



AGENDA SPECIAL JOINT MEETING CITY COUNCIL AND DISASTER COUNCIL

City of El Segundo
El Segundo Police Department
Emergency Operations Center (EOC)
348 Main St., El Segundo, CA 90245

Tuesday, July 26, 2016, 7:00 P.M.

The City Council, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the Public can only comment on City-related business that is within the jurisdiction of the City Council and/or items listed on the Agenda during the **Public Communications** portion of the Meeting. The time limit for comments is five (5) minutes per person.

Before speaking to the City Council, please come to the podium and state: Your name and residence and the organization you represent, if desired. Please respect the time limits.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk, 310-524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

SPECIAL JOINT MEETING OF THE EL SEGUNDO CITY COUNCIL AND DISASTER COUNCIL Tuesday, July 26, 2016 – 7:00 P.M.

CALL TO ORDER – CITY COUNCIL

CALL TO ORDER – DISASTER COUNCIL

FLAG SALUTE

ROLL CALL – CITY COUNCIL

Mayor Suzanne Fuentes
Mayor Pro Tem Drew Boyles
City Council Member Michael Dugan
City Council Member Carol Pirsztuk
City Council Member Don Brann

ROLL CALL – DISASTER COUNCIL

Mayor Suzanne Fuentes
Mayor Pro Tem Drew Boyles
City Manager Greg Carpenter
Emergency Manager Consultant – Matt Hallock
Fire Chief Christopher Donovan
Police Chief Mitch Tavera
Police Captain Brian Evanski
Police Lieutenant Jaime Bermudez
Public Works Director Stephanie Katsouleas
El Segundo Unified School District Superintendent Dr. Melissa Moore

PUBLIC COMMUNICATIONS – (Related to City and Disaster Council Business Only – 5 minute limit per person, 30 minute limit total). *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves before addressing the City Council. Failure to do so is a misdemeanor and punishable by a fine of \$250.*

A. MEETING MINUTES from January 27, 2015. It is recommended that the City Council/Disaster Council approve the meeting minutes from April 28, 2015.

B. UNFINISHED BUSINESS. For all items listed below, it is recommended that the City Council/Disaster Council consider (1) receiving and filing the oral or written reports; and (2) take such additional, related, action that may be desirable.

1. Review of current staff efforts and status report on City's emergency readiness and capability:

a. Emergency Management Update-Chief Donovan

1) Local Hazard Mitigation Plan Update

2) EOC Training and Exercise

3) Community Emergency Response Team Update

4) Web EOC Status

5) Emergency Management Activities

b. Fire Department – Report

c. Police Department – Report

d. Public Works Department – Report

e. El Segundo Unified School District – Report

f. El Segundo Business and Industry – Report

C. NEW BUSINESS.

1. Introduction of Matt Hallock, Disaster Preparedness Consultant – Chief Donovan

2. Upcoming events – Chief Donovan

3. Discussion and possible action regarding future Disaster Council Participation and Meeting Schedule in light of El Segundo Municipal Code Section 2-2-4(B) - Chief Donovan

Recommendation – 1) consider and direct staff regarding possible Code amendment to reflect current practice/composition of the Disaster Council; and/or 2) Alternatively, discuss and take other action related to this item.

4. City Council Training Session – Disaster Service Worker – Matt Hallock

a. Roles & Responsibilities

b. Public Information Officer

ADJOURNMENT

POSTED:

DATE: 07/21/16

TIME: 9:00 a.m.

NAME: Carol Lynn Anderson

CITY OF EL SEGUNDO
JOINT SPECIAL MEETING OF THE CITY COUNCIL AND DISASTER COUNCIL
MEETING MINUTES
TUESDAY, JANUARY 27, 2015 – 8:30 A.M.

CALL TO ORDER ~ Mayor Pro Tem Carl Jacobson at 8:33 A.M.

