



DISASTER COUNCIL  
REGULAR MEETING NOTICE AND AGENDA  
AUGUST 23, 2021 – 1:00 PM  
TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

***SPECIAL NOTICE REGARDING COVID-19***

*On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando Disaster Council meeting will participate in meetings telephonically.*

**PUBLIC PARTICIPATION OPTIONS TO HELP REDUCE THE SPREAD OF COVID-19**

- 1. WATCH THE MEETING:** Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video via YouTube Live, at: <https://www.youtube.com/c/CityOfSanFernando>
- 2. SUBMIT PUBLIC COMMENT VIA EMAIL:** Members of the public may submit comments by email to [CityManager@sfcity.org](mailto:CityManager@sfcity.org) no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the Disaster Council prior to consideration of the agenda. Comments received via email will be distributed to the Disaster Council, read into the record, limited to three minutes, and made part of the official public record of the meeting.
- 3. CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:** Members of the Public may **call-in between 1:00 p.m. and 1:15 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair.

**Call-in Telephone Number:** (669) 900-6833  
**Meeting ID:** 882 7161 9716  
**Passcode:** 533077

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.  
Note: This is audio only and no video.

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### **CALL TO ORDER/ROLL CALL**

Chair Sylvia Ballin, Mayor

Vice Chair Mary Mendoza, Vice Mayor

Matthew Baumgardner, Assistant Director of Emergency Services

Lieutenant Irwin Rosenberg, Coordinator of Emergency Services

Gene Roske, Disaster Communications

A representative of the Los Angeles Fire Department

A representative of the American Red Cross

A representative of the Los Angeles Unified School District

A representative of the California Emergency Response Team

### **PLEDGE OF ALLEGIANCE**

Led by City Manager Nick Kimball

### **APPROVAL OF AGENDA**

### **DECORUM AND ORDER**

Disaster Council Members are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Public members attending the Disaster Council meeting shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing the Disaster Council or while attending the Disaster Council meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the Disaster Council.

### **PUBLIC STATEMENTS – WRITTEN/ORAL**

Members of the public may submit comments by email to [CityManager@sfcity.org](mailto:CityManager@sfcity.org) no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the Disaster Council prior to consideration of the agenda. Comments received via email will be distributed to the Disaster Council, read into the record, limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a [live public comment](#) may [call-in between 1:00 p.m. and 1:15 p.m.](#) and will be limited to three minutes. The call-in period may be extended by the Chair.

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### **CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Disaster Council wishes to discuss any item, it should first be removed from the Consent Calendar.

#### **1. REQUEST TO APPROVE MINUTES OF APRIL 15, 2021 (REGULAR MEETING)**

### **ADMINISTRATIVE REPORTS**

- 2. REVIEW AND DISCUSSION REGARDING THE CITY'S HAZARDOUS MITIGATION PLAN**
- 3. REVIEW AND CONSIDERATION TO APPROVE THE CITY'S UPDATED FIRST TO ARRIVE EMERGENCY OPERATIONS CENTER SET-UP PROCEDURES**
- 4. REVIEW THE CITY'S COVID-19 (CORONAVIRUS) RESPONSE EFFORTS, INCLUDING THE STATUS OF VACCINATION DISTRIBUTION AND TESTING AVAILABILITY**

### **GENERAL COMMISSION COMMENTS**

### **STAFF COMMUNICATION**

### **ADJOURNMENT**

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.*

*Julie M. Fernandez, Executive Assistant to the City Manager*

*Signed and Posted: August 19, 2021 (12:15 pm)*

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Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site ([www.sfcity.org](http://www.sfcity.org)). These are also available for public reviewing prior to a meeting at the Administration Department Public Counter. Any public writings distributed by the Disaster Council to at least a majority of the Members regarding any item on this regular meeting agenda will also be made available at the Administration Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at [www.sfcity.org](http://www.sfcity.org). In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Administration Department Office at (818) 898-1202 at least 48 hours prior to the meeting.

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**CITY OF SAN FERNANDO  
DISASTER COUNCIL  
MINUTES**

**APRIL 15, 2021 – 10:00 A.M.  
REGULAR MEETING**

Teleconference Per Governor Executive Order N-29-20

\*\*\*THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE DISASTER COUNCIL.  
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**CALL TO ORDER/ROLL CALL**

Chair Sylvia Ballin called the meeting to order at 10:02 a.m.

The following persons were recorded as present:

PRESENT Members: Chair Sylvia Ballin, Vice Chair Mary Mendoza, Assistant Director of Emergency Services Matthew Baumgardner, Coordinator of Emergency Services Lieutenant Irwin Rosenberg, Disaster Communications Rep. Gene Roske, Community Emergency Response Team (CERT) Rep. Captain John Ignatczyk.

ALSO PRESENT: City Manager Nick Kimball, Police Chief Anthony Vairo, Director of Recreation and Community Services Julian Venegas, Director of Finance J. Diego Ibañez, Executive Assistant to the City Manager Julie Fernandez.

ABSENT: Los Angeles Fire Department (LAFD) Rep., American Red Cross Rep., Los Angeles Unified School District Rep.

**PLEDGE OF ALLEGIANCE**

Member Rosenberg led the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

Motion by Member Baumgardner, seconded by Member Roske to approve the agenda and by consensus, the motion carried.

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**PUBLIC STATEMENTS**

None.

**CONSENT CALENDAR**

Motion by Member Roske, seconded by Member Rosenberg to approve the following Consent Calendar item:

**1. REQUEST TO APPROVE MINUTES OF JULY 16, 2020 (REGULAR MEETING)**

By consensus, the motion carried.

**ADMINISTRATIVE REPORT**

**3. REVIEW AND CONSIDERATION TO APPROVE THE CITY’S UPDATED EMERGENCY OPERATIONS PLAN**

Member Rosenberg provided a presentation on the City’s Emergency Operations Plan and responded to Disaster Council Members’ questions regarding the Plan, response, and contact information.

Motion by Member Rosenberg, seconded by Member Roske, to incorporate the Disaster Council’s comments into the Emergency Operations Plan and recommend that the City Council approve the Emergency Operations Plan.

The motion carried by the following vote:

AYES: Ballin, Mendoza, Baumgardner, Rosenber, Roske, Ignatczyk

NOES: None

ABSENT: Los Angeles Fire Department (LAFD) Rep., American Red Cross Rep., Los Angeles Unified School District Rep.

ABSTAIN: None

**2. REVIEW THE CITY’S COVID-19 (CORONAVIRUS) RESPONSE EFFORTS, INCLUDING THE STATUS OF VACCINATION DISTRIBUTION AND TESTING ABILITY**

City Manager Kimball provided an update regarding the City’s communication efforts to disseminate information to the community regarding COVID-19, the current case rate and vaccination status, and thanked the Los Angeles Fire Department for coordinating the vaccination site at Recreation Park.

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**4. REVIEW AND DISCUSSION REGARDING THE CITY'S HAZARDOUS MITIGATION PLAN**

This item was removed and will be discussed at a future meeting.

**GENERAL COMMISSION COMMENTS**

None.

**STAFF COMMUNICATION**

Chair Ballin and City Manager Kimball thanked Julie Fernandez for her assistance with the City's COVID-19 communication efforts.

**ADJOURNMENT**

Motion by Chair Ballin to adjourn the meeting at 11:04 a.m., and by consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the April 15, 2021 meeting as approved by the San Fernando Disaster Council.

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Julie M. Fernandez, Executive Assistant to the City Manager