

MEETING OF THE EXECUTIVE COMMITTEE - FY 2020/2021



Thursday, January 7, 2020 @ 9:00 AM

Call-in: [+1 \(646\) 749-3122](tel:+16467493122) PIN: 129-963-013

Web Link: <https://global.gotomeeting.com/join/129963013>

EXECUTIVE COMMITTEE MEETING AGENDA

- 9:00 AM Call to Order and Roll Call
- 9:05 AM Introductions and Announcements (Round Table)
- 9:05 AM Guest Introductions and Public Comment
(Limit to eight speakers and 3 minutes per speaker)
- 9:05 AM **ITEM 1: Approval of the Previous Meeting Minutes**
Approve the October and December 2020 Meeting Minutes
- 9:10 AM **ITEM 2: Office Update**
- 2.1 Area E Staff Schedule Rakdy Khlok
Recommendation: Provide direction

AREA E MEMBER CITIES INCLUDE:

ARTESIA, BELL, BELL GARDENS, BELLFLOWER, CARSON, CERRITOS, COMMERCE, COMPTON, CUDAHY, DOWNEY, HAWAIIAN GARDENS, HUNTINGTON PARK, LA HABRA HEIGHTS, LA MIRADA, LAKEWOOD, LOS ANGELES COUNTY, LYNWOOD, MAYWOOD, MONTEBELLO, NORWALK, PARAMOUNT, PICO RIVERA, SANTA FE SPRINGS, SOUTH GATE, VERNON, & WHITTIER

AREA E DMAC: David Ashman, AREA E ADMIN: Zaira Villa, AREA E STAFF: Daniel Cabuay

- 9:30 AM** **Item 3: EMPG** David Ashman
- 3.1** EMPG Performance Period 19-21, MOD1
 - 3.2** EMPG Performance Period 20-22, Q2 Report
 - 3.3** EMPG-S, MOD1
 - 3.4** Area E Fiscal Year 19-20, Statement
- Requested Action: Provide direction
-
- 9:50 AM** **Item 4: General Services Approval Updates** Rakdy Khlok
- 4.1** Accounting Services
- Requested Action: Status Update
-
- 9:55 AM** **ITEM 5: Budget and Finance Update** Rakdy Khlok
- 5.1** City Dues Collection Status
 - 5.2** PEX Card Status
 - 5.3** Change in Banking, FDIC
 - 5.4** Proposed Bylaws,
- Requested Action: Status Update
-
- 10:15 AM** **ITEM 6: Administrative Updates** David Ashman
- 6.1** CWIRS Radio Project
 - 6.2** EOP Contract, Executed
 - 6.3** Purchase of Outreach Materials
 - 6.4** General Board Meeting Agenda – January 19, 2020
- Requested Action: Provide Direction
-
- 10:30 AM** **ITEM 7: Adjournment**
- The next meeting of the Executive Committee Powers Authority will be at 9:00 AM, February 4, 2021. Virtual Meeting information will be provided with the next Executive Committee Agenda.

Public Comment: The public is encouraged to address the Board or Committee on any matter listed on the agenda. The General Board will hear public comment on matters not listed on the agenda during the Public Comment period.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by the host City, please contact the Norwalk City Clerk’s office, (562) 929-5720. Assisted listening devices are available at this meeting. Ask a staff member if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Public Comment: The public is encouraged to address the Board or Committee on any matter listed on the agenda. The Board or Committee will hear public comment on matters not listed on the agenda during the Public Comment period. Comments are limited to three (3) minutes per person.

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Note: Executive Committee meeting agendas and minutes are available at the Area E Disaster Management Office, 13700 La Mirada Boulevard during regular business hours, 8:00 a.m. to 5:00 p.m., Monday – Friday; telephone (562) 902-2368.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at Norwalk City Hall, not less than 72 hours prior to the meeting. Dated this 7th day of January 2021 and signed by Area Administrative Manager.

Zaira Villa

Zaira Villa, Area E Office Manager

AREA E MEMBER CITIES INCLUDE:

ARTESIA, BELL, BELL GARDENS, BELLFLOWER, CARSON, CERRITOS, COMMERCE, COMPTON, CUDAHY, DOWNEY, HAWAIIAN GARDENS, HUNTINGTON PARK, LA HABRA HEIGHTS, LA MIRADA, LAKEWOOD, LOS ANGELES COUNTY, LYNWOOD, MAYWOOD, MONTEBELLO, NORWALK, PARAMOUNT, PICO RIVERA, SANTA FE SPRINGS, SOUTH GATE, VERNON, & WHITTIER

AREA E DMAC: David Ashman, AREA E ADMIN: Zaira Villa, AREA E STAFF: Daniel Cabuay



Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for December 3rd, 2020

Meeting was not called to order due to lack of quorum.

1) Call to Order and Roll Call: Roll call was taken.

Members Present: Chair Rakdy Khlok, Vice-Chair Mark Rounds; Emely Merina

Members Absent: Christopher Caisip; Yolanda Martinez; Anthony Martinez, Brian McNerney

Guests Present: None

Advisory Member: Ashu Palta (Not Present)

Staff Present: DMAC, David Ashman; Area E Staff Daniel Cabuay

2) Introductions and Announcements: None

3) Guest introductions and Public Comments: None

Item 1: Approval of the Previous Meeting Minutes – October 2020

Area E Executive Board is not at quorum and cannot approve these minutes.

Item 2: Office Updates

2.1 Area E Staff Schedule and Evaluation

Area E Staff updates the Board on remote work schedule.

Area E Chair Rakdy Khlok explains that the Area E Office line is going directly to the Area E DMAC. She provides an update on the status on Area E Admin, expected to return to work in January.

Area E Accountant will continue to assist the office through December and will be reassessed in January.

