

MINUTES
EMERGENCY MANAGEMENT COMMITTEE
Wednesday, August 5, 2020, 9:00 a.m.
VIRTUAL MEETING

PRESENT

Taylor Lorence
Jeanean Barajas
Joshua Drake
Elaine Duong
Deisy Gonzalez
Omari Battles
Chris Carey
Carmina De Santiago
Chris Ipsen
Cecilia Law
Larry Meyerhofer
Carol Parks
Gary Singer
Saul Romo
Pierre Riotoc
Eric Robles
Anna Burton
Lynette Reed
Lilian Choy
E.J. Martinez
Vanessa Regalado
Thomas Jung
Mara Landay
Bobbi Jacobsen
Maria Ortiz
Michael Hammett
Jay Hom
David Kowalski
Lupe Gonzalez
Sonya Young-Jimenez
Lisa Hayes
Brian Lam
Rick Thorstensen

DEPARTMENT

Airports
Building and Safety
Chief Legislative Officer
City Administrative Officer
Disability
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Emergency Management
Finance
General Services
General Services
Harbor
Harbor
Housing Authority
Housing and Community Investment
Information Technology
Library
Mayor's Office
Personnel
Planning
Police
Police
Police
Public Works/Sanitation
Recreation and Parks
Water and Power
Water and Power
Zoo

I. Call to Order, Roll Call, Approval of Minutes

Carol Parks called the meeting to order at 9:05 a.m. and made a roll call.

II. Subcommittee Reports

Budget – Carol Parks reported that the subcommittee did not meet. The Emergency Operations Fund is very limited but will continue to use the available funds throughout the fiscal year. City departments are encouraged to track costs related to the COVID-19 pandemic per the guidelines provided by the Office of the City Administrative Officer. The Emergency Management Department (EMD) sent memo to several City departments requesting them to use the hours worked for their staff as a match for the Emergency Management Performance Grant.

Community Preparedness & Engagement – Carol Parks reported that the July subcommittee meeting was held virtually with guest speakers from Council District 7 and the American Red Cross on the topic of engaging the community during COVID-19. Gina Wu and Carmina De Santiago made a presentation on how to use technology to communicate related to COVID preparedness and readiness. The Community Preparedness & Engagement Division staff continue to outreach to the public via the virtual RYLAN program. A new re-imaged RYLAN video is available on EMD's website. The public have the options to either host a Do-It-Yourself RYLAN workshop or to request a Virtual RYLAN workshop led by EMD staff. EMD is working with the Mayor's Office on a Request for Proposal (RFP) for the next phase of RYLAN which focus on multi-unit housing communities. A task force was formed with members from the Housing and Community Investment Department, and the Housing Authority of the City of Los Angeles. The next subcommittee meeting is scheduled on Sept 8 via Zoom. September is National Preparedness Month. City departments are encouraged to spread preparedness messages to stakeholders. The recent earthquakes also serve as a reminder that preparedness is important.

Disabilities and Access and Functional Needs – Omari Battles reported that the subcommittee met virtually on July 29. This is the first meeting in several months. The main focus was on a new food delivery program created by the Department on Disability. The Department of Aging also shared their activities involving older adults. The next subcommittee meeting will be in late September. The DAFN Coalition met on July 15 with 30 attendees representing various organizations. A panel discussion was conducted by the Disability Resource Center, the City of Los Angeles Office of Civil Rights, and USC School of Law. The next quarterly meeting will be in October.

Human Resources – Bobbi Jacobsen reported that the subcommittee did not meet. City employees are still being deployed to various positions in related to the COVID-19 pandemic per the Disaster Service Worker (DSW) Program. The DSW report will be emailed when it is available.

Operations – Chris Ipsen reported that the subcommittee met virtually on July 14 via Zoom. Rob Freeman provided an update on the Emergency Management Coordinator examination. Chris Carey is working with Veoci on the top 10 objectives with resources ordering as the first priority for the Emergency Operations Center (EOC). The timeline for full implementation is expected to be on September 1. The transfer switch at the alternate EOC will be maintained. Jennifer Lazo is working closely with the Los Angeles Fire Department on sending initial WEA messages for any brushfires via the new Everbridge mass notification system. Jessica Kellogg made a report on her public information strategies that are related to the COVID-19. The next subcommittee meeting is scheduled on September 15.

Planning – Larry Meyerhofer reported that the subcommittee met on July 14 via Zoom. The plan revisions for the large animal support appendix, the small animal support appendix and the mass feeding annex are due by August 24. The revised appendixes and annex will be submitted to the EMC on September 2 and then to the Emergency Operations Board on September 15 for approval. The Planning Subcommittee is working on a Standard Operating Procedures (SOP) for cooling centers and shelters activated during fires and COVID-19 with the Department of Recreation and Parks (RAP), the Library Department and the American Red Cross

Shelter and Welfare – Sonya Young-Jimenez reported that the subcommittee met on July 14 and discussed the following: SOP for shelters and cooling centers; shelter checklist that is in compliance with new COVID guidelines. Sonya recapped that there are currently seven shelters and two trailer sites open. There were four cooling centers opened on July 31 and August 1 with 38 head count. RAP will have a meeting with the Fire Department on Aug 11 to review the evacuation procedures during COVID-19. RAP is assisting the Los Angeles Unified School District with alternative learning sites at RAP facilities.

Training/Exercises – Gary Singer reported that the subcommittee met on July 23 and discussed future training formats: One of the options is independent study courses for EOC training to be hosted on Cornerstone. Veronica Hendrix is the lead for this project. The other option is virtual live delivery of training via Zoom and/or Google Meet. The subcommittee is working with the California Specialized Training Institute to provide certificates of completion. This year's Defense Support of Civil Authorities (DSCA) seminar will be conducted virtually in December. The 2021 DSCA workshop is planned to be held on the weekend before Memorial holiday. The CCTA Functional Exercise is postponed to February 2021. A survey was sent to all Emergency Management Coordinators to solicit input and feedback for the FY 2022-2023 Multi-Year Training and Exercise Plan. The next subcommittee meeting is scheduled on August 27.

III. Reconstitution Plan Update

Gary Singer reported that all except four departments submitted the final draft of their Reconstitution Plans. The meeting with departmental safety officers continues. The City Council offices are working on their reconstitution plans.

IV. Old / New Business

Carol Parks reported that the next Super Tuesday for the subcommittee meetings is Sept 8.

V. Adjournment

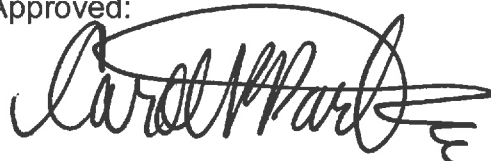
Carol Parks adjourned the EMC meeting at 9:31 a.m.

Respectfully Submitted:



Cecilia Law, Executive Admin. Assistant
Emergency Management Department

Approved:



Carol Parks, Chair
Emergency Management Committee