FLAG SALUTE

ROLL CALL

City Council		
Mayor Suzanne Fuentes	-	Absent
Mayor Pro Tem Carl Jacobson	-	Present
City Council Member Dave Atkinson	-	Present
City Council Member Marie Fellhauer	-	Present
City Council Member Michael Dugan	-	Present
Disaster Council		
Mayor Suzanne Fuentes	-	Absent
City Council Member Carl Jacobson	-	Present
City Manager Greg Carpenter	-	Present
Emergency Management Consultant Denise Davis	-	Present
Chief Kevin Smith	-	Present
Chief Mitch Tavera	-	Present
Public Works Director Stephanie Katsouleas	-	Present
Captain Bob Turnbull	-	Absent
Lieutenant Ray Garcia	-	Present
ES Unified School District Superintendent Dr. Melissa Moore	-	Absent
ES Unified School District Human Resources Director Dylan Farris	-	Present

PUBLIC COMMUNICATIONS

None

A. MINUTES from Disaster Council Tuesday, October 28, 2014 ~ Approved

B. UNFINISHED BUSINESS

1. Review of current staff efforts and status report on City's emergency readiness and capability.

a. Emergency Management

Emergency Management Consultant Denise Davis was happy to announce the completion of the Hazard Mitigation Plan Revision and provided an update on the following: Past Emergency Management Activities; Operational Area Activities; Community Emergency Response Team; and EOC Training and Exercise.

b. Fire Department

Fire Chief Smith provided an update on the stabilized Ebola and Enterovirus concerns and shared how as a result of our experience, we are better prepared with any type of viruses in the future. Chief Smith also gave a status of the City's recent purchase of Staff and Mutual Assistance's food and water supply with a 25 year shelf life.

- c. Police Department - None
- d. Public Works Department - None
- e. El Segundo Unified School District – None
- f. El Segundo Business and Industry – None

C. NEW BUSINESS

- 1. Emergency Management – None
- 2. Fire Department – None
- 3. Police Department – None
- 4. Public Works – None
- 5. El Segundo Unified School District – None
- 6. El Segundo Business and Industry – None

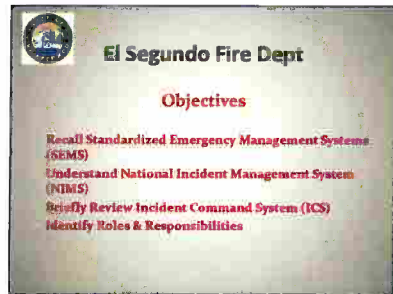
D. SCHEDULE MEETING ~ The Special Joint Meeting of the City Council and Disaster Quarterly Meeting is scheduled for Tuesday - April 28, 2015 at 8:30 A.M.

ADJOURNMENT – Meeting Adjourned at 9:05 A.M.

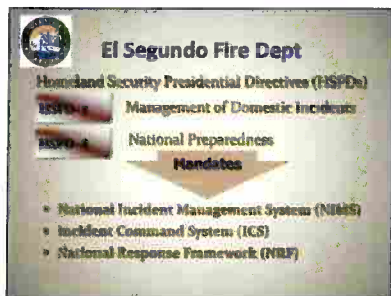
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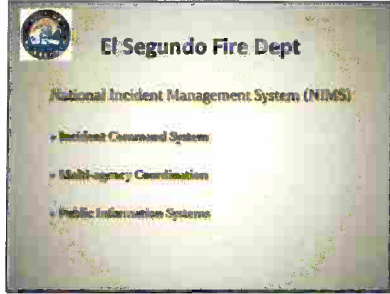
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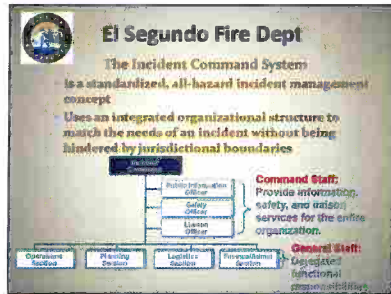
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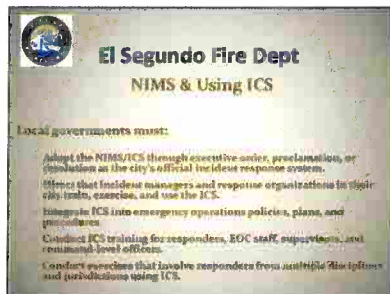
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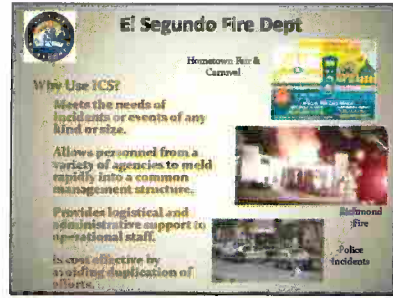
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El Segundo Fire Dept
Hemetown Park & Carpool

