

AGENDA
EMERGENCY OPERATIONS BOARD
Monday, July 16, 2001, 1:30 p.m.
EOB Room, P4 Level, City Hall East

I. Declaration of Quorum; Introductions; Approval of Minutes

II. Action Item

A. Emergency Preparedness Department Move Expenditure

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the expenditure of up to \$20,000 from the Emergency Operations Fund to facilitate relocation of Emergency Preparedness Department from City Hall East to City Hall.

III. Information Items

- A. Citywide Security Task Force – Bob Canfield
- B. Annual EOO Workshop – Mark Davis
- C. Critical Infrastructure Interruption Annex – Mark Davis
- D. EOO Budget – Lisa Villanueva
- E. Alternate EOC Update – Rob Freeman
- F. Public Service Announcement – Carol Parks
- G. Emergency Preparedness Department 2000 Annual Report – Lisa Villanueva

IV. Adjournment

Members of the public may also address the Board on any matter which is within the subject matter jurisdiction of the Board. Such comments will be entertained by the Board as the last item of regular business.

EOB MEETING INFORMATION IS AVAILABLE ON THE EMERGENCY PREPAREDNESS DEPARTMENT WEBSITE. Go to <http://www.lacity.org/epd/epdEOB1.htm> .

If you would like to be added to the EOB email distribution list, please send an email to csteward@mailbox.lacity.org. If you do not have an email address and would like to be added to the fax distribution list, please call Carmen Steward at (213) 485-7825.

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 18, 2001

To: Bernard C. Parks, Chairman
Emergency Operations Board

Emergency Operations Board Members

From: Bob Canfield, Executive Assistant
Emergency Operations Board

Subject: **MISCELLANEOUS FUNDING REQUEST**

Recommendation

That the Emergency Operations Board, as recommended by the Emergency Management Committee, approve the expenditure of up to \$20,000 from the Emergency Operations Fund to facilitate relocation of Emergency Preparedness Department from City Hall East to City Hall.

Executive Summary

When the Emergency Preparedness Department (EPD) was established in July 2000, the general manager and staff assigned to one of the department's four divisions occupied City Administrative Officer (CAO) space on the fifteenth floor of City Hall East (CHE). At that time, due to CAO space limitations, all EPD staff, except the general manager and his secretary, were temporarily placed in a conference room on P-4 of CHE.

Until approximately two months ago, EPD had been told that it would not be included in the City Hall re-stack. EPD was told that it would likely be included in the re-stacking of CHE.

Now EPD has been advised that its general manager and a portion of its staff will in-fact be included in the City Hall re-stack, as early as August. Unfortunately, funding necessary to address a variety of miscellaneous costs associated with this move could not be anticipated and is not budgeted for. Because of its small size, EPD does not have sufficient equipment and expense funds to absorb these additional costs.

The requested funds will be used to pay for telephone and communication connectivity issues necessary to address EPD's unique Emergency Operations Organization and Emergency Operations Center roles, and other equipment and expense items necessary for the department's effective operation.

Sufficient available monies exist in the Emergency Operations Fund for this purpose.

Minutes
EMERGENCY OPERATIONS BOARD
Monday, May 21, 2001, 1:30 p.m.
EOB Room, P4 Level, City Hall East

Board Members Present

Andrew Adelman
 Ellis M. Stanley, Sr.
 William Bamattre
 Margaret Whelan
 Bernard C. Parks
 Steve Carmona
 Frances Banerjee

Department

Building and Safety
 Emergency Preparedness
 Fire
 Personnel
 Police
 Public Works
 Transportation

Board Members Absent

William Fujioka
 Ronald Deaton
 Jon Kirk Mukri
 Jesse Juarros
 Ellen Oppenheim
 David H. Wiggs

Department

Administrative & Research Services
 Chief Legislative Analyst
 General Services
 Information Technology
 Recreation and Parks
 Water and Power

Also Present

Vanessa Paulson
 Dick Taylor
 Tim Watanabe
 Al Garcia
 Jeff Paxton
 Paul Wong
 Debra Gonzales
 Lester Reams
 LaCheryl Bell
 Mark Davis
 Anna Day
 Rob Freeman
 H. Chris Ipsen
 Carmen Steward
 Henry Amparan
 Dean Cathey
 Faye Cousin
 Ed Stephens
 Joyce Edson
 Cliff Eng
 Larry Hennes
 Ron Spicer
 Lucia Ruta
 Ed Nettles
 Cindy Kovacs
 Mohsen Moayedi
 Mike Cates
 Tom Cotter
 Albert Torres
 Henry Martinez
 Jean Predergast
 Ron Tognazzini
 Lorraine Musekamp

