



DISASTER MANAGEMENT

www.areaedma.org

AREA E DISASTER MANAGEMENT Executive Committee Meeting

Thursday
May 5, 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

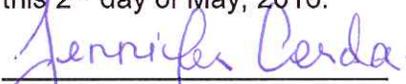
AGENDA

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

New Business

4. Discussion of Renewal of professional services agreement with Gruber & Associates for financial consulting.
5. Discussion of Renewal of professional services agreement with Sharon Greth for human resources consulting services.
6. Review of draft FY 2016-17 Area E Budget
7. 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 2nd day of May, 2016.


Jennifer Cerda
Administrative Manager
Area E Disaster Management



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for March 3, 2016

Meeting was called to order at 3:10 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; Chairman Andrew Vialpando

Members Absent: Vice Chairman Stacy Barnes

Guests Present: LA County OEM Ashu Palta

Staff Present: Administrative Manager Jennifer Gerda

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

3) **Approval of Executive Committee meeting minutes- March 3, 2016**

Member Joel Hockman moved and Member Chairman Andrew Vialpando seconded to approve the minutes of the March Executive Committee meeting.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Member Joel Hockman, Member Sheri Koomen, Member Andrew Stevens, Chairman Andrew Vialpando

NOES: None

ABSENT: Vice Chairman Stacy Barnes, Area E DMAC Cullen Armet

ABSTAIN: Andrew Stevens

NEW BUSINESS

4) **Discussion of DMAC Contract Renewal**

Chairman Andrew Vialpando reported that he and Member Sheri Koomen met with Area E DMAC Cullen Armet in March to discuss renewal of the DMAC Agreement. Chairman Vialpando provided a copy the original DMAC agreement and proposed amendments to the agreement with Area E DMAC Cullen Armet.

Chairman Vialpando provided a comparison sheet with comparable salaries in the field of emergency management contracting services. A 20 percent increase in DMAC salary was proposed from \$5,800 per month to \$6,960 per month.

Member Andrew Stevens suggested a DMAC salary survey be completed and performance report of what has been accomplished in the last year. Member Andrew Stevens also suggested that Cullen provide reports on tangibles that have been accomplished to the General Board.

Chairman Vialpando suggested that a quarterly DMAC report be provided to the Board. A revised scope of work will be provided as listed.

Chairman Vialpando suggested that hours as listed be removed from the agreement and that the agreement be performance based. Chairman Vialpando suggested that early termination be revised from 30 day to 45 days. All alterations to the agreement will need to be approved by the General Board.

Member Sheri Koomen suggested that Area E Treasurer review the proposed amendments.

5) Discussion of Executive Committee elections

Administrative Manager Jennifer Cerda provided a draft copy of the process of nominations sheet, draft nomination form, and draft ballot, for review.

Guest Ashu Palta suggested that Chair nominees have a minimum of one year current experience on the Area E Executive Committee.

Chairman Andrew Vialpando suggested to send the ballot ahead of time as an attachment to the May agenda.

Revisions will be made to the draft nomination process of elections and the nomination form will be sent to Area E City ESC's and City Managers for voting at the May Board meeting.

The remaining 3 general committee member positions will be appointed by the newly elected Chair and Vice Chair and approved at the June Board meeting.

6) Discussion of 2015 EMPG grant deadline

Administrative Manager Jennifer Cerda reported that for the 2015 EMPG grant year, the deadline to submit final claims was pushed forward to May 20, 2016 by LA County OEM grants management personnel. This change required that expenses incurred from May 21 to June 30 would need to be paid early, or Area E would be ineligible to claim for reimbursement for those expenses. A problem concerning this is that Area E employee salaries, operational expenses, and trainings cannot be paid for in advance.

Administrative Manager Jennifer Cerda will contact LA County OEM to obtain a copy of the Area E Sub-recipient agreement for review.

Chairman Vialpando suggested that a meeting be arranged between Area E Auditor Matt Lenton, Area E Treasurer Rod Hill, and LA County OEM grants management personnel.

An update will be provided in the Chairman's report for the April General Board meeting to be led by Vice Chairman Stacy Barnes.

7) Adjournment

There being no further business to be brought before the Area E Executive Committee, the April meeting adjourned at 4:42 pm.

Submitted:

Attest:

Jennifer Cerda, Administrative Manager

Andrew Vialpando, Chairman

APPROVED:
May 5, 2016

DRAFT