

#### **Officers**

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**Meeting of the EMERGENCY PREPAREDNESS COMMITTEE – Minutes**

John Pacheco, Chairperson

Tuesday, June 28, 2016 5:30 pm to 7:30 pm

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

Sylmar Neighborhood Council Emergency preparedness Committee Minutes are a summary, not an exact, word-for-word transcript of what was said at the Meeting.

1. **Call to Order** The meeting was called to order by John Pacheco at 5:58 pm. Present at the meeting were John Pacheco, Greg Hoerner and Janet Gibson

Also attending were; Ann job, Leah Blose, Hermes Ayala, Martin McKibben, Marti Marshall and Beatrice McGarry

1. **Housekeeping, Sign-In Sheets:** Sign-In Sheets, Speaker Cards not necessary. John Pacheco and Greg Hoerner agreed to take the minutes.
2. **Public Comment on non-agendized matters, within the Committee’s subject matter jurisdiction.** No requests were received from attendees to comment under this item.
3. **Welcome and Introductions** John Welcomed committee members and other attendees to the meeting. Attendees introduced themselves and shared a brief explanation of what brought them to attend the meeting.
4. **Video Presentation; “Preparedness Now”** John introduced the video “preparedness Now” the video was created by USGS and portrays the effects of a large magnitude earthquake on the San Andreas Fault.
5. **Discussion and possible action to appoint Members to the Emergency Preparedness Committee.** John opened the item for discussion by members and other attendees. John indicated that there were currently 5 members but that the number could be increased to 7 per SNC guidelines. Ann Job commented on the fact that (5) was a sufficient number. This idea was supported other attendees who pointed out the fact that goal of the EP Committee was to encourage all stakeholders who wanted to become involved in Sylmar preparedness programs to take be consider as a member of a preparedness “advisory group”. It was agreed to keep voting membership to (5) members but to consider all attendees who desired to be listed on our “Preparedness Roster’ as active members of our planning team.
6. **Discussion and Possible Action on Proposed Mission Statement for the Emergency Preparedness Committee**. John presented a draft version of a “Mission Statement” for the EP Committee. It was pointed out that the reference in the document to the committee’s' support for LA City preparedness related initiatives should be broadened to include other government entities under whose jurisdiction we might be included in. John agreed to modify the original draft and to represent the document for approval at the next meeting.
7. **Discussion and Possible Action on Proposed Objectives for FY 2016 and beyond -** Greg Hoerner gave a presentation on proposed committee objectives for FY 2016/17. The presentation included the following areas of focus. Identifying Liaisons- Reaching out to local and region wide disaster agencies, other Neighborhood councils and stakeholders to assist the committee in developing our disaster plan. Planning-Including the creation of a written Disaster Plan, Training- Creation of a CERT contingent for Sylmar and the provision of required CERT training as well as other classes that would be beneficial for local preparedness activities , Outreach- Development of a plan to provide preparedness related information to residents through web posting, events and programs. Long Range Goals- Included acquisition of a disaster supply cache for Sylmar area as well as a mock disaster or exercise for Sylmar Council members and stakeholders. Meeting Specific-Include presentations on preparedness related topics at each meeting with guest speakers as warranted by topics to be presented.
8. **Discussion and Possible Action on Assignments.** Item was deferred to upcoming meetings.
9. **Discussion and possible action to set a regular meeting schedule for the Emergency Preparedness Committee.** John advised the attendees that he had reserved the meeting room currently being used for the meeting for the next (6) month’s on the third Tuesday of each month through December 2016. John advised the attendees that this was the only date that allowed for same meeting date on a monthly reoccurring basis. Attendees agreed with a 5:30 start time and recommended the meeting continue on the third Tuesday of each month
10. **Committee Member Comments on subject matters within the committee’s jurisdiction.** Greg Hoerner suggested that future meetings be scheduled so as to put “business matters” at the start of the meeting to allow individuals who only wish to attend the preparedness presentations to attend that portion of the meeting. John agreed to try this approach and to schedule the “business portion “ of the meeting from 5:30-6:00 pm with the remainder of the agenda focused on more community level discussions and presentations.

Greg asked members who wished to be included in future mailings, activities or programs to complete a survey indicating their areas of interest or special skills or training along with contact information.

Greg also shared a listing of items that could be made available at each meeting to allow attendees to put together their own disaster kit. Greg will follow up with SOS to discuss having items made available for upcoming meetings.

1. **Future Agenda Items: Please e-mail the EPC Chair at** [**John.Pacheco@sylmarnc.org**](mailto:John.Pacheco@sylmarnc.org) **by the first of the month for that months’ meeting.**
2. **Next Meeting;** Tuesday, July 19, 2016 Sylmar Public Library-Community Room
3. **Closing Remarks, Announcements, Acknowledgements and Adjournment**

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.

Any Committee action may be reconsidered following the Meeting when the original action occurred. A Committee Member makes a Motion for Reconsideration and if approved another vote on the issue takes place based on the reasoning for the reconsideration. The Committee Member must have been on the prevailing side of the action/issue.

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

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

1. 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.
2. 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.
3. 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").
4. 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.
5. 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.
6. A Motion for Reconsideration that is properly brought before the Board may be seconded by any Member of the Board.
7. This reconsideration process shall be conducted at all times in accordance with the Brown Act.