



City of Beverly Hills
Health and Safety Commission
Regular Meeting

December 19, 2011
4:00 PM
City Hall – Municipal Gallery
455 N. Rexford Drive

***Enhancing the Health and Safety of
Our Community***

A detailed Commission packet is available for review in the Library and City Clerk's Office.



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Manager's Office at (310) 285-1014. Please notify the City Manager's Office at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Conference Room 280-A is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.

CITY OF BEVERLY HILLS
City Hall – Municipal Gallery
455 N. Rexford Drive
Beverly Hills, CA 90210
AGENDA

HEALTH AND SAFETY COMMISSION SPECIAL MEETING

December 19, 2011

4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES

- Consideration of minutes of November 28, 2011

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 – December 14, 2011.
- Other items of interest.

F. DIRECTOR'S REPORT

- Information Only:
 - a) BH CPR Newsletter – December 2011
 - b) Commission Calendar
 - c) Article – Feds Call for Nationwide Ban on Texts, Phone While Driving
- Other Items

G. NEW BUSINESS

1. Resource Agreements – Staff will provide information on a project to work with local businesses to provide resources in times of disaster.

2. 2012 Meeting Dates – Commissioners will review next year’s monthly meeting dates, and advise of any major conflicts.
3. Earth Day – Staff requests the Commission’s suggestions for vendors to invite to participate in the City’s Earth Day celebration.
4. Stakeholder Summit – Commissioners will continue to discuss planning of the Stakeholder Summit scheduled for April 30, 2012.
5. CERT Update – Staff will provide an update on the possible reinstatement of the CERT program.
6. Work Plan – Staff will review status of current Work Plan items and discuss potential Work Plan items for Fiscal Year 2012/2013.

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
455 N. Rexford Drive
Beverly Hills, CA 90210
MINUTES**

HEALTH AND SAFETY COMMISSION REGULAR MEETING

November 28, 2011

4:00 p.m.

The meeting was called to order at 4:03 p.m.

A. ROLL CALL

Commissioners Present: Aronberg, Landau, Millan, Vice Chair Setian, Chair Judelson

Commissioners Absent: Kopeikin, Seidel

Staff: P. Mottice Muller, K. Ryan, S. Johns

Vice Chair Setian left the meeting at 4:55 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Landau.

C. COMMISSION MINUTES

MOVED by Aronberg, SECONDED by Setian to approve the minutes of the meeting on October 24, 2011 (5/0)

Ayes: Millan, Setian, Judelson, Aronberg, Landau

Noes: None

Absent: Kopeikin, Seidel

CARRIED.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

Gloria Weiner brought before the Commission her concern about the toxicity of dryer sheets and fabric softener. Ms. Weiner passed out a flyer detailing the dangers of using these products, and suggested enacting an educational program to teach families about the dangers of using dryer sheets and fabric softener. Ms. Weiner agreed to research this matter further.

E. REPORT FROM THE CHAIRPERSON

MAYOR'S CABINET MEETING – November 9, 2011 - Chair Judelson reviewed the items which were discussed by the other Commissions at the Mayor's Cabinet Meeting.

OTHER ITEMS OF INTEREST

Commissioner Landau reported that he has attended the past few FAC meetings, where construction plans using bond funds for Horace Mann School and Hawthorn School have been discussed.

Vice Chair Setian reminded everyone about the 2011 Vahagn Setian Memorial Walk/Run which will take place on Saturday December 3rd, 2011.

F. DIRECTOR'S REPORT

REPORT FROM MYRA LURIE, BEVERLY HILLS SCHOOL DISTRICT BOARD MEMBER

Ms. Lurie reported on the following items:

- Horace Mann and Hawthorne schools will be the first campuses to be addressed using bond funds.
- A preschool was proposed by another school board member.
- A new course was approved by the School Board at their last meeting. The course is intended for students who wish to pursue health or science careers.
- A further study will be done in relation to fault lines recently found underneath the high school.

Director Mottice Muller told the Commission that according to the Assistant Superintendent, a new School Board Liaison to the commission will be appointed at the School Board's December 6th meeting.

