

April 3, 2007

City Council Meeting
April 10, 2007

Mayor and Members
of the City Council

**SCHEDULE APPLICANT INTERVIEWS FOR THE NEWLY FORMED
EMERGENCY PREPAREDNESS ADVISORY COMMISSION**

Recommendation:

It is recommended that the City Council schedule applicant interviews for a time certain prior to the regular meeting of April 24, 2007 meeting, when appointments would be made.

Background:

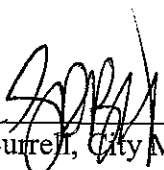
At its meeting of February 27, 2007, the City Council adopted Ordinance No. 07-1277 for the establishment of an Emergency Preparedness Advisory Commission to provide advice and make recommendations relative to the preparedness of the City and its populace; to prepare (for City Council approval) an up-to-date emergency preparedness plan, to assist in promoting emergency preparedness, coordinating neighborhood volunteers for emergency response, and preparing grant applications, and other duties that the Council may prescribe. That ordinance is now in effect.

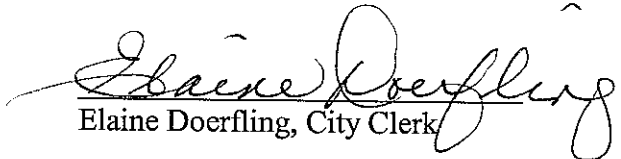
The Commission shall consist of five residents of the City, serving staggered four-year terms. For the initial appointments, it is recommended that the Council appoint three members to serve four-year terms and two members to serve two-year terms. Thereafter, when terms expire, all appointments will be for four years. Seven applications (attached) were received prior to the filing deadline of 6 p.m. April 3, 2007:

Alan B. Benson
William G. Hallett
Tracy Hopkins
Mayra Janette Padilla
Kelly Kovac-Reedy (aka Schaefer)
Art Rutherford
George J. Schmeltzer

Please note that one of the applicants (Art Rutherford) advised my office that he will be out of the country April 19 – May 20, 2007 and, therefore, unavailable for interviews occurring during that time period.

Noted:


Stephen R. Burrell, City Manager


Elaine Doerfling, City Clerk

Do you have any current obligations or responsibilities, which could be construed as a conflict of interest with your being a board/commission member? ___ Yes ___ No (If yes, please explain)
No conflicts of interest.

Please give a resume of your education, employment, memberships, past activities and other experience that you feel would qualify you as a Board/Commission member.

Currently in training with the Redondo Beach Police Department - Citizen Police Academy Class 26
This program works toward the concept of Community Oriented Policing and Problem Solving. The purpose is to provide members of the community with a working knowledge of the police department along with the roles and responsibilities of its police officers. The graduates provide an informed community base for the partnership between the community and the police department. SEMS / NIMS training.

Completed CERT Academy 2006 - Redondo Beach Fire Department – Community Emergency Response Team. Registered as a CERT volunteer with the Redondo Beach Fire Department and FEMA. The CERT concept is based on increasing disaster preparedness awareness within the community by having a core group of trained individuals capable of assisting themselves, their family and their neighbors in the event of a catastrophic disaster. SEMS / NIMS / ICS integration training.

Hermosa Beach Neighborhood Watch Co-Coordinator, along with Kelly Kovac-Reedy, Tracy Hopkins and Nancy Amato. The mission of Hermosa Beach Neighborhood Watch is to work with the Hermosa Beach Police Department, Fire Department and City of Hermosa Beach, to actively seek, educate and involve city residents, neighborhoods and communities in "A Partnership in Crime Prevention" through the development of crime awareness, observation skills training and reporting. While also, preparing our community for disaster preparedness for any type of emergency situation that may arise. The HBNW currently has about 87 block captains and have a goal of 400 block captains to cover the entire city.

Work Experience:

Video/TV Production – Post production supervisor, video editor and video tape operator for TV shows.
Real Estate Sales – Sold and listed residential homes in the South Bay.
Industrial Equipment Sales – Sold industrial packaging machinery.
Restaurant Management – Managed a McDonald's restaurant.

Education: B.A. Business Administration – Otterbein College, Westerville, Ohio

This Board/Commission meets on _____ at _____ p.m. Do you foresee any scheduling problems that might make you miss meetings? ___ Yes ___ No
No scheduling problems

How long have you lived in Hermosa Beach?

I have lived in Hermosa Beach since 1986. I lived at 1137 First Street, from 1986 to 1991. I moved to 1924 Monterey in 1991 and currently live there.

