



**EMERGENCY PREPAREDNESS ADVISORY COMMISSION**  
**MONDAY, January 7, 2019 - 7:00 P.M.**

**Meeting Minutes**

**CALL TO ORDER - Present:** Chair Gila Katz, Vice-Chair Buckland, Commissioners Alan Benson, William Hallett, and Nadine Skye-Davis.

**Absent:** Commissioner Michael Detoy

**Department Representatives:** Jeff Robinson, Area G DMAC

**City Representatives:** Suja Lowenthal, City Manager and Nico De-Anda Scaia, Assistant to the City Manager

**Start Time:** Meeting began at 7:05 p.m.

**PLEDGE OF ALLEGIANCE** – Assistant to the City Manager, Nico De-Anda Scaia

**ANNOUNCEMENTS** - None

**PUBLIC PARTICIPATION** – None

**PRESENTATIONS** – None

**MATTERS FOR COMMISSION CONSIDERATION**

**1. ROLE OF THE EPAC COMMISSION**

City Manager Lowenthal and Assistant to the City Manager Nico De-Anda Scaia attended the commission meeting to discuss the role of EPAC with the commissioners.

Commissioner Benson provided an overview of the commission, and the many accomplishments completed by the commission. Some of the accomplishments include:

- Conducting outreach as stated in the municipal code
- Converting an old school space at the community center into the emergency operations center
- Worked with the City Manager to get a \$25,000 generator purchased and installed to utilize during a power outage and/or during a disaster situation
- Raised funds, navigated the legal requirements, purchased and installed AED's located within the community
- Neighborhood Watch: attended over 100 meetings with Police, Fire and an EPAC representative to discuss emergency preparedness and Map Your Neighborhood
- Hosted nationally recognized National Night Out events in the city

Commissioner Benson stated that outreach is not complicated but labor intensive. Social media is not getting people prepared but person-to-person communication does. He stated that the public learns by doing therefore providing an opportunity to engage with hands on training will gain interest in preparedness. The number one goal of the commission is outreach. He stated that he would put together a list of accomplishments to bring to the joint study session. Mrs. Villanueva stated that she developed a list of accomplishments which was included in the materials for the joint study session.

Commissioner Skye-Davis stated that the commission is important, as the commissioners are diverse in many ways (careers, interests, age, etc.) with various civic engagement opportunities allowing the

commissioners to be the pulse of the City.

Vice-chair Buckland stated that having a commission shows that emergency preparedness is important. The commissioners have an edge and perception when attending various meetings and trainings because of the title of commissioner. He stated that having a commission portrays to the community that the City is concerned about emergency preparedness and allows an opportunity to share experiences related to emergency preparedness. The details of the commission can be adjusted to ensure that emergency preparedness is a priority for the city by keeping the commission.

Chair Katz stated that it is important to practice and train with the residents and volunteers. In addition, the commission works with the community to determine their needs for preparedness. Chair Katz shared her experience during Hurricane Katrina, 9/11, and various other disaster responses, stating that people were unprepared and did not know when, how and where to go. She also stated that in Hermosa Beach, there is a difference between those in the east side of Pacific Coast Highway and the west side. It is important to conduct exercises with residents on both sides. She also stated that the commission developed a list of the residents who may need assistance during a disaster. She recommended that Map Your Neighborhood is the program to relaunch and engage residents in getting to know their neighbors and get prepared. There needs to be a master plan, which includes information on how to address water, gas, and electricity issues. Many residents are confused on where to start preparing and therefore they are not prepared.

Commissioner Benson stated that up until 2009, the stakeholders (City Manager, Police Chief and Fire Chief) were engaged and attended the commission meetings. Without the stakeholder's present, the completion of projects many and will take longer to complete. Commissioner Benson also stated that there is a difference between work product and advise/policy.

Chair Katz stated that as part of the General Plan, EPAC conducted a mapping exercise with the youth in the community.

City Manager Lowenthal appreciated the Commissioners honesty in providing their perspectives of the commission. She stated that Mrs. Villanueva keeps her abreast of the actions of the commission and that she relay's on Mrs. Villanueva for providing emergency preparedness information.

City Manager Lowenthal stated that staff report provides the background and the accomplishments of the commission. She also wanted to thank the commissioners for allowing her and Mr. De-Anda Scaia to attend the meeting and participate in the discussion. Mrs. Lowenthal stated that the meetings are not the only opportunity for the commissioners to work with stakeholders. She depends on Mrs. Villanueva to explain the commission's deliverables and provide dynamic feedback. She does not feel disconnected from the commission and the work that the commission completes.