Who Use ICS?
Meets the needs of incidents or events of any kind or size.

Allows personnel from a variety of agencies to meld rapidly into a common management structure.

Provides logistical and administrative support to operational staff.

Is cost effective by avoiding duplication of efforts.

Images: Hemetown Park & Carpool, Redwood Fire, Solbe Incidents

Slide 8



El Segundo Fire Dept
Your Role & Responsibilities

Images: Five portraits of officials

Elected Official

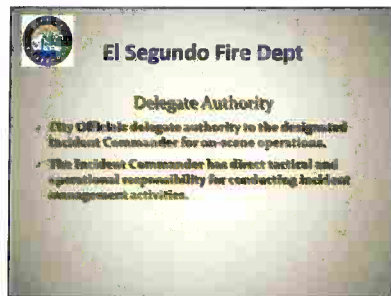
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City Manager
Incident Commander
"EOC Director"

Provide policy guidance based on situational needs, the Action Plan and the Emergency Operations Plan.

Support field and EOC activities through use of emergency powers.

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El Segundo Fire Dept

Delegate Authority

- City Officials delegate authority to the designated Incident Commander for on-scene operations.
- The Incident Commander has direct tactical and operational responsibility for conducting Incident management activities.

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El Segundo Fire Dept Management Roles

Your Role


- You provide the following to the Incident Commander:
 - Policy
 - Mission
 - Direction
 - Authority

Incident Commander's Role



- The Incident Commander:
 - Manages the incident at the scene
 - Keeps you informed on all important matters pertaining to the incident

To maintain the unity of command and safety of responders, the chain of command must NOT be bypassed.

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El Segundo Fire Dept Speak With One Voice



- You must coordinate and integrate messages with PIOs
- Make sure all information given to the media and public is:
 - Accurate
 - Timely
 - Has been cleared by the PIO
- A Joint Information System (established procedures and protocols) is used to help ensure coordination of messages.

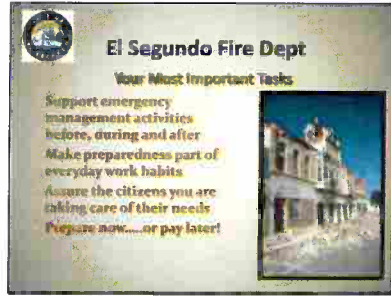
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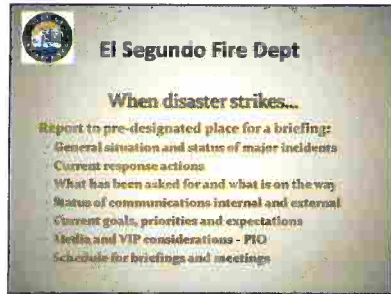
El Segundo Fire Dept Leadership

- The most important thing you provide is **Leadership!**
- Leadership means ...
 - Motivating and supporting employees so that they can accomplish difficult tasks under dangerous and stressful circumstances.
 - Maintaining confidence in the public that the incident is being managed effectively.

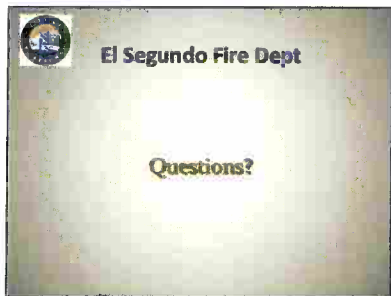
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EL SEGUNDO CITY COUNCIL AND DISASTER COUNCIL MEETING DATE: July 26, 2016
AGENDA STATEMENT AGENDA HEADING: New Business

AGENDA DESCRIPTION:

Consideration and possible action regarding future Disaster Council participation and meeting schedule in light of El Segundo Municipal Code Section 2-2-4(B).

