

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**July 11, 2001 - 9:00 a.m.**  
**EOB Room, P- 4 Level, City Hall East**

<b>Present</b>	<b>Department</b>
Dick Taylor	Airports
Tim Watanabe	Airports
Fred Michael	Animal Services
Brenda Munoz	Animal Services
Al Garcia	Building and Safety
Alan Yuge	City Clerk
LaCheryl Bell	Emergency Preparedness
Bob Canfield	Emergency Preparedness
Mark Davis	Emergency Preparedness
Rob Freeman	Emergency Preparedness
Andrew Lowkis	Emergency Preparedness
Larry Meyerhofer	Emergency Preparedness
Heloise Froelich	Environmental Affairs
Marty Zisner	Finance
Henry Amparan	Fire
Mike Jacalone	Fire
Tony DeClue	General Services
Dorothy Dillard	General Services
Richard Pineda	General Services
Ed Stephens	Harbor
Cliff Eng	Information Technology Agency
Rita Khurana-Carwile	Information Technology Agency
Joyce Edson	Information Technology Agency
Alta Shigeta	Planning
Debra Esparza	Police
Ed Larrigan	Police
Greg Roper	Police
Lucia Ruta	Public Works Board
Cindy Kovacs	PW / Sanitation
Mohsen Moayedi	PW / Sanitation
Mike Cates	PW / Street Lighting
Linda Kennedy	PW / Street Services
Albert Torres	Recreation & Parks
Ron Tognazzini	Water and Power
Jean Prendergast	Water and Power

**I. Declaration of Quorum; Introductions; Approval of Minutes**

Bob Canfield, Chair, called the meeting to order at 9:00 a.m. The minutes of the June 6, 2001 meeting were approved.

**II. Subcommittee Reports and Planning Teams**

Budget Valerie Melloff reported that the EOO 2002-03 budget requests have been assigned to various subcommittees for discussion and a meeting is scheduled for August 20 to review subcommittee recommendations. A more formal EOO policy on the approval of funds was agreed to. A draft policy and checklist to assist in developing future budgets will be available at the September meeting.

The Emergency Management Committee, as recommended by the budget subcommittee, approved and forwarded to the Emergency Operations Board (EOB), a request to expend up to \$20,000 by the Emergency Preparedness Department (EPD) for its City Hall move.

Community Preparedness Larry Meyerhofer reported on the subcommittee's involvement in the ABCs of Summer Press Conference and subsequent programs, the Summer Preparedness Expo and the review of the language translation software. The American Red Cross (ARC) and Allstate Insurance are sponsoring a free Non-Structural Hazard Mitigation Program targeting the elderly and disabled.

Emergency Management Workshop Mark Davis reported that the workshop planning committee did not meet in June and invitation letters will be mailed within two weeks.

Facilities Rob Freeman reported on July and August EOC and eteam training dates, which include Planning and Intelligence Section training. Another management training class may be scheduled for August. The MEOC coaches have been transferred to the Department of Airports and Housing Department. Alternate EOC development at Frank Hotchkins, Fire Stations 28 and 40 continues. January 2001 After-Action report concerns are being addressed, and the Laker Parade After-Action Report is being compiled. EOC workstation monitors will be replaced with flat screens, and non-structural earthquake hazard mitigation has been completed at the workstations. Notebook computers will be replaced, with old units available to EOO departments. EOC GIS applications will be handled by ITA. Departments continue to request eteam remote access. The subcommittee continues to review EOO budget requests at its meetings.

Emergency Generator Task Force Richard Pineda reported that the task force will meet on Tuesday, July 24, 2001, 1:00 p.m., Room 706, CHS.

Fire / Life Safety Dorothy Dillard, made a correction to the June EMC minutes and reported that the subcommittee did not meet in June. Floor warden training and drills for City Hall South and the West LA municipal building have been completed. Temporary signage is

installed in City Hall with permanent signage to be installed by end of August. City Hall floor wardens have been identified, training is scheduled and the first evacuation drill will be in October or November. The first phase Building Emergency Coordinator (BEC) training for the Big Nine buildings will be completed after the Personnel Department building manual is reviewed and approved by the Fire Department and appropriate training and drills occur.

Information Technology Rita Khurana-Carwile reported that the subcommittee did not meet last month. The GIS task force met and discussed EOC GIS issues. Replacement of DOC computers was also reviewed.

Planning Mark Davis reported that the annexes to the Master Plan are on the EOO website. It was agreed that operational telephone numbers will be removed from planning material before it is placed on the website. Annex distribution through an intra-net site or CD-ROM is being reviewed. Section Three of the Critical Infrastructure Interruption Annex is due soon from the five designated departments. EPD continues to work on the departmental planning guidelines.

Security Task Force Bob Canfield reported that the task force did not meet in June but is receiving facility surveys. The facility surveys will summarize current security measures. The results will be presented at the September EOB meeting

Training Chris Ipsen reported that the subcommittee met in June and is continuing to work on several new training programs and products including new employee training, the annual exercise, quarterly table-top exercises, an EOO training standard, employee CERT training, and an EOO-sponsored earthquake course. The subcommittee is reviewing nine budget requests. Summer Expo 2001 had 15 participating agencies and focused on energy conservation, heat related illnesses and water safety. A public service announcement (PSA) was completed with help of various departments and employees and will soon be available.

### **III. Old/New Business**

Bob Canfield reported that David Leisure, various City employees and family members played important roles in the production of the PSA which will be aired as 30 second, 45 second, one minute and two minute television spots. The PSA will be used to kick-off EPD's 2002 Community Preparedness Campaign.

Bob Canfield discussed the EPD move to City Hall, noting new address, Room 1533, and that the location should be thought of as EPD's "front door" and public counter.

Greg Roper introduced Ed Larrigan and announced that Larry Henness, Sergio Sais and Paul Walters have all retired.

Ron Tognazzini reported the Governor's June 1 Executive Order requires public safety agencies to identify customers who are more at risk during potential blackouts.

**IV. Adjournment**

Bob Canfield adjourned the Emergency Management Committee meeting at 10:08 a.m.

Respectfully Submitted:

Approved:

Carmen Y. Steward, Executive Secretary II  
Emergency Preparedness Department

Bob Canfield, Chair  
Emergency Management Committee