

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, August 5, 2015, 9:00 a.m.
Media Center Room, Emergency Operations Center
500 E. Temple Street, Los Angeles, CA 90012

PRESENT

Nanilii Paxton
Mara Legaspi
Bruce Aoki
Quentin Frazier
Rob Freeman
Cecilia Law
Larry Meyerhofer
Carol Parks
Michelle Riebeling
John Ignatczyk
Eric Robles
Rick Thorstensen
David Malin
Daniel Choy
Emily Helder
Alex Mishkin
Bobbi Jacobsen
Tiffany Butler
Maria Acosta
Horace Frank
Mike Cates
Bob Garcia
Aida Valencia
Jimmy Kim
Brian Lam
Christine Mata
Patrick Findley

DEPARTMENT

Building and Safety
City Administrative Office
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Fire
General Services
General Services
Harbor
Housing Authority
Mayor
Mayor
Personnel
Planning
Police
Police
Public Works/Street Lighting
Public Works/Street Services
Public Works/Street Services
Recreation and Parks
Recreation and Parks
Transportation
Water and Power

I. Call to Order, Introductions, Approval of Minutes

Rob Freeman called the meeting to order at 9:05 a.m. Aida Valencia with the Department of Public Works/Bureau of Street Services was introduced. The minutes of the July meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Bruce Aoki reported that there were no changes for the FY 2015-2016 Emergency Operations Fund budget. All training requests will be accepted and be considered on a case by case basis.

Community Preparedness – Larry Meyerhofer reported that the subcommittee met on July 21. A contractor was selected for the 5 Steps to Neighborhood Preparedness Program. The

Emergency Management Department (EMD) will work with the contractor to conduct a full-scale community exercise on October 10. EMD is working with the American Red Cross (ARC) to identify communities in the Korean town and Van Nuys to participate in their Home Fire Preparedness Program. The information for 50 City site assessments for the Emergency Power Facilities Assessment Tool (EPFAT) has been entered into the U.S. Army Corps of Engineers database. The next EPFAT meeting is scheduled on September 3. The Mayor's Office will send a memo to all City departments for participation in the October 15 Shakeout "Duct, Cover and Hold on" Exercise. As September is National Preparedness Month, EMD is working with the Department of Aging to host four (4) outreach events. A kick-off meeting for the Emergency Go To Guide is scheduled on August 6. The next subcommittee meeting is scheduled on September 15.

Disabilities and Access and Functional Needs – Paul Hernandez reported that a citywide ADA sustainment meeting is being planned in late September or early October for the 17 City departments involved in the ADA emergency planning efforts to provide an update on their department sustainment efforts. The DAFN subcommittee will be hosting a meeting in mid September.

Human Resources – Bobbi Jacobsen reported that 14 departments' full-time staff completed their Disaster Service Worker Program training. Only seven (7) departments have their full-time and part-time staff training completed. Copies of a detailed statistical report were provided.

Information Technology – There were no reports.

Local Hazard Mitigation Planning – Carol Parks reported that the Local Hazard Mitigation Planning meeting was held on June 18 to review the timeline of the plan update. A community survey will be released on August 10. There are five (5) departments that have outstanding projects to be uploaded into the database. The next planning meeting is scheduled on September 15 to discuss mitigation vulnerability assessment process, sea level rise introduction and to provide plan update. The City's updated Local Hazard Mitigation Plan (LHMP) is due for submission in the first quarter of 2016. Hatzune Aguilar is the new contact for LHMP project.

Logistics – Eric Robles reported that a task force was formed with representatives from EMD, Los Angeles Fire Department and Department of General Services. The task force will review operational challenges, revise policies and procedures, tackle isolating operational items such as resources tracking, resources requests in the EOC, staff training, heavy equipment and emergency fuel etc.

Operations – Rob Freeman reported that the subcommittee met on July 21. The WebEOC upgrade has been completed by the contractor, Intermedix. Three training classes will be conducted during the week of September 21 by Intermedix. City departments are encouraged to send their Emergency Operations Center (EOC) responders for the annual exercise to those classes. Willdan is selected as the contractor to design and conduct a 2-day Advanced Level EOC Operations Section training class. The next subcommittee meeting is scheduled on September 15.

