

# CITY OF LOS ANGELES

California

## SYLMAR NEIGHBORHOOD COUNCIL

**PRESIDENT:** Kurt Cabrera-Miller

**VICE PRESIDENTS:**

**Administration: (Open Position)**

**Communications: Maria Silva**

**TREASURER: (Open Position)**

**PUBLIC RELATIONS: David M. Rodriguez**



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## SYLMAR NEIGHBORHOOD COUNCIL

### Special Joint Meeting of the EMERGENCY PREPAREDNESS COMMITTEE and BOARD MINUTES

Tuesday, April 18, 2017 5:30 pm to 7:30 pm

Sylmar Public Library, Community Room, 14561 Polk St. Sylmar, CA 91342

John Pacheco, Chairperson

Sylmar Neighborhood Council Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (“ ”) at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

1. **Call to Order:** The meeting was called to order by John Pacheco at 5:34. Present at the meeting were John Pacheco, Janet Gibson, Greg Hoerner and Emily Rubalcava. Also attending were; Martin McKibben, Marti Marshall, Ted Snyder and Sharon Washington.
2. **Roll Call/Introductions:** John asked members and visitors to introduce themselves.
3. **Housekeeping: Sign-In Sheets, Speaker Cards for Agenda Items, Recording and Timekeeper.** John Pacheco agreed to take minutes and act as Timekeeper.
4. **Public Comment** on matters not appearing on the agenda. No requests for additional items were made to the committee.
5. **Discussion and possible action** to approve the Minutes of the March 21, 2017 Preparedness Committee Meeting.  
Motion, made by Janet Gibson and seconded by Greg Hoerner. Motion to approve minutes from 3/21/17 EPC meeting passed with unanimous voice vote.
6. **Report on meeting with: Dr. Monte Perez,** President L.A. Mission College regarding possible collaboration on future preparedness activities. John gave a quick update on his meeting with the LA Mission College President. The President shared that the college was being considered for a back-up facility for LA City Emergency Services Communications. The college has also been designated as a shelter by the Red Cross. John asked the President if we could collaborate on other , including training some of their students as MAP trainers. President agreed and told John he would have one of his Assistant Deans contact the committee to set up a meeting to discuss collaboration.
7. **Discussion and Update on ongoing preparedness projects:**
  - A. **CERT Training.** Greg gave an update on enrollment for the upcoming May CERT class which will be held at Olive View Hospital. The enrollment is approaching 60 sign ups. Greg shared a Flyer he created to support the marketing effort. Members were encouraged to take flyers to distribute around the community. Greg brought up the possibility of providing a CERT backpacks to those completing the training. Greg indicated the cost at around \$30 each. The committee was in favor of the idea and agreed to discuss further at the next meeting after we know how many will attend. The committee discussed coming to the first and last CERT class to recruit for our Sylmar CERT Team and agreed to provide food for the closing ceremony. Greg made the motion to purchase food, Janet seconded the motion which passed by unanimous voice vote..
  - B. **MAP Your Neighborhood.** Janet gave an update on her activities with regard to MAP training. Janet is completing training at Santiago Estates and is scheduled to provide similar training at the Mobile Home park that was devastated by the Sayre fire. John indicated he was still working on buying materials from Bill Hopkins.
  - C. **Business Preparedness Seminar** John told the group he had contacted several area business who have agreed to participate in the event. John is still trying to designate the host facility and is looking at a late June or early July date for the event.

## Recess

8. **Update from Public Safety Liaison.** Greg gave a brief update on related issues. Greg mentioned possibility of conducting a Disaster Survey.
9. **Presentation on Disaster First Aid by:** John Pacheco, Committee Chair and Instructor, American Heart Association. John provided a presentation on First Aid in a Disaster. John included training on stopping bleeding, treating Burns and First Aid for sprains and Broken Bones. John indicate these injuries were the most likely following a disaster. John utilized a video from the American Heart Association for the training.
10. **Update on SNC participation with other Foothill Neighborhood Councils to jointly support the 2017 Valley Preparedness Fair.** John asked Sharon if there had been any decision by the other foothill Neighborhood Councils on cost sharing for the event. Sharon indicated she was still working on the issue and would let the committee know at the May meeting

**12. Future Agenda Items:** Future Agenda Items: Please e-mail the EPC Chair at John.Pacheco@sylmarnc.org by the first of the month for that months' meeting.

**13. Closing Remarks, Announcements, Acknowledgements, and Adjournment** Meeting adjourned at 7:25

**Next Meeting;** Tuesday, May 16, 2017 Sylmar Public Library-Community Room.

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All Agenda items may include presentations, discussions and actions by the Committee for recommendations to the SNC Board of Directors. The Board of Directors may discuss the recommendations and take action on the item, which could result in a Community Impact Statement to the City and/or a position letter to a City agency.

Stakeholders may comment on any Agenda item only when the item comes up for discussion. The Committee will determine the length of discussion and comment times. The attending stakeholders may be polled for their opinion on any Agenda item before the Committee takes action for a recommendation to the Board. Comments from the stakeholders on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the Public Comment period; however, the issue raised by a stakeholder may become the subject of a future Board meeting.

Si requiere servicios de traduccion, favor de notificar a la oficina 3 días de trabajo (72 horas) antes del evento. Si necesita asistencia con esta notificacion, por favor llame a nuestra oficina al (818) 833-8737.

#### **Reconsideration of Agenda Items - Bylaws (Article VIII)**

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- A. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- B. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting or at a special meeting within these specified time frames to address a Motion for Reconsideration.
- C. A Motion for Reconsideration may be proposed only by a Member of the Board who previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- D. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- E. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Executive Committee in advance of the deadline for posting notices for the meeting.
- F. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
- G. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

#### **Grievance Process – Bylaws (Article XI)**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall place the matter on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved.

Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

Directors are not permitted to file a Grievance against another Director or against the Council, except as permitted under the City's grievance policy.  
**(Remove after January 17, 2018)**