

Meeting of the Topanga Emergency Management Task Force held on January 20, 2010

Task Force Members in Attendance:

Pat MacNeil, Topanga – Coalition for Emergency Planning (T-CEP)
Susan Nissman and Cynthia Scott, Board of Supervisors, Third District
Alli Acker, Emergency Response Team
Abigail Bok, Arson Watch
Maria Grycan, J. Lopez and Gary Burden, Fire Department
Marge Santos, Chief Executive Office, County of Los Angeles
Liam Joyce, Principal, Topanga Elementary School
Stacy Sledge, Topanga Town Council

Members of the Public: Susan Clark, Topanga Animal Rescue
Michele Johnson, Public Information Officer, T-CEP

Meeting called to order by Co-Chair Pat MacNeil.

- I. Background of the formation of the Task Force - Susan Nissman provided a brief background on the formation of the Task Force which was approved by the Board of Supervisors in March 2009.
- II. Pat MacNeil of the Topanga Emergency Operation Center and Keith Harrison of the County Office of Emergency Management are the Co-Chairs of the Task Force. Keith Harrison was absent due to OEM's activation to respond to Winter Storm 2010.

Quarterly Meeting Dates, time and place were set for the remainder of 2010 as follows:

Dates & Time: April 21, 2010 at 9:30 a.m.
July 21, 2010 at 9:30 a.m.
October 20, 2010 at 9:30 a.m.

Location: 139 Church Road, Topanga, CA 90290
(All meetings will be held at this location, unless otherwise noticed)

Note: Meeting agendas are posted at the following locations:

- Topanga Emergency Operation Center, 139 Church Road, Topanga 90290;
- 26600 Agoura Road, #100, Calabasas, CA 91302
- Topanga Post Office, 101 S. Topanga Boulevard, Topanga 90290

III. Task Force Positions:

1. Secretary and Assistant Secretary: Cynthia Scott as the Secretary of the Task Force and Marge Santos will be the Assistant Secretary.
2. Membership Coordinator: Susan Nissman and Cynthia Scott
3. In addition to the set meeting dates above, the Task Force is expected to meet in the event that a local disaster is declared. The Co-chairs will confer with representatives of the Third Supervisorial District to confirm that an emergency meeting is necessary.
4. Naming the Task Force: The Task Force will be called **Topanga Emergency Management Task Force** rather than Topanga Emergency Management Implementation Task Force.
5. Task Force Quorum: The Task Force is comprised of 16 members. A quorum is considered half of the membership plus one will be 9 members.
6. Co-Chair Pat MacNeil requested that a member of the Topanga Chamber of Commerce be added to the Task Force. Motion by Liam Joyce seconded by Stacy Sledge to add a member of the Chamber of Commerce to the Task Force was approved.
7. Co-Chair Pat Mc Neil also recommended that the Red Cross be invited to join the Task Force. Motion by Liam Joyce and seconded by Abigail Bock was approved.
8. Alternates for attending meetings should be designated by the named representative and will assume the role of the designated representative in the absence of the designated Task Force member.
9. Sub-Committee Formation: All pre-existing subcommittees will now be Task Force Subcommittees as follows:
 - a. Canyon-wide Drill Subcommittee, Chaired by Chief Burden
 - b. Communication and Education Subcommittee co-Chaired by Stacy Sledge and Maria Grycan.

Note: Subcommittee members report to the Task Force. They cannot have a quorum of the Task Force present at any of their meetings.

IV. Issues and Reports

A. Canyon-Wide Drill: Chief Gary Burden of the Fire Department reported on the plans and expectations of the Drill:

- the drill should be a week-long event and include three phases: (1) disaster preparedness: notification, evacuation process, (2) education and communication about traffic plans, and (3) culminate with an exercise at the end on Saturday, May 1.
- Chief Burden is planning to begin the Topanga Safety Week on April 26, 2010 and culminate with a drill on Saturday, May 1, 2010 including a scenario of brush fire from the northeast to the coast, with little or no time to evacuate the canyon forcing residents to shelter in place.
- A mass notification system will be used to notify Topanga residents about the week-long event. LA Alert system will be used if there have been no County alerts before 4-30. Rapid Notify, a Third District contractor will be used otherwise.
- The Topanga Drill Sub-Committee is chaired by Maria Grycan. The following organizations will participate in the Drill: Topanga Elementary School, Chamber of Commerce, Arson Watch, CERT, TCEP, Red Cross, Town Council, Sheriff, California Highway Patrol, Los Angeles County Office of Emergency Management, Fire Department, L.A. City and L.A. U.S.D.
- The first subcommittee meeting will be held at 9:30 a.m. at the Topanga EOC, 139 Old Church, Topanga, California 90290.

B. Topanga Evacuation Plan: Susan indicated that the Plan has been presented to the CEO's Emergency Management Subcommittee.

V. SM Mountains Fire Safe Alliance Report

Fire Safe Alliance Report was presented by J. Lopez from the Fire Department, Forestry Division. In an effort to produce the Community Wildfire Protection Plan (CWPP) 22 meetings have been held with the community members to date. The CWPP is being drafted and should be ready in summer 2010.

VI. Other Task Force Business/Issues:

Discussion was held regarding some departments listed in the Board Letter that would comprise the Task Force. Participation by some of these County Departments such as Department of Public Social Services and Health Services are not necessary for the on-going operation of the Task Force. But these departments may be called upon to participate in the event of a disaster. They were included in the Board letter to ensure that they participate, as necessary.

Liam Joyce, Principal of the Topanga Elementary School, reported that the School has a new address as follows: 22075 Topanga School Road, Topanga, 90290.

VII. Items for the Next Meeting Agenda:

1. Developing By-laws for the Task Force
2. Discussion of the establishment of a Quorum
3. Topanga Drill 2010 After Action Report

VIII. Meeting was opened for public comments. No public comments were received at the meeting. Minutes of this meeting will be available at the next meeting.

Meeting adjourned at 12:15 p.m.