

Please note: These minutes stand "as approved" since there were no additional meetings held after October and Advisory Board was reorganized on February 1, 2011, Ordinance 3741 (lc)

MINUTES OF DISASTER COUNCIL

October 27, 2010

CALL TO ORDER: Chair Glass called the meeting to order at 3:05 PM

FLAG SALUTE: Led by Commissioner Galbasin

**ROLL CALL / MOTIONS
FOR EXCUSED ABSENCE:** All present

**DEPARTMENT
REPRESENTATIVES:**

| | |
|------------------|-----------------------|
| S/O Luz Aceves | Police |
| Joe Huld | City Clerk's Office |
| Jan Wierzbicki | Library |
| Hillary Theyer | Library |
| Ian Daily | Transit |
| Viet Hoang | City Manager's Office |
| Tad Friedman | Fire |
| Laura Bednar | Fire |
| Edith Stieglitz | CERT |
| Caroline Elam | CERT / TARA / ADT |
| Jerry Washington | American Red Cross |
| Jerome Thierry | American Red Cross |
| Ken Rieger | American Red Cross |
| John Duehling | American Honda |
| Chris Riccardi | Providence/LCM |
| Judy Retter | Torrance Memorial |
| Chuck Galbasin | TARA |
| Sumie Imada | New Horizons |
| Jason Frantz | CERT |
| Glen Williams | CERT |
| Jim Ellingson | CERT |

COMMENTS FROM THE PUBLIC:

None

REPORT ON POSTING OF AGENDA:

Motion - Siani Second - Galbasin All Ayes

MINUTES FOR APPROVAL:

September 22, 2010

Motion - Galbasin Second - Siani All Ayes

NEW BUSINESS:

A. Discussion/Approval – November/December 2010 Disaster Council Meetings

Glass recalled that over the past several years, no meetings were held during November and December due to the November meeting falling the day before the Thanksgiving, and December meeting a few days before Christmas. Having received no discussion, Glass asked for a motion accepting no meetings to be held in November and December.

Motion - Sinai

Second - Davis

All Ayes

Glass announced the next meeting will be on the fourth Wednesday of January (January 26, 2011), and asked that notifications be sent to the people that make out the calendar.

B. E-PREP's Response on Defibrillators

Services Officer Luz Aceves of the Community Affairs Division spoke in Lt. Athan's absence. During the E-PREP meeting on October 19th, Lt. Athan was informed by Chief Dumais where the three defibrillators are located: the Main library, one of the fire stations and the City Yard. Chief Dumais will get back to Lt. Athan as to the exact fire station location. As Friedman was in attendance, Aceves asked if he might know which fire station. To clarify, Glass stated there were three defibrillators donated by Torrance Memorial Hospital to the City. Friedman asked whether they were semi-automatic defibrillators or the AEDs. He stated they have one in Fire Prevention and one in the staff area, and will find out where the third one is. Glass recalled when the defibrillators were first received, Chief Dumais brought up the question of training. Glass asked Retter if the training had been coordinated with her. Retter stated it was not brought up to her personally, and could only assume it was possibly done through their facility issue on training. Retter did not wish to actually speak for them and thought all the necessary training was done on the one installed at the Library. Wierzbicki stated there is one located at the Main Library. Siani expressed curiosity why one would be at a fire station since they (Fire) already has their own. Friedman stated that essentially the Fire Department is divided; there is Operations and Administration. Operations is essentially upstairs and Administration is a bit isolated. If there were a problem with civilian staff or any of the gold badges down the hallway, there is the chance that all of the emergency equipment, the equipment on the rigs, could be out. Friedman stated he would find out exactly where the defibrillator is. Siani surmised that Torrance Memorial's donation would be more in the public areas, so the Library makes sense, the City Yard. Glass asked that have an answer by January.

