

**TEM TASK FORCE MEETING**  
**January 21, 2015: 9:30 – 11:30 a.m.**

**MEETING MINUTES**

Approved with changes

**In attendance:**

Susan Nissman, SD3  
Timothy Lippman, SD3  
Marge Santos, CEO/UAS  
Jeanne O'Donnell, CEO/OEM  
James Grasso, T-CEP  
Joe Young, DPW  
Maria Grycan, LACoFD  
Stacy Sledge, Topanga Town Council  
Ryan Ulyate, N. Topanga Fire Safe Council  
Lisa Eldridge, Animal Care and Control  
Captain Patrick Davoren, Sheriff  
Scott Ferguson, T-CEP  
Sue Greenwood

**The meeting was called to order by James Grasso, Co-Chair of the TEM Task Force.**

I. **Review of the November 18, 2014 Meeting Minutes** - The November 18, 2014 meeting minutes were reviewed and the following corrections were made: (1) add Scott Ferguson and Sue Greenwood names to the list of attendees at the November 18, 2014 meeting; and (2) Item II., (c), should read as follows: "A motion was approved and Scott Ferguson became the second voting member representing T-CEP on the TEM Task Force."

**II. Issues and Reports**

**a. Sheriff's Department (Captain Patrick Davoren)**

- The Board of Supervisors has funded additional deputies for the unincorporated areas of the County in order to reduce response times. The Malibu Station has started with two additional items and their patrol began four weeks ago. The Station will be getting 8 to 10 deputies for the unincorporated area over the next two years.
- An active shooter drill will take place at Pepperdine in June. Initial meetings are being held to plan for the drill.
- Crimes for the Lost Hills Station have decreased by 22%.
- Sheriff Jim McDonald and Sheriff's Deputies participated in the MLK Parade this past Monday. The Sheriff's goal is to improve relations between communities and the Sheriff.

**b. Fire Department (Maria Grycan)**

- Corral Canyon Proposed One-Day Drill – Maria Grycan reported that the community of Corral Canyon is very interested in conducting a drill.
- Drill may take place either on April 11, 25 or May 3. Still working on the details.
- TEM members discussed the idea of having representation on the Corral Canyon Planning committee to offer information and provide assistance planning the drill. Representation on the Corral Canyon planning team could include SD3, Animal Care and Control, Sheriff, Fire and T-CEP. Ms. Grycan will communicate further with the Corral Canyon group.

**c. Topanga Elementary School Needs (Sue Greenwood)**

- As a member of the Leadership Council at Topanga Elementary School, Ms. Greenwood requested to have law enforcement's presence in the area (School road) during school-release times. She has observed potential dangerous situations between the school children and motorists, due to the fact that some children walk to the Topanga Library after school. Captain Davoren and Ms. Greenwood will meet separately to discuss safety issues and how best to handle this request.
- Discussions took place on the representation on the TEM Task Force from the Topanga Elementary School faculty. Susan Nissman indicated that the School has "a seat at the table" and the school's participation is important. Ms. Greenwood agreed to meet and discuss with the Principal the designation and participation of a school representative on the TEM Task Force.
- The School needs an emergency preparedness orientation from the Fire Department. Maria Grycan will coordinate with Fire Department.

**d. North Topanga Canyon Fire Safe Council (Ryan Ulyate)**

- Work is continuing on the home hardening evaluation project. Over 80 homes have been evaluated in Topanga.
- Work continues on hazardous vegetation removal.

**e. Topanga Coalition for Emergency Preparedness (Scott Ferguson)**

- Scott Ferguson indicated that LA-RICS will be holding a community information meeting on 1/31/15 to discuss the installation of the monopole at the LTE site in Topanga Fire Station 69.

**f. Topanga Town Council (Stacy Sledge)**

- The Town Council will be updating its website including TEM Task Force minutes and agendas.
- New Access Cards for 2015 will be mailed in about two weeks. The image on the cards honors Topanga Docents.
- The Town Council is working with T-CEP on an Emergency Alert Status Notice button on the Town Councils website that can link to T-CEP site.

**g. Office of Emergency Management (Jeanne O'Donnell)**

- Staff from the Office of Emergency Management will be participating in a table-top exercise at Rocky Oaks Dam Reservoir .

**h. Animal Care and Control (Lisa Eldridge)**

- The Department is developing a strategic plan with the Equine Response Team. On February 28, 2015 a meeting will be conducted with the remaining volunteers.

**III. Survival Guide Status (Jeanne O'Donnell)**

- All comments received from the Communications Committee have been combined on to one draft that will be mailed to Perschini today.
- A revised version from Perschini should be available prior to the next TEM meeting.
- The original Purchase Order has been amended to include the cost of the pocket guide.
- Estimated target date for completion and distribution of the Survival Guide is March-April: The final draft must be approved by County Counsel for Fire and SD3. In addition, it is estimated that the procurement process will take about 4 weeks, with printing estimated to be completed in two weeks after the procurement process is completed.
- Nissman reminded the Task Force members that it is important for the Survival Guide to be completed in a timely manner, since funding has been established for the Guide.

**IV. Annual Topanga Drill (Maria Grycan)**

- Discussions were held on various options for the annual Canyon-wide drill. A suggestion was made to have a tabletop exercise.

**Action Item:** Maria Grycan will coordinate an initial meeting between OEM, Sheriff and Fire to discuss resources that may be necessary for this project. Subsequent to this initial meeting, another meeting will be held to discuss and develop project design. In relation to the discussion about initial participants, Susan Nissman suggested that Jeanne O'Donnell conduct a presentation at Canyon Sage on senior emergency preparedness in order to obtain their input as well.

**Next Meeting** – The next meeting will be held on March 18, 2015 at 9:30 a.m. at the Topanga Library.