

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, December 1, 2010, 9:00 a.m.
Media Center Conference Room, Emergency Operations Center
500 E. Temple Street, Los Angeles, CA 90012

PRESENT

Susi Shapiro
Luis Sanchez
Miranda Paster
Bruce Aoki
Anna Burton
Rob Freeman
Cecilia Law
Larry Meyerhofer
Devra Schwartz
Joon Lee
David Malin
Ernesto Corral
Calvin Oglesby
Tom Jung
Clint Dohmen
Michael Downing
Eric Lee
Calvin Toy
Mike Cates
Albert Torres
Al Garcia
Lisa Hayes
Enrique Hernandez
Corey Eide
Cathy Sproule
Scott Underwood
Dennis Lord

DEPARTMENT

Aging
Building and Safety
City Clerk
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
General Services
Harbor
Housing
Housing
Library
Police
Police
Police
Public Works/Engineering
Public Works/Street Lighting
Recreation and Parks
Water and Power
Water and Power
Water and Power
American Red Cross
American Red Cross
American Red Cross
Southern California Gas Co.

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:08 a.m. Ernesto Corral of the Housing Department, Susi Shapiro of the Department of Aging, Michael Downing of the Los Angeles Police Department and Miranda Paster of the Office of the City Clerk were introduced. The minutes of the November meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Bruce Aoki reported that the FY 2011-12 Emergency Operations Fund Proposed Budget is due on December 10 to the Offices of the City Administrative Officer and the Mayor. The proposed budget of approximately \$183,000 is based on the current adopted budget.

Community Preparedness – Larry Meyerhofer reported that the subcommittee met on November 17. The Willdan Homeland Solutions, contractor for the Tsunami Preparedness Project, is working on revision of the Tsunami Annex. Any comment to the draft annex is due on December 1. The Emergency Management Department (EMD) is working with the County Life Guard to get approval from the County and State Beach Commissions to install tsunami signs in the beach areas. The signs will be installed by March 31, 2011. Willdan is also working on the distribution of brochures which will be printed in large font size and in Braille format. A contractor is being selected for phase II of the Focus Group Project which is a Community Emergency Preparedness Program. The theme is “Who will you help? Once it happens, it’s too late”. The Debris Flow Operations Subcommittee is working on an Event Action Plan. The Debris Flow Community Awareness and Education Subcommittee will meet on December 2. A Town Hall Meeting is also in the planning process. The last major discussion item at the subcommittee meeting was related to a volunteer registry for Access and Functional Needs Population which was developed by the County of Los Angeles’ Special Needs Awareness Program. EMD is working with the Office of Emergency Management on the access of the registry. The next subcommittee meeting is scheduled on January 26, 2011.

Human Resources – Anna Burton reported that the County is still working on finalizing the Memorandum of Understanding with five volunteer centers.

Information Technology – No reports were made.

Logistics – Joon Lee reported that the Logistics Task Force met in November and hard copies of the Citywide Logistics Procurement Guide were distributed. The Guide is available on the intranet site of the Department of General Services and will be updated twice a year. Rob Freeman added that Devra Schwartz will co-chair the Task Force starting January 2011.

Operations – Rob Freeman reported that the subcommittee did not meet in November. The next meeting is on December 14.

Planning – Rob Freeman reminded that the annual Department Emergency Plan revisions and a Continuity of Operations Plan (COOP) and Pandemic Influenza Appendix to the Department COOP Annex are due on February 1, 2011. The Brush Fire and Earthquake Plans will be submitted to the EMC for approval in either January or February.

Shelter and Welfare – Albert Torres reported that the subcommittee met via a conference call on November 10. Steve Meissner of the American Red Cross made a presentation on special cots for persons with disabilities. Devra Schwartz provided an update on the Medical and Commodity Point of Dispensing Project. Phase III of the project involves a Request for Proposal for 31 sites. Steve Dargan provided a comprehensive review of the flu shot that was held at the Lincoln Park Recreation Center. Mona Curry and Albert Torres conducted an ADA checklist survey at the Lincoln Park Recreation Center. The Department on Disability distributed copies of the guidance on planning for Functional Needs Support Services. The subcommittee will meet on December 14.

Training / Exercises – Rob Freeman reported that the 2011 ICS 300 and ICS 400 course schedule is now available at the Eventbrite website. Registration processing will be completed through the website as well. EOC 101, 201 and 301 section specific classes are being scheduled. The TEEEX Management 314 courses will be held at the College Station in Texas in January and March. Quentin Frazier is the point of contact. 320, 420, 620, and Event Planning Courses are being scheduled in February and March. Rob also reported that the Golden

Guardian Exercise is planned in May, 2012. He reminded City departments to report any training and exercise events to the EMD to be included in the master list which is available on the EMD intranet site.

III. Pipeline Safety

Dennis Lord made a PowerPoint presentation on the pipeline system safety. He reported that the Gas Company is responsible for the operation and maintenance of the pipelines. He also provided an overview of the system, safety practices, pipeline integrity program, incident respond process, safety communications with the public and accident prevention measures.

IV. Old / New Business

Anna Burton reported that there were no quorums for two consecutive Emergency Operations Board meetings. The importance of having a quorum is stressed and the support of the City departments is solicited.

V. Adjournment

Anna Burton adjourned the EMC meeting at 10:10 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant
Emergency Management Department

Anna Burton, Chair
Emergency Management Committee