



**Minutes of the General Board Meeting of Area E Disaster Management
Joint Powers Agreement
Wednesday, February 17th 2021 – Via Teleconference**

The General Board Meeting of the Area E Disaster Board was called to order at 8:34am by Area E Staff Daniel Cabuay

<p>MEMBERS PRESENT Artesia – Melissa Burke Bell – Sergio Ibarra Bellflower – Brian Mc Nerney Bell Gardens – Hailes Soto Carson – Raymond Cheung Commerce – Ralph Viveros Downey – Rakdy Khlok La Mirada –Mark Rounds Lakewood – Chuck Martucci Lynwood – Sara Nazir Maywood –Edith Carrillo Montebello – Kevin Collinge Norwalk – Gabriela Garcia Paramount – Anthony Martinez Pico Rivera –Judith Jimenez Vernon – Yesenia Barajas Area E – David Ashman, Daniel Cabuay, Zaira Villa</p>	<p>MEMBERS ABSENT Compton- Jim McCombs Cudahy – Raul Mazariegos Cerritos – Emely Marina Hawaiian Gardens – Linda H. Huntington Park– P. Kraut. La Habra Heights – Chris Caisip Santa Fe Springs – Darryl Pedigo South Gate – Sergio Camacho Whittier – Yolanda Martinez</p>
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Call to Order and Roll Call

Area E member roll call was taken.

Introductions

- There will be a “Closed Session” in today’s meeting.

Guest Introductions and Public Comment

- Representatives from Whittier College and Red Cross were present

ITEM 1: Approval of Previous Meeting Minutes - December 2020

Area E Vice Chair Mark Rounds motions to approve the minutes given that the spelling and punctuation errors are corrected. The motion is seconded by Area E General Board Member Chuck Martucci from the city of Lakewood.

The Area E General Board members from the cities Pico Rivera, Cerritos, Paramount and Vernon abstain from the vote. **The motion passes.**

Area E General Board member Sergio Ibarra from the city of South Gate asks for clarification regarding abstentions from the vote. Area E DMAC will investigate this item and bring it before the Executive and General Boards.

ITEM 2: Consent Calendar

No Items to consent in the Calendar.

ITEM 3A: Communications – Executive Committee Reports

3A.1 Chairwoman’s Report

Area E Chair Rakdy Khlok states all Area E staff are back to work and that the Area E Accountant Matt Lenton is still assisting for the duration of February.

3A.2 Area E Fire Chief’s Report

(Item on Hold)

3A.3 Area E Police Chief’s Report

(Item on Hold)

3A.4 CERT Chairwoman’s Report

Area E Member Emely Merina from Cerritos states she has no updates. Area E Chair Rakdy Khlok shares that her only update is that the state is recruiting CERT volunteers to work vaccination sites. Any volunteers that agree will also be vaccinated; she informs the Board that there will be recruitment on a rolling monthly basis for these positions.

ITEM 3B: Busines Model Change- Closed Session

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

ITEM 4: EMPG

4.1 EMPG Performance Period 19-21, MOD1

Area E DMAC explains the key milestones needed for reimbursement eligibility. He explains each of the elements to the General Board and goes through the reimbursement process. **See Attached Agenda.**

He continues to explain that for this specific item Quarters 1-4 have been submitted and we are pending on Quarters 5 and 6 as the next steps for reimbursement. Area E Admin Zaira Villa is resolving quarters 1 and 2 with the auditor. Once completed, each quarter can move forward out of the auditor phase.

Finally, he explains the matching funds cannot be used twice. This means that funds

from EOP project can be taken from normal processes and just have to be mindful of these dollars in the next grant period. We have not been reimbursed in 14-15 months, there is no timeline for this reimbursement.

This item only requires clean-up of one-time purchases, this includes the EOP project. The timeline for closing this item is by April 2021.

4.2 EMPG Performance Period 20-22, Q2 Report

Area E DMAC David Ashman shares that there is no sub-recipient agreement for this performance period. Funds can be planned for spending, but actual dollars cannot be spent. He explains that the funds are currently being planned for use by himself and the DMACS from Area C and D.

There is no timeline for payment on this performance period for at least 8-10 months.

He explains that we will be paying additional costs this month for outreach materials that will be distributed in March. Another cost is a new Area E Laptop for the Area E Admin.

4.3 EMPG Performance, MOD1

Area E DMAC explains that this fund is provided through CARES. There is no sub-recipient agreement, but the state has approved and requests that costs are collected in the meantime. Area E DMAC shows list of approved equipment for purchase. **See Attached Agenda.**

He shares that matching funds for this period will be provided by the salaries of Area E members. Area E DMAC will provide updates on this for the next meeting.

