



# AGENDA

## JOINT MEETING OF THE GENERAL BOARD OF AREA E DISASTER MANAGEMENT JOINT POWERS AUTHORITY

WEDNESDAY, JANUARY 20, 2016  
8:30AM

NORWALK ARTS & SPORTS COMPLEX  
13000 CLARKDALE AVENUE, MULTI- PURPOSE ROOM  
NORWALK, CA 90650

**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

### CALL TO ORDER

### ROLL CALL

### PUBLIC COMMENT

### CONSENT CALENDAR

Consent calendar items will be considered and approved in one motion unless removed by general board member for discussion

- 1. **APPROVAL OF PREVIOUS MEETING MINUTES – November 18, 2015-** It is recommended that the minutes of November 18, 2015 be approved.

End of Consent Calendar

### COMMUNICATIONS

### 2. AREA E EXECUTIVE COMMITTEE REPORTS

- Chairman’s Report – Andrew Vialpando
- Area E Regional CERT Report – Andrew Stevens
- Area E Fire Chiefs - Stacy Barnes
- Southeast Police Chiefs - Sheri Koomen
- Red Cross Steering Committee- Andrew Vialpando

**3. OPERATIONAL AREA INFORMATIONAL REPORT FOR JANUARY 2016**

- It is recommended that the Operational Area report be received and filed.

Cullen Armet, Area E Disaster Management Coordinator

**4. Collection of Area E CWIRS radios**

Cullen Armet, Area E Disaster Management Coordinator

**5. Discussion of El Nino Response**

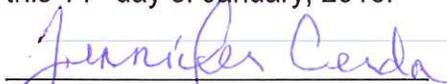
Cullen Armet, Area E Disaster Management Coordinator

**ADJOURNMENT**

The next meeting of the general board of Area E Disaster Management Joint Powers Authority will be at 8:30 AM, February 17, 2015, Norwalk Arts and Sports Complex, 13000 Clarkdale Ave, Multi- Purpose Room, Norwalk, CA 90650.

**CERT COORDINATORS MEETING WILL FOLLOW THE GENERAL BOARD MEETING OF THE AREA E DISASTER MAGAGEMENT JOINT POWERS AGREEMENT- ALL CITY ESC'S/ CERT COORDINATORS ARE INVITED.**

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 Norwalk City Hall, not less than 72 hours prior to the meeting. Dated this 14<sup>th</sup> day of January, 2016.

  
Jennifer Cerda  
Area E Administrative Manager

*Public Comment: The public is encouraged to address the Board or Committee on any matter listed on the agenda. The General Board will hear public comment on matters not listed on the agenda during the Public Comment period.*

*Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by the host City, please contact the Norwalk City Clerk's office, (562) 929-5720. Assisted listening devices are available at this meeting. Ask a staff member if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.*

*Note: General Board agendas and minutes are available at the Area E Disaster Management Office, 13700 La Mirada Boulevard during regular business hours, 8:00 a.m. to 5:00 p.m., Monday – Friday; telephone (562) 902-2368.*



**Minutes of the General Board Meeting of Area E Disaster Management  
Joint Powers Agreement  
November 18, 2015 – NORWALK ARTS & SPORTS COMPLEX**

The General Board Meeting of the Area E Disaster Board was called to order at 8:40 am by Area E DMAC, Cullen Armet.

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
Bellflower – Joel Hockman	Artesia – Sam Choi
Carson –Anita Kincherlow	Bell – Tom Rodriguez
Cerritos – Emely Merina	Bell Gardens – Jeffrey Travis
Commerce – Ernie Fierro, Ralph Vivero	Cudahy – Victor Ferrer
Compton – Stacy Barnes, Skye Garcia	Hawaiian Gardens – Juana Hernandez, Tina Rosa
Downey – Andrew Stevens	Lynwood – Deborah Jackson
Huntington Park– Elsa Cobian	Maywood – Carlos Fernandez
La Habra Heights – Ron Myers	Montebello – Kurt Johnson, Rick Rojas
La Mirada – Andrew Vialpando	Paramount – Carlos Mendoza
Lakewood – Nancy Hitt	Pico Rivera – Steve Gutierrez
Norwalk – Raquel Vernola	South Gate – Sheri Koomen
Santa Fe Springs – Darryl Pedigo	LA Co. OEM – Ashu Palta
Vernon – Yesenia Barajas	<b>Also Present:</b>
Whittier – Yolanda Martinez	ARC– Chris Campbell-Jay
Area E – Cullen Armet, Jennifer Cerda	Archdiocese of LA – Eileen O'Brien
	LACoFire- Rosemary Vivero
	LHH- Fire Watch- Norm Zezula
	Park Water Co. –Arnie Martinez

**ROLL CALL-**

Roll call was taken and self-introductions were made.

