



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### **JOINT BOARD AND PUBLIC SAFETY AND EMERGENCY PLANNING COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA Wednesday, January 19, 2022 at 6:30 p.m.**

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

**To attend online** via Zoom Webinar, click or paste the following link into your browser:  
<https://zoom.us/j/95876172481>

**To call in by phone**, dial (669) 900-6833, then punch in this Webinar code when prompted: **958 7617 2481#**.

This meeting is open to the public. 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.

**AB 361 Updates:** Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

1. Call to order
2. Establish Quorum
3. Approve minutes of November 8, 2021
4. Public Comment

#### **New Business**

5. Discussion and possible action on amending the Public Safety and Emergency Planning Committee's Operating Rules.
6. Discussion of the West Hills NC Emergency Response Plan
7. Discussion on Any Outstanding or Future Items
8. Safety Tip for the Month
9. Adjournment

**Public input at Neighborhood Council meetings:** When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in \*9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

**Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics@lacity.org](mailto:ethics@lacity.org). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**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](http://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](http://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 via email [NCSupport@lacity.org](mailto:NCSupport@lacity.org) or calling (213) 978-1551. 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](mailto: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](http://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](mailto:Michelle.Ritchie@westhillsnc.org)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND PUBLIC SAFETY & EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES

Monday, November 8, 2021 at 6:30 PM–7:30 PM

Meeting by Zoom

- **Members Present:** Saif Mogri, Steve Randall, Brad Vanderhoof, Faye Barta, Bob Brostoff, Yamilith Jiminez Garcia and Tariq El-Atrache

**Others Attending:** DianaStreitfeld

- 1. The meeting was called to order at 6:33 PM.
- 2. Quorum established.
- 3. Tariq El-Atrache was added as a member of the Committee approved by Co-Chairs, Bob Brostoff and Saif Mogri
- 4. Approval of September 29, 2021 Minutes
  - Minutes approved as amended.
- 5. Public Comments
  - There were no public comments.

### Old Business

### New Business

- 6. Request for Neighborhood Watch Sign – Diana Streitfeld

Diana mentioned that three signs are faded and difficult to read. She requested the replacement of three signs. The committee approved the three signs unanimously. Bob Brostoff will email the locations for replacement. Steve Randall and Brad Vanderhoof will install the signs.

These signs are provided for active Neighborhood Watch groups, Diana will inform us if any other signs that need to be replaced. The committee will review these requests without Diana Streitfeld having to attend the meeting.

7. Discussion and Possible Action on West Hills Emergency Preparedness Plan

This item was tabled since all committee members did not have a copy of the Emergency Preparedness document. Bob Brostoff will email the document to the committee.

8. Safety Tip of the Month

Saif made a presentation on Driving Tips in the Rain. Steve Randall added that the grooves in the tires help during the rain and to be extra careful after the first rain due to oil being present on the roads which tend to make the roads extra slick...

9. Adjournment

Meeting Adjourned at 7:05 PM

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



## West Hills Neighborhood Council

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### **PUBLIC SAFETY & EMERGENCY PREPAREDNESS COMMITTEE OPERATING RULES Revised May 19, 2021**

