

MEETING OF THE EXECUTIVE COMMITTEE - FY 2020/2021



DISASTER MANAGEMENT JOINT POWERS AUTHORITY

Thursday, March 4th, 2021 @ 9:00 AM

Call-in: +1 (872) 240-3412 PIN: 483-074-037

Web Link: <https://global.gotomeeting.com/install/483074037>

EXECUTIVE COMMITTEE MEETING AGENDA

- 9:00 AM Call to Order and Roll Call
- 9:05 AM Introductions and Announcements (Round Table)
1. **There will be a Closed Session**
- 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 February 2021 Meeting Minutes
- 9:10 AM **ITEM 2: Office Update** Rakdy Khlok
Recommendation: Provide status update

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, Status**
 - 3.2 **EMPG Performance Period 20-22, Status**
 - 3.3 **EMPG-S, Status**
 - 3.4 **Area E Fiscal Year 19-20, YTD**
 - 3.5 **SHSGP Applications Due May 3rd, 2021**
 - 3.6 **EMPG Training, March 12th and April 2nd 2021**
- Requested Action: Provide a status update.
-
- 9:50 AM** **Item 4: General Services Approval Updates** Rakdy Khlok
- 4.1 **Accounting Services**
- Requested Action: Provide status update
-
- 9:55 AM** **ITEM 5A: Budget and Finance Update** Rakdy Khlok
- 5A.1 **City Dues Collection Status**
 - 5A.2 **PEX Card Status**
 - 5A.3 **Mid-year budget Review**
- Requested Action: Provide status update
-
- ITEM 5B: Closed Session** Rakdy Khlok
- 5B.1 **Human Resources Contract**
 - 5B.2 **Discussion Operational Model**
-
- 10:20 AM** **ITEM 6: Administrative Updates** David Ashman
- 6.1 **CWIRS Radio Project Distribution**
 - 6.2 **EOP Contract, Timeline**
 - 6.3 **Meeting Protocols, Voting**
 - 6.4 **Vaccine Distribution**
 - 6.5 **General Board Meeting Agenda**
- Requested Action: Provide Direction
-
- 10:30 AM** **ITEM 7: Adjournment**
- The Executive Committee Powers Authority's next meeting will be at 9:00 AM, April 1st, 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.

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 Area E staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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 4th day of March 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 February 4th, 2021

Meeting was called to order at 9:08 am

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

Members Present: Chair Rakdy Khlok, Vice-Chair Mark Rounds; Emely Merina; Christopher Caisip, Brian McNerney, Yolanda Martinez, Anthony Martinez

Members Absent:

Guests Present: None

Advisory Member: Ashu Palta (Not Present)

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

2) Introductions and Announcements: None

3) Guest introductions and Public Comments: None

Item 1: Approval of the Previous Meeting Minutes – January 2021 Meeting Minutes

The meeting minutes are motioned for approval by Area E Vice Chair Mark Rounds on the condition that the grammatical errors be corrected.

The motion is seconded by Area E Executive Board member Emely Merina.

Area E Executive Board member Yolanda Martinez abstains from the vote.

Motion passes.

Item 2: Office Updates

2.1 Area E Staff Schedule

Area E Chair Rakdy Khlok shares the Area E Admin Zaira Villa is working in the office onsite. Area DMAC and Area Staff will continue to work remotely. She also shared that the Area E Office is trying to procure a new laptop for the Area E Admin to have remote capabilities.

Item 3: Operational Area Reports

3.1 EMPG Performance Period 19-21, MOD1

Area E DMAC David Ashman goes over the FY 19-20 and 20-21 chart. **See attached.**

He explains that the chart structure is meant to highlight what portions of EMPG have been completed, submitted for approval, received or returned et al. This is meant to centralize all information for said performance period.

He continues to explain that we have completed all steps up to the Auditor Questions for quarters 3 and 4 and once completed, will move onto the final phases of the EMPG grant process which will allow reimbursements for quarters 1 and 2.

Area E Chair Rakdy Khlok recommends that the quarter sections of the chart be marked with their corresponding months. Area E DMAC will edit this into future charts.

3.2 EMPG Performance Period 20-22, Projects and Q2 Report

Area E DMAC David Ashman goes over FY 19-20 and 20-21 chart. **See attached.**

The only items left for this period are the CWIRS radios, the new laptop for Area E Admin, and the EOP Project. We will close this period around April 2021, but until then we have not received any reimbursements for this period.

Area E DMAC David Ashman explains that this does not have a sub recipient agreement yet. The only costs we can use this for are operating costs and labor. This will follow the same plan as the previous items' fiscal years.

As it stands, quarters 1 and 2 are pending matching funds and invoices. Until then, this performance period cannot proceed. Some issues for this item are a lack of timeline for the SRA in the 2nd quarter.

By next week, the Area E DMAC will have an update from Craig regarding the SRA timeline.

Area E DMAC also goes over the laptop costs and samples of the outreach project materials. Area E Staff will confirm three new vendors for the laptop purchase.

3.3 EMPG-S, MOD1

Area E DMAC David Ashman explains that this grant will be used for a communications project that was approved prior by the Executive Board. He explains we have a submitted workbook that has been approved by the state. The next step is to do an RFP for the items outlined, but the purchase of items is still pending the approval of a sub-recipient agreement.

Area E DMAC states the goal is to put out bids within the next 30 days to be prepared once the agreement is approved. The biggest issue is matching funds for this grant. These items are outlined in the packet. **See attached.**

As it stands, the grant has \$85,000 to match in funding. Area E DMAC suggests looking to the member cities of Bellflower, Carson, Montebello, Paramount, Vernon, Whittier or Compton to act as candidates for the price match. He will reach out to these member cities to act as matches for the \$85,000.

3.4 Area E Fiscal Year 19-20, Statement

Area E DMAC displays the charts created by the Area E Accountant Matt Lenton and Area Admin Zaira Villa. **See attached agenda.**

There is no grant income to report which causes the statement to look unbalanced. Area E DMAC reminds the Executive Board that despite this, the money received from dues and money saved, means that Area E still has funds for operations.

Area E Chair Rakdy requests a document that specifically shows budget and expense tied to the fiscal year. Area E DMAC will provide this document to the Board next meeting.

Item 4: General Services Approval Updates

4.1 Accounting Services

Area E Chair Rakdy Khlok addresses that the Area E Accountant Matt Lenton has been hired for the rest of February 2021 to maintain Area E books on a weekly basis. This may not extend to March depending on situational changes.

Area E Executive Board have no issues with the Area E Account staying on for the month of February.

Item 5A: Budget and Finance Update

5A.1 City Dues Collection Status

Area E DMAC David Ashman presents approved process for dues collection. Area E DMAC explains that he will follow the 7-step process of City Due's Collection while the Area E Admin finishes grant-related work.

5A.2 PEX Card Status

Area E Chair Rakdy Khlok shares that she is still working to issue another PEX card to Area E Vice Chair Mark Rounds. She will update the board once she issues this card.

The motion passes unanimously.

5A.3 Change in Banking, FDIC

Area E Chair Rakdy Khlok explains despite the FDIC guarantee is not worth the trouble of two banks. She was advised this by the Area E Accountant Matt Lenton.

Area E Executive Board will ask their cities for input regarding having multiple banks for Area E. Area E Executive Board member Yolanda Martinez and Area E Vice Chair Mark Rounds will return to the Executive Board with their inquiry.

Area E DMAC suggests that the Area E Accountant consult banking issues and investing opportunities. The Area E Chair will speak with the Area E Accountant.

This item will be tabled until the next Executive Board Meeting.

5A.4 Proposed Bylaws

Area E DMAC suggests that this item be held until discussion item 5B. Area E Chair accepts this suggestion.

