

# 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE SPECIAL MEETING AGENDA

*"We are a vibrant, livable, and inclusive community dedicated to quality services,  
safety, financial strength, sustainability, preservation, and progress  
with equal representation for our community."*

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City Council Chamber  
225 West Second Street  
Claremont, CA 91711



Monday  
June 23, 2025  
6:30 PM

## AD HOC COMMITTEE MEMBERS

JENNIFER STARK  
CHAIR

ED REECE	LEIF CAMERON	TIM DUNFEE	LARRY GRABLE
ROBERT GRIMES	MIKE HALLINAN		BOB KERN
JOHN NEIUBER	RICHARD RIVERA		RECO SANDERS
DEBORAH SCOTT TOUX	KEVIN WARD	RICHARD WEINER	JASON WONG

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NOTICE IS HEREBY GIVEN that a special meeting of the 2025 Emergency Preparedness Ad Hoc Committee of the City of Claremont, California, as called by the 2025 Emergency Preparedness Ad Hoc Committee of the City of Claremont, will be held on the 23<sup>rd</sup> day of June 2025, at 6:30 PM at the above location for the purpose of considering the items listed below. The Brown Act provides for an opportunity for members of the public to address the Committee concerning the items described below.

Meetings are open to the public for in-person attendance. The meeting will be live streamed via Zoom, technology permitting. Members of the public will not be able to provide public comment via Zoom. To watch the meeting via Zoom, use the following link: <https://zoom.us/j/99582385868>. To listen via telephone dial (213)338-8477, Webinar ID: 995 8238 5868. The recorded meeting will be uploaded to the City website and archived.

## OPTIONS FOR PUBLIC COMMENT

Public comment may be provided by one of the following methods. Each speaker will be given up to three (3) minutes to provide their comment.

### IN-PERSON LIVE COMMENTS

When public comment is announced, please proceed to the speaker's podium one by one.

### E-MAIL/MAIL

Written comments sent to the Emergency Preparedness Ad Hoc Committee will be distributed to the Committee and imaged into the record of the meeting. Email: [snguyen@claremontca.gov](mailto:snguyen@claremontca.gov). Mail: PO Box 880, Claremont, CA 91711. Written comments submitted after publication of the agenda will be made available in the document archive system on the City website as soon as possible - [www.claremontca.gov](http://www.claremontca.gov).

**For assistance, comments, or more information please contact Stephanie Nguyen,  
Commission Secretary, (909)399-5404.**

### **CALL TO ORDER THE SPECIAL MEETING OF THE 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE**

#### **ROLL CALL**

#### **CONSENT CALENDAR**

##### 1. 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE OVERVIEW

Recommendation: Staff recommends the Committee approve and file the revised 2025 Emergency Preparedness Ad Hoc Committee Planning Document.

##### 2. 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE MINUTES OF MAY 12, 2025

Recommendation: Staff recommends the Committee approve and file the special 2025 Emergency Preparedness Ad Hoc Committee minutes of May 12, 2025.

#### **ADMINISTRATIVE ITEM**

##### 3. EMERGENCY PREPAREDNESS PRESENTATIONS (ORAL REPORT)

Recommendation: Staff recommends the Committee receive oral reports and presentations from staff and representatives from various partner agencies.

#### **REPORTS**

*Staff*

*Committee*

#### **ADJOURNMENT**

THE NEXT SPECIAL MEETING OF THE 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE WILL BE HELD ON JULY 28, 2025, AT 6:30 PM, IN THE CLAREMONT COUNCIL CHAMBER, 225 WEST SECOND STREET, CLAREMONT, CA 91711.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, THIS AGENDA WILL BE MADE AVAILABLE IN APPROPRIATE ALTERNATIVE FORMATS TO PERSONS WITH DISABILITIES. ANY PERSON WITH A DISABILITY WHO REQUIRES A MODIFICATION OR ACCOMMODATION IN ORDER TO PARTICIPATE IN A CITY MEETING SHOULD CONTACT THE CITY CLERK AT 909-399-5461 "VOICE" OR 1-800-735-2929 "TT/TTY" AT LEAST THREE (3) WORKING DAYS PRIOR TO THE MEETING, IF POSSIBLE.