Comments: _____

Signed: Alan B. Benson

Date: 4/3/07

CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION



NAME OF COMMISSION EMERGENCY PREPAREDNESS COMMISSION

Name WILLIAM G. HALLETT Home Phone: 310-376-9330

Address: 935 LOMA DR. HERMOSA BEACH

Occupation/Profession: RETIRED POLICE OFFICER

Name of Employer _____ Bus. Phone: _____

Address of Employer _____

REFERENCES:

Local: CARLA MERRIMAN / MAUREEN NUNT HERMOSA BEACH
CHAMBER OF COMMERCE

Professional: SEE RESUME

Other: SEE RESUME

COMMUNITY PARTICIPATION AND SERVICE (past and present):

CLEAN THE BEACH PROGRAM

GREEN BELT WATERING GROUP

Why do you wish to become a Commission member? TO SHARE MY EXPERTISE
IN EMERGENCY SITUATIONS WITH THE
COMMUNITY

What do you feel are the duties and responsibilities of a Commission member? TO
ENSURE ALL MEMBERS OF HERMOSA BEACH
COMMUNITY ARE EDUCATED AND PREPARED
FOR ANY EMERGENCY SITUATION

Do you have any current obligations or responsibilities, which could be construed as a conflict of interest with your being a board/commission member? ___ Yes No (If yes, please explain)

Please give a resume of your education, employment, memberships, past activities and other experience that you feel would qualify you as a Board/Commission member.

SEE RESUME

This Board/Commission meets on _____ at _____ p.m. Do you foresee any scheduling problems that might make you miss meetings? ___ Yes No

How long have you lived in Hermosa Beach? 37 YEARS

Comments: _____

Signed: William H. Hallett
Date: 4/1/07

WILLIAM HALLETT

CURRICULUM VITAE

A highly motivated, experienced police officer with a diverse law enforcement background, extensive training and experience and a commitment to excellence.

935 Loma Drive (310) 376-9330
Hermosa Beach, CA 90254 (310) 874-3308 (cell)

EDUCATION

Long Beach State University, Long Beach 24 units completed towards Masters in Criminology	1975-1979
Long Beach State University, Long Beach Bachelor of Science in Criminology	1975
Fermin Lasuen High School, San Pedro Lettered in swimming, basketball, cross country, track (Student Body Secretary)	1960-1964

EMPLOYMENT

LOS ANGELES POLICE DEPARTMENT Venice Beach—Beach Commander (1987 – 2002) Pacific Division (1975 – 2002) Southwest Division (1970 – 1975) Communications Division (1969 – 1976) Harbor Division (1967 – 1969)	1967-2002
--	-----------

At Venice Beach, officer in charge of 30 officers on a daily basis. Supervised 300 officers on weekends, including K-9 units, horse patrol, SWAT, gang units and undercover narcotic details. Handled 100,000 people daily with crowds up to 500,000 on weekends and holidays.

CALIFORNIA FISH AND GAME DEPARTMENT	1982-1987
--	-----------

Served as reserve officer until program was disbanded due to lack of funds.

RECOGNITION

Received hundreds of commendations, citations and letters of appreciation during my 35 years with the Department. Some highlights include:

- Saving JJ the Whale
- Outstanding arrests
- Disarming suspects
- Talking citizens out of suicide
- First on the scene of an airplane crash and taking charge of the rescue efforts

continued...

- Reuniting lost children with parents
- Business people happy with results of crime decrease
(Korean Merchants Association, Venice Beach Chamber of Commerce, etc.)
- Numerous letters of appreciation from citizens


MEMBERSHIPS

- LAPD Emerald Society
- International Law Enforcement Footprinters Club
- Rolling Hills Kiwanis International Club

VOLUNTEER WORK

- Past volunteer for Marine Mammal Care Facility, San Pedro
- Cub Scout and Boy Scout leader
- Girl Scout leader
- Volunteer, driving cancer patients to radiation therapy

HOBBIES/ACTIVITIES

- Work out  daily at Gold's Gym in Redondo Beach
- Active in camping, fishing, bike riding, hiking and swimming
- Play golf, but not one of my more skilled activities

FAMILY

Son: Steven

Married and living in Tustin. Manages Gelson's Market in Dana Point.

Daughter: Randie

Personal trainer at Spectrum Gym in Rolling Hills.

Completing junior and senior years at Long Beach State University in June.

CREDENTIALS & TRAINING

I have attended numerous classes and post-certified training sessions during my career, including:

1999-2001 CLETS/NCIC RETRAINING-LESS THAN FULL	2001
FIELD OFFICER UPDATE (CEDP 1)	2001
S&K #113 TASER UPDATE	2000
S&K #139 FIREARMS – TACTICAL SHOOTING	2000
DNC PART 2	2000
S&K #162 FIREARMS – BEAN BAG	2000
MOBILE FIELD FORCE TRAINING	1999
1997 – 1999 CLETS/NCIC RE-TRAINING	1999
S&K #31 UNUSUAL OCCURRENCES	1999
S&K #221 TERRORISM AWARENESS	1999
S&K #158 DRUG LOITERING	1998

continued...

