



DISASTER MANAGEMENT

www.areaedma.org

AREA E DISASTER MANAGEMENT Executive Committee Meeting

Thursday
July 9, 2015
2:00-4:30pm

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

LAKESWOOD

LA MIRADA

LOS ANGELES CO

LYNWOOD

MAYWOOD

MONTEBELLO

NORWALK

PARAMOUNT

PICO RIVERA

SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

AGENDA

- 1) Discussion of Administrative Operations
 - Agenda Calendar Log
 - My PC To Go
 - Office Hours
 - Staff Availabilities
 - Signatures and Articles of Incorporation
 - Contractor vs. Contract employee
 - Zaira Villa-AB-1522
- 2) Discussion of Executive Committee
 - Time commitment and expectations
 - Standing meetings
 - Brown Act meeting rules
- 3) Discussion of Payroll and CalPERS
- 4) Presentation of DMAC Strategic Plan

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 6th day of July, 2015.

Jennifer Cerda
Administrative Manager
Area E Disaster Management

DISASTER MANAGEMENT AREA E
Expenditure Detail
FY 2015-2016

	FY14/15 Approved	FY14/15 Amended	FY14/15 Actual	FY15/16 Proposed	FY15/16 Approved
Personnel					
Salary-Administrative Manager	\$ 60,749	\$ 60,749	\$ 62,000	\$ 60,760	\$ 60,760
Accum sick leave pd (1)	\$ 2,794			\$ 5,700	\$ 5,700
Accum vac leave pd. (2)	\$ 2,794			\$ 4,770	\$ 4,770
Accum prof leave pd. (3)	\$ -			\$ -	\$ -
Salary - DMAC	\$ 79,804	\$ 30,251	\$ 17,500	\$ 69,600	\$ 69,600
Salary - Part-Time Clerical	\$ 5,000	\$ 5,000	\$ 13,200	\$ 12,480	\$ 12,480
	\$ 151,141	\$ 96,000	\$ 92,700	\$ 153,310	\$ 153,310

Benefits					
PERS-Retirement	\$ -	\$ 5,632	\$ 6,875	\$ 11,170	\$ 11,170
PERS-Health	\$ -	\$ -	\$ 6,505	\$ 6,480	\$ 6,480
PERS-Health Annuitant	\$ 7,036	\$ 7,036	\$ 7,200	\$ 7,080	\$ 7,080
Health Pkg/Def Comp	\$ 8,268	\$ 8,268	\$ -	\$ -	\$ -
JPIA Worker's Comp Ins	\$ 3,896	\$ 3,896	\$ 1,110	\$ 2,000	\$ 2,000
JPIA General Liability Ins	\$ 11,013	\$ 11,013	\$ 11,540	\$ 12,000	\$ 12,000
Emp Tax-ETT	\$ 36	\$ 36	\$ 25	\$ 30	\$ 30
Emp Tax-Unemp Ins	\$ 940	\$ 940	\$ 700	\$ 940	\$ 940
Emp Tax SS (Part Time) FICA	\$ 1,310	\$ 1,310	\$ 5,000	\$ 700	\$ 700
Emp Tax-Medicare Tax	\$ 555	\$ 555	\$ 1,200	\$ 1,040	\$ 1,040
Tax Liability Not Yet Paid	\$ -			\$ -	\$ -
Tax Fed Withheld	\$ -			\$ -	\$ -
Tax PIT Withheld	\$ -			\$ -	\$ -
Tax SID Withheld	\$ -			\$ -	\$ -
	\$ 33,054	\$ 38,686	\$ 40,155	\$ 41,440	\$ 41,440

Area E Operating Expenses					
Bank Charges	\$ 300	\$ 300	\$ 250	\$ 300	\$ 300
Cell Phone/BB/Wireless	\$ 2,553	\$ 2,552	\$ 2,600	\$ 2,600	\$ 2,600
Computer Equip/Sup	\$ 1,500	\$ 1,500	\$ 500	\$ 1,000	\$ 1,000
Conference Expense	\$ 3,250	\$ 3,250	\$ 300	\$ 3,000	\$ 3,000
Dues & Memberships	\$ 350	\$ 350	\$ 250	\$ 350	\$ 350
Copier Lease	\$ 7,500	\$ 8,500	\$ 8,000	\$ 8,000	\$ 8,000
Maint-Equip/Software	\$ 1,500	\$ 1,700	\$ 1,900	\$ 2,000	\$ 2,000
Office Equip/Furniture	\$ 1,500	\$ 1,500	\$ 4,800	\$ -	\$ -
Postage	\$ 200	\$ 200	\$ 40	\$ -	\$ -
Profess Fees/Audit-JPA	\$ 45,000	\$ 45,000	\$ 13,500	\$ 15,000	\$ 15,000
Payroll Service	\$ 1,600	\$ 1,600	\$ 1,200	\$ 2,000	\$ 2,000
Special Mtgs/Events					
Supplies-Office	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,000	\$ 1,000
Supplies-Mtg	\$ 2,500	\$ 2,500	\$ 750	\$ 800	\$ 800
Car Allowance	\$ 5,400	\$ 5,400	\$ -	\$ -	\$ -
Travel/Meetings/Mileage Reimb	\$ 1,500	\$ 1,500	\$ 780	\$ 1,280	\$ 1,280
Conference Fees/ Lodging					
HR Services	\$ -	\$ -	\$ 220	\$ -	\$ -
	\$ 75,653	\$ 76,852	\$ 36,590	\$ 37,330	\$ 37,330