I, STEPHANIE NGUYEN, SENIOR ADMINISTRATIVE ASSISTANT OF THE CITY OF CLAREMONT, CALIFORNIA, HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING AGENDA WAS POSTED AT CLAREMONT CITY HALL, 207 HARVARD AVENUE, ON JUNE 18, 2025, PURSUANT TO GOVERNMENT CODE SECTION 54956.

POST THROUGH: June 24, 2025

**2025 Emergency Preparedness Ad Hoc Committee  
Agenda Report**

TO: 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE

FROM: KATIE WAND, DEPUTY CITY MANAGER

DATE: JUNE 23, 2025

**SUBJECT: 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE OVERVIEW**

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**RECOMMENDATION**

Staff recommends the Committee approve and file the revised 2025 Emergency Preparedness Ad Hoc Committee Planning Document.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Katie Wand  
Deputy City Manager

Prepared by:

Stephanie Nguyen  
Senior Administrative Assistant

**Attachment:**

Revised Emergency Preparedness Ad Hoc Planning Document

## 2025 Emergency Preparedness Ad Hoc Committee

### *Planning Document as of 6/16/25*

#### **Mayor's Ad Hoc Members**

1. Jennifer Stark, Vice Mayor/Committee Chair
2. Ed Reece, Councilmember/Committee Vice Chair
3. Jason Wong, Representative from Planning Commission
4. John Neiuber, Representative from Architectural & Preservation Commission
5. Deborah Scott Toux, Representative from Community & Human Services Commission
6. Richard Weiner, Representative from Traffic & Transportation Commission
7. Tim Dunfee, Representative from Police Commission
8. Kevin Ward, Representative from Claremont Unified School District (CUSD)
9. Reco Sanders, Representative from Webb Schools
10. Mike Hallinan, Representative from The Claremont Colleges Services (TCCS)
11. Bob Kern, Retired Senior Volunteer Program
12. Larry Grable, Representative from Service Center for Independent Life (SCIL)
13. Leif Cameron, Representative from Pilgrim Place
14. Richard Rivera, Citizen Representative
15. Robert Grimes, Citizen Representative

#### **Staff Liaisons**

Katie Wand, Deputy City Manager

Garrett Earl, Police Corporal

Robert "Buzz" Ewing, Police Captain

#### **Committee Secretaries**

Stephanie Nguyen, Senior Administrative Assistant to the Chief of Police

Katsi Roa, Administrative Assistant

#### **Meeting Location/Format**

Meetings will be held in-person at City Hall in the Council Chamber and will begin at 6:30pm. All meetings will be Brown Act meetings and will be live-streamed and recorded so that the public can view recordings on the City's website.

#### **Meeting Schedule/Topics**

##### **Monday, May 12**

- Introduction and Overview by Mayor Corey Calaycay
- Primary Topic: Emergency and Evacuation Plans
  - Provide copies of City's emergency plan and ask for feedback/recommendations from Committee members.
  - Discuss traffic issues related to potential evacuations, including ingress and egress.

- Discuss the goals of this Committee, including public review of the City's Local Hazard Mitigation Plan (LHMP) Update and the development of a City Emergency Operations Plan (EOP).

#### Monday, June 23

- Primary Topic: Utilities/Partner Agencies
  - Request attendance from various partner agencies to speak to their respective emergency plans as follow-up from the previous meeting, and to be available to answer any questions that Committee members may have. This is also an opportunity for utility representatives to follow up on any outstanding requests for information from the March 2025 workshop.
  - City Staff will also be available to answer Committee member questions on the City's LHMP and "Emergency Plan" Administrative Policy, both of which were distributed at the May 12 meeting.
- Reminder: If you are a member of this Committee that has not already read the Elected and Appointed Officials' Handbook and provided the Acknowledgement Form, please review the handbook and submit the signed form to [cityclerk@claremontca.gov](mailto:cityclerk@claremontca.gov).

