

TOPANGA EMERGENCY MANAGEMENT TASK FORCE

April 28, 2018

10:00am – 11:15am

Topanga Library

120 N. Topanga Canyon Boulevard, Topanga

MINUTES

Approved

Approved with changes

Co-Chairs: OEM, Jeanne O'Donnell and TCEP, James Grasso

In Attendance:

Alli Acker

Max Kramer

Fred Agoopi

Susan Ng

Dan Schag

Beth Burnam

Susan Nissman

Stacy Sledge

Susan Clark

Arthur Nissman

Leland Tang

James Grasso

Jeanne O'Donnell

Simon T

Maria Grycan

Walt Young

I. Welcome from Co-chairs

Jeanne and James called the meeting to order at 10:10am. They welcomed everyone to the meeting and introductions were made.

II. Minutes were approved

Minutes were reviewed and approved with amendments.

III. Updates

Sheriff's Department reported that they continue to partner with park rangers and local arson watch teams to monitor fires in the Santa Monica Mountains.

IV. Topanga Survival Guide

Stacy reported that the TCEP link posted on the web site is linking to the old version of the Survival Guide. James will contact the web master to fix the link.

V. Alert LA System Testing

Jeanne thanked everyone for their support. The testing was very successful. The Office of Emergency Management saw Alert LA registration increase dramatically. It has continued since. The connect rate was at 87%. There were over 3,700 subscribers in Topanga. Her team received over 130 surveys and will be using the feedback provided to improve the system. Her team felt that the outreach by various groups in Topanga facilitated the good response rate and coverage.

Jeanne explained that the Alert LA Marketing Team is currently developing marketing materials. They should be available in June. She will be sharing those with Topanga groups to distribute to residents and businesses. She also explained that policies are also being reviewed to enhance facilitation and coordination amongst agencies.

Stacy and Beth explained that brush clearance education continues to be a priority in Topanga. Stacy suggested using large postcards to remind the residents and businesses to clear the weeds/brush on their properties.

The cost is minimal, \$1,000 to design and print, plus postage. Jeanne said that she would look into integrating this piece into her plans and budget for next year.

VI. Business Emergency Exercise/Drill

Jeanne provided an overview of products to be created, targeting specific audiences in the business community:

- Emergency Response Planning
- Continuity / Recovery Planning
- Customer / Client Safety
- Employees

-Jeanne recruited assistance from members of the task force to begin drafting content and/or reviewing existing templates.

- Emergency Response Planning / Continuity / Recovery / Planning – Jeanne / Officer Winn.
- Employees – Max and Ali
- Customer and Client Safety – Susan Clark / Stacy / James / Scott F. / Fred

-Sub-Group meeting to be scheduled in early June.

-At the next meeting, we will be able to review potential template / formats to determine time line (print, distribution, open house / workshop)

-Stacy asked that language be provided to share with Chamber that progress is being made and the products will be available in fall, instead of April/May.

-Stacy requested that a calendar of events be made to help facilitate annual activities/trainings that need to be planned and implemented.

VII. New Business/Announcements

Susan Ng explained that welcome packets are being delivered to new owners/tenants in unincorporated areas. The packet includes a welcome letter, directory of services and information on emergency preparedness. Susan shared a revised copy of the insert and received feedback/edits from the group.

Susan Ng shared information on the Business Round Table(s) that is being conducted by the Department of Consumer and Business Affairs to obtain feedback as to how best to establish a Business Registration program. Susan received candid feedback from the group and she will be sharing with the department.

Maria shared that Fire Station 89 is hosting their annual Fire Service Day on May 12 from 10am – 12pm. Beth had offered to share their fire safety house for children to learn about fire safety.

Officer Leland shared that CHP is in the process of updating their communication system. It will have the capability to triangulate calls and refer the resident/businesses to the appropriate station/agency for support and resources.

Stacy asked that Jeanne invite representatives from LAPD to participate in the meeting. Jeanne agreed to extend the invitation to the Topanga Station.

VIII. Adjournment

The meeting was adjourned at 11:45am. The next meeting will be held on Wednesday, July 18.