

TOPANGA EMERGENCY MANAGEMENT TASK FORCE
Meeting Held on December 18, 2013 – 9:30 to 12:00 p.m.

In attendance:

Pat MacNeil, T-CEP
Maria Grycan, Fire Department
Susan Nissman, Zuhey Espinoza, SD3
Chase McMunn, Topanga Library
Mary Lukins, Animal Care and Control
Officer Leland Tang and Officer E. Figueroa, CHP
Stacy Sledge, Topanga Town Council
Susan Clark, LACDACERT, Topanga Animal Rescue
James Grasso, TCEP
Ryan Ulayte, NTFSC
Marge Santos, CEO
Michael Edwards, American Red Cross
Lani Alfonso, DPW

I. Introductions

The meeting was called to order by Pat Mac Neil.

II. Public Comments

The meeting was opened for public comments, but there were none.

III. Meeting Minutes

The minutes of the previous meeting were reviewed with a minor correction. Scott Grasso should be James Grasso. This information was noted in the minutes.

Mary Lukins of Animal Care and Control also noted that the Area G Veterinary Disaster Team is no longer operational. Staff of ACC has verified this information.

IV. Issues and Reports

Revision/Update of the Topanga Survival Guide Draft & Supplement:

- Maria Grycan prepared and had available the first draft of the Revised Survival Guide Draft. The Group reviewed a portion of the draft as time allowed. The review will continue at the communication's committee next meeting set for January 8, 2014.

- The goal is to have first revisions done by February 1st 2014. It will take approximately 5 weeks for layout and design to be completed.
- Maria indicated that she obtained comments from Jeanne O'Donnell of OEM and will be reviewing those comments for incorporation in to the next draft.
- Marge to send Maria an electronic copy of the SD3 Brochure insert, which contains Emergency Preparedness Website information for the Santa Monica Mountains.
- Susan will write the introductory letter for Zev's signature to be included in the Guide.
- Maria indicated that she will be speaking to Scot Kuhn of County Counsel to apprise him of the revised manual and will ask him to review the final.
- Ryan Ulayte will write a short informational piece on how residents can contact the North Topanga Fire Safe Council for home-preparedness information. This write-up will be forwarded in an electronic format to Maria Grycan for inclusion in the Revised Survival Guide Draft.
- Mary Lukins/Maria Grycan will review the Pet Brochure to extract content from that brochure for inclusion in the Revised Survival Guide Draft.
- Stacy Sledge will develop a "business form" checklist for emergency preparedness and submit to Maria Grycan. Also a Business Access Card checklist will need to be created.
- Mary Lukins and Susan Clark agreed to get together with Ali Acker to work out large/small animal preparedness issues.
- James Grasso will re-write the Neighborhood Network Section (page 22) and submit to Maria.
- The Group will continue its review of the Revised Survival Guide Draft on January 8, 2013, at Page 39, "Red Flag Weather."

V. Future Agenda Items: The Group will continue to work on the review of the Revised Survival Guide Draft.

VI. Adjournment

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