

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

**Co-Chair: Pat MacNeil
Co-Chair: Keith Harrison
Lead Coordinator: Susan Nissman
August 23, 2007**

In Attendance

MEMBER	ORGANIZATION	MEMBER	ORGANIZATION
Pat MacNeil	T-CEP	Reggie Lee	LACOFD
Keith Harrison	OEM	Lance Grindle	Public Work
Maria Grycan	LACOFD	Abigail Bok	Arson Watch
Cynthia Scott	BOS 3 rd District	Marge Santos	CEO-UAS
Mary Lukins	LACDACC	Susan Nissman	BOS 3 rd District
Andrea Makshanoff	Co-Chair Work Group, T-CEP	Stacy Sledge	Town Council

AGENDA, NOTES, & ACTION ITEMS

I. WELCOME

Co-Chair Pat MacNeil called the meeting to order and welcomed members.

II. UPDATES ON PENDING ISSUES

Topanga Emergency Evacuation Plan:

Keith Harrison led the review of each section. Fire will be providing more info. All changes should be channeled to Keith via the BOS office at Cynthia's email. (csconfig@bos.lacounty.gov).

Calvary Church MOU: Pat MacNeil reported that Michael Kleiner, the new Director of Emergency and Disaster Response for the American Red Cross (ARC) in Los Angeles, has still not heard from the church's attorney's. Chief Lee recommended that in the event of an emergency, the Calvary Church could be designated as an Evacuation Center and commandeered and Palisades High as an ARC shelter, an MOU already in place.

Signage Program: There are new blue signs being placed at the on County roads that intersect Hwy 27, reading "Topanga" or SMMountains. This is a result of Cal-Trans allowing County to place these highly visible signs for to direct emergency responders. It will be implemented at all roads that intersect, whether private or public with the exception of School Road.

III. NEXT STEPS

Drills: There will be a surprise T-CEP drill on 10/2 as well as a drill to educate the parents at Topanga Elementary School later in October. Maria estimated that the Canyon-wide drill will be scheduled in Spring '08, preferably in February.

Phase III Advisory Governance: It was agreed to drop the word "Governance" which is somewhat misleading in favor of "Advisory Structure". Susan recommended that the goal to be to institutionalize the core structure of the Steering Committee to insure that after members matriculate, it will continue to educate the public. BOS-3D will re-write the Planning Process portion of the

Evacuation Plan to include this step.

IV. **REPORTS ON COMMUNICATION EFFORTS**

- ❑ **Emailing Stakeholders:** This group met 7/10. It was recommended that new emergency planning and prep email updates be sent to local organizations through their membership lists. Pat sent 2 separate letters (one to TEMP Stakeholders and the other to various remaining groups) and received positive responses from The Chamber, Watershed, TASC, Children's Corner, and Tuna Assoc. She will send a reminder to those non-responders.
- ❑ **Reminder Postcards:** Stacy suggested that we put flyers in the water bills to prompt Topangans about fire season, getting a Family Plan, and to locate and read the Guide and Supplement. A note to contact the Supervisor's office if they did not receive the mailing will be added.
- ❑ **Realtor Welcome Packages:** Stacy is distributing these approx 100 guides in out-dated packages with Supplements to local realtors who predict approx. 100 escrows/year. BOS office will draft a letter to accompany the guides welcoming them to Topanga and stressing the importance of disaster preparedness.
 - ❑ **Articles for Business Journal:** Andrea is writing an article on Tree Health with the assistance of Rosi Dagit.

IV. **FUTURE MEETING DATE**

September 27, 2007 at 1pm at the EOC