City Programs Support					
*Disaster Program Support/Conf	\$ 10,000	\$ 10,000	\$ 107	\$ 10,000	\$ 10,000
*Disaster Training Supplies/Equip	\$ 5,000	\$ 5,000		\$ 250	\$ 250
*Disaster Meeting Supplies	\$ 1,500	\$ 1,500	\$ 650	\$ 100	\$ 100
City Materials	\$ 15,000	\$ 15,000	\$ 9,831	\$ 4,000	\$ 4,000
City Reimb	\$ 20,000	\$ 20,000	\$ 11,000	\$ 20,000	\$ 20,000
City Training	\$ 25,000	\$ 37,000	\$ 37,000	\$ 25,000	\$ 25,000
Pub Ed Materials	\$ 2,500	\$ 22,500	\$ 22,500	\$ -	\$ -
	\$ 79,000	\$ 111,000	\$ 81,088	\$ 59,350	\$ 59,350

Capital Equipment					
Office Equipment/Furniture				\$ 1,000	\$ 1,000
				\$ 1,000	\$ 1,000

TOTAL	\$ 338,848	\$ 322,538	\$ 250,533	\$ 292,430	\$ 292,430
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AREA E

SERVICE DELIVERY PLAN

(2015 - 2016)

PURPOSE

The following plan was developed by the Disaster Management Area Coordinator to guide the emergency management activities and objectives of the Area E Disaster Management Area through the 2015-2016 calendar year. The purpose of this plan is to support the cities of Area E as they work collectively to achieve a higher standard of emergency preparedness in their respective jurisdictions. As referenced in Emergency Management Performance Grant and National Preparedness Goal documents, building emergency management capabilities at the local level of government ensures community based recovery and greater self sufficiency/resilience in the face of disasters. The intent of this first year plan is to put the cities of Area E on a track to perform required emergency management functions in compliance with SEMS and NIMS. This will then be used as a baseline from which to incrementally build their capabilities. It is essential that activities mapped out in the plan help the cities to Area E to meet the state and federal emergency planning, training and exercise requirements to be eligible for cost recovery dollars. The plan will also support the development of a collaborative network and foster working relationships among the cities of Area E to promote and achieve regional EM objectives as well.

YEAR 1 PRIORITIES

The delivery of programs, projects and services to the cities of Area E will focus on these areas to achieve consistent and incremental improvements to the emergency management programs of Area E cities and enhance the overall security of the DMA:

1. **Communication Between OEM/DMAC/Cities:** Cities of Area E must able to relay timely and accurate information during an emergency. Reliable two way communication flow between LA County OEM and each city is critical for determining strategies for mutual aide assistance or delivery of support services from county, state and federal agencies. The DMAC will focus on facilitating this effective communication between OEM and cities through methods listed below.



- a. **Roster Update:** The first priority for the DMAC will be to update existing rosters and meet key personnel at each city. No work can get done until a relationship has been established with each city representative and their alternate rep.
- b. **OARRS:** The DMAC will work with cities to ensure OARRS accounts have been set up for appropriate reps and perform regular training and testing of the system.
- c. **CWIRS:** As a second line of communication, becoming proficient in CWIRS radio communication is a high priority for an incident involving limited communication systems including the primary OARRS system. The DMAC will lead frequent and consistent training and drilling of this comm. system.

Supporting Activities: Individual City Assessments, Regular OARRS training/testing, Regular CWIRS training/testing, training at ESC meetings

2. **EOC Training/Activation:**

A high priority for all cities in Area E should be ongoing development of DSW's who can capably serve either in an EOC or in their respective position during an emergency. DMAC will work with cities to ensure the basic levels EOC operations respective to each cities size/capacity.

- a. **EOC Training:** Coordinate trainings to ensure Area E cities have frequent access to required trainings for personnel who staff an EOC. DMAC will work with cities to develop tracking system for keeping record of trained personnel which will include list of required trainings. DMAC will work with select board members to develop standardized manuals/trainings for implementing EM program.
- b. **EOC Activation:** Provide opportunities for cities to test their EOC capabilities either by participating in an external exercise s (County/State) or conducting internal tabletop or functional exercise.
- c. **EOP Training:** Support cities of Area E with EOP update support both individually and through workgroups. Provide tools for maintaining and training departments/staff on EOP.