C. ADC Training Schedule

Galbasin stated permission would have to be asked of the City Manager to close the libraries an hour early the third Wednesday of the month every third or fourth month of the year so the librarians, from rotating branches, and the CERT, TARA and ADT members can conduct an ADC drill. There are several librarians that have not gone through the training. In addition to permission from the City Manager, it also has to be cleared through Jason Minter and John Jones. Glass asked if it the drills would all be done at one time, or one library at a time. Galbasin stated the drills would be rotated, with Henderson having already been done. Glass inquired if any complaints had been received from the residents around the library. Wierzbicki stated no, and the residents offered to help, calling the library wondering what was wrong and if there was anything

they could do. Acknowledging the City Manager, Minter and Jones, Galbasin asked if there was any other library staff besides Theyer that needed to know. Wierzbicki suggested the Library Director, Paula Weiner, be informed. Glass asked if a letter needed to be composed and sent, or just asking. Galbasin stated the first time it was done, Theyer asked. Wierzbicki stated that once the date and time have been confirmed, they could then do a letter notifying the residents.

Davis asked was there a reason they are not joining together to do the training, other than the location. Galbasin stated the training is done in this manner so that everyone can get a feel for their ADC; they are different, with some a little bigger/smaller, the library personnel; they have to learn how to work with people and with trainers. Chuck Galbasin added that logistically each one of them is totally different. Wierzbicki stated too, that they have to staff the branches as they cannot send everyone to the training.

OLD BUSINESS:

A. Assistance of Andrew Pachon

Pachon has been officially retained by the City as a temporary employee. He has two major projects to work on: one being the Natural Hazard Mitigation plan and the other is writing the template for each department's disaster plan. He is also available to help Lt. Athan with projects, like was done with the ShakeOut Drill. However, most of his work will be done from home.

B. Emergency Operations Plan (EOP) Status

The hard copy of the EOP was sent by Federal Express to Cal-EMA on October 7, 2010 by Lt. Athan. He feels our part of the project is done and suggests this item can now be closed. Glass asked if the E-PREP Committee finished its work and Aceves stated yes, they had for the EOP, but still have other work to do.

C. Disaster Council Award Status

Glass advised City Council approved the letter for the Disaster Council Award. Galbasin and Siani authored the nomination form, which will be voted upon. The form will be placed on the web site and information sent out to the media in January. Glass stated the recipient would be voted upon in June, with the award presented in September. Glass sought a motion to accept the nomination form.

Motion – Galbasin

Second – Davis

All Ayes

Glass stated it would be nice to get The Daily Breeze to do something, and Galbasin suggested speaking with Parras, or perhaps having Aceves and Lt. Athan look into it.

C. CPR Class at TMMC

Retter reported the two sessions of CPR for Family and Friends, one in the morning, one in the afternoon. Each class was capped at 50, with a full class in the morning and a drop in the afternoon, there were 38. So, all in all, 88 people were trained in CPR. There were no snags and it seemed to go well.

Friedman asked Retter if they were teaching the ABCs. Retter stated they did because the day before the AHA (American Heart Association) had not come out with their new standard guidelines. Friedman made mention of the American Red Cross (ARC) guidelines and the gentlemen from the ARC in attendance. He spoke of the Torrance Fire being involved in CPR training, and that essentially there are two organizations now teaching different methods. The ARC is still teaching ABC, and American Heart is teaching CAB. Retter stated Friedman brings up a good point, and a difficult one, but it has always been the case with certification of BLS and ACR. If they come out with new guidelines and the guidelines go into affect on this date, any of their sponsored classes that are taught up to that date are taught with the older guidelines. But what was made clear in this class, both morning and afternoon, was that compressions are the most important thing and that breathing is optional. Retter thought it was the next day that the AHA came out and officially announced their guidelines were changing.

Riccardi stated the training of staff and faculty for Little Company of Mary will use the ABCs until January 1, especially for paperwork, books, etc., as the AHA has not yet published any materials to go along with the CABs. However, in the classes they have taught since inception of the CAB, they do emphasize the compressions from the AHA and the new standards, although not the guidelines that have been conducted. After January 1, all things will be changed, especially for BLS personnel as it has to be included in their training because they will be two years out from getting their new CPR cards with the new standards. It has been included in their BLS classes but not yet standardized.

Retter asked Friedman if the Red Cross was not changing their standards. One of the ARC representatives, Thierry, stated he and the others in attendance were not from the Health & Safety Department, but with the Response Department, but stated he would get an answer for her. Friedman stated there was no place for them to go, and they would be responsible for printing thousands of instruction booklets. He used as an example the Fire Department each year teaching every 9th grade student in the City, including Bishop Montgomery, heart-saver CPR. Here it is, time to print the booklets and have no direction; no direction from AHA, so we went to the ARC, a great resource. When we arrived, they said they had the latest, and when we opened the booklets we found it was the ABCs.

