

MINUTES
EMERGENCY PREPAREDNESS ADVISORY COMMISSION
Monday, June 11, 2007

CALL TO ORDER: 7:10 PM

ROLL CALL: KELLY KOVAC-REEDY, TRACY HOPKINS, WILLIAM HALLETT, ART RUTHERFORD, GEORGE SCHMELTZER

STAFF: STEVE BURRELL, CITY MANAGER; GREG SAVELLI, POLICE CHIEF; AND, JERRY GOMEZ, INTERIM FIRE CHIEF

1. INTRODUCTIONS

INTRODUCTIONS WERE MADE BY EACH OF THE COMMISSIONERS. STAFF WILL PROVIDE A ROSTER TO EACH COMMISSIONER

2. DETERMINATION OF TERMS OF EACH COMMISSIONER BY LOT.

THE COMMISSION DETERMINED THE TERMS AS FOLLOWS: 2YEAR TERMS FOR GEORGE SCHMELTZER AND ART RUTHERFORD; 4 YEAR TERMS FOR WILLIAM HALLETT, KELLY KOVAC-REEDY AND TRACY HOPKINS.

3. SELECTION OF ON-GOING MEETING DAY

THE COMMISSION SELECTED THE FIRST MONDAY OF EACH MONTH AS ITS REGULAR MEETING DATE. THE MEETING WILL BE HELD IN THE CITY COUNCIL CHAMBERS, 1315 VALLEY DRIVE, BEGINNING AT 7:00PM. STAFF WILL FORWARD A CALENDAR OF MEETING DATES FOR 2007.

4. FUTURE AGENDA ITEMS

THE COMMISSION DISCUSSED FUTURE AGENDA ITEMS AND ITEMS THAT THEY WOULD LIKE TO PRESENT OR MADE AVAILABLE FOR EACH COMMISSIONER. THE FOLLOWING IS A LIST OF IDEAS AND ITEMS THAT WERE DISCUSSED:

- PRESENTATION BY MIKE MARTINET FROM AREA G (WILL BE INVITED TO ATTEND 7/2/07 MEETING)**
- DEVELOPMENT OF A MISSION STATEMENT**

- **CERT TRAINING**
- **SCHOOL BOARD/SCHOOL PARTICIPATION**
- **CHAMBER OF COMMERCE/BUSINESS PARTICIPATION**
- **GOALS, STATEMENT OF OBJECTIVES FOR CITY COUNCIL APPROVAL AFTER REVIEW BY COMMISSION**
- **COPY OF EMERGENCY PLAN TO EACH COMMISSIONER**
- **NEIGHBORHOOD WATCH PROGRAM TO COMMISSIONERS**
- **STAFF WILL DISTRIBUTE COPIES OF THE "BROWN ACT" GUIDE TO EACH COMMISSIONER**
- **SELECTION OF CHAIR AND VICE CHAIR: THE COMMISSION SELECTED GEORGE SCHMELTZER AS CHAIRPERSON AND ART RUTHERFORD AS VICE CHAIRPERSON.**

ADJOURNMENT: Adjourned to the next regular meeting on Monday July 2, 2007

MINUTES
EMERGENCY PREPAREDNESS ADVISORY COMMISSION
Monday, July 2, 2007

CALL TO ORDER: 7:05 PM

**ROLL CALL: KELLY KOVAC-REEDY, TRACY HOPKINS, WILLIAM HALLETT,
GEORGE SCHMELTZER**

**ABSENT: ART RUTHERFORD, STEVE BURRELL, CITY MANAGER, GREG
SAVELLI, POLICE CHIEF**

STAFF: JERRY GOMEZ, INTERIM FIRE CHIEF

MR. HALLETT LEFT AT 8:45PM

- 1. APPROVAL OF MINUTES OF THE MEETING OF JUNE 11, 2007.**

**MOTION KOVAC-REEDY, SECOND HOPKINS TO APPROVE MINUTES OF
THE MEETING OF JUNE 11, 2007. VOTE: 4-0**

- 2. PRESENTATION BY MIKE MARTINET, EXECUTIVE DIRECTOR
AREA G SUB-REGION OF LOS ANGELES COUNTY (SOUTH BAY
CITIES)**

- WHAT IS "AREA G"**
- ROLE OF COUNTY AND STATE IN DISASTER MANAGEMENT**
- EMERGENCY RESPONSE SYSTEM**
- NIMS TRAINING – REGIONAL TRAINING**

NO ACTION TAKEN

- 3. MEMORANDUM FROM GEORGE SCHMELTZER REGARDING
MISSION STATEMENT/SETTING PRIORITY DISCUSSION ITEM FOR
COMMISSION MEMBERS.**

ADJOURN TO WORKSHOP ON JULY 16, 2007 AT 7:00PM.

- 4. MEMORANDUM FROM CITY MANAGER REGARDING TWO
ADDITIONAL COMMISSION MEMBERS.**

NO MEMORANDUM PRESENTED. NO ACTION TAKEN

5. **MEMORANDUM FROM CITY MANAGER REGARDING COMMISSION MEMBERS INFORMATION ON THE CITY'S WEBSITE**

CHANGE NAME TO "KOVAC-REEDY" AND APPROVE CITY MANAGER RECOMMENDATION. VOTE: 4-0


6. **EMERGENCY OPERATIONS PLAN PRESENTED BY INTERIM FIRE CHIEF JERRY GOMEZ**

DISCUSSION OF EARTHQUAKE ELEMENT. NO FURTHER ACTION.