ITEM 5: General Services Updates

5.1 Area E DMAC Report

Area E DMAC goes over the DMAC Report. **See Attached Agenda.**

5.2 Area E Administrative Update

Area E Chairwoman Rakdy Khlok shares Area E Accountant Matt Lenton will continue assisting through the month of February.

5.3 Area E Fiscal Year 19-20, Statement

Area E DMAC David Ashman goes over profit and loss statement. **See Attached Agenda.**

He explains that a large amount of funds is missing from Area E Member dues and from

lack of reimbursement. He estimates that the balance statement will be more accurate by June 2021 after funds have been received.

5.4 Area E Accountant

This item was discussed during 5.2.

ITEM 6: Budget and Finance

6.1 Reports on Dues Deposit

Area E DMAC presents 7 step process of city dues collection to the General Board. He will follow through this approved process over the course of the coming months to correct these funds.

6.2 Admin Changes to PEX Card

Area E Chairwoman Rakdy Khlok updates the General Board. She explains that there is now a PEX card for the Area E Admin and for Area E Vice Chair Mark Rounds. Continuing, she adds that she will serve as the administrator of the card, but the spending can only be done by card holders.

Her role will only be to replenish funds, but she cannot spend the money, this will act as a system of checks and balances.

6.3 CWIRS Radios and Outreach Materials

Area E DMAC displays designs for customized outreach items. **See attached agenda.** He shares that Area E Staff Daniel Cabuay will work with him to organize a distribution event for the Area E Members in early March 2021 once these items arrive from the vendor.

He shares that all new radios are in Area E's possession and that Area E will create a tagging system before the distribution.

6.4 Laptop for Area E

Area E Chairwoman Rakdy Khlok proposes that Area E approve a budget change to allow for a new laptop for Area E's offices.

This item is motioned by Area E Member Emely Merina from the city of Cerritos and seconded by Area E Member Hailes Soto from the city of Bell Gardens. **The motion passes unanimously.**

Area E Vice Chair Mark Rounds shares that members do not have to abstain for the vote moving forward if they are missing from previous meetings. Area E Staff will take note of this for future meetings.

6.5 Mid-Year Budget Review

Area E DMAC and Area E Admin will work together to change the budget and reflect the motion to buy a laptop. Area E DMAC will present this item at the next meeting.

ITEM 7: Administrative Updates

7.1 COVID-19 Vaccination Update

Area E DMAC David Ashman shares that the OEM is allowing a meeting with doctors and providers to express the impact of vaccination planning from the perspective of cities. The meeting will take place later in the day. Area E DMAC will provide any updates regarding this discussion to the Board.

Regarding BlueShield's new system, the Area E DMAC will provide updates once he knows more. He encourages the members of the Board to attend the COVID-19 updates hosted by LA County and ask questions during sessions to get attention to Area E cities.

He presents all the vaccination sites and the supply chain of the vaccine from the state, to the county and to the cities. **See attached agenda.**

7.2 EOP, Emergency Management Software

Area E DMAC David Ashman shares that the EOP project outline has been delivered, and the first draft of the outline will be delivered by end of the week. The final product should be ready by March, 2021. He explains the plan will be to release a full outline with online workshops on how to adapt these resources to individual cities by April, 2021. These sessions will be recorded and distributed to the public.

Area E DMAC shares that the purchasing process for the Emergency Management Software has been completed. Buffalo Computer Graphics (BCG) has been hired to supply this software and replace OARRS. The 12-week basic build-out process of this software has begun. The general purpose is to create a system that allows communication between LA County, the DMACS and the EOCs, and to improve the system for resource requests. Following the next meeting, Area E DMAC will be able to deliver which cities will be prioritized for this project. He will also provide the address for the site so that members can visualize the shell of the project.

Area E Chairwoman Rakdy Khlok asks how long OARRS will continue to be used. Area E DMAC shares that the goal is to keep it on for a year until a beta test can be established for the new system.

7.3 Primary and Secondary Contacts Update

Area E Chairwoman Rakdy suggests that this item be pushed to the next meeting.

7.4 Grant Projects

Area E DMAC explains this was covered in previous sections. He also introduces the new Area E website and encourages the General Board to sign up for the website.

Round Table:

Area E member Eunique Day from the city of Carson shares that the Dominguez Hills vaccination site is almost complete and will update the General Board when it officially opens.

ITEM 8: Adjournment

There being no further business to come before the General Board, Area E member from the city of Lakewood motions that the February 17th, 2021 meeting of the Area E Joint Powers Agreement be adjourned. Area E Vice Chair Mark Rounds from the city of La Mirada seconded the motion. Area E Board members **approved the motion to adjourn unanimously.**

Submitted:

Attest:

Daniel Cabuay, Area E Staff

Rakdy Khlok, Chairwoman

APPROVED:

March 24th, 2021