City of Beverly Hills

Health and Safety Commission
Regular Meeting

June 22, 2009
4:00 PM
City Hall Room 280-A

Enhancing the Health and Safety of Our Community
CITY OF BEVERLY HILLS
City Hall Room 280-A
AGENDA

HEALTH AND SAFETY COMMISSION REGULAR MEETING
June 22, 2009
4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES
   • Consideration of minutes of May 18, 2009.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE
   At this time, members of the public may address the Commission regarding any items
   not on the Agenda that are within the subject matter jurisdiction of the Commission. By
   State law, the Commission may not discuss or vote on items not on the Agenda.

E. REPORT FROM THE CHAIRPERSON
   • Mayor’s Cabinet Meeting – May 26, 2009 and June 10, 2009.
   • Other items of interest.

F. DIRECTOR’S REPORT
   • Report from Myra Lurie, Beverly Hills School District Board Member
   • Information Only:
     a) Commission Calendar
   • Other Items:

G. NEW BUSINESS
   1. Neighborhood Watch Meetings – Sgt. Mike Foxen and Ofc. Don Chase
   3. Report from City Council Liaison Meeting
   4. Re-Appointments, Rotations, and Fiscal Year vs. Calendar Year
   5. Report from Health and Safety Week Committee Meeting

H. COMMENTS FROM COMMISSIONERS
   Commissioners’ brief responses to public comments, questions for clarification, brief
   announcements, request for information, and brief reports on activities.

I. ADJOURNMENT
CITY OF BEVERLY HILLS
City Hall Room 280-A
MINUTES

HEALTH AND SAFETY COMMISSION REGULAR MEETING
May 18, 2009
4:00 p.m.

A. ROLL CALL

Commissioners Present: Setian, Judelson, Vice Chair Landau, Chair Seidel
Commissioners Absent: Kopeikin, Aronberg

Commissioner Aronberg arrived at 4:40 p.m.

Guests: Detective Ebrahim Ashabi
Staff: P. Mottice Muller, K. Ryan, D. Cartagena, K. Lichtig, Lt. T. Lee, Sgt. S. Davis, Ofc. A. Guvlekjian, Capt. B. Lessing

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES

MOVED by Landau, SECONDED by Judelson to approve the REVISED minutes of the meeting on March 23, 2009 (6/0)
Ayes: Setian, Millan, Judelson, Aronberg, Landau, Seidel
Noes: None
Absent: Kopeikin
CARRIED.

MOVED by Aronberg, SECONDED by Landau to approve the minutes of the meeting on April 27, 2009 (6/0)
Ayes: Setian, Millan, Judelson, Aronberg, Landau, Seidel
Noes: None
Absent: Kopeikin
CARRIED.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

None.

E. REPORT FROM THE CHAIRPERSON

MAYOR’S CABINET MEETING – No report, next meeting will take place on May 26th.

OTHER ITEMS OF INTEREST:
- Chair Seidel reported that Vice Chair Landau recently received the Police Department’s Lawrence Shapiro Award for his dedication to volunteerism.
- Commissioner Setian briefly told the Commission about the Vahagn Setian Charitable Foundation event which took place on May 3rd.

F. DIRECTOR’S REPORT

REPORT FROM MYRA LURIE, BEVERLY HILLS SCHOOL DISTRICT BOARD MEMBER
• Chair Seidel read the following report from Myra Lurie, who could not attend the meeting:

I'll be attending the California School Board Association's Legislative Action Conference in Sacramento on Monday. There is not much to report regarding the schools at the moment, other than a few Measure E bond program updates:

1. Horace Mann School's Annex building and the Rotunda building will be removed and the board voted on Tuesday to replace them and some of the modular classrooms with a new structure that will also add a multi-purpose room to the campus. The new structure is currently planned to provide 21,312 square feet. This project is important for the health and safety of our students inasmuch as the Annex building had issues of creosote (rendering it uninhabitable except for the restrooms) and the Rotunda Building has foundation issues.

2. The Board voted to site the Alternative Education Center in the Annex building on the District Office parcel. That structure will be remodeled and rehabilitated, thus recycling the major portions of the structure. This new campus addresses a safety issue inasmuch as it removed the continuation students and adult education students from the main campus.

