

TEM TASK FORCE MEETING
120Topanga Canyon Boulevard, Topanga, CA 90290
November 19, 2014: 9:30 – 11:30 a.m.
Meeting Minutes

Mission Statement: *The mission of the Topanga Emergency Management Task Force, a partnership of designated public agencies, non-governmental organizations, and community organizations is to ensure the sustainability of emergency management efforts and strategies for the Los Angeles County unincorporated area of Topanga. The Task Force oversees the coordination and communication among governmental agencies, non-governmental organizations, and the community to improve preparedness, prevention, response, and recovery. It will develop, review, and monitor community-based emergency plans, facilitate emergency planning exercises, ensure community involvement and educational outreach, and evaluate and update emergency plans after a disaster.*

In attendance:

Susan Nissman, SD3
Marge Santos, CEO/UAS
Jeanne O'Donnell, CEO/OEM
James Grasso, T-CEP
Greg Even, DPW
Maria Grycan, LACoFD
Stacy Sledge, Topanga Town Council
Ryan Ulyate, N. Topanga Fire Safe Council
Lisa Eldridge, Animal Care and Control

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

- I. **Review of the October 22, 2014 Meeting Minutes** - The October 22, 2014 meeting minutes were reviewed. A revision is necessary and will be distributed to the TEM members at the next meeting.
- II. **Alternate Membership:**
 - a. A motion was approved to allow up to two alternates for each Task Force member agency. Alternates may attend meetings; however, they will not be allowed to vote on issues.
 - b. A motion to allow two official members from T-CEP was approved. Each of these members is allowed to have alternate representations on the Task Force.
 - c. A motion to allow Scott Ferguson to become the second voting member of the TEM Task Force was approved.
- III. **Additional Membership to the TEM Task Force**
 - a. Discussions were held regarding representation from SAGE, Arson Watch and Topanga CERT for the TEM meetings.

- b. Stacy Sledge agreed to conduct outreach to obtain a representative from SAGE. James Grasso agreed to contact Arson Watch and Topanga CERT to obtain representatives from these agencies.

IV. Survival Guide

- a. The Task Force agreed to set up a separate meeting for further review and revision to the guide, as necessary.

- V. **2015 Topanga Drill** – Discussion of the 2015 Drill will be placed on the next TEM Task Force Meeting Agenda.

VI. Public Comments

The meeting was opened for public comments; however, there were no members from the public in attendance.

- VII. **Next Meeting** – The next meeting will be held on January 21, 2015 at 9:30 a.m. at the Topanga Library.