Item 3: Operational Area Reports

3.1 EMPG Performance Period 19-21

Area E DMAC David Ashman explains the LA County Board of Supervisors has approved the sub-recipient agreement for this. They are now in que for payment for the first 4 quarters of the performance period.

3.2 EMPG Performance Period 20-22

Area E DMAC David Ashman explains to the Executive Board that we do not have a sub-recipient agreement yet, but we are authorized to spend for labor and office expenses, not project work.

Area E Chair Rakdy Khlok asks for update on special EMPG regarding COVID-19. Area E DMAC explains he has worked the city of La Mirada and is currently costs for associated with this project.

DMAC will work on a mod for EMPG 19-21 and 20-22 to put all equipment costs into.

He also shares that he has found a contractor for the EOP project in Mike Brady.

Item 4: General Services Approval Updates

4.1 Accounting Services

Area E Chair Rakdy Khlok addresses that the Executive Board previously approved Area E Account Matt Lenton. He will continue to meet a few times a week to assist with office items.

Item 5: Budget and Finance Update

5.1 City Dues Collection: Past Dues and Current Fiscal Year (Invoices)

Area E Chair Rakdy Khlok will work with Area E Accountant to figure out which dues have been paid.

5.2 PEX Card Status

Area E Chair Rakdy Khlok shares that as a government entity, we cannot get a business credit card to replace the PEX card. Area E Accountant Matt advises

against replacing it with a debit card, so she proposes that we have 3 PEX cards for the Chair, Vice-chair and the treasurer to impose checks and balances and keep Area E Admin Zaira Villa as the administrator.

Area E Vice Chair Mark Rounds suggests using a Cal Card and will look into this option for the Board.

5.3 Change in Banking

Area E Chair Rakdy Khlok shares that there will be no change in banking until Area E Admin Zaira Villa returns.

5.4 Proposed Bylaws

Area E DMAC David Ashman shares the draft of his bylaws (see attachments). He asks the Board to read the proposal and review the business model of Area E.

Item 6: Administrative Updates

6.1 CWIRS Radio Project

Area E DMAC explains that the Los Angeles County offered a proposal involving 26 new radios to distribute to us. The proposal involves an annual fee and an ongoing maintenance fee outlined in the attachments.

He asks the Board to review County proposal and come back with a decision.

6.2 EOP Contract

Area E DMAC reviews that there are two bids for this item, one of which is Mike Brady. He is collaborating with other DMACS on this project, and they highly recommend Mike Brady.

He explains that with this contractor, project work can begin in March instead of May of 2021. DMAC will meet with Mike and outline the timeline proposed and return to the Board.

6.3 General Board Meeting Agenda

Area E Executive Committee plan and update items for the next General Board meeting.

Item 7: Adjournment

There being no further business to be brought before the Area E Executive Committee, the December meeting be unofficially adjourned at 10:00 A.M.

Submitted:

Attest:

Zaira Villa, Administrative Manager

Rakdy Khlok, Chairwoman

APPROVED:
January 7, 2021

Project	Consulting Firm / Consultant Name	Project / Description of Services	Deliverable	Solution Area	Solution Area Sub-Category	Expenditure Category	Noncompetitive Procurement over \$250k	Hold Trigger
A	California JPIA	Area E - Insurance	Provide liability coverage for the Area E JPA	Organization	Day-to-Day Activities / Emergency Mgmt Support Operations	Consultant / Contractor Fee	No	No Hold Indicated
A	Sharon Greth	Area E - Payroll	Payroll Services	Organization	Day-to-Day Activities / Emergency Mgmt Support Operations	Consultant / Contractor Fee	No	No Hold Indicated
A	RFP to be completed For Audit Services	Area E - Audit	Provide an audit of one operating year of the Area E JPA finances	Organization	Day-to-Day Activities / Emergency Mgmt Support Operations	Consultant / Contractor Fee	No	No Hold Indicated
B	Michael Brady	Area E - EOP Template Planning Project	Develop and produce an Emergency Operation Plan template for local governments (suitable for a population of 25,000 to 75,000 in Los Angeles County Operational Area). LA County OA will also include three (3) workshops for city emergency managers on how to use the template for their city.	Planning	Develop and Enhance Plans, Protocols, Programs, and Systems	Consultant / Contractor Fee	No	No Hold Indicated



**FY 2020 Emergency Management Performance Grant (EMPG)
Performance Report**

Instructions: Complete all required fields of the Performance Report. Failure to complete all fields may result in additional follow up from Cal OES.

Part I: General Information

Subrecipient:	Subaward Number:
Total Awarded Amount: \$	Quarter of Report: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/>
Subaward Period of Performance: Enter start date to Enter end date	Point of Contact Info: Name: Zaira Villa Phone: 562.902.2368 Email: Admin@dmae.ca.gov
Reporting Period: 1st Quarter - July 1 - Sept 30	
Date of Report: 10/15/2020	

Part II: Grant Activities

Project Letter A

Project Title: <u>ORG-Staffing Costs</u>
Description: Organizational staffing and operating costs.
Solution Area: Organization
Project Status: On-Time
Total Budgeted Cost: \$ 208,653
Amount Expended to Date: \$ 52,163



FY 2020 Emergency Management Performance Grant (EMPG) Performance Report

Project Summary: (Describe what has been completed as outlined in the scope of the original project, and what still needs to be completed before the period of performance end date; this report is cumulative)

Q1:

Planning:

- Updated the Mass Care and Sheltering Video on YouTube
- Updated the Regional Training TTX videos on YouTube
- Manage the Public Assistance Program Webinar to educate cities on how to navigate the FEMA/CALOES Process
- Meet with El Segundo on Emergency Management Software project
- Submitted the EOP Project RFP to the OA for approval.
- All other Non-COVID-19 planning will be placed on hold until the COVID-19 response is over.
- Manage the Public Assistance Program Webinar to educate cities on how to navigate the FEMA/CALOES Process
- The EOP Project RFP was released, proposals due 10/1.
- Developing SHSGP 2021 project proposals.
- Developing EMPG-S project details and writing RFPs.