Chair Judelson thanked Ms. Lurie on behalf of the Commission for her dedication to the Health and Safety Commission over the past four years.

- Information Only:
 - a) Commission Calendar
 - b) Beverly Hills CPR Newsletter – November 2011
 - c) Public Awareness Advisory: Lyme Disease & Ticks
 - d) A Pocket Guide to Biting & Stinging Insects
 - e) Biting & Stinging Insects – What To Do & Who To Call

OTHER ITEMS

Director Mottice Muller provided an update on the City's next steps in regards to the MTA study as it relates to fault line data.

G. NEW BUSINESS

1. FINE ART FUND

Fine Art Commission Vice Chair Terri Smooke discussed how the fine art fund is endowed, how the process works, the difference between City-owned and developer-owned art, and guidelines on how fine art funds are spent and received.

Vice Chair Smooke also explained an iPhone "app" to the Commission which provides information on all art pieces within the City.

2. STAKEHOLDER SUMMIT

Management Analyst Serena Johns led a discussion among Commissioners.

Commissioners discussed which stakeholder groups should be invited to participate in the Summit.

MOVED by Millan, **SECONDED** by Aronberg to invite all of the City's stakeholder groups to the Emergency Management Summit (4/0)

Ayes: Millan, Judelson, Aronberg, Landau

Noes: None

Absent: Kopeikin, Seidel, Setian

CARRIED.

Commissioners continued with a discussion of themes for the Summit. Commissioners agreed on the general theme "Preparing our Community: Seeking Solutions and Sharing Strengths".

Director Mottice Muller stated that it will be helpful for Commissioners to do outreach to each of the stakeholders regarding the Summit. Director Mottice Muller also noted that at the December meeting, agenda items, and Commissioners' roles and responsibilities will be discussed. A list of the top 50 businesses (by number of employees) will be provided for the next meeting.

3. HEALTH AND SAFETY MESSAGE

For December's health and safety message, Commissioner Landau will record a radio message including the following points:

- If you are going to drink, don't drive. Find a designated driver for your holiday parties.
- Avoid distractions: especially don't text while walking or driving and
- Remember to follow all traffic rules when riding your bicycle

AJ Willmer spoke on behalf of the City's Technology Committee on a few issues. He stated that the City needs to be proactive in communicating City messages to interested parties through the use of SMS, email, Twitter and other communication tools.

4. ALERT AND WARNING SYSTEMS

Director Mottice Muller briefly discussed alert, warning and notification systems currently being used by the City and miscellaneous information on related topics.

H. COMMENTS FROM COMMISSIONERS

none.

I. ADJOURNMENT

There being no further business, Chair Judelson, with the consent of the Commission, adjourned the meeting at 5:55 p.m.

PASSED, Approved and Adopted

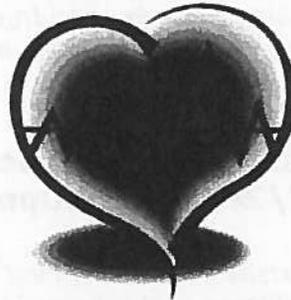
This _____ of _____, 2011

Debra R Judelson, Chair

Kathy Ryan

From: Pamela Mottice-Muller
Sent: Thursday, December 01, 2011 4:24 PM
To: Kathy Ryan
Subject: FW: News from Beverly Hills CPR

From: Beverly Hills CPR [mailto:bhccpr911@gmail.com]
Sent: Thursday, December 01, 2011 4:20 PM
To: Pamela Mottice-Muller
Subject: News from Beverly Hills CPR



December 2011

Beverly Hills CPR Newsletter

In This Issue

[Beverly Hills CPR December Class Schedule](#)

[Learn CPR Today!](#)

[Why Is CPR Important During the Holiday Season?](#)

Quick Links

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Did you know?

The average adult heart beats 72 times a minute; 100,000 times a day; 3,600,000 times a year; and 2.5 billion times during a lifetime.

