

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, February 2, 2011, 9:00 a.m.**  
**Media Center Conference Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

**PRESENT**

Nanilii Paxton  
Bruce Aoki  
Anna Burton  
Rob Freeman  
Cecilia Law  
Carol Parks  
Alen Pijuan  
Michelle Riebeling  
Tim Manning  
Calvin Oglesby  
Loi Sherman  
Tony Le  
Tom Jung  
Arnie Surmenian  
Maria Ortiz  
Maria Acosta  
Michael Downing  
Ted Jones  
Tom McDonald  
Wayne Rorex  
John Zambri  
Jane Chiappetta  
Al Garcia  
Calvin Toy  
Mohsen Moayed  
Mike Cate  
Mary Ann Cordova  
Bob Garcia  
Albert Torres  
Patrick Horton  
Eric Hartman  
Brandy Welch  
Tawny Moreno

**DEPARTMENT**

Building and Safety  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Fire  
Housing  
Housing Authority  
Information Technology  
Library  
Personnel  
Planning  
Police  
Police  
Police  
Police  
Police  
Police  
Port Police  
Port Police  
Public Works/Engineering  
Public Works/Sanitation  
Public Works/Street Lighting  
Public Works/Street Services  
Public Works/Street Services  
Recreation and Parks  
Transportation  
Water and Power  
American Red Cross  
Southern California Gas Co.

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

Anna Burton called the meeting to order at 9:03 a.m. Brandy Welch of the American Red Cross and Mary Ann Cordova of the Department of Public Works were introduced. The minutes of the January meeting were approved.

## II. Subcommittee Reports and Planning Teams

Budget – Bruce Aoki reported that the FY 2011-12 Emergency Operations Fund (EOF) Proposed Budget is still under review by the Office of the City Administrative Officer (CAO). Anna Burton added that the FY 2010-11 EOF unexpended fund was put on hold pending CAO's instructions. The training fund will not be available.

Community Preparedness – Alen Pijuan reported that the subcommittee's January meeting is rescheduled to February 9. He thanked City departments for attending the Debris Flow Town Hall Meeting on January 13. Anna Burton added that the Emergency Management Department (EMD) is working with the Mayor's Office on a six-week public outreach media campaign which is funded by the Homeland Security Grant.

Disabilities and Access and Functional Needs - Anna Burton reported that the subcommittee was created with the approval of the Emergency Operations Board (EOB) on January 24. It will be chaired by EMD and co-chaired by the Department on Disability. A meeting invitation will be sent to City departments and community non-profit organizations.

Human Resources – Arnie Surmenian reported that the psychological first aid training course outline was finalized. The location and date of the training are yet to be decided. Brandy Welch of the American Red Cross is the point of contact.

Information Technology – Tony Le reported that the subcommittee is working with the Los Angeles County Department of Health Services on a video conferencing unit to share data.

Logistics – No reports were made.

Operations – Rob Freeman reported that the subcommittee will meet on February 8. He reminded City departments to submit their feedbacks and comments on the winter storms Emergency Operations Center (EOC) activation. The feedbacks that were received so far are positive.

Planning – Rob Freeman reported that the Earthquake Annex will be submitted to the EMC for approval at its March meeting.

Shelter and Welfare – Albert Torres reported that the subcommittee met on January 12 via a conference call. Progress on the ADA checklist was reported. An assessment of the Sunland Recreation Center was conducted on January 12. The American Red Cross' shelter management training was also discussed. More training classes will be offered in March or April. Bob Spears brought up some shelter regulation and liability issues. The next subcommittee will meet on February 8.

Training / Exercises – Michelle Riebeling reported that the following training classes are scheduled: ICS 400 on February 8 and 10, April 18 and 20; ICS 300 on March 8 and 10; ICS 449 Train-the Trainer on March 21 and 24. All ICS course registrations are now processed through the Eventbrite website. Michelle also reported that 126 people attended the TEEEX Management 314 course on January 24-28. Great feedbacks were received from attendees. She thanked Maria Acosta and David Perez for their coordination work. The City EOC courses are in the planning process and will be offered by the end of March. The Training and Exercise Planning Workshop is confirmed on March 2. The purpose of the workshop is to develop a strategic, practical and coordinated Three-Year Training and Exercise Plan (TEP) along with a

calendared schedule for the City of Los Angeles, with input from appropriate stakeholders. It was reiterated that EMD is requiring EOC responders or City employees who have an emergency management responsibility to complete the Federal Emergency Management Agency's Independent Study Course - IS-197.EM Functional Needs Planning Considerations for Emergency Management prior to attending any EOC training courses. EMD maintains a training database. Approximately 200-300 people have completed the IS-197 course.

### **III. Brush Fire Annex**

The committee put a hold on the approval of the annex pending more input from some departments. Anna Burton requested to have a summary of annex review schedule with information on last revision date and anticipated submission date to EMC and EOB.

### **IV. Old / New Business**

Anna Burton reported that the US Department of Homeland Security's color codes of the Homeland Security Advisory System (HSAS) are being replaced by the National Terrorism Advisory System. The new alert system is currently in a 90 day implementation period. Until the end of the implementation period, the existing HSAS will remain in effect.

Rob Freeman thanked the Department of Water and Power for providing a briefing on the Vanowen water break incident. 24 housing units were vacated and 96 residents were given shelter at a local hotel. Great interagency coordination was demonstrated in this incident.

### **V. Adjournment**

Anna Burton adjourned the EMC meeting at 9:45 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant  
Emergency Management Department

Anna Burton, Chair  
Emergency Management Committee