S&K #161 CULTURAL AWARENESS FOR LAW ENFORCEMENT	1997
ARREST & CONTROL TECHNIQUES - BASIC	1997
S&K #131 BLOODBORNE PATHOGENS	1997
COMMUNITY POLICE PROBLEM SOLVING	1996
S&K #139 FIREARMS - TACTICAL SHOOTING	1996
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM TRAINING	1996
TRAINING DAY - PACIFIC AREA	1996
TRAINING DAY - WEST BUREAU & CRASH	1996
1995 CLETS NCIC RE-TRAINING	1995
MOBILE FIELD FORCE	1995
TRAINING DAY - WEST TRAFFIC DIVISION	1995
RADIO COMMUNICATIONS (ASTRO HANDHELD)	1995
21.004 - BUILDING SEARCHES FOR SUSPECTS	1995
22.001 - VEHICLE STOPS - A REVIEW OF BASICS	1995
FEAR MANAGEMENT (TC)	1995
ILLEGAL POSSESSION AND USE OF FIREARMS (TC)	1995
24.004 - CIVIL UNREST RESPONSE TRAINING PHASE 2	1993
24.003 - CIVIL UNREST RESPONSE TRAINING PHASE 1	1993
CJIS/NCIC MANDATORY RE-TRAINING	1992
03.05 - SEXUAL HARASSMENT	1992
24.001 - SQUAD FORMATIONS	1992
24.002 - CROWD CONTROL MANAGEMENT	1992
TACTICAL COMMUNICATIONS	1991
QUARTERLY TACTICS TRAINING	1991
MISSING PERSON TRAINING	1990
CJIS/NCIC MANDATED TRAINING	1989
S&K #155 DOMESTIC VIOLENCE	1988
STANDARDS AND PROCEDURES REGARDING DOMESTIC VIOLENCE	1986
NETWORK COMMUNICATION SYSTEM	1986
MDT SCHOOL	1983
NETWORK COMMUNICATION SYSTEM	1983
ADVANCED OFFICER TRAINING	1982
PEER COUNSELOR TRAINING SEMINAR	1982
SIDE HANDLE BATON TRAINING 24 INCH	1980
JUVENILE PROCEDURES SCHOOL	1979
SHOOTING POLICY SEMINAR	1978
ADVANCED OFFICER CIVIL DISTURBANCE	1977

REFERENCES

Sergeant Frank Montelongo West Traffic Division of LAPD	30 years
Captain Billy Williams Commanding Officer, Pacific Division	25 years
Detective Jay Varga AUO Detective, Pacific Division	33 years
Detective Tony Mantenté Narcotic Investigator	30 years
Officer Pat Burke Patrol Officer, Pacific Division	35 years
Lieutenant Jan Penna Watch Commander, Communications Division	33 years

**CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION**

NAME OF COMMISSION: EPAC

Name: Tracy Hopkins Home Phone: 310-374-1828

Address: P.O. Box 504 Hermosa Beach CA 90254

Occupation/Profession:

Name of Employer

Bus. Phone:

Address of Employer



REFERENCES:

Local: Kelly Kovac-Reedy, Steve Burrell, Tom Thompson

Professional: Chief Savelli, Chief Tingley, Marlene Ramirez- Kids Kabaret

Other: Officer Cliff Dean, RBPD

COMMUNITY PARTICIPATION AND SERVICE (past and present):

MOMS Club – 11 years; Parents Helping Parents – 5 years;
Hermosa Beach MOMS and Neighborhood Watch – 1 year;
Centennial Hands for Hermosa and Envelope for Life volunteer.

Why do you wish to become a Commission member?
To serve the people of Hermosa Beach and share what I have learned regarding preparedness.

What do you feel are the duties and responsibilities of a Commission member?

To provide advice and make recommendations to the City Council on how the city and the residents can prepare and respond swiftly and responsibly to emergencies.

Do you have any current obligations or responsibilities, which could be construed as a conflict of interest with your being a board/commission member? ____ Yes X No (If yes, please explain)

Please give a resume of your education, employment, memberships, past activities and other experience that you feel would qualify you as a Board/Commission member.

Hermosa Beach Neighborhood Watch Co-Coordinator
Hermosa Beach Neighborhood Watch E-News Collaborator
HBNW Resident Block Meetings
C.E.R.T. Academy Graduate
1st National Preparedness Leadership Conference and
C.E.R.T. Drill, Sacramento
Dr. Lucy Jones' "Dare to Prepare" Presentation Attendee
Conversation with the Chiefs Events
E.N.L.A. Presentation and LA EOC Tour
Redondo Beach Disaster Drill Participant
Torrance North Stake Disaster Preparedness Fair Participant
Stake High Council Emergency Coordinators Meeting Presentation
BCHD – “Be Ready Prepare Together” Attendee
Supervisor Knabe’s Tsunami Preparedness Panel Attendee
Kiwanis Disaster Preparedness Presentation

Rotary Club Disaster Preparedness Presentation
Our Lady of Guadalupe Disaster Preparedness Presentation
911- R.C.C. Tour
FEMA Independent Study Courses
Hermosa Beach MOMS Disaster Kit Fundraiser
Hermosa Beach Disaster Preparedness Fair
Manhattan Beach Disaster Preparedness Fair Attendee
32 Weeks to Disaster Preparedness Instructor

This Board/Commission meets on _____ at _____ p.m. Do you
foresee any scheduling problems that might make you miss
meetings? ____ Yes ____ No

How long have you lived in Hermosa Beach? 15 years

Comments: Thank you for your consideration.