RECOMMENDED COUNCIL ACTION:

1. Consider and direct staff regarding possible Code amendment to reflect current composition / practice of the Disaster Council;
2. Alternately, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. El Segundo Municipal Code Title 2, Chapter 2

FISCAL IMPACT: \$0

Amount Budgeted: \$0
Additional Appropriation: None
Account Number(s): N/A

ORIGINATED BY: Carol Lynn Anderson, Senior Management Analyst 

REVIEWED BY: Christopher Donovan, Fire Chief

APPROVED BY: Greg Carpenter, City Manager 

BACKGROUND AND DISCUSSION:

The City of El Segundo's Disaster Council was created in 1977 and codified in the City's municipal code under Title 2, Chapter 2 entitled "Emergency Services Organization." The purpose of the code was for the "preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency." (ESMC § 2-2-2). Initially, the Disaster Council consisted of the mayor, city manager, assistant director, deputy directors and chiefs of emergency services, along with representatives of civic, business, labor, veterans, professional and other organizations. In 2005, the code was amended to include an additional Council member, appointed by the Mayor, to serve for a period of one year on a rotating basis, along with a representative from the school district.

As early as October 2012 the City Council and Disaster Council began to meet together as a "Special Joint Meeting" whereby, all Council Members were present in matters relating to the Disaster Council and its powers and duties. The last joint meeting with Council occurred on January 27, 2015.

Staff have certain suggested changes to the composition of the Disaster Council that will be presented at the meeting. Staff is recommending the City Council and Disaster Council review the compilation of the Disaster Council as stated in Section 2-2-4 of the City's code and either affirm the existing code as written or provide direction if an amendment to the code is required. One such amendment could include the existing practice of having all five Council members in attendance.

**EI Segundo Municipal Code
Title 2, Chapter 2
EMERGENCY SERVICES ORGANIZATION**

2-2-1: DEFINITIONS:

2-2-2: PURPOSES:

2-2-3: EXPENDITURES:

2-2-4: DISASTER COUNCIL:

2-2-5: DIRECTOR OF EMERGENCY SERVICES:

2-2-6: EMERGENCY ORGANIZATION; COMPOSITION:

2-2-7: EMERGENCY PLAN:

2-2-8: VIOLATIONS; PENALTY:

2-2-1: DEFINITIONS:

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section:

EMERGENCY SERVICES: The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters. It shall not include, nor does any provision of this chapter apply to any condition relating to a labor controversy.

LOCAL EMERGENCY: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this city and require the combined forces of other political subdivisions to combat.

STATE OF EMERGENCY: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions causing a "state of war emergency", which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

STATE OF WAR EMERGENCY: The condition which exists immediately, with or without a proclamation thereof by the governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent. (Ord. 917, 1-4-1977)

2-2-2: PURPOSES:

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons. (Ord. 917, 1-4-1977)

2-2-3: EXPENDITURES:

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city. (Ord. 917, 1-4-1977)

2-2-4: DISASTER COUNCIL:

- A. Creation: The city disaster council is hereby created.
- B. Composition: The city disaster council created under the provisions of the preceding subsection shall consist of the following:
1. The mayor, who shall be chairman;
 2. The city manager, who shall be director of emergency services and vice chairman;
 3. The assistant director, appointed by the city manager with the advice and consent of the city council who, under the supervision of the director, shall develop emergency plans and organize the emergency services program of the city, and shall have such other duties as may be assigned by the director;
 4. Such deputy directors and chiefs of emergency services as are provided for in the current emergency plan of the city, adopted pursuant to this chapter; (Ord. 917, 1-4-1977)
 5. Such representatives of the school district, civic, business, labor, veterans, professional or other organizations having an official emergency responsibility, as may be appointed by the director with the advice and consent of the city council;
 6. A council member appointed by the mayor to serve for a period of one year on a rotating basis. (Ord. 1388, 11-1-2005)
- C. Meetings: The disaster council shall meet upon the call of the chairman, or in his absence from the city or inability to call the meeting, upon the call of the vice chairman.
- D. Powers And Duties: It shall be the duty of the city disaster council and it is hereby empowered to review and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement the plans and agreements. (Ord. 917, 1-4-1977)

