

Meeting of the Topanga Emergency Management Task Force February 16, 2011

Task Force Members in Attendance:

Pat MacNeil, T-CEP
Keith Harrison, CEO, Office of Emergency Management
Susan Nissman
Cynthia Scott, Board of Supervisors, Third District
Chief Anthony Whittle, Maria Grycan, County Fire
John Adkins, DPW-Road Maintenance Division
Mary Lukins, County Animal Care and Control
Marge Santos, County Chief Executive Office
Michael Edwards, Red Cross
Bruce Royer, Chamber of Commerce
Alli Acker, LACDACERT
Claire Davis, CERT
Stacy Sledge, Topanga Town Council
Others: Todd Liming, DPW- Traffic/Lighting Division

Meeting called to order by Co-Chair, Keith Harrison

- I. Minutes from the November 17, 2010 were reviewed and approved with one correction to Pat MacNeils' surname.

II. County-wide Drill

A. Drill Planning:

- a. The Drill will take place on May 7, 2011, at Topanga Elementary School. It will be the same fire model as last year, but command staff would like to make it more "real" with the use of one command vehicle.
- b. Alert LA – Fire Department has secured the County's mass notification system, regardless of actual events that may activate it before the 5/7 Drill. FD has been meeting with contract cities that have their own systems and asked them to coordinate the message in an actual event where Alert LA was utilized.
- c. A Contract needs to be executed between LAUSD and the County for the use of the school property. Cynthia will contact Robert Kamm of LAUSD to get information on application for the use of the school facility. Marge Santos will assist in working with Risk Management to obtain proof of Certificate of Insurance.

- d. LA Alert calls should be conducted on the morning of the Drill and Third District's contractor, Rapid Notify should be used as a reminder to residents on the Wednesday prior to the May 7th Drill.
- e. The Topanga Town Council Website has been launched at onetopanga.com
- f. Seniors with disabilities need to be included in the planning for the Drill. A Civil Rights suit against the City of Los Angeles' emergency plans violating ADA laws to include persons with access disabilities and functional needs that may be physical, medical, or age-related, without separating them. Keith Harrison indicated that every emergency drill and other emergency planning activities conducted by the County need to include and consider special needs population. For example, during the upcoming Canyon-wide Drill, the Community Safety Areas (CSA) will need to be able to accommodate the sheltering of persons with disabilities and functional needs. Inclusion of special needs community members in the planning process will show that the County is making a good faith effort to be better prepared to respond to the disabled needs population in the event of a disaster. A subcommittee should be formed to determine what is necessary to meet the functional needs of disabled persons at these locations. Stacy will talk to the Canyon Sages about getting a list of special needs individuals together. Although SNAP does not request medical information, HIPPA rules only apply to the government receiving medical information not to organizations requesting itARC and OEM will help facilitate.
- g. Maria Grycan will notify property owners of the CSAs and Neighborhood Survival Areas (NSA) of the upcoming Drill to determine whether they want the option of not participating in CSAs and NSAs during the Drill.
- h. Maria indicated that not all the NSAs will be used, as some signed agreements have not been obtained from some of the property owners.
- i. ARC discussed the idea of creating a shelter but the reality is that there will not be one there in the future for real incidents. Maria is concerned this will create a false perception. Currently, possible Topanga shelters include the Community House, Cali-Camp, TE School, and Topanga Christian Church.
- j. The decision was made to have a virtual shelter at the Church with sandwich boards to direct folks to locations outside the canyon, such as Taft High or Palisades High, in an actual event.
- k. Topanga Elementary School will participate in the Safety Week with a Drill on Wednesday and like last year, a full deployment of Station 69.
- l. Third District will get paper to Maria for workbooks. Chamber will allow Fire to use their bulk rate for mailing again.

III. Drill Film – Bruce Royer indicated that he expects to complete the video by March 6, 2010. He is going to shoot and add live action footage of the Drill at the School. Cynthia Scott, Susan Nissman and Maria Grycan were invited to preview the film prior to finalizing. A link will be sent to the group when complete.

IV. DPW – Road Striping Projects

- a. Per Fire Department's requirements, DPW has been installing white edge-line striping in about 10 roadways to serve as a guide for residents to park their vehicles. Additional roadways are being identified for which striping will be done.
- b. Some folks are carving out new spaces, which is an unintended consequence but illegal. A permit to build in the Road Right of Way is required by Public Works.
- c. Follow-up information should be provided to residents about the completed striping of the roadways and also on those that are scheduled to be striped. Property owners are asked to inform visitors, tenants, contractors of parking restrictions. John of PW asked for a CHP contact if he gets complaints from residents.
- d. Complaints about residents not parking within the striped roadway areas should be forwarded to the CHP.

V. Communication Sub-committee Report

- a. The Topanga Service Fair will be combined with T-CEP Emergency Preparedness Fair as one event. This event will be held at Topanga Elementary upper playground on October 10, 2010. An agreement with the LAUSD will also be needed for this event.
- b. The Subcommittee discussed the idea of combining the Survival Guide and its Supplement into one booklet. Maria does not want to reprint the guide or add new information. A quote from Persechini to create one high resolution PDF of both combined online will be requested.
- c. Informational kiosks at Pine Tree Circle and the Post Office: The subcommittee will meet again for further discussion and specifications and make a recommendation on which type of kiosk to bid.
- d. Classes for Day Laborers on Brush Clearance Safety – The Subcommittee is trying to find someone to conduct these classes. Maria Grycan indicated that Fire Department can obtain the services of staff from the Brush Clearance Unit to conduct the training. However, Fire is not able to conduct outreach to bring the Day Laborers together. The

Communications Sub Committee will need to identify the people for the training.

VI. **SMMtns Fire Safe Alliance** – No report.

VII. **Task Force Membership Assignments**

- a. Keith reported that the CEO's Office of Emergency Management in conjunction with various County Departments developed and launched the SNAP registry. (Specific Needs Awareness Planning (S.N.A.P.) He will provide brochures to members as needed.
- b. DPW: WWD #29 project is complete but will be repaving. Road resurfacing and preservation projects are on-going throughout the Third District.
- c. Communication Tools in Emergency: Fire is looking into getting a Nixel account (similar to twitter).
- d. ARC is focused on volunteer opportunities.

VIII. **Upcoming Meeting Dates (April 20 and May 18, 2011):**

- a. A meeting of the Task Force will take place on April 20, 2011 at 9:30 a.m. This will provide an opportunity to review plans for the upcoming Canyon-wide Drill to take place on May 7, 2011.
- b. The quarterly meeting will still be held as scheduled for May 18, 2011. This meeting can be used for a de-briefing on the Drill activities.