

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

**Co-Chair: Pat MacNeil**  
**Co-Chair: Keith Harrison**  
**Lead Coordinator: Susan Nissman**  
**July 27, 2006**

**In Attendance**

<b>MEMBER</b>	<b>ORGANIZATION</b>	<b>MEMBER</b>	<b>ORGANIZATION</b>
Pat MacNeil	T-CEP	Pat Nelson	Arson Watch
Keith Harrison	OEM	Marge Santos	CAO
Lance Grindle	DPW Roads	Cynthia Scott	BOS 3 <sup>rd</sup> District
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
John Cvjetkovic	DPSS		

**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.

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

Susan Nissman reported on the July Committee meetings:

- Small Animal/Pet Evacuation:** As a result of the July 15<sup>th</sup> Drill, the information at the T-CEP Hot Line about evacuating horses was found to be too cumbersome. *Pat MacNeil asked Mary Lukins to review and revise it. T-CEP is taking down the signs at the equine pick-up points.*

The Committee has drafted a brochure that will advise Topanga residents about planning for and evacuating pets/small animals.

- Hard-to-Reach Populations:** This Committee has added employees of various companies and agencies to their scope of work. They are developing printed materials to distribute to the many hard-to-reach groups. Maria Grycan has drafted a brochure and asked members to review it and send her comments by August 3.

The committee is also developing a mini-guide with a Spanish translation. This information will also go on the web site. *There was discussion that*

*someone may be charging for the Topanga Disaster Survival Guide in new resident welcome baskets. Cynthia Scott will track this down to ensure these guides are distributed free of charge.*

There was further discussion about developing signs in Pine Tree Circle and the Post Office with a map of the Community Safety Areas. In addition to signs, there may be an opportunity to post similar posters in businesses. *Chris Sheppard will draft the sign and the 3<sup>rd</sup> District Office will explore the possibility of placing them.*

- ❑ **Prevention Methods:** This Committee has changed its name from Fuel Modification to reflect the broader scope of work. There was discussion about how critical it is that the Neighborhood Survival Areas be reviewed and maintained. There was further discussion about the NSAs being included in the annual brush clearance inspection to ensure they still meet the requirements to be a NSA. There has been a proposal that the Fire Dept. camp crews help owners with brush clearance. *Maria Grycan and Ron Durbin will visit each NSA to verify the address, determine if each still qualifies, and take pictures of each one. They will also distribute consent forms to the owners. Pat MacNeil asked to go with them when it fits their schedules.*

This Committee is preparing a Red Flag Day alert checklist. It may be distributed on a wallet card and/or refrigerator magnet. They discussed putting actual red flags and either end of the Canyon but the Fire Dept. was not in favor of that.

Ron Durbin is drafting an update of the Fire Hazard Reduction & Safety Guidelines publication to show the types of housing found in the Canyon and what fuel modification options are possible.

- ❑ **Recovery:** The County is updating the County Recovery Plan. OEM, as part of the Chief Administrative office, is the lead agency. Community help is needed to get information out to residents. *Since T-CEP's mission is information and communication, there was discussion about the role of T-CEP in recovery. Pat MacNeil was asked to discuss this with the T-CEP Board.* There will be a need to communicate the County's plan and T-CEP's role to the community.

### III. STATUS REPORTS

See Attached

### VI. FUTURE MEETING DATES & TIMES

It was decided that the Steering Committee would meet the 4<sup>th</sup> Thursday at 1 p.m.

- ❑ August 24<sup>th</sup> 1 p.m. at the T-CEP EOC
- ❑ October 5<sup>th</sup> 1 p.m. at the T-CEP EOC

❑ November 16<sup>th</sup> ???????

