



# AREA E DISASTER MANAGEMENT Executive Committee Meeting

[www.areaedma.org](http://www.areaedma.org)

Thursday  
February 4, 2016  
3:00-4:30pm

La Mirada City Hall, A&B Rooms  
La Mirada, CA 90638  
(562) 902-2368

**Cullen Armet**  
Area E DMAC

## AREA E MEMBERS

ARTESIA

BELL

BELL GARDENS

BELLFLOWER

CARSON

CERRITOS

COMMERCE

COMPTON

CUDAHY

DOWNEY

HAWAIIAN GARDENS

HUNTINGTON PARK

LA HABRA HEIGHTS

LA MIRADA

LAKESWOOD

LOS ANGELES CO

LYNWOOD

MAYWOOD

MONTEBELLO

NORWALK

PARAMOUNT

PICO RIVERA

SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

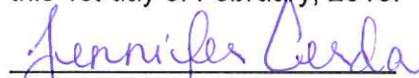
## AGENDA

1. Roll Call
2. Public Comment
3. Approval of Executive Committee meeting minutes- January 7, 2016

### New Business

4. Mid-Year Review of Fiscal Year 2015-16 Budget
5. Area E CalPERS Update – Human Resource Consultant Sharon Greth
6. Adjournment

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at La Mirada City Hall, not less than 72 hours prior to the meeting. Dated this 1st day of February, 2016.

  
Jennifer Cerda  
Administrative Manager  
Area E Disaster Management



## Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for January 7, 2016

Meeting was called to order at 3:05 pm by Executive Committee Chairman Andrew Vialpando.

**1) Roll Call:** Roll call was taken.

**Members Present:** Member Joel Hockman; Member Sheri Koomen; Member Andrew Stevens; Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

**Members Absent:**

**Guests Present:**

**Staff Present:** Area E DMAC Cullen Armet; Administrative Manager Jennifer Cerda

**2) Public Comment:** No public comment was made.

**3) Approval of Executive Committee meeting minutes- November 5, 2015**

Member Andrew Stevens moved and Vice Chairman Stacy Barnes seconded to approve the minutes of the November Executive Committee meeting.

**MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:** Member Joel Hockman, Member Sheri Koomen, Member Andrew Stevens, Vice Chairman Stacy Barnes, Chairman Andrew Vialpando

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

### **NEW BUSINESS**

**4) Discussion of Fiscal Year 2015-16 Mid-Year Budget**

Chairman Andrew Vialpando discussed and reviewed the year-to-date expenses for Area E. A mid-year review of the FY 2015-16 budget will be given at the February Executive Committee meeting.

**5) Discussion of Area E Administrative Operations**

Chairman Andrew Vialpando gave an update on the Financial Services and Professional Services Agreements. Human Resources consultant Sharon Greth will attend the February

Executive Committee meeting to provide details concerning the CalPERS account and estimations for FY 2016-17 CalPERS and payroll expenses.

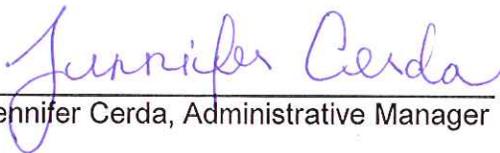
**6) Update on DMAC Emergency Management Activities**

DMAC Cullen Armet discussed trainings that were completed in the month of December. Additional trainings are projected to be brought to Area E cities in the Spring.

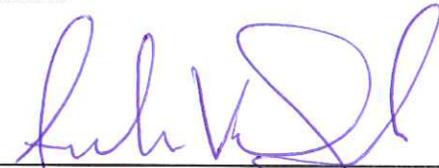
**7) Adjournment**

There being no further business to be brought before the Area E Executive Committee, the January meeting adjourned at 4:25 pm.