Department

Administrative & Research Services
 Airports
 Airports
 Building and Safety
 Building and Safety
 Building and Safety
 City Attorney
 Convention Center
 Emergency Preparedness
 Emergency Preparedness
 Emergency Preparedness
 Emergency Preparedness
 Emergency Preparedness
 Emergency Preparedness
 Emergency Preparedness
 Fire
 Fire
 General Services
 Harbor
 Information Technology Agency
 Information Technology Agency
 Police
 Police
 Public Works
 PW / Engineering
 PW / Bureau of Sanitation
 PW / Bureau of Sanitation
 PW / Bureau of Street Lighting
 Recreation and Parks
 Recreation and Parks
 Water and Power
 Water and Power
 Water and Power
 County of Los Angeles

I. Declaration of a Quorum, Introductions and Approval of Minutes

Chief Bernard C. Parks called the Emergency Operations Board meeting to order at 1:45p.m. without a quorum.

II. Information Items

- A.** Anna Day reported on the success of the Tenth Annual Emergency Preparedness Fair. Andrew Adelman commented that the new location contributed to the Fair's success.
- B.** Bob Canfield reported that the Security Task Force completed three of its initial goals: Best Practices Survey; Model Facilities Security Checklist and a Security Needs Survey addressed to all City departments.
- C.** Carmen Steward reported on the change of venue for the Annual Joint City/ County of Los Angeles Board Meeting now to be held at the MTA building.
- D.** Mark Davis reported that the County of Los Angeles has decided not to co-host the Annual EOO Workshop but will still send representatives.
- E.** Mark Davis reported that the Road Closure Task Force will report to the Transportation Committee the concerns of community members.
- F.** Bob Canfield reported that City Council is currently considering the EOO budget and there are no anticipated difficulties. Significant items in the budget include \$330,000 for EOC equipment upgrades and EPD budget funds for remodeling. All improvements will take place over the next 12 months.

III. Public Comment

Cindy Kovacs reported that the Public Works Sanitation, Fire, Water and Power departments conducted an emergency response team refresher exercise. More than 100 employees from various departments participated.

IV. Declaration of Quorum; Introductions; Approval of Minutes

Chief Bernard C. Parks declared a quorum at 2:00 p.m. The minutes of the March 19 meeting were approved as submitted.

V. Action Items**A. EOC Geographic Information Systems Improvements**

The Board, as recommended by the Emergency Management Committee, approved the use of a customized version of the City's InfoLA GIS application to meet the Emergency Operations Center geographic information management needs.

B. Transfer of Mobile Emergency Operations Center (MEOC) Vehicles

The Board, as recommended by the Emergency Management Committee, approved the transfer of two Mobile Emergency Operations Center motor coaches from the Emergency Operation Organization to the Department of Airports and the Housing Department, and that the EOO portable restroom unit be salvaged.

C. 2001 Earthquake Exercise After-Action Report

The Board, as recommended by the Emergency Management Committee, approved and forward to the Mayor for transmittal to the City Council, the 2001 Earthquake Exercise After-Action Report.

D. Miscellaneous Funding Requests

The Board, as recommended by the Emergency Management Committee, approved:

- a. the expenditure of \$2,600 for the purchase of shipping-type emergency supplies storage container for the Bureau of Street Services; and
- b. the expenditure of \$10,000 for advanced hazardous materials training for Fire Department personnel.

E. Critical Infrastructure Interruption Annex

The Board, as recommended by the Emergency Management Committee, approved in concept, the draft Emergency Operations Master Plan and Procedures Critical Infrastructure Interruptions Annex.

Chief Parks announced a letter under his signature to Water and Power requesting a GIS link between their current system and the City's existing GIS architecture.

VI. Adjournment

Chief Parks again asked for any other public comments. There being none, the EOB meeting was adjourned at 2:01 p.m.

Respectfully submitted:

Carmen Y. Steward, Executive Secretary II
Emergency Preparedness Department

Bob Canfield, Executive Assistant
Emergency Operations Board