Beverly Hills CPR December Class Schedule



BLS for Healthcare Providers
12/06/2011 @ 6:30PM
12/17/2011 @ 9:30AM
12/27/2011 @ 6:30PM

The BLS for Healthcare Providers Course covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation.

For healthcare providers such as EMS personnel, physician assistants, doctors, dentists, nurses, and respiratory therapists who must have a credential (card) documenting successful completion of a CPR course. This would also include nursing students, EMT students and anyone that is interested in becoming a BLS Instructor

Heartsaver CPR/AED
12/06/2011 @ 6:30PM

Join Our Mailing List!

Our Sponsors



[Visit Our Sponsor](#)

A very special thanks goes out to Mercedes-Benz of Beverly Hills. Thanks to their generous donation, the entire freshman class, over 500 students, will be trained in CPR/AED/ and First Aid at Beverly Hills High School.

12/17/2011 @ 9:30AM

12/27/2011 @ 6:30PM

The Heartsaver CPR Course teaches CPR and relief of choking in adults and children and infant CPR and relief of choking, and use of barrier devices and Automatic External Defibrillators for all ages.

Heartsaver First Aid

12/17/2011 @ 1:00pm

The Heartsaver First Aid Course teaches how to manage illness and injuries in the first few minutes until professional help arrives. Course content includes General Principles, Medical Emergencies, and Injury Emergencies. Optional topics include CPR and AED, and Environmental Emergencies.

Heartsaver / Pediatric First Aid

12/17/2011 @ 1:00pm

The Heartsaver Pediatric First Aid Course teaches how to manage illness and injuries in a child in the first few minutes until professional help arrives. Topics include First Aid Basics, Medical Emergencies, Injury Emergencies, Environmental Emergencies, Optional First Aid Topics, and CPR and AED.

Friends & Family CPR

12/14/2011 @ 5:30pm

Family members, friends and members of the general community who want to learn CPR but do not need a course completion card. The Family & Friends CPR program teaches how to perform CPR in adults, children, and how to help an adult or child who is choking.

Friends & Family Infant CPR

12/14/2011 @ 7:00pm

The Family & Friends CPR program teaches how to perform CPR on infants, and how to help an infant who is choking. The Family & Friends CPR program teaches how to perform CPR infants and how to help an infant who is choking.

Pet CPR

Call for Schedule

Please be advised that we also offer all of our classes as an online course followed by a short skills test that takes place one hour prior to each of our regularly scheduled

classes.

To obtain more information on class location, pricing, and to register, you can visit our website at www.bhcpr.org

Beverly Hills CPR Contact Info

455 North Rexford Drive

Beverly Hills CA 90210

(310) 281-2753

fax: (310) 550-9277

www.bhcpr.org

contact@bhcpr.org

Check us out on [Facebook!](#)

Beverly Hills CPR is a non-profit organization that relies on donations from the community to keep the program running. Through your generous donation you are helping to save a life.

To make a donation you can reach us at the contact information provided above.

Learn CPR Today!



Photo: Google Images

AHA Training Courses Available:



