

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, February 6, 2013, 9:00 a.m.**  
**Media Center Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

**PRESENT**

William Ramirez  
Bob Steinbach  
Mara Corella  
Anthony Sanchez  
Anna Burton  
Faye Cousin  
Cecilia Law  
Carol Parks  
Michelle Riebeling  
Christopher Cooper  
Eric Robles  
Al Garcia  
David Malin  
Tom Jung  
Thalia Polychronis  
Arnie Surmenian  
Maria Acosta  
Phil Fontanetta  
Eric Lee  
Mohsen Moayed  
Mike Cates  
Bob Garcia  
Brian Lam  
Albert Torres  
Al Garcia  
Hilary Anderson  
Corey Eide  
Steve Meissner  
Scott Underwood  
Agnes Topacio  
Agazi Woldai

**DEPARTMENT**

Airports  
Building and Safety  
City Administrative Office  
Community Development  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Fire  
General Services  
Harbor  
Harbor  
Library  
Mayor  
Personnel  
Police  
Police  
Police  
Public Works/Sanitation  
Public Works/Street Lighting  
Public Works/Street Service  
Recreation and Parks  
Recreation and Parks  
Water and Power  
American Red Cross  
American Red Cross  
American Red Cross  
American Red Cross  
LA County Public Health  
UCLA Student

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

Anna Burton called the meeting to order at 9:06 a.m. The minutes of the November meeting were approved.

## II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that the FY 2013-14 Emergency Operations Fund proposed budget is under review by the Office of the City Administrative Officer. Budget hearings with individual departments are being scheduled in February.

Community Preparedness – Anna Burton reported that the Arroyo Seco Neighborhood Council exercise was a huge success. Four Neighborhood Disaster Planning Workshops are scheduled in February at various locations throughout Los Angeles to share a video tape of the exercise, to provide resources and materials which include a training DVD, to create a Neighborhood Disaster Plan for local community. Mona Curry is the point of contact for workshop details.

Disabilities and Access and Functional Needs – Anna Burton reported that the Los Angeles County Disabilities and Access and Functional Needs Committee meeting is scheduled on February 6. Jeff Reed with the County Office of Emergency Management chairs the meeting. The City has contracted with BCFS to review all emergency plans and annexes to ensure compliance with the court order. This is a very intense effort between City departments and BCFS for the review process.

Human Resources – Arnie Surmenian reported that the e-learning course for the Disaster Service Worker (DSW) Program was online two days ago. The Emergency Management Department (EMD) sent emails to all City Department Heads on January 30 providing them with informational bulletin about the DSW Program and the designation of February 4 – 8 as DSW Ready Week. All non-sworn City employees are required to complete the online training course and re-sign the Oath of Loyalty by May 6, 2013. The American Red Cross (ARC) is providing three sessions of preparedness educational presentation on February 6 at 11:00 a.m., 12:00 noon and 1 p.m. Details of the DSW Program and the ARC presentations are available at this website: [dswready.lacity.org](http://dswready.lacity.org).

Information Technology – There were no reports.

Local Hazard Mitigation Planning – Faye Cousin reported that the subcommittee met on January 16 and discussed the new Local Hazard Mitigation Plan (LHMP) grant program application process. The subcommittee also discussed the five-year revision of the LHMP. The Request for Proposal for an automated project system was published and the proposal package is due on February 19. The next subcommittee meeting will be in April. Emails will be sent when the date is confirmed.

Logistics – Eric Robles reported that the Logistics Team participated in both the Emergency Operations Center Annual Exercise and the Family Assistance Center Exercise. A drill was conducted in the City Hall and the City Hall East with online system program. The software system for the Police Headquarters and the City Hall South is being worked on.

Operations – Anna Burton reported that the subcommittee did not meet in January.

Planning – Anna Burton reported that the subcommittee has discussed planning revision effort related to the BCFS contract. A work schedule is available upon request.

Shelter and Welfare – Brian Lam reported that the after action report (AAR) for the Arroyo Seco Neighborhood Council exercise was posted on the Homeland Security Exercise and Evaluation Program (HSEEP) website on December 13. Albert Torres reported on the Griffith Park evacuation exercise on October 24. Steve Meissner made a presentation on his 24 days deployment to New York for Superstorm Sandy response. The Department of Animal Services is a new member of the subcommittee. The next subcommittee meeting is scheduled on February 12.

Steve Meissner reported that the American Red Cross has hired a consultant to plan for a non-traditional shelter exercise on June 3. An initial planning conference is being scheduled at the end of February. The Los Angeles Police Department, Los Angeles Fire Department (LAFD), Department of General Services, Department of Recreation and Parks, and EMD will be invited to participate in the exercise planning process.

Training / Exercises – Michelle Riebeling reported that the EOC 101/201 and 301 classes may be scheduled at the end of March. The curriculum is being updated with changes in the Logistics, Operations, and Planning and Intel Section Modules. The schedule for the ICS 300 and 400 classes is posted on Eventbrite website. The ICS 300 class is scheduled on March 12 to 14 and March 18 to 20. The ICS 400 class is scheduled on February 25 to 26 and March 20 to 21. The AAR for the December annual exercise is being developed. Staff from EMD and the Los Angeles World Airports (LAWA) attended a pilot Advanced Situational Awareness and Common Operating Picture class in Emmitsburg. EMD participated in the Dodgers Active Shooter Tabletop Exercise on January 29. The following exercises are scheduled: Los Angeles County EOC tabletop exercise on February 26, LAWA Annual FAA Part 139 Certification Exercise on April 24, Port Protector Exercise on May 22.

### **III. Disaster Service Worker Program**

Carol Parks reported that February 4 – 8 is DSW Ready Week and reminded the City employees to take the online training course.

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

Anna Burton reported that the 2013 National Homeland Security Conference is scheduled in June at the Westin Bonaventure Hotel. Copies of the conference flyer were provided at the meeting.

Anna Burton reported that EMD participated in the Caltech's earthquake early warning system test at 8 a.m. on February 6.

Christopher Cooper reported that LAFD is partnering with ARC to raise blood during the month of February.

**V. Adjournment**

Anna Burton adjourned the EMC meeting at 9:36 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant  
Emergency Management Department

Anna Burton, Chair  
Emergency Management Committee