Item 5B: Budget and Finance Update – Closed Session

Area E Staff, Area E Admin, and Area E DMAC leave the call to allow for a closed session led by Area E Chair Rakdy Khlok.

Area E Staff, Area E Admin and Area E DMAC return to meeting at behest of the Area E Chairwoman.

The Executive Board has decided to take the decision of changing the business

model to the General Board. Area E Chair Rakdy Khlok requests that a closed session regarding the business model change be added to the General Board Meeting Agenda.

Item 6: Administrative Updates

6.1 CWIRS Radio Project

Area E DMAC explains the radios are programmed and ready for pick up. Area E DMAC will pick up this item and then work with Area E Staff member Daniel Cabuay to send an invitation to the member cities for distribution.

He further explains what items will be included with the radio package. **See attached**

Area E will tag the new radios and test the existing radios alongside the new radios.

Area E Chair Rakdy Khlok suggests that the radio distribution and the outreach material distribution take place on the same day. Area E DMAC agrees and will work with Area E Vice Chair Mark Rounds to set up the location for distribution.

6.2 EOP Contract, Project Underway

Area E DMAC provides an update for the Executive Board. At the end of January, the three consultants provided their EOP template outline to the Area E DMAC completing Phase One.

Phase Two will take place over the next two to three weeks, they will fill the entire outline to create a proper program for the EOP project. This phase will be completed by end of February.

In March 2021, the timeline indicates that the consultants will develop and show their training materials to the Area E DMAC.

At the start of April, the goal is to host remote EOP training. The classes will be scheduled for 4-5 hours and that attendees will have electronic version of materials for the classes.

6.3 Outreach Materials Update

Area E DMAC presents the samples of Area E and CERT-branded materials purchased with the outreach funds. He explains that the items have been ordered and we are awaiting the masks being shipped in internationally.

6.4 Website

Area E Staff Daniel Cabuay presents the new Area E Website. He displayed the security functions that were approved by the Board.

Area E DMAC asks the Board to register and explore the new functions of the site.

Area E DMAC explains that in the next week, the Emergency Software Project will begin their implementation phase of the project. He will continue to provide updates to this software project as he receives them to the Board.

6.5 General Board Meeting Agenda – January 20, 2020

Area E Executive Committee plan out the General Board Meeting Agenda.

Item 7: Adjournment

There being no further business to be brought before the Area E Executive Committee, Area E Vice Chair Mark Rounds motions to end the meeting. This motion is seconded by Area E Executive Board member Emely Merina. **The motion passes unanimously.** The February 4th, 2021 meeting officially adjourned at A.M.

Submitted:

Attest:

Daniel Cabuay, Area E Staff

Rakdy Khlok, Chairwoman

APPROVED:
March 4th, 2021

Emergency Management Performance Grant - Performance Period 2019 to 2021

Performance Period	2019 to 2021	Productivity Report	Matching Fund Info Collected	Reimbursement Request Submitted	Auditor Questions	Auditor Response Sent	Reimbursement Payment Received
Workbook Completed	Yes						
Workbook Submitted	9/10/2019						
SRA Received	Yes						
SRA Returned	Yes						
Mod 1 Submitted	Yes						
Mod 1 Approved	1/25/2021						
Mod 2 Submitted							
Final Mod							
Notes							
• Q1 to Q4 - Expenses Labor and monthly operating expenses	1 Qtr (Jul, Aug, Sep)	Submitted	Submitted	Submitted	Submitted	Submitted	No
• Q5 to Q7 - Projects and Equipment/Materials Purchases	2 Qtr, (Oct, Nov, Dec)	Submitted	Submitted	Submitted	Submitted	Submitted	No
• PP 19-21 Project - EOP Template	3 Qtr, (Jan, Feb, Mar)	Submitted	Submitted	Submitted	Submitted	Submitted	No
	4 Qtr, (Ap, May, Jun)	Submitted	Submitted	Submitted	Pending	Pending	No
	5 Qtr (Jul, Aug, Sep)	Submitted	Pending	Pending			
	6 Qtr, (Oct, Nov, Dec)	Submitted	Pending	Pending			
	7 Qtr, (Jan, Feb, Mar)	Due 4/10					
	8 Qtr, (Ap, May, Jun)						
	Final Submittal						

Emergency Management Performance Grant - Performance Period 2020 to 2022

Performance Period Workbook Completed Workbook Submitted SRA Received SRA Returned Mod 1 Submitted Mod 1 Approved Mod 2 Submitted Final Mod	2020 to 2022	Productivity Report	Matching Fund Info Collected	Reimbursement Request Submitted	Auditor Questions	Auditor Response Sent	Reimbursement Payment Received
	Yes						
	1/28/2021						
	No						
Notes							
• Q1 to Q4 - Expenses Labor and monthly operating expenses	1 Qtr (Jul, Aug, Sep)	Submitted	Pending	Pending			
• Q5 to Q7 - Projects and Equipment/Materials Purchases	2 Qtr, (Oct, Nov, Dec)	Submitted	Pending	Pending			
• PP 20-22 Project - Recovery Guide	3 Qtr, (Jan, Feb, Mar)	Due 4/10					
	4 Qtr, (Ap, May, Jun)						
	5 Qtr (Jul, Aug, Sep)						
	6 Qtr, (Oct, Nov, Dec)						
	7 Qtr, (Jan, Feb, Mar)						
	8 Qtr, (Ap, May, Jun)						
	Final Submittal						

Emergency Management Performance Grant S - Performance Period 2020 to 2021

Performance Period Workbook Completed Workbook Submitted SRA Received SRA Returned Mod 1 Submitted Mod 1 Approved Mod 2 Submitted Final Mod	2021 to 2022	Productivity Report	Matching Fund Info Collected	Reimbursement Request Submitted	Auditor Questions	Auditor Response Sent	Reimbursement Payment Received
	Yes						
	9/1/2020						
	No						
Notes							
• Project plan submitted	1 Qtr (Jul, Aug, Sep)	Submitted					
• Project plan approved							
• Project cost being updated	2 Qtr, (Oct, Nov, Dec)	Submitted					
	3 Qtr, (Jan, Feb, Mar)	Due 4/10					
	4 Qtr, (Ap, May, Jun)						
	5 Qtr (Jul, Aug, Sep)						
	6 Qtr, (Oct, Nov, Dec)						
	7 Qtr, (Jan, Feb, Mar)						
	8 Qtr, (Ap, May, Jun)						
	Final Submittal						



Fiscal Year (FY) 2020 Emergency Management Performance Grant Program COVID-19 Supplemental (EMPG-S)

QUICK GUIDELINES

This document provides a quick guideline to separate out the differences between Emergency Management Performance Grant (EMPG) and Emergency Management Performance Grant Program, COVID-19 Supplemental (EMPG-S).

It is highly recommended that all Subrecipients review the FY 2020 EMPG-S Notice of Funding Opportunity (NOFO) and the FY 2020 EMPG-S CA Supplement in addition to this document.

PRIORITIES

EMPG-S requires that funding must be used to prevent, prepare for, and respond to COVID-19 in the areas below:

- Review, modify and/or execute logistics and enabling contracts to increase capability to stockpile and provide the necessary resources needed to stabilize lifelines (e.g. PPE, food, water, buildout of medical facilities, etc.).
- Modify evacuation plans to account for limited travel options and increased time needed for health care facilities in a COVID-19 environment.
- Identify mass care and shelter options that meet CDC guidance and mitigate risks to your communities and most vulnerable citizens.
- Emphasize collection, analysis, and sharing of data to strengthen decision support capabilities.

PERIOD OF PERFORMANCE

Subaward period of performance will be 21 months; from January 27, 2020 to October 26, 2021.

MATCH

Cal OES will provide funding match for counties with a population less than 500,000.

UNALLOWABLE COSTS CATEGORY

Exercise activities are not allowable under the EMPG-S program.

