

TEM TASK FORCE MEETING
September 16, 2015: 9:30am to 11:30am

DRAFT MEETING MINUTES

✎ Approved ✎ Approved with changes

In attendance:

Alli Acker
H. Chavez
Luke Claus
Michael Edwards
Scott Ferguson
James Grasso

Maria Grycan
Susan Nissman
Arthur Nissman
Leah Randall
Marge Santos
Stacy Sledge

Tam Taylor
Ryan Ulyate
Joe Young

- I. The meeting was called to order by James Grasso.
- II. Introductions were made.
- III. No Public Comments
- IV. Review/Approval of Minutes from the July 22, 2015 meeting – Minutes were approved with a minor change to Item 6A., which should read “Disaster Radio Team,” instead of “Disaster Response Team.”
- V. Reports
 - A. Communications Sub-Committee Report (Survival Guide Update) - Survival Guide (Graphics) – About 15 logos need updating. The Communications Subcommittee has been working with the graphic artist to respond to a few outstanding issues. The Committee will be meeting directly after today’s meeting.
 - B. Demonstration House – The demonstration house will be constructed at the Malibu Forestry Unit, consisting of a 120-square foot building that will demonstrate fuel modification, and appropriate landscaping, clearances, etc.

Clark Stevens of the RCD will work on getting an extension on the grant funding for building the demonstration house, since the deadline for the use of the funds has expired. The grant was obtained from SD3 from its Strategic Plan funds.
- Action Item:** Marge will contact appropriate BOS Executive Office staff to obtain procedures for the grant fund extension and provide the information to Mr. Stevens.
- VI. Options for Future Community Exercises - A drill is needed in 2016 and the end of April is the target date; however the group must decide on the type of drill that will take place.

Agreement was reached that an annual drill should be conducted to keep up the community's emergency preparedness momentum. Ideas and issues that could be considered leading up to the drill included the following:

- a. Use the workbook concept, which would be mailed to residents prior to the drill.
- b. Items to be included in the workbook.
- c. Potential give-away items.
- d. Meetings with the Communication sub-committee should begin as soon as possible to begin discussions and ideas for the drill.
- e. Consideration as to whether the Fair should be held at the Topanga Elementary School or the Community House.
- f. How to use social media to answer questions in the workbook.
- g. Activities that could be done leading up to the fair.
- h. Set a date in April for the fair.

VII. Announcements

- OEM has put together an El Nino Group, comprising of Fire, Sheriff, Public Health, Beaches, OEM, and DPW. The Topanga Town Council would like to have a presentation on how residents should prepare for a flood. The presentation should be customized and relevant to the Topanga community.

Action Item: Stacy Sledge to provide Maria Grycan a list of potential dates for the Town Council Meetings so that, the El Nino group can conduct a presentation at one of the Town Council's meeting.

- Stacy announced that a town hall meeting will be held on Thursday from 6:00 – 7:30 p.m. at the Community House. The subject of the meeting is "Horse Facility Compliance." The Department of Regional Planning will be in attendance.
- Jeanne O'Donnell announced that Helen Chavez will be her back-up on the TEM Task Force.
- Maria Grycan announced that Chief Whittle has been promoted, and Assistant Fire Chief Luke Claus will be his replacement.

VI. The meeting adjourned at 11:15 AM.