

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, October 3, 2018, 9:00 a.m.**  
**Media Center Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

**PRESENT**

Rob Freeman  
Kate Hutton  
Hans Ipsen  
Winston Lin  
Larry Meyerhofer  
Patrick Munongo  
Carol Parks  
Erricka Peden  
Gary Singer  
John Ignatczyk  
Eric Robles  
E.J. Martinez  
Wayne Chan  
Kelly Jones  
Maria Acosta  
Steven Barrett  
Sonya Y. Jimenez  
Paul Weinberg  
Keith Garcia  
Jesse Villapande

**DEPARTMENT**

Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Fire  
General Services  
Housing & Community Investment  
Information Technology  
Mayor's Office  
Police  
Public Works/Street Services  
Recreation and Parks  
Transportation  
Water and Power  
Be More Prepared

**I. Call to Order, Introductions, Approval of Minutes**

Rob Freeman called the meeting to order at 9:04 a.m. Lieutenant Marco Munoz, Officer in Charge with the Los Angeles Police Department (LAPD) Department Operations Center (DOC), Captain Brian Wall with the Los Angeles Fire Department (LAFD) DOC, and Policy Director Kelly Jones with the Mayor's Office of Public Safety were introduced. The minutes of the September 5, 2018 Emergency Management Committee (EMC) meeting were approved.

**II. Subcommittee Reports and Planning Teams**

Budget – Rob Freeman reported additional funding for training will be sought for Fiscal Year 2019-2020 Emergency Operations Fund budget proposal.

Community Preparedness – Carol Parks reported that the subcommittee met on September 11, 2018 and discussed the Neighborhood Council Emergency Plan template. September 2018 was National Preparedness Month with Emergency Management Department (EMD) presentations at the City Employee Preparedness fair and the Congress of Neighborhoods. Thirteen (13) Ready Your LA Neighborhood (RYLAN) plans have been completed since July 1, 2018 with a goal of completing eighty (80) plans by June 30, 2019. The first RYLAN drill will be

conducted on October 13, 2018 in the Crenshaw Manor neighborhood. An Emergency Preparedness Fair targeting families and children will be held on November 3, 2018 in Pacoima at the Richie Vallens Park. The next subcommittee meeting is scheduled on November 13, 2018.

Disabilities and Access and Functional Needs – Rob Freeman reported the subcommittee met on September 5, 2018 with a presentation from Chris Grant with Prep It Forward –preparedness for people with disabilities ahead of the Great Shakeout. EMD is reviewing a Standardized Operating Procedure on how the Empower data is requested and utilized, during Duty Officer status and an activation of the Emergency Operations Center (EOC). This data will help in identifying people with disabilities who depend on electricity. The subcommittee will meet on November 7, 2018 following the EMC meeting.

Human Resources – The October 2018 Disaster Service Worker report was made available to the assembly. .

Planning – Larry Meyerhofer reported that the subcommittee met on September 11, 2018 and discussed the Chemical, Biological, Radiological and Nuclear plan and appendices. The next subcommittee meeting is scheduled on November 13, 2018.

Operations – Chris Ipsen reported the subcommittee met on September 11, 2018 and discussed the EOC Geographic Information Systems Task Force. The Great California Shakeout is scheduled for October 18, 2018 at 10:18am. The media event for the Shakeout will occur at City Hall. The Ahmanson Recruit Training Center is being evaluated as an alternate EOC. The Creek/Skirball After Action Report was approved. The next subcommittee meeting is scheduled on November 13, 2018.

Kate Hutton added there will be a test of the Wireless Emergency Alert system on October 3, 2018 at 11:18am to all cellular phones. This test is being administered by the Federal Emergency Management Agency and the Federal Communications Commission.

Shelter and Welfare – Sonya Young Jimenez reported the subcommittee met on September 11, 2018 and reviewed the Recreation and Parks use of the SALUS platform and the Fleet Week Humanitarian Village. WebEOC training is scheduled on October 9, 2018 for the Mass Care Branch. The next subcommittee meeting is scheduled on November 13, 2018.

Training / Exercises – Gary Singer reported the Extreme Heat Seminar was held on September 26, 2018 and thanked all who attended. EOC 101/201 is scheduled for October 16, 2018. The State of California is now offering the G606 course online for free and is similar to the EOC 101/201 course. As a prerequisite to take the EOC 301 course students will need to have successfully completed the G606 course online. The next EOC 301 class is scheduled for October 23-24, 2018. The EOC 301 course will have CSTI equivalency and upon successful completion will earn a G775191 certification from the State of California and count towards EOC credentialing. WebEOC training is scheduled for October 30, 2018. DOC Train the Trainer course is scheduled for October 31, 2018. A Recovery Seminar is scheduled for December 11, 2018.

### III. 2018 CITY OF LOS ANGELES EMERGENCY OPERATIONS PLANS

Larry Meyerhofer requested the approval of the following four annexes and appendixes – Chemical, Biological, Radiological and Nuclear (CBRN) - Biological Appendix; CBRN - Chemical Appendix; CBRN - Radiological Appendix; and Critical Infrastructure – Hazard Specific Annex. The motion was approved and will be forwarded to the Emergency Operations Board for approval.

### V. Old / New Business

Eric Robles announced the first Annual Indigenous Peoples event is scheduled for October 8, 2018 at City Hall.

Maria Acosta added home playoff baseball games are scheduled for October 4, 2018 and October 5, 2018. A Teamsters related demonstration is scheduled for October 3, 2018 at the Port of Los Angeles.

John Ignatczyk added Taste of Soul is scheduled for October 20, 2018.

E.J. Martinez added the State of California is hosting a public meeting on October 9, 2018 regarding long term recovery for residents of the Creek and Skirball fires at Dexter Park.

### VI. Adjournment

Rob Freeman adjourned the EMC meeting at 9:45 a.m.

Respectfully Submitted:

  
Erricka Peden, Secretary  
Emergency Management Department

Approved:

  
Rob Freeman, Chair  
Emergency Management Committee