

Emergency Preparedness Committee  
Bel Air Ridge Center – 2760 Claray  
Thursday September 19, 2013 7pm

**Call to order:**

We started at 7:13pm for late arrivals.

**Roll call (no new attendees)**

**Present**

Chuck Maginnis

Irene Sandler

Rick Cole

Susan Reuben

Gary Reuben

Buddy Jolton

Bill Kabaker

Patricia Bell

Don Farkas

Candy Mintz

Hildreth Simmons

Larry Leisten

Tony Tucci

Maureen Krawczyk-Smith

Capt Christopher Cooper

Capt Keith Scott

Mitch McKnight

Kurt Howard

**Affiliation/Title**

BABCNC Safety Chair, Bel Air Resident

Bel Air Crest

Bel Air Crest, Operations Manager

Holmby – Westwood

Holmby - Westwood

Casiano Estates

Bel Air Ridge

Brentwood Res., Fed. Of Hillside & Cyn Chair Emeritus

Casiano Bel Air Homeowner's Representative

Casiano Estates *Board Secretary*

Residents of Beverly Glenn

Bel Air Glenn

Laurel Canyon

Bel Air Resident

LAFD, Disaster Preparedness Section

LAFD, Disaster Preparedness Section –CERT

LAFD, firefighter/Lead Instructor -CERT

LAFD, firefighter/Lead Instructor –CERT

**Introduction of Attendees:**

Everyone introduced themselves and new at the meeting was Maureen Kraawczyk-Smith, a Bel Air Resident interested in getting involved in both EP and the NC. Captain Cooper heads the Disaster Preparedness Section under Chief Mark Akahoshi, who was unable to attend. He has responsibility for Los Angeles County and over sees CERT. Captain Scott is responsible for CERT taking over for Captain Stacy Gerlach. Firefighter and Lead Instructor's Mitch McKnight and Kurt Howard are part of the unit and provide CERT training. Tony Tucci credited Firefighter Bubba Willis for his CERT training skills as 35 are enrolled in their Laurel Canyon class.

**Approval of minutes:**

Hildreth Simmons motioned to approve the August 20, 2013 minutes, Candy Mintz seconded and the minutes were approved.

### **Special Guest Comments:**

Chuck asked our LAFD special guests if they would take 20 minutes to discuss their goals and make any suggestions to the committee. Captain Cooper concurred. Chuck also wanted to give Don Farkas a few minutes to discuss his post card which he redesigned for Casiano Bel Air. Don's HOA sent this postcard out 4 years ago and received a 30% response. Distributing copies, it asked for medical providers, ham radio operators, etc and Don asked if a DVD was available for training neighbors at gatherings on EP. Rick Cole responded saying that Michael Schlenker at BA Crest has a copy and he will research and let us know. Susan commented that she liked Don's postcard and also mentioned that Survey Monkey might be quicker and less costly than postcards.



Special LAFD guests include (from left): Captain Keith Scott, Firefighter Mitch McKnight, Captain Christopher Cooper & Firefighter Kurt Howard

### **Incident Map Presentation:**

Chuck introduced Rick mentioning he has volunteered to produce these maps on his own time which are very time consuming and is happy to do them, but wants to make sure they are used. Rich agreed and mentioned he has done this already for Casiano Estates (in addition to BA Crest) and is working on Susan's Holmby area. Rick asked that HOA's need to provide him with a map identifying their boundary. With other nearby public facilities, it could take a few meetings to understand the geography, strategic site locations, etc. The goal of the map is to ID problem areas, where incidents occur, threats, and to break down the area into sectors for block captains. Where will the command center be and where will supplies for each block captain be stored? Larger HOA's might need 2 Command Centers. Chuck praised the map's detail being color coded for block sections and the chain of command, as being a fantastic tool for a real emergency. Rick also added he would need to know where the command center and supplies would be and any

other strategic locations such as block sections, as other points of interest can be supplied as they become realized. He said that since BA Crest takes the majority of his time, to please be patient as weekends provides the majority of his spare time. Chuck asked that we reassure Rick that the HOA Board's are aware of this and the Incident Map won't sit in a closet. Larry asked how it is updated and Rick said he could help them with modifications as his tool allows changes or additions to be conveniently accomplished. Larry then asked Rick if he would speak to Greg Landis (who was unable to attend) to see if they were interested at BA Glen, and Rick agreed. Rick concluded by saying the map is a great way to visualize your community and certainly a way to get EP going within a community.