PUBLIC PARTICIPATION

ADJOURNMENT AT 9:00PM TO WORKSHOP ON JULY 16, 2007 AT 7:00PM

MINUTES
EMERGENCY PREPAREDNESS ADVISORY COMMISSION
WORKSHOP MEETING
Monday, July 16, 2007 – 7:00 p.m.
Council Chambers, City Hall
1315 Valley Drive



CALL TO ORDER: 7:05PM

**ROLL CALL: KELLY KOVAC- REEDY; TRACY HOPKINS; WILLIAM HALLETT;
GEORGE SCHMELTZER; ART RUTHERFORD; ALAN BENSON; PATRICIA ELLIS**

**STAFF: STEVE BURRELL, CITY MANAGER; JERRY GOMEZ, INTERIM
FIRE CHIEF; GREG SAVELLI, POLICE CHIEF; MIKE MARTINET, AREA G
COORDINATOR**

PUBLIC COMMENT: Anyone wishing to address the Commission on other items
pertaining to emergency preparedness may do so at this time.

- 1. REVIEW EMERGENCY PLAN (AS PREVIOUSLY PROVIDED)**

LENGTHY DISCUSSION ON DISASTER PREP PLAN.

- 2. DISCUSSION OF MISSION STATEMENT**

**DISCUSSION ON MISSION STATEMENT AND POLICE CHIEF'S
SUGGESTED MISSION STATEMENT.**

- 3. DISCUSSION OF COMMISSION GOALS AND PRIORITIES**

**DISCUSSION OF UTILIZING WORKSHOP SESSIONS FOR NEXT COUPLE
OF MEETINGS AND TO FOCUS NEXT MEETING ON ADOPTING A MISSION
STATEMENT AND PRIORITIZE GOALS AND OBJECTIVES.**

- 4. REVIEW REPORT OF LOS ANGELES COUNTY 2006-07 CIVIL GRAND
JURY**
- 5. REVIEW OF PUBLIC INFORMATION MATERIALS TO BE PROVIDED
AT THE MEETING**

ADJOURNMENT: 9:15PM

MINUTES
EMERGENCY PREPAREDNESS ADVISORY COMMISSION
Monday, August 6, 2007

CALL TO ORDER: 7:00PM

**ROLL CALL: KELLY KOVAC-REEDY, TRACY HOPKINS, WILLIAM HALLETT,
GEORGE SCHMELTZER, ART RUTHERFORD, ALAN BENSON, PATRICIA ELLIS**

**STAFF: JERRY GOMEZ, INTERIM FIRE CHIEF; GREG SAVELLI, POLICE CHIEF;
STEVE BURRELL, CITY MANAGER**

PUBLIC PARTICIPATION: NONE

1. APPROVAL OF MINUTES:

- a. REGULAR MEETING OF JULY 2, 2007; AND,**
- b. WORKSHOP MEETING OF JULY 16, 2007**

**MOTION KOVAC-REEDY, SECOND HOPKINS TO APPROVE MINUTES OF
THE MEETING OF JULY 2, 2007 AND JULY 16, 2007. VOTE: 7-0**

**2. REVIEW AND DISCUSSION OF MISSION STATEMENT. Memorandum
from City Manager Stephen Burrell dated July 31, 2007.**

**THE COMMISSION REVIEWED THE PROPOSAL SUBMITTED BY STAFF AS
WELL AS SEVERAL OTHER SUGGESTIONS. FOLLOWING A GREAT DEAL
OF DISCUSSION AND CONSIDERATION OF VARIOUS CHANGES, THE
COMMISSION MADE THE FOLLOWING MOTION:**

**MOTION KOVAC-REEDY, SECOND SCHMELTZER TO ADOPT THE
FOLLOWING MISSION STATEMENT:**

**“TO EDUCATE AND PREPARE TO SURVIVE, ENDURE AND RECOVER
FROM A NATURAL OR MANMADE DISASTER.”**

VOTE: 7-0

3. **REVIEW AND DISCUSSION OF GOALS AND PRIORITIES.**
Memorandum from Commissioner Hopkins.

THE COMMISSIONERS PARTICIPATED IN A BRAINSTORMING SESSION TO SERVE AS A STARTING POINT FOR COMPLETING THE GOALS AND PRIORITIES. STAFF WAS DIRECTED TO PUT THE BRAINSTORMING CHARTS TOGETHER ALONG WITH AN EXPLANATION FOR EACH IDEA AND HAVE IT READY FOR THE NEXT MEETING.

4. **EMAIL FROM COUNCILMEMBER BOBKO.**

EMAIL FROM COUNCILMEMBER BOBKO WAS DISCUSSED AND STAFF WAS DIRECTED TO REPLY TO THE EMAIL BASED ON THE INPUT FROM THE COMMISSIONERS. STAFF WILL PROVIDE A COPY OF THE RESPONSE TO COMMISSION MEMBERS.

5. **STAFF WAS DIRECTED TO INVITE THE CITY ATTORNEY TO ATTEND THE SEPTEMBER MEETING AND PROVIDE A BRIEF ON THE BROWN ACT AT THE BEGINNING OF THE MEETING.**
6. **STAFF WAS DIRECTED TO INVITE HERMOSA BEACH CITY SCHOOL DISTRICT SUPERINTENDENT SHARON MCCLAIN TO ATTEND THE OCTOBER MEETING AND PROVIDE AN OVERVIEW OF THE SCHOOL'S EMERGENCY PREPARATIONS.**
7. **KELLY KOVAC-REEDY WILL INVITE THE TORRANCE AND OTHER HAM RADIO OPERATORS TO ATTEND THE NOVEMBER MEETING.**
8. **STAFF WILL PREPARE AN EMERGENCY DAY PROCLAMATION FOR THE CITY COUNCIL TO ADOPT IN SEPTEMBER.**

ADJOURNMENT: 8:55

A handwritten signature or set of initials, possibly 'KJ', written in black ink. The signature is stylized and somewhat abstract, with a long vertical stroke on the left and a looped structure on the right.