FINANCIAL MANAGEMENT FORMS WORKBOOK (FMFW)

The FMFW contains additional macro buttons on the top left of each Solution tab:

- Sort (A-Z)
- Spellcheck

AUTHORIZED EQUIPMENT LIST (AEL)

EMPG-S allowable equipment includes equipment from the following AEL sections:

- Personal Protective Equipment (PPE) **(Section 1)**
- Information Technology **(Section 4)**
- Interoperable Communications Equipment **(Section 6)**
- Detection Equipment **(Section 7)**
- Decontamination Equipment **(Section 8)**
- Medical Equipment **(Section 9)**
- Power Equipment **(Section 10)**
- Physical Security Enhancement Equipment **(Section 14)**
- CBRNE Logistical Support Equipment **(Section 19)**
- Other Authorized Equipment **(Section 21)**

EMPG-S does **not** include the following AEL sections:

- Cybersecurity Enhancement Equipment **(Section 5)**
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials **(Section 11)**
- CBRNE Incident Response Vehicles **(Section 12)**

LARGE EQUIPMENT PURCHASES

Large equipment purchases must be identified and explained (see pg. 29 of the NOFO). If an equipment cost per unit appears excessive, justification may be required.

TRAINING AND EXERCISE REQUIREMENTS

There are no Training and Exercise requirements for EMPG-S funded Personnel.

BIANNUAL STRATEGY IMPLEMENTATION REPORT (BSIR)

EMPG-S does not have a BSIR requirement.

PERFORMANCE REPORTS

EMPG-S Quarterly Performance Reports are required to be submitted to FEMA. Final signed/approved Performance Reports must be submitted to your Program Representative by the due date of each quarter.

Both EMPG-S and EMPG will follow the same performance report due dates.

MULTI-YEAR TRAINING AND EXERCISES PLAN (MY-TEP)

EMPG-S does not have a MY-TEP requirement.

Please contact your Program Representative if you have any questions.

**Disaster Management Area E
Profit & Loss Budget vs. Actual
July 2020 through January 2021**

	<u>Jul '20 - Jan 21</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%
Total 44500 · Government Grants	<u>0.00</u>	<u>235,653.00</u>	<u>-235,653.00</u>	<u>0.0%</u>
45000 · Investments				
45030 · Interest-Savings	16.59	20.00	-3.41	82.95%
Total 45000 · Investments	<u>16.59</u>	<u>20.00</u>	<u>-3.41</u>	<u>82.95%</u>
46400 · Other Revenue				
46405 · Miscellaneous Revenue	100.00			
Total 46400 · Other Revenue	<u>100.00</u>			
47200 · Program Income				
47220 · Member Assessments	139,021.00	145,204.00	-6,183.00	95.74%
Total 47200 · Program Income	<u>139,021.00</u>	<u>145,204.00</u>	<u>-6,183.00</u>	<u>95.74%</u>
Total Income	<u>139,137.59</u>	<u>380,877.00</u>	<u>-241,739.41</u>	<u>36.53%</u>
Expense				
60000 · Program Costs				
60050 · CERT Expense				
60200 · CERT Program Support	0.00	5,450.00	-5,450.00	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	10,000.00	15,000.00	-5,000.00	66.67%
60350 · City Training Programs	4,400.00	50,000.00	-45,600.00	8.8%
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%
Total 60225 · Other Program Expenses	<u>14,400.00</u>	<u>81,500.00</u>	<u>-67,100.00</u>	<u>17.67%</u>
Total 60000 · Program Costs	<u>14,400.00</u>	<u>86,950.00</u>	<u>-72,550.00</u>	<u>16.56%</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	6,300.00	12,000.00	-5,700.00	52.5%
62115 · HR Services	3,750.00	6,000.00	-2,250.00	62.5%
62120 · DMAC Services	58,814.00	103,000.00	-44,186.00	57.1%

Disaster Management Area E
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
62130 · IT Services	3,000.00	6,000.00	-3,000.00	50.0%
62135 · Other Contract Services	0.00	8,000.00	-8,000.00	0.0%
Total 62100 · Contract Services	71,864.00	144,500.00	-72,636.00	49.73%
62200 · Facilities and Equipment				
62210 · Equipment Lease	2,605.01	5,200.00	-2,594.99	50.1%
62215 · Donated Office Facilities	4,964.00	4,964.00	0.00	100.0%
62220 · Maintenance - Equip/Software	1,305.77	1,000.00	305.77	130.58%
62225 · Communications	1,124.01	2,600.00	-1,475.99	43.23%
Total 62200 · Facilities and Equipment	9,998.79	13,764.00	-3,765.21	72.65%
62300 · General				
62305 · Bank Fees	52.50	400.00	-347.50	13.13%
62310 · Computer equipment/supplies	314.21			
62315 · Postage, Mailing Service	63.00	100.00	-37.00	63.0%
62320 · Office Supplies and Materials	1,677.17	4,000.00	-2,322.83	41.93%
62345 · Miscellaneous	102.34	100.00	2.34	102.34%
62350 · Contingency	0.00	320.00	-320.00	0.0%
Total 62300 · General	2,209.22	4,920.00	-2,710.78	44.9%
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%
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%
Total 62500 · Travel and Meetings	0.00	4,000.00	-4,000.00	0.0%
65000 · Payroll Expenses				
65100 · Salary and Wages - Office Aid	24,036.96	57,828.00	-33,791.04	41.57%
65105 · Salary and Wages - Ops	0.00	16,000.00	-16,000.00	0.0%
65150 · Salary and Wages - Intern	9,697.82			
65200 · Payroll Taxes	2,754.47	3,152.46	-397.99	87.38%
65300 · Pension and OPEB Contributions	29,308.33	30,000.00	-691.67	97.69%
65400 · Employee Insurance	3,031.01			
65450 · Employee Health Stipend	525.00	2,400.00	-1,875.00	21.88%
65455 · Cell Phone Allowance	600.00			
65500 · Payroll Services	1,803.01	4,500.00	-2,696.99	40.07%

Disaster Management Area E
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 65000 · Payroll Expenses	71,756.60	113,880.46	-42,123.86	63.01%
Total 62000 · Operations	169,101.61	293,364.46	-124,262.85	57.64%
Total Expense	183,501.61	380,314.46	-196,812.85	48.25%
Net Ordinary Income	-44,364.02	562.54	-44,926.56	-7,886.38%
Net Income	<u>-44,364.02</u>	<u>562.54</u>	<u>-44,926.56</u>	<u>-7,886.38%</u>

HSGP 2021 PROJECT PROPOSER BRIEFING

FY 2021

Purpose: To inform potential project proposers about improvements to the selection process for projects seeking SHSGP funding from the “Other” discipline.

Goal: (1) Build new capabilities that serve the region, and (2) sustain existing regional capabilities.

POETE: Plan, Organize, Equip, Train, Exercise.

Strategy: Prioritize eligible projects based upon criteria that are consistent, fair, realistic and supportive of the goal.

Method: Elicit information from project proposers that will inform the “Other” Task Force members about the project and the proposing agency. Vet project proposals through dialogue with proposers in advance of Full Task Force final meeting. Rank order qualified projects.

NOTE: This is NOT the official application process for the SHSGP grant. This process is separate from, and in addition to, the requirements and application process conducted by the L.A. County Homeland Security Grants Administration. This proposal process is not a requirement to secure a grant award, but the information requested is intended to inform the Task Force during the selection process.