### **EP Questionnaire Presentation**

Irene Sandler passed out a 2-page working EP draft questionnaire to help HOA's understand where they are in their own process with EP. Questions like how prepared are you or your board to assist your community if a disaster strikes, are asked? The first questions are regarding the committee members, their positions with the HOA (board member, assigned EP leader, etc) and what backing they have from the HOA board. What position and backing do we as committee members, have? Next, are we active, or do we plan to act in our community to establish an EP plan? If so, how many members are there, what is your plan, what phase are you in as to EP supplies or drills, and have you identified which phase of EP you are in so you can advance to the next steps. Our purpose on this EP Committee is to support each other. What goals do you and your boards have, and how do you plan on obtaining them, as other communities might have goals they can share, with successes and failures. Regarding finances, have you established a financial budget to achieve your goals? If so, how are funds prioritized? And with outreach, we have discussed post cards and notices, meetings and CPR/CERT classes. What is your plan and how many residents have been trained? Disasters don't have a clock evidenced by earthquakes and fires, so consider how well prepared you are. Captain Scott agreed and commented that you have one shot at this in that once a disaster happens, you can't begin to train. Bill then asked if we should consider uncovered areas and needs in our communities. Pulling people in through outreach is important and Captain Scott suggested using CERT to help those that are not prepared, to hear LAFD's message through CERT. Those communities that are not prepared will flop. When asked, twenty five is the smallest group for CERT with up to 300 being the larger range. Chuck introduced Bill's irrigation controls as a method to help deter fires. Bill told the LAFD attendees a little about his being able to control irrigation systems remotely, and could take any questions off line. Patricia asked if there is a mini CERT training class less than 17 hours. Disaster Awareness Program is offered in 1 to 3 hour courses discussing CERT activities and can be tailored to the audience. There are 3 levels of CERT with the first 17 ½ hour level being complimentary, while the other levels require a fee. Irene suggested emailing suggestions for her questionnaire handout to Chuck as it was designed as a draft working document. A group picture was taken after the excellent presentations by Rick Cole and Irene Sandler.



The BABCNC Emergency Preparedness Committee participants with LAFD special guests at the Bel Air Crest Clubhouse include on left side, front to back: Susan Reuben, Gary Rueben, Maureen Krawczyk-Smith, Chuck Maginnis, Larry Leisten, Patricia Bell, Bill Kabaker, Irene Sandler, Captain Christopher Cooper & Captain Keith Scott (kneeling); Right side of table: Tony Tucci, Rick Cole, Hildreth Simmons, Don Farkas, Buddy Jolton, Candy Mintz & Firefighter Mitch McKnight

### **LA City 5-point EP Program**

Susan Reuben mentioned that Chuck asked her to tell everyone how she got started in her community of 1100 homes after Chuck's introduction of her overwhelming success. As the board members in the past were aware but complacent on planning for emergencies, Susan reminded their Board that they were selected to look after the community's best interest and if anything happened, they would be responsible. Susan researched the City of LA's 5 step program tailoring it to her community's specific needs, and presented this to the board members.



Agreeing, through Susan's lead, they sent out a form asking for information about their households and on the back, a list of emergency supplies. They had a good response to the request for resident contact information. The form asks residents to let us know if there are elderly, disabled or handicapped individuals living in the home, if there is any medical equipment that needs power, if there are children and if so, their ages, any pets (cats, dogs, birds, etc.), resident names and an out of town relative or friend they can call (since cell phones may only work out of state). They will continue to motivate residents to send them that information if they haven't done so. The first mailing produced over 20 responses and after the third mailing, there were 50 volunteers. Individual 11"x17" HELP/OK signs (below) were distributed asking residents to place them so they will be visible from the street -on a front door, gate, hedge, etc. so emergency responders can see where they're needed. Neighbors were told that their personal information would only be shared with the association heads and the immediate neighbors across their street so they could help each other.





Being that the City of LA's 35 page 5 step EP Plan consisting of defining your area, recruiting leaders, scouting your area, building your team, and planning your approach was very cumbersome, Susan streamlined Holmby's approach. Their 5 Point HWPOA EP Program consists of: Overall Emergency Plan, Medical Triage (at Holmby Park), Gathering Place (at Holmby Park), Communications/Community, and Temporary Shelters as they will reach out to churches, temples, schools, etc which was not included in the City of LA's plan. The city plan includes a sample plan, template and facilitator guide: <http://emergency.lacity.org/Readiness/NeighborhoodDisasterPlanning/index.htm>. Holmby volunteers will be divided into 5 teams and each team will receive a one page outline (condensed from the City of LA's EP plan) of items to complete. Their first meeting will be September 24th at which time teams members will meet each other and arrange their own 4-5 meetings to accomplish the items on their outline list. Susan reached out to 4 of the volunteers asking them to be team leaders as she and her husband Gary will attend as many of those meetings as they can. After all teams have completed their outlined tasks, they will pool the information to create an Overall Emergency Plan. The plan will then be delivered to every resident in the community, and CERT training will be offered to all residents with additional training to their volunteers. They will work with Rick Cole of Bel Air Crest to develop their Incident Map and then plan to have regularly scheduled tabletop and actual drills.