3. The Board voted to begin the design development process on a new high school building. This building is part of an overall high school remodel that addresses the issues of undersized classrooms and the need to route visitor traffic through a single, monitored access point for the security and safety of the student population.

We continue to advertise the CPR Family night event on June 7 and hope to see our district's families participate.

That's all I had to report for the moment. Please convey my apologies to the Commissioners for my having to miss the meeting. It's always my pleasure to attend and pass on the interesting information that I learn.

All the best,
Myra Lurie

Director Mottice Muller provided to the Commission documents including information on the 4.7 earthquake which occurred on 5/17/09.

• INFORMATION ONLY:
  a) Commission Calendar – no discussion

• OTHER ITEMS
  Neighborhood Watch Meetings – Commissioners briefly discussed the lack of publicity for the meetings. Despite the lack of publicity, the Commission noted that all those attending were very interested in the program. Twenty-five Neighborhood Watch meetings have taken place. Commissioners Aronberg and Judelson received mass notification phone calls about the meetings. Commissioners Millan and Setian noted that their phone numbers are unlisted, so they did not receive the call. A meeting notice appeared once in the Beverly Hills Weekly and in the Community Newsletter.

G. NEW BUSINESS
1. PRESENTATION ON ISLAMIC TERRORISM - DETECTIVE EBR AHIM ASHABI OF THE LONG BEACH POLICE DEPARTMENT
Detective Ebrahim Ashabi was introduced by Sgt. Shan Davis. Detective Ashabi presented information on terrorism as it relates to Al Qaeda, Pakistan, Europe, Iran, Somalia, North and South America, Mexico, and Southern California. Commissioner Millan asked Det. Ashabi what individuals can do to make a difference when it comes to terrorism. Detective Ashabi responded that everyone should educate themselves on past and current situations, as well as to prepare themselves and their families for a disaster (including such preparedness items as food, water, first aid, etc).

2. COMMUNITY OUTREACH – no discussion

Commissioner Judelson left the meeting at 6:05 pm.

H. COMMENTS FROM COMMISSIONERS
Commissioner Millan attended the Farmer's Market on May 3rd to hand out materials on H1N1 Flu and to answer questions from residents. It was noted that residents were not panicked about the situation and appreciated the information.

Commissioner Millan expressed concern about budget cuts that will result in reduced safety in the community. The Commission agreed to monitor such situations to be prepared to give recommendations in the future and the possibility of supplementing program cuts in some way.

Commissioner Aronberg asked about the status of developing a Health and Safety award. Director Mottice Muller noted that this will be a work plan item for fiscal year 2009-10 and will be added to the July agenda.

Vice Chair Landau reported that following Sunday night's earthquake, a DCS Net check-in took place.

I. COMMISSIONERS' INSTRUCTIONS TO STAFF
None.

J. ADJOURNMENT
There being no further business, Chair Seidel, with the consent of the Commission, adjourned the meeting at 6:29 pm.

PASSED, Approved and Adopted
This _______ day of ________, 2009

__________________________
David Seidel, Chair
# HEALTH AND SAFETY COMMISSION CALENDAR

Updated: 6/15/09  
** = New Item Added

<table>
<thead>
<tr>
<th>JUNE 2009</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 22</td>
<td>4:00pm</td>
<td>Health and Safety Commission Meeting</td>
<td>City Hall 280-A</td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JULY 2009</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 8</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td>DS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 27</td>
<td>4:00pm</td>
<td>Health and Safety Commission Meeting</td>
<td>City Hall 280-A</td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUGUST 2009</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 12</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td>PL (DS out of town)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 24</td>
<td>4:00pm</td>
<td>Health and Safety Commission Meeting</td>
<td>City Hall 280-A</td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER 2009</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 9</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td>DS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 21</td>
<td>4:00pm</td>
<td>Health and Safety Commission Meeting</td>
<td>City Hall 280-A</td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### OCTOBER 2009

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>14</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td>DS</td>
</tr>
<tr>
<td>Thu</td>
<td>15</td>
<td></td>
<td>The Great California Shakeout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>26</td>
<td>4:00pm</td>
<td>Health and Safety Commission Meeting</td>
<td>City Hall 280-A</td>
<td>All</td>
</tr>
<tr>
<td>M-Sat</td>
<td>26-31</td>
<td></td>
<td>Health and Safety Week</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NOVEMBER 2009

