



# AGENDA DISASTER COUNCIL

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

Tuesday, July 18, 2017, 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 Randall Collins  
Fire Chief Christopher Donovan  
Police Chief Bill Whalen  
Police Captain Brian Evanski  
Police Lieutenant Jaime Bermudez  
Public Works Director Ken Berkman  
El Segundo Unified School District Superintendent Dr. Melissa Moore  
El Segundo Unified School District Human Resources Director Dr. 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 April 11, 2017.** It is recommended that the Disaster Council approve the meeting minutes from April 11, 2017.

**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 – Report
  - 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. Emergency Management Budget
2. The Great Shake Out
3. Emergency Preparedness day
4. Short Term Goals
5. Long Term Goals

**ADJOURNMENT**

POSTED:

DATE: 07/12/17

TIME: 9:00 a.m.

NAME: Carol Lynn Anderson

CITY OF EL SEGUNDO  
DISASTER COUNCIL MEETING MINUTES  
TUESDAY, APRIL 11, 2017 – 9:00 A.M.

**CALL TO ORDER** ~ Mayor Suzanne Fuentes at 9:03 A.M.

**FLAG SALUTE**

**ROLL CALL**

**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
Battalion Chief Nathan Cooke	Present
Police Chief Mitch Tavera	Present
Police Captain Brian Evanski	Present
Police Captain Bob Turnbull	Absent
Police Lieutenant Jaime Bermudez	Absent
Public Works Director Ken Berkman	Present
El Segundo Unified School District Superintendent Dr. Melissa Moore	Absent
El Segundo Unified School District Human Resources Director Dr. Dylan Farris	Present

**PUBLIC COMMUNICATIONS** ~ None.

**A. MINUTES** from Disaster Council Tuesday, January 24, 2017 Approved

Motion: Ken Berkman  
Seconded: Greg Carpenter

**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

Matt Hallock revisited the January 24, 2017 minutes on the latest updates related to the Hazard Mitigation Plan. At this time all updates have been submitted to El Segundo City Council for their review and approval. Upon FEMA approval this plan will be in effect for the next five years. Chief Donovan added we are now eligible for Federal reimbursement should the City experience an emergency. We will do a periodic review of this plan. At this time we are in a transitional period until the new Emergency Manager comes on board.

- b) Fire Department – Report

Chief Donovan shared upcoming events including: badge pinning on 4/18/17; Public Safety Day on 5/13/17, a coordinated effort between Police and Fire. In October we plan on continuing the Disaster Preparedness Fair with the community. Matt Hallock is currently putting together a full scale exercise with EOC staff. There will be a play book for City staff. Matt it will be conducting a table top exercise with the intent to get some software updates and have the room laid out and then go through the process. At this time we are in the walking to run phase.

c) Police Department – Report

None

d) Public Works Department – Report

Ken stated the Police Department's roof has a couple of Consultants on board and analyzing and looking at mold, as we might find in the roof repairs. Public Works will be looking at a mid-year budget adjustment. Additionally, the Fire Department roof and bay doors are being done as a capital project. We are trying to help our emergency responders. Greg shared this summer will be busy with capital projects and the seismic retrofit will come in the fall. Greg stated, the Fire Department will have to be vacated at that time and the project could take 2-3 or 6 weeks for the roof replacement while running a parallel project with the kitchen remodel.

The reasoning for staff to vacate the building is due to the tar smell. Suppression staff will go to Station 2 at night while Fire Prevention and Environmental Safety staff will move to City Hall. This project is slated to begin 4/24/17. Chief shared there will be no impact to the delivery of service. Traffic is light at night so we should not have an impact. During the roof remodel Chief shared you will see apparatus parked on the street in order to give the contractor room to work around the building.

