

Topanga Emergency Management Task Force Meeting
September 18, 2013
9:30 – 11:30 Topanga Canyon Library

In attendance:

Susan Nissman, Zuhey Espinoza, SD3
Pat Mac Neil, Co-chair, T-CEP
Jeanne O'Donnell, Co-chair, OEM
Marge Santos, CEO
Lani Alfonso, DPW
Alli Acker, LACDACERT
Chase McMunn, Public Library
Eric Fox, LASD
James Grasso, T-CEP
Stacy Sledge, Topanga Town Council
Chase McMunn, County Library
Ryan Ulyate, NTCFSC
Maria Grycan, LACoFD

The meeting was called to order by Pat Mac Neil. The meeting minutes from the June 19, 2013 meeting were approved with minor corrections: (1) Ali Acker's name to be changed to Alli; Fred Agoopi of Animal Care and Control name should be corrected (add an "i" to the end of his last name. There were no public comments.

Susan Nissman suggested to the Chair that at the end of each meeting that the Action Items be verbally summarized.

I. Issues and Reports

1. **Wild Fire Evacuation Plan Update** (Jeanne O'Donnell of the Office of Emergency Management (OEM), Chief Executive Office. Jeanne noted the following:
 - The Plan has been circulated numerous times to the Task Force members. Input received was insignificant such as address and phone number changes. The following were additional comments on the Wild Fire Evacuation Plan:
 - Maria Grycan asked that on pages 15 and 29 and throughout the document that Community Safety Areas be changed to Community Survival Areas.

- Neighborhood Survival Areas should be changed to Temporary Refuge Areas.
- SD3 Field Office name should be called West Valley/Mountain Communities District Office.
- Area G Vetereniary Disaster Team: Jean will check with Fred Agoopi to ascertain if this Team is still operational.
- Maria Grycan to send tactical zone maps in jpg format to Jeannie O'Donnell so that it can be included in the Wild Fire Evacuation Plan.
- North Topanga Canyon Fire Safe Council should be added to the list of agencies. Their Website is NTCFSC. Ryan Ulyate will send a brief description on the NTCFSC to Jeannie for inclusion in the Wild Fire Evacuation Pan document.
- Once Jeanne has obtained all the input for corrections, she will re-send to everyone for final comments.
- Inlue Nixel information in the Wildfire Evacuation Plan. Maria will work with Jeanne to ensure the proper language is developed for the Plan.

2. **Animal Care And Control Motion** introduced by Supervisor Mark Riddley-Thomas

- Susan Nissman informed the group that a motion was adopted by the Board of Supervisors to amend Title 10 (Animal Care). The amendment proposes that all boarding facilities for animals should have an evacuation plan posted and should include where the animals would be evacuated to and who is responsible for the evacuation. She express concern that this is not feasible as an evacuation plan is dependent on the type of emergency. She asked that OEM and Fire review the draft ordinance prior to ACC presenting a draft amendment to the BOS.

Action Item: Marge to provide OEM and Fire the link for obtaining the Board Motion.

3. **Communications Sub-Committee Report** (Maria Grycan)

- Work continues on the guide and a sub-committee will be set up to help in determining where information should be placed. The Sub-

Committee will consist of: Maria Grycan, Scott Grasso, Zuhey Espinoza, Jeanne O'Donnell, James, Pat MacNeil, and Stacey Sledge. Susan requested that a meeting of the Sub-Committee be held shortly so that the revision of the guides can be completed in a timely manner. Maria will coordinate the meeting.

- The Drill is scheduled for April 26th, 2014. Three events will be happening around the same time: Drill, Topanga Memorial Day Event, and the "Zev's Room" naming event. Planning for these events should be coordinated so that there is sufficient time between each event.
- Exercise Design Team – A school drill will take place next year.
- Full canyon evacuation drill to take place next year as well.
- Alert L.A. - Sgt. Fox asked that Jeanne O'Donnell work with Maria Grycan to promote a better understanding of Alert L.A.

VI. Announcements

- Maria announced that the Fire Department obtained approval for a new app and it would be most helpful it was built prior to the drill. The app will be built in-house at the Fire Department Offices by Chris Thomas.
- Susan announced that the construction of the kiosk was approved; however, Susan recommended that the installation be delayed due to the other high priority projects that need to be completed by next November.
- Susan announced that \$15,000 will be allocated on an annual basis beginning FY 2013/14 which will be placed into OEM' budget for on-going Task Force activities. In addition, the Sheriff's funding for Operation Safe Canyon to continue has been set up in the CEO's budget.
- Utility Underground Project – an information meeting will be held tonight at the Topanga Community Club at 7:00 p.m. Edison contractors will be there to answer technical questions. Susan asked for Fire Department's representation, just in case there were questions dealing with safety; however, Fire would not do a presentation.

4. Report from OEM (Jeanne O'Donnell)

- The Shake Out will take place on October 17, 2013. OEM is engaged in a work plan to include all those with access and functional needs. Every County department will be participating in this event.
- SNAP Registry – OEM is currently evaluating the efficacy of the plan. It is not a mandatory requirement that people with access and functional need sign up. OEM is considering that the plan would work best if people signed up through affiliation with an organization.
- Exploring the feasibility of conducting a presentation for Seniors on October 17 at the Library; however, it was noted that the Library will be occupied on that date.

- Mass Fatality Planning
 - Currently setting up family assistance centers so that families, friends and agencies can work together in the unlikely event of a mass fatality. This type of operation will terminate, once everyone is identified and other agencies, families, etc. takes over.
 - Hospitals have been working together on the family information center and OEM is also working with the hospitals

5. **Motion to Invite SAGE** to become a member of the TEMP Task Force to represent persons with access and functional needs was approved by the Task Force. Marge will draft a letter to Michele Johnson who is the lead coordinator for SAGE for Supervisor's Yaroslavsky's signature.

Action Item: Marge to provide a draft letter to Susan so that SAGE representatives can be invited to participate in the on-going TEMP meetings.

The next meeting will be held on December 18th