

**AGENDA**  
**EMERGENCY OPERATIONS BOARD**  
**Monday, January 25, 2010 1:30 p.m.**  
**Media Center Conference Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

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

**II. Action Items**

**A. Emergency Operations Board- Meeting Policies – Anna Burton**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Department, establish policies governing meetings of the Board.

**B. FY 2010-11 Proposed Emergency Operations Fund Budget – Anna Burton**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Department, approve the FY 2010-11 Proposed Emergency Operations Fund Budget.

**III. Information Items**

- A. Homeland Security Grants – Freya Robayo / Monica McDermott**
- B. January 2010 Rainstorm – James Featherstone**
- C. Haiti Earthquake – Mario Rueda**
- D. Departmental Emergency Plan Update - James Featherstone**
- E. Joint City and County of Los Angeles Meeting – Anna Burton**
- F. Other Announcement – Board Members**

**IV. Public Comment Period**

Members of the public may address the Board on any matter which is within the subject matter jurisdiction of the Board.

**V. Adjournment**

**EOB MEETING INFORMATION IS AVAILABLE ON THE EMERGENCY MANAGEMENT DEPARTMENT WEBSITE. <http://emergency.lacity.org/epdeooeob1.htm>**

If you would like to be added to the EOB email distribution list, please send an email to [Cecilia.law@lacity.org](mailto:Cecilia.law@lacity.org) or contact Cecilia Law at (213) 484-4895.

*Upon request, sign language interpretation, real-time translation services, agenda materials in alternative formats, and other accommodations are available to the public for City-sponsored meetings and events. All requests for reasonable accommodations must be made at least three working days (72-hours) in advance of the scheduled meeting date. For additional information, contact the Emergency Management Department at (213) 485-2121.*

**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

Date: January 19, 2010

To: Charlie Beck, Chair  
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant  
Emergency Operations Board

Subject: **EMERGENCY OPERATIONS BOARD - MEETING POLICIES**

Recommendation

That the Emergency Operations Board (EOB), as recommended by the Emergency Management Department (EMD), establish policies governing meetings of the Board.

Report

Per Los Angeles Administrative Code (LAAC), Sec. 8.40, the Emergency Operations Board is comprised of fifteen (15) departmental general managers. They are:

- Chief of Police
- Fire Chief and General Manager of the Fire Department
- Chief Legislative Analyst of the City Council
- President of the Board of Public Works
- City Administrative Officer
- General Manager of the Department of Water and Power
- General Manager of the Airport Department
- General Manager of the Emergency Management Department
- General Manager of the Department of General Services
- General Manager of the Harbor Department
- General Manager of the Information Technology Agency
- General Manager of the Personnel Department
- General Manager of the Department of Recreation and Parks
- General Manager of the Department of Transportation
- Superintendent of Building and General Manager of the Department of Building and Safety

Per LAAC Sec. 8.41, it shall be the duty of the Board, subject to the provisions of the Charter, to supervise, regulate, control and manage the affairs of the Emergency Operations Organization of the City of Los Angeles, including the right to issue instructions to the Chiefs of the Divisions of Emergency Services as set forth in this chapter of the LAAC. The Board shall also have the power to make and enforce all necessary and desirable rules and regulations for the purpose of governing the said Emergency Operations.

The duties of the Board are accomplished through several means, including participation and involvement in Board meetings. Meetings are conducted six (6) times annually on odd numbered months. Board meetings are governed by the Ralph M. Brown Act (Cal. Govt. Code Section 54950, *et seq.*) and adherence to agendas, minutes, and public notice are maintained by the Secretary to the Board and the Executive Assistant to the Board, both of whom are staff members of the Emergency Management Department.

Although rules relating to meeting notices exist, EMD believes it is necessary that rules governing the management of Board meetings be formally approved. These recommendations include approval of the following:

- The Board consists of fifteen (15) voting members. A quorum (8 Board members) is needed in order to have an official “meeting” and in order for the Board to take action on any item. In the absence of a quorum, the Board cannot take or recommend any formal action.
- In the absence of a quorum, a meeting of the Board will not go forward.
- Members of the public wishing to address the Board on matters included on the current agenda should, but are not required, to complete a public comment card. Cards are to be submitted to the Executive Assistant before the item is heard.
- Individuals may address the Board during the General Public Comment period at the end of the Regular Agenda on any matter within the Board’s subject matter jurisdiction, whether the subject was included in that agenda or not.
- Comments by the public should be limited to two (2) minutes in length for each item. If more than ten (10) comments cards are received for the same item, then the Chair may limit each individual to one (1) minute.