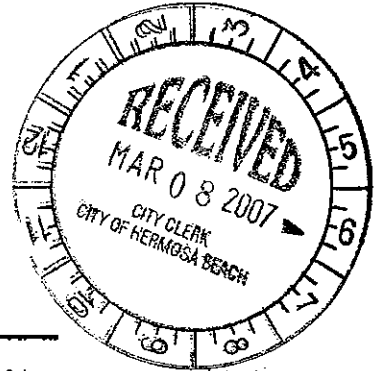
Signed:

Tracy Hopkins

Date: 3/8/07

(4/23/01)

CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION



NAME OF COMMISSION EPAC

Name Mayra Janette Padilla Home Phone: 310 379-0460

Address: 650 Porter Ln Hermosa Beach Email: hazel@_@yahoo.com
90254

Occupation/Profession: Caregiver

Name of Employer Eva Mignon Raquet Bus. Phone: 310 379-7306

Address of Employer 650 Porter Ln, Hermosa Beach, CA 90254

REFERENCES:

Local: Tracy Hopkins

Professional: Officer Cliff Dean, RBPD

Other: _____

COMMUNITY PARTICIPATION AND SERVICE (past and present):

Centennial Hands on the Wall volunteer
CERT.

Why do you wish to become a Commission member?

To better serve the people of Hermosa Beach

What do you feel are the duties and responsibilities of a Commission member?

To provide advice and make recommendations to
the City Council on how the city and the
residents can prepare and respond swiftly and
responsibly to emergencies

Do you have any current obligations or responsibilities, which could be construed as a conflict of interest with your being a board/commission member? Yes No (If yes, please explain)

Please give a resume of your education, employment, memberships, past activities and other experience that you feel would qualify you as a Board/Commission member.

CERT training and certified. (2006)

This Board/Commission meets on _____ at _____ p.m. Do you foresee any scheduling problems that might make you miss meetings? Yes No

How long have you lived in Hermosa Beach? seven years

Comments: Thank you for your consideration.

Signed: Mayra Jareta
Date: 3/2/07

(Revised 2/14/07)

CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION



Emergency Advisory
Disaster Preparedness

NAME OF COMMISSION

Name Kelly Kovac-Ready aka Schaefer Home Phone: 310 374-1670

Address: 2200 Hermosa Ave. HB Ca. 90254

Occupation/Profession: legal crim. law seek. / bookkeeper

Name of Employer Independent Contractor Bus. Phone: _____

Address of Employer same as above

REFERENCES:

Local: Greg Savelli, Steve Burrell

Professional: Joel Ward, Robert E. Courtney

Other: Janine Bozeman, Tracy Hopkins
310 376-6551 310 376-8547

COMMUNITY PARTICIPATION AND SERVICE (past and present): _____

see attached

Why do you wish to become a Commission member? _____

see attached

What do you feel are the duties and responsibilities of a Commission member? _____

see attached

Do you have any current obligations or responsibilities, which could be construed as a conflict of interest with your being a board/commission member? Yes No (If yes, please explain)

Wed. (Block Captain/Meetings with residential neighborhoods)

Please give a resume of your education, employment, memberships, past activities and other experience that you feel would qualify you as a Board/Commission member.

see attached.

This Board/Commission meets on _____ at _____ p.m. Do you foresee any scheduling problems that might make you miss meetings? Yes No

How long have you lived in Hermosa Beach? 12 years @ present

Comments: address. Student of North School & Hermosa Middle School.

Signed:

Jelly Lovac-Beedy

Date:

2-4-07

(4/23/01)

Kelly Kovac-Reedy (Schaefer)
Disaster Preparedness Commission
Application – Answers to Questions

COMMUNITY PARTICIPATION AND SERVICE:

Hermosa Beach Neighborhood Watch (HBNW)

I am a co-coordinator of the Hermosa Beach Neighborhood Watch program, which includes the development, planning and implementation of this city-wide crime prevention and disaster preparedness program in Hermosa Beach. As one of the coordinators, I lead HBNW Block Meetings and have developed an educational, Block Meeting Packet, for each resident. Organization of Block Captains by addresses and collaborated in the development of the HBNW Area and District Map with Chris Hardenbrook and Ofc. J.R. Smith. In addition, I am the creative consultant to www.SaferHermosaBeach.com with webmaster Mary Lue Ramey. Ofc. J.R. Smith and I work together weekly choosing which crimes to be listed in the HBNW Crime Log taking data from the daily activity logs prepared by the HB Police Department.

Centennial - A Show of Hands for Hermosa

I am a proud and humble member of the Centennial Committee working directly with Richard McCurdy, Rick Koenig, Maureen Ferguson and Laura Raymond in the development and execution of the A SHOW OF HANDS FOR HERMOSA centennial event. I also worked with the superintendent and principals of the HBCSD to ensure the participation of the students and their families and organized a fingerprinting opportunity for the children.