**Submitted:**

  
Jennifer Cerda, Administrative Manager

**Attest:**

  
Andrew Vialpando, Chairman

**APPROVED:**

February 4, 2016

## AREA E DISASTER MANAGEMENT

	FY15/16 Approved	FY15/16 Amended	FY15/16 Mid Year Actual	Projected Expenses to FY 15/16 close
<b>Personnel</b>				
Salary-Administrative Manager	\$ 60,760	\$ 60,760	\$ 32,569	\$ 60,610.00
Accum sick leave pd (1)	\$ 5,700	\$ -	\$ -	\$ -
Accum vac leave pd. (2)	\$ 4,770	\$ -	\$ -	\$ -
Accum prof leave pd. (3)	\$ -	\$ -	\$ -	\$ -
Salary - DMAC	\$ 69,600	\$ 69,600	\$ 34,800	\$ 69,600.00
Salary - Part-Time Clerical	\$ 12,480	\$ 12,480	\$ 4,968	\$ 11,000.00
	<b>\$ 153,310</b>	<b>\$ 142,840</b>	<b>\$ 72,337</b>	<b>\$ 141,210</b>
<b>Benefits</b>				
PERS-Retirement	\$ 11,170	\$ 20,690	\$ 16,588	\$ 21,296.50
Health Stipend	\$ 6,480	\$ 4,200	\$ 3,000	\$ 4,200.00
PERS-Health Annuitant	\$ 7,080	\$ 7,080	\$ 3,539	\$ 7,077.50
Health Pkg/Def Comp	\$ -	\$ -	\$ -	\$ -
JPIA Worker's Comp Ins	\$ 2,000	\$ 2,000	\$ -	\$ 1,700.00
JPIA General Liability Ins	\$ 12,000	\$ 12,000	\$ -	\$ 12,300.00
Emp Tax-ETT	\$ 30	\$ 30	\$ 3	\$ 20.00
Emp Tax-Unemp Ins	\$ 940	\$ 940	\$ 108	\$ 700.00
Emp Tax SS (Part Time) FICA	\$ 700	\$ 700	\$ 308	\$ 650.00
Emp Tax-Medicare Tax	\$ 1,040	\$ 1,040	\$ 588	\$ 1,200.00
Tax Liability Not Yet Paid	\$ -	\$ -	\$ -	\$ -
Tax Fed Withheld	\$ -	\$ -	\$ -	\$ -
Tax PIT Withheld	\$ -	\$ -	\$ -	\$ -
Tax SID Withheld	\$ -	\$ -	\$ -	\$ -
	<b>\$ 41,440</b>	<b>\$ 48,680</b>	<b>\$ 24,134</b>	<b>\$ 49,144</b>
<b>Area E Operating Expenses</b>				
Bank Charges	\$ 300	\$ 300	\$ 166	\$ 300.00
Cell Phone/BB/Wireless	\$ 2,600	\$ 2,600	\$ 1,053	\$ 2,200.00
Computer Equip/Sup	\$ 1,000	\$ 1,000	\$ 60	\$ 100.00
Conference Expense	\$ 3,000	\$ -	\$ -	\$ -
Dues & Memberships	\$ 350	\$ 350	\$ -	\$ -
Copier Lease	\$ 8,000	\$ 8,000	\$ 3,715	\$ 7,500.00
Maint-Equip/Software	\$ 2,000	\$ 2,000	\$ 839	\$ 1,000.00
Office Equip/Furniture	\$ -	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ 30	\$ 30.00
Profess Fees/Audit-JPA	\$ 15,000	\$ 15,200	\$ 6,131	\$ 18,000.00
Payroll/ HR Service	\$ 2,000	\$ 10,000	\$ 10,534	\$ 15,641.00
Special Mtgs/Events				
Supplies-Office	\$ 1,000	\$ 1,000	\$ 188	\$ 300.00
Supplies-Mtg	\$ 800	\$ 800	\$ 179	\$ 450.00
Car Allowance	\$ -	\$ -	\$ -	\$ -
Travel/Meetings/Mileage Reimb	\$ 1,280	\$ 1,280	\$ 783	\$ 1,500.00
Conference Fees/ Lodging				
Miscellaneous				
HR Services	\$ -	\$ -	\$ -	\$ -
	<b>\$ 37,330</b>	<b>\$ 42,530</b>	<b>\$ 23,678</b>	<b>\$ 47,021</b>
<b>City Programs Support</b>				
*Disaster Program Support/Conf	\$ 10,000	\$ 5,000	\$ 499	\$ 4,500.00
*Disaster Training Supplies/Equip	\$ 250	\$ 250	\$ -	\$ 250.00
*Disaster Meeting Supplies	\$ 100	\$ 100	\$ 16	\$ 100.00
City Materials	\$ 4,000	\$ 4,000	\$ 4,951	\$ 4,951.00
City Reimb	\$ 20,000	\$ 20,000	\$ 1,344	\$ 7,624.00
City Training	\$ 25,000	\$ 15,000	\$ 916	\$ 13,700.00
Pub Ed Materials	\$ -	\$ -	\$ -	\$ -
	<b>\$ 59,350</b>	<b>\$ 44,350</b>	<b>\$ 7,726</b>	<b>\$ 31,125</b>
<b>Capital Equipment</b>				
Office Equipment/Furniture	\$ 1,000	\$ 1,000	\$ 650	\$ 650.00
	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 650</b>	<b>\$ 650</b>
<b>TOTAL</b>	<b>\$ 292,430</b>	<b>\$ 279,400</b>	<b>\$ 128,524</b>	<b>\$ 269,150</b>

