

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, February 5, 2020, 9:00 a.m.**  
**Media Center Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

<b>PRESENT</b>	<b>DEPARTMENT</b>
Daniel Gentry	Airports
Jeanean Barajas	Building and Safety
Elaine Duong	City Administrative Officer
Mary Reuschel	City Administrative Officer
Deisy Gonzalez	Disability
Anthony Aguinaga	Emergency Management
Omari Battles	Emergency Management
Chris Carey	Emergency Management
Rob Freeman	Emergency Management
Veronica Hendrix	Emergency Management
Kate Hutton	Emergency Management
Chris Ipsen	Emergency Management
Jessica Kellogg	Emergency Management
Stephanie Kim	Emergency Management
Jaqueline Koci Tamayo	Emergency Management
Cecilia Law	Emergency Management
Winston Lin	Emergency Management
Jennifer Maradiaga-Contreras	Emergency Management
Larry Meyerhofer	Emergency Management
Patrick Munongo	Emergency Management
Carol Parks	Emergency Management
Nicole Romo	Emergency Management
Gary Singer	Emergency Management
Pierre Riotoc	General Services
Eric Robles	General Services
Lynette Reed	Harbor
Lilian Choy	Housing Authority
E.J. Martinez	Housing & Community Investment
Wayne Chan	Information Technology
John Darnell	Neighborhood Empowerment
Bobbi Jacobsen	Personnel
Brittany Nerey	Personnel
Maria Ortiz	Planning
John Campos	Police
Jay Hom	Police
David Kowalski	Police
Marco Munoz	Police
Mohsen Moayedi	Public Works/Sanitation
Sonya Young-Jimenez	Recreation and Parks
Paul Weinberg	Transportation
Lisa Hayes	Water and Power

Rick Thorstensen  
Joselito Garcia  
Matthew Topoozian

Zoo  
American Red Cross  
Access Services

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

Rob Freeman called the meeting to order at 9:06 a.m. The minutes of the January 8, 2020 EMC meeting were approved.

## **II. Subcommittee Reports and Planning Teams**

Budget – Rob Freeman reported that the Emergency Management Department (EMD) is scheduled to have a budget hearing with the Office of the City Administrative Officer in a couple of weeks and is working aggressively to request training funds in the amount of \$200,000. Another major funding request is for the Emergency Operations Center (EOC) audio visual equipment maintenance fees.

Community Preparedness & Engagement – Carol Parks reported that the subcommittee met on January 14 with a presentation on how to use Nextdoor as a communication tool for sending preparedness, response and recovery information to residents. Currently, there are 126 neighborhood plans completed with a goal of having 200 plans created before the end of the fiscal year. EMD met with the Los Angeles Police Department West Bureau's Captains, Community Relation Officers and Senior Lead Officers to discuss the RYLAN Liaison Program. EMD continues to work with the Department of Neighborhood Empowerment on train-the-trainer session for the Neighborhood Emergency Preparedness Liaisons who will help EMD conducting RYLAN orientations. The next subcommittee meeting is scheduled on March 10 at the Recreation and Parks Department Operations Center (DOC).

Disabilities and Access and Functional Needs – Omari Battles reported that the subcommittee will meet on February 19 and invite Julie Eby-McKenzie with the State Council on Developmental Disabilities as a guest speaker. Omari and Deisy Gonzalez with the Department on Disability will attend next week's Commission on Disability meeting to discuss emergency training at the community level and for City departments.

Human Resources – Bobbi Jacobsen reported that the Disaster Service Worker (DSW) report was not available at the meeting. It will be sent by email as soon as it becomes available. Any request for names of employees who have not completed the DSW training can be directed to her.

Planning – Larry Meyerhofer reported that the subcommittee met on January 14 and discussed the Mass Care and Shelter Annex, the Earthquake Annex and the Debris Flow Annex. He reminded that the Departmental Emergency Plan and the Continuity of Operations Plan were due on January 31. The interview for the Public Health Liaison who will coordinate the distribution of new antibiotics to City departments, is scheduled on February 6. He introduced Stephanie Kim, new intern, and LaCheryl Bell as new staff of the Planning Division. The next subcommittee meeting is scheduled on March 10.