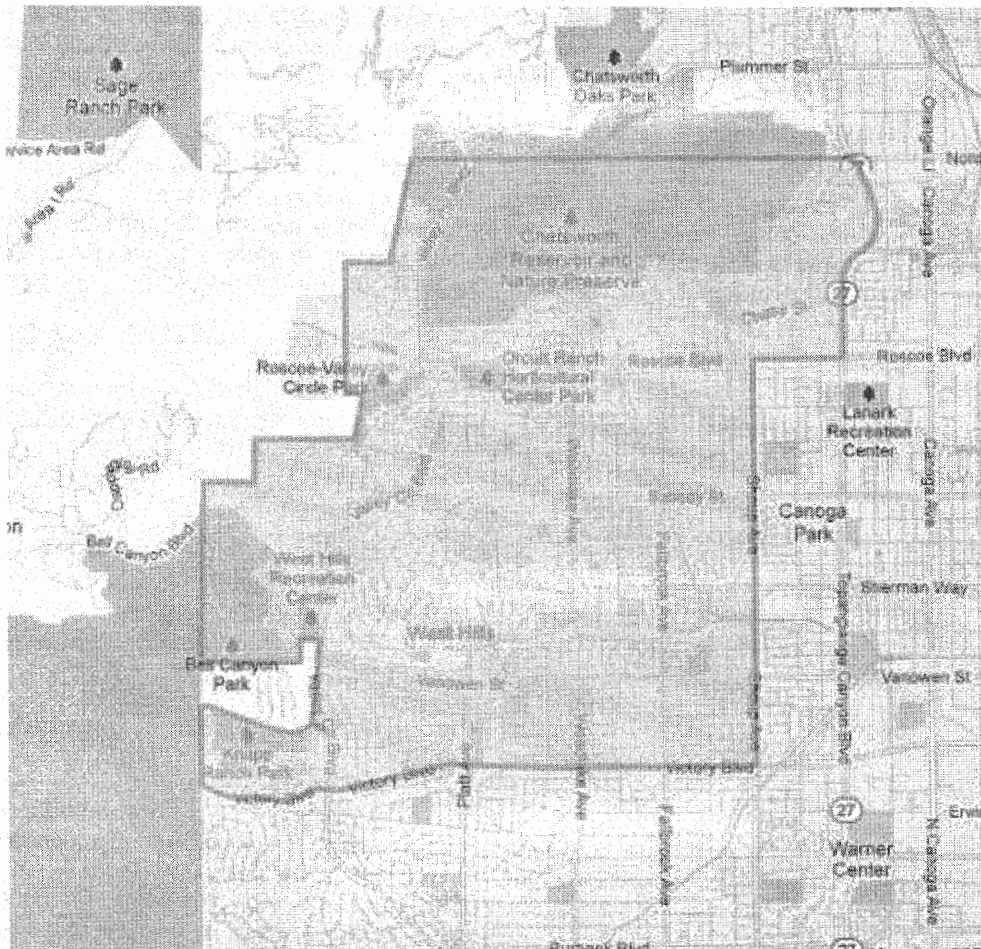
The MISSION of this Committee is to:

- 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/RYLAN)
- C. Conduct forums on public safety and emergency preparedness.

These rules may be amended at any regular meeting of the Committee by a majority vote of the members present provided possible action on the committee operating rules is announced in the agenda with the exception of rule 5.

1. The Chair(s) of the Public Safety & Emergency Preparedness Committee are: Co-Chair Bob Brostoff, Co-Chair Saif Mogri
2. Additional officer(s) appointed by the Chair(s).  
Secretary: none
3. Members of this committee shall be appointed or removed by the Chair(s).
4. WHNC Board members and WHNC stakeholders are eligible to serve on this committee.
5. The committee members are Faye Barta, Dan Brin, Bob Brostoff, Yamileth Jimenez-Garcia, Bonnie Klea, Saif Mogri, Steve Randall, Anthony Scarce, and Brad Vanderhoof
6. A quorum shall consist a simple majority of the total number of committee members.
7. Voting rights shall be accorded to committee members only.
8. For this committee "serving actively" is defined as participating in a minimum of two committee events per calendar year.
9. The writing and posting of agendas shall be the responsibility of the Co-Chairs.
10. The taking and posting of minutes shall be the responsibility of the Co-Chairs.
11. ~~Committee members must not miss more than four (4) meetings in a 12-month period, or they will be subject to removal from the Committee.~~
12. Committee members including officers shall not claim to be, or give the impression of, speaking or communicating by any means on behalf of the WHNC without approval from the Board.
13. Committee members including officers shall not make any representations to or requests of the Board or any other agency, on behalf of the Committee, without approval from the Committee.
14. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."
15. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.
16. This committee shall abide by the WHNC Code of Civility. This code shall apply to all committee members, whether they are members of the WHNC Board or not.
17. This committee will meet on the 3<sup>rd</sup> Wednesday of the month at 6:30 PM at Chaminade High School Condon Center 2<sup>nd</sup> floor conference room unless rescheduled.

# WEST HILLS NEIGHBORHOOD COUNCIL EMERGENCY RESPONSE PLAN



**Map of West Hills Boundaries**

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## **1.0 Purpose**

Stakeholders of West Hills need to be prepared for a large-scale disaster as well as learn how to take care of family, friends and neighbors when local City services (Police, Fire, 911) are not available for several days or weeks. This is the expected scenario here in Southern California after the next large earthquake.