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>1</td>
<td>9:00-1:00p</td>
<td>Health and Safety Expo at Farmer's Market</td>
<td>Civic Center Drive</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>11</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td>DS</td>
</tr>
<tr>
<td>Mon</td>
<td>23</td>
<td>4:00pm</td>
<td>Health and Safety Commission Meeting</td>
<td>City Hall 280-A</td>
<td>All</td>
</tr>
</tbody>
</table>

### DECEMBER 2009

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>9</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td>DS</td>
</tr>
<tr>
<td>Mon</td>
<td>14</td>
<td>4:00pm</td>
<td>Health and Safety Commission Meeting</td>
<td>City Hall 280-A</td>
<td>All</td>
</tr>
</tbody>
</table>

### JANUARY 2010

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>13</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td>DS</td>
</tr>
</tbody>
</table>
### FEBRUARY 2010

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>10</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td></td>
</tr>
</tbody>
</table>

### MARCH 2010

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Meeting/Event</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>10</td>
<td>4:30pm</td>
<td>Mayor's Cabinet Meeting</td>
<td>280-B</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: June 22, 2009
SUBJECT: Neighborhood Watch Meetings

Sergeant Mike Foxen and Officer Don Chase will give a brief follow-up on the Neighborhood Watch Meetings.
TO: Health and Safety Commissioners  
FROM: Pamela Mottice Muller, Director Office of Emergency Management  
DATE: June 22, 2009  
SUBJECT: Implementation of the New Mass Notification System

INTRODUCTION
Mass notification systems allow large numbers of people to be contacted simultaneously via multiple methods including land-line phones, cell phones and email. A new mass notification system has been installed in the City to replace the old Teleminder system. The new system is capable of quickly disseminating information to the entire population of the City of Beverly Hills in less than 15 minutes. The old Teleminder System was slow, hard to program and could only notify individuals through phone lines.

The new Mass Notification System will have the following usages:
- ability to notify Employees in an emergency,
- ability to notify the Community, in an emergency, through uploading the AT&T 911 database and the use of the white page data,
- ability for the Community to add other methods of notification, besides the number listed in the 911 database (e.g. cell phones, email etc.) to the emergency notifications, and
- ability for the Community to sign-up for non-emergency notifications.

Community is defined as both residential and business. This paper serves to provide information on the system and review the current policy on its emergency usage. This policy is not intended to replace personnel recall policies and procedures or other policies; it merely covers the expanded capabilities of an upgraded mass notification system.

SYSTEM RESPONSIBILITY
The Police Department is responsible for the emergency usage of the system. This would include sending test and emergency messages. The Office of Emergency Management supports the overall emergency use of the system.

One of the new capabilities is the added possibility of using the system for non-emergency community outreach and communication. Currently, non-emergency
communications is the responsibility of Policy and Management: Communications. This paper does not focus, but briefly touches on the non-emergency usage.

SYSTEM OVERVIEW

Data Sources

There are four distinct data sources that populate this system: the employee data, ESN 911 data, the white page data and the opt-in page data. This section describes these data sources.

Employee Data

The ability to contact employees is dependent on employees providing accurate and current contact information to the City. A City internal intranet form was created for employees to update and add personal information to the database. Employees are responsible for keeping their pages updated. Employee data will be maintained by Administrative Services: Human Resources who will also periodically remind employees to access the system to update their personal contact information. Information Technology (IT) will download the employee data once a quarter. Human Resources will assist IT in ensuring and maintaining the integrity of the data. The Office of Emergency Management (OEM) will periodically test this portion of the system. After a test/drill OEM will provide the overall City results and the individual Department results to the Policy group for follow up, if needed.

While, there is no law that precludes the City from requesting the data on the form, there is no mechanism to discipline employees who choose to withhold requested information. This essentially means that the City cannot compel employees to disclose the data (unless the City already has the data). Nonetheless, a case can be made that because all employees are disaster workers they must provide the City with basic contact information. If information is found to be incorrect during the testing phase, department heads will ask employees to update their data. The Police and Fire departments have internal policies that require that employees provide current phone numbers and home addresses in case of an emergency and must provide updated information within a certain time period after changing residences or phone numbers.