Supporting Activities: Coordinate required trainings (SEMS/NIMS) and additional trainings, facilitate EOC participation in OA/State exercises, Monthly ESC meetings that focus on specific SEMS/NIMS requirements and other topics include:

- OARRS
 - Sit Rep
 - Resource Requesting
 - Damage Assessment
 - Situational Awareness
- CWIRS
- NIMS Cast
- EOP
- Training and Exercise Planning
- DSW Orientation
- Activating EOC
- Exercise Development
- _____
- _____

3. Increase Partnership Opportunities

Building strong community partnerships (whole community approach) is one of the most successful ways for an emergency manager to amplify preparedness and disaster messaging to their community. The strategic attainment of social capital additionally has been proved to shorten recovery periods.



a. **Quarterly Partner Meetings:** The DMAC will coordinate a venue and structured meeting where cities can learn about regional partner agencies, services and resources. Additionally, meetings will provide cities an outreach opportunity to include community partners.

b. **Potential meeting presentations include:**

- LA County OEM ESP Program
- Nonprofit partners: BICEPP, ENLA, Red Cross, Tzu Chi Foundation, Salvation Army, etc.
- Listos Program (Spanish Preparedness Outreach)
- Cal Tech Early Warning Program
- Alert LA
- Earthquake Country Alliance
- Great ShakeOut – USC
- Map Your Neighborhood Program
- 5 Step Neighborhood Prep Program
- Preparedness for Faith based orgs or Small Businesses
- Public Assistance
- Cal OES
- _____
- _____
- _____



DMAC TASK FORCE WORKGROUPS AND EXERCISES

As a representative to LA County OEM on behalf of Area E cities, DMAC will work on various Op Area projects to a). Represent interests of Area E cities on OA projects and b). To work with other DMACs to deliver project results to cities' in the form of trainings, tools or other resources. Task forces include:

- Medical Countermeasure Exercise group (October 2015)
- Debris Management Plan (March 2016)
- Family Assistance Center (August 2015)
- Mass Care Exercise (Spring 2016)
- Whittier Dam Flood Plain Planning
- Local Assistance Center
- Volunteer Center

LONG TERM PRIORITIES

- 1. Business Continuity Planning for City Departments**
- 2. Community Resilience Tools for effective outreach**
- 3. Area E Incident Management Team**
- 4. Regional Capabilities: Mass Care Shelter and FACs**
5. _____
6. _____
7. _____

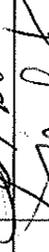
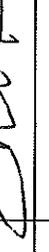
2015

Priority	July	August	September	October	November	December
Planning	MCM Exercise FAC Workshop	MCM Exercise FAC Workshop	MCM Exercise	MCM Exercise		Debris Management
Training	ESC Meeting: EMPG Activity Log Documentation	ESC Meeting: CWIRS Changes FAC Training	ESC Meeting: OARRS Reboot	ESC Meeting: EOP Evaluation	ESC Meeting: EOP Eval Part II	ESC Meeting: EOC Overview and Resources
Exercises	CWIRS Drill	CWIRS Drill	CWIRS Drill OARRS Exercise	CWIRS Drill MCM Exercise	CWIRS Drill	CWIRS Drill
Outreach	Area E CERT Meeting	Area E CERT Meeting	Area E CERT Meeting Quarterly Partner Meeting	Area E CERT Meeting	Quarterly Partner Meeting:	
FEMA Calendar	Heat/Drought Safety	National Night Out	National Prep Month	Great ShakeOut		

DMAC meeting tracker 2015-2016

Meeting	frequency	date	Organizer	Location
DMAC Meetings	weekly	Every Monday	Debbi P.	Remote
DMACs/OEM Meeting	monthly	2nd Tuesday of month	OEM	Rotating
OEM Subcomm Meeting	monthly	2nd Tuesday of month	OEM	OEM
OATESC	monthly	1st Wednesday of month	Loni Eazel	OEM
Area E Board Meeting	monthly	3rd Wednesday of month	Norwalk	Norwalk
Area E Exec Committee Meeting	monthly	1st Thursday of month	Area E Chair	La Mirada
CWIRS Drill	monthly	1st Thursday of month	DMAC	Space
BICEPP board meetings	monthly	1st Friday of month	BICEPP	Rotating
LA County Access & Functional Needs Committee	monthly	1st Thursday of month	Sinan Kahn	Rotating
OEM EMC Meeting	quarterly	2nd Thursday of month	OEM	Hall of Admin
Fire Chiefs Meeting	every other month			rotating?
Police Chiefs Meeting	?			rotating?
Whittier Disaster Coalition Meeting	quarterly			Whittier
Compton Disaster Coalition Meeting	monthly			Compton
Norwalk EMAC Meeting	monthly			Norwalk
Mutual Aid Regional Assistance Committee	quarterly		Cal OES	Los Alamitos

Area E Executive Committee Mtg.
 July 9, 2015
 La Mirada 2:00-4:00 p.m.

	Last Name	First Name	Agency	Signature
1	Barnes	Stacy	City of Compton	
2	Hockman	Joel	City of Bellflower	
3	Koomen	Sheri	City of South Gate	
4	Stevens	Andrew	City of Downey	
5	Vialpando	Andrew	City of La Mirada	
6	Cerda	Jennifer	Area E	Jennifer Cerda
7	Villa	Zaira	Area E	Zaira Villa
8	Armet	Cullen	Area E	Cullen Armet
9				
10				
11				