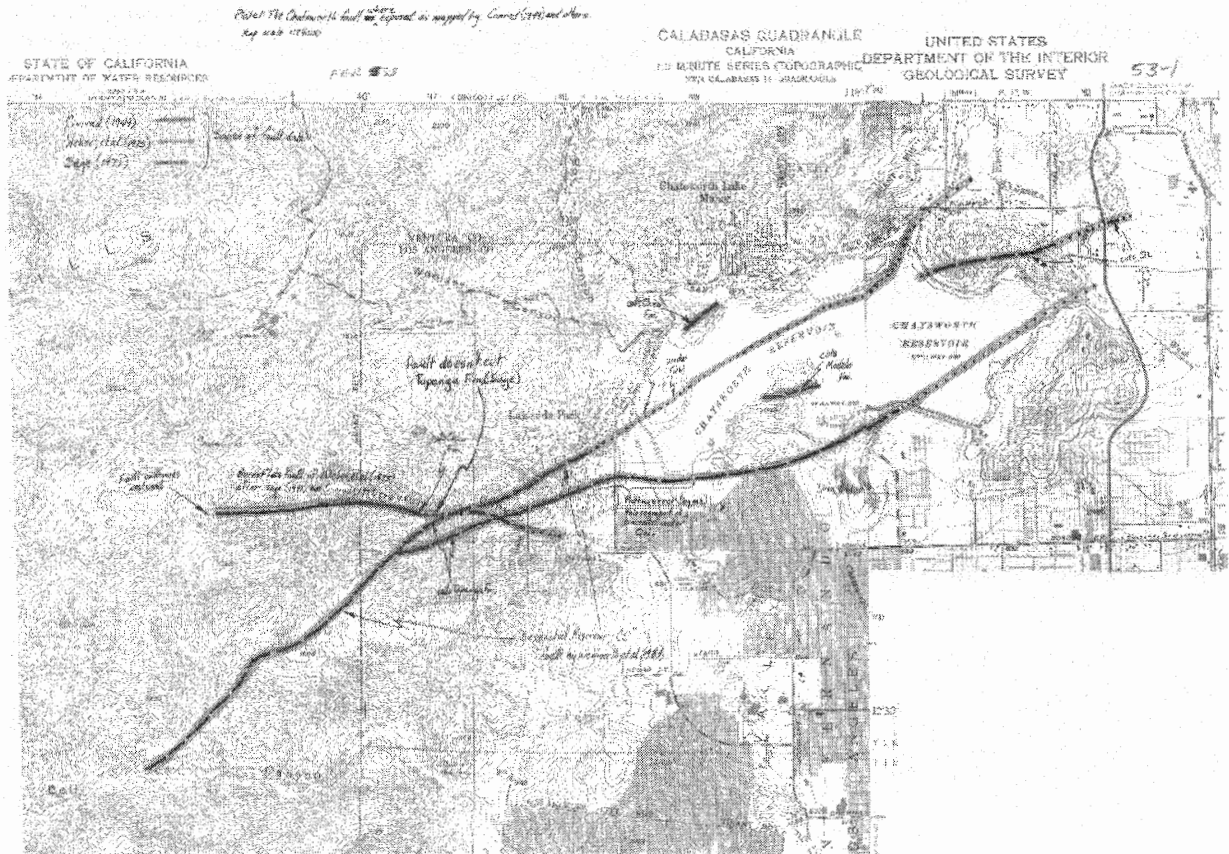
The West Hills Neighborhood Council (WHNC) has prepared this emergency response plan for all stakeholders in case of a major disaster. This plan involves the use of trained Community Emergency Response Team (CERT) volunteers, trained medical stakeholders, stakeholders with special skills, and just plain folks.

This plan will, to the best of its ability, provide important emergency preparedness and response information to all stakeholders in West Hills. It is limited in detailed planning to West Hills.



## 2.0 Seismic Analysis of the West Hills Area

Although there are no apparent active earthquake faults in, or around West Hills, there is one fault which is the Chatsworth Fault. It runs through the Chatsworth Reservoir in an east-west direction, on the north edge of West Hills.



There have been two significant earthquakes in recent years that have affected West Hills severely. The first was the "Sylmar" earthquake which was a 6.6 earthquake which severely damaged about 1/3 of the structures in the San Fernando Valley.

The second one was the "Northridge" earthquake on January 17, 1994, which caused severe damage throughout the San Fernando Valley, including West Hills.

Here is some more information on that earthquake:

**January 17, 1994 @ 4:30 am-A 6.7** quake located one mile south- southwest of Northridge and 20 miles west-northwest of Los Angeles and centered on the Northridge Thrust—also known as the Pico

Thrust. Several other faults experienced minor rupture, rupture during large aftershocks, or triggered slip.

The earthquake occurred on a blind thrust fault, and produced the strongest ground motions ever instrumentally recorded in an urban setting in North America. Damage was wide-spread, sections of major freeways collapsed, parking structures and office buildings collapsed, and numerous apartment buildings suffered irreparable damage. Damage to wood-frame apartment houses was very widespread in the San Fernando Valley and Santa Monica areas, especially to structures with "soft" first floor or lower-level parking garages. The high accelerations, both vertical and horizontal, lifted structures off of their foundations and/or shifted walls laterally.