#### Commissioner Suggestions

The commissioners provided a few suggestions during the meeting for Council to consider.

1. Commissioner Benson suggested hosting work study session 2 to 3 times per year for the commission and City Council to connect and ensure the work being accomplished is the current focus of council.
2. Chair Katz stated that it is necessary to have direct communication with the City Manager, Police and Fire Chief in order to accomplish tasks. In the past, all three attended the meetings and allowed for open lines of communication.

Mrs. Lowenthal recognized the tremendous amount of outreach that the commission has completed and cherishes. She recognizes the need to evolve as mandates have changed and requirements have become strict.

Commissioner Benson recognized that roles evolve and is important for continued effectiveness in the city. Chair Katz stated that the Red Cross Disaster Team role has evolved tremendously over time since its creation following a plane crash in Florida. Everything changes as the community evolves and it is important to incorporate different backgrounds, talents and abilities.

Assistant to the City Manager Nico De-Anda Scaia recognized the commission for its history and wonderful improvements to the City's emergency preparedness. He recognized that the work was accomplished by the collective of commissioners not just one person and that the specialties and

diversity of the commission has enhanced the work completed. He thanked the commissioners for the work that has been completed and the work that they continue to complete. He stated that the purpose of the joint study session is to review the commission and to look for opportunities to improve service delivery and engagement of the residents. He encouraged the commissioners to share their experiences, challenges of the commission and provide the needs of the commission at the study session.

**2. APPROVAL OF MINUTES FROM THE MEETING OF NOVEMBER 5, 2018**

Mrs. Villanueva stated that there was one correction identified by Mr. Robinson under the Reports Section 3 Office of Disaster Management of the November 5, 2018 meeting. The meeting minutes were updated to reflect the correction. Commissioner Benson motioned the approval of the EPAC meeting minutes for the meeting of November 5, 2018 with the one correction. Vice-Chair Buckland seconded the motion and the motion was approved.

**3. APPROVAL OF THE 2019 EPAC MEETING SCHEDULE**

Mrs. Villanueva provided a written report indicating the 2019 EPAC meeting dates, which will be January 7, March 4, May 6, July 8, September 9 and November 4. The September meeting is the only meeting that will be held one week later than the usual meeting date due to Labor Day. Commissioner Benson motioned to approve the 2019 EPAC meeting schedule and Vice-Chair Buckland seconded. The motion was approved.

**REPORTS**

**4. FIRE DEPARTMENT REPORT**

Los Angeles County Fire Department did not have a representative at the meeting therefore no report was provided.

**5. POLICE DEPARTMENT REPORT**

Hermosa Beach Police Department did not have a representative at the meeting therefore no report was provided.

**6. OFFICE OF DISASTER MANAGEMENT – AREA G REPORT (South Bay Area of Los Angeles County).**

Mr. Robinson assisted with Emergency Operations Center (EOC) Section Specific training for the City of Hermosa Beach EOC responders. Chair Katz asked why the commission was not invited to attend the training and Mr. Robinson stated that the training is specific for the staff who have a role within the EOC during an activation. Mr. Robinson will schedule Area wide section specific training in March of 2019 along with an EOC Action Planning course for late spring. Los Angeles County Office of Emergency Services is hosting an Advanced Public Information Officer (PIO) course the week of January 14, 2019.

**7. CITY EMERGENCY MANAGER'S REPORT - Brandy Villanueva, Emergency Manager**

Mrs. Villanueva provided a written emergency manager report and highlighted the following: 1. CPR/AED training was held on December 20, 2018. Although not mandatory, select staff have been identified as needing to take the course to stay in compliance with the Public Access to Defibrillation program. 2. Mrs. Villanueva participated in the monthly county radio drill to test inoperable communications between the Hermosa Beach Emergency Operations Center and the Los Angeles County Emergency Operations Center. 3. Mrs. Villanueva in partnership with Mr. Robinson hosted Emergency Operations Center Section Specific Training for city staff to continue Type III credentialing of EOC responders. 4. Mrs. Villanueva in partnership with Mr. Robinson hosted a drill in the emergency operations center to test the knowledge and skills staff gained during the section specific training. 5. Mrs. Villanueva met with Commissioner Skye-Davis, Vice-Chair Buckland and Mr. Davis to discuss the South Bay Animal Response Team and how the team program can be integrated into the HbCERT team.

