation and Parks
Transportation
Water and Power
Water and Power
American Red Cross
L.A. Unified School District

I. Call to Order, Introductions, Approval of Minutes

Carol Parks called the meeting to order at 9:05 a.m. Steve Lane of the Recreation and Parks Department (RAP), and Rhonda Gaston of the Community Development Department were introduced. The minutes of the May meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Carol Parks reported that the proposed FY 2010-11 Emergency Operations Fund budget was approved by the Mayor with a funding allocation of \$287,100. \$104,000 will be used for software purchase. Any budget related questions should be directed to Anna Burton.

Community Preparedness – Larry Meyerhofer reported that the subcommittee met on May 26. Approximately 350 people have registered to attend an Interfaith Disaster Preparedness Summit on June 8 at the USC Davidson Center. Six guest speakers are invited to talk about emergency preparedness for religious congregations. Fraser Communications completed Phase I of the Focus Group Project which involved the studies of 30 different groups such as the elderly, children, and access and functional needs population. The five-year strategic plan was also completed. Phase II of the Project will be the public education of emergency preparedness messages through multi-media methods. Approximately \$500,000 will be expended for this marketing effort. A consultant will be hired to implement the program through a Request for Proposal process. A contract for the tsunami preparedness project was awarded to Willdan Homeland Solutions. The scope of work will include providing signs for three coastal areas, revising the Tsunami Evacuation Plan, and developing and distributing tsunami preparedness brochures to residents and businesses in the three specific areas. The project is to be completed in March 2011. Larry announced that the American Heroes Air Show is scheduled on July 24 at the Hansen Dam. The next subcommittee meeting will be on July 21.

Human Resources – Arnie Surmenian reported that the Memorandum of Understanding (MOU) on Volunteer Management is not signed due to the fact that the grant is not approved yet. The establishment of five volunteer centers is being planned.

Information Technology – No report was made.

Logistics – Joon Lee reminded the audience that the next Citywide Logistics Annex Task Force meeting is scheduled on June 8.

Operations – Rob Freeman reported that the subcommittee met on May 11 to review the Emergency Operations Center (EOC) procedures. A major change was made on Planning “P”. It was streamlined with the input of Willdan Homeland Solutions. The next subcommittee meeting is scheduled on July 13.

Planning – Rob Freeman reported that the subcommittee is still working on a revision of ten key plans and annexes. The first draft is to be completed by the end of June. Any questions should be directed to Eric Baumgardner.

Shelter and Welfare – Albert Torres reported that the subcommittee met on May 11. Daniel Nissimov of the University of Woodbury made a visual presentation of his research and proposal adapting architectural design of recreational facilities and open space to transform to an emergency shelter with a capacity for 5,000 people using Mission Hills Golf Course as a model.

Devra Schwartz of the Emergency Management Department provided an overview of the new Points of Dispensing Project in which a seven-month contract will be executed where each named recreation facility will be assessed for points of distribution. Steve Meissner of the American Red Cross provided a detailed report on the May 3 Mass Care Non-traditional Sheltering Workshop which was sponsored by the Alliance. Albert joined with Ralph Acuna of the Department on Disability, to report on the Americans with Disabilities Act Checklist for emergency shelters. Three additional RAP facilities were inspected. All RAP facility directors have been provided with an electronic Quick Assessment. More full checklist inspections are being scheduled. The Mass Care and Shelter Annex was also discussed at the subcommittee meeting. A CERT training class for RAP will be formed in the future. The next subcommittee meeting is scheduled on June 8.

Training / Exercises – Quentin Frazier reported the following training classes and exercises: ICS 300 on July 19 and 21, ICS 400 on June 14 and 16, EOC 101/201 on June 10, Operation Golden Phoenix Tabletop Exercise on June 9, 2nd EOC Recall Exercise on June 17, CERT refresher course on June 23 at Fire Station 88, Operation Golden Phoenix Functional Exercise on July 28, Disaster Planning for Access and Functional Needs Population on August 24 and 25. There are revisions made to the EOC 301 curriculum. The new courses will be held on July 6, 7, 13 and 14. The Unified Command Training Courses are still on hold due to grant issue. The 2nd Emergency Management Mutual Aid Assistance (EMMAA) Workshop was well-received. The Emergency Management Department (EMD) is urging the California Emergency Management Agency to finalize the EMMAA planning document in order to plan for the train-the-trainer course to be held before March 2011. City departments are encouraged to send EOC responders to attend the necessary training courses to be familiar with EOC activation process.

III. EOC Recall Exercise After Action/Corrective Action Report

Rob Freeman requested the EMC to approve the EOC Recall Exercise 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.

IV. Old / New Business

Richard Roupoli reported that the Los Angeles Police Department (LAPD) and the Los Angeles Fire Department (LAFD) are planning for a possible Lakers victory celebration and/or parade. LAPD will be heavily deployed on June 10, 13, 15 through 18. Chief Roupoli also requested departments to send contact information for their executive staff specific to the four LAPD bureaus. This information will be used for dissemination of information during various special events planning and emergency situations. Maria Acosta is the project coordinator.

Albert Torres complimented the work of Maria Acosta during the May Day event.

Richard Roupoli reported that a working group meeting with LAFD, EMD and Los Angeles County Sheriff Department was held to discuss using helicopters to transport key City employees into the City during catastrophic events. Five pick-up sites and key employees will be identified. The key employees list will be updated monthly.

Carol Parks reminded the audience to provide the EMD with significant events for inclusion in the Daily Brief. She also requested departments to update their primary and alternate membership listings on the EMC roster.

V. Adjournment

Caro Parks adjourned the EMC meeting at 9:59 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant
Emergency Management Department

Carol Parks, Chair
Emergency Management Committee