HSGP/HSGA Criteria:

1. 2021 HSGP Performance Period is **insert number of years (Insert dates of performance period)**. *(Can the project be completed in the time allowed?)*
2. A valid Dun and Bradstreet (DUNS) number must be provided in order to be eligible to apply and receive HSGP funding. *(Proposer must provide DUNS number.)*
3. A project must be regional in scope and have a nexus to Terrorism.
4. **The State has indicated project modifications will be limited and restrictive, so please do not request a project as a placeholder to hold funding without the intention to complete.** *(How detailed is the proposal?)*
5. Consider the length of time to procure and complete a project to ensure one can meet claim submission deadlines. *(Same as #1 and #4 above.)*
6. Is the project scalable?
7. Interoperable Communications:
 - Project expands the capacity of an existing regional communication system(s).
 - Project improves regional communications as there are more agency beneficiaries.
 - Project addresses a regional need. Explain how the request will remedy the matter.

“Other” Task Force Timeline:

March 26, 2021 – Project Proposals due; send to info@areadonline.com

TBD – “Other” Task Force members will meet virtually with project proposers

HSGA Timeline: (Dates have not been released from the State)

- Initial Approval Authority meeting
- HSGA sends out Call Out for projects to sub-recipients
- **Deadline for sub-recipients to submit projects to HSGA**
- Full Task Force final meeting

Review and Explain Form: Form to be sent to each email address on sign-in roster.

Homeland Security Grant Program Project Proposal FY2021

Please complete ALL parts of this Project Proposal for Homeland Security Grant Program (HSGP) funds and return it to info@areadonline.com NO LATER THAN March 26, 2021. If you have any questions, please contact Loni Ezell at (626)458-7340 or lezell@dpw.lacounty.gov.

Organization Information

Organization's Name _____ DUNS # _____

Project Contact's Name _____ Email _____

• Has your organization ever received Homeland Security grant funds? _____ Yes _____ No _____

• Has your organization ever returned unspent Homeland Security grant funds? Yes _____ No _____

Project Information

Project Title _____

Requested Funding Amount \$ _____ # Months Required to Complete Project _____

• Has your organization received HSGP funding for this project before? Yes _____ No _____

• Will your organization request HSGP funding for this project in the future? Yes _____ No _____

• If yes, is this a multi-year project _____ or an on-going, recurrent cost _____? (check one)

• Is this project eligible for funding from another source (e.g. another grant)? Yes _____ No _____

• Does this project build or sustain one of the 32 FEMA Core Capabilities? Yes _____ No _____

• If yes, which one(s)? _____

• Does this project build or sustain an LA Co. Operational Area capability gap(s)? Yes _____ No _____

• If yes, which one(s)? _____

• What communities will directly benefit from this project? _____

• Does this project support an approved plan or SOP? _____ Yes _____ No _____

• If yes, name of plan & organization: _____

Project Description

In the space provided below, describe the project in detail, to include its purpose, how it will build or sustain a FEMA core capability or identified gap, how it will be maintained and sustained after this grant performance period ends, how it supports an existing plan or SOP, and its nexus to terrorism. Show a project timeline with benchmarks to ensure completion within the grant performance period. Describe what your organization has accomplished with past HSGP funding, to include incomplete projects.

[Empty rectangular box for project description]

DMAC

From: Jeff Robinson-Area G <jrobinson@areag-laco.org>
Sent: Thursday, February 25, 2021 12:07 PM
To: Area H DMAC ; DMAC B-Debbie Pedrazzoli; DMAC C-John Pinedo; DMAC D-Diana Manzano-Garcia ; DMAC; DMAC Jeff Robinson-Area G; Francisco Soto (DMAC-F); Lindsay Barker Call (DMAC A)
Subject: Technical Assistance -FEMA will host two national outreach calls for the FY 2021 EMPG Program

Technical Assistance – Emergency Management Performance Grant (EMPG) Program
February 25, 2021

OUTREACH SERIES INFORMATION AND INVITATION:

Emergency Management Performance Grant (EMPG) Program Outreach Series
for EMPG Program Applicants and Stakeholders

Please share this invitation broadly

The Federal Emergency Management Agency's (FEMA) Grant Programs Directorate, in partnership with the FEMA Regional Offices, invites all potential EMPG Program applicants to participate in one of the two upcoming outreach calls regarding the fiscal year (FY) 2021 EMPG Program. The FY 2021 EMPG Program provides \$355.1 million in funding support to state, local, and territorial emergency management agency efforts to implement the National Preparedness System and the National Preparedness Goal (the Goal) of a secure and resilient nation. Additional program information is located at Preparedness Grants | FEMA.gov.

Each outreach call will present similar content, including but not limited to: FY 2021 EMPG overview; changes/highlights; eligibility; allowable costs; the Work Plan Template; and how to apply. Additionally, FEMA will provide online informational resource links to program documents, environmental and historic preservation requirements, and physical safety/security tools. Finally, there will be a question and answer session during each outreach call.

Draft Agenda:

- Welcome
- Introductions
- FEMA Grant Programs Directorate - Overview of the EMPG Program
 - o Program Overview and Highlights
 - o Eligibility
 - o Allowable Costs
 - o Work Plan Template
 - o Preparedness Grants Manual
 - o Lessons Learned from FY 2020
 - o Review Available Online Resources
 - o Administrative Processes
- Questions and Answers

Technical Assistance – Emergency Management Performance Grant (EMPG) Program

FEMA will host two national outreach calls for the FY 2021 EMPG Program. The information for the outreach calls is as follows:

• Dates:

1. Friday March 12, 2021
2. Friday April 2, 2021

- Time: 2 p.m. ET/ **11 AM PT**
- Dial-in Number: 800-320-4330
- Passcode: 843693

If you are unable to join, or if the event is at capacity, please join the next offering. For questions regarding these outreach calls, please contact FEMA's Grant Programs Directorate Information Desk at 1-800-368-6498 or ASKCsid@fema.dhs.gov.


Jeffrey R Robinson, CEM, TLO, NEMAA
Disaster Management Area G
3868 Carson Street, **#106**
Torrance, CA 90503
Office: (310) 316-0055
Cell: (310) 625-7995
Amateur Radio Call Sign: KB3KKX

Like Area G Office of Disaster Management on



Weather Ready Nation Ambassador



 **MEMBER**
International Association of
FEATURED MENTOR Go to: <https://www.iaem.org/mentors>

For more information, visit www.iaem.com

If you want to be removed from the Disaster Management Area G Distribution List please send an email to jrobinson@areag-laco.org

Recovery Plan for Outstanding Dues

City of Hawaiian Gardens	\$750.00
City of Huntington Park	\$14,930.00
City of Maywood	\$2,822.00

Total Outstanding \$18,502.00

Plan for Recovery

1 City of Hawaiian Gardens

Follow the established policy for collection of outstanding balances and request payment in full due in 30 days. If we cannot recover the balance owed in 45 days, we will place the member in non-voting status. We will provide emergency communications and coordination but not other member services. They cannot vote in our meetings, and we will not provide the member with the new communications equipment funded by EMPG-S dollars.

2 City of Maywood

Follow the established policy for collection of outstanding balances and request payment in full due in 30 days. If we cannot recover the balance owed in 45 days, we will place the member in non-voting status. We will provide emergency communications and coordination but not other member services. They cannot vote in our meetings, and we will not provide the member with the new communications equipment funded by EMPG-S dollars.

3 City of Huntington Park

Given the significant amount of funds owed, I believe the best way to begin this process is to meet with the city staff responsible for Emergency services. A discussion on how to best move forward is a fair way to start the process. I am requesting the board's permission to negotiate a payment plan I can bring back to the board to ratify. Part of the agreement will be to pay the current dues in full by September of each year after that. If we cannot resolve the issue with direct negotiations within 60 days, we can secure the services of an attorney and a collection agency to chart a path for closure.

After sixty days, if we have not started a payment plan, we will place the member in non-voting status. We will provide emergency communications and coordination but not other member services. They cannot vote in our meetings, and we will not provide the member with the new communications equipment funded by EMPG-S dollars.

