

**DISASTER MANAGEMENT AREA A  
JOINT POWERS AUTHORITY ANNUAL MEETING**

**AGENDA  
THURSDAY, APRIL 10, 2014**

**11:00 A.M.**

**WEST HOLLYWOOD LIBRARY COMMUNITY ROOM  
625 N. SAN VICENTE BOULEVARD**

To comply with the Americans with Disabilities Act of 1990, Assistive Listening Devices (ALD) will be available for check out at the meeting; If you require special assistance to participate in this meeting, (e.g., a signer for the hearing impaired), you must call or submit your request in writing to the Public Safety Department at (323) 848-6414 at least 48 hours prior to the meeting. The City TDD line for the hearing impaired is (323) 848-6496.

Special meeting related accommodations (e.g., transportation) may be provided upon written request to the Office of the City Clerk at least 48 hours prior to the meeting. For information on public transportation, call 323.GO.METRO (323/466-3876) or go to [www.metro.net](http://www.metro.net).

Written materials distributed to the Disaster Management Area A Joint Powers Authority within 72 hours of the meeting are available for public inspection immediately upon distribution at the West Hollywood Public Safety Department at 8300 Santa Monica Boulevard, West Hollywood, California, during normal business hours. They will also be available for inspection during the Disaster Management Area A Joint Powers Authority meeting at the staff liaison table.

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF THE AGENDA**

**4. PUBLIC COMMENTS**

This time has been set aside for members of the public to address representatives of Disaster Management Area A Joint Powers Authority within its subject matter jurisdiction. Although the Disaster Management Area A Joint Powers Authority values your comments, pursuant to the Brown Act, it generally cannot take any action on items not listed on the posted agenda. Three (3) minutes will be assigned for each speaker.

**5. ITEMS FROM STAFF**

**5A. REVIEW OF CHANGES IN 2013, PERTAINING TO STATE  
PAPERWORK AND ANNUAL MEETING SCHEDULE**


6. NEW BUSINESS
    - 6A. APPROVAL OF AMENDED BYLAWS (ATTACHED AS ATTACHMENT A)
    - 6B. DISCUSSION AND APPROVAL OF BUDGET (ATTACHED AS ATTACHMENT B)
    - 6C. DISCUSSION OF POTENTIAL PROJECTS FOR THE NEXT FISCAL YEAR
  7. PUBLIC COMMENTS
  8. ITEMS FROM THE JPA/REPRESENTATIVE COMMENTS
  9. ADJOURNMENT
- 

AFFIDAVIT OF POSTING  
State of California        )  
County of Los Angeles    )  
City of West Hollywood   )

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Human Resources & Administrative Services Department in the Office of the City Clerk and that I posted this agenda on:

Date: April 4, 2014

Signature: \_\_\_\_\_

  
Office of the City Clerk

# ATTACHMENT A

Draft as of 04/03/1404/11/13

## DISASTER MANAGEMENT AREA A BY-LAWS

### Article I – Board

- A. A Board is hereby established for this Joint Powers Agreement (JPA) within Disaster Management Area A.
- B. Representation on the Board shall be as follows:
1. The membership of the Board shall be composed of one representative from each JPA party (Disaster Management Area A Cities of Beverly Hills, Culver City, Santa Monica, and West Hollywood, and the County of Los Angeles).
  2. Only the official representative or designated alternate representative from each JPA party, as hereinafter provided, shall represent such party on the Board.
  3. The official representative and alternate representative from each party shall be designated in writing by their respective governing bodies.
  4. An official representative or alternate representative shall serve until a successor is appointed by the respective party.
  5. An official representative of one of the four cities shall serve as the Disaster Management Area Coordinator (DMAC) as selected by the Board to a term limit to be determined by a majority vote of the Board.
- C. Meetings
1. ~~Regular M~~meetings of the Board (representatives from the JPA parties) ~~as well as representatives from the State of California Office of Emergency Services, the County of Los Angeles Sheriff's Department, the American Red Cross, and other entities shall be held monthly at least annually or as determined.~~ Special meetings of the Board may be called by request of a majority of the members of the said Board.
  2. ~~The Disaster Management Area Coordinator may host the meeting at his or her respective city~~Emergency Managers from each City will meet on a regular basis to prepare, train, and exercise. These meetings can include outside entities, including but not limited to the County Office of Emergency Management, the American Red Cross, and the State of California Emergency Management Agency.
- D. Voting in the Board shall be conducted in the following manner:
1. Each party that is a member of the JPA shall be entitled to one vote on the Board. Such votes shall be cast only by the official representative in actual attendance, or by the designated alternate representative if the official representative is absent.

2. A quorum of the Board in order to hold a meeting shall consist of representation of a majority of the parties. The Board shall act only upon a majority vote of all parties.
3. Voting may be either by voice or roll call. A roll call vote shall be conducted upon the request of any representative present.

### **Article II – Powers and Duties of the Board**

- A. The Board is hereby designated as the governing body of the JPA and shall have the powers and duties set forth in this Article.
- B. The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization.
- C. Except as otherwise provided in these bylaws, the Board shall have full control of the affairs of this JPA.
- D. The Board shall adopt a spending plan of grant funds received by majority vote.
- E. The Board may exercise any other power necessary and incidental to the implementation of its powers and duties.
- F. The Board shall make all policy decisions and determinations for the JPA.