BLS Heartsaver CPR/AED First Aid



Beverly Hills CPR

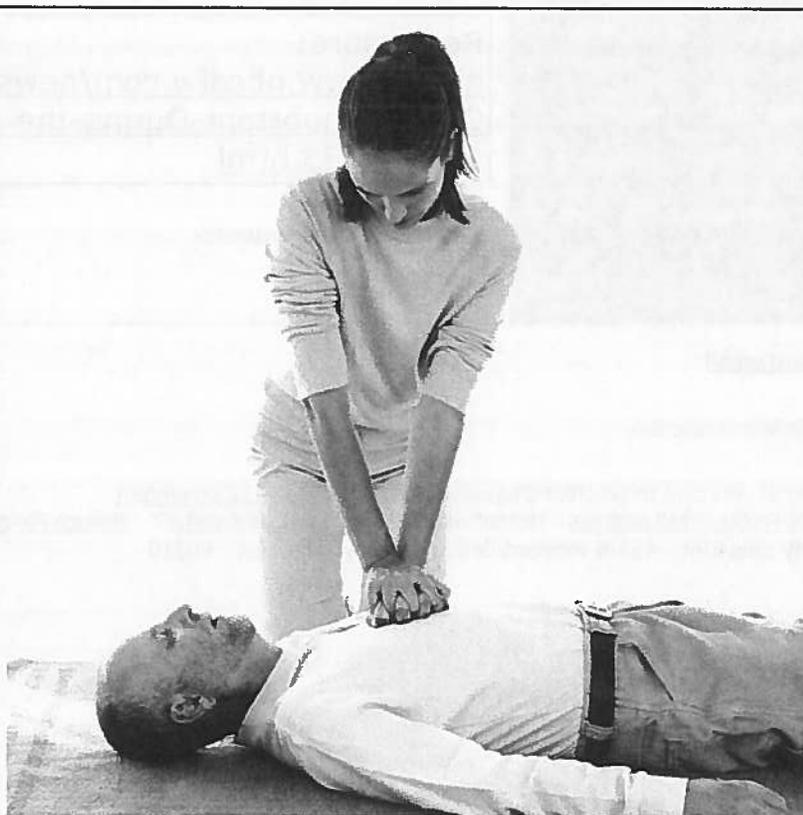
An American Heart Association Regional Training Center
**455 North Rexford Drive,
Beverly Hills, CA 90210**

(Next to the Fire Department and City Hall, across the street from
the Police Station and Public Library.)

310-281-2753

www.BHCPR.org

Knowing CPR is Important During the Holiday Season



The busy holiday season kicked in and so did the threat of the holiday heart attack.

Research done several years ago and published in *Circulation*, the journal of the American Heart Association, found more heart-related deaths on Christmas, the day after and on New Year's Day. Another study published in the *Journal of the American Medical Association* showed in cases where the heart stopped suddenly, a condition called Sudden Cardiac Arrest, survival improves if someone quickly starts CPR.

The Arizona Department of Public Health reported "when bystanders used the new chest-compression-only CPR, patients had a much better chance of living when compared to folks that were given the old fashioned CPR (the kind with chest compressions interrupted by mouth-to-mouth.)"

"The ones who do receive bystander CPR, they're chances of survival increase. It doubles or even triples," agreed Michelle Senson, RN, BSN, at The Heart Hospital Baylor Plano.

Read more:
<http://www.nbcdfw.com/news/health/Knowing-CPR-is-Important-During-the-Holidays-134569133.html>

Les Bronte
Administrative Coordinator
Beverly Hills CPR

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Beverly Hills CPR | 455 N Rexford Drive | Beverly Hills | CA | 90210

HEALTH AND SAFETY COMMISSION CALENDAR

Updated: 12/9/11

.DECEMBER 2011

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	19	4:00pm	Health and Safety Commission Meeting	Municipal Gallery	All

.JANUARY 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Wed	11	9:00am	Mayor's Cabinet Meeting	280-B	DJ
Mon	23	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.FEBRUARY 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Wed	8	9:00am	Mayor's Cabinet Meeting	280-B	DJ
Mon	27	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.MARCH 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Wed	14	9:00am	Mayor's Cabinet Meeting	280-B	DJ
Mon	26	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.APRIL 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Sun	15	9-1pm	Earth Day - Farmer's Market	Civic Center Dr.	
Mon	23	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.MAY 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	28	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.JUNE 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	25	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.JULY 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	23	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.AUGUST 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	27	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.SEPTEMBER 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	24	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.OCTOBER 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	22	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.NOVEMBER 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	26	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

.DECEMBER 2012

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	17	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

Kathy Ryan

From: Pamela Mottice-Muller
Sent: Wednesday, December 14, 2011 8:34 AM
To: Kathy Ryan
Subject: FW: Feds Call for Nationwide Ban on Texts, Phones While Driving

Can you put in packet Info only

Feds Call for Nationwide Ban on Texts, Phones While Driving



December 13, 2011 By Matt Williams

The National Transportation Safety Board (NTSB) called Tuesday, Dec. 13, for a nationwide ban on nearly all use of personal electronic devices — including cellphones and smartphones — by drivers.