\*formerly designated as CERT

**Medical Summary for a** Los Angeles County Area 'E' Civil Defense and Disaster Board  
**Fiscal Year Report**

Payroll - Earned Period

**Program :** CalPERS **Employer :**  
**Fiscal Year :** 2015/2016 **Report Type :**  
**Schedule :** Monthly **Schedule Name :**  
**Plan ID :**

EARNED_PERIOD_ADJUSTMENT_DATE	REPORT_STATUS	RATE_PLAN	EMPLOYER_CONTRIBUTION
<a href="#">June 2015</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">July 2015</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">August 2015</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">September 2015</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">October 2015</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">November 2015</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">December 2015</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">January 2016</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">February 2016</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">March 2016</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">April 2016</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">May 2016</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<a href="#">June 2016</a>	Posted	Rate Plan- Retiree Medical	\$594.46
<b>Total for Remaining Fiscal year 2015/2016 Feb thru June</b>			<b>\$2,972.30</b>
<b>Total for Fiscal year 2015/2016</b>			<b>\$7,727.98</b>

**Contribution Summary  
for a Fiscal Year Report**

Los Angeles County Area 'E' Civil Defense and Disaster Board

Payroll - Earned  
Period

Program : CalPERS

Employer :

Fiscal Year : 2015/2016

Report Type :

Schedule : Bi-Weekly

Schedule Name :

Plan ID :

EARNED_PERIOD_ADJUSTMENT_DATE	REPORT_STATUS	RATE_PLAN	MEMBER_CONTRIBUTION	EMPLOYER_CONTRIBUTION	TOTAL_CONTRIBUTION
<a href="#">06/19/2015-07/02/2015</a>	Posted	Rate Plan- 27386:Miscellan eous	\$142.40	\$142.10	\$284.50
<a href="#">07/03/2015-07/16/2015</a>	Posted	Rate Plan- 27386:Miscellan eous	\$140.57	\$140.28	\$280.85
<a href="#">07/17/2015-07/30/2015</a>	Posted	Rate Plan- 27386:Miscellan eous	\$140.57	\$140.28	\$280.85
<a href="#">07/31/2015-08/13/2015</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">08/14/2015-08/27/2015</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">08/28/2015-09/10/2015</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80

EARNED_PERIOD_ADJUSTMENT_DATE	REPORT_STATUS	RATE_PLAN	MEMBER_CONTRIBUTION	EMPLOYER_CO_NTRIBUTION	TOTAL_CONTRIBUTION
<u>09/11/2015-09/24/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>09/25/2015-10/08/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>10/09/2015-10/22/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>10/23/2015-11/05/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>11/06/2015-11/19/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>11/20/2015-12/03/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>12/04/2015-12/17/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>12/18/2015-12/31/2015</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>1/01/2016-1/14/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>1/15/2016-1/28/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>1/29/2016-2/11/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80