A brand new pumper will be delivered from Wisconsin to Pierce in Ontario. It's the hope to have it in the City by the end of this week. It will definitely be here on 4/18/17 for the Centennial celebration. The Fire Department also purchased with Council support two new rescues with delivery in about three to four months.

e) El Segundo Unified School District – Report

Dr. Farris stated, we have a board meeting tonight that includes the school safety plan that should be available for review. Principals are currently working on messaging and reiterating our emergency protocol and how parents access students. Greg asked how many email addresses do you have for your parents? We have the luxury, due to the application process, 100%. Dr. Farris shared, several of our campuses are open and therefore, we have to prevent chaos in an emergency. The number one item on our list is to address our safety perimeter as the highest percentage of active shooters are crimes of passion. We are also working with Fire on CPR training of staff.

Council member Drew Boyles inquired if the kids are trained in an Active Shooter scenario? Dr. Farris stated, "Yes," although we have not gone to the simulation of an active shooter situation. Chief Tavera asked, if the schools have panic doors? Dr. Farris stated, we don't have those but we have lock blocks.

Council Member Boyles inquired about grading the City on emergency scenarios like a natural disaster. He stated, I would rather train as a concerted effort and train ourselves on planned and random responses to a crisis. Greg shared, we thought of having Los Angeles County coming in and running a table top exercise. Chief Donovan stated, maybe it's a good idea to reach out and see how well we are doing in areas and determine where we need to improve. Chief Tavera stated, we grade our shootings or unusual occurrence and the best way to evaluate is through unannounced exercises. The Mayor inquired about earthquake preparedness. Matt stated, there is an earthquake class that provides a real world problem. It is stressful, and has both simulated and in-class training that can be contracted and brought here. Chief

Donovan said he would do research and find an evaluator and get back to the group

**C. NEW BUSINESS**

1. Recruitment for full-time Emergency Management Coordinator – Chief Donovan  
Greg shared interviews were conducted on 4/15/17 and re-advertised for an additional list and interviews scheduled for 04/24/17. The same panel will be back for the supplemental list.
2. Hazard Mitigation Plan  
Greg stated he was thinking of staging a person in the EOC permanently. We need to find a space for them.
3. Disaster Service Worker Training for all employees  
According to Matt, every employee is considered a disaster service worker and therefore, it is the intent to train all employees with a basic 2-3 hour training. I've been putting together an online version as well as having a basic test at the end and will address issues related to when an employee is at home and cannot make it to El Segundo to report to work.
4. CERT update  
Battalion Chief Cooke stated, we currently have 9 residents coming through the latest CERT program. We are in the process of looking at previous CERT members to provide refresher training as these are perishable skills. Then moving forward having annual training.
5. EOC updates  
Matt shared when he initially came on board we were behind on technology and in need of new software. Both are expensive, therefore, Chief Donovan out to Area G with a multi-area purchase so we can be on the same page related to emergency operations. The Mayor asked Chief Tavera, if RCC connected to WebEOC? The RCC is going to new radio interoperability throughout the County by next year. Good for us. Very little IT involvement from our City and will run by the consortium. It's automatic for Police.

Matt shared with the group his list of needs in order to get the EOC up and running before handing it off to the new Emergency Management Coordinator and the list includes: computers and printers. Captain Evanski asked which facilities were on a generator. He mentioned the outlets on the UPS that would run until the generator picks up no longer works. The communication had to be bypassed. Laptops with charging stations and would need power. Ken stated, from a facilities perspective; do you start up the generator from time to time? Yes, we have a 2 day supply for diesel. The Mayor also inquired about a tsunami drill and do we have a siren at the beach? Chief Tavera stated, "No, not since the 70's. The tsunami percentage in El Segundo is less than ½ of 1%. In the event, there would be notification from NOAA and then we would push out through social media and reverse 911. Chief Tavera stated, an analog backup would be great. Analog phones will work; something to be said for back-up. If we go down we won't have digital media capability.

- D. SCHEDULE MEETING** ~ The monthly Disaster Council meeting is scheduled for Tuesday, July 18, 2017 at 9:00 a.m.
- E. ADJOURNMENT** – There being no further business the meeting adjourned at 09:56 a.m.