

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, September 3, 2014, 9:00 a.m.
Media Center Room, Emergency Operations Center
500 E. Temple Street, Los Angeles, CA 90012

PRESENT

Richard Chong
William Ramirez
Nanilii Paxton
Mara Legaspi
Lance Bailey
Anna Burton
Rob Freeman
Paul Hernandez
Cecilia Law
Larry Meyerhofer
Michelle Riebeling
John Ignatczyk
Rick Thorstensen
David Malin
Tom Jung
Rolando Reyes
Arnie Surmenian
Tiffany Butler
Maria Ortiz
Maria Acosta
Eric Lee
Jeff Merlo
Brian Stoker
Calvin Toy
Cindy Kovacs
Mike Cates
Bob Garcia
Brian Lam
Christine Mata
Al Garcia

DEPARTMENT

Airports
Airports
Building and Safety
City Administrative Office
Economic and Workforce Development
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Fire
General Services
Harbor
Library
Mayor
Personnel
Planning
Planning
Police
Police
Police
Public Works/Engineering
Public Works/Engineering
Public Works/Sanitation
Public Works/Street Lighting
Public Works/Street Services
Recreation and Parks
Transportation
Water and Power

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:04 a.m. The minutes of the August meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that the Emergency Management Department (EMD) will develop the FY 2015-16 Proposed Emergency Operations Fund Budget based on the functional

requirements of the facility and the directions provided by the Offices of the Mayor and the City Administrative Officer.

Community Preparedness – Larry Meyerhofer reported on the ongoing preparedness activities related to the National Preparedness Month. On September 26, an emergency preparedness fair will be held at the FIGAT7TH Plaza. The 5 Steps to Neighborhood Preparedness Program workshops are scheduled at four locations as follow: Cheviot Hill Recreation Center on September 17, Alpine Recreation Center on September 18, Sunland-Tujunga Municipal Building on September 24, Crenshaw Christian Center on September 25. A Faith Based Planning Workshop will be held on September 18 in the City as a pilot rollout of the Federal Emergency Management Agency's newly released Faith Based planning guidance.

Disabilities and Access and Functional Needs – Paul Hernandez provided an overview of the citywide disabilities and others with access and functional needs emergency planning project. The Mayor's Office and BCFS will host a Functional Needs and Support Services (FNSS) Update meeting is scheduled on September 23 to educate and train City emergency personnel on FNSS resources available throughout the City during times of an emergency. A Train-the-Trainer training will be provided for key personnel responsible for the Americans with Disabilities Act (ADA) Citywide project on October 20 and 21. Notices to all involved departments will be emailed directly. The DAFN subcommittee will meet in late October.

Human Resources – Arnie Surmenian reported that the Personnel Department and the Department of Water and Power have submitted the Disaster Service Worker (DSW) Program training statistics to EMD.

Information Technology – Jimmy Tse reported that the upgrade work on software and WebEOC servers continues.

Local Hazard Mitigation Planning – Rob Freeman reported that the local hazards mitigation project update was due on August 15. Any technical issues related to the database should be directed to Gabriela Noriega. EMD is in the process of updating the City's Local Hazards Mitigation Plan.

Logistics – Rick Thorstensen reported that there are no new updates.

Operations – Rob Freeman reported that the subcommittee met on August 19. The main topic of discussion was the November full-scale exercise. Andrew Robinson made a presentation on modeling software for documenting evacuation. EMD continues to support other departments' development of their Department Operations Center (DOC) and its concept of operations. The next subcommittee meeting is scheduled on October 14.

Planning – Michelle Riebeling reported that EMD staff was deployed to the liaison position at the Unified Command Post for the Emmy Awards event on August 25 and the Made in America Concert on August 30 and 31. The next planned event is the CicLAvia on October 5. EMD requests early notification of any planned events from key departments by emailing to the Duty Officer and/or Michelle Riebeling. Michelle also reminded City departments to prepare for the annual revision of their Department Emergency Plan and the Continuity of Operations Plan (COOP). A City COOP Task Force meeting is scheduled on September 3 to spearhead the creation of a citywide COOP.

Shelter and Welfare – Brian Lam reported that the subcommittee met on August 19. There were no shelter activations in July. The Department of Recreation and Parks submitted their revised Standard Operating Procedures to BCFS. The subcommittee will invite the Los Angeles County Department of Public Health representative to attend its meeting to better understand the notification process and the role of public health at shelter site. Members of the Shelter and Welfare Subcommittee are encouraged to provide injects for the November exercise. The next meeting is scheduled on September 16.

Training / Exercises – Rob Freeman reported that the EOC 101/201 training class is planned in early October and the EOC 301 class is scheduled on October 21 and 22. Registration priorities are given to the November exercise participants. ICS 400 class is scheduled on October 6 and 7. ICS 300 class is offered on November 17 to 19. The WebEOC training is being planned in late September or early October. EMD continues to forward the CalOES bulletin every month for more training opportunities.

Rob Freeman also reported that the exercise design team met on August 13 and confirmed the goal and objectives of the November exercise. The scenario will be based on a magnitude 7.1 earthquake at the Puente Hill Fault. The EOC will be activated at 0700 hours. The DSW program will also be activated as one element to be evaluated. Quentin Frazier, Faye Cousin and Ashley Congjuico are working with participating departments to develop messages. EMD and the Mayor's Office are working to hire a contractor to provide support to the exercise. The next exercise design team meeting is scheduled on September 24.

III. 2015 Special Olympics

Maria Acosta reported that the 2015 Special Olympics Games is approximately 320 days away. The opening ceremony is tentatively scheduled on July 25, 2015, at the Los Angeles Memorial Coliseum and the closing ceremony may be held at the Dodgers Stadium. There will be 25 sporting games during the nine-day event. The City EOC will be activated at Level I for the significant events. Al Poirier was appointed by the Los Angeles Fire Department and confirmed by the City Council as a member of the Special Olympics Task Force.

IV. 2014 May Day Emergency Operations Center Activation After Action Report/Corrective Action Plan

Rob Freeman requested the EMC to approve the 2014 May Day Emergency Operations Center Activation After Action Report/Corrective Action Plan. The report was accepted by the EMC and will be forwarded to the Emergency Operations Board at its September meeting for approval.

V. Old / New Business

Anna Burton reported that the Annual Emergency Management Workshop will be held on October 7 and 8. Invitations will be sent via Eventbrite.

Anna Burton reported that the City's mass notification system will be changed from AlertLA County to NotifyLA. The new system has the capability to send messages to landlines, text to cell phones and emails. Specific groups can be created for targeted audience. EMD is working on the portal, logo and marketing plan.

Anna Burton reported that Steve Dargan has provided training to City departments' representatives on the citywide antibiotic program.

Michael Downing invited the audience to attend a Resilient Responder training provided by the Headington Institute on September 29.

VI. Adjournment

Anna Burton adjourned the EMC meeting at 9:53 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant
Emergency Management Department

Anna Burton, Chair
Emergency Management Committee