Earth Day – 100 Acts of Beautification

Currently, I am planning an Earth Day 2007 – 100 Acts of Beautification Event focusing on the students of the Hermosa Beach City School District where each student will donate \$1.00 to purchase live, green shrubs for the “Green Belt”. Families will also be given the opportunity to plant the shrubs with the assistance of the Kiwanis, HBNW and the 100 Acts of Beautification Committee.

WHY DO YOU WISH TO BECOME A COMMISSION MEMBER?

I am very interested in Emergency Preparedness and have been since December 2005 when Hermosa Beach Neighborhood Watch was recognized as a city-wide crime prevention and disaster preparedness program for residents. My passion is to advise and help implement the planning and coordination for mitigation, preparedness, response and recovery from all disasters for the City of Hermosa Beach. My professional background in criminal law and bookkeeping

In my capacity of Hermosa Beach Neighborhood Watch coordinator, I am consistently looking for new ideas and advice about disaster preparedness and as a result I'm in frequent contact with volunteer organizations, faith based organizations and companies that directly specialize in disaster preparedness. I have been learning about department operations within the City of Hermosa Beach by either directly talking to employees or attending meetings/commission/council hearings. I will seek out training and exercises that will help promote coordination. One of my goals would be to keep the community in a state of readiness in case a disaster occurs. Persuade the residents, businesses and elected officials to take a greater interest in Emergency Management programs. I look forward to working within the departments for fact finding i.e. what types of emergency situations they face.

WHAT DO YOU FEEL ARE THE DUTIES AND RESPONSIBILITIES OF A COMMISSION MEMBER?

The purpose of the Commission is to review and recommend changes to the City's Disaster Plan; provide recommendations to the City Council on disaster preparedness programs; and encourage public education and participation in disaster preparedness activities.

A community has many opportunities to deal with emergencies before they strike and as such, responsibility to aid in recovery after a disaster. A coordinated, organized effort to reach specific goals or objectives in an effort to mitigate, prepare for, respond to and recover from an emergency are duties of a commissioner. Among all levels of government and the private sector (business, voluntary organizations and general public), Emergency Management programs at the local level are responsible for providing overall pre-disaster planning and other programs such as training and exercises for natural and man caused disasters that effect a community.

Forming a Disaster Preparedness Commission is the first line of defense in coordinating a large scale event, such as an earthquake, in our community to ensure an effective response to and recovery from such events by our professional First Responders and the private sector. The community that constantly considers ways to improve Emergency Management through integration with other resources, skills and knowledge will make significant progress toward improved public safety.

Kelly (Schaefer) Kovac-Reedy

2200 Hermosa Avenue, Hermosa Beach, California 90254 310.374.1670 kampsnoopee@mminternet.com

EXPERIENCE

BOOKKEEPER AND PERSONAL ASSISTANT

Nov. 2002 - Present

Joel Ward, MD, Director of Vaccine Research for Harbor-UCLA. Torrance, CA

- Work his personal day to day operations for two trust accounts valued in the millions which includes making deposits, paying bills, reconciling bond and stock statements. Generally, anything related to Mr. Ward and his financial portfolio.

PROPERTY MANAGER

April 1988 – Present

Robert E. Courtney, Redondo Beach, CA

Manage real property investments; collecting rents, paying bills and accomplishing the necessary repairs and supervising the day to day problems with tenants.

LEGAL SECRETARY

April 1988 – Sept. 2000

Robert E. Courtney Law Office, Redondo Beach, CA

- Handling all types of legal matters involved in defending criminal cases
- Day to day operations of the law firm which includes but not limited to billing and collecting of fees for Corporation, Trust and Personal Accounts.
- Motions related to criminal cases and all written correspondence to clients
- Phone etiquette skills to lawyers, Judges, Clerks, District Attorney's Offices and City Prosecutor's Offices.

HOSTESS

Dec. 1986 – April 1988

LOS ANGELES AIRPORT HILTON, Los Angeles, CA

Hostess in café, customer service

SHOE SALES

Sept. 1982 – Dec. 1986

C.JEAN SHOES, Manhattan Beach, CA

Shoe sales in high end shoe store in downtown Manhattan Beach

Customer service, sales and cash register

EDUCATION

EMERGENCY MANAGEMENT INSTITUTE – FEMA

(NIMS) Introduction / IS-00700

(ICS) Introduction / IS-00100

(Emergency Program Manager) / IS-00001

REDONDO BEACH FIRE DEPARTMENT

COMMUNITY EMERGENCY RESPONSE TEAM, ACADEMY NO. 32

July 2006

EL CAMINO COLLEGE

Sept. 1985 – Sept. 1987

MIRA COSTA HIGH SCHOOL, MANHATTAN BEACH, CA

Sept. 1981 – June 1985

- High School Diploma

UCLA

CENTER FOR VACCINE RESEARCH

LOS ANGELES BIOMEDICAL RESEARCH INSTITUTE
AT HARBOR-UCLA MEDICAL CENTER
LIU RESEARCH BUILDING
1124 W. CARSON STREET
TORRANCE, CA 90502
PH:(310)781-3636
FAX:(310)972-2962