Training and Exercises:

- Completed DMAC CWIRS Test 07/02/2020
- Completed Area E CWIRS Test 07/06/2020
- Completed DMAC CWIRS Test 08/03/2020
- Completed Area E CWIRS Test 08/06/2020
- Completed DMAC CWIRS Test 09/08/2020.
- Completed Area E CWIRS Test 09/03/2020.
- Complete distribution meeting plan for the distribution of Regional Training TTX Project (on hold post COVID-19).
- Distribution of the of Training Materials:
 - Regional Training TTX Project being loaded on new website.
 - Mass Care & Sheltering Seminar and materials on the new website.
 - NEMO program and materials on new website
 - Hold post COVID-19. The videos are on YouTube and on the new website.
- Working with the County and State on plan B for the Cadre program should in-person training is not allowed in the next 12 months.
- Updating Cadre RFP to include virtual presentations.
- Providing Public Assistance Q&A seminars for Area E members. There are two meetings left in the series.
- Working on MPOD (flu shot and vaccine) exercises
- All Non-COVID-19 training and exercise projects will be placed on hold until the COVID-19 response is over.

Outreach:

- Completed 12 Area E Staff Meeting on Wednesdays after the COVID-19 teleconference call
- Cancelled Executive Committee Meeting 07/09/2020
- Cancelled General Board Meeting 07/29/2020 and held COVID-19 Update
- Prepared DMAC Report for July 2020, August 2020, September 2020



FY 2020 Emergency Management Performance Grant (EMPG) Performance Report

- Executive Committee Meeting 08/13/2020
- General Board Meeting 08/19/2020 and held COVID-19 Update
- Executive Committee Meeting 09/03/2020.
- General Board Meeting 09/16/2020 and held COVID-19 Update.
- Attended July MARAC (Cal OES) Meeting.
- Disseminated emergency management related information via email, website and individual meetings with cities as needed.
- Prepared and delivered 4 COVID-19 (briefings 21 through 24, July 2020)
- Prepared and delivered 4 COVID-19 (briefings 25 through 28, August 2020)
- Prepared and delivered 4 COVID-19 (briefings 29 through 32, September 2020)
- Attended briefings and shared information on LA/Ventura/OC Wild/Brush Fires
- Participated in webinars on Public Assistance and Recovery Guidance
- Shared July DPH Telebriefing Schedule(4) with Area E each week
- Shared August DPH Telebriefing Schedule(4) with Area E each week
- Shared September DPH Telebriefing Schedule(4) with Area E each week
- Participated 28 DPH Teleconference Calls (July)
- Participated 28 DPH Teleconference Calls (August)
- Participated 34 DPH Teleconference Calls (September)
- Monitored 12 Governor Briefings (July)
- Monitored 8 Governor Briefings (August)
- Monitored 8 Governor Briefings (September)
- Monitored 16 LA County CEOC/DPH Briefings (July)
- Monitored 12 LA County CEOC/DPH Briefings (August)
- Monitored 8 LA County CEOC/DPH Briefings (September)
- Prepared 26 OARRS updated for the DMAC Liaison Position in the CEOC

Administration:

- Manage the technology services contract
- Manage Public Assistance services contract
- Finding companies to assist with grant management
- Finding companies to provide legal service to Area E
- Finding companies to provide audit services to Area E
- Implement FY 2020/2021 Budget
- Secured EMPG-S Grant \$85,302
- Develop EMPG-s workbook, identified projects for funding, creating spec for approved equipment
- Preparing RFPS for EMPG-S with Area C & D, d projects for funding, creating spec for approved equipment.
- Refining new the website, creating secure access for member data files, demo site available for viewing
-
- On-Going training of the new part-time staff member
- Preparing spec for the CWIRS Equipment Purchase
- Maintain social media presence for Area E



FY 2020 Emergency Management Performance Grant (EMPG) Performance Report

- Working with Fire Chiefs about trading grant funds on Emergency Management Software project.

Response:

- Activation of CEOC due to COVID 19
- Activation of CEOC due to Floyd Protests
- Activation of CEOC due to the Bobcat Fire
- Completed OA Assessment for El Monte Earthquake Event 9/18.
- Assisted with communications on East Dominguez Gas Leak Event 9/10.
- Completed 26 CEOC DMAC Liaison shifts
- Backed up the CEOC Liaison offsite 12 times
- Completed 12 COVID 19 sit rep reports
- Attended 24 CEOC COVID 19 sit rep briefings
- Provided Area E Members with over 150 email updates on COVID-19 issues
- Provided Area E Members with 2 email updates on Floyd Protests issues
- Provide Area E Members with 2 email updates on the Bobcat fire
- Communicate with DMACs daily.
- Receive Daily Sit Rep from CAL OES & FEMA
- Maintain contact with ENLA, ARC, OA Partner Agencies
- Monitor all Area E Cities EOC Activations per COVID-19 response
- Completed 4 FEMA/CAL OES Recovery grant meetings
- Posted COVID-19 information on Area E social media sites
- Completed hundreds of phone calls to Area E cities and partner organizations to assist with COVID-19 messaging, resource requests, logistics, research health questions.
- Shared SBA Loan program information to the cities

Q2:

Q3:

Q4:

Q5:

Q6:

Q7:

Q8:

The design has evolved. We got Studio Spectrum to design the system for free. I know this may not come as a surprise, but they developed a better design than I did. We will not need any hub assemblies. They developed a plan where we can use other equipment to support the virtual training program. We will not need cable installations at all. We will need cable and cable covers, no labor for cable runs. The rolling display stands will increase the meeting equipment cost. I am working on the updated estimate. Here is an approximation of costs.

