

**TEM TASK FORCE MEETING  
July 22, 2015: 10:00am to 11:30am**

***MEETING MINUTES***

X Approved with changes

**In attendance:**

Fred Agoopi  
Bryce Anderson  
Beth Burnam  
Susan Clark  
Michael Edwards  
Greg Even  
Scott Ferguson  
Rebecca Goldfarb

James Grasso  
Maria Grycan  
Brad Johnson  
Timothy Lippman  
Susan Nissman  
Jeanne O'Donnell  
Marge Santos  
Tam Taylor

Joe Young  
Roger Pugliese  
Arthur Nissman  
Coleman Garside  
Anthony Williams  
Steve Geraty  
Terry Cox  
Janice Harman

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- I. The meeting was called to order by James Grasso.
- II. Introductions were made.
- III. No Public Comments
- IV. Minutes from the May 20, 2015 meeting were approved with a minor spelling correction in Section 5A, "Communications."
- V. Issues and Reports
  - A. Survival Guide – The Communications Subcommittee has been holding meetings to conduct significant overhaul of the layout of the Guide. Community members' photos still need to be obtained, although another draft has been submitted to the designer. The Subcommittee expects to have another draft from the designer at the end of the week.

Information on the challenges and impacts from the current drought should be included in this version of the Guide. Susan Nissman agreed to provide this information to Jeanne O'Donnell.

The Purchase Order (P.O.) amount for the Survival Guide was increased to include the layout, design, and printing of the Glove Box version of the Guide, since this cost was not included in the original P.O.
- VI. Presentation by T-CEP Scott Ferguson, Board Chair of T-CEP, provided an overview of T-CEP and introduced the team members who conducted presentations of their respective duties and responsibilities within T-CEP as follows:

- a. Disaster Radio Team
- b. T-CEP Hotline
- c. Social Media Team
- d. Neighborhood Network
- e. Web Tools
- f. IT

A suggestion was made for T-CEP to conduct a “town hall meeting” to publicize upcoming drills and the distribution of the Survival Guide.

VII. Announcements

- Animal Care and Control announced that it will start training for Equine Response Team on August 8, 2015 and will also conduct recruitment training.
- The capabilities for large animal shelter have been expanded at the Pitches Detention Center.
- Fire announced that the Department is working on new structure protection guidelines mapping, which will include the Topanga Grid so that outside agencies and engine drivers can become familiar with the Zones in Topanga

VIII. The meeting adjourned at 12:05 PM.