# MINUTES
## EMERGENCY MANAGEMENT COMMITTEE
### Wednesday, August 12, 2009 - 9:00 a.m.
#### EOB Room, P-4 Level, City Hall East

### PRESENT
- William Ramirez
- Chris Carroll
- Luis Sanchez
- Melissa Fleming
- Vanessa Paulson
- Angela Kaufman
- LaCheryl Bell
- Anna Burton
- Steve Dargan
- Rob Freeman
- Wendy Hwang
- Chris Ipsen
- Owen Lin
- Larry Meyerhofer
- Andy Kao
- Tim Manning
- Al Poirier
- Scott Atkins
- Joon Lee
- Val Melloff
- Richard Wuerth
- Jerry Carapia
- Michael Cordal
- Calvin Oglesby
- Kamton Joe
- Tom Jung
- Neeraj Bhatnagar
- Monica McDermott
- Arnie Surmenian
- Maria Ortiz
- Joel Justice
- Andy Neiman
- Tom Cotter
- Mohsen Moayedi
- Bob Garcia
- Sharie Abajian
- Alan E. Willis
- Paula DiSano
- Al Garcia
- Enrique Hernandez
- Sandy Wallace
- Michael Kleiner
- Scott Underwood
- Michael Edward

### DEPARTMENT
- Airports
- Animal Services
- Building and Safety
- City Administrative Officer
- City Administrative Officer
- Disability
- Emergency Management
- Emergency Management
- Emergency Management
- Emergency Management
- Emergency Management
- Environmental Affairs
- Fire
- Fire
- General Services
- General Services
- General Services
- General Services
- Housing
- Housing
- Information Technology
- Library
- Mayor
- Mayor
- Personnel
- Planning
- Police
- Police
- Public Works/Board
- Public Works/Sanitation
- Public Works/Street Services
- Recreation and Parks
- Transportation
- Water and Power
- Water and Power
- Water and Power
- American Red Cross
- American Red Cross
- Private Citizen
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I. Call to Order, Introductions, Approval of Minutes

Anna Burton called the meeting to order at 9:07 a.m. Al Poirier of the Los Angeles Fire Department (LAFD) was introduced. He will be replacing Jeff Elder as the Disaster Preparedness Officer. She asked everyone to observe a moment of silence in remembrance of a City employee Afsaneh Rafiee, who lost her battle with breast cancer. The minutes of the July meeting were approved.

II. Subcommittee Reports and Planning Teams

Budget – Anna Burton reported that EMD continues to process requests for expenditure from the FY 2009/10 Emergency Operations Fund Budget. The next subcommittee meeting will be held on September 2.

Community Preparedness – Larry Meyerhofer reported that the subcommittee met on July 22. The 18th Annual Emergency Preparedness Fair is scheduled for September 15 – Northridge Fashion Center and September 23 – Hollywood/Highland. The City Employee Emergency Preparedness Expo will be held on October 8 at the City Hall Farmers Market. Departments and agencies wishing to participate in the fairs are required to complete and return the booth application form to Richard Deppisch. Seven departments have confirmed their participation to date. The National Preparedness Month Award Ceremony and Corporate Sponsors Recognition Reception will be held on September 11 at the City Hall Rotunda. The Faith-Based Initiative Task Force meeting with the Los Angeles Police Department (LAPD), LAFD, the Mayor’s Office, and the Los Angeles Housing Department was held on July 30. The Task Force is currently developing questionnaires to identify sheltering resources and services available in the community. The next Task Force meeting will be held on August 27. The Disaster Resiliency Task Force is partnering with the Department of Neighborhood Empowerment (DONE) to better reach out and educate communities through the 89 Neighborhood Councils on emergency preparedness. The next Task Force meeting will be held on September 1 to discuss the Container Bins program to house emergency response supplies in various parts of the City. The subcommittee will meet on August 26.

Fire/Life Safety – Richard Wuerth reported that the Emergency Operations Center (EOC) was activated on July 6 and 7 due to the Michael Jackson Memorial event. The certification process of Floor Wardens and the Fire Safety Director will continue through June 1, 2010 to ensure all City facilities comply with the new high-rise building safety ordinance. Two false alarms were reported at City Hall South and City Hall East. Five (5) evacuation drills were conducted at various sites in July. Training sessions are being scheduled for the Department of Transportation / Parking Enforcement in August.

Human Resources – Arnie Surmenian reported that the subcommittee met on July 1 and discussed the personnel issues pertaining to the Pandemic Flu and the Disaster Service Worker program. The next subcommittee meeting will take place after the Emergency Management Committee (EMC) meeting.

Information Technology – No reports were made.

Logistics – Joon Lee reported that the subcommittee did not meet in July. The Logistics Annex Task Force continues to work on the citywide logistics resource database.
Operations – Rob Freeman reported that the subcommittee met on July 14 and August 11. The topics of discussion include the activation of the EOC for the Michael Jackson Memorial. The Memo was sent requesting involved departments to provide comments to EOC Activation After Action Report (AAR) by August 17. A tour of the facility was conducted and the subcommittee members were encouraged to forward their suggestions and feedback on ways to make operations more effective and efficient.