Additionally, EMD recommends that information pertaining to some of the above be included on a more comprehensive cover page to the agenda, which will be posted and distributed with meeting notices. If approved, the attached template would be used for all future meetings.

Upon Board approval, the above rules governing the management of meetings and use of the new agenda cover page will become effective immediately.

Attachment

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**AGENDA**  
City of Los Angeles  
EMERGENCY OPERATIONS BOARD

**REGULAR MEETING**

DAY, DATE  
1:30 P.M.  
Media Center Conference Room  
Emergency Operations Center  
500 E. Temple Street, Los Angeles, CA 90012

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Members of the public are invited to address the Emergency Operations Board on any item on the agenda prior to action by the Board on that specific item. Members of the public may also address the Board on any matter within the subject matter jurisdiction of the Board. The Board will entertain such comments during the Public Comment Period. Public comment will be limited to two (2) minutes per individual for each item addressed, unless there are more than ten (10) comment cards for each item, in which case the public comment will be limited to one (1) minute per individual. The aforementioned limitation may be waived by the Chair of the Board.

*(NOTE: Pursuant to Government Code Section 54954.3(b) the legislative body of a local agency may adopt reasonable regulations, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.)*

Members of the public who wish to address the Board are urged to complete a Speaker Card and submit it to the Executive Assistant prior to commencement of the public meeting. The cards are available at the sign in table at the meeting or the Emergency Management Department public counter, Room 1533, City Hall. However, should a member of the public feel the need to address a matter while the meeting is in progress, a card may be obtained from the Executive Assistant to the Board, who will submit the completed card to the Chair of the Board prior to final consideration of the matter.

It is requested that individuals who require the services of a translator contact the Board Secretary no later than the day preceding the meeting. Whenever possible, a translator will be provided.

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend.

NOTE: The meeting is tape-recorded and the tape is kept for 30 days.

- I. Declaration of Quorum; Introductions; Approval of Minutes
- II. Action Items
- III. Information Items
- IV. Presentations (as requested)
- V. Public Comment Period
- VI. Adjournment

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: January 19, 2010

To: Charlie Beck, Chair  
Emergency Operations Board

Emergency Operations Board Members

From: Anna Burton, Executive Assistant  
Emergency Operations Board

Subject: **FY 2010-11 PROPOSED EMERGENCY OPERATIONS FUND BUDGET**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Department, approve the FY 2010-11 Proposed Emergency Operations Fund Budget.

Executive Summary

As directed, the Emergency Management Department (EMD) submitted the FY 2010-11 Proposed Budget to the Office of the City Administrative Officer (CAO) for the Emergency Operations Fund (EOF) (392), Department 34 on December 18, 2009. This proposed budget included the baseline request of \$178,100, equal to last year, but also included a line item request of \$109,000 for the required software licensing fees for the Emergency Operations Center (EOC).

In the past, EMD has asked City departments to submit detailed budget requests for inclusion in the EOF Proposed Budget. A considerable amount of time and effort is spent prioritizing, negotiating and finally pairing down those requests. Given the City's budget crisis and the instructions from the Office of the Mayor to departments on how to develop proposed 2010-11 budgets, EMD is proposing a FY 2010-11 EOF budget package based on our FY 2009-10 allocations, with the addition of funding for the required costs for EOC software licensing.

EMD will continue to work with the CAO and Office of the Mayor through the budget development process. Any adjustments will be brought to the EOB for discussion.

Attachment

Cc: Eileen Decker, Deputy Mayor

**ATTACHMENT A**

**EMERGENCY OPERATIONS FUND**

**FY 2010-11 Proposed Budget**

Department		Appropriate Description	Proposed
<b>Emergency Operations Organization (EOO)</b>			
		Community Preparedness / Public Outreach	\$ 30,000.00
		EOC Supplies and Support	\$ 23,100.00
		EOO Training	\$ 80,000.00
		EOO Annual Workshop	\$ 40,000.00
		EOO Local Conferences and Meetings	\$ 5,000.00
		<b>Subtotal EOO</b>	\$ 178,100.00
		<b>TOTAL - EOF</b>	<b>\$ 178,100.00</b>
		<b>EOC computer and systems license fees.</b>	\$ 109,000.00
		<b>Total EOF Request for FY2010-11</b>	<b>\$ 287,100.00</b>