B	Area E - Interoperable Communications Project	Virtual Training Equipment (One-set) for COVID 19	EMPG-S	EMG	Equipment	06 - Interoperable Communications Equipment	Operational Communications	Build	Deployable	1,000	
B	Area E - Meeting Room Equipment (3)	04MD-03-DISP	Display, Video	N/A	EMPG-S	EMG	06 - Interoperable Communications Equipment	100%	No	No Hold Indicated	9,500
B	Area E - Cable	04HW-01-INHW	Hardware, Computer, Integrated	N/A	EMPG-S	EMG	06 - Interoperable Communications Equipment	100%	No	No Hold Indicated	1,500

Disaster Management Area E
Profit & Loss Budget vs. Actual
July 1 through December 21, 2020

	<u>Jul 1 - Dec 21, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
44500 · Government Grants				
44510 · EMPG Grant	0.00	218,653.00	-218,653.00	0.0%
44515 · EMPG Grant Transfer	0.00	17,000.00	-17,000.00	0.0%
44520 · Federal Grants	0.00	0.00	0.00	0.0%
44530 · Local Government Grants	0.00	0.00	0.00	0.0%
44540 · State Grants	0.00	0.00	0.00	0.0%
44500 · Government Grants - Other	0.00	0.00	0.00	0.0%
Total 44500 · Government Grants	0.00	235,653.00	-235,653.00	0.0%
45000 · Investments				
45030 · Interest-Savings	3.29	20.00	-16.71	16.45%
45000 · Investments - Other	0.00	0.00	0.00	0.0%
Total 45000 · Investments	3.29	20.00	-16.71	16.45%
46400 · Other Revenue				
46405 · Miscellaneous Revenue	107.67	0.00	107.67	100.0%
46400 · Other Revenue - Other	0.00	0.00	0.00	0.0%
Total 46400 · Other Revenue	107.67	0.00	107.67	100.0%
47200 · Program Income				
47220 · Member Assessments	139,021.00	145,204.00	-6,183.00	95.74%
47230 · CERT Revenue				
47240 · CERT Conference Registration	0.00	0.00	0.00	0.0%
47250 · CERT Vendor Registration	0.00	0.00	0.00	0.0%
47230 · CERT Revenue - Other	0.00	0.00	0.00	0.0%
Total 47230 · CERT Revenue	0.00	0.00	0.00	0.0%
47200 · Program Income - Other	0.00	0.00	0.00	0.0%
Total 47200 · Program Income	139,021.00	145,204.00	-6,183.00	95.74%
49900 · Uncategorized Income	0.00	0.00	0.00	0.0%
Total Income	139,131.96	380,877.00	-241,745.04	36.53%

Disaster Management Area E
Profit & Loss Budget vs. Actual
 July 1 through December 21, 2020

Expense	<u>Jul 1 - Dec 21, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
60000 · Program Costs				
60050 · CERT Expense				
60100 · CERT Conference	0.00	0.00	0.00	0.0%
60200 · CERT Program Support	0.00	5,450.00	-5,450.00	0.0%
60050 · CERT Expense - Other	0.00	0.00	0.00	0.0%
Total 60050 · CERT Expense	<u>0.00</u>	<u>5,450.00</u>	<u>-5,450.00</u>	<u>0.0%</u>
60225 · Other Program Expenses				
60250 · City Communications and Media	0.00	2,500.00	-2,500.00	0.0%
60300 · City EOC Develop & EOC Grants	0.00	15,000.00	-15,000.00	0.0%
60350 · City Training Programs	0.00	50,000.00	-50,000.00	0.0%
60400 · Public Education Materials	0.00	5,000.00	-5,000.00	0.0%
60450 · Training Support/Equipment	0.00	1,500.00	-1,500.00	0.0%
60455 · Area E Committee & Board Meet	0.00	7,500.00	-7,500.00	0.0%
60500 · CERT Meeting Supplies	0.00	0.00	0.00	0.0%
60510 · ACCOUNT TO BE NAMED	0.00	0.00	0.00	0.0%
60225 · Other Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 60225 · Other Program Expenses	<u>0.00</u>	<u>81,500.00</u>	<u>-81,500.00</u>	<u>0.0%</u>
60000 · Program Costs - Other	0.00	0.00	0.00	0.0%
Total 60000 · Program Costs	<u>0.00</u>	<u>86,950.00</u>	<u>-86,950.00</u>	<u>0.0%</u>
62000 · Operations				
62100 · Contract Services				
62105 · Audit Fees	0.00	7,500.00	-7,500.00	0.0%
62107 · Legal Services	0.00	2,000.00	-2,000.00	0.0%
62110 · Accounting Fees	5,550.00	12,000.00	-6,450.00	46.25%
62115 · HR Services	3,000.00	6,000.00	-3,000.00	50.0%
62120 · DMAC Services	42,010.00	103,000.00	-60,990.00	40.79%
62125 · Interns	0.00	0.00	0.00	0.0%
62130 · IT Services	900.00	6,000.00	-5,100.00	15.0%
62135 · Other Contract Services	0.00	8,000.00	-8,000.00	0.0%
62100 · Contract Services - Other	0.00	0.00	0.00	0.0%
Total 62100 · Contract Services	<u>51,460.00</u>	<u>144,500.00</u>	<u>-93,040.00</u>	<u>35.61%</u>

Disaster Management Area E
Profit & Loss Budget vs. Actual
 July 1 through December 21, 2020