The board's recommendation came in a review of a highway accident that occurred last year in Gray Summit, Mo., that killed two people and injured 38 others. A review determined the accident likely was caused by a distracted driver who sent several text messages in the moments before the pileup.

The NTSB's recommended that all 50 states and the District of Columbia ban drivers' "nonemergency use of portable electronic devices" except for uses that support the task of driving, such as GPS navigation. The board is also calling for the ban of drivers' use of hands-free calling technology.

The NTSB also urged CTIA — The Wireless Association and the Consumer Electronics Association to "encourage the development of technology features that disable the functions of portable electronic devices within reach of the driver when a vehicle is in motion; these technology features should include the ability to permit emergency use of the device while the vehicle is in motion and have the capability of identifying occupant seating position so as not to interfere with use of the device by passengers."

The board also wants states to heighten enforcement of existing laws that prohibit technology that contributes to distracted driving and to enact public awareness campaigns about the issue.

According to [the National Highway Traffic Safety Administration], more than 3,000 people lost their lives last year in distraction-related accidents", said NTSB Chairman Deborah A.P. Hersman in a statement Tuesday. "It is time for all of us to stand up for safety by turning off electronic devices when driving."

A press release announcing NTSB's recommendations cited a Virginia Tech Transportation Institute study of commercial drivers that found "a safety-critical event is 163 times more likely if a driver is texting, emailing or accessing the Internet."

According to the nonprofit Governors Highway Safety Association (GHSA) website, nine states, the District of Columbia and the Virgin Islands have laws on the books that prohibit all drivers from using handhelds. Thirty states and D.C. ban all cellphone use by "novice" drivers, which typically includes an age limit; 41 states ban novice drivers from texting. No state currently bans both handheld and hands-free use of personal electronic devices, according to the association.

A report on distracted driving released this year by the GHSA found there is no conclusive evidence that drivers' use of hands-free technology is less risky than handheld devices. About one-third of drivers routinely use a cellphone while driving, the report said. One driver was reported to have been distracted in 15 to 30 percent of crashes, although the report said that proportion could in reality be even higher.

You may use or reference this story with attribution and a link to <http://www.govtech.com/public-safety/Feds-Call-for-Nationwide-Ban-on-Texts-Phones-While-Driving.html>



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: December 19, 2011
SUBJECT: Resource Agreements

Currently a project to identify resources and pre-arrange agreements with businesses in the City is underway, spearheaded by volunteer Dr. Gordon Bagot. Attached is the documentation to be provided to the vendors/merchants. Dr. Bagot will call the managers and owners of these businesses to meet to discuss entering into this arrangement with the City. Staff will discuss the following:

- Project Overview
- Purpose of Project
- Emergency Services Ordinance
- Vendors Targeted

Commissioners are asked to assist in providing any contacts to any of these businesses.



DRAFT

Pamela Mottice Muller, Director of Emergency Management
Policy and Management

Dear _____;

The City of Beverly Hills would like to have your business to join us in protecting the citizens of this city. In keeping with its responsibility to aid the city's residents in the event of a city emergency, the city is attempting to ascertain the availability of resources necessary to meet an emergency within the city boundaries. As part of that effort, we need to determine the location of resources, and how best to access them when/if needed.

Since your business has been identified as a possible source of some resources, we ask that you work with us to make such resources available in the event of a city emergency.

How do you participate? The accompanying Letter of Agreement lays out the terms of the relationship between your business and the city in the event of an emergency. Please review the contents, and indicate your agreement by signing the letter. You may retain a copy, and return the signed original to the address below.

Sincerely,

Pamela Mottice-Muller
Director of Emergency Management
455 N. Rexford Drive
Beverly Hills, CA 90210
(310) 285-1025



DRAFT

Vendor Name
Vendor Address

Re: City of Beverly Hills Emergency Preparedness Purchasing Procedures

Dear _____:

We are writing to you because the City of Beverly Hills (the "City") is committed to emergency preparation. During an emergency, such as an earthquake, fire, floods or similar disaster, the City may need to urgently purchase the types of goods that _____ (the "Vendor") sells. As part of its emergency planning, the City is seeking advance cooperation from businesses such as yours to put into place procedures that will permit the City to efficiently procure the goods it may need to assist the public during an emergency.

