

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
September 6, 2006 - 9:00 a.m.
EOB Room, P- 4 Level, City Hall East

PRESENT

Kevin Harris
Alan Hirst
Michelle Riebeling
Richard Deppisch
Grace Harper
Paul Wong
Phil Orozco
LaCheryl Bell
Anna Burton
Pamela Cummings
Rob Freeman
Chris Ipsen
Erricka Jordan
Cecilia Law
Owen Lin
Larry Meyerhofer
Carol Parks
Jeff Elder
Terry Manning
Tony Varela
Caroline Dinu
Cuauhtemoc Llanes
Richard Pineda
Eric Robles
Manny Ramirez
Lee Clifton
Ron Cunningham
Sally Richman
Ardene Blackhall
Kevin Corcoran
Joyce Edson
Bobbi Jacobsen
Maria Ortiz
Sergio Diaz
Richard Roupoli
Tom Cotter
Mohsen Moayedi
Gilbert Pedroza
Joann Troucale
Enrique Hernandez
Vincent Lorenzo
Alan Willis
Robert Roth
Gloria Annicchiarico
Skip Tribble
Bob Spears
Tawny Moreno

DEPARTMENT

Airports
Airports
Airports
Animal Services
Building and Safety
Building and Safety
El Pueblo
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Emergency Preparedness
Fire
Fire
Fire
Fire & Police Pensions
General Services
General Services
General Services
Harbor
Housing
Housing
Housing
Information Technology
Information Technology
Information Technology
Personnel
Planning
Police
Police
Public Works/Board
Public Works/Sanitation
Public Works/Street Services
Public Works/Street Services
Recreation & Parks
Transportation
Transportation
Treasurer
Water and Power
Zoo
Los Angeles Unified School District
So. Cal. Gas Company

I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:13 a.m. Tony Varela of the Los Angeles Fire Department (LAFD) and Skip Tribble of the Los Angeles Zoo were introduced. Anna Burton presented Terry Manning with a certificate of appreciation. She thanked all the departments who participated in the National Preparedness Month kick-off event on August 31 at VONS supermarket. The minutes of the August meeting were approved.

II. Subcommittee Reports and Planning Teams

2006 Annual Emergency Preparedness Fair - Chris Ipsen reported that the 15th Annual Emergency Preparedness Fair will be held each Saturday in September beginning on September 9 at the Westside Pavilion. Chris thanked city departments and corporate sponsors for donating prizes to the raffle drawings. 300 emergency kits will be given to the first 300 households at each fair location. The BICEPP Emergency Response Team Challenge will be held at the Los Angeles Convention Center on September 9 and 10.

Budget - Rob Freeman reported that the subcommittee did not meet in August. Requests for use of the Emergency Operations Fund (EOF) should be submitted to him.

Community Preparedness - Carol Parks reported that the subcommittee met on August 10. The subcommittee discussed National Preparedness Month and the community events that departments have scheduled. A new feature of the subcommittee meeting is to recognize one department that promotes emergency preparedness. The August meeting featured the Fire Department's "You Can't Predict But You Can Prepare" public service announcement campaign. The subcommittee will meet on an as needed basis.

Fire / Life Safety - Richard Pineda reported that three buildings were added to Phase V of the Building Emergency Coordinator (BEC) program in August. 272 employees were trained at 14 classes. The next subcommittee meeting will be held on October 18.

Eric Robles added that the Joint City/County Task Force received the base map of all safe refuge areas for the City and County of Los Angeles as well as the federal government buildings. The Task Force will review the base map for discrepancies and make suggestions to the county on how to improve the map.

Information Technology - Rita Khurana-Carwile reported that the subcommittee did not meet in August. Progress has been made on the WebEOC integration component. Integration will be in place by January 2007. The GIS storage repository is near completion. The next subcommittee meeting will be held on September 27.

Logistics - Richard Pineda reported that the subcommittee met on August 10 and discussed resource typing and data entry into the WebEOC. They are working with the Information Technology Agency (ITA) to modify the database and make it user friendly. In support of the Council motion for the well-being of first responders, LAFD has requested a Logistics Plan based on the New York City Logistics Plan. The draft plan will be ready for the next Logistics Subcommittee meeting on September 14.

NIMS / NRP Integration Task Force - Rob Freeman reported that the National Incident Management System (NIMS) compliance deadline is September 30. Departments are requested to submit a status report covering the following critical areas: training activities, resource management, changes made to Department Emergency Plans, and any other NIMS compliance activities. The report should be submitted by September 29. After receipt of the status reports, the Emergency Preparedness Department (EPD) will revise the city's self-assessment through NIMCAST. Additional NIMS training will be provided on September 19 and 26. The next Task Force meeting will be held on September 12.