	<u>Jul 1 - Dec 21, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
62200 · Facilities and Equipment				
62205 · Depreciation	0.00	0.00	0.00	0.0%
62210 · Equipment Lease	1,974.59	5,200.00	-3,225.41	37.97%
62215 · Donated Office Facilities	4,964.00	4,964.00	0.00	100.0%
62220 · Maintenance - Equip/Software	1,209.85	1,000.00	209.85	120.99%
62225 · Communications	876.21	2,600.00	-1,723.79	33.7%
62200 · Facilities and Equipment - Other	0.00	0.00	0.00	0.0%
Total 62200 · Facilities and Equipment	9,024.65	13,764.00	-4,739.35	65.57%
62300 · General				
62305 · Bank Fees	22.50	400.00	-377.50	5.63%
62310 · Computer equipment/supplies	410.00	0.00	410.00	100.0%
62315 · Postage, Mailing Service	30.00	100.00	-70.00	30.0%
62320 · Office Supplies and Materials	484.80	4,000.00	-3,515.20	12.12%
62325 · Meeting Expenses	0.00	0.00	0.00	0.0%
62330 · Telephone, Telecommunications	0.00	0.00	0.00	0.0%
62340 · Printing and Copying	0.00	0.00	0.00	0.0%
62345 · Miscellaneous	2.41	100.00	-97.59	2.41%
62350 · Contingency	0.00	320.00	-320.00	0.0%
62300 · General - Other	0.00	0.00	0.00	0.0%
Total 62300 · General	949.71	4,920.00	-3,970.29	19.3%
62400 · Insurance				
62405 · General Liability	11,465.00	10,500.00	965.00	109.19%
62410 · Workers Comp	1,808.00	1,800.00	8.00	100.44%
62415 · Other Insurance	0.00	0.00	0.00	0.0%
62400 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 62400 · Insurance	13,273.00	12,300.00	973.00	107.91%
62500 · Travel and Meetings				
62505 · Conference, Convention, Meeting	0.00	2,000.00	-2,000.00	0.0%
62510 · Travel	0.00	500.00	-500.00	0.0%
62515 · Mileage Reimbursement	0.00	500.00	-500.00	0.0%
62520 · Dues and Membership	0.00	1,000.00	-1,000.00	0.0%
62500 · Travel and Meetings - Other	0.00	0.00	0.00	0.0%

Disaster Management Area E
Profit & Loss Budget vs. Actual
July 1 through December 21, 2020

	<u>Jul 1 - Dec 21, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 62500 · Travel and Meetings	0.00	4,000.00	-4,000.00	0.0%
65000 · Payroll Expenses				
65100 · Salary and Wages - Office Aid	20,768.62	57,828.00	-37,059.38	35.91%
65105 · Salary and Wages - Ops	0.00	16,000.00	-16,000.00	0.0%
65150 · Salary and Wages - Intern	6,579.51	0.00	6,579.51	100.0%
65200 · Payroll Taxes	2,150.39	3,152.46	-1,002.07	68.21%
65300 · Pension and OPEB Contributions	20,237.53	30,000.00	-9,762.47	67.46%
65350 · OPEB Payments	0.00	0.00	0.00	0.0%
65400 · Employee Insurance	3,651.93	0.00	3,651.93	100.0%
65450 · Employee Health Stipend	350.00	2,400.00	-2,050.00	14.58%
65455 · Cell Phone Allowance	400.00	0.00	400.00	100.0%
65500 · Payroll Services	1,251.73	4,500.00	-3,248.27	27.82%
65000 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total 65000 · Payroll Expenses	55,389.71	113,880.46	-58,490.75	48.64%
62000 · Operations - Other	0.00	0.00	0.00	0.0%
Total 62000 · Operations	130,097.07	293,364.46	-163,267.39	44.35%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	130,097.07	380,314.46	-250,217.39	34.21%
Net Ordinary Income	9,034.89	562.54	8,472.35	1,606.09%
Other Income/Expense				
Other Expense				
80000 · Ask My Accountant	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	9,034.89	562.54	8,472.35	1,606.09%

10:35 AM

12/07/20

Disaster Management Area E
A/R Aging Summary
As of December 7, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
City of Cudahy	0.00	0.00	2,460.00	0.00	0.00	2,460.00
City of Hawaiian Gard...	0.00	0.00	0.00	0.00	750.00	750.00
City of Huntington Park	0.00	0.00	5,972.00	0.00	8,958.00	14,930.00
City of Lakewood	0.00	0.00	7,847.00	0.00	0.00	7,847.00
City of Lynwood	0.00	0.00	7,251.00	0.00	0.00	7,251.00
City of Maywood	0.00	0.00	0.00	0.00	2,822.00	2,822.00
City of Montebello	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	23,530.00	0.00	12,530.00	36,060.00

FY 2018/2019

FY 2018/2019 & 2019/2020

FY 2019/2020

DRAFT

**Area E Governance Guidelines
(Disaster Management Area E Joint Powers Authority)
(As Amended XXX, 2021)**

**ARTICLE I
Name**

1.1 Corporation Name

**ARTICLE II
Offices**

2.1 Principal Office

The principal office for the transaction of the activities and affairs of the corporation ("principal office") is located at _____

The directors may change the location of the principal office at any time. The Board may change the location of the principal office from one location to another upon a vote of two-thirds (2/3) of the directors present and voting at any regular meeting of the Board. The secretary shall note any change of this location or this section may be amended to state the new location.

**ARTICLE III
Purpose and Objective**

3.1 Non-profit Corporation

This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized under the Non-profit Public Benefit Corporation Law for charitable purposes.

3.2 The Purpose of "JPA"

3.3 The Mission of JPA

3.4 Tax-Exempt Status

ARTICLE IV

Non-Partisan Activities

4.1 Non-Partisan Activities

This corporation has been formed under the California Non-profit Public Benefit Corporation Law for the public purposes described above and it shall be non-profit and non-partisan. No substantial part of the activities of the corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote.

The corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

ARTICLE V Dedication of Assets

5.1 Dedication of Assets

ARTICLE VI Membership

6.1 Qualifications.

6.2 Fees and Dues

6.3 Termination of Membership

6.4 Expulsion, Suspensions or Censures

6.4 Transfer of Membership

6.5. Rights of Members

6.6 Limitation of Member Liability

ARTICLE VII Meetings

7.1 Regular Meetings

7.2 Place of Meeting

7.3 Annual Meeting

7.4 Special Meeting

7.5 Notice of Meetings

7.6 Rules of Procedure

Except where inconsistent with these Bylaws or the Articles of Incorporation hereof, this corporation shall conduct its meetings in conformity with Robert's Rules of Order.

ARTICLE VIII Board of Directors

8.1 Director Responsibilities

Directors are expected to designated by the President or the Board or Directors.

8.2 Powers

8.3 Compensation

All positions on the Board of Directors and the designated committees are volunteer positions. Directors, officers and members of committees shall receive:

- (a) **No** compensation for their services and
- (b) Such reimbursement of pre-approved expenses incurred as part of their efforts to support the Program. (The Board must approve the purpose and amount of the expense prior to any member seeking reimbursements.)

8.5 Composition of the Board of Directors

The Board of the corporation shall consist of no less than five voting members.

8.6 Eligibility

Directors of the organization must be members of the organization in good standing.

8.7 Elections and Term of Office of Directors

The Board will take nominations from the membership attending the regular meeting 60 days before the annual meeting

8.8 Resignation of Directors and Board Members

8.9 Vacancies

The President and confirmation by a majority of the directors present and voting at the next regular meeting shall fill any vacancy on the Board for the unexpired portion of the term upon nomination.

8.10 Meetings

Regular meetings of the designated committees will be held on the _____ of each month starting at XX.

The annual board meeting will be the first _____.

Special Meetings may be called by the president or a simple majority of the Board.

- (a) Any meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can clearly communicate with one another and all such directors shall be deemed to be present in person at such meeting.
- (b) Sixty percent (60%) of the voting members of the Board present in a meeting shall constitute a quorum for the transaction of business at a meeting of the members.

8.11 Action without Meeting

Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the board, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.

8.12 Restrictions on Corporation and Governors

This corporation and the directors hereof shall have the following restrictions:

- (a) no part of the net earnings of the corporation shall inure to the benefit of any private person, member, governor or individual, and
- (b) The corporation is organized to serve the public interest and therefore shall not be operated for the benefit of private interest, such as members, contributors, or persons controlled directly or indirectly by such interests.

ARTICLE IX Officers

9.1 Officers

The officers of the corporation shall be a president, vice president, secretary, treasurer and program director.

9.2 Election of Officers

The officers of the corporation, except those appointed in accordance with the provisions of Section 8.7, shall be chosen by the Board and each shall serve at the pleasure of the Board.

9.3 Subordinate Officers

The Board may appoint, and may authorize the president or another officer to appoint any other officers that the business of the corporation may require, each of whom shall have the title, hold office for the period, have the authority and perform the duties specified in the bylaws or determined from time to time by the Board.

9.4 Removal of Officers

Any officer may be removed, with or without cause, upon vote of 60% of the voting members of the Board at any regular or special meeting of the Board or, except in case of an officer chosen by the Board, by an officer on whom such power of removal may be conferred by the Board.

9.5 Resignation of Officers

Any officer may resign at any time by giving written notice to the corporation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice.

9.6 Vacancies in Offices

The President and confirmation by a majority of the directors present and voting at the next regular meeting shall fill any vacancy of one of the Officer positions for the unexpired portion of the term upon nomination.

9.7 Responsibilities of Officers

- (a) President –
- (b) Vice President -
- (c) Secretary –
- (d) Treasurer.
- (e) Program Director –.

9.8 Compensation

All officer positions are volunteer positions. Officers shall receive:

- (a) **No** compensation for their services and
- (b) Such reimbursement of pre-approved expenses incurred as part of their efforts to support the Cypress Girls Volleyball Program. (The Board must

approve the purpose and amount of the expense prior to any member seeking reimbursements.)

9.9 Termination of Officers

The membership of an officer shall terminate upon occurrence of any of the following events. Causes of termination:

- (a) The resignation of the officer, which may be accomplished by submitting a written resignation to the principal office of the corporation.
- (b) The failure of the officer to pay dues or assessments, if required, within the times set forth by the Board,
- (c) The determination by the Board that the member has failed in a material and serious degree to observe the rules of conduct of the corporation or has engaged in conduct materially and seriously prejudicial to the interests and purposes of the corporation.

9.10 Expulsion, Suspensions or Censures of Officers

After receiving notice and an opportunity to respond, any member may be expelled, suspended or censured by the affirmative vote of not less than two-thirds (2/3) of the voting members of the Board. Following the determination that a member should be expelled under subparagraph (c) above, the corporation shall follow the expulsion procedure set forth in California Corporation Code 5341.

ARTICLE X Committees

10.1 Committees

The Board may form ad hoc committees to serve at the pleasure of the Board. Any committee, to the extent provided in the resolution of the Board, shall have all the authority to make recommendations to the Board.

10.2 Executive Committee

The Executive Committee shall consist of the five (5) elected officers. The Executive Committee shall exercise such powers and duties of the Board as are delegated by the Board. All actions of the Executive Committee shall be reported to the Board at its next regular meeting. Four members of the Executive Committee shall constitute a quorum. The executive committee shall have all the authority of the board,

The Executive Committee shall meet at the request of the President or of any four (4) members of the Executive Committee. Proper notice shall be by

telephone or e-mail to each committee member stating the time and place of the meeting.

Meetings of the Executive Committee may be open to the entire Board.

The Executive Committee may participate in a meeting by means of a conference telephone or similar communications equipment through which all members participating in the meeting can communicate with each other at the same time. Participation by such means shall constitute presence in person at the meeting.

10.3 Other Committees

The Board may appoint standing and ad hoc committees as needed

10.4 Committee Vacancies

The President or the majority of directors shall have the power to fill vacancies in any committee, except the executive committee.