2-2-5: DIRECTOR OF EMERGENCY SERVICES:

- A. Office Created: There is hereby created the office of director of emergency services. The officer shall be the city manager.
- B. Powers And Duties: The director of emergency services is hereby empowered:
1. To request the city council to proclaim the existence or threatened existence of a "local emergency" and the termination thereof, if the city council is in session, or to issue the proclamation if the city council is not in session, subject to confirmation by the city council within seven (7) days thereafter or the proclamation shall have no further force or effect.
 2. To request the governor to proclaim a "state of emergency" when in the opinion of the director the resources of the area are inadequate to cope with the disaster. The request must be confirmed by a resolution adopted by the city council.
 3. To control and direct the effort of the emergency organization of the city for the accomplishment of the purposes of this chapter.
 4. To direct coordination and cooperation between divisions, services and staff of the emergency organization of the city, and to resolve questions of authority and responsibility that may arise between them.

5. To represent the disaster organization of the city in all dealings with public or private agencies pertaining to civil defense and disaster.
6. To designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the city council.

C. Powers In Event Of Disaster: In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the governor or the director of the state office of emergency services, or the existence of a "state of war emergency", the director is hereby empowered:

1. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council.
2. To impose a curfew which prohibits all individuals from being present on or at any public street, avenue, highway, road, curb area, sidewalk, alley, park, playground or other public ground, public place or public building between the hours of sundown and sunrise, or such other hours which the director determines are reasonably related to the protection of life and property as affected by such emergency. Such curfew shall not apply to individuals whose presence on or at any public street, avenue, highway, road, curb area, sidewalk, alley, park, playground or other public ground, public place or public building is required pursuant to their responsibilities under the city emergency organization and city "emergency plan", as such terms are defined under sections [2-2-1](#) and [2-2-7](#) of this chapter. The director's imposition of a curfew shall be confirmed at the earliest practical time by the city council.
3. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use.
4. To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency", to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers.
5. To requisition necessary personnel or material of any city department or agency.
6. To execute all of his ordinary power as city manager, all of the special powers conferred upon him by this chapter or by resolution (or emergency plan) adopted pursuant thereto, all powers conferred upon him by any statute, agreement approved by the city council, or by any other lawful authority, and in conformity with section 38791 of the state Government Code, to exercise complete authority over the city and to exercise all police power vested in the city by the constitution and general laws. (Ord. 1195, 3-16-1993)

2-2-6: EMERGENCY ORGANIZATION; COMPOSITION:

All officers and employees of the city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of laws, including persons commandeered under the provisions of subsection [2-2-5C4](#) of this chapter, be charged with duties incident to the protection of life and property in the city during the emergency shall constitute the emergency organization of the city. (Ord. 917, 1-4-1977)

2-2-7: EMERGENCY PLAN:

The functions and duties of the emergency organization shall be established in the city emergency plan. The plan shall be consistent with the standardized emergency management system and provide for the effective mobilization of all of the resources of this city, both public and private, to meet any condition constituting a "local emergency", "state of emergency", or "state of war emergency"; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption of resolution of the city council. (Ord. 1282, 10-21-1997)

2-2-8: VIOLATIONS; PENALTY:

It shall be a misdemeanor, punishable as provided in section 1-2-1 of this code, for any person during an emergency to: (Ord. 1195, 3-16-1993; amd. 2000 Code)

- A. Wilfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon him by virtue of this chapter.
- B. Do any act forbidden by any lawful rules or regulations issued pursuant to this chapter.
- C. Violate a curfew imposed pursuant to this chapter.
- D. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state. (Ord. 1195, 3-16-1993)