# MINUTES
# EMERGENCY MANAGEMENT COMMITTEE
# January 2, 2002 - 9:00 a.m.
# EOB Room, P- 4 Level, City Hall East

| Present | Department |
|---|---|
| David Cardenas | Airports |
| Fred Michael | Animal Regulation |
| Grace Harper | Building and Safety |
| Ivan Campbell | Convention Center |
| John Shea | Convention Center |
| LaCheryl Bell | Emergency Preparedness |
| Anna Burton | Emergency Preparedness |
| Bob Canfield | Emergency Preparedness |
| Vicky Castillo | Emergency Preparedness |
| Richard Deppisch | Emergency Preparedness |
| Cecilia Law | Emergency Preparedness |
| Owen Lin | Emergency Preparedness |
| Larry Meyerhofer | Emergency Preparedness |
| Carol Parks | Emergency Preparedness |
| Heloise Froelich | Environmental Affairs |
| Dean Cathey | Fire |
| Howard Kaplan | Fire |
| Ron Code | General Services |
| Anthony DeClue | General Services |
| Dorothy Dillard | General Services |
| Richard Pineda | General Services |
| Mike Scotland | Harbor |
| Kevin Corcoran | Information Technology |
| Cliff Eng | Information Technology |
| Rita Khurana-Carwile | Information Technology |
| Danielle Holwerda | Mayor |
| Bobbi Jacobsen | Personnel |
| Alta Shigeta | Planning |
| Mark Leap | Police |
| Charles Roper | Police |
| Ron Spicer | Police |
| Lucia Ruta | Public Works Board |
| Mohsen Moayedi | PW / Sanitation |
| Mike Cates | PW / Street Lighting |
| Linda Kennedy | PW / Street Services |
| Albert Torres | Recreation and Parks |
| Alan Willis | Transportation |
| Jean Prendergast | Water and Power |
| Ron Tognazzini | Water and Power |
| Steve Sellers | State OES |

## I. Call to Order; Introductions; Approval of Minutes

Bob Canfield called the meeting to order at 9:04 a.m. The minutes of the December meeting were approved with a correction.

## II. Subcommittee Reports and Planning Teams

Budget Anna Burton reported that the subcommittee will not meet in January, but will meet in February.

Community Preparedness/Training Carol Parks reported that the Community Preparedness Subcommittee met on December 6, and that the Training Subcommittee met on December 11. The 2002 Annual Emergency Preparedness exercise will be conducted on January 16, at the Frank Hotchkin Memorial Training Center (Hotchkin) from 8:00 a.m. to noon.

Facilities LaCheryl Bell reported that the subcommittee met on December 11. Potential seismic problems and high retrofit costs at Hotchkin were discussed. The subcommittee is looking for another facility as an alternate emergency operations center in the central city. Upgrading eteam to 1.6 is scheduled this month.

Fire/Life Safety Howard Kaplan reported that the subcommittee did not meet in December, but will meet in January. Piper Tech signage is not yet complete. Floor Warden training was conducted for City Hall and City Hall East on December 6. On February 20 Floor Warden training will be provided for the Security Services Division. Some employees in offices cannot hear alarms or there is no audible alarm system at their location. Any alarm problems should be reported to Dorothy Dillard.

Information Technology Rita Khurana-Carwile reported that the subcommittee did not meet in December. The upgrading of eteam 1.6 will be complete by the end of January. Cliff Eng reported that a recommendation would be brought to the next Emergency Management Committee meeting for deployment of emergency cellular telephones.

Operational Readiness/Planning Rob Freeman reported that the Planning Subcommittee met on December 11 and discussed the Guidelines for Department Emergency Plans.

Recovery and Reconstruction Larry Meyerhofer reported that the subcommittee met on December 3. The subcommittee will continue to review the 2000 City Administrative Officer report containing 22 Recovery & Reconstruction recommendations.

Security Task Force Anna Burton reported that the Security Task Force is now combined with the Threat Preparedness Task Force. The General Manager, General Services Department, chairs the Downtown External Security Committee, which is evaluating downtown street closures.

## III. Threat Preparedness Task Force

Anna Burton reported that the task force met on December 6 and submitted its report to the Mayor and City Council. No future meetings are scheduled.

## IV. 2002 EOO Annual Workshop

Rob Freeman reported that the 2002 Emergency Operations Organization Annual Workshop will be on October 22-25. A motion was approved for it to be a joint workshop with Los Angeles County. This approval will be forwarded to the Emergency Operations Board (EOB) as an action item at its next meeting.

## V. Department Emergency Plans

Rob Freeman reported that the Guidelines for Department Emergency Plans were signed by the Mayor and distributed to all City departments. Orientation training for City departments was held on December 20. Scheduled training dates are January 10, 24, 31 and February 14, 21, 28. Work continues on the Critical Infrastructure Annexes of the Master Plan.

## VI. 2002 Annual Emergency Preparedness Fair

LaCheryl Bell reported that the Fair Subcommittee is proposing to have four one-day events at various locations around the City. A motion was approved and will be forwarded to the EOB as an action item at its next meeting.

## VII. NYC Post-Disaster Reconnaissance Team

Bob Canfield reported on a training opportunity to send EOO personnel to attend an Urban Hazards Forum in New York and to investigate information that would benefit the City of Los Angeles. The possibility of Emergency Operations Organization funding for this travel was discussed.

## VIII. January 28, 2002 EOB Meeting

Bob Canfield reported that the Chief of Police would like the Los Angeles County Department of Health Services to attend the January 28 EOB meeting to provide an overview of medical preparedness. The Fire Department, acting as liaison, will make arrangements for Department of Health Services to attend.

## IX. Information Items

City Hall Security Retrofit Richard Pineda reported that Phase One of the retrofit program at City Hall South and Phase Two at City Hall East is in progress. The construction will affect some building personnel.

2002 Annual Emergency Preparedness Exercise Carol Parks reported that the 2002 Annual Emergency Preparedness Exercise will be held at the Frank Hotchkin Memorial Training Center on January 16.

## X. Old/New Business

Linda Kennedy announced a “Pilot” Earthquake Management Course would be conducted on March 11-14, 2002, by the Bureau of Street Services and provided handouts.

Mohsen Moayedi reported that the floor warden training program was conducted on December 6 and 13 at the Hyperion Treatment Plant for the Bureau of Sanitation.

Dean Cathey reported that on February 2-11, the Fire Department would deploy teams for the 2002 Olympic games in Salt Lake City, Utah.

Greg Roper announced that there would be an Olympic torch run on January 15 through the City of Los Angeles.

## XI. Adjournment

Bob Canfield adjourned the Emergency Management Committee meeting at 10:45 a.m.

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| Respectfully Submitted: | Approved: |
| Vicky E. Castillo, Senior Clerk Typist<br>Emergency Preparedness Department | Bob Canfield, Chair<br>Emergency Management Committee |