

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, July 7, 2010, 9:00 a.m.
Media Center Conference Room, Emergency Operations Center
500 E. Temple Street, Los Angeles, CA 90012

PRESENT

Richard Chong
Karen Knipscheer-Cox
Luis Sanchez
Melissa Fleming
Maria Ramos
Rob Freeman
Donyale Hall
Tim Manning
Al Poirier
Eric Robles
David Malin
Calvin Oglesby
Tom Jung
Neeraj Bhatnagar
Maria Ortiz
Wayne Rorex
Mike Williams
Calvin Toy
Julie Jacobe
Mike Cates
Bob Garcia
Albert Torres
Lisa Hayes
Maria Pascual
Al Garcia
Eric Hartman
Michael Kleiner
Scott Underwood
Gary Chambers

DEPARTMENT

Airports
Animal Services
Building and Safety
City Administrative Office
City Administrative Office
Emergency Management
Emergency Management
Fire
Fire
General Services
Harbor
Housing
Library
Mayor
Planning
Police
Police
Public Works/Engineering
Public Works/Sanitation
Public Works/Street Lighting
Public Works/Street Services
Recreation and Parks
Transportation
Treasurer
Water and Power
Water and Power
American Red Cross
American Red Cross
L.A. County Emergency Medical Systems
Agency

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:06 a.m. Maria Ramos of the Office of the City Administrative Officer and Mike Williams of the Los Angeles Police Department were introduced. The minutes of the June meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that the budget subcommittee will not be convened until there are line item requests for trainings, exercises, public outreach or workshops from City departments.

Community Preparedness – Mona Curry reported that the subcommittee is working on the City Employee Preparedness brochure. She introduced Anthony Gonzalez as the Central Disaster Management District Coordinator and reminded the audience that the American Heroes Air Show is scheduled on Saturday, July 24 at the Hansen Dam. The subcommittee will meet on July 21.

Human Resources – No reports were made.

Information Technology – No reports were made.

Logistics – Rob Freeman reported that the Citywide Logistics Annex Task Force met on June 8 and reviewed the Department of General Services' resource management guide which is a procedural guide for City departments to procure resources during emergency and non-emergency situations at Unified Command Post, Department Operations Center and Emergency Operations Center. The draft guide is being formalized. An upcoming issue for the Task Force is to review the City's resource management process based upon the Federal Logistic Capability Assessment Tool. The next Task Force meeting will be in August.

Operations – Rob Freeman reported that the subcommittee will meet on July 13.

Planning – Rob Freeman reported that the subcommittee completed the revision of top ten key plans and annexes to meet the CPG federal format. The next phase is to update other plans. Any planning questions should be directed to Eric Baumgardner.

Shelter and Welfare – Albert Torres reported that the subcommittee met on June 8 and members approved to proceed to conduct full Americans with Disabilities Act (ADA) checklist at all of the 182 Recreation and Parks facilities. The project is expected to be completed by the end of 2010. The Department of Water and Power and the American Red Cross (ARC) led a discussion on contingency for a major water interruption at the incoming aqua ducts. Local water distribution, food and water supplies, stockpile issue and planning document were also discussed. The ARC will conduct another shelter management class on July 14 at the Park Ranger Station. The vendor for the ADA accessible portable potty is listed in the resource management guide. The next subcommittee meeting is scheduled on July 13.

Training / Exercises – Quentin Frazier reported that there was positive feedback from the EOC 301 section specific training class that was concurrently held as the EMC meeting was in progress. The attendees learn the EOC objective and their role as an EOC responder, develop situational awareness and analysis, understand the EOC planning "P" process, and produce an EOC coordination plan. The EOC 301 training classes are to prepare the participants for the Operation Golden Phoenix (OGP) Exercise which is a full Level III EOC activation on July 28. The final planning conference for the OGP Exercise was held the week of June 28 with the contractor, Los Angeles County departments and the Department of Homeland Security. The Emergency Management Department (EMD) facilitated a discussion with the L.A. County Fire Department, Sheriff's Department, and the Office of Emergency Management to look into policy level decision making issues. EMD will send a memo to City department heads advising them of the OGP exercise. There will be no call out as the start time is specific and the responders are pre-identified. Quentin also reported that ICS 300 training classes will be held on July 19 and 21 at the Frank Hotchkin Memorial Training Center. Rob Freeman reminded the audience that the Disaster Planning for Access and Functional Needs Populations Training Course will be held on August 24 and 25 at the EOC. The tuition is free and registration should be made online at the CSTI website.

III. Old / New Business

Anna Burton made the following announcement: Emergency Operations Board meeting on July 19, the Federal Executive Board's workplace violence seminar on August 4 at the Ahmanson Training Center, All Assistant General Managers meeting on August 26, and the Annual Emergency Management Workshop in September.

IV. Adjournment

Anna Burton adjourned the EMC meeting at 9:46 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant
Emergency Management Department

Anna Burton, Chair
Emergency Management Committee