

# CITY OF LOS ANGELES

California

## SYLMAR NEIGHBORHOOD COUNCIL

**PRESIDENT:** Christian Rubalcava

**VICE PRESIDENTS:**

Administration: Andres Rubalcava

**SECRETARY:** Michelle Underwood

**TREASURER:** George Ortega



Office: 13521 Hubbard Street

Sylmar, CA 91342

Mailing: P.O. Box 921023

Sylmar, CA 91392-1023

Telephone: (818) 833-8737

E-mail: [Board@SylmarNC.org](mailto:Board@SylmarNC.org)

Website: [www.SylmarNC.org](http://www.SylmarNC.org)

## SYLMAR NEIGHBORHOOD COUNCIL

**Special Joint Meeting of the EMERGENCY PREPAREDNESS COMMITTEE and BOARD Agenda**

**Tuesday September 24<sup>th</sup>, 2019 6:00 pm to 7:30 pm**

**13521 Hubbard Street Sylmar, CA 91342**

**John Pacheco, Chairperson**

Out of an abundance of caution due to the possible attendance and participation of a majority of Sylmar Neighborhood Council Board Members at this Committee meeting, this meeting is noticed as a Joint Meeting of the Committee and the Board, in adherence with the State's Brown Act. No action will be taken on behalf of the Board at this meeting of the Committee. Only Committee Members are allowed to vote.

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342 As a courtesy, and as time permits, agendas may be emailed to Stakeholders if requested. Agendas may also be found on the SNC website at [www.SylmarNC.org](http://www.SylmarNC.org). You may also subscribe to receive them via email through the City's Early Notification System (ENS) at the following link:

<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**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. Translators, 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 (3) business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council President, Christian Rubalcava by phone at (818) 833-8737 or email to [Christian.rubalcava@sylmarnc.org](mailto:Christian.rubalcava@sylmarnc.org).**

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (818) 833-8737.

The public is requested to fill out a "Speaker Card" to address the Committee on any agenda item before the Committee takes any action. Public comment is limited to 2 minutes per speaker, but the Committee has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Committee's subject matter jurisdiction, will be heard during the Public Comment on Non-Agended Items period.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed by visiting our website at [www.SylmarNC.org](http://www.SylmarNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact President, Christian Rubalcava Kurt Cabrera-miller at [Christian.rubalcava@sylmarnc.org](mailto:Christian.rubalcava@sylmarnc.org)

Agenda items may be addressed in a different order and/or at different times.

1. **Call to Order**
2. **Roll Call/Introductions**
3. **Housekeeping:** Sign-In Sheets, Speaker Cards for Agenda Items, Recording and Timekeeper.
4. **Public Comment** on matters not appearing on the agenda.
5. **Discussion and possible action** to approve the Minutes of the August 20<sup>th</sup>, 2019 Preparedness Committee Meetings.
6. **Discussion and update on ongoing preparedness projects:**
  - A. **Sylmar CERT Training-** Update on 2020 CERT Training classes.
  - B. **MAP Your Neighborhood** –Update on Training.

**7. Update on CERT Program for 2018 by Battalion 12 CERT Coordinator-EPC Member Janet Gibson.**

**8. Update on Community Disaster Education project; Update schedule for monthly presentations.**

**9. Discussion and possible action; Planning for upcoming 10/12/19 Valley Disaster Preparedness Faif.**

**10. Discussion and possible action; Confirm supply acquisitions in 2019/2020 SNC budget.**

**11. Closing Remarks, Announcements, Acknowledgements, and Adjournment-**

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

**Next Meeting;** Tuesday, October 16<sup>th</sup>, 2019 SNC Office

---

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.

Stakeholders may comment on any Agenda item only when the item comes up for discussion. The Committee will determine the length of discussion and comment times. The attending stakeholders may be polled for their opinion on any Agenda item before the Committee takes action for a recommendation to the Board. Comments from the stakeholders on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the Public Comment period; however, the issue raised by a stakeholder may become the subject of a future Board meeting.

Si requiere servicios de traducción, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. Si necesita asistencia con esta notificación, por favor llame a nuestra oficina al (818) 833-8737.

#### **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.

#### **Grievance Process – Bylaws (Article XI)**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved.

Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City's grievance policy.

**(Remove after January 17, 2018)**