

**TOPANGA CANYON EMERGENCY MANAGEMENT  
STEERING COMMITTEE  
MEETING NOTES**

**Co-Chair: Pat MacNeil  
Co-Chair: Keith Harrison  
Lead Coordinator: Susan Nissman  
August 24, 2006**

**In Attendance**

<b>MEMBER</b>	<b>ORGANIZATION</b>	<b>MEMBER</b>	<b>ORGANIZATION</b>
Pat MacNeil	T-CEP	Abigail Bok	Arson Watch
Keith Harrison	OEM	Marge Santos	CAO
Maria Grycan	Fire Dept.	Susan Nissman	BOS 3 <sup>rd</sup> District
Cynthia Scott	BOS 3 <sup>rd</sup> District	Peggy Edwards	KH Consulting Group
Mary Lukins	LACDACC	Marge Santos	CAO UAS
Andrea Makshanoff	Co-Chair Work Group, T-CEP	Vic Richards	Town Council
Lance Grindle	DPW Roads		

**AGENDA, NOTES, & ACTION ITEMS**

*(Action Items are italicized)*

**I. WELCOME, INTRODUCTIONS, & GENERAL UPDATES**

Co-Chair Pat MacNeil called the meeting to order and welcomed members. August minutes were corrected and are attached.

**II. UPDATES ON PLANNING & RESPONSE WORK GROUP COMMITTEES**

Susan Nissman reported on the August Committee meetings:

The committees are all working on printed materials that will cover different topic and be distributed in various ways to residents and people who are employed in the Canyon. Susan is trying to get the County processes for approval and printing clarified and to determine the timeframes all this will take.

- Small Animal/Pet Evacuation:** The brochure is in the approval process.
- Hard-to-Reach Populations:** On November 18<sup>th</sup>, the committee is co-sponsoring a pre-Thanksgiving gathering at the Christian Fellowship Church.
- Other:**  
There was discussion about what printed materials should be translated into Spanish. A guiding principle was agreed upon: whatever is distributed in English should also be available in Spanish to the same population groups. The Work Groups will follow this direction in the preparation of materials.

**III. STATUS REPORTS**

See Attached

## **VI. FUTURE MEETING DATES & TIMES**

- November 16<sup>th</sup> at 1 p.m. at the T-CEP EOC
- December 28<sup>th</sup> at 1 p.m. at the T-CEP EOC

**TOPANGA CANYON EMERGENCY MANAGEMENT PLANNING  
STEERING COMMITTEE**

**STATUS REPORT**

INITIATIVE/ISSUE	STATUS	WHO	WHEN
Topanga Canyon Disaster Survival Guide	<p><b>Inserts:</b> Under development by the Work Group committees</p> <p><b>Spanish Translation:</b> 3<sup>rd</sup> District Office has taken this project and will contract through the County for translation of the complete document. It will be posted on the web site and a marketing campaign will be implemented to inform residents and business owners of its availability.</p>		
Traffic Control Plan			
Signage Programs			
CSA & NSA Signage	<p>DPW is handling encroachment permits with CalTrans for CSA signs at four locations on Topanga Canyon Blvd.</p> <p>Fire Dept. is verifying actual NSA addresses and requesting consent letters from residents/owners of the NSA sites.</p>	<p>Chris Sheppard</p> <p>Maria Grycan Ron Durbin</p>	
Other Signage	Chris Sheppard is exploring “no smoking” signs for the ends of the Canyon.	Chris Sheppard	
Logistics for CSAs & NSAs	The CERT team did on-the-ground reviews of all CSAs and mapped them. Maria Grycan will convert the maps into graphics.	CERT Maria Grycan	
Calvary Church MOU	Susan Nissman, Reggie Lee, & the Red Cross met with Calvary Church to resolve this issue. A new MOU is in progress.	Cynthia Scott	
Emergency Preparedness Planning Guide	The Emergency Preparedness Planning Guide was approved by the County’s Emergency Management Council in August.		

INITIATIVE/ISSUE	STATUS	WHO	WHEN
	<p>A Board letter is being drafted for BOS approval.</p> <p>Susan Nissman requested that the Thomas Bros. map standard be used throughout the County. The action is to bring John Hargraves into this discussion to work on this issue through the law enforcement channels.</p>	Susan Nissman	
Emergency Management Plan	<p>There is a need to develop an Emergency Management Plan for Topanga Canyon that will meet the requirements of SEMS and NIMS.</p> <p>Maria Grycan will develop this, based on the Malibu plan.</p>	Maria Grycan	
Governance	<p>County Council reviewed the research on Municipal Advisory Councils and Fire Safe Committees. They will require that a separate MAC be established for each unincorporated area.</p> <p>It was agreed that if the MAC structure is used, they could also form a Fire Safe Committee under its purview.</p>		
Issues that have been tabled pending further information or developments			
Evacuation Notification	The contract with CAN (American Emergency Network) system is under review.		
Fire Resistant Emergency Supplies Shed	These sheds do not require building permits because of their small size. Any information about these shed is informational only. These sheds are not a product of TEMP.		

