

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



West Hills Neighborhood Council

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Public Safety and Emergency Preparedness Committee/West Hills Neighborhood Council **Meeting Amended Agenda**

Thursday August 18, 2016 6:30 PM– 7:30 PM
At West Hills Hospital – First Floor Conference Room
7300 Medical Center Drive, West Hills, CA 91307

This meeting is open to the public. Doors open at 6:15 p.m. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

Call to order

Public Comment

Old Business

1. Discussion on possible action on Committee Operating Rules (See attached)

New Business

1. Discussion and possible action on procedures for issuing Neighborhood Watch Signs (See attached)
2. Discussion and possible action on procedures for issuing MYN tool kits (See attached)
3. Discussion and possible action on a CIS regarding CFI15-1006 "Enforcing Safe Travel Speeds" in Los Angeles.
4. Discussion on ways to increase number of MYN & NW groups

Meeting Adjournment

Public Input: The public is requested to fill out a Speaker Card to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General 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 General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

Public Posting Of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans With Disabilities Act: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or

services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org.

Public Access of Records: In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org. Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.org.

Servicios De Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org.

Public Safety & Emergency Preparedness Committee Standing Rules
August 9, 2016

1. The MISSION of this Committee is to ?????
2. This Committee shall consist of 9 members
3. A quorum shall consist of 5 members.
4. Members of this Committee shall be determined by Committee Chair/Co-Chairs appointment.
5. Voting rights shall be afforded to Committee members only.
6. The Officers of this Committee are Chair, (co-chair), Secretary
7. Officers of this Committee are to be determined by Committee Chair/Co-Chair appointment.
8. The Secretary shall be responsible for taking and posting minutes.
9. The writing of the Agenda shall be the responsibly of the committee chair
10. The posting of the Agenda shall be the responsibly of the Chair/co-chair
11. Committee Members may not miss more than four (4) meetings in the previous 12 month period or they will be removed as a voting member.
12. The Committee's goals are to: ?????
13. No committee, committee officer, or committee member shall make any representations to any agency on behalf of the committee without board approval.
14. No officer of any committee may make any representations to the Board, on behalf of the committee, without approval from the committee.
15. These rules may be amended at any regular meeting of the Committee by a majority vote of the members present.
16. This committee shall abide by the WHNC Code of Conduct (see attached). This code shall apply to all committee members, whether or not they are members of the WHNC Board.
17. The parliamentary process is to be governed by Rosenberg's Rules of Order.
18. This Committee will meet at least 9 times per calendar year on the 2nd Thursday of each month, unless there is a conflict that requires meeting at a different day or time.

West Hills Neighborhood Council (WHNC)

**Public Safety & Emergency Preparedness Committee Map Your Neighborhood Neighborhood
Watch (NW) Street Sign Policy**
August 9, 2016

1. Neighborhood Watch street signs will be provided to “active” NW groups.
2. An “active” NW group shall be defined as a group that has at least 6 members and meets on a regular schedule at least 6 times per year.
3. There shall be one sign provided, per NW group, unless there are extenuating circumstances. This decision will be made by a sub-committee of the PS & EP Committee upon a request from the NW group.
4. Submission of the following shall be considered evidence of an active NW group:
 - a. Submission of a copy of a sign in sheet with the meeting date, location, and at least 6 names.
 - b. Submission of the name, address, phone, and email address of the Block Captain of the NW group to the assigned member of the WHNC Public Safety & Emergency Preparedness Committee.
 - c. A schedule of meeting dates, times, and places for at least one year.
 - d. The name of the NW group’s Senior Lead Officer

All information required to participate in the loan program will remain confidential and will only be used to confirm the existence of an official NW group, and to be used to facilitate communications between the WHNC and the NW group, both for administrative purposes and to facilitate emergency response in case of an emergency event.

West Hills Neighborhood Council (WHNC)

Public Safety & Emergency Preparedness Committee Map Your Neighborhood (MYN) Tool Kit

Policy

August 9, 2016

1. MYN Tool kits shall remain the property of the non-profit 501(c)(3) known as Supporters of West Hills.
2. A loan agreement shall be signed by the current MYN Block Coordinator (“Block Captain”)
3. The loan shall be effective as long as the MYN group remains active.
4. An “Active” MYN group shall be required to meet at least once every six months to review MYN practices to be considered an “active” group.
5. An MYN group will qualify for one tool kit per block under the following procedure:
 - a. The MYN group must hold at least one training session by a Red Cross trained block coordinator.
 - b. A copy of the sign in sheet for this training must be submitted to a designated member of the West Hills Neighborhood Council’s Public Safety and Emergency Preparedness Committee.
 - c. The sign in sheet must include the address range for the block.
 - d. The name, address, phone number, and email address of the MYN coordinator must be submitted at the same time as the copy of the sign in sheet.

All information required to participate in the loan program will remain confidential and will only be used to confirm the existence of an official MYN group, and to be used to facilitate communications between the WHNC and the MYN group, both for administrative purposes and to facilitate emergency response in case of an emergency event.