By providing the information requested below and signing this Letter of Understanding, Vendor is agreeing to be a Participating Vendor and to assist the City in serving our community by complying with the following procedures during an emergency.

1. **Ordering Goods:** If the City, in its sole and absolute discretion, determines that it needs to purchase goods from Vendor during an emergency, a City representative will notify Vendor and place the City's order for goods. The City representative will provide their name and employee identification number. Without that employee's name and identification number, no order is deemed to have been placed and the City shall have no obligation to purchase any goods so ordered. Depending upon the nature of the emergency and the availability of communication services, the City will utilize one or more of the following means to place its order.
 - a. Phone: (_____) _____
 - b. Facsimile: (_____) _____
 - c. Email: _____
 - d. City Representative: A City representative may deliver the order in person if the above communication services are unavailable.
2. **Confirmation of Order:** Time is of the essence. Vendor will make every effort to immediately confirm the order, or indicate the amount of the order that Vendor is

capable of fulfilling. If the order is placed by phone, Vendor will confirm the order at the time the order is placed by phone. If the order is placed in writing, Vendor will confirm the order by using the confirmation contact information that will be included with the City's written order.

3. Price: The price charged by the Vendor shall not exceed the price permitted during an emergency in accordance with the Beverly Hills Municipal Codes and state law. The City has in place an anti-price gouging ordinance, a copy of which is enclosed with this letter.
4. Type of Payment: The City is asking Participating Vendors to accept City purchase orders as a form of payment, in addition to the other forms of payment listed below. This is important because, during an emergency, the City will only have a limited amount of cash, checks and credit cards available to pay for such purchases. The Vendor agrees to accept as payment from the City any and all of the following forms of payment:
 - a. A signed City purchase order (the purchase of goods indicated on the purchase order will be made pursuant to the terms of the purchase order, a sample of which is enclosed, with payment generally made by the City to the Vendor within thirty (30) days of delivery)
 - b. A City credit card
 - c. An executed City check
 - d. Cash
5. Payment and Pick-up of Goods: An authorized City representative may be dispatched by the City to pick-up the goods ordered and pay for the goods. The City representative may be a police officer of the City, a member of the City's fire department, or a civilian City employee. The City representative will present a City-issued identification card along with the form of payment. Do not release any goods unless a City-issued identification card is presented along with payment.
6. Delivery of Goods: If Vendor offers delivery services, the City may request that the goods ordered be delivered to a City location (such as an emergency shelter or City Hall).
 If Vendor offers delivery services, please check this box and indicate the amount Vendor charges for delivery: \$ _____
7. After-Hours Contact Information Form: Emergencies do not always strike during business hours. For that reason, we are asking you to complete the enclosed "After-Hours Contact Information Form" and return it with this signed Letter of Understanding.

- Please check this box to indicate After-Hours Contact Information Form is enclosed.

Because after-hours contact information is a critical component of the City's emergency planning, please notify the City if this information changes. The City, at its option, may send Vendor an annual reminder to update its after-hours contact information.

8. Cancellation: City or Vendor may cancel this Letter of Understanding with sixty (60) days written notice.
9. Notices. All notices and other communications between City and Vendor shall be in writing and shall be delivered in person to the person listed below or sent by certified mail (return receipt requested) or other delivery service which provides evidence of delivery, using the following addresses, or at such other address as may be furnished by either party; provided, however, orders of goods and order acknowledgements may be placed using the email address, facsimile number or telephone number as indicated in Sections 1 and 2 above. Mailed notices will be deemed communicated as of the day of receipt.

Notice Information – City:

Jeff Kolin, City Manager
City of Beverly Hills
455 N Rexford Dr.
Beverly Hills, CA 90210

Notice Information – Vendor:

Contact Name: _____

Vendor Name: _____

Address: _____

City/State/Zip: _____

Please complete the information requested above, have an authorized signer execute this Letter of Understanding and return this Letter of Understanding to the address under listed under "Notice Information – City."

