



## REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION DISASTER PREPAREDNESS TASK FORCE

Tuesday, June 5, 2023 at 9:30 AM

### HYBRID MEETING

**MEMBERS PRESENT:** Eric R. Nuñez (Chair), Gan Mukhapadhyay, Sue Stephens, Moon Yun, Elsie Addington (GRF Alternate), Anthony Liberatore, S.K. Park

**MEMBERS ABSENT:** Juanita Skillman (Excused), Cash Achrekar (Unexcused)

**ADVISORS PRESENT:** Rick Kopps (Towers Resident)

**OTHERS PRESENT:** Grace Stencel, Sandy Benson

**STAFF PRESENT:** Cody DeLeon, Edward Green, Carmen Aguilar

**THE MEETING WAS CALLED TO ORDER:** 9:36 a.m.

**ACKNOWLEDGEMENT OF THE PRESS:** None present

**APPROVAL OF THE AGENDA:** By consensus, the agenda was approved.

**APPROVAL OF MEETING REPORT:** By consensus, the meeting report was approved.

**CHAIRS REMARKS:** Chair Nuñez began his remarks by thanking the rest of the board as well as the audience for their understanding in the change of date for this meeting. Thanked Edward Green for attending club events and running the clubhouse coordinator meetings. Chair Nuñez plans to report out more of Edward Greens activities.

**MEMBER COMMENTS:** Members made comments and asked questions. Topics included:

- Radio tower antenna concerns
- New ham radio base units do not have antennas attached to roofs of clubhouses
- Disaster plan needing update
- Clubhouse emergency plan needing to be updated

### REPORTS

**RADIO & COMMUNICATIONS:** Chair Nuñez was unaware of the ham radios lacking antennas. Antennas are purchased, just not installed. Director Mukhapadhyay believes we need emergency drills and better preparedness moving forward.

**OFFICE MANAGER/ADVISOR:** Chair Nuñez discussed the disaster preparedness office being shut down and remaining inventory moved to the third floor.

**RECRUITMENT / RETENTION / TRAINING:** Director Addington requested that EOP manuals be easier to find on the website. Good neighbor captains have not had training in years. Clubhouse coordinator and good neighbor captain's database needs audit/update.

**GRF BOARD:** Director Addington did not have anything to report.

**UNITED BOARD:** Director Liberatore did not have anything to report on United Mutual. Wanted to know if there was a 'to do list' for residents in the event of a disaster prior to EMT arrival.

Chair Nuñez reminded everyone that we are not first responders and to keep expectations within the scope of our actual capabilities to manage disasters. Our job is information gathering for the first responders when they arrive. Providing food and medical supplies to 18,000 residents is not feasible.

**THIRD BOARD:** Director Park did not have anything to report. Director Park asked members "In the event of a disaster right now would we have radio functionality?"  
Short answer: Yes

**TOWERS:** Advisor Rick Kopps discussed his 'neighbors checking on neighbors' program. Goals of having OCFA perform a demonstration at the towers. Advisor Kopps would also like reminders to go out to disaster preparedness volunteers on meeting dates and times.

**PET EVACUATION SUBMIT COMMITTEE:** Sandy Benson updated the pet evacuation manual. Saddleback Memorial Care purchased 1,000 'file of life' information pouches. Firefighters are grateful for 'file of life' information when addressing emergencies.

## **DISCUSSIONS AND CONSIDERATIONS**

**BACKUP GENERATOR PLANS:** Chair Nuñez discussed the replacement generator ordered for clubhouse 1 and general services is looking into what needs to be lit up at clubhouse 3 in order to maintain safety in the event of an emergency. Chair Nuñez reminded the committee that generators are not meant to keep everything running but are used to keep the essential utilities running. The rest of the clubhouses will be evaluated for backup power needs by general services.

**DPTF OFFICE MOVE:** Chair Nuñez stated that his operations manager is working with the carpentry department to allocate disaster preparedness supplies to the third floor of the community center. The Chair also mentioned Edward Green is now able to work part time out of the new security office. His days and hours will be posted once confirmed.

**DISCUSS PLANS FOR DISASTER PREPAREDNESS:** Edward Green thanked the members for their patience and discussed his plans moving forward. Topics included:

- Shelter in place due to realities of a real disaster
- Conducting age appropriate training

- 10-15-minute interview on channel 6
- Training and exercises for experience (proper food storage, evacuation practice, proper fire extinguisher usage)

Members asked questions and made comments, topics included:

- Need accessible evacuation plans at clubhouses
- Clubhouse coordinators will assist those who arrive at the clubhouse, who cannot shelter in place, or who need additional attention
- Staff changes should not affect evacuation/emergency plan for clubhouses
- Educational field day event being held on June 24, 2023 at par 3 golf course

### **ITEMS FOR FUTURE AGENDAS**


1. Status on updating/accessibility of the disaster plan: booklet / multiple languages / QR code
2. OCFA and OCSD representatives (Tentative)
3. Update on antenna installation

**MEMBER COMMENTS:** Multiple members made comments. Director Addington thanked staff and volunteers for their hard work. Director Stephens apologized for being unable to attend in person

**NEXT MEETING:** (Tentative) July 25, 2023 at 9:30 a.m.

**ADJOURNMENT:** 11:51 a.m.

**SUBMITTED BY:**

  
Eric R. Nuñez Jun 15, 2023 12:15 PDT  
**Chair Nuñez**







# GRF-Disaster-Preparedness-Task-Force-Minutes-6-5-23

Final Audit Report

2023-06-15

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