



Officers  
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*Public Relations Coordinator: David M. Rodriguez*

## **Joint Special Meeting of the EMERGENCY PREPAREDNESS COMMITTEE and BOARD - Minutes**

Tuesday, August 16, 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, Tammy Flores, Frank Hughes, Janet Gibson and Greg Hoerner. Also attending were; Marti Marshall, David Rodriguez, Ann Job, Maria, Sharon Washington and Marti McKibben.
- 2. Housekeeping, Sign-In Sheets.** Sign-In Sheets, Speaker Cards not necessary. John Pacheco agreed to take the minutes.
- 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. Approval of Minutes from previous meeting(s).** Motion made by Janet Gibson to approve minutes, Greg seconded the motion which passed with unanimous vote.
- 5. 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.
- 6. Update on Proposed Budget for 2016 Emergency Preparedness Committee.** Greg provided an update on work preparing a budget for approval by the board. Suggestion made to have the budget at least in preliminary form ready for the upcoming strategic planning retreat. Greg provided copies of the proposed budget.
- 7. Discussion and Possible Action on Proposal to Conduct Emergency Preparedness/CPR and First Aid Training for SNC Board.** John discussed the possibility of offering a special First Aid/ CPR and Emergency Preparedness training for the board. John indicated he had spoken with Sylmar High who has agreed to host the training. John proposed the committee approve the program, Janet Gibson seconded the motion which passed by unanimous vote.
- 8. Discussion and possible Action on creation of a Sylmar CERT program.** Greg discussed the formation of a Sylmar CERT program. The budget that has been proposed supports this activity by providing supplies for CERT responders in the event of a disaster here in Sylmar. Greg is speaking with LA Fire Department to arrange for the training.
- 9. Recess.**
- 10. Report from Public Safety Liaison.** No report at this time.
- 11. Guest Speaker. Jon Brown, Disaster Program Manager, Territory 1, American Red Cross.** The Red Cross representative discussed Red Cross disaster and preparedness activities that effect Sylmar. Jon discussed the shelter program and suggested that Sylmar residents could be trained to assist during a disaster. Jon also discussed how the Red Cross delivers supplies and left door open for a collaborative effort to create a disaster supply cache for Sylmar. Jon discussed available preparedness programs for Sylmar and stressed the importance of their Smoke Alarm Installation program and Map Your Neighborhood.
- 12. Discussion on lessons learned from recent Sand Fire operations.** John provided a report on the recent debrief session for the Sand Fire operations. Greg discussed the need to insure that the council not supports self-activation and the need for trained disaster response workers for future relief and response activities. John provided the guidelines for board members that was created from the debrief. Those recommendation included:

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- 1) Recommend that all members be asked to call in to SNC Main number after a disaster to report their status and availability.
- 2) Provide basic preparedness and First Aid Training to the board so that they would be more likely to be available following a disaster.
- 3) Utilize our Public Safety Liaison(s) to provide updates to the committee and the board during future incidents and to find out if and what support the SNC can offer to those agencies.
- 4) Continue providing preparedness information on our web site and ask all members to support preparedness efforts of the committee.

Janet moved that we accept these recommendation, John seconded and the recommendation were passed by unanimous vote. Janet pointed out that the committee's goals of MAP Your Neighborhood and CERT training would continue to be the focus of the committee this year.

13. **Update on our participation in the October Sylmar Resource Fair and Town hall.** Committee discussed participation in the upcoming Resource Fair. Committee agreed that in addition to Greg securing CERT /Fire Department attendance, Janet would provide a talk on the Map Your Neighborhood program. Greg will also give a brief talk on CERT. David Rodriguez, thanked the committee for their support of the Outreach Committee project.
14. **Discussion on Proposal to Conduct Special Equestrian Rescue Class for LA City Fire Department.** Greg mentioned the need for training for LA City Fire on how to handle equestrian evacuations, citing the challenges posed by the recent Sand Fire. Greg is working on brining the training to LA City Fire in the coming year.
15. **Update on Schedule/Topics for Guest Speakers.** John conducted a brief brainstorming session on possible future topics for speakers at the meeting. These ideas were given to Greg who will use them to arrange for speakers.
16. **Discussion and Possible Action to recruit an EPC P.R./Marketing Volunteer** Topic deferred to next meeting.
17. **Committee Member Comments on subject matters within the committee's jurisdiction.** No additional comments
18. **Next Meeting; Tuesday, September 20, 2016 Sylmar Public Library-Community Room.**
19. **: Closing Remarks, Announcements, Acknowledgements and Adjournment.** Meeting adjourned at 7:32 PM.

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.

**As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or email to [Diane.Valencia@sylmarnc.org](mailto:Diane.Valencia@sylmarnc.org)**

#### 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.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all members of the Committee in advance of a meeting, may be viewed at the Neighborhood Council meeting or on the Neighborhood Council website by clicking or visiting [www.sylmarnc.org](http://www.sylmarnc.org). Any questions and/or comments regarding this agenda may be submitted to Board members via the emails listed on the website ([www.sylmarnc.org](http://www.sylmarnc.org)).

Committee Meeting Minutes are available on the SNC website [www.SylmarNC.org](http://www.SylmarNC.org)