#### Monday, July 28

- Primary Topic: Building and Development
  - Discuss City/State Building Codes as they relate to wildfire preparedness, and address questions/concerns related to incorporating new developments into emergency planning efforts.
- Develop framework for EOP and discuss potential "assignments" to be completed before the September meeting.
- TBD – Receive "Brown Act 101" training from the City Attorney.

#### Monday, September 22

- Primary Topic: Landscaping and Trees
  - Discuss City tree policies, tree-related safety concerns, and landscaping recommendations from LACoFD regarding "home hardening."
  - Request from LACoFD a "Zone Zero" presentation with an emphasis on wooden gates.
  - Discuss the concept of using goats to assist with brush clearance.
  - Discuss LA Department of Water and Power wires that are present at the Claremont Hills Wilderness Park. SCE will be included in this discussion as well.
- Check in on progress of draft EOP.

#### Monday, October 20

- Primary Topic: Communication and Coordination
  - Understand how communication and coordination works during an emergency, especially when there are multiple agencies (the City, Area D, LA-RICS, etc.) involved in response efforts.
  - Discuss the benefits associated with Fire Safe Councils.
- Review EOP and receive feedback from Committee members before finalizing draft.

Monday, November 17

- Primary Topic: Wrap-Up
  - This meeting will be a “catch all” or placeholder meeting for any additional topics that need to be discussed.
- Form recommendations to present to City Council, including a draft EOP.

**2025 Emergency Preparedness Ad Hoc Committee  
Agenda Report**

TO: 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE

FROM: KATIE WAND, DEPUTY CITY MANAGER

DATE: JUNE 23, 2025

**SUBJECT: 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE MINUTES OF  
MAY 12, 2025**

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**RECOMMENDATION**

Staff recommends the Committee approve and file the special 2025 Emergency Preparedness Ad Hoc Committee minutes of May 12, 2025.

**PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Katie Wand  
Deputy City Manager

Prepared by:

Stephanie Nguyen  
Senior Administrative Assistant

Attachment:

2025 Emergency Preparedness Ad Hoc Committee Minutes of 05-12-25



**2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE  
SPECIAL MEETING MINUTES**

Monday, May 12, 2025 – 6:30 PM

Video recording is archived on the City website.

<https://www.claremontca.gov/Government/City-Council/Watch-a-Meeting>

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**CALL TO ORDER**

Chair Stark called the meeting to order at 6:30 PM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT**

COMMITTEE MEMBER: STARK, REECE, GRABLE, GRIMES, HALLINAN, KERN, NEIUBER, RIVERA, SANDERS, WARD, WONG

**LATE**

COMMITTEE MEMBER: DUNFEE

**ABSENT**

COMMITTEE MEMBER: CAMERON, SCOTT TOUX, WEINER

**ALSO PRESENT**

Robert “Buzz” Ewing, Police Captain; Garrett Earl, Police Corporal; Katie Wand, Deputy City Manager; Adam Pirrie, City Manager; Stephanie Nguyen, Senior Administrative Assistant; Katsi Roa, Administrative Assistant

**CONSENT CALENDAR** - None

**ADMINISTRATIVE ITEMS**

1. 2025 Emergency Preparedness Ad Hoc Committee Overview (Oral Report)

This item starts at 00:01:41 in the archived video.

Mayor Corey Calaycay provided an introduction and overview of the goals and purpose of the 2025 Emergency Preparedness Ad Hoc Committee.

Katie Wand, Deputy City Manager, asked City staff and appointed Committee members to introduce themselves and presented an overview of the 2025 Emergency Preparedness Ad Hoc Committee Planning Document.

Chair Stark invited public comment. Seeing none, public comment was closed.