Planning – Michelle Riebeling reported that EMD is working on streamlining the planning process with a goal of reviewing the Emergency Operations Plan, all functional and hazard specific annexes, Department Emergency Plan, Continuity of Operations Plan, Local Assistance

Center Plan and LHMP within a two-year project management cycle. The Recovery Annex is scheduled to be reviewed by EMD.

Michelle also reported that a Mobile Command Post will be set up for the CicLAvia event on August 9.

Shelter and Welfare – Brian Lam reported that the subcommittee met on July 21 with a presentation about Section 8 Voucher Program by the Housing Authority of the City of Los Angeles and a presentation by Joann Troncale on Faith-based Organization. One of the recreation centers will be activated as a shelter site for the November exercise. Brian recommended City departments contact the Recreation and Parks Department's Duty Officer at 818-291-9983 for shelter activation requests. An Ad Hoc Disaster Recovery Working Group is being formed. The next subcommittee meeting is scheduled on September 15.

Training / Exercises – Quentin Frazier reported that the EOC 101/201 training on July 14 was a full class with 40 attendees. The next available EOC 101/201 class is on October 1 as the August 13 class is full. Two EOC 301 courses are scheduled on September 15-16 and October 21-22 specifically for the November EOC exercise responders. The ICS 300 training class in September is full. The ICS 300 class on December 7 and 8 has only two seats left. Both ICS 400 classes in August and October are full with a waiting list.

Quentin Frazier also reported that planning for the annual exercise and discussion on how the City's EOC exercise being aligned with the County Operational Area's Medical Countermeasures Full Scale Exercise Series continues. The core capabilities of the City's exercise are as follows: critical transportation; on-scene security and protection; operational communications; operational coordination with ICP, UCP, MACC, DOC and EOC; and public and private resources. The focus will be on continuity of operations with the use of Disaster Service Workers. Rob Freeman reported that the EOC will be activated at a Level II on November 18 for half a day and at a Level III on November 19.

III. 2015 Annual Emergency Management Workshop

Carol Parks reported that the 2015 Annual Emergency Management Workshop will be held on August 26 and 27 at the Omni Hotel. Carol thanked the donation and support of the workshop from the Department of Water and Power, the Port and the Los Angeles World Airports. Sponsors are still welcome. Day 1 of the workshop is scheduled from 8:00 a.m. to 1:30 p.m. The Mayor and all General Managers are invited. An executive education seminar facilitated by the Naval Postgraduate School is on the agenda. The focus of the discussion is on continuity of government/continuity of operations as it relates to an El Nino event. The keynote speaker is Dr. Barbara Kellerman with the Harvard Kennedy School of Government and her presentation is on Leadership – It's a System, Not a Person. A series of plenary sessions and two (2) concurrent breakout sessions are scheduled on Day 2 of the workshop which is a whole day event. The topics of discussion for the breakout sessions are COOP and the Da Vinci Fire, and WebEOC. The keynote speaker is Rorke Denver, a former Navy Seal Commander who will speak on Preparing Your Team for Battle: Crisis Leadership and Decision Making.

IV. NotifyLA

Rob Freeman reported that a mayoral memo will be sent to all City departments introducing the NotifyLA mass notification system and the use of the system to send messages to their staff for emergency notifications. EMD will use the NotifyLA for EOC activations. It will not be used for routine messages.

V. Old / New Business

Rob Freeman reported that the EOC was activated for the Opening and Closing Ceremonies of the Special Olympics World Games, and provided logistics and transportation assistance when the athletes arrived. EMD staffed the Liaison Officer position at the Unified Command Post. He thanked ARC, the Los Angeles Unified School District and all involved departments for their coordination and support.

A certificate of appreciation was presented to Bob Garcia for his service to the Emergency Operations Organization.

VI. Adjournment

Rob Freeman adjourned the EMC meeting at 9:59 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant
Emergency Management Department

Rob Freeman, Chair
Emergency Management Committee