

**TEM TASK FORCE MEETING**  
**March 18, 2015: 2:00pm - 4:00pm**

***MEETING MINUTES***

X Approved with changes

**In attendance:**

Fred Agoopi  
Beth Burnam  
Susan Clark  
Greg Even  
Scott Ferguson  
Sue Greenwood  
Maria Grycan

John Lecrivain  
Timothy Lippman  
Susan Nissman  
Jeanne O'Donnell  
Marge Santos  
Stacy Sledge  
Tam Taylor

- I. The meeting was called to order by Scott Ferguson as Alternate-Chair at 2:10pm.
- II. Introductions were made.
- III. No Public Comments
- IV. Minutes from the January 21, 2015 meeting were approved with changes.
- V. Issues and Reports
  - A. Stacy Sledge reported that the Topanga Town Council has the latest Access materials available.
  - B. Jeanne O'Donnell reported that the Survival Guide draft was due very shortly and would be circulated to all. After received there would be an opportunity for subcommittee to meet and make minor edits if needed.

Susan Nissman discussed the timing and requirements of the bid for the printing and mailing of the new Survival Guide. Final draft needs to be reviewed by counsel. Additionally, there was discussion on the quantity to be printed, with approximately 2900 being mailed and ordering 5000 total to have extras on hand. The bid would include printing, binder, envelope and mailing costs. Should be bulk rate.
  - C. Maria Grycan reported on an issue that arose with public access to internal Nixle messages. Grycan also reported that full-staffing of Los Angeles County Fire in preparation for fire season is starting 6 weeks early do to conditions. There was discussion of possibly having a tabletop drill with an accompanying mailing. There was discussion regarding and drill at Topanga Elementary.

- VI. Discussion of possible future agenda items included:
- Glovebox report by Communications Subcommittee
  - Update on Topanga Elementary Drill
  - New AVMA Guidelines
  - Report back on Corral Canyon Drill
- VII. New Items and Announcements
- Sue Greenwood will now be the TEM representative for Topanga Elementary per communication from school principal.
  - Susan Nissman was approved to fill the Member-at-Large position.
  - Tam Taylor with Canyon Sages shared concerns about encampments and campfires along East Hillside.
- VIII. The meeting adjourned at 3:45pm. The next meeting will be held on May 20, 2015 at 9:30 a.m. at the Topanga Library.