

**MINUTES OF A REGULAR MEETING OF
THE TORRANCE WATER COMMISSION**

1. CALL TO ORDER

The Torrance Water Commission convened in a regular session at 7:04 p.m. on Thursday, December 15, 2005.

2. ROLL CALL:

Present: Commissioners Deemer, Gonzalez, Haddon, Hoffman, Lew, and Chairperson White.

Absent: Commissioner Warner.

Also Present: Deputy Public Works Director van der Linden, Senior Administrative Analyst Schaich, and Emergency Services Coordinator Pachon.

MOTION: Commissioner Haddon moved to grant an excused absence to Commissioner Warner for the December 15, 2005 Water Commission meeting. Commissioner Deemer seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Deputy Public Works Director van der Linden led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Gonzalez moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Haddon seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Warner).

5. APPROVAL OF MINUTES

5A. MINUTES FROM NOVEMBER 17, 2005

Referring to the November 17, 2005 Water Commission meeting minutes, Senior Administrative Analyst Schaich provided Commissioner Lew with clarification that the Urban Water Management Plan accesses reliability over a 25 year planning period based on current demand resources, and that sustainability was called reliability.

Deputy Public Works Director van der Linden noted that the Urban Water Management Plan was accepted and approved by City Council on November 15, 2005.

MOTION: Commissioner Gonzalez moved for the approval of the November 17, 2005 Water Commission meeting minutes as submitted. Commissioner Deemer

seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Warner).

Commissioner Haddon introduced former Water Commissioner Frank Kraus.

7B. PRESENTATION BY CITY'S EMERGENCY PREPAREDNESS COORDINATOR

This item was considered out of order.

Senior Administrative Analyst Schaich introduced the item and welcomed Andrew Pachon, the City's Emergency Preparedness Coordinator for the last 15 months.

With the aid of a power point presentation, Emergency Services Coordinator Pachon reported on the City's overall emergency preparedness planning and its inter-relationship with Los Angeles County, State, and Federal agencies. He discussed the success of the City's November 17, 2005 full-scale disaster exercise called Operation Unified Response that involved all first responders, City Emergency Operation Center personnel, as well as Torrance Memorial and Little Company of Mary hospitals.

In response to Commissioner Haddon's inquiry, he stated that an emergency disaster was defined as anything that overwhelms the system such as an earthquake, tsunami, terrorism, or a hazardous materials spill.

He began his presentation with the Mission Statement and Goals for Emergency Services that include preparedness of the community, employees and volunteers, internal, and external. He discussed the role of emergency management to save lives, protect the environment, save property, care for victims, and restore normalcy as well as the four phases of emergency management: mitigation, preparedness, response, and recovery.

He provided information on the legal basis and utilization of the Standardized Emergency Management System (SEMS) that was developed to improve flow of information and transition from day-to-day functions to emergency roles. He advised that all State agencies were required to use SEMS and that local governments were not required but should use SEMS to be eligible for State funding of response-related personnel costs.

He discussed the components of SEMS: Incident Command System (ICS), Multi/Inter Agency Coordination (MACS), Master Mutual Aid, Operational Area (Op-Area), and Op-Area Satellite Information System (OASIS). He provided background information on ICS as well as applications for its use that include fires, police events, and parades.

He described the primary functions of the OES organization: command, operations, planning/intelligence, logistics, and finance/administration. He stated that each city has an Emergency Operations Center (EOC) that is a centralized coordination point to bring department representatives together to respond to a disaster efficiently and that the level of staffing of the EOC depends on the incident.

Responding to Commissioner Haddon's inquiry, he advised that the City's EOC is located on the second floor of the Torrance Police Department, with an alternate EOC at the Torrance Airport.

In response to Commissioner Lew's inquiry, Emergency Services Coordinator Pachon stated that the major breakdown in New Orleans was caused by lack of communication between all levels of government as well as lack of preparedness by citizens.

When Commissioner Hoffman inquired what the City is doing for outreach to the community, he stated that preparedness information is put on the City's website and that fliers are available at libraries, community and civic centers. He stated that the City is trying to provide volunteers with core information so that they can be ambassadors into their own communities.

At Chairperson White's request, he discussed radio communications and inoperability, stressing the importance of building partnerships and cooperation. He recognized the importance of ham radio operators, noting that ham radio was the only form of communication that truly works in a disaster.

Emergency Services Coordinator Pachon discussed the function of the EOC and its three levels of activation as well as staffing relationships and general staff functions. He described the general information flow regarding the situation status, resource needs, priorities, and strategic coordination. He stated that extraordinary EOC activities include care and shelter, evacuation re-entry, drinking water distribution, temporary housing, debris removal, and hazardous materials cleanup.

He reported on multi-agency coordination of different and same disciplines and mutual aid agreements that provide services, resources and facilities when jurisdictional resources are inadequate, noting that there are six mutual aid regions in the State. He discussed SEMS Operational Level Structure: State, Regional, Op Area (County), Local Government, and Field and the chain of command from the incident site to FEMA. He stressed the importance of common terminology between various disciplines.

