



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308

WWW.WESTHILLSNC.ORG

MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL

Joint Board Meeting & Public Safety &Emergency Preparedness Committee Agenda

Wednesday February 21, 2018

6:30 P.M. –7:30 P.M.

IHOP Restaurant

22810 Vanowen Street, 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

Approval of January and December Minutes

Comments from Chair and Co-Chair

Old Business

Update from Neighborhood Watch Signs Work Group

New Business

1. Discussion and possible action on amending the Public Safety and Emergency Preparedness Committee Operating Procedures.
2. Discussion and review of Active Shooter Event.
3. Discussion and possible action on complaints regarding Mae Boyer Park in West Hills.
 - Fencing the park?
 - Lighting changes in the park?
 - Dusk to dawn parking lot locks?
 - Accurate signage in park.?
 - Increased patrols at park?
 - Formation of a Friends of... group or other board/group to increase public action at the park?
4. Discussion and possible action on a forum on mail theft, fraud, and scams tentatively scheduled for March or April, 2018.
5. General discussion on any other Committee matters.

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. If you are hearing impaired please call 711.

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



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WEST HILLS NEIGHBORHOOD COUNCIL

Joint Public Safety and Emergency Preparedness Committee /Board Meeting Meeting Minutes

Wednesday December 20, 2017, 6:30 PM–7:30 PM
IHOP Restaurant, 22810 Vanowen Street, West Hills, CA 91307

Call to order :

Meeting called to order at 6:30 p.m.

Members present: Simone Best, Dan Brin, Bob Brostoff, Anthony Brosamle, Steve Kallen, Steve Randall, Marilyn Williams, Brad Vanderhooft.

Members absent: Aida Abkarians

Public Comment: None

Minutes of November 9, 2017

Minutes of November 9 were approved with no corrections required.

Old Business

Update from the Neighborhood Watch Signs Work Group was tabled to the January Meeting.

New Business

1. Discussion and possible action on amending the Public Safety and Emergency Preparedness Committee Standing Rules.
 - The Standing Rules were discussed and amended as follows:
 - The title of the Rules was amended to read “Operating Procedures”.
 - The proposed words “administrative assistant” were amended to read “Executive Officer”.
 - Paragraph 11, first sentence, was amended to read “A member must participate in at least 2 activities organized by this committee, each year, to be an active committee member.”
 - Paragraph 16 was amended by deleting the words “see attached”. The Operating Rules motion, with amendments, was approved by a vote of 7 yes and one no.
 - 8 Appointment of a vice chair of the committee.
 - Steve Kallen was appointed to be the Executive Officer of the committee.
- 9 Discussion and Possible Action on holding an active shooter community forum
 - This item was discussed, at great length, with the participation of Myrl Schreiber via a cell phone connection.
 - There was concern that this event had been planned, and mostly prepared by Mr. Schreiber without involving the Public Safety and Emergency Preparedness Committee, even though he did work with Steve Randall and Dan Brin, both of whom are members of the Committee. He also worked with Charlene Rothstein, the Vice President and Co-Chair of the WHNC.
 - Mr. Schreiber agreed to proceed with the preparations with the assistance of the Committee, and that Steve Kallen would be the committee contact person between Mr. Schreiber and the Committee
 - The committee finally agreed to ask the board to establish this event as an official WHNC event with the understanding that in the future, all such events would be proposed and initiated in the Committee.
 - The vote to recommend sponsorship by the WHNC was unanimous.
- 10 General Discussion on any other Committee matters.
 - No discussion as held due to time constraints.

Meeting Adjournment: Meeting adjourned at 7:45 p.m.

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



West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA 91308-4670
818-254-WEST



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West Hills Neighborhood Council Joint Public Safety and Emergency Preparedness Committee/ Board Meeting

Meeting Minutes
Wednesday, January 17, 2018
6:30 PM
IHOP Restaurant
22810 Vanowen Street
West Hills, CA 91307

Call to order:

Meeting called to order at 6:30 P.M.

All those present at meeting: Dan Brin, Bob Brostoff, Marilyn Williams, Brad Vanderhoof, Steve Kallen, Steve Randall Char Rothstein, Margery Brown, Ivan Blume, Myrl Schreibman, Lane (last name unknown).

