

CITY OF LOS ANGELES

California

SYLMAR NEIGHBORHOOD COUNCIL

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VICE PRESIDENTS:

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SYLMAR NEIGHBORHOOD COUNCIL

Special Joint Meeting of the EMERGENCY PREPAREDNESS COMMITTEE and BOARD MINUTES

Tuesday, May 16, 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, Marti Marshall. Also attending were; Martin McKibben, Farhad Barahmand, and Mark and Mariame Ditlo.
2. **Roll Call/Introductions:** John asked members and visitors to introduce themselves. John announced that Marti Marshall had accepted a temporary appointment to the EPC Committee.
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 April 18, 2017 Preparedness Committee Meeting.
Motion, made by Janet Gibson and seconded by Marti Marshall to approve minutes from 4/18/17 EPC meeting which passed with unanimous voice vote.
6. **Discussion and possible action** to revise EPC budget to include purchase of CERT Kits for graduates of Sylmar CERT program.
John advised the committee that with the end of the SNC fiscal year was approaching and a decision must be made now as to the funding request for the purchase of the CERT kits for the graduates of the current training. The best estimate is that the kits will cost upwards of \$3,000 for all 60+ graduates. John Pacheco reminded the committee that most of the supplies were already in the budget that had been submitted by Greg earlier this year. Instead of waiting for these items to be included in the “Emergency Supply Storage Container” it makes more sense to buy them now for the graduates. Motion to approve this change was made by John and seconded by Janet Gibson . Motion carried by unanimous vote.
7. **Discussion and Update on ongoing preparedness projects:**
 - A. **CERT Training-** Training is well underway. The committee is currently supplying water and snacks for each meeting and will provide food for the last class on June 21, 2017.
 - B. **MAP Your Neighborhood-** Presentations continue. John advised the committee that the MYN material can be ordered from Washington State at no charge John will request the \$500 that had been approved for the MYN material and stickers be utilized for MYN flyers as well. Motion made to support change, seconded by Janet Gibson, motion passed with unanimous vote.
 - C. **Business Preparedness Seminar-**John announced that he was moving the seminar to September and had approached a variety of local businesses who have agreed to sponsor the event. John mentioned tht the Olive View Hospitl Community Room currently being used for the CERT training would be ideal for the seminar. John will ask Greg for his contact and make a request for use of the room.

Recess

8. **Update from Public Safety Liaison.-** Greg was not available for the update this meeting.
9. **Presentation on Financial Preparedness by:** Janet Gibson , member Emergency Preparedness Committee and Financial Planning Professional. Janet gave a talk on the importance of financial planning and discussed the three basic components of that plan. Janet explained that a sound financial plan should address the emergency needs as well as both short and long term financial requirements. Janet said that it was of paramount importance that everyone creates a budget and to review that budget every six months. Once created, individuals should stick to the budget and any additional funds be allocated as savings. Janet also discussed “Debt Stacking” and advised the group that the most effective way to reduce credit card debt was to pay off smaller accounts first so that monies would be made available sooner to focus on larger debts. Janet suggested that by paying of smaller debts first, the monies that are freed up after the debts have been cleared can then be used to pay off the larger debts.

- 10. Update and possible action on SNC participation with other Foothill Neighborhood Councils to jointly support the 2017 Valley Preparedness Fair.** John requested committee to consider making formal request to the board for \$500 for our participation in the event. John pointed out that while we have not heard from the other foothill area councils he believed that some of them would participate. Janet made the motion to request the funds, John seconded the motion which passed by unanimous vote.
- 12. Report on status of discussions for collaborative preparedness project with L.A. Mission College.** Martin McKibben advised the committee that LA Mission is in the process of developing an emergency preparedness program. The nature of the effort is not known at this time. A discussion followed regarding need to be certain our efforts were not going to be duplicated by those of the college. John told the committee that from his meeting with the college president, it appeared that part of the Mission College effort was to offer the campus as a backup emergency communication facility for the city. John suggested that SNC would be happy to work with the college on any preparedness efforts that they develop.
- 13. 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 month's meeting.
- 14. Closing Remarks, Announcements, Acknowledgements, and Adjournment-** Janet suggested that we look into moving some of the committee meetings to Wednesdays to facilitate inclusion of CERT participants in our meetings. John indicated he would discuss with the library administrator as he had already made a request for the room use for the next six month period starting in July. Meeting adjourned at 7:19pm.

Next Meeting; Tuesday, June 20, 2017 Sylmar Public Library-Community Room.

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)