**TOPANGA CANYON EMERGENCY MANAGEMENT PLANNING  
STEERING COMMITTEE**

**STATUS REPORT**

INITIATIVE/ISSUE	STATUS	WHO	WHEN
July 15 <sup>th</sup> Drill	<p>The drill was declared very successful with lessons learned that can be addresses. Feedback from the community indicates that residents wish the drill had included the entire Canyon. Capt. Reggie Lee has indicated that he would like to conduct a drill every year in the entire Canyon in Feb/March/April of each year.</p> <p>The CAN (now American Emergency Network) test had a number of issues. The 3<sup>rd</sup> District Office will address these issues and bring the results back to the Steering Committee.</p> <p>There was discussion about revisiting cell broadcasting technology. Peggy Edwards will provide the original research to the Steering Committee.</p> <p>There was discussion about writing thank you letters to owners of CSAs &amp; NSAs, the LAPD, and other agencies that participated. These should be from the Fire Dept. and T-CEP.</p>	<p>3<sup>rd</sup> District Office</p> <p>Peggy Edwards</p> <p>Maria Grycan</p> <p>Pat MacNeil</p>	
Traffic Control Plan	The plan needs to be revisited after the July 15 <sup>th</sup> Drill.	Cynthia will contact John Hargraves	
Signage Program			
CSA & NSA Signage	<p>Chris Sheppard reported that each CSA will need two signs about 200 yds. from the CSA in each direction. There are three locations on Topanga Canyon Blvd. that will require CalTrans approval. DPW will do encroachment permits with CalTrans.</p> <p>There was discussion about signs for the NSAs. The general</p>	<p>Chris Sheppard</p> <p>Chris</p>	

INITIATIVE/ISSUE	STATUS	WHO	WHEN
	<p>principles agreed upon are that the Bots Dots will not work, the NSA signs must be uniform, and that they should be posted on the public right-of-way. Chris Sheppard will explore applicable standards.</p> <p>The CSA and NSA street signs are waiting on the Fire Dept. to approve parking and shelter logistics for the sites so they can be properly oriented and worded. (See Other Signage and Logistics below)</p>	<p>Sheppard</p> <p>CERT Maria Grycan Chris Sheppard</p>	
Other Signage	<p>New street signs – CalTrans has concerns about placing County signs on a State road. The same situation exists for CSA signs on Topanga Canyon Blvd.</p> <p>There was discussion about posting “no smoking” signs on Topanga Canyon Blvd. It was also suggested that CalTrans be asked to include a “no smoking” clause in its contracts with road maintenance crews. Chris will follow up with Cal Trans.</p> <p>CalTrans agreed last year to use their electronic signs at each end of the Canyon on Red Flag Alert days to notify residents. They are not doing it this year. Since they cannot work on the repaving project on those days and on weekends, the 3<sup>rd</sup> District Office will request that these signs be used as they were last year.</p>	<p>Bob Scharf Chris Sheppard</p> <p>Chris Sheppard</p> <p>3<sup>rd</sup> District Office</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 church can become a Red Cross shelter after the disaster.</p>	<p>CERT Maria Grycan</p>	
Calvary Church MOU	<p>It was requested that the Fire Dept. take the lead to bring in the Red Cross and County Counsel. It was agreed to strategize internally</p>	<p>Maria Grycan</p>	

INITIATIVE/ISSUE	STATUS	WHO	WHEN
Emergency Preparedness Planning Guide	<p>then meet with Calvary Church.</p> <p>Susan Nissman requested that the Planning Guide go to the EMC in August as planned. The information about the Recovery Phase already included in the Topanga Disaster Guide was deemed sufficient for the Planning Guide.</p> <p>Susan 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>	<p>Susan Nissman</p> <p>Maria Grycan</p> <p>Susan Nissman</p> <p>John Hargraves</p>	
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>There was discussion about the status of the governance issue. Marge Santos will follow-up. Peggy will ensure that all the research on the issue is sent to Keith, Pat MacNeil, Susan, and Marge.</p>	<p>Marge Santos</p> <p>Peggy Edwards</p>	
Issues that have been tabled pending further information or developments			
Evacuation Notification	No report		
Personal Emergency Shelters	No report		