Disaster Management Area E

13700 La Mirada Blvd
La Mirada, CA 90638

Invoice

Date	Invoice #
7/1/2018	2019-11

Bill To
City of Hawaiian Gardens 21815 Pioneer Blvd. Hawaiian Gardens, CA 90716 Attn: Fred Licon

Description	Amount
Membership in Disaster Management Area E of Los Angeles County (JPA) for FY 2018-2019 at the minimum population rate.	750.00
Payment is requested by July 31, 2018 or earlier. Please return one copy of invoice with payment.	Total \$750.00

Disaster Management Area E

13700 La Mirada Blvd
La Mirada, CA 90638

Invoice

Date	Invoice #
7/1/2018	2019-12

Bill To
City of Huntington Park 6550 Miles Ave. Huntington Park, CA 90255 Attn: Joe Settles

Description	Amount
Membership in Disaster Management Area E of Los Angeles County (PA) for FY 2018-2019 at .05 per capita rate.	2,986.00
Payment is requested by July 31, 2018 or earlier. Please return one copy of invoice with payment.	Total \$2,986.00

Disaster Management Area E

13700 La Mirada Blvd
La Mirada, CA 90638

Invoice

Date	Invoice #
8/15/2019	2020-12

Bill To
City of Huntington Park 6550 Miles Ave. Huntington Park, CA 90255 Attn: Joe Settles

Description	Amount
Membership in Disaster Management Area E of Los Angeles County (JPA) for FY 2019-2020 at .10 per capita rate.	5,972.00
Payment is requested by October 1, 2019 or earlier. Please return one copy of invoice with payment.	Total \$5,972.00

Disaster Management Area E

13700 La Mirada Blvd
La Mirada, CA 90638

Invoice

Date	Invoice #
10/29/2020	2021-12

Bill To
City of Huntington Park 6550 Miles Ave. Huntington Park, CA 90255 Attn: Joe Settles

Description	Amount
Membership in Disaster Management Area E of Los Angeles County (JPA) for FY 2020-2021 at .10 per capita rate.	5,972.00
Payment is requested by December 1, 2021 or earlier. Please return one copy of invoice with payment.	Total \$5,972.00

Disaster Management Area E

13700 La Mirada Blvd
La Mirada, CA 90638

Invoice

Date	Invoice #
8/15/2019	2020-17

Bill To
City of Maywood 4319 E. Slauson Ave. Maywood, CA 90270 Attn: Edith Carrillo

Description	Amount
Membership in Disaster Management Area E of Los Angeles County (JPA) for FY 2019-2020 at .10 per capita rate.	2,822.00
Payment is requested by October 1, 2019 or earlier. Please return one copy of invoice with payment.	Total \$2,822.00

Disaster Management Area E
Profit & Loss by Class
July 2019 through June 2020

	<u>EMPG</u>	<u>EMPG Plan Ext</u>	<u>General</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
44500 · Government Grants					
44510 · EMPG Grant	0.00	27,000.00	0.00	0.00	27,000.00
Total 44500 · Government Grants	0.00	27,000.00	0.00	0.00	27,000.00
45000 · Investments					
45030 · Interest-Savings	0.00	0.00	108.78	0.00	108.78
45000 · Investments - Other	0.00	0.00	0.30	0.00	0.30
Total 45000 · Investments	0.00	0.00	109.08	0.00	109.08
46400 · Other Revenue					
46405 · Miscellaneous Revenue	0.00	0.00	63.26	0.00	63.26
Total 46400 · Other Revenue	0.00	0.00	63.26	0.00	63.26
47200 · Program Income					
47220 · Member Assessments	0.00	0.00	139,580.00	0.00	139,580.00
Total 47200 · Program Income	0.00	0.00	139,580.00	0.00	139,580.00
Total Income	0.00	27,000.00	139,752.34	0.00	166,752.34
Expense					
60000 · Program Costs					
60225 · Other Program Expenses					
60350 · City Training Programs	0.00	27,000.00	11,692.48	0.00	38,692.48
60400 · Public Education Materials	1,019.00	0.00	1,443.20	0.00	2,462.20
60455 · Area E Committee & Board Meet	0.00	0.00	2,939.57	0.00	2,939.57
Total 60225 · Other Program Expenses	1,019.00	27,000.00	16,075.25	0.00	44,094.25
Total 60000 · Program Costs	1,019.00	27,000.00	16,075.25	0.00	44,094.25
62000 · Operations					
62100 · Contract Services					
62110 · Accounting Fees	7,550.00	0.00	0.00	0.00	7,550.00
62115 · HR Services	6,820.00	0.00	2,852.00	0.00	9,672.00
62120 · DMAC Services	95,112.00	0.00	0.00	0.00	95,112.00
62125 · Interns	0.00	0.00	49.95	0.00	49.95
62130 · IT Services	0.00	0.00	2,500.00	0.00	2,500.00
Total 62100 · Contract Services	109,482.00	0.00	5,401.95	0.00	114,883.95
62200 · Facilities and Equipment					
62210 · Equipment Lease	3,207.26	0.00	2,061.98	0.00	5,269.24
62215 · Donated Office Facilities	0.00	0.00	4,964.00	0.00	4,964.00
62220 · Maintenance - Equip/Software	0.00	0.00	2,160.88	0.00	2,160.88
62225 · Communications	0.00	0.00	1,357.95	0.00	1,357.95
Total 62200 · Facilities and Equipment	3,207.26	0.00	10,544.81	0.00	13,752.07
62300 · General					
62305 · Bank Fees	0.00	0.00	142.09	0.00	142.09
62310 · Computer equipment/supplies	0.00	0.00	1,943.14	0.00	1,943.14

Disaster Management Area E
Profit & Loss by Class
July 2019 through June 2020

	<u>EMPG</u>	<u>EMPG Plan Ext</u>	<u>General</u>	<u>Unclassified</u>	<u>TOTAL</u>
62315 · Postage, Mailing Service	0.00	0.00	76.80	0.00	76.80
62320 · Office Supplies and Materials	0.00	0.00	1,955.48	0.00	1,955.48
62325 · Meeting Expenses	0.00	0.00	31.49	0.00	31.49
62330 · Telephone, Telecommunications	0.00	0.00	0.00	0.00	0.00
62345 · Miscellaneous	0.00	0.00	98.40	0.00	98.40
62350 · Contingency	0.00	0.00	90.00	0.00	90.00
Total 62300 · General	0.00	0.00	4,337.40	0.00	4,337.40
62400 · Insurance					
62405 · General Liability	9,295.00	0.00	0.00	0.00	9,295.00
62410 · Workers Comp	1,505.00	0.00	0.00	0.00	1,505.00
Total 62400 · Insurance	10,800.00	0.00	0.00	0.00	10,800.00
62500 · Travel and Meetings					
62505 · Conference, Convention, Meeting	0.00	0.00	168.90	0.00	168.90
62515 · Mileage Reimbursement	0.00	0.00	155.39	0.00	155.39
62520 · Dues and Membership	0.00	0.00	195.00	0.00	195.00
Total 62500 · Travel and Meetings	0.00	0.00	519.29	0.00	519.29
65000 · Payroll Expenses					
65100 · Salary and Wages - Office Aid	57,513.50	0.00	0.00	0.00	57,513.50
65150 · Salary and Wages - Intern	0.00	0.00	11,439.48	0.00	11,439.48
65200 · Payroll Taxes	4,684.55	0.00	1,009.40	0.00	5,693.95
65300 · Pension and OPEB Contributions	7,198.28	0.00	46,433.09	0.00	53,631.37
65400 · Employee Insurance	6,602.09	0.00	80.83	0.00	6,682.92
65450 · Employee Health Stipend	595.00	0.00	0.00	0.00	595.00
65455 · Cell Phone Allowance	200.00	0.00	200.00	0.00	400.00
65500 · Payroll Services	2,930.73	0.00	0.00	0.00	2,930.73
Total 65000 · Payroll Expenses	79,724.15	0.00	59,162.80	0.00	138,886.95
Total 62000 · Operations	203,213.41	0.00	79,966.25	0.00	283,179.66
Total Expense	204,232.41	27,000.00	96,041.50	0.00	327,273.91
Net Ordinary Income	-204,232.41	0.00	43,710.84	0.00	-160,521.57
Net Income	-204,232.41	0.00	43,710.84	0.00	-160,521.57

