

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, November 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
Vanessa Paulson
Anna Burton
Mona Curry
Rob Freeman
Cecilia Law
Owen Lin
Larry Meyerhofer
Al Poirier
Joon Lee
Eric Robles
Jane Chiappetta
Al Garcia
David Malin
Loi Sherman
Tom Jung
Arnie Surmenian
Maria Ortiz
Maria Acosta
Clint Dohmen
Tom McDonald
Wayne Rorex
Michael Williams
Calvin Toy
Mohsen Moayedi
Mike Cates
Bob Garcia
Patrick Findley
Al Garcia
Eric Hartman
Enrique Hernandez
Corey Eide
Cathy Sproule
Scott Underwood
Elizabeth Harrell

DEPARTMENT

Airports
Building and Safety
City Administrative Office
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Fire
General Services
General Services
Harbor
Harbor
Harbor
Housing Authority
Library
Personnel
Planning
Police
Police
Police
Police
Police
Public Works/Engineering
Public Works/Sanitation
Public Works/Street Lighting
Public Works/Street Services
Water and Power
Water and Power
Water and Power
Water and Power
American Red Cross
American Red Cross
American Red Cross
Eastern LA Regional Center

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:04 a.m. Cathy Sproule of the American Red Cross and Bruce Aoki of the Emergency Management Department (EMD) were introduced. The minutes of the October meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that the subcommittee is working on the budget allocation. Bruce Aoki is the new chair person of the subcommittee. The FY 2011-12 proposed budget is due on December 10 to the Office of the City Administrative Officer.

Community Preparedness – Larry Meyerhofer reported that the subcommittee did not meet in October. The next meeting is scheduled on November 17.

Human Resources – Arnie Surmenian reported that a meeting was held with LA Works to discuss the proposed Volunteer Coordination Memorandum of Understanding (MOU) that is being signed by the County of Los Angeles and four other volunteer organizations. Anna Burton added that the City Personnel Department and the County Department of Health Services are working on a psychological first aid course being offered to employees who have completed the shelter management class conducted by the American Red Cross (ARC).

Information Technology – No reports were made.

Logistics – Joon Lee reported that the Logistics Task Force did not meet in October. The next meeting is scheduled on November 9.

Operations – Rob Freeman reported that the subcommittee met on October 12 to review the Recall Exercise After Action Report and the Emergency Operations Center (EOC) activation notification procedures and guide. EMD is working on a memo to each department on the notification guide for EOC Level II and Level III activations. The next subcommittee meeting will be held on December 14.

Planning – Rob Freeman reported that a “Questions and Answers” meeting is scheduled on November 4 to discuss revisions of the Brush Fire and Earthquake Annexes. Rob also reported that the annual Department Emergency Plan revisions are due on February 1, 2011. In addition to the submission of an updated Department Emergency Plan, each department is asked to submit a Continuity of Operations Plan (COOP) and Pandemic Influenza Appendix to the Department COOP Annex. Both electronic and hard copy of the plan and appendix should be submitted to Eric Baumgardner.

Shelter and Welfare – Albert Torres reported that the subcommittee met on October 12 with a follow-up conference call on October 27. The subcommittee reviewed the shelter activation at the Robert F. Kennedy Inspiration Park. Steve Meissner of the American Red Cross (ARC) briefed on the Alliance’s project on planning for the Los Angeles Convention Center. The Department of Public Works/Bureau of Engineering provided copies of the citywide maps on potential shelters to the ARC, the City EOC and the Department of Recreation and Parks (RAP) Department Operations Center. The map includes shelters at the Los Angeles Unified School District’s middle and high schools, as well as the RAP recreation centers. A full ADA checklist was completed at the Pecan Recreation Center. Albert welcomed Mona Curry as the vice-chair

of the subcommittee. The next meeting on December 14 will be conducted through a conference call.

Training / Exercises – Rob Freeman reported that two Enhanced Exercise Design: Conduct and Evaluation Training Courses will be offered by CSTI in 2011. The registration will be completed online through the Eventbrite website. The ICS 400 classes in December are on as scheduled. EOC 101 and 201 classes will be offered in December or in January 2011.

Anna Burton reported that three Management 314 courses conducted by the Texas Engineering Extension Service (TEEX) will be held in January and March 2011. These three courses are funded by the Homeland Security Grant and are offered by invitations only. Anna announced that the November 10 building evacuation drill is being canceled after discussions with the City Council, the Offices of City Clerk and Chief Legislative Officer.

Rob Freeman thanked City departments for their participation in the 2010 Shakeout Drill on October 21. Eric Robles reported that the drill had positive feedbacks. The drill announcement was made through the public address system.

III. June 17 Recall Exercise After Action/Corrective Action Report

Rob Freeman requested the EMC to approve the June 17 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

Anna Burton reminded the audience that the next Emergency Operations Board meeting is scheduled on November 15.

V. Adjournment

Anna Burton adjourned the EMC meeting at 9:30 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant
Emergency Management Department

Anna Burton, Chair
Emergency Management Committee