### **Article III – Finances**

- A. Fiscal Year: The fiscal year of the JPA shall begin July 1 of each year.
- B. Grant Budget Submission and Adoption: The JPA budget of the following fiscal year shall be drafted and agreed upon by the Board by ~~May 1~~ June 30 of each year.
- C. All expenditures must be part of the annually approved spending plan or approved by a majority vote on a case-by-case basis.
- ~~D. All checks issued can be signed by any 2 of the 4 cities' official representatives.~~
- ~~E.D. The Disaster Management Area Coordinator will provide a summary of account activity at each meeting. The City responsible for the grant funds will provide a summary to the Joint Powers Agreement member cities.~~
- ~~F.E. Reimbursement of reasonable and necessary expenses or other costs incurred may be approved by the Board on a case-by-case basis.~~

# ATTACHMENT B

## Emergency Management Performance Grant (EMPG) Accounting of Expenditures

The Emergency Management Performance Grant (EMPG) has been made available to the State by the U.S. Department of Homeland Security in an effort to provide resources to sustain and enhance all-hazard emergency management capabilities and to assist with building effective prevention and response capabilities consistent to any threatened or actual disaster or emergency, regardless of cause.

The federal grant to the State is managed through the County of Los Angeles, and Area A has entered into a Sub-recipient Agreement with the County in order to participate in the EMPG program.

Every year, based upon the aggregate population of Area A cities against other cities in the County, Area A is awarded funds to be used to accomplish the U.S. Department of Homeland Security's mission. Below is an accounting of the funds for which Area A is eligible:

### EMPG 2012

Amount: \$ 31,458.00  
Projects/Distribution: Funds recently received from the County.

### EMPG 2013

Amount: \$ 31,788.00  
Projects/Distribution: Funds have not been received yet; anticipated June/July 2014.

**Staff proposes the following expenditure plan for the 2012 and 2013 EMPG funds for JPA Board approval:**

Equipment and Supplies for Cities' Emergency Shelters and Emergency Operation Centers	\$ 25,000.00
Training and Exercise – topics to be covered include Emergency Operations Center management, Financial Reimbursement for Cities post disaster, and Crisis Management	\$ 13,000.00
Public Outreach regarding Individual and Community Disaster Preparedness	\$ 9,435.00
Salary Match as required by grant	\$ 15,811.00
<b>Total:</b>	<b>\$ 63,246.00</b>

### EMPG 2014

Amount: Amount unknown until late 2014 early 2015.  
Projects/Distribution: To be determined at next JPA Board Meeting.



The Joint Powers Agreement (JPA) between the Cities and the County of Los Angeles was signed in 1999. This JPA officially established the four Westside cities into the Disaster Management Area A, one of eight Areas in the County. This agreement provides for interagency emergency management cooperation between all Cities and the County. Recently, the City of Santa Monica withdrew from the JPA. The remaining three City Managers were then appointed as JPA board members. Although Santa Monica is no longer a signed partner, the four Westside City emergency managers and the County continue to work collaboratively to enhance the preparedness, mitigation, response, and recovery capabilities of the respective cities.

**Each City shares the roles and responsibilities of representing Area A:**

- **Beverly Hills:** Serves as the primary Area Coordinator (DMAC) point of contact and liaison to the County. Attends all appropriate meetings providing information back to the Cities.
- **Santa Monica:** Serves as the point of contact and purchaser for homeland security (USAI and SHSGP) grant funding and as the back-up DMAC.
- **Culver City:** Manages Area A Emergency Management Performance Grants (EMPG) funding and related financial reports.
- **West Hollywood:** Prepares quarterly EMPG activity reports and manages the Area A JPA.

**Past Collaboration:**

- Held quarterly or as needed Area A meetings. Additional stakeholders attended as requested.
- Held quarterly County-wide radio drills.
- Held subject matter experts presentations on Terrorism, Crisis Communications and Recovery.
- Responded to County EOC activations.
- Assisted in observing and evaluating individual City drills, trainings and exercises.
- Updated EOP collaboratively.
- Trained City representatives to serve as Area A representatives in County activations.

**Grant Funded Projects:** Received and used as follows regional grant funding:

- Hired consultants to assist with local Hazard Mitigation Plan and updating Emergency Operations Plans (EOP) to be SEMS/NIMS compliant. (EMPG)
- Purchased ADA compliant cots. (SHSGP/UASI)
- Purchased CERT supplies. (EMPG)
- Developed *Disasters Happen* and *I've Got Seven* campaigns that included postcards and banners.(USAI)
- Developed activity books for elementary-aged children. (EMPG)
- Will purchase portable emergency lighting for each City. (SHSGP)

**Future Collaboration 2014-2016:**

- Continue to develop the capabilities of City staff to represent the Area A Cities at the County EOC during a disaster.
- Purchase additional items to increase the Cities disaster supply stockpile.
- Develop MOU's to increase the Cities preparedness levels.
- Increase the Cities knowledge in disaster financial recovery planning.
- Continue overall collaboration.