

**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

MEMBER	ORGANIZATION	MEMBER	ORGANIZATION
Pat MacNeil	T-CEP	Abigail Bok	Arson Watch
Keith Harrison	OEM	Marge Santos	CAO
Maria Grycan	Fire Dept.	Susan Nissman	BOS 3 rd 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.
- Hard-to-Reach Populations:** The Spanish translation of the mini-guide is being reviewed in the 3rd 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 3rd 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, 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 5th 1 p.m. at the T-CEP EOC
- November 16th 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>Inserts: Under development by the Work Group committees</p> <p>Spanish Translation: In progress by the Fire Dept.</p>	Maria Grycan	
Traffic Control Plan	The plan needs to be revisited after the July 15 th Drill.	Cynthia will contact John Hargraves	
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	<p>Chris Sheppard is exploring “no smoking” signs for the ends of the Canyon.</p> <p>3rd District Office has arranged with CalTrans to use electronic signs at each end of the Canyon to alert motorists to Red Flag Day warnings.</p> <p>Maria Grycan is providing language for the signs to CalTrans.</p>	<p>Chris Sheppard</p> <p>3rd District Office</p> <p>Maria Grycan</p>	
Logistics for CSAs & NSAs	<p>The CERT team did on-the-ground reviews of all CSAs and mapped them. Maria Grycan will convert the maps into graphics.</p> <p>The Christian Fellowship Church is designated by the Fire Dept. as their medical treatment and transport location in an emergency. The</p>	CERT Maria Grycan	

INITIATIVE/ISSUE	STATUS	WHO	WHEN
Calvary Church MOU	<p>church can become a Red Cross shelter after the disaster.</p> <p>Susan Nissman, Reggie Lee, & Keith Garcia will request a meeting with Calvary Church to resolve this issue.</p>	Susan Nissman Reggie Lee	
Emergency Preparedness Planning Guide	<p>The Emergency Preparedness Planning Guide was approved by the County's Emergency Management Council in August.</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	County Council is reviewing the research on Municipal Advisory Councils and Fire Safe Committees. It was agreed that if the MAC structure is used, they could also form a Fire Safe Committee under its purview.		
Issues that have been tabled pending further information or developments			
Evacuation Notification	The glitch with the CAN (American Emergency Network) system that occurred during the July 15 th drill has been fixed. The 3 rd District Office and the Sheriff's Dept. have requested a free phone test. The contract with AEN is being reviewed in September.		
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.		