22. Recommendation: Approve the unincorporated community Emergency Management Implementation Policy which provides for the establishment of an Emergency Management Implementation Task Force in the unincorporated areas of the County to oversee the ongoing sustainability of community-specific unincorporated area emergency management planning strategies; and find that actions are exempt from the California Environmental Quality Act. (09-0379)

On motion of Supervisor Antonovich, seconded by Supervisor Knabe, this item was approved.

Ayes: 4 - Supervisor Ridley-Thomas, Supervisor Yaroslavsky, Supervisor Antonovich and Supervisor Knabe

Absent: 1 - Supervisor Molina

Attachments: See Supporting Document

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

March 3, 2009

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 MAR 03 2009

SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

EMERGENCY MANAGEMENT TASK FORCE POLICY FOR UNINCORPORATED AREA COMMUNITIES (ALL DISTRICTS) (3 VOTES)

SUBJECT

Adopt an Emergency Management Implementation Policy that provides for an Emergency Management Implementation Task Force to sustain emergency management planning strategies for unincorporated communities of Los Angeles County, as needed.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the following actions are exempt from the California Environmental Quality Act for the reasons stated in this Board letter.

2. Approve the unincorporated community Emergency Management Implementation Policy which provides for the establishment of Emergency Management Implementation Task Forces in the unincorporated areas to oversee the ongoing sustainability of community-specific unincorporated area emergency management planning strategies.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will establish a Board policy to provide for the structural framework to sustain emergency management planning strategies that have been completed for specific unincorporated communities. The Policy creates a mechanism for the Chief Executive Office, Office of Emergency Management (CEO/OEM) to establish and co-chair Emergency Management Implementation Task Forces with a community representative, selected by the respective Board Office, for specific unincorporated area communities. The Task Force will implement, review, update and monitor community emergency management planning strategies to assist

unincorporated area communities to be prepared to respond to large-scale disasters (Attachment). Guidelines have been developed for the formation of Emergency Management Implementation Task Forces for unincorporated area communities and are attached to the Policy.

Implementation of Strategic Plan Goals

The Policy supports County Strategic Plan, Goal 6: Community and Municipal Services, by improving the quality of life for the residents of Los Angeles County's unincorporated communities; and Goal 8, Public Safety, by increasing the safety and security of all County residents.

FISCAL IMPACT/FINANCING

Topanga Canyon was the first unincorporated community for which a pilot emergency management planning strategy was initiated. As part of this planning process, the Topanga Disaster Survival Guide and a Supplement to the Topanga Disaster Survival Guide, were prepared. In addition, the Topanga Community Wildland Fire Evacuation Plan is being developed. The Topanga community is prepared to move forward with formation of an Emergency Management Implementation Task Force for the purpose of sustaining its strategies. Additional funding is not being requested at this time for this initial Task Force; however, since CEO/OEM is the co-chair on the Task Force, should other unincorporated area communities develop emergency management planning strategies and thereby create a need for establishment of additional Task Forces, funding may be required to meet staffing requirements.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On July 3, 2001, your Board approved the Strategic Plan for Municipal Services to Unincorporated Areas (UA Strategic Plan) with the objective of improving the delivery of, and accountability for, municipal services provided to the unincorporated area communities of Los Angeles County. The UA Strategic Plan included action plan models, one of which was *Action Plan F – Emergency Management Planning for Unincorporated Areas/County Communities*.

In December 2002, the Chief Administrative Office, Office of Unincorporated Area Services (CAO/OUAS) in conjunction with the Board Offices designated Topanga Canyon as the pilot area to develop an emergency management planning strategy that could ultimately be replicated in other unincorporated communities. A Steering Committee, co-chaired by the Chief Administrative Office/Office of Emergency Management (CAO/OEM) and a community leader selected by the Third Supervisorial District, worked with County, State and federal agencies as well as community organizations and businesses to develop the Topanga Disaster Survival Guide. The Topanga Steering Committee subsequently completed the Supplement to the Topanga Disaster Survival Guide, addressing disaster prevention, pet preparedness and recovery, and the draft Topanga Community Wildland Fire Evacuation Plan.