911 Data

The Beverly Hills Police Department has access to all unpublished landline telephone numbers in the City by special monthly subscription to an Emergency Service Number (ESN) 911 Database from AT&T. It contains all business and residential phone records, published and unpublished. This data is intended for automated telephonic notification devices only. Considered proprietary and confidential by state and federal statute, the use of unpublished information is also restricted by AT&T and may not be utilized for any purpose other than an emergency.

This data is updated every 45-days via a CD that is mailed to the Police Department. It will be uploaded in a timely manner to the system by the Police Department. This data is secured by several layers of security. Once 3N receives the 911 data from the Police Department, 3N will process via their internal processes to configure and format the
latest 911 data to incorporate zip code as required by 3N system. This process has been agreed to by all parties (3N, and the Police Department in the past).

**White Page Data**
This data is uploaded from the current public white pages and includes all businesses and residents numbers currently listed.

**Opt-In and Opt-Out Pages**
The opt-in page will allow residents and businesses to add additional contact information such as cell phone numbers, email addresses, text messages and business numbers. It also allows multiple family members to sign up to receive messages. The community will be directed to City's website to sign up. The Police Department Administrative Office will answer questions and assist residents with website problems or without a computer in signing up. A FAQ sheet was developed to assist the community.

Unfortunately, a citizen can opt out of the emergency notification for 45 days. In mid-2009, the company will add a feature which won't provide the option to opt-out.

An opt-in option could be advertised to the community to collect contact information for non-emergency notification such as for community information of general interest and announcements. This will be further studied by the Communications Office.

**Other**
The City's Office of Emergency Management will load any citizen registered in the special needs evacuation registry into the system.

The community white page data base and the opt-in database should be tested at least once a year by the Police Department. The Police Department, the Office of Emergency Management in coordination with the Communications Office will lead public outreach about the system and the opt in pages as it is implemented and in the future.

**PUBLIC NOTIFICATION USAGES**

**Emergency versus Non-Emergency Usage**
Usage of the system has been divided between "emergency" and "non-emergency" uses. Emergency uses generally refers to a serious property or life threatening event or condition and non-emergency uses generally refers to community outreach, advertising, and information dissemination. The current applicable policy for emergency use is already in place and is being grandfathered. Additional policy issues have been developed and entered into this document. It is not the paper's intent to address the non-emergency usage in this paper, but it will touch on the potential non-emergency uses.

The following is a summary of both emergency and non-emergency uses of the system:
Emergency Uses of 3N
It is important that everyone understands what defines emergency usage. Currently, if there is a question of whether a message is a non-emergency or emergency, then this should be discussed between the respective Department Head, and the Assistant City Manager-Chief Operating Officer and/or Deputy City Manager of Public Affairs, and/or Department of Emergency Management.

The following are approved emergency/disaster uses of the system. Examples of messages are kept in the Emergency Operations Plan:

Office of Emergency Management:
*Notification of Public:* Ability to contact residents and businesses in all declared and in some cases, undeclared disasters; alerts, watches and warnings.
*Notification of Employees:* Notifications and recall to all employees (home, work, cell numbers, text messages, and email), the ability to call employee out-of-state contacts/emergency numbers of all employees.

Police:
*Notification of Public:* Evacuations, notifications of protests or marches, notification of missing persons, notification of burglaries/other crimes in progress, shelter in place (crime in progress or other danger).
*Notification of Employees:* Notifications and recall of all employees and those with special skills (SWAT, crisis negotiators, etc.).

Fire:
*Notification of Public:* Fires, evacuations, other emergency related information, shelter in place (hazmat), Red Flag Alerts.
*Notification of Employees:* Notifications and recall of all employees and those with special skills (engineer) and shifts (A,B,C, certain groups and group leaders).

Public Works:
*Notification of Public:* Water, sewer and gas main breakages/issues/contaminations
*Notification of Employees:* Notification and recall of all employees and by special skills.

Public Notification Policy and Procedural Issues for Emergency Use
Emergency Messages Policy
- When the Emergency Operations Center (EOC) is not activated, the department sending the message (Police, Fire, and PW) is encouraged to ask the Communications Office of the City Manager to review the message. It is recognized that emergencies are such that this may not be
possible, so the proper approval chain within the respective Department should be followed.

