

TOPANGA EMERGENCY MANAGEMENT TASK FORCE
Meeting Held on March 25, 2014 – 9:30 to 12:00 p.m.

In attendance:

Susan Nissman, SD3
Zuhey Espinoza, SD3
Marge Santos, CEO
Jeanne O'Donnell, OEM
Anthony Williams, LACoFD
Maria Grycan, LACoFD
Mark A. Flore, LASD
Robert Royster, LASD
Pat Davoren, LASD
John Lecrivain, LASD
James Braden, LASD
David Bennett, LASD
Ken Nelson, MRCA
Mary Lukins, Animal Care and Control
Officer Leland Tang, CHP
Stacy Sledge, Topanga Town Council
Pat MacNeil, T-CEP
James Grasso, TCEP
Bryce Anderson, TCEP
Ryan Ulyate, NTFSC
Michael Edwards, American Red Cross

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 approved with minor corrections.

IV. Issues and Reports

- a. Maria Grycan indicated that the Survival Guide will not be ready for the drill. The drill is scheduled for April 26th and mailing of maps will occur on April 16th. There have been some language changes on the new maps in order to be consistent with ICS (Community Safe Areas → Public Safe Refuges).
- b. Maria discussed logistics of the drill:
 - i. The drill is scheduled to start at 10am. Alert LA will send out mass text messages. The command post will be at King Gillette Ranch. She will put 'Do not park in grass' signs at the command post.

- ii. Maria also pointed out the 2 years ago Sheriffs sent out a message that the drill was over before it was actually done. Chief Williams said, 'we cannot do the drill in 2 hours and it must be played out in its entirety'. Incident commanders will come together to decide whether or not the drill is over (Fire and Sheriffs will communicate).
- c. Jeanne O' Donnell stated that the draft is in good shape, however it still needs the 'Topanga Voice'
- d. Ken Nelson from MRCA mentioned that they are more than willing to help with resources for the drill.
- e. Mary Lukins mentioned that she will be retiring and that Lisa Eldridge and Fred Agoopi will be her new replacements. In addition, Pierce College will not be a possibility for an Equine Evacuation Center. Nissman suggested having an Animal Care and Control (ACC) presence at Pali and Taft High School instead. Grycan suggested to only having ACC present at Taft.
- f. The group has agreed to have a pre-dill meeting on 4/16 at SD3 (2-4pm).
- g. The Group will continue to work on the review of the Revised Survival Guide Draft.

V. Future Agenda Items:

- a. Maria Grycan:
 - i. Mail out drill package with a goal to have them at post office on 4/16. The package will include maps and a legend to tell people exactly the area they should go to at the PSR's. Grycan will work with SOS to obtain coupons to hand out to those who participate in the drill. She will reach out to KNX news to have a reporter to provide updates and will notify Waterworks District Office of the Drill. SD3 will be responsible for notifying the remaining agencies/owners of the PSRs, and also Craig Sapp (Sap), and NPS. Grycan will create a flyer to for drill readiness. She will provide Sheriff (Flores) the final scripts. These will be done prior to the 4/16 Pre drill meeting.
- b. Mary Lukins:
 - i. She is retiring, (3/27/14 is her last day). Lukins will inform Fred Agoopi and Lisa Eldridge of the following:
 - 1. ACC should be present at Taft High on 4/26/14. It would be great if ACC has additional staff/volunteers so that someone can be at Pali to provide information, but the more important location is Taft High School. ACC will have water available for small animals.

- c. Zuhey/ Susan:
 - i. Will notify agencies of the drill, including NPS and Craig Sap; obtain 2 pre-recorded messages by Zev; provide stickers to update old “Ready Set Go!” posters announcing the drill date of 4/26; and send out Action Items right away.
- d. Sheriff
 - i. Get in touch with LAPD with notification about the upcoming drill
- e. Jeanne O’Donnell:
 - i. Check on whether it is appropriate to knock on doors of SNAP registrants during a drill vs. an actual emergency. Jeanne will report back to Maria. Will handle issues on SNAP and provide brochures to Stacy Sledge.
- f. Bryce:
 - i. CSA signs need to be redone to say PSR. Bryce is locating the signs and will give SD3 information (dimensions, etc.). SD3 will order new banners that say ‘Public Safe Refuge’.
- g. Stacy Sledge
 - i. When Maria has all the copies done for the mailing packet, Stacy will organize volunteers to come in to put the packets together, stuff the envelopes, etc. and get everything ready for mailing.

VI. Adjournment

The meeting was adjourned at 11:30pm