It became apparent that in order to ensure the sustainability of the Topanga Steering Committee's initiatives, an ongoing task force needed to be established that would continue to oversee implementation of the emergency management planning strategies in the community. The proposed

Policy is the recommended action that will allow for the continued emergency management planning as envisioned in the UA Strategic Plan by setting forth the following:

- *Joint Leadership between the County and the Community:* The Emergency Management Implementation Task Force would be co-chaired by the Chief Executive Office (CEO), OEM and a community leader, selected by the respective Board office.

- *County, State, Federal and Community Participation:* County departments would be included on the Task Force including the Sheriff, Animal Care and Control, Fire, and other departments such as Health Services, Mental Health, Public Health, Public Social Services and Public Works, as necessary. The Department of Parks and Recreation and the Office of Public Safety would participate in those unincorporated areas that have park facilities. State and federal agencies would be included as well as community leaders, businesses and appropriate utility representatives.

- *Roles and Responsibilities:* The Task Force would: (1) implement, review, update and monitor community specific emergency management planning strategies that include preparedness, response and recovery and advise the CEO and the Board of pertinent concerns and issues; (2) carry out emergency planning exercises that would be evaluated and modified as required; (3) ensure community involvement and provide educational outreach on matters related to emergency management planning; and (4) convene after any significant disaster affecting the community which it represents to evaluate and update that community's emergency management planning strategies based on lessons learned during a disaster.

The Los Angeles County Audit Committee approved the Policy on December 18, 2008. In addition, County Counsel has approved the Policy and guidelines as to form.

ENVIRONMENTAL DOCUMENTATION

The proposed actions are not subject to, and/or are exempt from, the California Environmental Quality Act (CEQA) on several grounds, including that: (1) the activities do not constitute a "project" in that they involve organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment, in accordance with State CEQA Guidelines section 15378(b)(5); (2) the activities are covered by the general rule that CEQA does not apply where, as here, it can be seen with certainty that the activities will not have a significant effect on the environment, in accordance with State CEQA Guidelines section 15061(b)(3); and (3) the activities consist of resource evaluation, experimental management, research, and basic data collection and, as such, are categorically exempt, in accordance with State CEQA Guidelines section 15306.

IMPACT ON CURRENT SERVICES

The Policy will ensure ongoing focus is placed on emergency management planning strategies for unincorporated communities through the establishment of community specific Emergency Management Implementation Task Forces. Additionally, this collaborative effort between

governmental agencies and the community will foster and enhance development of emergency management planning coordination and efficiencies that will ultimately benefit the constituents of the unincorporated area communities.

CONCLUSION

Adoption of this Policy by your Board will enable County departments to form and participate in implementation of ongoing emergency management planning strategies for unincorporated area communities.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:LS
DSP:MJS:pg

Attachments (2)

c: County Counsel
Sheriff
Director, Animal Care and Control
Fire Chief
Director and Chief Medical Officer, Health Services
Director, Mental Health
Acting Chief, Office of Public Safety
Director, Parks and Recreation
Director and Health Officer, Public Health
Director, Public Social Services
Director, Public Works

ATTACHMENT

Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
0.000	EMERGENCY MANAGEMENT IMPLEMENTATION TASK FORCE POLICY	03/03/08

PURPOSE

Provides for the sustainability of emergency management planning strategies for specific unincorporated areas. Provides for the establishment of Emergency Management Implementation Task Forces to:

- Implement, review, and update unincorporated community specific emergency management strategies;
- Monitor community emergency management strategies to ensure they comply with County, State and federal planning guidelines including the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS);
- Advise the Office of Emergency Management and the Board of Supervisors Field Offices via the respective Supervisor about emergency management related issues;
- Test emergency management strategies through annual emergency preparedness drills and tabletop exercises; evaluate the results of the tests; and ensure the necessary changes are made to the strategies;
- Design and implement community education programs to increase awareness of community emergency management strategies including strategy updates and modifications; and
- Build community involvement and investment in emergency preparedness through ongoing communication and educational outreach programs regarding emergency management strategies.