The West Hills community does contain some liquefaction and landslide areas identified by the State of California. For more information on the Chatsworth fault you may go to this link: <ftp://ftp.consrv.ca.gov/pub/dmg/pubs/fer/53/092877.pdf>

### **3.0 Disaster Preparation and Training**

A key component of the WHNC Emergency Response Plan includes the Los Angeles Fire Department Community Emergency Response Team (CERT) program. All stakeholders who are 18+ years old should take this important free training program. Information is available on the WHNC web site at [www.westhillsnc.org](http://www.westhillsnc.org) and [www.certla.com](http://www.certla.com). The 17.5 hour class is comprised of 7 different topics (7 weeks, once a week 2 ½ hours per class):

- Introduction & earthquake awareness
- Disaster fire suppression techniques
- Disaster medical operations (Lesson 1)
- Disaster medical operations (Lesson 2)
- Light search and rescue operations
- Team organization & disaster psychology
- Terrorism & Homeland Defense

The WHNC organizes periodic CERT training classes. Please see the WHNC web site for details.

The **American Red Cross First Aid Training** courses incorporate the latest scientific guidelines that align with Occupational Safety and Health Administration's (OSHA) *Best Practices for Workplace First Aid Training Programs*.

Unfortunately, at this time the Red Cross does not offer live classes in the San Fernando Valley. However, they do offer on line classes for \$30.00. To see the

schedule you can go to this link:

[http://www.redcross.org/courses/index.jsp?\\_requestid=285173](http://www.redcross.org/courses/index.jsp?_requestid=285173).

#### **4.0 West Hills Meeting Areas**

The WHNC will establish meeting areas for stakeholders after a disaster:

- Two Command Posts will be established

#### **5.0 What to do Before a Disaster**

A. Distribute the City of Los Angeles brochure “A Comprehensive Guide to Family and Home Preparedness to 6,000 homes in West Hills.

#### **6.0 What to Do After a Disaster**

A. Take care of yourself, your family, home, and neighbors

B. – The WHNC and Councilman Mitchell Englander have widely distributed the “After Shock” brochure on what to do after an earthquake has occurred. It contains an “OK/HELP” card.

- Be sure to place your “OK/Help” sign on your door or in your window to indicate if no help is needed or if help is required.
- If you don’t have one of these brochures please contact either the WHNC or Councilman Englander’s office.

C. If safe, proceed to your local meeting area

- On your way to your local meeting area, please look for “OK/HELP” signs

#### **7.0 Procedures to be completed**

#### **8.0 Disaster Communications**

See the WHNC Communications Manual for details.

#### **9.0 WHNC Disaster Teams**

- Disaster teams, which will be coordinated by a central team, and will be set up through the use of Map Your Neighborhood (MYN) program. Ideally, they will include at least one stakeholder who is CERT trained.
  - Disaster team leaders shall be solicited through presentations to local elementary school PSTA groups.
  - Training of leaders shall be in coordination with the Lake Balboa NC Emergency Preparedness committee.
- Disasters are major events that can strike anywhere and anytime.

- Traditional 911 and first responder capabilities such as fire, police, medics, and utility personnel will be overwhelmed and unable to immediately assist individuals.
- Preparing our neighborhood is vital
- Neighbors will likely be the first ones to offer assistance
- Neighbors that are prepared are more effective in their response to a disaster and have an increased capacity to be self-sufficient for the first 72 hours after a disaster.
- These “self-help” MYN teams should have 15-20 households because the first hour of a disaster response is vital and you want the size of your team to be manageable. MYN provides excellent guidance on what to do next.
- The WHNC will coordinate the training and formation of MYN groups

#### **10.0 Stakeholder Outreach**

- MYN teams will provide detail on a Neighborhood Survey of stakeholder needs.
- Surveys will include information on stakeholders who have special abilities, equipment, supplies, and training that would be helpful in a disaster.
- Block Captains will be recruited to adopt blocks in a similar way to Neighborhood Watch programs
- Block Captains go through their blocks to contact neighbors, share disaster preparedness pamphlets, and fill out surveys with neighbors.
- Neighbors with special needs need to be identified.

#### **11.0 Disaster Resources & Supplies**

- **Storage Containers**
  - A non-profit 501 (c) 3 organization (The Friends of West Hills) has formed to raise funds to finance the purchase and stocking of two, or more, storage containers with emergency supplies. These containers shall be placed in various locations within West Hills. They will only contain supplies for providing assistance in case of an emergency, i.e.: first aid supplies, tools, and other non-food paraphernalia required to assist those in immediate need of rescue and medical or physical assistance.

#### **12.0 Evacuation & Staging Areas**

- Locations of Red Cross pre-determined locations will be listed
- Locations of WHNC meeting areas will be listed. Such locations might include private schools, religious organizations, and/or local business sites.