**PUBLIC COMMENT-**

City of Norwalk – Raquel Vernola introduced the new Emergency Management contact for the City of Norwalk; Josh Yordt. Raquel will be leaving the Board and moving to another position in the State of Washington.

**CONSENT CALENDAR**

**1. APPROVAL OF PREVIOUS MEETING MINUTES OF OCTOBER 21, 2015**

Member Joel Hockman moved and Member Anita Kincherlow seconded that the minutes of October 21, 2015 be approved.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Bellflower, Carson, Cerritos, Commerce, Compton, Downey, Huntington Park, La Habra Heights, La Mirada, Lakewood, Norwalk, Santa Fe Springs, Vernon, and Whittier.

NOES:

ABSENT: Artesia, Bell, Bell Gardens, Cudahy, Hawaiian Gardens, Lynwood, Maywood, Montebello, Paramount, Pico Rivera, and South Gate.

**NEW BUSINESS**

**2. PROFESSIONAL SERVICES AGREEMENT WITH GRUBER & ASSOCIATES FOR FINANCIAL CONSULTING SERVICES AND SECOND BUDGET AMENDMENT-** It was recommended that the Area E Disaster Management Board accept the proposal from Gruber & Associates to provide Area E financial consulting services; Amend the Area E Fiscal Year 2015-16 budget as proposed; Prepare a Professional Services Agreement for an amount not to exceed \$11,000; and authorize the Area E

Board Chairman to execute the agreement with Gruber & Associates to provide financial consulting services on behalf of Area E Disaster Management.

Discussion:

Emely Merina, City of Cerritos inquired about the concern for fraud that was mentioned in the report.

Andrew Vialpando, City of La Mirada and Area E Board Chairman stated that with its small size, the possibility for fraud was greater for Area E, although no instances had been found by the auditor. Gruber & Associates will create financial structure for the office in compliance with the State and will prepare the office for an audit to be conducted in FY 2016-17.

Member Andrew Vialpando moved and Member Andrew Stevens seconded that the Area E Disaster Management Board accept the proposal from Gruber & Associates to provide Area E financial consulting services; Amend the Area E Fiscal Year 2015-16 budget as proposed; Prepare a Professional Services Agreement for an amount not to exceed \$11,000; and authorize the Area E Board Chairman to execute the agreement with Gruber & Associates to provide financial consulting services on behalf of Area E Disaster Management.

THE MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Bellflower, Carson, Cerritos, Commerce, Compton, Downey, Huntington Park, La Habra Heights, La Mirada, Lakewood, Norwalk, Santa Fe Springs, Vernon, and Whittier.

NOES:

ABSENT: Artesia, Bell, Bell Gardens, Cudahy, Hawaiian Gardens, Lynwood, Maywood, Montebello, Paramount, Pico Rivera, and South Gate.

COMMUNICATIONS

**3. AREA E EXECUTIVE COMMITTEE REPORTS-**

**Chairman's Report – Vice Chairperson Stacy Barnes**

Chairman Andrew Vialpando reminded the Board to be mindful that under the Brown Act Area E meetings require that a quorum be present at all times. After conducting some research, he also offered to send a copy of the Area E JPA to members upon request.

**Area E Regional CERT Report – Member Andrew Stevens**

Member Andrew Stevens stated that the CERT dessert social was expected to be postponed for Area E Regional CERT.

**Area E Fire Chiefs – Vice Chairman Stacy Barnes**

No report.

**Southeast Police Chiefs – Member Sheri Koomen**

No report.

**Red Cross Steering Committee – Chris Campbell-Jay**

American Red Cross (ARC) Partner Chris Campbell-Jay reported that the ARC partnered with the City of La Mirada for the Great Shakeout October 15, 2015. The ARC assisted with the City of Avalon following a fire that occurred on the island. The ARC will be working with the City of Compton in the month of January for the Home Fire Safety Campaign.

**4. OPERATIONAL AREA INFORMATIONAL REPORT FOR NOVEMBER 18, 2015**

Area E DMAC, Cullen Armet reviewed the Operational Area Report and discussed its contents.

**5. PRESENTATION: AREA E CITY ASSESSMENT**

Area E DMAC, Cullen Armet gave an overview of findings of Area E City needs following Area E City assessments.

**6. ORAL REPORT: DISASTER RESPONSE WORK**

Eileen O'Brien, Archdiocese of Los Angeles, gave an oral report on the involvement of the Archdiocese within LA City and LA County and the benefits to cities in mutual aid during disaster.

