



**MONDAY, APRIL 8, 2019  
MINUTES OF THE REGULAR MEETING OF THE  
PUBLIC SAFETY COMMISSION  
OF THE CITY OF SOUTH PASADENA**

**CALL TO ORDER**

A Regular Meeting of the Public Safety Commission was called to order by Chair Ding on Monday, April 8, 2019, at 8:32 a.m., in the Fire Department EOC Room, located at 817 Mound Avenue, South Pasadena, California.

**ROLL CALL**

**Present:** Commissioners: Amin Alsarraf, Stephanie Cao, Alan Ehrlich, and Robin Hamilton; Chair Jeremy Ding, Vice-Chair Grace Liu Kung.

**Absent:** Commissioner: Ellen Daigle.

**Officials**

**Present:** Mayor/City Council Liaison Marina Khubesrian, M.D, Police Chief/Staff Liaison Joe Ortiz, Police Captain Brian Solinsky, Fire Chief/Staff Liaison Paul Riddle, Fire Division Chief Eric Zanteson, and Management Aide/Recording Secretary Kim Kha. Other staff members presented reports or responded to questions as indicated in the minutes.

**PUBLIC COMMENTS**

None.

**ACTION/DISCUSSION**

**1. Minutes of the Public Safety Commission Meeting of February 11, 2019**

MOTION BY COMMISSIONER ROBIN, SECOND BY COMMISSIONER CAO, CARRIED 6-0, to approve the Minutes of the February 11, 2019 Public Safety Commission Regular Meeting.

## **2. Discussion of City Privacy Policy**

Commissioners discussed the need for the City of South Pasadena to establish guidelines on how personally identifiable information (PII) is handled, noting that personal information such as name, address, phone number, email address, etc. should not be posted or made easily available to the public, raised concerns of lapse in confidentiality and not having a privacy policy in place.

Mayor Khubesian advised that the City takes reasonable precautions in protecting personal information, noted that there would be instances where certain information such as businesses or locations need to be published for public notices or safety, will follow up on privacy policy and appropriate privacy practices.

## **3. Emergency Operations Center Overview and Training (ICS 100, 700, 800)**

Fire Chief Riddle recapped the beginning of the Emergency Operations Center (EOC), noted that the community felt that being prepared and able to respond and recover from a disaster was very important, the City Council approved the transfer of funds from the Emergency Operations Center Reserved Account to the Emergency Preparedness Account, Fire and Police looked at several locations for an EOC, concerned with costs exceeding well over the budgeted amount it was decided to use the funds to upgrade the current EOC with updated equipment and furniture with emphasis on technology and communications.

Fire Division Chief Zanteson gave presentation and provided handouts; explained that in an emergency/disaster the priorities are always focused starting with life safety, property, and then environment; explained the mission of the EOC which is a hub to gather information and request assistance, support field resources, prepare for recovery process, and ensure reimbursement requirements are met with CAL OES and FEMA/STAFFORD ACT; to ensure funding and to be in compliant with California's Standardized Incident Management System (SIMS) and the Federal's National Incident Management System (NIMS), City staff are constantly trained in Incident Command System (ICS) which is a management structure indicating roles and responsibilities, the ICS contains five functional areas starting on top with the Incident Command, "Boss" (City Manager), below are the Operations "Doers" (Police, Fire, Public Works), Planning "Planners" (Planning Dept), Logistics "Getters" (Community Services), and Finance & Admin "Payers" (Finance Dept); discussed the EOC equipment and technology such as monitors/tv's, satellite phones, satellite smartphone hub, HAM radio, Tri Band radio, Wireless Emergency Alert (WEA), and VEOCI, an emergency management software; noted that the Public Safety Commission along with Council liaison played a key role in getting the EOC to where it is now, noted that local volunteers and community groups such as CERT, Ham Radio Club, Neighborhood Watch, and faith-based group add additional support during emergency/disaster.

## COMMUNICATIONS

### 1. City Counsel Liaison Communications

Mayor Khubesian welcomed Police Chief Ortiz; reported on an upcoming discussions on the Strategic Plan at the City Council meeting on April 17<sup>th</sup>, noted that there will be a public input session; announced that the City now has a legislative platform which gives the City a position on legislative matters whether to support or oppose mandates that could take away local control, community interests, and limited resources; explained the five year Capital Improvement Plan which has been budgeted to replace/improve equipment and infrastructure; discussed concerns with the rise in mosquito population, encouraged everyone to be proactive and eliminate standing water.

### 2. Staff Liaison Communications

Fire Chief Riddle announced that CERT classes began on April 6<sup>th</sup>, bringing a total training of over 350 participants since 2014; announced the open recruitment for lateral and entry level firefighter/paramedic; informed of Fire's campaign for early brush inspections due to the recent rain creating overgrowth of vegetation, announced that after ten years, the City will now be able to use goats to help mitigate vegetation.

In response to Commissioner Ehrlich's inquiries, indicated that the Emergency Operation Plan and the Local Hazard Mitigation Plan (LHMP) can be found on the City's website, noted on the upcoming meeting with the HAM Radio Club and CERT members regarding responsibilities and roles during an emergency.

Police Chief Ortiz gave introduction, been in law enforcement for twenty-five years, seventeen years in Glendora Police Department and nine years in Sierra Madre Police Department leaving behind as Police Chief, stated the City of South Pasadena is a great community and very welcoming.

Captain Solinsky announced the Citizens' Academy will be held April 10<sup>th</sup>, it offers residents an insight to the Police Department's operations and resources in Dispatch, Patrol, School Resource, Traffic Enforcement, Detectives, Special Enforcement Team, K9s, and many more, opined that the nine week class was a great opportunity to get to know the people that make up the Police Department and understand the scope of their work, encouraged the Commission to attend; provided update on staffing and recruitment; discussed the different types of grants available for Police Departments which are competitive.

### 3. Commissioner Communications

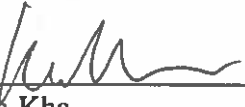
Commissioners commented on the Commission Congress, noting a very good meet and greet with other commissions and learning of their roles.

Commissioner Kung provided update on schools; noting schools now back in session after the Spring Break; noticed improvements in regards to traffic safety and awareness around schools due to more officer presence; informed that PTA is looking for nominations on volunteers who have gone above and beyond for the children in the community.

### ADJOURNMENT

Chair Ding adjourned the meeting at 10:00 a.m.

Respectfully Submitted:

  
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Kim Kha  
Recording Secretary

Approved By:

  
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Jeremy Ding  
Chair