### **Emergency Notification Implementation**

Chuck Maginnis reiterated that emergency notification is everyone's responsibility. We need 6 leaders to work together to help decide when notifications are necessary, to act as sounding boards for discussion on if an emergency message should be sent (particularly after hours), the message details and to be trained on activating voice and potential text messages to all participating individuals. There needs to be more than 1 or 2 individuals available for this to be viable since without redundancy in leader roles, there is an undesirable point of failure. Voice Notification has been activated and successfully tested. Email is activated in that everyone has everyone's email addresses since

correspondence is purposely copied verses blind copied, where everyone shares in the responsibility of notifying everyone if they are the first to hear about an emergency. They more participants added to our list will proportionately increase our chances of an early, worthwhile notification. Text is not yet offered by Message Broadcast but should be available sometime in the future. Chuck passed out sign up sheets asking for any phone and cell numbers along with interest in email and texting. A "Sound the Alarm sign up sheet was circulated to request signing up as a leader. When discussing that it was desired to have 24/7 gate guards as part of the group to notify the leaders, Rick Cole felt it was fine for his gate guards to contact him so he could make the decision on any broadcast. Rick mentioned that our leaders could be included in their emergency notification list which was appreciated and a good idea. Larry Leisten has a cell phone that gives an emergency broadcast alert and asked Rick if there is any way of the security company patching into this network so he will know it's an emergency rather than an announcement. Rick mentioned that all cell phones have this as it's a state law.

### **LAFD Special Guest remarks (Q&A)**

Capt Cooper then mentioned that the LAFD is recommending the Alert LACounty.Gov system which is an upgrade from reverse 911. It's free and allows individuals to designate how they want to be notified, via phone, cell or text, with an email option in the future. It is geo-located, so Malibu and Palmdale, as examples, would only be notified if their community had an emergency. But if someone worked in Palmdale but lived in Malibu, where there's an emergency, the individual at work in Palmdale would be notified. The system automatically includes the Specific Needs Awareness Planning (SNAP) tool designed to help responding units identify elderly, disabled or sick individuals as examples. The system was instituted in Los Angeles in February 2012 with the LAFD's of signing up as many individuals as possible. You can sign up from your IPAD, computer or I Phone. Capt Cooper also took this opportunity to commend Susan on her work with Holmby-Westwood as the City's plan was developed to be a guideline to locate their local resources, and to reach out and connect with their communities. Regarding shelters, the city has developed traditional and non traditional shelters including high schools or large facilities that have rest rooms, showers and cooking facilities with a place outside for pets and animals. In Colorado's recent emergency helicopter evacuation, 40% of the individuals rescued had pets. Susan mentioned that at Holmby, they have 2 lawn bowling areas where pets would be housed and treated. Every high school is designated as a shelter, as well as select parks and recreation centers. Shelters are listed in city annexes but not published so residents will not go to a facility that may be damaged, unavailable due to lack of necessary personnel or in the line of fire. Also, in some cases, a family assistance center with social workers could be selected from the shelter locations in order to inform individuals of sympathetic news that a partner has not made it, is severely injured or that their home is no longer standing. Asked below if a shelter did not have a water supply, his response was that short and long term shelters are planned for distribution of water by the city.



But the problem with production of water could be due to power outage disallowing circulation of water, so fixing the mains would be a priority. Five gallon waters tanks would hopefully be available. Chuck then asked what Captain Cooper might suggest helping the BABCNC EP Committee further the LAFD's goals and aspirations, as he had already asked Chief Mark Akahoshi for contact names in HOAs within our boundaries and those surrounding us, so EP coverage could be expanded. Capt Cooper said we are going down the right track as a herculean force with a high degree of commitment, surveying what our needs are as to goals and planning. His suggestion was to continue doing what we are doing. Asked if it could really take 2 to 3 weeks to get help from the city in a catastrophe, Captain Cooper mentioned maybe in an extreme case. A 7.8 San Andres earthquake lasting 3 minutes is predicted by a seismologist authority. They say to drop, cover and hold on rather than finding a doorway. Three minutes is the length of the Matterhorn ride in Disney Land. The Northridge 6.8 quake lasted less than 30 seconds, so be prepared! With Captain Cooper's jurisdiction being the entire county, he feels we are a model program. If he had an unlimited budget, our model would be what he would utilize throughout the city. He said he would be passing this message on to the highest levels of government next week when he visits the President in the White House. The reason for his visit to the White House is for a program he and the other attending firemen did in south Los Angeles, being recognized for the Individual Community Preparedness Award. Everyone applauded. In answering Chuck's question as to where we as a Committee, he suggested continuing to due what we are doing, and feel free to ask for their help at any time. On a last question regarding our hillside presence and our largest concern being fires, Captain responded that prevention and brush clearance will allow them to make a stand to reduce the impact of a widespread fire, and our corporation with clearance is appreciated.

Adjournment at 8:45pm



Chuck Maginnis  
Submitted: October 6, 2013  
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