



# AGENDA DISASTER COUNCIL

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

Tuesday, October 25, 2016, 9:00 A.M.

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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.*

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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.

## CALL TO ORDER – CITY COUNCIL

## CALL TO ORDER – DISASTER COUNCIL

## FLAG SALUTE

## 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  
El Segundo Unified School District Human Resources Director Dylan Farris

**PUBLIC COMMUNICATIONS – (Related to 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 Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves before addressing the Council. Failure to do so is a misdemeanor and punishable by a fine of \$250.*

- A. MEETING MINUTES from July 26, 2016.** It is recommended that the Disaster Council approve the meeting minutes from July 26, 2016.

**B. UNFINISHED BUSINESS.** For all items listed below, it is recommended that the 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 Update
    - 3) EOC Improvement Status Report
    - 4) 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. Community Disaster Preparedness Fair– Chief Donovan

**ADJOURNMENT**

POSTED:

DATE: 10/19/2016

TIME: 2:00 p.m.

NAME: Carol Lynn Anderson

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

**CALL TO ORDER** ~ Mayor Suzanne Fuentes at 7:03 P.M.

**FLAG SALUTE**

**ROLL CALL**

**City Council**

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

**Disaster Council**

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

**Guests:**

Assistant City Attorney David King	Present
Police Captain Bob Turnbull	Present
Carl Jacobson	Present

**PUBLIC COMMUNICATIONS** ~ None.

**A. MINUTES** from Disaster Council Tuesday, January 27, 2015 Approved

Motion: Greg Carpenter; Seconded: Michael Dugan

**B. UNFINISHED BUSINESS**

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

a. Emergency Management Update

Chief Donovan presented a brief overview of the phases of disaster as outlined in the PowerPoint presentation.

1) Phases included Mitigation, Preparedness, Response and Recovery.

2) Disaster Preparedness Efforts:

a) Local Hazard Mitigation Plan (last update 2009) - currently under review and potential submittal to Council by the end of the year.

B. UNFINISHED BUSINESS

- b) Emergency Operations Plan (last update 2012)
  - c) Continuity Plan (last update 2012) - This plan is to maintain and ensure continuity of Government. The goal is to be in operation within 12 hours of an emergency event. Mayor Pro Tem Drew Boyles asked, what's a citizen to do? Mayor Fuentes shared based on her training, citizens should be prepared to be on their own for 72 hours (best case scenario). Otherwise, it could be weeks. Therefore, citizens should prepare their homes and have enough water, flashlights, supplies, and kits to sustain themselves.
  - d) Emergency Operation Center (EOC) Training and Exercises  
Public Safety currently use the Incident Command System. Once we have the remaining staff identified then we will have specific training to their task in the EOC.  
Minimum standards for City staff include IS-100b, IS-700.a; EOC participant requirements include: IS-100b, IS700.a, and IS-800.b
  - e) CERT Update  
Battalion Chief Bonfield has been tasked with re-kindling the CERT Program in preparation for the October 20, 2016, "The Great California Shake Out." Drew Boyles inquired as to how many individuals participate in CERT training? Chief Donovan did not have the exact number to respond but Greg mentioned both residents and businesses participate in the 20 hour training. This training requires both classroom and field training and has occurred previously twice a year. Mr. Boyles stated he would like to track this information.
  - f) Web EOC Update  
Matt expressed he's been working with the vendor that provides the Web EOC and there's a current version the City will want to migrate to that is more user friendly to staff. Matt is currently awaiting a new quote from the vendor since the current software expired 10/31/15.
  - g) Emergency Preparedness Faire  
Chief Donovan stated there will be an Emergency Preparedness Faire on the plaza area of City Hall on 10/15/16. Vendors will be invited to and information booths provided to assist the community to better prepare for emergencies and disasters.
- b. Fire Department Report – None
  - c. Police Department Report – None
  - d. Public Works Department Report –  
Stephanie Katsouleas, Public Works Director gave a brief overview as it relates to disaster preparedness and public works. Currently staff are participating in sewer bypass drills to address sewage spills that go into the streets. Staff are trained once a month on bypass drills and are prepared to deal with issues that are also associated with disaster preparedness events.

e. El Segundo Unified School District Report –

Dr. Moore shared the district has put together a long range facility master plan. One of the areas of focus the planned considered was the safety and security of the students. We have previewed it to the public and will be taking it to the Board of Education for action. As part of the process focus groups were held, Dr. Moore thanked Police Chief Tavera and Captain Turnbull for their support in participating in the focus group and providing input regarding each school site for safety and security issues as well as providing active shooter training this year. She went on to say, I think this [Disaster] Council is so important. The school district is addressing the improved safety and security in their master plan including: 1) better check-in systems by channeling of individuals through the offices; 2) overhaul replacement of disaster supplies, and 3) perimeter fencing for applicable facilities.

Dr. Moore shared they have a plan for sheltering in place whereby she would stay at the District while Dr. Dylan Farris, would be the liaison who would report to the EOC. Chief Donovan offered to provide SERT training (school [specific] emergency response training) to Dr. Moore and her staff. Dr. Moore expressed interest in school district specific training.

f. El Segundo Business and Industry Report – None

**C. NEW BUSINESS**

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

2. Upcoming events – Chief Donovan

- a. October 15, 2016, Emergency Preparedness Faire
- b. October 20, 2016, “The Great California Shake Out

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.

Greg Carpenter presented the council with historical information as it relates to the involvement of City Council and the Disaster Council. Greg stated, historically they were meeting monthly and as needed; if there was a recommendation then the Disaster Council would present to City Council their recommendations. Approximately three years ago the Disaster Council met jointly with City Council. Meetings were quarterly. Therefore, we need to decide if the group wants to meet in alignment with the ordinance or change the ordinance to be in alignment with practice. The Mayor stated we have a lot of ground to cover and I think we should meet monthly. Council member Brann expressed that two appointees (as outlined in the ordinance) is fine. Therefore, Mayor Fuentes and Mayor Pro Tem Boyles will serve on the Disaster Council.

Council Member Dugan agreed the Disaster Council should meet monthly and if the Mayor or Mayor Pro Tem cannot attend, he can attend on their behalf. Greg shared that Council member Pirsztuk (not present) was okay with the Mayor and Mayor Pro Tem representing Council. The Mayor motioned having just the Disaster Council and two (2) Council Members attend (staying

in alignment with the ordinance). Mayor Pro Tem Boyles seconded. No one opposed. Motion approved.

4. City Council Training Session – Disaster Service Worker – Matt Hallock  
See attached PowerPoint presentation outlining discussion.

- a. Roles & Responsibilities
  - City Council Checklist attached.
  - EOC/Command/General Staff Org Chart attached.
- b. Public Information Officer

- D. SCHEDULE MEETING ~ The monthly Disaster Council meeting is scheduled for Tuesday, September 13, 2016 at 9:00 a.m.
- E. ADJOURNMENT – There being no further business the meeting adjourned at 8:14 p.m.