2. Overview of Emergency and Evacuation Plans (Oral Report)

This item starts at 00:10:42 in the archived video.

Captain Ewing provided an overview on City emergency and evacuation plans including the current Local Hazard Mitigation Plan for the City of Claremont and City Administrative Policy #40-07.

Corporal Earl then discussed the Ad Hoc Committee's role in shaping a future City emergency operations plan.

Captain Ewing and Corporal Earl responded to questions regarding state requirements, the FEMA approval process, the update process, and the schedule of the Local Hazard Mitigation Plan.

Chair Stark invited public comment. Seeing none, public comment was closed.

## **REPORTS**

Katie Wand, Deputy City Manager, and Adam Pirrie, City Manager, encouraged the Committee to review the documents provided to them before the June 23, 2025 Committee meeting and email staff regarding any questions or input.

Marissa Castro-Salvati, Southern California Edison, explained to the Committee how to differentiate between power lines that are managed by Southern California Edison and Glendale Water and Power.

## **ADJOURNMENT**

Chair Stark adjourned the meeting at 7:13 PM. The next special meeting of the 2025 Emergency Preparedness Ad Hoc Committee will be held on June 23, 2025.

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Jennifer Stark, Chair

ATTEST:

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Stephanie Nguyen, Committee Secretary

**2025 Emergency Preparedness Ad Hoc Committee  
Agenda Report**

TO: 2025 EMERGENCY PREPAREDNESS AD HOC COMMITTEE

FROM: KATIE WAND, DEPUTY CITY MANAGER

DATE: JUNE 23, 2025

**SUBJECT: EMERGENCY PREPAREDNESS PRESENTATIONS**

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**RECOMMENDATION**

Staff recommends that the Committee receive oral reports and presentations from staff and representatives from various partner agencies.

**BACKGROUND**

During its meeting on June 23, 2025, the 2025 Emergency Preparedness Ad Hoc Committee will receive a presentation on how partner agencies prepare for emergencies. Because many agencies do not have emergency plans that are publicly available for review, the purpose of inviting representatives from these agencies to present is to give Committee members an overview of how these agencies prepare for emergencies and how they may collaborate with the City, depending on the type of emergency that occurs. This will also be an opportunity for Committee members and members of the public to meet agency representatives and ask them questions pertaining to emergency preparedness.

At subsequent meetings, members of the 2025 Emergency Preparedness Ad Hoc Committee will be working on the development of an Emergency Operations Plan (EOP) for the City of Claremont. The information below is intended to provide context as to how emergency planning efforts of outside agencies may intersect with topics covered in the City's EOP.

**Emergency Operations Plan (EOP)**

An EOP is a document that describes how an agency plans and prepares for different types of emergencies. The purpose of an EOP is to:

- Ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.
- Establish emergency organization; assign tasks; specify policies and general procedures; and provide for the coordination of planning efforts utilizing the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).
- Incorporate and coordinate all agencies and personnel within the City into an efficient organization capable of responding to any emergency.

The City is solely responsible for the development of its own EOP, just as outside agencies are responsible for the development of their respective emergency planning documents; however, understanding how partner agencies plan to respond to emergencies is imperative. It is also important to note that emergency response – including coordinated responses involving multiple agencies – will always depends on the type of emergency that has occurred and the scale of the emergency.

To ensure that agencies are prepared to work together, systems have been created to help streamline communication and documentation during emergencies. Agencies in California utilize the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS). Below is a brief description of each of these systems.

#### Standardized Emergency Management System (SEMS)

- SEMS is California's official system for managing emergency responses.
- Purpose: To ensure state and local agencies in California work together efficiently during emergencies.
- Key Features:
  - Organizes emergency response into five levels: field, local, operational area, regional, and state.
  - Requires use of ICS.
  - Promotes clear communication and coordination across agencies.