**ADJOURNMENT**

There being no further business to come before general board, the November meeting of the Area E Joint Powers Agreement was adjourned at 10:30 am

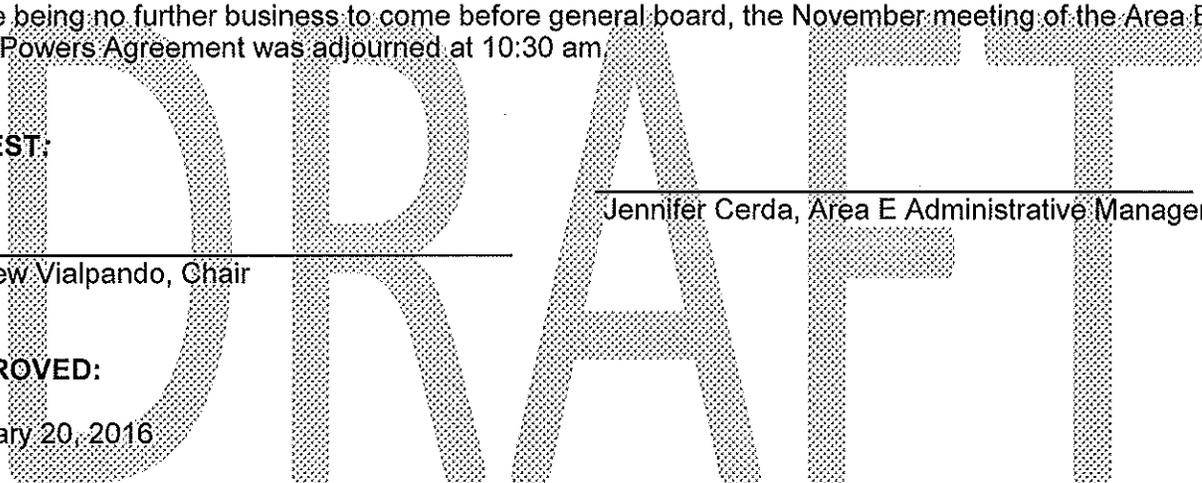
**ATTEST:**

\_\_\_\_\_  
Jennifer Cerda, Area E Administrative Manager

\_\_\_\_\_  
Andrew Vialpando, Chair

**APPROVED:**

January 20, 2016





www.dmae.ca.gov

# AREA E DISASTER MANAGEMENT BOARD REPORT

January 20, 2016

## AREA E MEMBERS

- ARTESIA
- BELL
- BELL GARDENS
- BELLFLOWER
- CARSON
- CERRITOS
- COMMERCE
- COMPTON
- CUDAHY
- DOWNEY
- HAWAIIAN GARDENS
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- NORWALK
- PARAMOUNT
- PICO RIVERA
- SANTA FE SPRINGS
- SOUTH GATE
- VERNON
- WHITTIER

### AREA E DISASTER MANAGEMENT COORDINATOR

Cullen Armet  
Cell: (562) 505- 6443 Email: [dmac@dmae.ca.gov](mailto:dmac@dmae.ca.gov)

### AREA E ADMINISTRATIVE MANAGER

Jennifer Cerda  
13700 La Mirada Blvd, La Mirada, CA 90638  
Office: (562) 902-2368 Cell: (562) 505-6443 Email: [admin@dmae.ca.gov](mailto:admin@dmae.ca.gov)

### AREA E EXECUTIVE COMMITTEE

Andrew Vialpando, City of La Mirada, Chair  
Office: (562) 902-2982 Email: [avialpando@cityoflamirada.org](mailto:avialpando@cityoflamirada.org)  
Stacy Barnes, City of Compton, Vice Member  
Office: (310) 685- 6280 Email: [sbarnes@comptoncity.org](mailto:sbarnes@comptoncity.org)  
Sheri Koomen, City of South Gate, Committee Member  
Office: (323) 563-5483 Email: [skoomen@sogate.org](mailto:skoomen@sogate.org)  
Joel Hockman, City of B  
Office: (562) 925-0124 Email: [jhockman@bellflower.org](mailto:jhockman@bellflower.org)  
Andrew Stevens, City of Downey, Committee Member  
Office: (562) 904-7346 Email: [astevens@downeyca.org](mailto:astevens@downeyca.org)

### AREA E EXECUTIVE COMMITTEE ADVISORY MEMBER

Ashu Palta, Los Angeles County OEM  
Office: (323) 980-2268

## IMPORTANT INFORMATION

Los Angeles County OEM Duty Officer  
Cell (323) 459-3779  
OEM Duty Pager (213) 508-8023  
[dutyofficer@ceooem.lacounty.gov](mailto:dutyofficer@ceooem.lacounty.gov)

OARRS at <https://oarrs.lacounty.gov>  
OARRS Tech Support at [oarrstechsupport@ceo.lacounty.gov](mailto:oarrstechsupport@ceo.lacounty.gov)

ARC Disaster Dispatch System (National 24/7) to report an incident Call  
(800) 675-5799

## **TRAINING, EXERCISES AND WORKSHOPS**

### **Upcoming Spring Trainings**

- **OARRS – February**
- **Shelter Management Training - March**
- **SEMS COMBO - March**
- **G775 – EOC Management and Operations - April**
- **G191 – EOC/ICS Interface – April**
- **EOP Workshop – April**

## **AREA E DISASTER MANAGEMENT**

### **EOC REFRESHER TRAINING**

Area E DMAC is visiting any interested cities to provide a two hour EOC Refresher Training for all staff who might be assigned to work their EOC. In anticipation of a strong El Nino year, it is important to keep your EOC teams current on their responsibilities.

