

TEM TASK FORCE MEETING
March 16, 2016, 10:00am to 11:30am

DRAFT MEETING MINUTES

➤ Approved

➤ Approved with changes

In attendance:

Ali Acker
Scott Ferguson
James Grasso
Maria Grycan
Timothy Lippman
Susan Nissman

Stacy Sledge
Tam Taylor
Joe Young
Ryan Ulyate
Anthony Williams
Arthur Nissman

Simon T.
Marge Santos
Michael Edwards
Jeanne O'Donnell

- I. The meeting was called to order by Jeanne O'Donnell.
- II. Introductions were made.
- III. No Public Comments
- IV. Minutes from the January 20, 2016 meeting were approved with a correction to the list of attendees adding Jeanne O'Donnell whose name was inadvertently left off the list.
- V. Issues and Reports
 - A. Presentation on 69 Bravo – Anthony Williams introduced Simon T., the property owner, of the area in Topanga used by both Sheriff and Fire as a tactical location. The area provides a helipad and other amenities which serve as an extremely important resource area for both departments.

Simon T. provided video information on the location that showed actual Fire operations from the site and how the Fire's helicopters obtain water from the site for firefighting. He indicated that he decided not to sell the property and just recently signed a 3-year lease with the County which began in September, 2015.
 - B. Survival Guide: Jeanne O'Donnell indicated that the Communications Subcommittee has made numerous edits to the document to ensure correct content, and is currently working with the designer to complete the latest and final round of edits.

Discussions were held on how edits would be made that would follow the Survival Guide Format. Through the Purchase Order Agreement with Persichini, the County is the owner of the "native file" so that amendments to the Guide could be made by the County.

Edited pages would be posted on-line so that residents can down-load and make replacements to their binders.

- C. Community Workbook Exercise Update – Maria Grycan provided the following updates:
- a. The Fill-in Section of the Survival Guide will be mailed to residents prior to the May 7th Emergency Preparedness Fair (Fair). Residents will bring their completed information to the Fair.
 - b. The Fill-In Section of the Guide needs to be provided to Maria Grycan by April 11, 2016; since this is the date the Workbook and other materials will be sent to the printer.
 - c. A cover letter from Sheila Kuehl’s Office will be included in the mailer. Fire will print the letters; however, Timothy Lippman will need to provide the paper and text for the printing.
 - d. OEM has the funding for the materials, mailings, etc. that are being prepared by Stacey Sledge of the Topanga Town Council
 - e. Maria obtained the Los Angeles Unified School District’s required application for the use of school property, Topanga Elementary School, as the site for the Community Emergency Preparedness Fair. Use of the LAUSD property is free; however, there is a maintenance fee that must be paid to LAUSD for clean-up.
 - f. Michael Edwards of the Red Cross indicated that they will have a vehicle at the Fair.
 - g. Shaky Quaky demonstration structures may not be available for the Fair, since they are being repaired.
 - h. Items needed for the Fair such as canopies, tables, chairs, traffic cones, projection speakers should be handled through the County’s Internal Services Department.
 - i. A meeting will be held tomorrow at 9:30 at the Library to develop plans for the Fair. Among other items, the meeting should also cover invited departments, list vendors, large zone maps, and how traffic will be handled on the day of the Fair.

Action Items:

- ✓ Jeanne O’Donnell to work on the “Fill-in Section” of the Guide, and provide the completely edited version to Maria Grycan by April 11, 2016.
- ✓ Stacey Sledge and Maria to hold immediate post-meeting discussions to agree on protocols for procurement and invoicing to OEM for printed materials, postage of the mailers, etc.
- ✓ Timothy Lippman will provide paper and text to Maria Grycan to print the cover letter.
- ✓ Jeanne O’Donnell will complete the LAUSD application, check with the County’s Risk Management Branch to obtain documents to satisfy LAUSD’s requirement for “additional insured,” and obtain the Topanga Elementary School Principal’s signature on the application.
- ✓ Jeanne O’Donnell will call Earthquake Country Alliance to find out if their demonstration structure is available for use.

- ✓ Timothy Lippman will coordinate the items/equipment that will be needed for the Fair. He will contact Randy Bittner of the County's Internal Services Department (ISD) to obtain information on what paper-work is needed.
- ✓ Joe Young indicated that he may be able to call ISD on the repair status of the Shaky Quaky demonstration structures.

VI. Southern California Edison (SCE) on Community Communication – Timothy Lippman has met with Southern California Edison regarding the frequent power outages that have been occurring in Topanga. SCE has been invited to attend the next TEM meeting to take place in June to conduct a presentation on their projects. Members of the Task Force also requested that the following items be included in SCE's presentation:

- Notification process to residents
- Projects/repairs being conducted
- Overview of projects to respond to why, how and when projects are scheduled
- Communication Process

Action Item:

- ✓ Timothy will contact David Ford of Edison to follow-up.

VII. The meeting was adjourned at 11:45 a.m.

