



# AGENDA DISASTER COUNCIL

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

Tuesday, February 13, 2018, 11:00 A.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.

## CALL TO ORDER – CITY COUNCIL

## CALL TO ORDER – DISASTER COUNCIL

## FLAG SALUTE

## ROLL CALL – DISASTER COUNCIL

Suzanne Fuentes, Mayor  
Drew Boyles, Mayor Pro Tem  
Greg Carpenter, City Manager  
Randall Collins, Emergency Manager  
Christopher Donovan, Fire Chief  
Bill Whalen, Police Chief  
Jaime Bermudez, Acting Police Captain  
Vince Martinez, Police Sergeant  
Ken Berkman, Director Public Works  
Dr. Melissa Moore, El Segundo Unified School District Superintendent  
Dr. Dylan Farris, El Segundo Unified School District Human Resources Director

**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 18, 2017.** It is recommended that the Disaster Council approve the meeting minutes from July 18, 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. All-Hazards Incident Management Team Project
2. Community Emergency Response Team Project
3. Disaster Service Worker Project
4. 1<sup>st</sup> Responder Training
5. Critical Infrastructure Program
6. Public Out Reach Campaign
7. Emergency Alert and Warning SOP
8. Area G Administration
9. Management System Purchase

**ADJOURNMENT**

POSTED:

DATE: 02/08/18

TIME: 12:00 p.m.

NAME: Carol Lynn Anderson

CITY OF EL SEGUNDO  
DISASTER COUNCIL MEETING MINUTES  
TUESDAY, JULY 18, 2017 – 9:00 A.M.

**CALL TO ORDER** ~ Mayor Suzanne Fuentes at 9:06 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 Randall Collins	Present
Fire Chief Christopher Donovan	Present
Police Chief Bill Whalen	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, April 11, 2017 Approved

Motion: Drew Boyles  
Seconded: Chris Donovan  
Abstained: Bill Whalen, and Randy Collins

**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-Randall Collins

Randall expressed gratefulness for all the work Consultant, Matt Hallock, performed prior to him coming on board. There's been a lot of reading to catch up on previous efforts, seeing where we have been, and where we are going. He mentioned the day he met with Matt was the day we received FEMA approval. Randy stated, the work Matt did on the Hazardous Mitigation Plan is huge. Last week the federal government approved an increased amount of funds for emergencies, which makes us eligible for projects and possible submissions for grants in the near future.

Since then I met with all Department Heads and key stakeholders throughout the community to get them engaged. Randy stated, he's been reviewing and analyzing existing plans, met with neighboring cities, and the Office of Emergency Management for Los Angeles County. He also has been able to identify an Emergency Management Team and asked all Department Heads to identify themselves and their proxies to participate in emergency planning group. We will look at emergency plans and update them and get everyone prepared for disasters and obtain their feedback on their respective offices. Randy also met with Los Angeles City Emergency Management to discuss the Vista Del Mar issue.

## B. UNFINISHED BUSINESS

### b) Fire Department - Report

Chief Donovan stated Fire Engineer, Geoff Gerny, took the lead for CERT. The Fire Department has added a link to their website for CERT related information which features training, resources and current CERT/SERT members:

<http://www.elsegundo.org/depts/fire/cert/default.asp>

September 23, 2017, there will be a CERT refresher drill. The idea here is that we have all members trained and then get them involved in ongoing meetings.

October 28, 2017 there will be a CERT Academy to meet the requirement of having 10% of the community trained. Currently there have been 200 people identified since 1990. There were some that worked at Northrup but didn't live here. We are reaching out to people who live in town to see if they are interested in participating. It's a perishable skill and we need to maintain quarterly updates, training, while engaging the CERT team. Thinking outside the box, the Chief mentioned utilizing various presentations that are normally conducted to engage the CERT team to participate in our normal routine business. Additionally, we need to engage new individuals into the HAM radio group.

Chief shared with the group about an opportunity to have a tour of the Joint Regional Intelligence Center (JRIC). This fusion center is where all intelligence gathering is contained. Through a UASI grant we have an Intelligence Chief to provide homeland security intelligence to be better prepared. Additionally, they provide critical infrastructure review through their Critical Infrastructure Protection Working Group. Being in their Area of Responsibility (AoR) they can make recommendations to reduce vulnerabilities which assists the City on how we can respond to events. We have reached out to this group to do assessment.

### c) Police Department – Report

Chief Whalen did not share any specific items, due to this being his first meeting, other than stating Randy's goals are achievable. He further added, my impression of the City is that they will want to participate in and partner with the Emergency Management Coordinator.

### d) Public Works Department – Report

Ken shared with the group he's going to Council with an emergency plan that would allow the City to be eligible for FEMA funding. It's a 200 page document. It will address the top two incidents: earthquake and tsunamis. He indicated we need this document in place for response and funding purposes.

Randy added, there is an annual process and capital improvement advisory committee to review capital improvement plans, with a rating system, along with seismic retrofits to fix safety related issues. Ken stated, one other item that was brought forward last year but not approved but will be coming back is the facility wide needs assessment. We need to incorporate those safety aspects and have the Consultant look at our space that Public Works maintains to see what we want to do for the future as a master plan.

Lastly, the Contractor laid out notices for the Center Street water project. The pipeline project can only work in certain areas one at a time. We will update you as we know more. In the meantime, Public Works will work with Mickie on getting the information

## B. UNFINISHED BUSINESS

### d) Public Works Department Continued

uploaded to social media. We have to provide this critical infrastructure project, recognizing there will be inconveniences but we will get messages out as quickly as possible.

August 15, 2017 there will be a meeting with Edison to identify circuitry and priorities. There will be an informative meeting on 07/25/17 on the causes of outages with emphasis on repair process, communications, via mobile outage application, and outage tools.

