



**VERDUGO FIRE COMMUNICATIONS CENTER
TASK FORCE MEETING MINUTES
TUESDAY, MAY 9, 2017**

Attendees:

Agency	Primary	Alternate
Alhambra - ALH	Battalion Chief Ed Guerrero	
Arcadia - ARC		
Burbank - BRK	Assistant Chief Eric Garcia	
Angeles Nat'l Forest - ANF		
Bob Hope Airport - BUR		
Glendale - GLN	Deputy Chief Bill Lynch	Battalion Chief Brian Julian
LA City - LFD		
LA County - LAC		
Monrovia - MRV		
Montebello - MTB		Capt Fernando Pelaez
Monterey Park - MPK		
Pasadena - PAS		
SGB-SNM-SPS = SSS	Fire Chief Mario Rueda	
Sierra Madre - SMD		
Vernon – VER	Assistant Chief Andrew Guth	
Verdugo Fire Comm.	Don Wise / Jason Pfau	

Housekeeping:

I. New Business:

- A. American Red Cross – New POCs:** Alex Rose, former Disaster Program Manager, has accepted a new position with ARC National Headquarters in their Response Program Strategy department. New contact information has been provided (handout). His email and related contact information won't change. Question about availability of ARC Canteen. It does take much more time to coordinate and organize and respond due to how ARC dispatches from their national offices; historically, when Verdugo had direct contact with local members, it was around 45 min to 1-hour to respond. If the incident is believed to be several hours in duration or longer, please order it at time of arrival for rehab purposes. Rehab 11 is also an option.
- B. Verdugo System Mutual Threat Zone, Very High Fire Hazard Severity Zone Maps & Mutual-Aid maps:** New MTZ and Fire Hazard Severity maps have been developed and are sized for printout at 11 x 17. If an agency needs the PDF in another format, please contact Oscar Barrera for the request directly. Mutual-Aid maps are also being developed to support the next CAD system (polygon layers) and identify any agreements that might be needing review. (Attachment)
- C. City of Glendale/Verdugo Fire Attachments to Emails:** The City of Glendale Information Services Department recently implemented a new security policy for any incoming emails to City of Glendale staff inclusive of Verdugo Fire staff. All email attachments arriving from any email account outside of City of Glendale for any Microsoft Office documents must be in the latest format/document extension. Documents sent as attachments with .doc, .xls, .ppt will be rejected by the email system and will send a response to the sender of the rejection. The rejection response will leave the sender with the impression that the email address is bad when in fact it is good. Please send only with .docx, .xlsx, or .pptx extensions.

- D. **Disbandment of SSS (Verdugo Cities Fire):** Per the San Gabriel Valley Tribune: The San Marino City Council will vote Wednesday, May 10 to withdraw from the three-city shared fire department command agreement, which the city of San Marino entered into with the cities of South Pasadena and San Gabriel in 2014. The decision to dissolve the agreement was mutually agreed upon by the city managers of the participating three cities during a recently scheduled evaluation of the agreement's effectiveness. San Marino Interim City Manager Cindy Collins said the decision was in "the best interest of all three cities." She explained that the three city managers are still in the process of finalizing the terms of the agreement's termination clause, which will establish the end date of the current structure. Link to article: [San Marino, South Pasadena and San Gabriel Agree to Dissolve Three-City Shared Fire Command](#)
- E. **ANF Annual Operating Plans (AOPs):** Upon review of each city's annual AOP with ANF, many were found to be expired. Please forward to FCSS Leary your most current agreement. Additionally, we need to know whether any staff member is part of an IMT team with ANF (and their associated quals). There may be a question as to whether personnel can be dispatched as Overhead or IMT for an ANF request, with an expired agreement.
- F. **REMINDER – STEN REFRESHER:** May 30, May 31, and June 1 at 8:30 a.m., at the Burbank Training Center, 1845 N. Ontario St., Burbank, CA. The National Weather Service, CALOES, and Verdugo are presenting. The SmartClassroom will also be used for those that cannot attend in person.

