



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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Third District

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Fifth District

January 5, 2016

To: Audit Committee  
From: Sachi A. Hamai  
Chief Executive Officer

## BOARD POLICY NO. 3.150 – EMERGENCY MANAGEMENT IMPLEMENTATION TASK FORCE POLICY

As required by Board Policy, we are recommending extending the sunset review date and approval of amended language for Board Policy No. 3.150 – Emergency Management Implementation Task Force Policy. The amended language generally includes the following:

1. Extension of the sunset review date of the Policy to March 3, 2019;
2. Recommendation that the Board of Supervisors' policy be extended, as it is the authorizing program for the Department's work with the Topanga Emergency Management Task Force and other Unincorporated Areas. The language in the Policy is still relevant with one small exception: there is a reference to County Office of Public Safety. The functions of that Office were transferred to the Sheriff's Department when our Operations Cluster was dissolved.

The amended policy has been reviewed by County Counsel and affected municipal services departments. Their comments and advisement have been considered in the revisions to the Policy. Attached is an edited version of the Policy, as required by Board Policy.

The Chief Executive Office, Office of Emergency Management, has requested to be placed on the Audit Committee's January 21, 2016 agenda, so that staff will be able to respond to questions that the Committee may have.

If you have any questions or require further information, please contact Jeff Reeb, Director, Office of Emergency Management, at (323) 980-2261, or via email at [jreeb@ceooem.lacounty.gov](mailto:jreeb@ceooem.lacounty.gov).

SAH:TT:JLR:lac

Attachment (1)

c: Executive Office, Board of Supervisors  
County Counsel

*"To Enrich Lives Through Effective And Caring Service"*

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Los Angeles County  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
3.150	Emergency Management Implementation Task Force Policy	03/03/09

### PURPOSE

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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

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July 3, 2001, [Board Order #70](#)

September 20, 2005, [Board Order #62-C](#)

October 23, 2007, [Board Order #12](#)

## POLICY

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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

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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 Sheriff's Department~~ 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**

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**Issue Date: March 3, 2009**

**Sunset Date: March 3, 2012**

**Issue Date: July 19, 2012**

**Sunset Date: March 3, 2016**

**Issue Date: December 17, 2015**

**Sunset Date: March 3, 2019**

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