#### National Incident Management System (NIMS)

- NIMS is a national framework developed by the Federal Emergency Management Agency (FEMA) to standardize how all levels of government and non-governmental organizations respond to emergencies across the U.S.
- Purpose: To provide a consistent structure and language for incident management across the country.
- Key Components:
  - Uses ICS as its core operational system.
  - Focuses on preparedness, resource management, communication, and command structures.

#### Incident Command System (ICS)

- ICS is the on-scene management system used to organize emergency response teams.
- Purpose: To provide a clear chain of command, defined roles, and scalable organization during any kind of incident.
- Key Features:
  - Assigns roles such as Incident Command, Operations, Planning, Logistics, and Finance/Administration.
  - Flexible and can expand or contract based on the size of the incident.

If an emergency were to occur in Claremont here is a general overview of the initial steps that the City would take:

- The City activates its Emergency Operations Center (EOC).

- The City determines appropriate staffing levels and resources needed to respond to the emergency.
- Information and updates will frequently be shared by the City to the community (emergency communications/alerts).
- Mutual aid will be requested if needed.

### **Local Hazard Mitigation Plan (LHMP)**

During its meeting of May 12, 2025, staff provided Committee members with a copy of the City's Local Hazard Mitigation Plan (LHMP). A Local Hazard Mitigation Plan (LHMP) is a community's strategy for reducing or eliminating risks from natural and human-made disasters before they happen. Claremont's LHMP conducts a risk assessment on several potential hazards and provides a mitigation framework that details what we can do as a community to reduce those risks.

FEMA requires that LHMPs be updated, reviewed, and approved every five years to remain eligible for certain federal disaster mitigation grants. The City's current plan will expire in March 2027. To ensure that the City remains in compliance, staff is currently working with a consultant hired by the California Governor's Office of Emergency Services (Cal OES) to apply for grant funding to hire a third-party consultant to assist City staff with the development of an updated LHMP.

During the LHMP update process, there will be a public outreach component, which may involve surveys, meetings, and other avenues for the public to provide feedback. During this process, staff will invite representatives from our partner agencies to participate by providing feedback on our plan. Recommendations of the Emergency Preparedness Ad Hoc Committee may also be incorporated into the updated LHMP, as appropriate.

### **Next Steps**

After the 2025 Emergency Preparedness Ad Hoc Committee receives and provides feedback on the emergency preparedness presentations, staff will begin working on an EOP framework that will be brought back to the committee at a future meeting.

### **PUBLIC NOTICE PROCESS**

The agenda and staff report for this item have been posted on the City website and distributed to interested parties. If you desire a copy, please contact the City Clerk's Office.

Submitted by:

Katie Wand  
Deputy City Manager

Attachment:  
Overview of NIMS, SEMS, and ICS

## City of Claremont – Emergency Management Framework

### Overview of NIMS, SEMS, and ICS

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#### **1. National Incident Management System (NIMS)**

**Developed by the Federal Emergency Management Agency (FEMA), NIMS** provides a consistent, nationwide approach for agencies at all levels to work together during domestic incidents. It integrates best practices into a comprehensive framework for incident management.

#### **Core Components of NIMS:**

- **Preparedness:** Planning, training, exercises, and credentialing to ensure readiness before incidents occur.
- **Communications and Information Management:** Interoperable systems and consistent terminology help agencies communicate effectively.
- **Resource Management:** Standardized processes for resource typing, inventorying, deployment, and demobilization.
- **Command and Management:** Utilizes the Incident Command System (ICS), Multiagency Coordination Systems (MACS), and Public Information Systems.
- **Ongoing Management and Maintenance:** Continuous review and improvement of emergency response capabilities.

#### **NIMS in Claremont:**

- The City's **Local Hazard Mitigation Plan (LHMP)** is NIMS-compliant and integrates these principles into citywide planning and training.
- Claremont's departments, including Police, Community Services, and Recreation & Human Services, are trained in NIMS to ensure seamless coordination with **LA County, Cal OES, and FEMA**.
- The City must demonstrate NIMS compliance to remain eligible for **federal grant funding**, such as Homeland Security and Urban Area Security Initiative (UASI) grants.