Disaster Management Area E
Projected Year End Budget vs. Actual
July 2020 through June 2021

DRAFT

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
44500 · Government Grants				
44510 · EMPG Grant	436,293.00	217,640.00	218,653.00	200.47%
44515 · EMPG Grant Transfer	0.00	17,000.00	-17,000.00	0.0%
Total 44500 · Government Grants	436,293.00	234,640.00	201,653.00	185.94%
45000 · Investments				
45030 · Interest-Savings	16.59	20.00	-3.41	82.95%
Total 45000 · Investments	16.59	20.00	-3.41	82.95%
46400 · Other Revenue				
46405 · Miscellaneous Revenue	100.00			
Total 46400 · Other Revenue	100.00			
47200 · Program Income				
47220 · Member Assessments	139,021.00	145,204.00	-6,183.00	95.74%
Total 47200 · Program Income	139,021.00	145,204.00	-6,183.00	95.74%
Total Income	575,430.59	379,864.00	195,566.59	151.48%
Expense				
60000 · Program Costs				
60050 · CERT Expense				
60200 · CERT Program Support	0.00	5,450.00	-5,450.00	0.0%
Total 60050 · CERT Expense	0.00	5,450.00	-5,450.00	0.0%
60225 · Other Program Expenses				
60250 · City Communications and Media	2,500.00	2,500.00	0.00	100.0%
60300 · City EOC Develop & EOC Grants	16,500.00	15,000.00	1,500.00	110.0%
60350 · City Training Programs	46,000.00	50,000.00	-4,000.00	92.0%
60400 · Public Education Materials	5,000.00	5,000.00	0.00	100.0%
60450 · Training Support/Equipment	1,200.00	1,500.00	-300.00	80.0%
60455 · Area E Committee & Board Meet	0.00	7,500.00	-7,500.00	0.0%
Total 60225 · Other Program Expenses	71,200.00	81,500.00	-10,300.00	87.36%
Total 60000 · Program Costs	71,200.00	86,950.00	-15,750.00	81.89%
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	14,000.00	12,000.00	2,000.00	116.67%
62115 · HR Services	6,000.00	6,000.00	0.00	100.0%
62120 · DMAC Services	103,000.00	103,000.00	0.00	100.0%

Disaster Management Area E
Projected Year End Budget vs. Actual
July 2020 through June 2021

DRAFT

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
62130 · IT Services	6,000.00	6,000.00	0.00	100.0%
62135 · Other Contract Services	0.00	8,000.00	-8,000.00	0.0%
Total 62100 · Contract Services	129,000.00	144,500.00	-15,500.00	89.27%
62200 · Facilities and Equipment				
62210 · Equipment Lease	5,200.00	5,200.00	0.00	100.0%
62215 · Donated Office Facilities	4,964.00	4,964.00	0.00	100.0%
62220 · Maintenance - Equip/Software	1,800.00	1,000.00	800.00	180.0%
62225 · Communications	2,600.00	2,600.00	0.00	100.0%
Total 62200 · Facilities and Equipment	14,564.00	13,764.00	800.00	105.81%
62300 · General				
62305 · Bank Fees	350.00	400.00	-50.00	87.5%
62310 · Computer equipment/supplies	314.21			
62315 · Postage, Mailing Service	63.00	100.00	-37.00	63.0%
62320 · Office Supplies and Materials	3,000.00	4,000.00	-1,000.00	75.0%
62345 · Miscellaneous	102.34	100.00	2.34	102.34%
62350 · Contingency	0.00	320.00	-320.00	0.0%
Total 62300 · General	3,829.55	4,920.00	-1,090.45	77.84%
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%
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	265.00	1,000.00	-735.00	26.5%
Total 62500 · Travel and Meetings	265.00	4,000.00	-3,735.00	6.63%
65000 · Payroll Expenses				
65100 · Salary and Wages - Office Aid	58,000.00	57,828.00	172.00	100.3%
65105 · Salary and Wages - Ops	9,000.00	16,000.00	-7,000.00	56.25%
65150 · Salary and Wages - Intern	9,697.82			
65200 · Payroll Taxes	3,500.00	3,152.46	347.54	111.02%
65300 · Pension and OPEB Contributions	37,000.00	30,000.00	7,000.00	123.33%
65400 · Employee Insurance	3,031.01			
65450 · Employee Health Stipend	525.00	2,400.00	-1,875.00	21.88%
65455 · Cell Phone Allowance	600.00			
65500 · Payroll Services	4,200.00	4,500.00	-300.00	93.33%

Disaster Management Area E
Projected Year End Budget vs. Actual
July 2020 through June 2021

Total 65000 · Payroll Expenses
Total 62000 · Operations
Total Expense
Net Ordinary Income
Net Income

<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
125,553.83	113,880.46	11,673.37	110.25%
286,485.38	293,364.46	-6,879.08	97.66%
357,685.38	380,314.46	-22,629.08	94.05%
217,745.21	-450.46	218,195.67	-48,338.41%
<u>217,745.21</u>	<u>-450.46</u>	<u>218,195.67</u>	<u>-48,338.41%</u>

DRAFT



City: _____

Representative: _____

Line #	Description of Items/Activity	Number of Items	Tested	Delivered
1	NEW RADIO EQUIPMENT			
2	CWIRS Radio	1	<input type="checkbox"/>	<input type="checkbox"/>
3	Lithium Battery	2	<input type="checkbox"/>	<input type="checkbox"/>
4	A Desktop Charging Station	1		<input type="checkbox"/>
5	A Remote Mic/Speaker Accessory	1	<input type="checkbox"/>	<input type="checkbox"/>
6	A P5150 Radio Manual	1		<input type="checkbox"/>
7	A Quick Reference Guide for P5150	1		<input type="checkbox"/>
8	Battery Life Info	1		<input type="checkbox"/>
9	INVENTORY TAG			
10	Existing CWIRS	1		<input type="checkbox"/>
11	Existing Kenwood	1		<input type="checkbox"/>
12	REGIONAL TTX TRAINING PROGRAM			
13	USB Drive with 14 TTXs	1		<input type="checkbox"/>
14	List of training materials	1		<input type="checkbox"/>
15	OUTREACH MATERIALS			
16	Hand Sanitizer	38		<input type="checkbox"/>
17	Individual First Aid Kits	38		<input type="checkbox"/>
18	CERT Volunteer Protective Masks	X		<input type="checkbox"/>
19	Area E Protective Masks	3		<input type="checkbox"/>
20	WEBSITE			
21	Sign up for website	1		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Area E personnel presented the items checked to the City Rep.			
<input checked="" type="checkbox"/>	I accept responsibility for the items on this sheet on behalf of my City.			
<input checked="" type="checkbox"/>	All equipment were verified to be in working order at the time of delivery			
		Name	Date	
Area E				
	David Ashman or Daniel Cabuay			
City				
	City And Rep Name			



ROBERT'S RULES OF ORDER

What are Robert's Rules of Order?

The first edition of the book was published in February, 1876 by U.S. Army Major Henry Martyn Robert. Its procedures were loosely modeled after those used in the United States House of Representatives. Robert wrote *Robert's Rules of Order* after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure. The book is now in its 10th edition; *Robert's Rules of Order Newly Revised (RONR)*.