Planning – Rob Freeman reported that the subcommittee continues to work on the projects of the Local Hazard Mitigation Plan (LHMP) grant program and the Pandemic Influenza planning. Any questions concerning these plans should be directed to Eric Baumgardner and Steve Dargan.

Shelter and Welfare – Sharie Abajian reported that subcommittee meeting was postponed until September 8.

Training / Exercises – Rob Freeman reported that the EMD continues to work with LAFD and LAPD on the ICS 300 trainings. The Unified Command Phase III training will be held on September 14 and 15. The upcoming EOC training opportunities will be announced via email. An exercise is currently being planned for mid-September to familiarize the EOC responder with the new EOC facility and Planning P Process.

III. Employee / Family Catastrophic Disaster Reunification Telephonic Communication Plan

Chris Ipsen reported that the EMD is currently working with the American Red Cross on the Safe and Well website. The paid service using AT&T voicemail system through payroll deduction was also discussed. These options information will be made available to all City employees through the EMD Bulletin by September.

IV. Influenza A Virus, Subtype H1N1 Event Summary

Steve Dargan requested the EMC to approve the Influenza A Virus, Subtype H1N1 Event Summary. The Event Summary was accepted by the EMC and will be forwarded to the EOB at its next meeting for approval.

V. Updates on H1N1 Outbreak, Upcoming Flu Season and CDC H1N1 Vaccination Program

Steve Dargan provided a brief update on the Influenza A, Subtype H1N1. Briefing notes were provided to the audience. The virus now will be referred to as “Pandemic H1N1”. As of July 31, 2009, a total of 5,514 hospitalizations and 353 deaths have been reported in the United States. 98% of all influenza viruses being reported were H1N1. The importance of frequent hand washing and good hygiene practice was emphasized. The vaccination program may begin as early as in mid-October. The H1N1 vaccine will be made available first to the higher-priority tiers. EMD has requested 19,136 doses of H1N1 vaccine to cover critical responders and 10,000 seasonal vaccines for City staff. The Los Angeles County Department of Public Health will be requesting the City of Los Angeles to assist in providing vaccinations using the Point of Dispensing program. The first planning meeting with City departments will be held on August 26, 2009. An invitation will be sent out soon.
VI. 2009 Annual Emergency Management Workshop

Steve Dargan announced that the 2009 Annual Emergency Management Workshop will be held on August 19 & 20, 2009 at the Loyola Marymount University. The Workshop includes speakers from the District of Columbia, Harvard University, the USS Cole, Los Angeles County Public Health, and the Alliance. A confirmation package with the agenda and workshop details will be sent via email. Questions regarding the workshop should be directed to Devra Brukman.

VII. New Emergency Operations Center (Prop Q)

Rob Freeman reported that the project was completed on time and within budget. Special thanks were extended to the Department of Public Works/Bureau of Engineering and the Information Technology Agency for their support and hard work. He also acknowledged Jim Featherstone and Anna Burton for their leadership, direction and oversight. The anticipated cutover date for new EOC operations is August 31. He added that requests for use of the meeting rooms should be directed him. The new EOC Grand Opening is scheduled for August 13.

VIII. Citywide Status of Homeland Security Grants

Monica McDermott reported that the FY 2006 Urban Areas Security Initiative (UASI) Grant spending deadline is August 31, 2009. The grant reimbursement requests are due to the Mayor’s Office by September 15. The current percentage of completion is 56%. The FY 2007 UASI Grant performance end date for the sub-recipients is February 28, 2010. The current percentage of completion is 16%. The Mayor’s Office will be requesting grant extension to the CalEMA. The grant performance deadline for the FY 2008 UASI is May 31, 2011. The FY 2009 UASI grant application was submitted to CalEMA on July 17. The Mayor’s Office is currently working with the sub-recipients to address questions raised by the State. The next Grant Stats meeting will be held on August 26.

IX. Old / New Business

Vanessa Paulson reported that the Federal Emergency Management Agency (FEMA) and CalEMA are currently reviewing the Northridge Earthquake inspection sites. She reiterates the importance for City departments to keep the original documentation related to the Northridge Earthquake.

Alan Willis added that a working group was held on July 23 with representatives from eight County transportation agencies to develop and coordinate a response plan to a catastrophic earthquake. The next meeting will be held on August 13.

Anna Burton expressed her appreciation to Kamton Joe for his dedicated service and leadership to the Emergency Operations Organization and wished him well in his retirement.

Adjournment

Anna Burton adjourned the EMC meeting at 10:00 a.m.

Respectfully Submitted:                                   Approved:

Wendy Hwang, Secretary                                  Anna Burton, Chair
Emergency Management Department                         Emergency Management Committee