For the benefit of everyone attendance, Retter provided a quick explanation of the CPR training: CPR was traditionally taught using the ABC method: the first thing you check is the airway to see if the airway is clear, you position the head in such a way that it opens the airway; the second thing is are they breathing, if not, you give two breaths; and, the third is circulation and you compress – ABC. The AHA has now come out and said not so, the most important thing is compressions, do not bother with the airway, just pump, pump, pump, pump; and so the “C” became first. So, we’re talking is it ABC or CBA? Right now all of the books, literature and the classes just held, say ABC and the latest studies are it should be in the opposite direction. It is not bad if you do ABC, but it has found to more effective to actually start with compressions.

Riccardi brought up that one of the issues is the AHA came out with the changes, there was no set date and gave no clear-cut guidance because of the fact they do not have the printed information as yet. So, it is a little tough to mandate.

Thierry stated Jerry Washington was checking on their current policy, and reminded everyone that it is better to do something, whether it is ABCs or CBAs, they are always changing the standards, than just stand there and look at the individual.

Not to offend the ARC attendees when referring to healthcare organizations, Retter stated the reason they go with AHA, because up until now AHA and ARC were not the same in the terms of what they taught is because ARC certification is for one year and AHA is for two years. So we go with a two-year certification. Thierry stated the ARC is in the process of revising the requirement.

Davis brought the discussion back to the class, and that it went well, with Galbasin expressing her hope it can be done again in two years. Davis asked if the class was for adult CPR as she received information it was children. Retter stated the class was for adults, children and infant CPR and choking, everybody.

Glass added that he took the class two years ago, and in doing so this time, got a different feel for it. He expressed that in taking it more than once, you get more out of it and are better off.

D. ShakeOut Update

Aceves pointed out that many of the attendees participated in the ShakeOut and that overall, it was a very positive experience. The feedback from the public was very positive, with excitement about what was going on. There was a minor issue with communications between the EOC and the City Yard, but was cleared up and a good learning experience. While at last night's City Council Meeting, Lt. Athan received positive feedback from the council members. During the ShakeOut, two council members and the Mayor were present at the ADC at Henderson Library, and they were very impressed with the work done by ADT, TARA and CERT.

Galbasin reported that all went really well with the DSVs and she was happy with the way everything went. The drill comprised teams of two and four going through a real house and performed search and rescue. In their excitement, the first team had to go through again. The street blocked off and there were no complaints. The day before the ShakeOut drill, we had the reverse 911 go out to our neighborhood, letting them know that there would be a drill; and the week prior, Community Affairs walked the whole neighborhood and left flyers letting everyone know what would be going on. Everyone who signed up for it, showed up!

On behalf of TARA, Chuck Galbasin stated it was very successful, on a scale of one to 10, it was 8.75! He stated there were a few propagation problems into Walteria. Three ADCs were used and had operators at 90501, 90503 and 90504. The 90501 operator was not available due to his work schedule, which we understood. We performed a critical facilities drill during that time; it was strictly a windshield check, but they were able to do so for all three zip areas within about an hour and one-half. He stated this was a record since there were only three operators in each area. There were some problems communicating with the schools; apparently they had some dead batteries. Chuck stated he and Robin (Robin Fisher, TUSD) will get together and check this out. He stated in the future when they perform the yearly antennae check, they will check their radios as well. Other than that, Channel 3, the Mayor and some council members came by and it was a much better drill than two years ago.

Riccardi stated that while at his facility's mobile command center in Burbank, he was able to hear the TARA people. Chuck stated they were able to hear their repeater and the ADCs were working simplex, and the people in the ADCs report through the repeater.

Davis asked Chuck to bring up the radio issue with Fisher when they meet. She recalled her experience when performing critical facilities checks in the schools that no one knew anything about the radios. Chuck stated he gave a talk on Monday at their area disaster meeting. Chuck stated he would like to get a couple of people (maybe two or three) interested, and have two or three hams in every school, like PV has. That way, they are not dependent on TARA, they could contact TARA and provide reports which they may or may not be able to do through their commercial system. In a real emergency, their repeater could go down and they would have to use simplex which would be difficult for them because they would have to do round robin checks through the schools and may not possibly reach each other. Chuck stated TARA is going to help the schools do its best to help them keep the system up and running. A monthly check is done with their headquarters and at least their repeater is working, however, he did not believe anyone was performing regular round robin checks with the actual schools to the administrations. He acknowledged the schools short budget, but stated this will not cost the schools anything, just a little time.