Public Comment:

None

Minutes of December 20, 2017

In a 1/17 5:24 P.M. email to the Committee, Tony Brosamle expressed concerns to the published draft minutes including:

- Item #3 (positions being fully articulated and expressed in draft minutes).
- Omission of Item #1 from draft minutes
- Objection to the unilateral move of the committee meeting day.
- With Tony's thoughts in mind in conjunction with the timing of the email, it was agreed that the minutes would be tabled until the February committee meeting.

Comments from Chair

- Renamed position of Executive Officer

New Business

- With Myrl Schreibman leading the initiative
- 2/6 Active Shooter event is a go and is supported by Committee and

presented by WHNC

- Flyer/Poster to be printed with Committee support in smaller font
- 500 Flyers to be printed pro bono
- Posters to be printed with funding unknown
- Conversation within committee focused on graphics...and concluded that Dan Brin has project well in hand and will work with Myrl and Steve Randall for closure. It was agreed that the inclusion of guns (within the graphics) is not acceptable. Key message moving forward? Dramatic but no guns.
- Event open to the public which includes other Neighborhood Councils
- With Event marketing in play, it was agreed that Myrl, Steve Randall will work with others in the mix in the spirit of a seamless event. Others include but are not limited to Ivan, Char, Steve Kallen
- **Update from Neighborhood Watch Signs Work Group**
- Bob to update on NW signage requests at next meeting.
- Steve Kallen to update on sign-in date from previous events and to take over Reeyan Raynes responsibilities.
- Steve Kallen discussed importance of embracing all leads as avenue for conversation not limited to signage. As leads date back to October 2016, it is imperative that all committee members are equipped to discuss complaints regarding tardiness in inquiry requests.

General discussion on any other Committee matters

None

Meeting Adjournment

Adjournment at 7:30 PM

Public Safety & Emergency Preparedness Committee Operating Procedures

As amended ~~December 20, 2017~~ February 21, 2018

1. The MISSION of this Committee is to:
 - A. Interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the safety of the Stakeholders
 - B. Assist stakeholders in organizing such groups as Neighborhood Watch and Map Your Neighborhood (MYN)
 - C. Conduct forums on public safety and emergency preparedness.
 2. This Committee shall consist of nine (9) members
 3. ***The members of the committee shall be Simone Best, Ivan Blume, Dan Brin, Bob Brostoff, Anthony Brosamle, Steve Kallen, Steve Randall, Marilyn Williams, and Brad Vanderhoof.***
 4. A quorum shall consist of five (5) members.
 5. The Officers of this Committee shall be Chair, ***Co-Chair, and Secretary.***
 6. The Chair of this committee shall be a member of the Board. Other than this position, all other officers may be members of the board or stakeholders.
 7. Chair(s) of this committee will be appointed by the Board President.
 8. Other officers of this Committee are to be appointed by the Committee Chair/Co-Chairs
- Executive Officer**
9. Members of this Committee shall be ~~determined~~ ***appointed*** by Committee Chair/Co-Chairs/~~Executive Officer appointment.~~ ***and confirmed by a majority vote of the committee.***
 10. Voting rights shall be afforded to Committee members only.
 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. A member must participate in at least 2 activities organized by this committee, each year, to be considered an “active” committee member. Any member who does not meet this requirement shall be removed as a voting member of the committee.
 13. The Secretary shall be responsible for taking and posting minutes.
 14. The writing of the Agenda shall be the responsibly of the committee chair/co-chair/ Executive Officer.
 15. No committee, committee officer, or committee member shall make any representations to any agency on behalf of the committee without board approval.
 16. No officer of any committee may make any representations to the Board, on behalf of the committee, without approval from the committee.
 17. 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.
 18. The parliamentary process is to be governed by Rosenberg’s Rules of Order, and by Robert’s Rules of order, if necessary.
 19. This Committee shall meet at least 9 times per calendar year on the 3rd Wednesday of each month, unless there is a conflict that requires meeting at a different day or time.
 20. These rules may be amended at any regular meeting of the Committee by a majority vote of the members present.