Operations - Chris Ipsen reported that the construction work in rooms E-115 and E-116 has begun. The project will take 30-60 days for completion. The space will also be available as additional working space for outside agencies during an Emergency Operations Center (EOC) activation. The 800-MHz radio tests are scheduled for September 7 and December 7. Departments are reminded to submit after-action reports for the May 1 and July 24-26 EOC activations. The subcommittee continues to work with departments on the WebEOC customization. Periodic exercises will be conducted at the alternate EOC sites beginning in November. If approved by the Los Angeles Police Department, the West Hills 911 Communications Center will replace Fire Station 28 as an Alternate EOC location in the San Fernando Valley. The next subcommittee meeting will be held on September 12.

Planning - Larry Meyerhofer reported that the subcommittee met on August 8. The Tsunami Response Plan is currently on hold pending receipt of the Inundation maps from the Harbor Department. The City of Los Angeles has received anthrax medications from the County of Los Angeles. The procedural training for the pre-positioning of antibiotic storage and distribution was conducted for all departments in August. The City has received an additional 250 medications for EOC responders. All departments are asked to submit their list of personnel authorized to pick-up the antibiotic medications to Jim Sims. The next subcommittee meeting will be held on September 12.

Recovery and Reconstruction – Rob Freeman reported that the subcommittee did not meet in August. No additional reports were made.

Training – Chris Ipsen reported that the Operation Safe Passage Improvement Planning Conference, which is scheduled on September 7, has been cancelled and is being rescheduled as a conference call on September 20. The subcommittee needs feedback from all agencies involved with the exercise in order to improve response coordination with outside agencies. The after-action report will be submitted to the EMC at its October meeting. The next subcommittee meeting will be held on September 12.

Human Resources – Bobbi Jacobsen reported that the subcommittee met on August 23. The subcommittee is developing a Los Angeles-Long Beach Urban Area Contact Log. The log lists all the mental health agencies within both cities. In an effort to emphasize preventive resources through training, a representative from County Department of Public Health will offer a 'Readiness and Resiliency Training' class to subcommittee members. The next subcommittee meeting will be held on September 20.

Housing Department – Sally Richman thanked the Emergency Management Committee for the \$6,150 EOF funding. The funds were used for damage assessment training for earthquakes and floods. The city now has 13 trainers who will train additional personnel in damage assessment. By mid-November there will be a total of 120 trained staff. The state will provide annual training material updates, identifications and certificates.

III. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the new EOC is still waiting for the base isolation system to be fabricated for delivery to the site. The project is on budget and on schedule.

IV. 2006 Emergency Management Workshop

Rob Freeman reported that the 2006 Emergency Management Workshop will be held on October 10-13. The invitation list has been finalized and the letters will be sent within the next few days. Copies of the tentative agenda, goals and objectives were provided.

V. Homeland Security Grant Update

Anna Burton reported that the letter for the final approval of the UASI grants is in the mail to the City. Departments will be asked to provide project details to the Office of the Mayor.

VI. Tsunami Communications Test

Larry Meyerhofer reported that there will be a tsunami communications test on September 13. The National Weather Service Office will use the Emergency Alert System to notify the State Warning Center, which will then notify the operational areas throughout the State of California. The notification will only be broadcasted to government agencies. The following departments will also be contacted: Los Angeles Police Department, Los Angeles Fire Department, Emergency Preparedness, Harbor, and Airports. All departments involved must note the time and name of the contact person. This information will be included in a Statewide Assessment report.

VII. EOO Master Plan and Procedures Revision Approval

Larry Meyerhofer reported that the Master Plan was revised to meet NIMS compliance. The Master plan was emailed to all Emergency Operations Board and EMC members. The major changes include: Joint Information Center, Joint Operation Center, Joint Operation Field Office, Emergency Support Functions, and the Recovery and Reconstruction Division plan. The added information is highlighted in grey and the deleted information has been lined out. The EMC accepted the Master Plan and Procedures revision and recommended it be forwarded to the EOB at its next meeting for approval.

VIII. Old / New Business

Anna Burton reported that the EPD reorganization has not been formally approved by the City Council. Councilmember Tom LaBonge will present a proclamation for the National Preparedness Month in Council on September 22 and the 2006 Emergency Preparedness Fair corporate sponsors will be recognized as well.

IX. Adjournment

Anna Burton adjourned the EMC meeting at 10:21 a.m.

Respectfully Submitted:

Approved:

Erricka Jordan, Secretary
Emergency Preparedness Department

Anna Burton, Chair
Emergency Management Committee