### e) El Segundo Unified School District (ESUSD) – Report

Dr. Farris shared school staff are off for the summer and will return in August. At that time, he will sit with the Risk Management team to schedule drills for the year. ESUSD will participate in the Great Shakeout. They have new Principals at El Segundo High and Middle schools. He also mentioned the school is partnering with the Fire Department on concussion training, as the school's greatest risk are athletic injuries.

### f) El Segundo Business and Industry – Report

None.

## C. NEW BUSINESS

### 1. Emergency Management Budget

Randy distributed to the group the attached 2017-2018 Emergency Management Budget Proposal. He shared, the budget is designed and able to meet long term goals. The budget identifies targeted individual training needs. Courses may be offered in the metro area, Sacramento, San Luis Obispo, and will address elected, senior management, and first responder groups.

Under Training and Education, there will be position specific training. Randy emphasized one thing we cannot take our eyes off of is cyber training. He also mentioned he is currently working with the Police Department with critical infrastructure training. Under the Professional/Technical budget, Randy pointed out he wants a consultant to come to the City to provide the all hazardous team course (O-305 AHIMT) pending a cost analysis. Randy discussed Council's role under long term goals, and their training needs as outlined under the role of Policy and Leadership.

Randy reiterated his view in that disaster worker training is boot camp and we build off of that. Table top discussions and scenario based training will be a more functional aspect. Under the professional/technical budget there are monies budgeted for creating curriculum for Council to get everyone current. Equipment replacement will be inventoried and monies will be identified at the time replacement costs are identified.

The Mayor requested that Administrative support be provided by Mickie or Mishia. Greg mentioned bringing in temporary assistance.

### 2. The Great Shake Out

The Great Shake Out is on October 19, 2017 at 10:19 a.m.

Randy stated Edison is doing something also in conjunction with this date to use this event as a public awareness opportunity.

## C. NEW BUSINESS

### 1. Emergency Preparedness day

This year's Emergency Preparedness Day is scheduled for October 14, 2017. We have not secured anyone at this time. We will be looking to fill the front with stakeholders and announce and get people to come by and recruit for CERT. Randy mentioned the "Shaking House" prop as well as training people to turn off their gas. The group would like to pair this event with other events to gain more attention and foot traffic to this very important event.

### 2. Short Term Goals:

Randy reviewed the attached "Emergency Management Coordinators Report" with the group. Highlights from this report include: program assessment, administrative needs, collaboration and immediate actions.

Randy stated he needs to update the continuity plan and consider and locate additional facilities farther away, should City Hall go down during an emergency. Unfortunately, current back-up facilities are all in the same area therefore, we need to consider facilities farther away.

Randy stated he is reaching out to collaborative partners and stakeholders. He met with the Air Force Emergency Manager and is hopeful to get an agreement in place with them. He may look at earthquake and capital improvements for the Fire station and see what is available and perform an assessment. Other areas of assessment include the Disaster Service worker program. I'm going to give them a baseline of training and talk about that later. Program expectations, are to be prepared for disaster. I'm going to have my eye on UASI grants to try and reach and grab some of those for El Segundo.

Randy pointed out the upcoming events including but not limited to: Joint Intelligence Center, Training and Exercise Planning Workshop, Emergency Preparedness Fair, Great Shake Out and Operational Area Exercise.

### 3. Long Term Goals

Mayor Fuentes expressed her appreciation for Randall being at the City. She went on to share her experience being on the Big Island of Hawaii during a tsunami and how impressed she was at their level of preparedness. Mayor Pro-Tem Drew Boyles stated before Randy got here we talked about simulating a response and went to PIO training. I would like our City to conduct a simulation to see how we respond.

Randall stated he spoke to both Chiefs and the emergency operations center and what our posture needs to look like. Less EOC concept vs. incident command concept. With an Incident Management Team, there is a heavy amount of upfront training (see training needs handout). Following national standards, a competency based program, we will work with individuals on their competencies. We can look over their shoulders while they are conducting tasks and sign off saying we saw them perform the task and therefore, the metric of their capability to perform the task. We can have three dimensional metrics. First we need to establish an incident command team with advanced pieces (e.g. rotational) and involving Public Works, Planning, Library to fulfill the team.

Randy transition to where we need to go as a City. To prepare the City, the community and then businesses for response. Starting with the incident management teams, and ensuring disaster workers are ready to go. Randy expressed he would like to see opportunities to have more exposure for first responders to homeland security information and threats.

Randy shared his vision to utilize Farmers market days, distributing flyers or use El Segundo TV to promote public service announcements.

**C. NEW BUSINESS**

Drew Boyles expressed he would be more comfortable with someone assess our abilities. Randall reinforced being first and foremost prepared for the worst. If we have an earthquake scenario we need to be at a manageable level until state/national capabilities arrive. When we do an exercise we will use a program to define the expected damage and then look at the resource needs that drive it determining how many casualties we have, how many ambulances do we need then balancing that with what do we currently have, what kind of mutual aids do we have in place, and how capable are we to receive state and federal resources.

Greg asked if there's a methodology to have County observe a situation and have them critique and rank us on preparedness. Randy stated, the general practice is if you want to get an outside vendor, they come in and evaluate you against your plan and your resources.

Drew asked if we can have a periodic assessment so we have a number to go by or utilize a color coded system: green, yellow or red. The Mayor added, as you speak to different companies here that have national assets, it's another level security and vulnerability.

**D. SCHEDULE MEETING** ~ The monthly Disaster Council meeting is scheduled for Tuesday, September 12, 2017 at 9:00 a.m.

**E. ADJOURNMENT** – There being no further business the meeting adjourned at 10:32 a.m.