REFERENCE

- July 3, 2001, Board Order #70
- September 20, 2005, Board Order #62-C
- October 23, 2007, Board Order #12

POLICY

It is the policy of the Board of Supervisors that the Chief Executive Office, Office of Emergency Management in conjunction with the affected Board Office and in consultation with the Chief Executive Office, Office of Unincorporated Area Services, shall establish an Emergency Management Planning Task Force for each unincorporated community that has developed specific emergency planning and preparedness strategies. The Policy establishes that each Emergency Management Implementation Task Force will:

- Develop operating procedures;
- Implement efforts to maintain and update emergency management planning strategies in the community for which it is established;
- Coordinate efforts of various County departments, State and federal agencies, local community organizations and businesses, public and private non-profits and institutions, and utility companies;
- Develop ongoing programs, goals and objectives;
- Provide an annual report to the Board of Supervisors on the status of the emergency management planning strategies for the community represented by the Emergency Management Planning Task Force; and

Ensure that members on the Emergency Management Planning Task Force include County Departments, State and local agencies as appropriate, local community organizations and businesses, and utility companies.

RESPONSIBLE DEPARTMENT

The Chief Executive Office, Office of Emergency Management, with assistance of the affected Board Office and in consultation with the Chief Executive Office, Office of Unincorporated Area Services, shall coordinate the implementation of the Emergency Management Planning Policy for unincorporated areas. The Chief Executive Office, Office of Emergency Management will co-chair the Emergency Management Implementation Task Force with the Board appointed member of the community and will coordinate implementation of the aforementioned Policy with the:

- Affected Board Office
- Chief Executive Office, Office of Unincorporated Area Services
- Sheriff
- Department of Animal Care and Control
- Fire Department
- Department of Health Services
- Department of Mental Health
- Department of Public Health
- Department of Public Social Services
- Department of Public Works

The Department of Parks and Recreation and the Office of Public Safety will be included if park facilities are located in the affected unincorporated area community. Other County departments may be added as required.

The Guidelines for the formation of Emergency Management Implementation Task Forces are attached to this Policy.

DATE ISSUED/SUNSET DATE

Issue Date: March 3, 2009 **Sunset Date: March 3, 2012**

GUIDELINES FOR THE FORMATION OF AN EMERGENCY MANAGEMENT IMPLEMENTATION TASK FORCE FOR UNINCORPORATED AREAS

These guidelines constitute the general operating procedures for an Emergency Management Implementation Task Force (Task Force) serving a specific unincorporated area. More detailed procedures for specific unincorporated areas may be required to address unique community characteristics related to topography, demographics, and hazards.

1. Task Force Jurisdiction: The specific jurisdiction for which a Task Force might be established must be determined in consultation with the respective Board of Supervisor(s) Office and the Chief Executive Office (CEO), Office of Emergency Management (CEO/OEM) in consultation with the Chief Executive Office, Office of Unincorporated Area Services (CEO/OUAS).

2. Task Force Composition: The Task Force should have members from both the public and private sectors. The Task Force will include:

   a. ***Task Force Co-Chairs:*** The Task Force will have two co-chairs: one from the CEO/OEM and one from the community. The respective Board of Supervisors' Office will appoint the community co-chair.