January 30, 2007

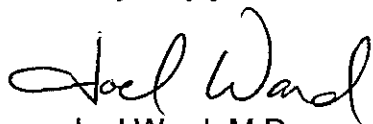
Re: Letter of recommendation

To whom it may concern:

This letter is written as a reference for Ms. Kelly Schaefer. She has worked for me for the past 4 years as my book keeper and personal assistant. Kelly is energetic, hard working, efficient and resourceful. She handles considerable responsibility and manages an endless variety of tasks for me. This includes interactions with financial, legal, contracting and other services. She has earned my confidence and trust and I would recommend her for almost any position of responsibility.

Beyond her work ethic and sense of responsibility are her personal, community and family values. I have always been impressed by her commitment and sensitivity to others. I am happy to offer my highest recommendation of her and to act as her reference should you need further relevant information.

Very truly yours,



Joel Ward, M.D.
UCLA Professor of Pediatrics
UCLA Center for Vaccine Research
Harbor-UCLA Medical Center
1124 W. Carson Street
Liu Research Building
Torrance, CA 90502
Office: (310) 781-3636

LAW OFFICES
ROBERT E. COURTNEY, INC.

120 FISHERMANS WHARF
REDONDO BEACH, CALIFORNIA 90277
(310) 376-0922 (323) 772-8505 FAX (310) 374-2647

August 21, 2000

Re: Kelly Schaefer

To Whom It May Concern:

Ms. Schaefer has been an employee of my office for twelve years. May this letter serve as an unconditional recommendation of the highest degree for any future employer.

Kelly's responsibilities have included handling all types of legal matters involved in defending criminal cases in court. The legal defense of a defendant charged with a crime (anything from a traffic ticket to first degree murder) requires the employee of the law office to have the highest sense of integrity and sensitivity to protect our clients rights and freedoms. Kelly has displayed those characteristics over these twelve years of working for my office.

Kelly has further had all the responsibilities of administering the day to day operations of the law firm. This includes billing and collecting the fees, depositing the money in the various bank accounts, such as the general office account, the trust account and my personal account, She has accomplished this in the highest and most trustworthy manner. Her moral and ethical conduct is above reproach.

In addition, Kelly has managed my real property investments; collecting rents, paying the bills, accomplishing the necessary repairs and supervising the day to day problems with tenants.

Reference Letter
Page 2
August 18, 2000

Obviously, she has my highest recommendation. Unfortunately for my office she has decided to make a change from working in a criminal defense law practice and is seeking another work environment.

Please call if any further information is necessary.

Very truly yours,
ROBERT E. COURTNEY, INC.

A handwritten signature in black ink, appearing to read "Robert E. Courtney". The signature is stylized with a large initial "R" and "C".

Robert E. Courtney

LAW OFFICES OF
THOMAS P. ALLEN III
A PROFESSIONAL CORPORATION
120 FISHERMAN'S WHARF
REDONDO BEACH, CALIFORNIA 90277
(310) 376-0922 • FAX (310) 374-2647

August 17, 2000

TO WHOM IT MAY CONCERN

Re: **KELLY SCHAEFER**

I write this letter to most sincerely recommend KELLY SCHAEFER for any position of employment which requires professionalism, intelligence, diligence, trustworthiness, and direct contact with clients, patients, customers, or the general public.

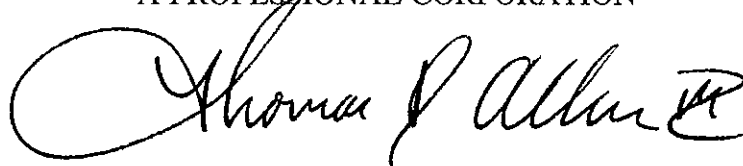
I practice law in a very tight-knit colony of lawyers in Redondo Beach. Although the organizational structure and association of the attorneys changed from time to time, I have worked for 12 years along side Kelly Schaefer. I am personally familiar with her extraordinary skills, talents, and work ethic. Whenever a problem or question arose concerning our office, we would generally go to Kelly Schaefer as the "Fount of All Knowledge". Moreover, she frequently advised other secretaries concerning computer and word processing problems. She consistently proved to be an inventive "problem solver" and a very gifted "people person".

Speaking on behalf of this entire office, it was with great regret and disappointment that Kelly Schaefer is "moving on". She is an extraordinarily talented and rare individual, who had a tremendous, positive impact on our office. Whatever she chooses to do, she will do well, far beyond the expectations of her employer. And, she will surely be a positive influence on your entire workplace.

I would be pleased to further discuss Kelly Schaefer and her many talents with you. Please do not hesitate to contact me should you have any questions or concerns.

Very truly yours,

LAW OFFICES OF THOMAS P. ALLEN III
A PROFESSIONAL CORPORATION

A handwritten signature in black ink, reading "Thomas P. Allen III". The signature is written in a cursive, flowing style with a large initial "T".