AN OUTLINE OF BASIC PARLIAMENTARY PROCEDURE

Prepared by Douglas N. Case

Parliamentary Authority: Robert's Rules of Order, Newly Revised, Tenth Edition, 2001.

1) Rules Governing an Organization

- a) State and Federal Law - governing corporations, tax-exempt organizations, public legislative bodies, etc.
- b) Articles of Incorporation - applicable to corporations
- c) Governing Documents of Parent Organizations - applicable to chapters, affiliates, etc. of larger organizations
- d) Local Constitution and Bylaws - defines the organization's basic structure and fundamental rules. Normally requires a 2/3 vote and prior notice for amendment and are not subject to suspension.
- e) Standing Rules - operating procedures consistent with all of the above. Normally can be amended by majority vote at any business meeting and can be suspended.
- f) Rules of Order - parliamentary authority, superseded by any of the above that conflict. Precedent and Custom - apply when there are no written rules governing a situation.

2) Purposes of Parliamentary Procedure

- a) Ensure majority rule
- b) Protect the rights of the minority, the absentees and individual members
Provide order, fairness and decorum
- c) Facilitate the transaction of business and expedite meetings

3) Basic Principles of Parliamentary Procedure

- a) All members have equal rights, privileges and obligations.
- b) A quorum must be *present* for the group to act – if the bylaws of the organization do not establish a quorum, the general rule is that a majority of the entire membership must be present in order to transact business.
- c) Full and free discussion of every motion is a basic right.
- d) Only one question at a time may be considered, and only one person may have the floor at any onetime.
- e) Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- f) No person can speak until recognized by the chair. Personal remarks are always out of order.
- g) A majority decides a question except when basic rights of members are involved.
- h) A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).
- i) Silence gives consent. Those who do not vote allow the decision to be made by those who do vote. The chair should always remain impartial.

4) Typical Order of Business

- a) Call to Order
- b) Opening Exercises, if applicable
- c) Roll Call/Determination of a Quorum
- d) Adoption of the Agenda
- e) Reading and Approval of the Minutes of the Previous Meeting
- f) Reports of Officers
- g) Reports of Standing Committees
- h) Reports of Special (Ad hoc) Committees
- i) Special Orders
- j) Unfinished Business and General Orders
- k) New Business
- l) Program, if applicable
- m) Announcements
- n) "Good of the Order"
- o) Adjournment

5) Role of the Presiding Officer

- a) Remain impartial during debate - the presiding officer must relinquish the chair in order to debate the merits of a motion
- b) Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- c) Determine that a quorum is present before transacting business
- d) Introduce business in proper order
- e) Recognize speakers
- f) Determine if a motion is in order
- g) Keep discussion germane to the pending motion
- h) Maintain order
- i) Put motions to a vote and announce results
- j) Employ unanimous consent (general consent) when appropriate

6) General Procedure for Handling a Motion

- a) A member normally must obtain the floor by being recognized by the chair.
- b) Member makes a motion.
- c) A motion must normally be seconded by another member before it can be considered.
- d) Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).
- e) If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable). The maker of a motion has the right to speak first in debate.
- f) Debate is closed when:
 - (1) Discussion has ended, or
 - (2) A two-thirds vote closes debate ("Previous Question")
- g) The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
- h) The chair calls for a vote.
- i) The chair announces the result.
- j) Any member may challenge the chair's count by demanding a "Division of the Assembly."

7) General Rules of Debate

- a) No members may speak until recognized by the chair.
- b) All discussion must be relevant to the immediately pending question.
- c) No member may speak a second time until every member who wishes to speak has had the opportunity to do so.
- d) No member can speak more than twice to each motion.
- e) No member can speak more than ten minutes.
- f) All remarks must be addressed to the chair – no cross debate is permitted.
- g) It is not permissible to speak against one's own motion (but one can vote against one's own motion).
- h) Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.
- i) The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of.
- j) When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- k) When a large number of people wish to speak to a motion it may be advisable for the chair to make a speakers' list.
- l) Members may not disrupt the assembly.
- m) Rules of debate can be changed by a two-thirds vote.

8) Motions in Ascending Order of Precedence

Only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. When any of the motions on the following list is the immediately pending motion (i.e., the last motion made), any motion listed below it on the list can be made at that time and any motion above it on the list cannot be made at that time. Pending motions must be disposed of in descending order of precedence.

- a) **Main Motion** - introduces business to the assembly for its consideration. A main motion can only be made when no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions.
- b) **Subsidiary Motions** - change or affect how the main motion is handled (voted on before the main motion)
- c) **Postpone Indefinitely** - made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. Unlike other subsidiary motions, debate on the motion to postpone indefinitely can go into the merits of the main motion.

- d) **Amend** - changes the wording of the main motion before it is voted upon. An amendment must be germane to the main motion. Its acceptance does not adopt the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered. An amendment can: delete words, phrases, sentences or paragraphs; strike out words, phrases or sentences and insert new ones; add words, phrases, sentences or paragraphs; or substitute entire paragraph(s) or the entire text of the motion and insert another.
- i) When an entire motion is substituted for another, the chair must first call for a vote on the
- ii) **Motion to Substitute** to determine the advisability of substituting a new motion. If the Motion to Substitute passes, the chair then throws the Substitute Motion open to debate. The **Substitute Motion** in turn must be voted upon, and is subject to amendment. *Note: There is no provision in Robert's Rules for a **Friendly Amendment.** The only way a motion can be modified without a vote, after it has been stated by the Chair, is with the unanimous consent of the members present.*
- e) **Secondary Amendment** - An amendment can be offered to an amendment (amendment of the second order). Amendments of the third order are not permitted.
- f) **Refer (Commit)** - sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify the composition of the committee.
- i) **Postpone Definitely (Postpone to a Certain Time)** - delays action until a certain time specified in the motion (not beyond the next regular business meeting).
- ii) **Limit or Extend Debate** - is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a two-thirds vote.
- iii) **Previous Question ("Call for the Question")** - immediately closes debate if passed. Requires a second and a two-thirds vote.
- iv) **Lay on the Table** - enables the assembly to lay the pending question aside *temporarily when something else of immediate urgency has arisen*. It is not debatable. *A motion to lay on the table is out of order if the evident intent is to avoid further consideration of the motion*. Frequently when one indicates a desire "to table" a motion, the correct motion is either to Postpone Indefinitely or Postpone Definitely.
- v) **Privileged Motions** - *do not relate to the pending business but have to deal with*

urgent matters which, without debate, must be considered immediately.

- (1) **Call for the Orders of the Day** - requires the assembly to conform to the agenda or to take up a general or special order that is due to come up at the time (“time certain”), unless two-thirds of those voting wish to do otherwise. A member can interrupt a speaker to call for the orders of the day.
- (2) **Raise a Question of Privilege** - permits a request or main motion relating to the rights and privileges of the assembly or any of its members. Examples include requests relating to members’ ability to hear a speaker or a request to go into “executive session” (closed session). A member may interrupt a speaker to raise a question of privilege.
- (3) **Recess** - used to request an intermission which does not close the meeting.
- (4) **Adjourn** - used to close the meeting immediately. Not debatable.
- (5) **Fix the Time to Which to Adjourn** - sets the time, and sometimes the place, for another meeting (“adjourned meeting”) before the next regular business meeting to continue business of the session.