EARNED_PERIOD_ADJUSTMENT_DATE	REPORT_STATUS	RATE_PLAN	MEMBER_CONTRIBUTION	EMPLOYER_CONTRIBUTION	TOTAL_CONTRIBUTION
<u>2/12/2016-2/25/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>2/26/16-3/10/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>3/11/16-3/24/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>3/25/16-4/7/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>4/8/16-4/21/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>4/22/16-5/5/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>5/6/16-5/19/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>5/20/16-6/2/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>6/3/16-6/16/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>6/17/16-6/30/16</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<b>Total for Remaining Fiscal year 2015/2016 Feb thru June</b>			<b>\$2,044.70</b>	<b>\$2,040.50</b>	<b>\$4,085.20</b>
<b>Total for Fiscal year 2015/2016</b>			<b>\$3,928.74</b>	<b>\$3,920.66</b>	<b>\$7,849.40</b>

## Contribution Summary for a Fiscal Year Report

Los Angeles County Area 'E' Civil Defense and Disaster Board

Payroll - Earned  
Period

Program :

CalPERS

Employer :

Fiscal Year :

2016/2017

Report Type :

Schedule :

Bi-Weekly

Schedule  
Name :

Plan ID :

EARNED_PERIOD_ADJUSTMENT_DATE	REPORT_STATUS	RATE_PLAN	MEMBER_CONTRIBUTION	EMPLOYER_CONTRIBUTION	TOTAL_CONTRIBUTION
<a href="#">07/01/2016-07/14/2016</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">07/15/2016-07/28/2016</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">07/29/2016-08/11/2016</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">08/12/2016-08/25/2016</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">08/26/2016-09/8/2016</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">09/09/2016-09/22/2016</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<a href="#">09/23/2016-10/6/2016</a>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80

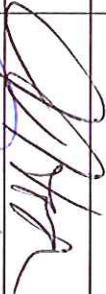
EARNED_PERIOD_ADJUSTMENT_DATE	REPORT_STATUS	RATE_PLAN	MEMBER_CONTRIBUTION	EMPLOYER_CONTRIBUTION	TOTAL_CONTRIBUTION
<u>10/7/2016-10/20/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>10/21/2016-11/03/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>11/04/2016-11/17/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>11/18/2016-12/1/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>12/02/2016-12/15/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>12/16/2016-12/29/2016</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>12/30/2016-01/12/2017</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>01/13/2017-01/26/2017</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>01/27/2017-02/09/2017</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>02/10/2017-02/23/2017</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>02/24/2017-03/09/2017</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<u>03/10/2017-03/23/2017</u>	Posted	Rate Plan- 27386:Miscellan eous	\$146.05	\$145.75	\$291.80

EARNED_PERIOD_ADJUSTMENT_DATE	REPORT_STATUS	RATE_PLAN	MEMBER_CONTRIBUTION	EMPLOYER_CONTRIBUTION	TOTAL_CONTRIBUTION
03/24/2017-04/06/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
04/7/2017-04/20/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
04/21/2017-05/04/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
05/05/2017-05/18/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
05/19/2017-06/01/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
06/02/2017-06/15/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
06/16/2017-06/29/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
06/30/2017-7/13/2017	Posted	Rate Plan-27386:Miscellan eous	\$146.05	\$145.75	\$291.80
<b>Total for Fiscal year 2016/2017</b>			<b>\$3,943.35</b>	<b>\$3,935.25</b>	<b>\$7,878.60</b>

**Future Contribution Rates**

Employer Payment of Unfunded Liability FY15/16	\$17,167.00
Employer Payment of Unfunded Liability FY16/17	\$19,844.00
Employer Payment of Unfunded Liability FY17/18 (projected)	\$22,865.00

Area E Executive Committee Mtg.  
 February 4, 2016  
 La Mirada 3:00-5:00 p.m.

	Last Name	First Name	Agency	Signature
1	Armet	Cullen	Area E DMAC	
2	Barnes	Stacy	City of Compton	
3	Cerda	Jennifer	Area E Staff	
4	Greth	Sharon	Area E HR Consultant	
5	Hill	Rod	City of Whittier	
6	Hockman	Joel	City of Bellflower	
7	Koomen	Sheri	City of South Gate	
8	Palta	Ashu	LA Co OEM	
9	Stevens	Andrew	City of Downey	
10	Vialpando	Andrew	City of La Mirada	
11	Villa	Zaira	Area E Staff	