Thomas P. Allen III, Esq.

MICHAEL NORRIS, INC.

Attorney at Law

Michael Norris
120 Fisherman's Wharf
Redondo Beach, CA 90277

310 376 0922
323 772 8505
Fax: 310 374 2647

August 16, 2000

RE: Kelly Schaefer

Please accept this letter as my personal introduction of Ms. Kelly Schaefer, who has worked in our office for over ten years now. She has been a bright, and guiding light. The type of model co-worker that makes everyone else, in the office, feel better about themselves.

She has excelled, not only as a legal assistant, but she has also, for many years, now, volunteered to serve as the Office Manager, coordinating all of the myriad of responsibilities and duties that "come with the territory".

Kelly has excellent interpersonal skills, and communicates very well with clients, suppliers, lawyers, and judges. She has been a great asset to our practice, and I wish her only the best in whatever area she tackles in the future.

Regards,



MICHAEL NORRIS
ATTORNEY AT LAW

MN:sdd

LAW OFFICES OF
ANTHONY D. SCOTT
120 FISHERMAN'S WHARF
REDONDO BEACH, CALIFORNIA 90277

(310) 376-0922

FAX (310) 374-2647

To Whom It May Concern:

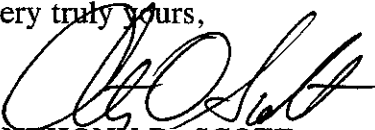
I have worked in the same law office with Kelly Schaefer over the last 11 years. I have always found Kelly to be thoughtful, energetic, and professional during her employment in our law office.

Kelly is a very loyal, hard working, efficient person.

I highly recommend her for any position that requires decision making and responsibility.

Please feel free to call me if you have any questions.

Very truly yours,



ANTHONY D. SCOTT
ATTORNEY AT LAW

ADS:sb

**CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION**



NAME OF COMMISSION: Emergency Preparedness Commission

Name: Art Rutherford

Home Phone: 310-374-1281

Address: 3224 Hermosa Ave, Hermosa Beach Email: Rutherka@verizon.net

Occupation/Profession: Retired

Name of Employer: N/A

Bus. Phone: N/A

REFERENCES:

Local: Victor Piai – Civil Engineer, Hermosa Beach, CA

Professional: Marie Davis, Emergency Services Director (Acting CEO) Red Cross Tulare-King County Chapter

Other: Paul and Yvonne Amarillas, Community involvement

COMMUNITY PARTICIPATION AND SERVICE (past and present):

American Red Cross of Greater Los Angeles, South Bay District

Why do you wish to become a Commission member?

As an active Red Cross volunteer in Disaster Services, I recognize and appreciate the need for local communities to take an active roll in mitigating the impact of a large disaster on the community. One clear lesson, from the catastrophe of Katrina and Rita, is relief from any organization or group of agencies, no matter how well planned and executed, cannot reach everyone instantaneously. Preparedness, down to the community, neighborhood and household level must come from within to insure order, and reduce the initial effects until relief can arrive from outside sources.

What do you feel are the duties and responsibilities of a Commission member?

Develop comprehensive plans, policies and procedures that meet the objectives of the City government of Hermosa Beach in response to a major disaster.

Coordinate with other community agencies and area emergency coordinators to review existing local disaster plans and integrate them with Hermosa Beach's needs and environment to achieve seamless mutual cooperation.

Oversee testing of the developed plans including updating policies and procedures as necessary.

Raise the importance of individual citizens to be prepared.

Do you have any current obligations or responsibilities, which could be construed as a conflict of interest with your being a board/commission member? ___ Yes __XX_ No (If yes, please explain)

Please give a resume of your education, employment, memberships, past activities and other experience that you feel would qualify you as a Board/Commission member.

Education and employment (See attached)

Other qualifying experience:

2001 – Present: Disaster Services Volunteer – American Red Cross Greater Los Angeles
Experience with the Red Cross in the past 6 years would be a valuable asset and provide immediate access to essential information needed in the formulation and achievement of the Commissions’ objectives.

The training and experience received from the Red Cross include the areas of:

- Community Outreach
- District Duty Officer – SE/SB
- Disaster Response Leader
- Shelter Operations Instructor
- Volunteer Recruitment

This Board/Commission meets on at p.m. Do you foresee any scheduling problems that might make you miss meetings? ___ Yes __XX_ No

How long have you lived in Hermosa Beach? Over 20 years

Comments: My combination of organizational and management professional skills and Red Cross training would be an asset to the Commission.

Signed: 

Date: April 2, 2007

ARTHUR RUTHERFORD
3224 Hermosa Ave
Hermosa Beach, CA 90254
310-374-1281

EXPERIENCE / BACKGROUND

SUMMARY: Over twenty-five years in the Aerospace/Defense Industry

1983 - 1998 Lear Astronics Corp., Santa Monica, CA (currently BAE Systems)

1996 - 1998 Marketing Manager for domestic and international programs. Technical manager for collaboration with Thomson CSF, France. Prepared and published report on Assessment of UAVs in Third World Countries.

