

WESTWOOD NEIGHBORHOOD COUNCIL (WWNC)
AD HOC COMMITTEE FOR DISASTER PREPAREDNESS AND SAFETY
FAIR
COMMITTEE MEETING MINUTES
MARCH 23, 2011
OAKLEY'S BARBERSHOP
1061 GAYLEY AVENUE
LOS ANGELES, CA 90024

1. CALL TO ORDER

Ad Hoc Committee Chair and WWNC Board Member Mike Stajura called the meeting to order at 7:12. Members of the committee introduced themselves to one another. In addition to WWNC members Clinton Schudy, Laura Winikow and David Crew, stakeholders Chris Brooks, Paul Soroudi and William Paptousi were in attendance. Also in attendance was LAPD Senior Lead Officer Chris Ragsdale.

2. DATE AND LOCATION

It was decided that Saturday would be a better day than Sunday for the event as the Westwood Branch Library would be open, allowing for more people to spontaneously attend the event and lessening the costs for security and parking during closed hours on Sunday. The date of the fair will be May 21st from 11 a.m. to 4 p.m.

The event will take place on a closed portion of Glendon Ave. just north of the Library parking lot as well as in the Park just adjacent to the lot and in the Library Community Room. Discussion was also held as to whether CVS might be persuaded to give up a portion of their lot for the Shaker.

3. PARTNERS

To help defray costs and provide tie in to the community at large, the group identified the following interested entities: Westwood Community Council, Friends of Westwood Library, LAFD CERT program, American Red Cross at UCLA (student organization,) American Red Cross of Greater Los Angeles, WLA Police Division and Community Police Advisory, HOAs in the Westwood area, EMD, LAFD, DWP and the Gas Co., and CVS.

4. ATTRACTIONS

Two different Earthquake Simulators were vetted. The first is very small, holding 2-3 people and cost \$2,500. The second is much, much larger, holding 10-20 people and costs \$3,000.

Other attractions include a CERT disaster response demo, “Be Red Cross Ready” presentations in the library, Red Cross puppet show in the library, Fire Extinguisher hands on station, First aid hands on station, possible fire truck, giveaways (safety tubes) and raffle (proceeds to go to Japan.) Also, vendor booths and other informational booths (such as DWP, Friends of Westwood Library, LAPD, etc.)

5. VENDOR CONSIDERATIONS

Vendors will be given free space, but will be asked to provide their own pop ups and tables and chairs. Vendors will also be asked to provide giveaways and raffle items.

Disaster kits will be available. Red Cross will likely be the provider. Police kits will be used also if they are in stock. Other considerations include SOS products.

LAFD trucks not necessarily available since brownouts began. Options include cheap rental of antique truck.

Inviting Food Trucks is possible, but they generally require a guarantee of a certain amount of business to show up.

6. KEY TASK DIVISION

Budget management and approval will be overseen by Dave Crew. Goal is to keep costs under \$5,000 to avoid additional paperwork to the City. In addition,, any checks or other paperwork will need to be given to the city before 4/15. Payments after that date must be made through WWNC card. Anticipating fees to be paid to the City for permits to close streets, to reserve the park and to the Library for use of the Community Room.

Park reservation and Library room reservation will be made by Laura Winikow.

Street closure permit will be made by Eric Norton.

CVS approach as vendor and use of parking lot and coordination of Simulator will be managed by Chris Brooks.

Vendor sales, LAFD and American Red Cross coordinations will be done by Michael Stajura.

Fire truck coordination will be done by William Paptousi.

LAPD coordination will be managed by Dave Crew and Chris Ragsdale.

Information Booth coordination will be done by Chris Brooks and William Paptousi.

Marketing will be done by Laura Winikow and Clinton Schudy.

Laura will also look into the Food Trucks and Chris Brooks will design whatever flyers we need.

7. LOGISTICS

We need to look into PA Systems, pop up tents, tables and chairs, traffic and parking, signage (if any) and line management for the Simulator.

8. NEXT MEETING

We will be setting the next meeting at Oakleys again before April 15. Date to be determined and posted as required by the Brown Act.