Glass reiterated one of the reasons for having the drill is to find out what the problems are.

D. Disaster Mitigation Report Update

This is one of the projects Pachon has been hired to work on. It is anticipated the first draft will take a couple of months, but will be submitted for review once completed.

E. L.A. County POD

Aceves mentioned Los Angeles County will hold a point of distribution (POD) on Wednesday, November 10th at Wilson Park from 10:00 AM to 3:00 PM. It is open to the public. Lt. Athan will be working on the incident plan, with the City Manager's Office is working on the official flyer. CERT and TARA members will assist with logistics at the POD. Three different vaccinations will be given: 1) influenza which includes H1N1, 2) whooping cough; and 3) pneumonia.

ORALS:

A. Comments from Commissioners

Siani addressed Friedman regarding North High teachers wanting CERT training, inquiring if this was as a result of the recent explosion at the school. Friedman stated he did know. Galbasin stated it is probably part of the reason, however during the MCI on Sunday, one of the nurses present spoke with her and Elam about CERT training and the dates. From that conversation, Galbasin stated the feeling within the schools and teachers that if it is something all at one time and just for them, they would be more apt to participate than they would if we tried to pull them in with other students on a Saturday during a regular academy. Friedman pointed out the CERT training is comprised of multi-day or multi-evening disaster preparedness course being essentially designed to allow you to care for yourself and family and neighbors following a disaster. Friedman

expressed his belief that North High is looking for a one-day course or maybe a multi-day during their shortened day, which would allow us to go and teach core classes to the teachers, things like basic first aid, fire extinguisher, possibly utility control, fire prevention and evacuation training, basic communication training. Friedman stated he could almost guarantee a positive response to this from Chief Dumais along those lines. If North High is the test case, so to speak, it is a more appropriate location for two reasons: 1) their staff was exposed to a month of our multi-victim, mass casualty training – the Fire Department went in and used that campus, initially it was going to be Police and Fire essentially simulating a shooting at the high school (which did occur in Carlsbad a couple of weeks ago, and has across the Nation a couple of times). Unfortunately, Police could not join in so it essentially was a Torrance Fire Department drill, but the simulation was essentially 20 students injured and it was our job to go in, under the protection of Police, and get the students out, organize them appropriately according to the student's injuries, and how to escort the students out of the school, treat them and transport them to the hospital. As it so often does, life imitates fiction, and there was the incident at North High where the Fire Department actually had to put what was just practiced into play

Siani asked if the CERT training being looked at is one that would be narrowed down to fit a student free day, or something similar. Friedman stated their (Fire) job is to respond to whatever the request is, if the school can give them a day, they (Fire) will do the best they can. If the school says they can commit teachers to this much time that is what we (Fire) will do. Essentially, we will gear ourselves toward whatever the request is and then try and boil down their needs, and how best we can fulfill those needs and go from there. Siani thought this approach a great idea.

Riccardi asked if there are any classes that encompass consecutive days as opposed to over the course of eight weeks or anything like else. He mentioned the Tri-Cities CERT group did it a Friday/Saturday program with Hawthorne, Lawndale and Gardena, and had a pretty good turn out. Some of his employees attended.

Friedman stated theirs is presented twice a year, on three consecutive Saturdays; and once a year it is on eight consecutive Thursday evenings. But the department (Fire) is flexible in the way it presents the training. Galbasin felt there was need for an evening class and, all of a sudden there was an evening class. If members of the community determined we need a couple of consecutive days that would allow us to get the training in or need to oil it down so that it can be presented to the teachers in the community, then that is what will happen.

Galbasin stated for it to be a FEMA-certified class, it has to be 21 hours. So if you do one on Friday and Saturday, you would not be able to get your 21 hours in. She stated she did not believe the high schools are looking for a certification, they just want the training that they need in the least amount of time, which is better than nothing,

Friedman stated that there are critical issues that can be work on with the teaching staff.