ARTICLE XI Indemnification

11.1 indemnifications

The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation against any liability.

The corporation shall provide for indemnification by the corporation of its directors, officers, committee members, employees and agents and of its former governors, officers, committee members, employees and agents to the full extent permitted and in accordance with the procedures set forth in Section 7237 of the California Nonprofit Mutual Benefit Corporation Law or any successor provision of California law.

ARTICLE XII Records and Reports

12.1 Maintenance of Corporate Records

The corporation shall keep:

- (a) Adequate and correct books and records of account;
- (b) Minutes in written form of the proceedings of its members, board and committees of the board;
- (c) A record of its members, giving their names and addresses.

All such records shall be kept at the corporation's principal office.

12.2 Maintenance and Inspection of Articles and Bylaws

The corporation shall keep at its principal office the original or a copy of the Articles of Incorporation and bylaws as amended, to date, which shall be open to inspection by the members or other authorized representatives at all reasonable times during office hours.

13.3 Inspection by Directors

Every director shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind and the physical properties of the corporation and each of its subsidiary corporations, if any. This inspection by a director may be made in person or by an agent or attorney and the right of inspection includes the right to copy and make extracts of documents.

13.4 Annual Report to Members

At such time that the corporation consists of more than twenty members and has assets exceeding \$10,000, it shall, not later than 120 days after the close of the corporation's fiscal year, cause an annual report to be sent to the members and directors. Such report shall contain the following information in reasonable detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the corporation both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year;

The report required by this section shall be accompanied by an audit completed an independent accountant and the certificate of an authorized officer of the corporation that such statements were prepared with audit from the books and records of the corporation. The Executive Board will select the accountant to complete the annual audit.

ARTICLE XIII Non-Discrimination

13.1 Non-Discrimination

The selection of members, directors, officers, or agents shall be made without discrimination based on disability, gender, national origin, race, religion or sexual orientation.

The selection of contracts, service providers, materials or equipment by the directors, officers, or agents shall be made without discrimination based on disability, gender, national origin, race, religion or sexual orientation.

ARTICLE XIV Amendments

14.1 By Board

The Board shall have the power to make, alter and repeal the Bylaws of the corporation by affirmative vote of two-thirds (2/3) of the Board, provided that the action is proposed at a regular or special meeting of the Board and adopted at a subsequent regular meeting, except as otherwise provided by law. All Bylaws made by the Board may be altered, amended or repealed by the members. Upon

proper notice as specified herein, amendments to the Bylaws may be by written ballot.

14.2 By Members

The Bylaws may be altered, amended or repealed at any meeting of the members of the corporation by a two-thirds (2/3) vote of all the members, provided that the proposed action is stated in the notice of such meeting.

14.3 Conflict of Interest

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

14.4 Fiscal Policies

The fiscal year for CGVB is January 1st to December 31st

- (a) The Board of Directors must approve the annual budget in the April meeting.
- (b) The Board of Directors shall have no direct employees. Professional services such as accountants, trainers, etc. will be secured through consultation agreements which must be approved in writing by the Board of Directors prior the execution of any agreements.
- (c) No member of the Executive Board may be a vendor of equipment, services, food or materials to the "Boosters".
- (d) The Executive Board will approve purchases, service agreements and consulting contracts prior to execution, the following process will be followed:
 - Purchases up to \$500 can be approved in writing by two executive board members and require one signature on the check.
 - Purchases between \$501 and \$2,500 can be approved in writing by two executive board members and require two signature on the check.
 - Purchases over \$2500 must be approved in writing by a majority of the executive board and require two signatures on the check.
 - Purchases of equipment, services, food or materials over \$250 will require three bids. Acceptable documentation will include written vendor estimates, published catalog pricing, internet catalog/site vendor estimates.
 - Emergency purchases of equipment, services, food or materials may be approved verbally by any two executive board members with the requirement that the situation and expenses be thoroughly explained at the next meeting after the incident. If

the Executive Board believes the action take was not consistent with the purpose, mission or in the best interest of CGVB, the person approving the expense will be subject to removal per Section 9.10

- (a) All requests for specific equipment, services, food or materials for any level of the program will be submitted by the Head Varsity Coach of the Program. These requests can be made via email or through a purchase request form.

Certificate of Secretary

I, the undersigned, certify that I am the presently elected and acting secretary of CGVB, a California non-profit corporation, and the above bylaws, consisting of 14 pages, are the bylaws of this corporation as adopted by unanimous written consent of the Board on April XX.

Date: _____

Secretary: _____

Lisa & Associates Advertising Specialties

22258 Pamplico Dr., Santa Clarita, CA. 91350
661-645-1525 Lisa@LALogoz.com

Quote

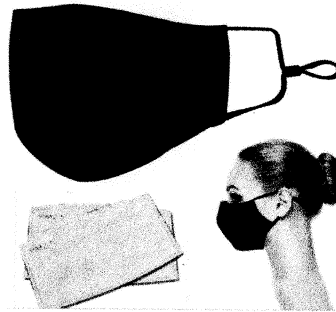
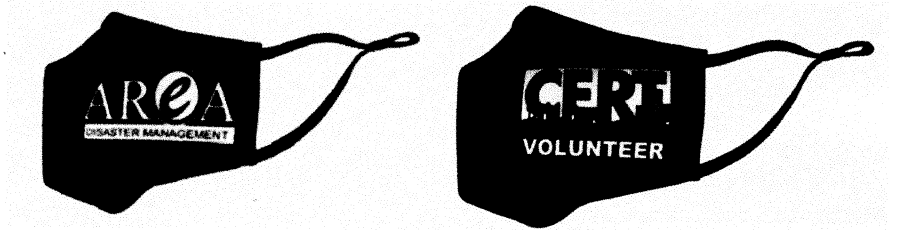
Quote #	Promo items	To:
Date:	1/4/21	David Ashman
Valid for:	30 days	Area Disaster Management
Customer ID:	ADM	
Prepared by:	Lisa Ratzky	