- All messages, during EOC activation, must be approved by the EOC Director or Director of Emergency Services through the PIO. (EOP: Operations Section pg. 50).
- The AT&T database (911) is to be used for emergency purposes only.
- The white pages database will be used for only non-emergency messages if it is determined that the City wants to use the notification system for this means of communication.

Non-Emergency Uses
Departments & the IT Technical Advisory Committee have expressed an interest in using the system for non-emergency purposes such as in community outreach. The primary purpose of the system is to communicate with the public and employees in emergencies, but the system has wide applications for non-emergencies.

Non-emergency uses that have been suggested include:

**Police:** Street closures and event management, Neighborhood Watch Meeting announcements, DCS announcements, Road Closures

**Fire:** CERT and CPR classes (sign-up and refreshers),

**Community Services:** Outreach on community events such as Forum Series, Affair in Garden, Garden and Design Showcase, classes, library events, Adult Excursions, and an “I’m okay, you’re okay” system for seniors.

**PW:** Road construction, tree trimming.

**All Depts.:** Special Events

**OEM:** Special Events, public education, emergency drills and exercises

**Planning:** Notification of Public Hearing

**Public Notification Policy and Procedure for NON-EMERGENCY Use**
The Communications Office of the City Manager’s Office will review the system’s usage in the area of sending non-emergency messages to these residents/businesses who sign up and advise/make recommendations if this is an additional communication tool the City wants to use for non-emergency communication. Departments can have the ability to send out their own non-emergency messages. It is suggested that there would be a central office that coordinates these messages or at least reviews the messages before they are sent. Therefore; the central location methodology/processes is a good idea to broadcast the non emergency notification to public with assurance of integrity/correctness of the messages to public. Also Central location policy will protect
the system from broadcasting of unauthorized messages to Citizens and eliminates potential risk and security breaches. Such issues as priority levels and types of non-emergency messages need to be determined, how will non-emergency usage comply with current media polices and work with existing communications systems such as the City's E-Blast, who can send out messages, how frequent, on what subjects etc. and will non-emergency uses of the system interfere with effectiveness will need to be determined in the future.

SUMMARY
Currently the City is at the end of the emergency portion of the implementation process. The system has been tested using the 911 and white page data. The opt in page has been launched which will allow the City to collect alternate contact sources such as cell phones and email addresses, and the employees data has been loaded and tested. The Communications Office is currently rewriting the Policy direction for the non-emergency usage and plans to launch a message in the future on the need to conserve water.

The Communications Office will outreach to the Community, both residential and business, to encourage individuals to sign up through the City of Beverly Hills website to receive emergency messages to the alternate methods. Commissioners please encourage your friends and neighbors to sign up.
MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: June 22, 2009
SUBJECT: Health and Safety Council Liaison Meeting on June 8, 2009

The Health and Safety Council Liaison Meeting took place on June 8, 2009 with Vice Mayor Delshad and Councilmember Mirisch.

Chair Seidel and Vice Chair Landau will report on this meeting.

The attached handout was provided at the meeting.
HEALTH AND SAFETY COMMISSION
Enhancing the Health & Safety of Our Community

Status of Goals, Objectives and Work Plan Items 2009

To Create a “Community Culture of Awareness and Preparedness”
- Support campaigns to educate the community on the topic of disaster preparedness: National Preparedness Month, Health and Safety Week (formally Safety and Emergency Preparedness Week), and April Earthquake Month.
  o Supported April Employee and Community Pledge Drives.

- Encourage and Support Citizen Corp activities and involvement in a variety of ways including participation in the annual Neighborhood Watch meetings, and assisting in increasing membership and coordination between groups.
  o Attended all 25 NHW meetings presenting on the H&S Commission and encouraging preparedness and involvement.
  o Assisted in the PR for the NHW meetings by filming Cable ads and recording AM Radio announcements.
  o Attended multiple City events and Farmer’s Market to distribute information on emergency preparedness including pandemic flu planning. (e.g. Fire Service Day, Woofstock. Family Festival, Earth Day)

To Encourage Good Decision Making and Battle Complacency on Health and Safety Matters
- Evaluate the development and implementation of Health and Safety Awards and Recognitions.
- Supplement disaster preparedness message with other health and safety educational opportunities throughout the year.
  o Will complete outreach/brochure on fire extinguisher use/training.