The city wants to assure you that it will exercise the utmost consideration in availing itself of your generosity in participating in this necessary emergency management activity. If you have any questions, please do not hesitate to contact Pamela Mottice-Muller, Director of Emergency Management, at (213) 285-1025.

Very truly yours,

Jeffrey C. Kolin
City Manager
City of Beverly Hills

**Accepted and Agreed to on
behalf of Vendor by:**

Signed: _____

Print Name: _____

Title: _____

Vendor Name: _____

Enclosures:

- After-Hours Contact Information Form
- Sample City Purchase Order
- Anti-Price Gouging Ordinance

After-Hours Contact Information Form

Check here if the following information is being provided to the City of Beverly Hills as confidential, non-public information.¹

_____ (Vendor):

After hours Contact Person/Title: _____

Phone Number: _____

Alternate Number: _____

Address: _____

Email Address: _____

Store Hours: _____

Comments:

¹ Please note that, pursuant to state law, records of the City are subject to disclosure to the public unless a specific exemption is provided by law. The City will endeavor to protect from disclosure information provided in confidence on this form to the extent permitted by law.



CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Mottice-Muller, Staff Liaison
DATE: December 19, 2011
SUBJECT: 2012 Health and Safety Commission Meeting Dates

The following are the 2012 Health and Safety Commission Meeting dates:

Monday, January 23, 2012

Monday, February 27, 2012

Monday, March 26, 2012

Monday, April 23, 2012

Monday, May 21, 2012 (moved up one week due to Memorial Day)

Monday, June 25, 2012

Monday, July 23, 2012

Monday, August 27, 2012

Monday, September 24, 2012

Monday, October 22, 2012

Monday, November 26, 2012

Monday, December 17, 2012 (moved up one week due to Christmas Eve)

The May and December meetings for 2012 will be moved up one week due to the 4th Monday of May falling on Memorial Day, and the 4th Monday of December falling on Christmas Eve. There are no other conflicts with holidays for this year.

Commissioners are asked to advise if there are any other major scheduling conflicts or concerns about the 2012 schedule.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: December 19, 2011
SUBJECT: Earth Day - Health and Safety Vendors

The City's Earth Day celebration, facilitated by Public Works, will be held in conjunction with the Farmer's Market on Sunday, April 15, 2012.

Each year, the Office of Emergency Management has participated by having a booth that focuses on earthquake preparedness. In recent years Public Works has added a variety of disaster preparedness related vendors. With the Health and Safety Expo suspended for a couple years adding disaster preparedness vendors to Earth Day is a perfect way to maximize resources and continue to spread the disaster preparedness message.

Staff requests the Commission's suggestions for disaster preparedness vendors to invite to participate in the City's Earth Day celebration. Public Works Staff is always interested in adding new vendors and will follow up on any suggestions you may offer.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commissioners

FROM: Pamela Mottice-Muller, Director Office of Emergency Management

DATE: December 19, 2011

SUBJECT: Planning for the Community Emergency Management Stakeholder Summit

At the previous Health and Safety Commission meeting, the Commission discussed the 2012 Stakeholder Summit.

The Commission voted that the Summit should have the following theme:

- "Preparing our Community: Seeking Solutions and Sharing Strengths"

The Commission voted that the Summit would be offered to all businesses and organizations. The City would invite the 50 largest staffed businesses in the Community.

Staff requests that the Commission discuss the following items:

1. Discuss Stakeholder Meeting Participants

At the previous meeting the Committee decided to combine all stakeholders into one meeting. Staff is working on a list to identify the 50 largest staffed organizations in the City.

- Commissioners are asked to identify any specific organizations (Business, Medical, Chamber, Rotary, Schools, FBO, CBO, etc.) that are "must" attendees.

2. Save the Date, Invitation Approval

Staff has worked on a few mock ups for the Summit theme.

- Commissioners will be asked to provide input and/or approve one.