      Each co-chair should also have an alternate in the event that he/she is unable to attend a meeting. The respective Board Office, with input from the County's co-chair, will designate the community co-chair alternate. The County co-chair will designate the County's co-chair alternate. The alternate co-chairs will have the same responsibility as the co-chairs in their absences.

   b. ***County Representatives***: Each County department will identify the appropriate representative. When turnover occurs, the County department in which the turnover occurs will ensure that a temporary replacement is identified within 30 days. The temporary replacement will remain on the Task Force and will have the same duties and responsibilities until such time as a permanent departmental representative is identified. One representative will be appointed from each of the following County departments/agencies:

      - Affected Board Office
      - Chief Executive Office, Office of Unincorporated Area Services
      - Sheriff
      - Department of Animal Care and Control
      - Fire Department
      - Department of Health Services
      - Department of Mental Health
      - Department of Public Health
      - Department of Public Social Services
      - Department of Public Works

   The Department of Parks and Recreation and the Office of Public Safety will be included if park facilities are located in the affected unincorporated area community. Other County departments may be added as required.

c. ***Other Governmental Agency Representatives***: Agencies that should be represented include:

- Local school district
- California Highway Patrol
- California Department of Transportation (CALTRANS)

Other State and federal agencies should be added based on the requirements of the specific unincorporated area community.

d. ***Community Representatives[1]:*** The involved Board Office will identify community participants on the Task Force. When turnover occurs, a replacement must be identified within 30 days. One or more representatives will be appointed from the unincorporated area's constituent groups, such as:

- Community organizations including, town councils, coordinating councils, and community improvement associations;
- Community businesses including Chambers of Commerce;
- Established emergency response organizations (e.g., Community Emergency Response Team (CERT), local American Red Cross chapter); and
- Other community organizations, as deemed necessary by the involved Board Office.

e. ***Public and Private Non-profits Representatives:*** The Board Office will assist in identifying community-based organizations, charities and religious institutions that should participate on the Task Force;

f. ***Private Institutions Representatives***: The Board Office will assist in identifying institutions such as private schools to participate on the Task Force; and

g. ***Utility Representatives[1]***: The Task Force may appoint representatives from utility companies (e.g., electrical/gas/water companies, cable companies, telecommunication companies) that are directly involved in emergency preparedness or response for the unincorporated area.

3. Task Force Duties: The Task Force will advise the County, regarding the collaborative implementation, review, and updating of community emergency management plans, and other safety-related issues in the unincorporated area as stipulated in the Policy.

The Task Force may form sub-committees to address specific issues in the implementation of emergency management planning strategies. The Task Force will be responsible for overseeing the work of the sub-committee(s) and providing direction, guidance and advice to sustain the community-specific emergency management planning strategies.

[1] In the event that an unincorporated area straddles the jurisdiction of two or more Board Offices, these appointments will be made collaboratively between the involved Board Offices.

4. Meetings: The Task Force may meet as often as necessary, but not less than once every quarter. The sub-committee members will select a sub-committee chair responsible for scheduling meetings, developing agendas and assigning and monitoring the completion of action items. The sub-committees will provide written reports at the Task Force meetings.

   In addition, the Task Force will be required to convene as necessary after any significant disaster affecting the community which it represents to evaluate the effectiveness of that community's emergency management planning strategies.

5. Task Force Qualifications: Members of the Task Force should have expertise in emergency management planning, and/or response issues and/or the unique emergency challenges facing the community.

6. Service on the Task Force: In the event a member of the Task Force is no longer able to participate on the Task Force, the involved governmental agency, community organization, or business will make an interim appointment within 30 days. The interim appointee will function as a representative with full responsibilities until a permanent appointment is made. A permanent replacement should be appointed within 90 days. Any Task Force member representing a public agency or private organization can be requested to leave the Task Force at any time by the Board Office appointing such a member.

7. Task Force Meeting Records: The Task Force will designate a member to prepare meeting notices, notes, agendas, and action items agreed upon in the meetings for distribution to the members of the Task Force. If the Task Force creates sub-committees, the chair will be responsible for preparing meeting notices, notes, agendas and action items for distribution to the members of the Task Force.

8. Task Force Operating Rules: The Task Force is subject to the Ralph M. Brown Act and as such must follow the requirements of this Act in conducting its business. The Task Force additionally will develop operating rules for:

   - Conducting meetings;
   - Establishing regular meeting times, dates, and a meeting location;
   - Distributing meeting notes;
   - Developing and posting meeting agendas; and
   - Overseeing the work of the sub-committees.