9) **Incidental Motions** (*Questions of procedure that arise out of other motions and must be considered before the other motion*)

- a) **Point of Order** - used when a member believes that the rules of the assembly are being violated, thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.
- b) **Appeal** - used to challenge the chair’s ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.
- c) **Suspend the Rules** - used to make a parliamentary rule or special rule of an organization temporarily inoperative. The motion cannot be applied to the constitution and bylaws unless those documents include specific provisions for suspension. Normally requires a two-thirds vote.
- d) **Withdraw** - permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is not unanimous consent, the motion is debated and voted upon.
- e) **Point of Information** - requests to the chair, or through the chair to another officer or member, to provide information relevant to the business at hand. *A point of information must be in the form of a question.* A request for information regarding parliamentary procedure or the organization’s rules bearing on the business at hand is referred to as a **Parliamentary Inquiry**.
- f) **Objection to the Consideration of a Question** - suppresses business that is irrelevant

or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.

- g) **Division of a Question** - divides a motion containing two or more provisions that can stand alone so that each provision can be considered and voted upon separately. Not debatable.
- h) **Division of the Assembly** - used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, does not require a second, is not debatable, and does not require a vote.

10) Main Motions That Bring a Question Back Before the Assembly

- a) **Take from the Table** - resumes consideration of a motion laid on the table earlier in the same session or in the previous session. Not debatable.
- b) **Reconsider** - reopens a motion to debate that has already been voted upon in the same session. The motion to reconsider can only be made by a member who voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. It cannot be postponed beyond the next regular business session.
- c) **Rescind (Annul or Repeal) or Amend Something Previously Adopted** - repeals or amends a motion for which it is too late to reconsider. Normally requires a two-thirds vote of those present or a majority vote of the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed.

11) Voting

- a) **Majority vote** - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (e.g., majority of those present, or majority of the entire membership)
- b) **Two-thirds vote** - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to amend the constitution and bylaws; to close nominations; to remove an officer or expel a member; or to object to the consideration of a motion.
- c) **Voting by the Chair** - except when there is a ballot vote, the chair only votes when his/her vote would affect the result.
- d) **Methods of Voting**
 - i) Voice vote - method normally used
 - ii) Show of hands or rising vote - used to verify an inconclusive voice vote or on motions requiring a two-thirds vote
 - iii) Ballot - normally used for election of officers and when ordered by a majority vote

- iv) Roll call vote - used when it is desired to have a record of how each member voted. Can be ordered by a majority vote unless the organization's bylaws specify otherwise.
- v) **Proxy voting** is prohibited unless specifically provided for in the charter or bylaws.

12) **Abstentions**

According to Robert's Rules, you should abstain from voting whenever you have an interest in the outcome that directly affects you personally (or monetarily) in a manner not shared by the other members of your group. The key here is that the other members don't share your interest. For example, it's certainly okay for you to vote in favor of, say, holding a banquet, even though you have a direct personal interest. You benefit from having the association buy your dinner. But so does everybody else. However, if the motion decides whether to give your company the catering contract, good form compels you to abstain from voting.

There are two circumstances when you should ask people who are abstaining from identifying themselves.

- a) You're part of a public body (elected/appointed officials) and have a responsibility to make a record of your participation on votes for the benefit of constituents. Or
- b) You're counting the vote, and those voting are fewer than the number required for a quorum. You wouldn't want members to question whether a quorum was present for that vote, and so recording the number of abstentions clarifies that you had a quorum.

13) **Recusal**

Recusal occurs typically when a director has a conflict of interest or prejudice concerning a particular matter. A conflict of interest is any situation in which financial or other personal considerations may unduly influence the director's judgment.

If you determine that you do have a conflict of interest, then you "recuse" yourself. This determination means that you remove yourself from the decision. It is a special form of "abstaining" from the decision. If you choose to recuse yourself from an item before the board, the member with a conflict physically leaves the room during the discussion and returns only when the matter has been decided (best practice).

It is important to note in the minutes that the member recused himself or herself with recusal and the reason.

DMAC

From: Jennifer Lazo <jennifer.lazo@lacity.org>
Sent: Tuesday, March 2, 2021 7:40 PM
To: Area H DMAC; DMAC; Debbie Pedrazzoli; Diana Manzano-Garcia (Area D); Francisco Soto; Jeff Robinson; John Penido; Lindsay B. Call
Subject: Emergency Management Now Included in Eligibility List

Good evening DMACs,

I just heard the good news from one of my co-workers. Emergency Management and EOC staff are now specifically called out on the LA County Public Health website as eligible:

<http://publichealth.lacounty.gov/acd/ncorona2019/covidvaccinedistribution/>

● Emergency services

Those at risk of exposure at work in the following sectors:

- Police/law enforcement officers
- Emergency Management, including Emergency Operations Center
- National Security
- Fire and Rescue service workers (maritime/aviation emergency rescue, Search and Rescue, Fire)
- Hazardous material response teams (HAZMAT)
- Corrections and Probation officers and workers
- Courts/Legal Counsel & Prosecution staff who are required to be in-person at court routine facilities.
 - Includes judges and court administrators/staff, and staff who work in the Public Defender's Office
- Campus and school police

And on the other vaccine page here:

<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/>

Emergency Services

Those at risk of exposure at work:

- Police/law enforcement officers
- Emergency Management, including Emergency Operation
- National Security
- Fire and Rescue service workers (maritime/aviation emerg and Rescue, Fire)
- Hazardous material response teams (HAZMAT)
- Corrections and Probation officers and workers
- Courts/Legal Counsel & Prosecution staff who are require court routinely and interact with clients in correctional fac
 - Includes judges and court administrators/staff, and : Public Defender's Office, Alternate Public Defender, Office
- Campus and school police
- Rehabilitation and Re-entry
- Federal law enforcement agencies
- Police, Fire and Ambulance Dispatchers
- Security staff to maintain building access control and phy:
- DCFS, APS (workers physically responding to abuse and n elderly and dependent adults)

Thank you all for your advocacy on this.

--



Jennifer Lazo

Emergency Management Coordinator I
Area H DMAC
Emergency Management Department



Phone: (213) 484-4809

Mobile: (213) 505-3972

Website: ReadyLA.org



JOINT MEETING OF THE GENERAL BOARD AGENDA

- 9:05 AM **ITEM 3B: Business Model Change – Closed Session** Rakdy Khlok

- 9:20 AM **ITEM 4: EMPG**
 - 4.1 **EMPG Performance Period 19-21, MOD1** David Ashman
 - 4.2 **EMPG Performance Period 20-22, Q2 Report** David Ashman
 - 4.3 **EMPG-S, MOD1** David Ashman

Requested Action: Receive and File

- 9:30 AM **ITEM 5: General Service Updates**
 - 5.1 **Area E DMAC Report** David Ashman
 - 5.2 **Area E Administrative Update** Rakdy Khlok
 - 5.3 **Area E Fiscal Year 20-21, Statement** David Ashman
 - 5.4 **Area E Accountant** David Ashman & Rakdy Khlok

Requested Action: Status Update

- 9:50 AM **ITEM 6: Budget and Finances**
 - 6.1 **Report on Dues Deposit** David Ashman & Rakdy Khlok
 - 6.2 **Admin Changes to PEX Card** Rakdy Khlok
 - 6.3 **CWIRS Radios and Outreach Materials** David Ashman
 - 6.4 **Laptop for Area E** David Ashman
 - 6.5 **Mid-Year Budget Review** David Ashman

Requested Action: Receive and File

- 10:00 AM **ITEM 7: Administrative – Operational Updates**
 - 7.1 **COVID-19 Vaccination Update** David Ashman & Rakdy Khlok
 - 7.2 **EOP, Emergency Management Software** David Ashman
 - 7.3 **Primary and Secondary Contacts Update** Daniel Cabuay
 - 7.4 **Grant Projects** David Ashman

Requested Action: Receive and File

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, March 17th, 2021 via remote.

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 February 17th day of 2021.

Zaira Villa

Zaira Villa

Area E Administrative 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 ADMINISTRATIVE MANAGER:** ZAIRA VILLA, **AREA E Staff:** Daniel Cabuay, www.dmae.ca.gov