

**SCCCA  
GENERAL MEETING  
THURSDAY, MARCH 19, 2009**

**HOST CITY:** CITY OF ONTARIO

**WHEN:** Thursday, March 19, 2009

**WHERE:** Ontario Convention Center, 200 Convention Center Way, Ontario  
CA 91764

**BOARD MEETING:** 8:00 a.m. – 8:45 a.m.

**REGISTRATION:** 8:00 a.m. – 9:00 a.m. – **Registration & Deluxe Continental Breakfast –**  
Juices, Breakfast Pastries, Fresh Fruit, Coffee/Tea

**PROGRAM:** 9:00 a.m. – **Pledge of Allegiance**

**Welcome – Pat Hammers, President**

**9:00 a.m. – 12:00 p.m.**

*EMERGENCY MANAGEMENT - UNDERSTANDING YOUR  
RESPONSIBILITIES DURING AN EMERGENCY*

**by: Jacob Green** - Administrative Officer, Ontario Police Department

.5 point pending approval by IIMC

**BUSINESS  
MEETING:**

**12:00 p.m. – 12:15 p.m. – Business Meeting**

**LUNCHEON:**

**12:15 p.m. – 2:00 p.m. –** Caesar Salad - Fresh rolls and butter - Tri Tip  
Steak with a rich wild mushroom & red wine sauce - Roasted red  
potatoes mashed with butter, sour cream and scallions - Seasonal  
Vegetables - Chocolate Fantasy Cake Iced Tea, water, and coffee -  
**Vegetarian meal** = Vegetarian pasta (vegetables and pasta in a white  
wine cream sauce)

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**PLEASE DETACH AND FAX, EMAIL, OR MAIL THE FOLLOWING  
RESERVATION FORM**

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**Make Checks Payable to SCCCA**

**REGISTRATION FEE PER PERSON: \$40.00 (Includes Breakfast & Lunch)**

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**(Member's Name and Title)      Guest's Name      City**

**Amount Enclosed is \$ \_\_\_\_\_      Mail To:    Veronica Montecino, SCCCA  
Treasurer**

**City of La Quinta  
P.O. Box 1504  
78-495 Calle Tampico  
La Quinta, California 92253  
Phone (760) 777-7002  
FAX    (760) 777-7107  
Email:  
vmontecino@la-quinta.org**

**Pay at Door    OR     Reserve by**

**Phone reservations will be accepted through Friday, March 13, 2009  
The last day to cancel and receive a refund is Friday, March 6, 2009  
*Failure to cancel obligates payment to SCCCA.***

**CHECK: New City Clerk [    ]      First SCCCA Meeting [    ]**

***\*\*Remember, raffle proceeds support scholarships – donations gladly  
accepted at the meeting!***

**Room Rates for those staying overnight:**

**The hotel rate is \$84.00 (block code is ACC)**

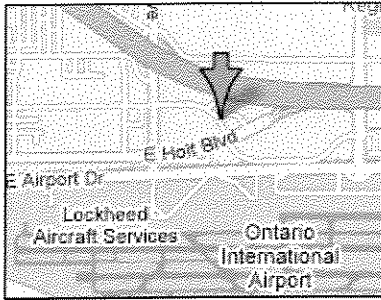
**HOLIDAY INN**

**1-888-722-7022**

2155 E. Convention Center Way

Ontario, CA 91764

Website: [www.hiontario.com](http://www.hiontario.com)



**ONTARIO CONVENTION CENTER**

2000 E. Convention Center Way

Ontario, CA 91764

If you are driving to Ontario, the city is the apex of three major freeways (10, 60 and 15) making it easy to get here from any direction, and makes other popular Southern California attractions easy to reach.

**From Los Angeles:**

Go East on Route 10; Exit Vineyard Avenue, turn right

Go to third light - Holt Blvd., turn left; Go to first light - Convention Center Parking

**From Palm Springs:**

Go West on Route 10; Exit Holt Blvd. to Convention Center on right hand side

Corner of Convention Center Way and Holt Blvd.

**From San Diego:**

Go North on Route 15; Go West on Route 10; Exit Holt Blvd. to Convention Center on right hand side; Corner of Convention Center Way and Holt Blvd.

**From Victorville area:**

Go South on Route 15; Go West on Route 10; Exit Holt Blvd. to Convention Center on right hand side; Corner of Convention Center Way and Holt Blvd.

**From Orange County:**

Go North on Route 57; Go East on Route 10; Exit Vineyard Avenue, turn right

Go to third light - Holt Blvd., turn left; Go to first light - Convention Center Parking

# Program for March 19, 2009

## EMERGENCY MANAGEMENT - UNDERSTANDING YOUR RESPONSIBILITIES DURING AN EMERGENCY

### 1. Purpose

- a. Broad understanding of Emergency Management
- b. Where City Clerks/Documentation Fit In
- c. Clerk in a Box / Personal and Professional Preparedness
- d. Redundancy and Off-Site Retention Issues
- e. Consequences of Poor Documentation Control
- f. Case Studies
- g. Mobile Command Post Tour

### 2. Topics Covered

- a. Hazards to Southern California
- b. Videos – Golden Guardian Imagery
- c. Personal Preparedness
- d. ICS/SEMS – History of Emergency Management Development
- e. NIMS – online training & additional training resources
- f. EOC / MCP Structure
- g. City Clerk / Documentation Control Role & Responsibilities
- h. Professional Preparedness – Disaster Web Portal – First in Country
- i. Case Studies
- j. Q & A – MCP Tour

### **Biography: Jacob Green** - Administrative Officer, Ontario Police Department

Jacob Green currently serves as Administrative Officer for the City of Ontario Police Department. He is responsible for the Administrative Services Bureau and oversees the Fiscal Services Unit, Records Division and Cadet Program. He previously held the position of Emergency Manager for the City of Ontario. As Emergency Manager for the City of Ontario, Jacob was responsible for a variety of major projects and programs. He created the City's Emergency Management Working Committee which brought together City staff, non-profit organizations, private companies, and emergency managers from neighboring cities to meet on a monthly basis to discuss disaster policy and response issues. This group formed the basis for the City's Emergency Operations Center team. The group successfully completed many exercises and actual activations including responding to the January 2007 windstorm, Fourth of July citywide operation in 2007 and 2008, and most notably the 3-day EOC activation for the October 2007 Walker Fires. During the Walker Fires, Emergency Operations Center staff successfully evacuated all impacted businesses and residences and developed/supported the creation of a Fire base camp for firefighters that responded from all over California.

Mr. Green holds his Master's Degree in Public Administration from California State University, Long Beach. Mr. Green received his Bachelor's Degree in Social Sciences with an emphasis in Public and Community Service and a minor in Management from the University of California, Irvine.