Quantity	Description	Unit Price	Ext Amt	Setup	Tax	Freight*	Total
1,000	2 oz gel sanitizer with 1 color imprint	\$1.07	\$1,070.00	\$55.00	\$107.00	\$142.00	\$1,545.00
150	Area mesh mask Black with 2 color imprint	\$1.72	\$258.00	\$62.50	\$25.80	included	\$346.30
500	Cert mesh mask Black with 2 color imprint	\$1.72	\$860.00	\$62.50	\$86.00	included	\$1,008.50
1,000	First aid kit 11 piece	\$1.67	\$1,670.00	\$55.00	\$167.00	\$167.00	\$2,059.00
TAX 10.00%				Total:		\$4,958.80	

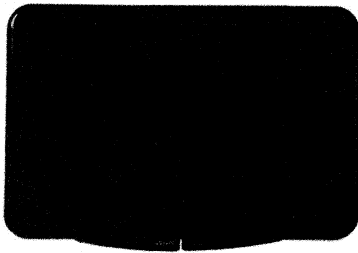
Hand Sanitizer



Masks



First Aid Kit



DMAC

From: Lilia Valdez <LValdez@isd.lacounty.gov>
Sent: Tuesday, December 1, 2020 4:09 PM
To: DMAC; Jon Keehmer; Karl Krebs
Subject: RE: CWIRS costs - maintenance and on-going expense

Hi David,

Here are the charges for the twenty six (26) radios. These are recurring monthly cost for Access and Maintenance. Now you need to determine if Area E is going to pay or if OEM is going to pay for these radios. Please let us know.

➤ **Access**

Department	CWIRS Account	Qty of Units	Access (318) – Recurring Cost \$36.50 per Unit (Portable) per Month	Cost per Year
Office of Emergency Management	A80821-01010	26	26 x \$36.50 = \$949.00 per month	\$11,388.00
			(318) Access Total	\$11,388.00

➤ **Maintenance**

Department	CWIRS Account	Qty of Units	Maintenance (399) – Recurring Cost \$16.22 per Unit (Portable) per Month	Cost per Year
Office of Emergency Management	A80821-01010	26	26 x \$16.22 = \$421.72 per month	\$5060.64
			(399) Maintenance Total	\$5060.64

Access (318)	\$ 11,388.00
Maintenance (399)	\$ 5,060.64
Programming	\$ 0.00
County Overhead 1.6% (GCO)	\$ 263.18
Yearly Total	\$16,711.82

Thank you,

Lilia Valdez

ECT/CWIRS Administrator
(323) 267-4777 Office
(562) 390-0281 Cell
Schedule: M-Thurs
Hours: 5:30am-4:30pm
RDO: Friday
lvaldez@isd.lacounty.gov



JOINT MEETING OF THE GENERAL BOARD

WEDNESDAY, December 9th, 2020 @ 8:30AM

Web Link: <https://global.gotomeeting.com/join/465561461>

Call-in: +1 (646) 749-3122

Access Code: 465-561-461

GENERAL BOARD MEETING AGENDA

8:30 AM Call to Order and Roll Call

8:30 AM Introductions

8:45 AM Guest Introductions and Public Comment (Limit to 8 speakers and 3 minutes per speaker)

8:45 AM ITEM 1: Approval of the Previous Meeting Minutes – October 2020
Recommendation: Approve Minutes.

8:50 AM ITEM 2: Consent Calendar

Consent calendar items will be considered and approved in one motion unless removed by general board member for discussion.

8:50 AM ITEM 3: Communications - Executive Committee Reports

3.1 Chair Report Rakdy Khlok/Mark Rounds

3.2 Area E Fire Chief's Report (Item on Hold)

3.3 Area E Police Chief's Report (Item on Hold)

3.4 CERT Chairwoman's Report Rakdy Khlok/Emely

The reports from Items 3.2 to 3.3 are on hold until the COVID-19 response is complete.

AREA E MEMBER CITIES INCLUDE:

ARTESIA, BELL, BELL GARDENS, BELLFLOWER, CARSON, CERRITOS, COMMERCE, COMPTON, CUDAHY, DOWNEY, HAWAIIAN GARDENS, HUNTINGTON PARK, LA HABRA HEIGHTS, LA MIRADA, LAKEWOOD, LOS ANGELES COUNTY, LYNWOOD, MAYWOOD, MONTEBELLO, NORWALK, PARAMOUNT, PICO RIVERA, SANTA FE SPRINGS, SOUTH GATE, VERNON, & WHITTIER

AREA E DMAC: DAVID ASHMAN, **AREA E ADMINISTRATIVE MANAGER:** ZAIRA VILLA, **AREA E Staff:** Daniel Cabuay, www.dmae.ca.gov



JOINT MEETING OF THE GENERAL BOARD AGENDA

10:30 AM ITEM 8: Adjournment

The next meeting of the General Board of Area E Disaster Management Joint Powers Authority will be at 8:30 AM, January 13, 2020 via webinar.

Public Comment: The public is encouraged to address the Board or Committee on any matter listed on the agenda. The General Board will hear public comment on matters not listed on the agenda during the Public Comment period.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by the host City, please contact the Norwalk City Clerk's office, (562) 929-5720. Assisted listening devices are available at this meeting. Ask a staff member if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: General Board agendas and minutes are available at the Area E Disaster Management Office, 13700 La Mirada Boulevard during regular business hours, 8:00 a.m. to 5:00 p.m., Monday – Friday; telephone (562) 902-2368.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at Norwalk City Hall, not less than 72 hours prior to the meeting. Dated this 19th day of October 2020.

Zaira Villa

Zaira Villa

Area E Administrative Manager