

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, March 4, 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>
Taylor Lorence	Airports
Karen Knipscheer Cox	Animal Services
Jeanean Barajas	Building and Safety
Elaine Duong	City Administrative Officer
Deisy Gonzalez	Disability
Jaime Pacheco Orozco	Disability
Rick Pope	Disability
Ricky Rosales	Disability
Omari Battles	Emergency Management
Rob Freeman	Emergency Management
Veronica Hendrix	Emergency Management
Chris Ipsen	Emergency Management
Jaqueline Koci Tamayo	Emergency Management
Cecilia Law	Emergency Management
Jennifer Lazo	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
John Ignatczyk	Fire
Pierre Riotoc	General Services
Eric Robles	General Services
Lilian Choy	Housing Authority
E.J. Martinez	Housing and Community Investment
Wayne Chan	Information Technology
Vanessa Regalado	Information Technology
John Darnell	Neighborhood Empowerment
Bobbi Jacobsen	Personnel
Tiffany Butler	Planning
Devon Zatorski	Planning
John Campos	Police
Deanna Gomez	Public Works/Sanitation
Mohsen Moayed	Public Works/Sanitation
Nikia Drinkard	Public Works/Street Services
Brenda Aguirre	Recreation and Parks
Sonya Young-Jimenez	Recreation and Parks
Paul Weinberg	Transportation
Lisa Hayes	Water and Power

Brian Lam	Water and Power
Rick Thorstensen	Zoo
Matthew Topoozian	Access Services
Nathan Wolfstein	Be More Prepared
James Pellegrini	COPE

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

Rob Freeman called the meeting to order at 9:02 a.m. Ani Tankazyan and Stephanie Kim, new interns; and Carmina de Santiago, new Public Health Liaison of the Emergency Management Department (EMD) were introduced. The minutes of the February 5, 2020 EMC meeting were approved.

## II. Subcommittee Reports and Planning Teams

Budget – Rob Freeman reported that the request for training funds in the amount of \$200,000 was denied. However, EMD identified grant funds for training purpose and had good discussion with the Office of the City Administrative Officer on funding request for the Emergency Operations Center (EOC) audio visual equipment maintenance fees.

Community Preparedness & Engagement – Carol Parks reported that the subcommittee did not meet in February and the next meeting is scheduled on March 10 at the Recreation and Parks (RAP) Department Operations Center (DOC). EMD met with the Department of Neighborhood Empowerment on February 29 about training for the Neighborhood Council Emergency Preparedness Liaisons to conduct RYLAN canvassing and orientations. Currently, there are 141 neighborhood plans completed with 59 more plans to be created by the end of June. EMD will make RYLAN resources available online if the Coronavirus situation worsens that it will not allow in-person meeting.

Disabilities and Access and Functional Needs – Omari Battles reported that the subcommittee met on February 19 without a guest speaker from the State Council on Developmental Disabilities. The next meeting is scheduled on April 22.

Human Resources – Bobbi Jacobsen reported that copies of the Disaster Service Worker (DSW) report were made available at the meeting. EMD and the Personnel Department had discussion about status of the subcommittee.

Planning – Larry Meyerhofer reported that the subcommittee did not meet in February. The Planning Division staff will email the Continuity of Operations Plan (COOP) addendum template to all City departments for them to complete their COVID-19 addendum to the general COOP plan which will be reviewed by EMD for gap analysis. He reminded departments to submit their Departmental Emergency Plans and the COOPs as soon as possible as they were due on January 31. Carmina de Santiago, the new Public Health Liaison will coordinate the distribution of the Anthrax antibiotics from the County warehouse in Santa Fe Springs to City departments to replace the expiring stock. The next subcommittee meeting is scheduled on March 10.

Operations - Chris Ipsen reported that the following projects are in a working progress: portable WiFi System, EOC video wall upgrade, Western Shelter Portable EOC and back-up generator transfer switch for the Alternate EOC (AEOC). EMD was approved to purchase two rapid response vehicles. Nicole Romo is developing a Memorandum of Understanding (MOU) with the

Los Angeles Police Department for the use of the Ahmanson Recruit Training Center (ARTC) facility as an AEOC. A drill will be conducted after completion of the MOU. A meeting with the Information Technology Agency is scheduled next week to discuss the WiFi issue at the ARTC. The City EOC will be activated at a Level III for the Los Angeles Marathon event. However, the EOC will not host the Multi-Agency Coordination Center and the Joint Information Center as this year's event is being hosted by the City of Santa Monica. The next subcommittee meeting is scheduled on March 10.

