

TOPANGA EMERGENCY MANAGEMENT TASK FORCE
Meeting Held on June 18, 2014 – 9:30 to 12:00 p.m.

In attendance:

Susan Nissman, SD3
Zuhey Espinoza, SD3
Jeanne O'Donnell, OEM
Anthony Whittle, LACoFD
Maria Grycan, LACoFD
Pat Davoren, LASD
Pat MacNeil, T-CEP
James Grasso, T-CEP
Scott Ferguson, T-CEP
Ryan Ulyate, NTFSC
Michael Edwards, ARC
Rebecca Goldfarb, Topanga Town Council
Joe Young, DPW Roads
Alli Acker, LACDAC ERT
Susan Clark, LACDAC ERT

I. Welcome

- **Introductions:** the meeting was called to order by Pat MacNeil. Brief clarification that Susan Clark is the alternate for LACDAC ERT.
- **Public Comments:** the meeting was opened for public comments, but there were none.
- **Review of Minutes:** the minutes of the previous meeting were approved with minor corrections.

II. Issues and Reports

- Ferguson announced that the final edit of the survival guide is in the works. He will send the current draft to Nissman (cc: Grycan and O'Donnell) so it can be forwarded to Phyllis for an estimate quote.
- Maria Grycan and Chief Whittle discussed adding a "P" for public in front of "TRA" so as to differentiate this specific area as public. The new name would be PTRAs, public temporary refuge area.
- No content has been determined for the glove box version of the survival guide. Grycan and Grasso agreed to have content of glove box book finished and sent to Nissman within the next week.
- Chief Whittle discussed the national grid system (as opposed to Thomas Brothers). The grid system will not change zone maps or access cards, or affect evacuation orders. Through drills it has been discovered that alert LA is not that definitive and streets must always be given.
- Rebecca Goldfarb of the Topanga Town Council mentioned that she is running low on "Ready, Set, Go" packets. Printing out more survival guides was discussed. It was stated that more survival guides would be printed for people who just moved into the area but not for those who already own a survival guide. Nissman mentioned that the group needs a mechanism keeping the guide updated.

- Nissman discussed the lack of representation in the task force from the Topanga Chamber of Commerce. Rebecca agreed to speak to both the President of the Chamber and Julia to see if Julia could potentially be the Chamber representative. Additionally she will identify an alternate.
- Nissman brought up a concern about the lack of businesses participating in the drill and suggested that for the next drill (or potential sub drill) there be a workshop or table top exclusively for businesses.
- Shift to discussion on membership. Nissman motioned to add the position of “public member at large” as an official member of the TEM Task Force. Alli Acker seconded the motion. The motion was approved unanimously.
- Grycan requested SD3 create a comprehensive sheet of TEM Task Force agencies with their primary and alternate member.
- The group discussed the membership of Pat MacNeil, Scott Ferguson, and Grasso. Pat MacNeil stepped down as co-chair. Nissman motioned to accept the retiring of Pat MacNeil from the TEM Task Force with incredible thanks for all she’s done. Additionally Nissman motioned to appoint Grasso as the new co-chair. Alli Acker seconded the motion. Nissman opened the floor to comments. There was no discussion. The motion was approved unanimously.
- Jeanne suggested the group adopt a strategy or vision statement in order to keep a level of flexibility in regards to membership. Maria, Jeanne and SD3 agreed to work on a strategy and present it to the group at the next meeting.

III. Other Announcements

- Nissman requested a review of the last drill. Grasso stated that he has a presentation with public comments from their survey. Grycan, Grasso and Davoren agreed to collaborate on an AAR (after action report) for the next meeting. Nissman thanked everyone for their efforts during the drill.
- Grasso commented that the numbers of this year’s evacuation compared to two years ago is not that different besides the Taft numbers. The Taft numbers decreased significantly from 2012.

IV. Discussion of Future Agenda Items

- **Grycan:** will have the final maps within the next few weeks.
- **Captain Davoren:** Next meeting Chief Whittle and Pat Davoren will present an overview of the active shooter trainings.
 - i. Nissman suggested a small section about potential shootings be added to the survival guide. SD3 will send over brochure on shootings to Grasso within the next week.
- **Nissman:** suggested Topanga Elementary School be brought back to the group. Letter to be sent from the Supervisor to the new principle (and copy to the LAUSD board member Zimmer).
- Group discussed the need to change location of future drills. Joe Young from DPW agreed to send Jeanne O’Donnell a potential new evacuation location.
- **Goldfarb:** Private pre-schools all over canyon with no emergency plans. Nissman suggested a creation of a subcommittee possibly called “school outreach” or asking T-CEP to revisit these “non-traditional” situations. Neighborhood Network would do

outreach to the “parents of the children of Topanga” and organize an open meeting with presentations from the Sherriff Department and Fire.

- **Espinoza:** presented list of action items with small changes.
- **Young:** In regards to funding DPW hitches, send how much they are to Susan.
- **Clark:** Suggested a teacher representative at task force meetings.
- **Captain Davoren:** Sherriff Department has kicked off their social media. Additionally Sherriff Department is collecting data on rehab homes and asked group if anyone had any information.
- **Grasso:** CERT is adding two more caches.
- **Ferguson:** Emphasized switching locations in drills.
- **Chief Whittle:** Discussed the importance of zones and vocabulary during drills. Discussed the value of the first responder map project. Discussed access task forces and the problem of going to an all-stop when an issue comes up. Announced that bush inspections will be done within the next month or so.
- **Nissman:** Any worries about potential fire hazards on neighboring properties, call Maria. Additionally stated that animal care and control should be at task force meetings.
- **Goldfarb:** Brought up concern with rehab home staff smoking outside.
- **Edwards:** Gave update on latest Red Cross evacuation drill.
- **O'Donnell:** Starting this fall a new five step program will be heavily advertised.
- **Nissman:** Suggested adding another meeting, one in August and one in October. Also suggested LA RICS be invited to the next meeting in order to give an overview of the new broadband system. Additionally, Nissman invited two constituents to next meeting and asked that public comments be moved to the end of the meeting.

V. **Adjournment**

The meeting was adjourned at 12 PM.