**CORRECTED**  
**TOPANGA CANYON EMERGENCY MANAGEMENT**  
**STEERING COMMITTEE**  
**MEETING NOTES**

**Co-Chair: Pat MacNeil**  
**Co-Chair: Keith Harrison**  
**Lead Coordinator: Susan Nissman**  
**August 24, 2006**

**In Attendance**

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Pat MacNeil	T-CEP	Abigail Bok	Arson Watch
Keith Harrison	OEM	Marge Santos	CAO
Maria Grycan	Fire Dept.	Susan Nissman	BOS 3 <sup>rd</sup> District
Chris Sheppard	DPW	Peggy Edwards	KH Consulting Group
Mary Lukins	LACDACC	Catherine McClenahan	Topanga Elementary School
Andrea Makshanoff	Co-Chair Work Group, T-CEP	Stacy Sledge	Town Council
Reggie Lee	Fire Dept.	Linda Jo Loftus	Community
J. Lopez	Fire Dept.	Rick Langlotz	Fire Dept.

**AGENDA, NOTES, & ACTION ITEMS**

*(Action Items are italicized)*

**I. WELCOME, INTRODUCTIONS, & GENERAL UPDATES**

Co-Chair Pat MacNeil called the meeting to order and welcomed members. July minutes were corrected. *In the future, Peggy Edwards will distribute Steering Committee minutes to all members without a prior review from the co-chairs and coordinator.*

**II. UPDATES ON PLANNING & RESPONSE WORK GROUP COMMITTEES**

Susan Nissman reported on the August Committee meetings:

- Small Animal/Pet Evacuation:** The committee presented for approval a brochure for pet owners detailing planning, evacuation, and recovery information. With several suggestions, the brochure was approved. *Abigail Bok will make the changes and ask Bill Buerge to design the graphics.* At the same time, the wording is under review by County Animal Care & Control. LACDACC will be the final approval of the brochure contents regarding Animal Control.
- Hard-to-Reach Populations:** The Spanish translation of the mini-guide is being reviewed in the 3<sup>rd</sup> District Office.
- Prevention Methods:** Various printed materials are being prepared. *Peggy Edwards will compile a list of proposed materials.* Distribution of these materials

should be staggered so keep emergency preparedness in front of residents as often as possible. *We will develop a distribution plan by October.*

Maria Grycan is preparing the first brochure, which is planned by the end of September. There was discussion about how to pay for the postage to send these to residents. *Susan Nissman, Marge Santos, and Maria Grycan will address this issue.*

Rick Langlotz and J. Lopez addressed the Steering Committee about fuel modification options, including exploration of prescribed burns.

**Recovery:** The Brush Clearance Officer will review each Neighborhood Survival Area. The list of NSAs will be maintained at the Fire Dept. and in the 3<sup>rd</sup> District Office.

**Other:**

- There was discussion about Fire Dept. personnel not being familiar with T-CEP and other emergency preparedness groups in the Canyon because there are often new people at the station. *Pat MacNeil, Linda Jo Loftus, Dawn Simmons and Abigail Bok will prepare a presentation to do at all three shifts.* They will describe T-CEP, Arson Watch, and other community activities. With three days notice, Maria Grycan will schedule these meetings. It was decided that this should happen two times each year. The On-Call Firefighters will be asked to be a community link with the Fire Dept. since they reside in the Canyon.
- The California Office of Emergency Services has a publicity program. Maria Grycan will find out the themes that the state is using and will determine if we can build on the work they are doing.
- Stacy Sledge works with a non-profit, Cock-a-Doodle-Do, that will provide free services such as stuffing envelopes and preparing mailings.
- The Fire Dept. is planning to do evacuation drills each year in March or April and these will involve the entire Canyon.

### III. STATUS REPORTS

See Attached

### VI. FUTURE MEETING DATES & TIMES

- October 5<sup>th</sup> 1 p.m. at the T-CEP EOC
- November 16<sup>th</sup> at 1 p.m. at the T-CEP EOC

