

# 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:** (Open Position)

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## SYLMAR NEIGHBORHOOD COUNCIL

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

Wednesday, July 19, 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, Greg Hoerner and Andrew Pacheco. Also attending were; Martin McKibben, Ann Job, Mark and Mariame Dtlco, Sandy Pacheco, Tayler Vaughan, Jon Brown, Robyn Farrow, Bob Farrow, Linda Wilifurd, Darlene Walker, Sharon Hawkins, Robert Lamb, Ray Wepprecc, Susan Wepprecc, Mary List, Tay Aston, Loren Santos, Kirsten Medina, Alvaro Tenorio, Mary C., and Lupe Sanchez.
- 2. Roll Call/Introductions:** John asked members and visitors to introduce themselves. John announced that Andrew Pacheco had accepted a temporary appointment to the EPC Committee to coordinate the upcoming Business Preparedness Seminar. Andrew is an MPA Student at CSUN with specialty of Emergency Preparedness. Andrew is local stakeholder and also John's son.
- 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. Martin McKibben, mentioned that Mission College was moving ahead with their preparedness project. Martin will attempt to get more information and invite representative to attend next meeting.
- 5. Discussion and possible action** to approve the Minutes of the June 20, 2017 Preparedness Committee Meeting. Minutes are still being completed, item moved to next meeting.
- .6. Discussion and update on ongoing preparedness projects:**
  - A. CERT Training-** Attendees will be receiving training in the program later in this meeting in MYN. Backpacks were distributed. Greg announced that for those not attending tonight, backpacks would be available at the next SNC and EPC meetings. Janet mentioned the need for volunteers at the Oct 7 Valley Preparedness Fair. Janet also discussed acquiring T-Shirts for CERT graduates. The T-Shirts will have “Sylmar CERT” printed on them but not use the SNC logo, thereby avoiding a lengthy approval process. Shirts are available for purchase for nominal fee from vendor.
  - B. MAP Your Neighborhood** – See item 8. John is completing the flyer to promote the program and the sticker that will be put on the MYN handouts with SNC logo. John said he is just waiting for camera ready logo to complete the effort.
  - C. Business Preparedness Seminar- Presentation by Andrew Pacheco. MPA Candidate, CSUN-**Discussion on planning for October/November Business Preparedness Fair. Andrew gave a brief presentation on the upcoming Business Preparedness Fair reviewing proposed agenda and time lines. Andrew estimates the cost not to exceed \$750.00. The event is planned for November at the Olive View Hospital conference room that was used for the CERT training. The event will run from 9AM to 1PM, with a light breakfast and lunch served. Potential speakers include , Fire, FEMA and SBA. Suggestion made to have an Active Shooter presentation as an additional incentive for attendees. Marti Marshal will check with LAPD. Paul Weinberg, ES Director from Santa Monica will be keynote. Andrew plans a door to door marketing effort with local business.
- 7. Discussion and possible action on planning for SNC EPC participation** (with other Foothill Neighborhood Councils) for the 2017 Valley Preparedness Fair. John brought up our collaborative project with other foothill area NC's. Discussion followed regarding focus of our booth. All agreed that wildland fire is a priority. It was also suggested the large animal evacuations should be included.

## Recess

- 8. Map Your Neighborhood-Train the Trainers :** Bill Hopkins, Southern California Preparedness Foundation. Bill Hopkins provided a Train the Trainer presentation to the attendees. Members and attendees were given instruction on how to deliver the training and reporting and materials access was discussed.
- 9. Closing Remarks, Announcements, Acknowledgements, and Adjournment-** John introduced Jon Brown from the American Red Cross who discussed an upcoming Smoke Alarm Installation project scheduled for October in Sylmar. The committee had previously agreed to support the effort and now a

date has been confirmed. Jon pointed out potential date conflict with Valley Preparedness Fair and agreed to see if date could be changed. CERT volunteers will be offered opportunity to assist.

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

**Next Meeting;** Tuesday, August 15, 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)**