1994 - 1996 Regional Marketing Director - Middle East / Africa. Responsible for business development, primarily in Kuwait, Saudia Arabia, Oman and the United Arab Emirates, as well as ongoing program support in Egypt and Morocco.

1986 - 1994 Director of Marketing and UAV Programs for Developmental Sciences sector of Lear Astronics. This business area was directed toward the marketing of UAV systems as a prime contractor directly to domestic and international governments. Supported demonstrations of Skyeye to the US Army for Intelligence - Electronic Warfare (IEW) UAV and the Short Range UAV for the Joint Program Office.

1983 - 1986 Product Line Manager - Unmanned Systems. Instrumental in securing sole source contract from the US Army for UAV Technology Demonstration in Low Intensity Conflict environment. Served as Site Commander/Mission Director for contractor operations after deployment to Honduras.

1980 - 1983 Physics International Program Manager for nuclear weapons simulator programs for Defense Nuclear Agency.

1968 - 1980 Teledyne Ryan Aeronautical (currently Northrop Grumman)

- Deputy Program Manager for Supersonic Low Altitude Target
- Systems Project Engineer on BGM-34C multi-mission (Recce/EW/Strike) UAV
- Systems Engineer on YQM-98A Compass Cope high altitude - long endurance UAV
- Head of field support team for AQM-34R initial deployment with USAF to Osan, Korea
- Senior flight test engineer on AQM-91A Compass Arrow UAV

1965 - 1968 Douglas Aircraft Company (currently Boeing)

- Flight Development Engineer on DC-9 and DC-8 (series 60) flight test programs

Education / Certification

- Bachelor of Science - Mechanical Engineering
- Registered Professional Engineer - Control Systems (Ret.)

Memberships:

- **American Defense Preparedness Association (ADPA)**
- **Association Unmanned Vehicles Systems International (AUVSI)**

CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION



NAME OF COMMISSION EMERGENCY PREPAREDNESS

Name GEORGE J. SCHMELTZER Home Phone: 310 9415437

Address: 215 VALLEY DR. HERMOSA BEACH, CA 90254

Occupation/Profession: INFO. TECH. EXECUTIVE (RETIRED)

Name of Employer _____ Bus. Phone: _____

Address of Employer _____

REFERENCES:

Local: J.R. REVICZKY (310) 379-6267 JOHN HOKER (310) 374-0297

Professional: RICK TIPPETT (310) 373-0253

Other: DONALD SMITH (323) 780-6141

COMMUNITY PARTICIPATION AND SERVICE (past and present): _____

H.B. IMPROVEMENT COMM. 1972-1976, H.B. CITY COUNCIL 1976-1984,
H.B. COMMUNITY CTR. FOUNDATION 1984-1990, CALIFORNIA STATE
UNIVERSITY DOMINGUEZ HILLS FOUNDATION (CURRENT), BEACH
CITIES HEALTH DISTRICT STRATEGIC PLANNING COMM. (CURRENT)

Why do you wish to become a Commission member? _____

I BELIEVE MY KNOWLEDGE OF HERMOSA BEACH AND
MY IT BACKGROUND WILL MAKE IT POSSIBLE FOR ME
TO MAKE A CONTRIBUTION TO THIS COMM.

What do you feel are the duties and responsibilities of a Commission member? _____

TO DEVELOP RECOMMENDATIONS ON EMERGENCY
PREPAREDNESS FOR THE H.B. CITY COUNCIL TO
CONSIDER.

Do you have any current obligations or responsibilities, which could be construed as a conflict of interest with your being a board/commission member? ___ Yes No (If yes, please explain)

Please give a resume of your education, employment, memberships, past activities and other experience that you feel would qualify you as a Board/Commission member.

CSULA - ENGLISH LIT.

CITY COUNCIL MEMBER/MAYOR 8 YEARS

IMPROVEMENT COMM. 4 YEARS

COMM. CTR. FOUNDATION 5 YEARS

I MANAGED IT PROJECTS FOR LARGE AND SMALL COMPANIES SEVERAL OF WHICH INVOLVED LAN & WAN COMMUNICATIONS (VOICE & DATA) I SERVED FOR SEVERAL YEARS ON THE SO. BAY COMM. DISTRICT BOARD (POLICE & FIRE)

This Board/Commission meets on _____ at _____ p.m. Do you foresee any scheduling problems that might make you miss meetings? ___ Yes No

How long have you lived in Hermosa Beach? 45 YEARS

Comments: THIS IS AN IMPORTANT UNDERTAKING ON THE CITY'S PART I BELIEVE MY BACKGROUND IN THE PUBLIC & PRIVATE SECTOR WILL ALLOW ME TO MAKE SIGNIFICANT CONTRIBUTIONS TO THE COMM.'S EFFORTS.

Signed: [Signature]
Date: 2/19/07

(4/23/01)