Siani stated she has been thinking of the need for and how to put together a "skinny downed" EOP for small- and medium-sized businesses, since many of the major corporations in Torrance all have plans and know what to do. Would the small- and medium-sized businesses even know how to get started, and trying to put together a template and a business could then fill in their details. How to deploy it? Would it go through the Chamber of Commerce, conduct seminars?

Riccardi stated templates are available for small- and medium-sized businesses, as they have used them in San Pedro.

Davis stated in 2009 there was a small emergency and Chuck Galbasin had told the TARA members to go through their area to see if everything was okay, which everything was and it turned out to be a good exercise. Davis recalled the businesses she went to did not have any idea of what to do, they knew nothing about a disaster plan, not even counting their employees, nothing.

Glass requested the item be placed on the agenda, or a future agenda, for further discussion.

Galbasin pointed out that TPD, through Community Affairs and Map Your Neighborhood is working on something similar, and that Fire possibly does as well.

Friedman stated that essentially a portion of what the Public Education already does is respond to requests. In the last month alone, we conducted three month evacuation drills, one was the Miyako Hotel, the Harbor Regional Center and the last one that we discussed evacuation versus shelter in place; so two actual evacuations drills and the one versus the other in what would you consider to be small business if the Miyako Hotel were to be considered a small business compared to Honda or Toyota, but it is definitely on the agenda for many of the businesses in the town, to at least have a template, they are just working on the fine points. As Riccardi mentioned, those templates are available on line, if you were searching how to do training, teach them or assist them. Once you start handing out templates, depending on the business, of course, there is OSHA approvals that are necessary, are they and do they adhere to current codes in the City as it pertains to fire and things along those lines. It is pretty intricate.

Siani stated even though anyone can go on the Internet to get something, somehow if you get things for people, if you literally put it in a box and get them in a room and say, here it is, and go through the things you need to think about; somehow, that seems to get people going better.

Riccardi stated this was a good point as in when handing something that does not meet certain requirements, there may be some level of liability involved.

Siani agreed, stating we would not want to make the City liable, but with businesses not being prepared, that becomes a burden on the City as well when something happens. There are residents, businesses, and many people here during the day. The more people are able to self-maintain and control their businesses and employees and help them, the less it is on the infrastructure, Police and Fire departments, the less burden on the hospitals.

Galbasin asked that this item be placed on the agenda for January to further discussion, thus allowing Siani time to perform some research.

Adding comment to the discussion, Davis brought up the fact there is no location large enough to act as a disaster center for the downtown area. Many of the buildings in the downtown area are not reinforced, suggesting that since there are many churches; however, one could possibly be used as a meeting place similar to an ADC.

Glass will hold his comments until the January meeting.

B. Announcements/Updates

Davis asked John Duehring, Branch Operations Coordinator of American Honda Motor Company, if they had a disaster plan. Duehring stated they do and, he may talk at the next meeting.

Retter announced that on November 18, 2010, Torrance Memorial and Providence Little Company, and all hospitals in Los Angeles, will take part in a statewide disaster exercise which centers on terrorist bombings in multiple areas of the County. She has asked CERT and TARA to help out. It is in the initial phase and will be interesting since the hospitals will have very little to do with writing their own scenario, it will be given to them by the County.

Elam asked if there were any openings left for the NIMS training on Saturday. Galbasin stated there are. Elam confirmed the training would include 100 and 700; 200 and 800 in the afternoon, including lunch if you stay.

Friedman introduced his replacement as public education officer, Laura Bednar. Bednar, who is a fire prevention specialist, will take over effective November 7, 2010. Friedman will return to duties as a firefighter/paramedic.

As requested earlier in the meeting, Friedman received the locations of the AEDs: the Main Library, Headquarters and the City Yard.

Jerry Washington of American Red Cross expressed interest in discussing building capacity and sheltering.

Hillary Theyer announced that as a result of the ShakeOut Drill, she plans to re-write the Library's disaster plan.

ADJOURNMENT:

Motion - Galbasin Second - Davis All Ayes

The meeting was adjourned at 3: 54 PM to a meeting on Wednesday, January 26, 2011, to be held in the West Annex Commission Meeting Room, 3031 Torrance Boulevard, Torrance, California.