To Serve as Ambassadors to the Community on Health and Safety Related Resources and Information
- Explore ways to provide resources to the community.
  o Liaison to BHUSD Facilities Security Committee Chosen
  o Provide input on the development of an emergency preparedness supply kit to be sold on SHOPBH.
• This has been discussed and the Commission decided the City will not sell kits but citizens will be referred to the many vendors already supplying kits.

• Support outreach to individuals with special needs and identify those needs before, during and after a disaster.
  o Assist in outreach in identifying those community members needing special attention in an evacuation or emergency.
  o Special Needs Registry completed, working jointly w/ Human Relations Commission to outreach to those who might need special assistance in times of evacuation/disaster.

2009 Speakers:

Presentation on Islamic Terrorism by Detective Ebrahim Ashabi of Long Beach Police Department

Presentation by Staff on the Following Topics:
  o Budget
  o UNITE Program
  o Water Reliability
  o Leaf Blower Enforcement
  o Update on Fresh Dining Ordinance Enforcement
MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Motlice Muller, Director Office of Emergency Management
DATE: June 22, 2009
SUBJECT: Re-appointments, Rotations, Fiscal Year versus Calendar Year

Re-Appointments
Currently the Commission is appointed for a two year term. The City Council may appoint Commissioners to an additional four year term. Because all Commissioners started at the same time, the end term dates are all the same. It is suggested, but not mandatory, that the Commission develops and recommends a plan to stagger the ending term date.

The City Council liaisons requested the Commission make recommendations to the City Council for the re-appointment and staggering of Commissioners terms. The following are a few suggestions:

- Instead of Commissioners being re-appointed for a four year term, some would be appointed for three, four and five year terms.
- Divide terms and then have Commissioners stagger term end date by year. For example, two would leave after three years, three would leave after four years and two would leave after five years.
- The above can be decided by a number of ways: pull names out of a hat, volunteers etc.

Per the City Clerk, the following is the basic re-appointment schedule:

- September: Possible Commissioner individual interviews for re-appointment with City Council Liaisons.
- October: Liaisons will bring recommendations for re-appointment to City Council. Commission brings staggering of term plan to City Council.
- November: City Council adopts re-appointments with terms.

Fiscal versus Calendar Year
Currently the Commission operates on a calendar year. The work plan and Chair rotation happens at the end of the calendar year. The City operates on a fiscal year of July 1 to June 30. All City departments work plans run on the fiscal year. Staff proposes the move of the work plan from the calendar year to the fiscal year.
It is also suggested that the work plan coincide with the Chair and Vice Chair terms. This allows one Chair and Vice Chair to develop and implement the work plan for their term. The Commission is asked to also consider changing the term of office of the Chair to Vice Chair to the fiscal year.

RECOMMENDATIONS
Staff recommends discussion and possible decisions on the following matters:
• process to stagger terms,
• change work plan to fiscal year,
• change Chair and Vice Chair term to fiscal year,
• extend current Chair's and Vice Chairs term to June 30, 2010 instead of ending December 2009. This is an extension of six months.
The Health and Safety Week Committee met on June 8, 2009.

Commissioners Aronberg, Judelson and Millan will report on the meeting.
Health and Safety Expo 2009

Confirmed Participants List:

1. American Red Cross Lifeline Services
2. American Red Cross Disaster Services
3. LA City Animal Care and Control
4. LA County W. Vector Control District
5. The Maple Counseling Center Crisis Response Team
6. Safe Moves
7. LA County Public Health
8. Quake Kare, Inc.
9. Impact- Personal Safety
10. National Weather Service
11. SafetyBeltSafe, USA
12. Automatic Generators, LT Electric & Lighting
13. Alyssa Ann Rush Burn Foundation
14. Teenline
15. Cedars: blood mobile, blood pressure, flu shots

Maybe:

1. Pioneer & Lucerne Hardware
2. Guardian Pool Fence
3. American Cancer Society

Left Messages & Emails:

1. South Coast Air Quality
2. Arrowhead Water
3. Project Get Safe
4. The Child ID Program
5. Sun Mate, Solar-Powered Emergency Equipment
6. California Poison Control System
7. Southern California Earthquake Center
8. Pet Rescue Association
9. Sure Safe