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II. **Update on Continued Areas/Projects/Issues:**

- A. **ISO and Accreditation Surveys** – ARC and MRV and SNM/SPS/SGB are each undergoing Standards of Cover Survey.
- B. **TICP 2017 – No Change.**
- C. **FOOTHILL RADIO PLAN** – Conference Call update (5/10/17). MTZ Drills will be commencing for the SUSANA Plan on May 31 and June 1 between LAC/LFD/VNC. Verdugo staff can expect to hear radio traffic on VFIRE-21 for the drill exercises as was done last year. Per LAC V-1 through V-5 are now simulcast (Foothill Plan uses V-3, V-4, V-5). ECC's need to identify when radio channels have been released by the incident to LAC!! Should all VFIREs be utilized (multiple incidents) contact LAC ECC for additional radio resources.
- D. **ROSS/CICCS Data Entry Project** – Please contact FCSS Melissa Leary with your FF1 and FF2 personnel for entry into ROSS and CICCS databases. We need the following agencies data:

BRK-GLN-PAS-SPS-SNM-ARC-MRV-SMD-SGB-ALH-MPK-MTB-VER-BUR
- E. **Personnel Separations:** **BRK-GLN-PAS-SPS-SNM-ARC-MRV-SMD-SGB-ALH-MPK-MTB-VER-BUR**
- F. **NG-9-1-1 (RING) Project – No Change.**
- G. **Disaster Recovery Center (DRC) – No Change.**
- H. **ICI System P25 RADIO – No Change.**
- I. **Verdugo Fire Operations Committee Updates** – Code-2/Code-3 Responses, a numbered memorandum is being developed for approval by Area C Fire Chiefs. Both memorandums for PPE usage for certain dispatches and for Code3 backup by PD are being tabled until further research and discussion occur.

J. **State 9-1-1 Working Group, Long Range Planning, and Advisory Board, LARICS, FIRSTNET** – ATT and FIRSTNET will be offering, over ATT existing LTE platform, priority preemption for public-safety as soon as the end of the year (attachment). http://about.att.com/inside_connections_blog/firstnet_30_days

K. **CAD Projects** –

1. **CAD-to-CAD: No update/change.**
2. **CAD Replacement: No Change.**
3. **GIS: No Change.**

L. **Text-to-911: No Change.**

M. **Verdugo Staffing** – Until the background investigators migrate to a new contract, no further background processes will occur. Verdugo has four current Fire Communications Operator vacancies. Interviews for FCO will commence upon having the new background investigator contract in effect.

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III. **Roundtable:**

ALH – Capt exam in June – 6 retirees potentially. BC exam soon for succession planning. Currently there's a Bachelor's degree requirement; looking to change it to increase potential for more candidates.

ARC –

BRK – Open recruitment for entry level for Firefighter closes 5/18; looking for 6-8. Class should be around end of January or beginning of February. Chief Dave Schmitt retires 5/18; he will be Fire Chief for [Bremerton Washington](#).

BUR –

GLN – Completed a recent promotional list for AOs for an academy scheduled for September. Recruitment continuing for lateral FF/PM's. 5 openings for Engineers. Captain's test pending due to forecasted retirements.

LAC –

LFD –

MPK –

MRV –

MTB – Recruits graduate this week; 5 on board. Looking for 5 more. Also looking for new Fire Chief and recently had 41 applicants.

PAS –

SSS – Chief Rueda will update group soon on the new model between the three cities once all city councils have weighed-in on their decisions. Recently went to Bear Paw – Mike Metro gave a presentation on looking at metric such as UHU for apparatus usage or using billing data to understand revenue and responses. Using your available metric points to understand your overall system.

SMD –

VER – Engineers exam coming up in mid-June. S-270 class coming June 22/23. Contact Chief Guth if your agency is interested. We have a shortage of STEN qualified personnel and this is a needed class.

VFCC –

Next Task Force Meeting: Tuesday June 13, 2017 at Verdugo Fire Communications at 09:00 hours.

Next SOG Meeting: Tuesday June 13, 2017 at Verdugo Fire Communications at 08:00 hours.