Operations - Chris Ipsen reported that the four after action reports were approved by the Emergency Operations Board and EMD is working on the improvement items. Chris also reported on the Coronavirus case in the airport on February 4. A couple arrived by Air China and the

husband was identified as symptomatic of the virus. He was transported to the hospital per protocol. The issue was how to handle the non-symptomatic passenger - the wife. EMD deployed a staff to coordinate with the Los Angeles World Airports. A meeting was scheduled at 10 a.m. to discuss long time housing, transportation, feeding and testing issues. EMD General Manager briefed the Mayor on the situation. EMD's major role in dealing with the Coronavirus is to make sure the appropriate City departments, federal, county and local agencies are convened for coordination. EMD also actively participated in various teleconference calls and emailed informational bulletin to all City employees. The bulletin is posted on EMD's website as well.

Daniel Gentry reported that the Airport DOC was activated at a level III for planning and coordinating with the CDC, the Los Angeles County Department of Public Health and the US Customs and Border Protection. LAWA provided space, cots, food and water to overnight passengers. The Airport DOC continues to monitor the situation day by day.

Chris Ipsen thanked the American Red Cross (ARC) for their support in providing blankets, pillows and care kits. The next subcommittee meeting is scheduled on March 10.

Jackie Tamayo reported that the Barrington fire broke out on January 29 at 0830 hours on the 7th floor. The high rise fire affected the 240-unit apartment complex with 320 displaced residents. Jackie was deployed to the Command Post as EMD agency representative. The Department of Building and Safety red tagged the building on January 30 and yellow tagged it on January 31. Currently there are about 100 displaced residents. EMD is helping the property management to get the Small Business Administration declaration and is providing resources via the virtual local assistance center.

Rob Freeman reported for John Ignatczyk in related to the Barrington Plaza High Rise Fire. He thanked all City departments and agency partners for their assistance in the Barrington fire. The rapid support and response to the command post was appreciated. Shelter operations by the ARC and the Department of Recreation and Parks were stood up quickly and eventually shut down as the apartment management was making hotel accommodations for the tenants.

Rob Freeman reported that EMD has sent a report to the Public Safety Committee per Council motion in related to equine and large animal emergency evacuation procedures.

Shelter and Welfare – Sonya Young-Jimenez reported that the subcommittee met on January 14 and discussed heavily on the Thanksgiving shelter activation with the ARC, the Mayor's Office and the Unified Homelessness Response Center. The discussion will be continued on February 11. The Westwood Recreation Center was activated as a shelter for the Barrington fire. A discussion with the ARC for possible shelter opening for the Coronavirus was initiated. The next subcommittee meeting is scheduled on March 10.

Training / Exercises – Gary Singer introduced Veronica Hendrix as a new member of the Training and Exercise Division. The last G611 Logistic class was well received. Recently EMD issued a memo regarding changes to the training requirements for City EOC responders as EMD has adopted the California Specialized Training Institute's (CSTI) EOC Credentialing Program and has set the minimum standard to a type 3 (lowest level). There is no completion deadline for the new training requirement. The Mayor's Executive Directive No. 15 requires individual department to keep track of EOC responders' training records and report to EMD at the end of the year. All EOC responders need to complete an online 606 course before attending the intermediate G775/191 course. CSTI is the agency issuing a certificate upon completion of class and

credentialing. The February 5 subcommittee meeting will discuss the April 23 EOC functional exercise. The February 10 WebEOC class was cancelled. The G611 Operations class will be held on February 11-13. The COOP Workshop is scheduled on February 20 to help departments to create their exercise.

### III. 2020 City of Los Angeles Emergency Operations Plans

Larry Meyerhofer requested the approval of the Earthquake Annex, the Mass Care and Sheltering Annex, and the Debris Flow Annex. The motion was approved and will be forwarded to the Emergency Operations Board for approval.

### IV. Old / New Business

Rob Freeman reported that the Information Technology Agency had coordinated a series of meetings with four major telephone utility providers - AT&T, T-Mobile, Verizon and Sprint to discuss cellular communications disaster preparedness for catastrophic events. The existing Memorandum of Understandings with them will be updated.

### V. Adjournment

Rob Freeman adjourned the EMC meeting at 10:09 a.m.

Respectfully Submitted:



Cecilia Law, Executive Admin. Assistant  
Emergency Management Department

Approved:



Rob Freeman, Chair  
Emergency Management Committee