3. Commissioner's Roles- List of Attendees:

Staff has accumulated a list of top revenue generating businesses, schools, faith based organizations, community based organizations, medical affiliated businesses, and additional businesses from the Chamber of Commerce.

- Commissioners will be asked to select which organization(s) they would prefer to foster communication with before and after the Summit. Staff is asking that Commissioners pick either a type of organization or at least 5 specific organizations.

- Would Commissioners be willing to attend Chamber Meeting, Rotary, Medical Association meeting etc. to advertise Summit? What other meetings would be helpful to attend?
- If face to face contact would be made is it worthwhile to take disaster preparedness information to them beforehand?

4. Dissemination of Information

Once the list of possible attendees is finalized, staff will assist the Commissioners in disseminating information. Commissioners will be asked to discuss the following:

1. Do we send out Save the Date cards?
2. If so what option is preferred:
 - Staff provides “Save the Date” Cards to Commissioners at the January Commission meeting. Commissioners provide outreach to “assigned list of attendees”. Commissioners follow up with any questions, confirm attendance.
 - Staff mails “Save the Date” Cards prior to January meeting – Commissioners follow up with email, on-site visit, or phone call to determine any “Summit requests” and confirm attendance.
3. When should actual Invitation go out?

5. Handouts/Bag

Staff will have a prototype of a bag and handouts that would be given to attendees.

- If Commissioners approve Staff will proceed to order these items.

6. Speakers

There are speakers that specialize in disaster preparedness presentations for specific organizations e.g. business, FBO/CBO, medical. As we move into finalizing the speakers, Staff requests Commissioners thoughts about having one hour breakouts for each of these groups.

- If Commissioner’s feel this is a good idea, staff will then work on obtaining these speakers and report back on the next meeting.
- Staff will discuss proposed tabletop exercise activity and obtain feedback from Commission.

At the January Health and Safety Commission meeting Commissioners will:

1. Discuss Commissioners availability and roles the day of the Summit
2. Discuss Commissioners outreach efforts and goals for maximum attendance.
3. Review possible guest speaker choices.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: December 19, 2011
SUBJECT: Update on the Status of the Reinstatement of the CERT Program

Staff will provide an update to the Commission on the status of the reinstatement of CERT.



CITY OF BEVERLY HILLS
POLICY AND MANAGEMENT

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Office of Emergency Management
DATE: December 19, 2011
SUBJECT: Work Plan Status 2011/2012 and Work Plan 2012/2013

Staff is currently entering into budget preparation. Work plan items for 2012/2013 are due by January 16th. The following provides information to assist in developing work plan items and areas of interest for the coming fiscal year.

ESTABLISHED GOALS

The ongoing goals of the Commission are:

- To Create a "Community Culture of Awareness and Preparedness"
- To Encourage Good Decision Making and Battle Complacency on Health and Safety Matters
- To Serve as Ambassadors to the Community on Health and Safety Related Resources and Information

The Commission decided to distinguish between work plan and items of interest. The definitions appear below.

Work Plan Items: an actual task that will be completed by the H&S Commission e.g. Health and Safety Week, Health and Safety Awards

Item of Interest: subject matter/topics of interest to the Commission. Commission may want to study or have a staff member, or a subject area expert or a community member provide information to the Commission or public.

Current Year: 2011/2012

Work Plan Items for the 2011/2012 are as follows:

- Support a Community Emergency Management Stakeholder Summit, which will include leaders from the business, government, non-profit, faith/community based, volunteer organizations, medical and school communities.
- Work with the Police Department to implement a new Neighborhood Watch Program

Areas of Interest For 2011/2012:

- Use of the City's AM radio station and increase its city-wide use.
- Establish and begin monthly health and safety messages.
- Use of Surgery Centers in the event of a disaster.
- Follow up from the Police Department regarding pedestrian and cyclist safety.

Next Fiscal Year: 2012/2013

The Commission needs to begin discussions on work plan items and areas of interest.

One suggested work plan item for 2012/2013 is to reinstate and support the CERT program.