Shelter and Welfare – Sonya Young-Jimenez reported that the subcommittee met on January 14 and discussed heavily on the winter shelter activation with the ARC, the Mayor's Office, the Unified Homelessness Response Center and the Los Angeles Homeless Services Authority. A follow-up meeting was conducted as well. The Westwood Recreation Center will be activated as winter shelter from March 5 to March 8. There were three shelter activations in February due to high-rise fires. The next subcommittee meeting is scheduled on March 10.

Training / Exercises – Gary Singer reported that the subcommittee met on February 5 and discussed the inject development for the April 23 EOC functional exercise. Upcoming classes are as follows: G611 Planning on March 24-26, G775/191 EOC Management and Operations on April 14-16. The next subcommittee meeting is scheduled on April 1 to discuss the Disaster Service Worker Program and the Building Emergency Education Program.

### **III. Coronavirus Update**

Rob Freeman reported that a press conference on Coronavirus was being held at 8:30 a.m. on March 4. EMD was working on a contingency plan in case the situation got worsen. The EOC was activated at Level III for interagency and public information coordination. EMD was working closely with the LA County Department of Public Health and the City Personnel Department's Medical Services Division. The Mayor has sent a memo requesting all City departments to conduct a thorough review of their department's COOP and add a Pandemic COOP Addendum using the template provided.

Chris Ipsen thanked departments for their support and reported that a COVID-19 Task Force has been created. Jennifer Lazo reported that the EOC was activated on March 3 at noon during normal working hours and it would be virtual after office hours and on the weekends. The County and the City just announced a Local Declaration of Emergency at the press conference. Patrick Munongo reported that the Pandemic COOP Addendum will be due on March 13. Any questions or assistance needed should be directed to him. Gary Singer reported that the scenario for the COOP drill requested by the Mayor has to be related to COVID-19. Jessica Kellogg reported that the City Council has made a motion for EMD to develop a robust public information campaign about the Coronavirus. EMD has been proactively messaging about the Coronavirus even before the motion was made. A blog post was published on the City and EMD's websites. An email was sent to all City employees providing them with reliable source of information and public health's guidance. Employees with specific questions related to public health are encouraged to contact the County's 211 helpline. Jon Brown reported that due to the proclamation and reimbursement requirements, all resource requests must be submitted via resource request forms and emailed to duty officer. EOC was assessing the needs of hygiene supply such as hand sanitizers, masks, wipes from City departments. EMD was drafting emails to the Personnel Department about potential activation of the DSW program and to the Department of General Services regarding

augmentation of janitorial services for the EOC. EMD was also looking into the sick leave and telecommute policies. Jackie Koci Tamayo reported that EMD was working with LAPD and RAP on getting a list of venues. There were no cancellations of public events. The Unified Homelessness Response Center was mobilized to handle the Coronavirus issue for the homeless population. Jennifer Lazo emphasized the importance of documentation of working hours and purchases using D-Time and ICS 214 Form for tracking and reimbursement purpose. Aram Sahakian reported that both the LA County and the City have declared a public health local emergency. There were six (6) new cases which were not community spread. He emphasized the importance of being prepared, working together and no panicking. The Department on Disability had a concern about shortage of sign language interpreters. Lisa Hayes had questions on triggering factor for the EOC activation to the next level and on the use of personal protective equipment policy.

#### **IV. 2019 Defense Support of Civil Authorities Senior Leaders Seminar After Action Report/Improvement Plan**

Gary Singer requested the approval of the 2019 Defense Support of Civil Authorities Senior Leaders Seminar After Action Report/Improvement Plan. The motion was approved and will be forwarded to the Emergency Operations Board for approval.

#### **V. Old / New Business**

There was no old/new business.

#### **VI. Adjournment**

Rob Freeman adjourned the EMC meeting at 10:11 a.m.

Respectfully Submitted:

Approved:

  
Cecilia Law, Executive Admin. Assistant  
Emergency Management Department

  
Rob Freeman, Chair  
Emergency Management Committee