He provided information on the City's area disaster centers for residents to receive and transmit necessary information relating to a disaster in progress. He advised that when activated the centers would be staffed with volunteers and local ham radio operators who were in contact with the EOC. He advised that there were approximately 100 active Torrance Amateur Radio Association (TARA) volunteers, over 200 Community Emergency Response Team (CERT) trained members, 150 disaster veterinarian team members, and the Community Volunteer Alert Network (CVAN). He stated that the City's emergency preparedness team includes representatives from City Departments and establishes and implements goals and objectives for City Departments and programs and determines disaster emergency response training needs.

He discussed the City's Emergency Services Disaster Exercise Program and described the City's November 17, 2005 full-scale drill that simulated an explosive device detonated on a Torrance transit bus. He advised that disaster exercise programs would be conducted twice a year and that costs were funded from the City's General Fund. He concluded his presentation with information on concepts and principles of the

National Incident Management System (NIMS) and a summary of Emergency Services within Torrance.

In response to Mr. Kraus' inquiry, he stated that his emergency preparedness kit includes a gallon of water per person for five days, a hand crank flashlight, canned food, can opener, and a contact plan among family members.

Responding to Commissioner Hoffman's inquiry regarding coordination with ports, he advised that he met with the Director of Security for the Port of Long Beach on December 14, 2005 and with Los Angeles on other occasions. He noted that the City participates in the 16 city urban area combined together by the City of Los Angeles that has regional grant funding.

Commissioner Deemer commented that the area disaster centers were not geographically balanced.

Commissioners thanked Mr. Pachon for the informative presentation.

The Commission was in recess from 8:22 p.m. and 8:32 p.m.

6. UNFINISHED BUSINESS

6A. STATUS REGARDING REVISION TO CONSERVATION ELEMENT OF CITY'S GENERAL PLAN

Senior Administrative Analyst Schaich advised that the General Plan timeline has been extended due to vacancies on the Planning Commission. He stated that presentation of the draft of the updated Water Conservation section of the Conservation Element was tentatively scheduled for the February 2006 Water Commission meeting.

7. NEW BUSINESS

7A. ELECTION OF CHAIRPERSON AND VICE-CHAIR

MOTION: Chairperson White moved to nominate Commissioner Hoffman for the position of Chairperson of the Water Commission effective January 2006. The motion was seconded by Commissioner Gonzalez; a voice vote reflected unanimous approval (absent Commissioner Warner).

MOTION: Commissioner Gonzales, with a second by Commissioner Hoffman, moved to nominate Commissioner Lew as Vice-Chairperson of the Water Commission effective January 2006; a voice vote reflected unanimous approval (absent Commissioner Warner).

8. WEST BASIN WATER ASSOCIATION DIRECTOR'S REPORT

Senior Administrative Analyst Schaich reported that at the West Basin Association meeting in early December 2005 it was determined that the meeting on conjunctive use with a mediator provided by the Department of Water Resources is postponed to March or early April 2006. He stated that other topics of discussion were West Basin's Conservation Master Plan, Metropolitan Water District's increase in their

rebate program for water conservation, the Integrated Area-Wide Study, and Metropolitan Water District's groundwater study to maximize the use of the basin.

A brief discussion centered on the possibility of having State-wide groundwater management.

He reported that the Water Replenishment District spoke extensively on their authority through legislation and two appellate court decisions.

the main topic of discussion was Metropolitan Water District's temporary surplus water program that is encouraging member agencies to store surplus water in a conjunctive use program. He stated that they hoped to resolve outstanding institutional issues, such as governance, at least temporarily under WRD's interim rules. He noted that West Basin has agreed to host a meeting on conjunctive use in early January 2006. He reported that in addition WRD reported on their Program Review Committee and their West Coast Basin Operating Study that will be completed in two or three months.

Commissioner Haddon added that the conjunctive use issue was a jurisdictional problem and that the language needs to be sorted out.

Public Works Director Beste noted that WRD would charge an assessment when water is taken out.

In response to Commissioner Lew's inquiry, MWD Director Wright stated that the surplus water was being held in Lake Oroville.

9. MONTHLY DEPARTMENT REPORT

9A. DEPUTY PUBLIC WORKS DIRECTOR'S REPORT

Commissioner Deemer noted that a page with details about I-89 was missing in the Capital Improvement Program Update. Public Works Director Beste stated that the program was still in design, with concerns about paving and construction costs.

9B. MWD DIRECTOR'S REPORT

MWD Director Wright reported that MWD's Urban Water Management Plan was adopted last week. He stated that MWD would be able to meet the demand for the next twenty years, and that planned steps were demonstrated in the case of a 50% reduction in supply or catastrophe. He stated that in an attempt to encourage local agencies to develop back up supply, MWD was considering a treated water capacity charge because they do not want anyone peaking off of their system.

Commissioner Deemer initiated a brief discussion regarding evaporation in Diamond Valley Lake.

10. ORALS

None

11. **ADJOURNMENT**

MOTION: At 8:59 p.m., Commissioner Haddon moved to adjourn the meeting to Thursday, December 15, 2005 at 7:00 p.m. in the West Annex Commission Meeting Room. Commissioner Law seconded the motion and, hearing no objection, Acting Chairperson Warner so ordered.

Approved as Amended February 16, 2006 s/ Sue Herbers, City Clerk
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