



Officers
President: Tammy Flores
Vice President of Administration: Diane Valencia
Vice President of Communications: Maria Silva
Treasurer: Alex Guerrero
Public Relations Coordinator: David M. Rodriguez

Joint Special Meeting of the EMERGENCY PREPAREDNESS COMMITTEE and BOARD – Minutes
Tuesday, July 19, 2016 5:30 pm to 7:30 pm
Sylmar Public Library, Community Room, 14561 Polk St.
Sylmar, CA 91342
John Pacheco, Chairperson

Sylmar Neighborhood Council Emergency preparedness Committee Minutes are a summary, not an exact, word-for-word transcript of what was said at the Meeting

1. **Call to Order.** The meeting was called to order by John Pacheco at 5:37 pm. Present at the meeting were John Pacheco, Greg Hoerner and Janet Gibson Tammy Flores and Frank Hughes. Also attending were: Ann job, Leah Blose,
2. **Housekeeping, Sign-In Sheets.** Sign-In Sheets, Speaker Cards not necessary. John Pacheco agreed to take the minutes until Leah Blose arrived.
3. **Public Comment on non-agendized matters, within the Committee’s subject matter jurisdiction.** No requests were received from attendees to comment under this item
4. **Welcome and Introductions.** John Welcomed committee members and other attendees to the meeting. Attendees introduced themselves and shared a brief explanation of what brought them to attend the meeting.
5. **Discussion and Possible Action on Revised Mission Statement for the Emergency Preparedness Committee.** John presented the revised EPC Mission Statement to the committee for approval. John pointed out that as requested at the last meeting, the original draft of the Mission Statement was changed to reflect the committees desire to support “mandated programs and initiatives set forth by City, County State, and Federal emergency management authorities”. The original draft mentioned only “City” mandates. Greg Hoerner made the motion to accept the changes which was seconded by Janet Gibson. No discussion was requested. By voice vote the committee unanimously approved the goals.
6. **Discussion and Approval of Proposed FY 2016 Objectives.** John presented the proposed 2016 EPC Objectives for approval. John advised the board that Greg had pointed out that we had neglected to vote to accept the proposed objectives at the last meeting. Greg Hoerner made the motion to accept the proposed objectives which was seconded by Frank Hughes. No discussion was requested. By voice vote the committee unanimously approved the 2016 EPC Objectives.
7. **Discussion and Possible Action on a Proposal for Submission to the By-Laws Committee to allow for appointment of a Vice Chair for the Emergency Preparedness Committee.**
John discussed proposal to request the By Laws Committee to update our bylaws to allow committee chairs to appoint a Vice-Chair. Current rules do not allow for this. Committee agreed with John’s proposal. Motion was made to request this change. Motion was seconded by Greg Hoerner and approved by voice vote. All members supporting the motion.
8. **Discussion and Possible Action on Proposed Budget for 2016 Emergency Preparedness Committee.**
Greg presented the proposed budget for FY 2017. The budget included materials for the equipping a Sylmar CERT Team as well as resources for the committee. Janet made motion to accept budget as proposed. The motion was seconded by John and motion passed by unanimous voice vote from members.
9. **Discussion and Possible Action on Proposal to Conduct CPR and First Aid Training for SNC Board.**
John discussed idea of providing basic preparedness and CPR/First Aid training for the full board. Committee agreed with the proposal. Motion was made by John, seconded by Greg Hoerner and approved by unanimous voice vote of the committee.
10. **Recess.** Meeting recessed for 10 minutes at 6:25

11. Update on Local Disaster Activity and (Sage Fire Update).

John and Greg gave separate reports on recent activity by Fire and Red Cross relating to Sand Fire. Greg reminded attendees of the importance of not responding to a fire scene without being trained and deployed by recognized agency. John pointed out the importance of having our board trained in basic preparedness so they would be able to assist in time of disaster.

12. Report from Public Safety Liaison.

Greg provided brief update on Public Safety issues.

13. Guest Speaker. Mona Curry, Valley Emergency Manager, Los Angeles City Emergency Management Department

Guest speaker provided overview of Los Angeles City preparedness programs. Speaker discussed preparations that have been made by the city and discussed a variety of ways individuals and organizations like the Neighborhood Council can support these activities. Speaker took questions from attendees and a brief discussion followed about issues raised from Sand Fire including lack of coordination on Large Animal Rescue. Members offered to assist speaker with drafting new guidelines, as speaker indicated she was recently given this task for the city.

14. Discussion on Support for our participation in the October Sylmar Resource Fair and Town hall.

John discussed request by Outreach Committee to support the upcoming Resource Fair. Committee agreed this would be a good venue to present information on CERT programs and MAP Your Community. Members agreed to reach out to other organizations to attend. Janet Gibson will contact Bill Hopkins from Valley Alliance, Greg Hoerner will contact CERT and Fire and John Pacheco will contact Red Cross

15. Discussion on Proposal to Conduct Special Equestrian Rescue Class for LA City Fire Department.

Brief discussion regarding need for this training. Greg will speak to Fire Department and advise.

16. Discussion on Possible Participation in Red Cross Smoke Alarm Distribution/Installation Program.

John advised committee that Red Cross is available to conduct a Smoke Alarm installation project in our community. Members suggested John determine what dates are available after January.

17. Discussion and Approval of Proposed Timelines for FY 2016 Objectives.

Item deferred to next meeting.

18. Discussion on Schedule/Topics for Guest Speakers.

John and Greg conducted a brief brainstorming session to solicit input on possible topics and organizations that could be contact to speak at upcoming meetings. Greg agreed to take these suggestions and create a list that will be shared at upcoming meetings.

19. Discussion and Possible Action to recruit an EPC P.R./Marketing Volunteer.

Item deferred to next meeting.

20. Committee Member Comments on subject matters within the committee's jurisdiction.

None.

21. Future Agenda Items: Please e-mail the EPC Chair at John.Pacheco@sylmarnc.org by the first of the month for that months' meeting.

22. Next Meeting; Tuesday, August 16, 2016 Sylmar Public Library-Community Room.

23. Closing Remarks, Announcements, Acknowledgements and Adjournment.

Meeting adjourned at 7:30PM

All Agenda items may include presentations, discussions and actions by the Committee for recommendations to the SNC Board of Directors. The Board of Directors may discuss the recommendations and take action on the item, which could result in a Community Impact Statement to the City and/or a position letter to a City agency.

Any Committee action may be reconsidered following the Meeting when the original action occurred. A Committee Member makes a Motion for Reconsideration and if approved another vote on the issue takes place based on the reasoning for the reconsideration. The Committee Member must have been on the prevailing side of the action/issue.

Reconsideration of Agenda Items - Bylaws (Article VIII)

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.