

**MINUTES**  
**EMERGENCY MANAGEMENT COMMITTEE**  
**Wednesday, September 1, 2010, 9:00 a.m.**  
**Media Center Conference Room, Emergency Operations Center**  
**500 E. Temple Street, Los Angeles, CA 90012**

**PRESENT**

Susi Rodriguez Shapiro  
Cassandra Heredia  
Richard Pineda  
Luis Sanchez  
Jon Dearing  
Vanessa Paulson  
Olivia Mitchell  
Maria Ramos  
Eric Baumgardner  
Rob Freeman  
Cecilia Law  
Larry Meyerhofer  
Carol Parks  
Devra Schwartz  
Al Poirier  
Joon Lee  
Valerie Melloff  
Eric Robles  
David Malin  
Tom Jung  
Arnie Surmenian  
Mark Lopez  
Maria Ortiz  
Maria Acosta  
Ted Jones  
Richard Roupoli  
Julie Jacobe  
Mike Cates  
Bob Garcia  
Lisa Hayes  
Loretta Brazil  
Patrick Findley  
Eric Hartman  
Gary Chambers  
Scott Underwood

**DEPARTMENT**

Aging  
Airports  
Airports  
Building and Safety  
Chief Legislative Analyst  
City Administrative Office  
Community Development  
City Administrative Office  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Emergency Management  
Fire  
General Services  
General Services  
General Services  
Harbor  
Library  
Personnel  
Planning  
Planning  
Police  
Police  
Police  
Public Works/Sanitation  
Public Works/Street Lighting  
Public Works/Street Services  
Transportation  
Water and Power  
Water and Power  
Water and Power  
LA County Emergency Medical Services  
American Red Cross

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

Rob Freeman called the meeting to order at 9:08 a.m. Mark Lopez of the Planning Department and Cassandra Heredia of the Los Angeles World Airports (LAWA) were introduced. The minutes of the August meeting were approved.

## II. Subcommittee Reports and Planning Teams

Budget – Carol Parks reported that no budget meetings are being scheduled at this time.

Community Preparedness – Larry Meyerhofer reported that the subcommittee will meet on September 22.

Human Resources – Arnie Surmenian reported that the subcommittee is waiting for the approval of the Memorandum of Understanding (MOU) for volunteer coordination.

Information Technology – No reports were made.

Logistics – Joon Lee reported that the Logistics Task Force met on August 10. The Logistics Capability Assessment Tool and the Logistic Procurement Guide were discussed. The Guide and the Feeding Policy will be presented at the next EMC meeting. Joon reminded that the Guide is a living document and will be constantly being updated. Devra Schwartz reported that the LCAT workshop in August was well-attended by high level staff from Federal Emergency Management Agency (FEMA) and State agencies. The feedback was positive. All the recommendations and suggestions will be incorporated into a report. The City will strategize and prioritize them for planning and preparedness efforts. The next Citywide Logistic Task Force meeting is scheduled on October 12.

Operations – Rob Freeman reported that the subcommittee will not meet in September due to the Emergency Management Workshop. The next meeting will be in November. Rob reminded that requests to use the Emergency Operations Center (EOC) meeting rooms are to be forwarded to him or LaCheryl Bell.

Planning – Eric Baumgardner reported that the Local Hazard Mitigation Plan is still pending for FEMA's approval. The Emergency Management Department (EMD) is working collaboratively with the County on planning for the Operational Area. The subcommittee is working on Comprehensive Preparedness Guide 101 compliance for the plans and annexes.

Shelter and Welfare – Al Poirier reported that conference call is available for the subcommittee meeting.

Training / Exercises – Rob Freeman reported that the Operation Golden Phoenix Exercise After Action Report (AAR) is being drafted and will be released for comment in the next few weeks. The AAR will be formatted according to the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Rob also reported that EOC 101, 201 and 301 training classes are to be resumed. The following training classes: ICS 300 on September 21 and 23; Enhanced Exercise Design: Conduct and Evaluation on September 21 to 24; ICS 400 classes on October 18 and 20; Intermediate HSEEP Training on October 18 to 21, are still on schedule.

## III. 2010 Emergency Management Workshop

Devra Schwartz reported that the 2010 Emergency Management Workshop will be held on September 14 and 15 in San Pedro. She thanked the Port for their support and co-hosting the workshop. City departments are reminded to RSVP by September 1 deadline. The confirmation packages with agenda will be sent on September 3 via emails. Workshop information is also available on EMD intranet site. FEMA Administrator, Craig Fugate is

confirmed as the keynote speaker on September 15. The Mayor's All General Managers Monthly Meeting is also scheduled in the morning of September 15.

#### **IV. Old / New Business**

Larry Meyerhofer reported that EMD is hosting an Emergency Readiness Fair on September 16 at the LA Live to advocate September as the National Preparedness Month. The event is co-hosted by the Mayor's Office. Anthony Villaraigosa, Mayor of City of Los Angeles; Craig Fugate, FEMA Administrator; and Matt Bettenhausen, Secretary for California Emergency Management Agency will be at a press conference that is scheduled at 10:30 a.m. City departments are encouraged to participate by having an information booth. The general public and about 200 Los Angeles Unified School District students are invited to attend. Target will be giving out 600 emergency preparedness kits. Other private partners such as Home Depot and Walmart are also on the invitation list.

Scott Underwood announced that the American Red Cross will have a formal MOU signing ceremony at the Mayor's Office on September 9.

Richard Pineda reported that LAWA is working with FEMA on the Catastrophic Earthquake Response Plan.

Rob Freeman announced Chief Roupoli's retirement and thanked his contributions to the Emergency Operations Organization.

#### **V. Adjournment**

Rob Freeman adjourned the EMC meeting at 9:49 a.m.

Respectfully Submitted:

Approved:

Cecilia Law, Executive Administrative Assistant  
Emergency Management Department

Rob Freeman, Chair  
Emergency Management Committee