## **2. Standardized Emergency Management System (SEMS)**

**SEMS is California's official emergency response structure**, established under Government Code §8607(a), ensuring coordination and mutual aid among local governments and the state.

### **SEMS Organizational Levels:**

- **Field Level:** Incident Command operates at the scene using ICS.
- **Local Government Level:** City departments manage response and support through the EOC.
- **Operational Area Level:** The County (L.A. County OEM) coordinates emergency management among cities within its jurisdiction.
- **Regional Level:** Supports mutual aid and coordination between operational areas.
- **State Level:** Coordinates statewide response, policy direction, and resource support.

### **SEMS Functional Elements (Based on ICS):**

- **Command/Management**
- **Operations**
- **Planning/Intelligence**
- **Logistics**
- **Finance/Administration**

### **SEMS in Claremont:**

- The City of Claremont must follow SEMS protocols when requesting **mutual aid** or escalating emergencies.
- During emergencies, Claremont activates its **Emergency Operations Center (EOC)** and submits situation reports (SitReps) to the **LA County Operational Area EOC**.
- In return, the city receives coordination support, resources, and technical assistance.
- Participation in SEMS is **mandatory** for disaster reimbursement from the **California Disaster Assistance Act (CDAA)**.

### **3. Incident Command System (ICS)**

ICS is the **on-scene, scalable, and modular** emergency management system that forms the operational foundation of both NIMS and SEMS.

#### **Core ICS Concepts:**

- **Modular Organization:** The structure expands or contracts based on the size and complexity of the incident.
- **Common Terminology:** Reduces confusion during multi-agency response.
- **Unified Command:** Enables agencies with jurisdictional responsibility to work together without giving up authority.
- **Span of Control:** Limits the number of subordinates per supervisor to optimize supervision.
- **Management by Objectives:** Every operation has clear, measurable goals.
- **Comprehensive Resource Management:** Tracks equipment, personnel, and supplies.
- **Integrated Communications:** Ensures coordination between departments and jurisdictions.

#### **Standard ICS Sections:**

- **Command** – Sets incident objectives and strategy (Incident Commander, Public Information Officer, Liaison, Safety Officer).
- **Operations** – Executes field activities.
- **Planning** – Collects and evaluates data, develops action plans.
- **Logistics** – Provides facilities, services, and material support.
- **Finance/Admin** – Tracks costs, timekeeping, procurement, and compensation.

#### **ICS in Claremont:**

- **Police and Fire incidents**—from critical incidents to special events—are managed using ICS.
- During EOC activation, city staff from all departments are assigned ICS roles with job aids.
- Staff are trained through FEMA and Cal OES-certified ICS courses (ICS-100, 200, 300, etc.).



- ICS is also used to manage non-traditional incidents such as:
    - Public health emergencies (e.g., COVID-19)
    - Major power outages or water system failures
    - Citywide special events requiring interdepartmental coordination
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### **How These Systems Work Together in Claremont**

<b>System Purpose</b>		<b>Application in Claremont</b>
<b>NIMS</b>	National framework for emergency coordination	Guides training, planning, and inter-agency coordination
<b>SEMS</b>	State-mandated system for managing emergencies	Ensures eligibility for mutual aid and disaster reimbursement
<b>ICS</b>	Operational system for managing incidents	Used in both field incidents and citywide emergencies

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### **Real-World Applications in Claremont**

- **Wildfire Response:** Used ICS to manage evacuations and request county support under SEMS.
  - **COVID-19 Pandemic:** Activated the EOC under NIMS/SEMS to coordinate public information, logistics, and community resource distribution.
  - **Protests & Demonstrations:** Used ICS structure for crowd management, inter-agency coordination, and public safety.
  - **Annual Events** (e.g., Village Venture): Managed as planned events using ICS to coordinate police, traffic, fire, and public works.
-