**8. HERMOSA BEACH CERT PROGRAM - Brandy Villanueva, Emergency Manager**

Mrs. Villanueva provided a written Hermosa Beach CERT report and highlighted the following: Basic CERT training is scheduled for Saturday, March 9, 16, and 23 from 9 a.m. – 6 p.m. Promotion of the training will be conducted once the Los Angeles County Fire's online registration portal is updated as the training will be provided by Los Angeles County Fire Department. In addition, Mrs. Villanueva reviewed the quarterly HbCERT volunteer trainings which will be held

January 15, April 16, July 16, and October 15 from 7 – 8:30 p.m. in the Emergency Operations Center. Chair Katz asked how many volunteers are currently on the HbCERT team. Mrs. Villanueva stated that there are 33 current volunteers. Also, a list of upcoming events was reviewed showing HbCERT will host a booth at Pets in the Park, both Fiesta Hermosa events, Fourth of July and National Night Out. In addition, Mrs. Villanueva will be working with the Volunteer Appreciation committee to host the 2019 Volunteer Appreciation Event.

**9. HERMOSA BEACH AMATEUR RADIO ASSOCIATION (HBARA) - Commissioner Hallett**

Commissioner Hallett stated Ken Hartley will be attending the Joint City Council and EPAC commission meeting on January 14, 2019 and will provide an update during the study session.

**10. HERMOSA BEACH VOLUNTEERS IN POLICING (VIP) – Vice-Chair Dave Buckland**

In 2018, the Volunteers in Policing completed 1,016 hours of service to the City. There are two new volunteers for the program bringing the total number of program volunteers to 10. In December 2018, Volunteers in Policing assisted the Police Department with traffic control during the Santa Sleigh ride program.

## **COMMISSIONER REPORTS**

**11. BUSINESS PREPAREDNESS OUTREACH – Commissioner Detoy**

Commissioner Detoy was not in attendance therefore no report was provided.

**12. Community-Wide Emergency Alert System –Commissioner Hallett**

No report was provided.

**13. Promotion of Community Emergency Response Team (CERT) – Commissioner Buckland/Commissioner Skye-Davis**

Commissioner Skye-Davis stated that the subcommittee met with Mrs. Villanueva to discuss the incorporation of the South Bay Animal Response team into Hermosa Beach CERT. Commissioner Skye-Davis stated that her and her husband were fortunate to assist with animal shelter operations during the Wosley Fire. During this deployment, she worked with horses which was different from her Hurricane Irma and Thomas fire deployments when she worked with dogs, cats, and other types of animals. She was deployed to the Pierce College equestrian shelter as well as the Hanson Dam shelter. Both shelters were set up differently and managed differently but the differences in setup and management were appropriate for the respective shelter location and operation. She mucked the stalls, fed and provided water to the horses, and was allowed to exercise the horses when appropriate. Also, there were a variety of donations provided to the shelters which were not accepted because the locations ran out of space to secure the donations. Donations are needed but volunteers are critical to ensure that the proper care is provided to not only animals but to the volunteers and animal owners as well. The Pierce College shelter co-located the Los Angeles County Animal Mobile Vet Clinic next to the shelter which allowed for immediate medical attention should an animal need it. She stated that it is critical to have a backup plan to the backup plan because it was very apparent that many animal owners had a backup plan but when it was unavailable, it was challenging for the owners. It is necessary to be flexible in order to stay safe.

Commissioner Benson thanked Commissioner Skye-Davis and her husband for volunteering to assist with the animal response. He also stated that the fish cleanup was the first official activation of the HbCERT and RBCERTAA group to respond to a disaster. Spontaneous volunteers arrived without the correct personal protective equipment and had to be turned away for safety purposes. Chair Katz stated that during Hurricane Katrina, they provided care to 2,500 people and 1,000 animals.

Commissioner Benson also stated that it was amazing that during the Paradise Fire, a dog who was separated from its owner was found 30 days later on the front porch of its home.

**14. Community Wide Emergency Preparedness Subcommittee – Chair Katz/Commissioner Benson**

Commissioner Benson reported that Monday, January 14, 2019 at 6 p.m. in the Council Chambers there will be a Joint City Council and EPAC study session to discuss the role of the Emergency Preparedness Advisory Commission.

#### **COMMISSION MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

- Commissioner Benson requested to have his requested agenda item “Access and mobility issues as it relates to Emergency Preparedness in Hermosa Beach” kept in the future agenda items.

#### **15. ADJOURNMENT**

- Commissioner Benson motioned to adjourn the meeting and Vice-Chair Buckland seconded the motion. All were in favor of adjourning the meeting at 8:20 p.m.
- Meeting adjourned at 8:20 p.m.