To schedule training, contact Cullen Armet: [dmac@dmae.ca.gov](mailto:dmac@dmae.ca.gov)

### **AREA E CWIRS DRILL**

Area E conducts monthly CWIRS drills the first Thursday of each month beginning at 8:30am. Instructions for participation will be sent out prior to the drill. Practice using your CWIRS radio and check in. Please email the Area E Office if you are experiencing any problems with your radio.

- We will be rotating Net Control (meeting facilitator) and systems/channels. Instructions will be sent prior to each exercise.

In lieu of our regularly scheduled CWIRS drill, Area E offered cities 3 time frames to check in on the day of the October 15<sup>th</sup> ShakeOut drill. AAR will be in November report.

### **WEBSITE/EMAILS**

The Area E website has switched domain names to [www.dmae.ca.gov](http://www.dmae.ca.gov). Continue to use website to refer to master calendar, resource documents, forms, etc. will be

updated on a regular basis. Remember to share your upcoming City activities so they can be placed on the master calendar.

Along with the domain name change, Area E DMAC and staff have new addresses:

Cullen Armet, DMAC  
[dmac@dmae.ca.gov](mailto:dmac@dmae.ca.gov)

Jen Cerda, Office Manager  
[admin@dmae.ca.gov](mailto:admin@dmae.ca.gov)

Zaira Villa , CERT Coordinator  
[staff@dmae.ca.gov](mailto:staff@dmae.ca.gov)

## BOARD MEETINGS

Board meetings are held each month on the 3<sup>rd</sup> Wednesday, with exception of July, August, and December. Special Board meetings may be scheduled to accommodate unforeseen scheduling conflicts. Attendance, representation of each member city, is highly recommended. In addition to updates and networking, Board meetings may include budget and other items that may require a vote. As with other rules of order, Area E Board meetings **must meet a quorum** to be deemed official. If you cannot attend, send an alternate in your place.

## AREA E DISPLAY BOARD / PUBLIC EDUCATION MATERIALS

- The Area E Office can support your public education events through use of the Disaster Preparedness display board and public ed. materials. Email your supplies order form to the Area E Office. In order to do the best to accommodate each request, please submit your order request at least 2 weeks before scheduled event. Also note that Area E cannot deliver requested items.
- The Area E Office has various resources available to check out for your emergency preparedness lectures, trainings, or events. Email your requests to the Area E Office.

## LOS ANGELES COUNTY EM ACTIVITIES

- **New Plan - Operational Area Debris Management Plan for Los Angeles County.** DMAC involved in project with LA County DPW to finalized a County wide debris management plan; an abbreviated template for jurisdictions will also be developed in this process.

- **LA Co. OEM:** County OEM provides a quarterly summary of plans and status report. Please email the Area E office for a copy of the latest report.
- **Contact for LA County Public Education Materials** - For ordering ESP Survival Guides, SNAP brochures, etc. for your City, please contact Mariela Balam with the Los Angeles County Office of Emergency Management. [mbalam@ceooem.lacounty.gov](mailto:mbalam@ceooem.lacounty.gov) . Remember that these items are available in various languages to better serve the needs of your community.

## LINKS:

Area E Website

[www.dmae.ca.gov](http://www.dmae.ca.gov)

Area E Regional CERT website

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

American Red Cross

[www.redcross.org/la-request](http://www.redcross.org/la-request)

California Governor's Office of Emergency Services

[www.oes.ca.gov](http://www.oes.ca.gov)

Disaster Management Area Coordinator's DMAC's online resource website:

[www.dmacsonline.com](http://www.dmacsonline.com)

Federal Emergency Management Agency

[www.fema.gov](http://www.fema.gov), [www.ready.gov](http://www.ready.gov)

Preparedness Information: (Earthquake Alliance)

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

Shake Out – Be sure to register for October 2014 Shake Out event:

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

LA County Emergency Survival Program (ESP):

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

LA County OEM

<http://lacoa.org>

LA County Public Works

<http://dpw.lacounty.gov>

LA Department of Health Services

<http://ems.dhs.lacounty.gov>