



**VERDUGO FIRE COMMUNICATIONS CENTER
 OPERATIONS TASK FORCE MEETING
 MINUTES: TUESDAY, March 13th, 2018**

Attendees:

Agency	Primary	Alternate
Alhambra - ALH	Mitch Bray	
Arcadia - ARC	Barry Spriggs	
Burbank - BRK	Danny Alvarez	
Bob Hope Airport -BUR	Lou Pianka	
Glendale - GLN	Bill Lynch & Brian Julian	
Monrovia - MRV	N/A	
Montebello - MTB	N/A	
Monterey Park - MPK	Ryan Weddle	
Pasadena - PAS	Bryan Frieders	
San Gabriel - SGB	Steve Wallace	
San Marino-SNM	Mario Rueda	
South Pasadena-SPS	N/A	
Sierra Madre - SMD		
Vernon – VER	Bruce English & Craig Peltier	
Medical Director		
Verdugo Fire Comm.	Silvio Lanzas & Jason Pfau	

Old Business:

- A. CAD Upgrade INFO; NG has provided a SOW for the position we requested to support the connectivity and MDC portion of the project. We will be finalizing that this week and hopefully have Matt on board within a week.
- B. Verdugo staffing; 12 of 18 positions filled. 4 days/3 nights
- C. Ongoing Recruitment – Chiefs Orals were last Thursday, March 8th. We have 8 candidates in Backgrounds.
- D. Light Duty Employees – We were able to utilize our first LD employee FF Butcher from GFD spent about a week with us. He was a tremendous help and learned a ton in his short time with us. Reminder if any of you have a light duty employee whom you think might benefit from an assignment at Verdugo, please contact me.

- E. Quarterly Newsletter – First one was sent on March 2nd. We are looking for feedback and ideas. One of the things we would like to do is put a Question and Answer section. Please send any questions you have or receive to me. Also please send the newsletter to your firefighters and other related staff members.
- F. Please come visit; we have started to see people come up stairs. The impact on the staff is palpable. Please continue to send your people up to meet and greet the staff.

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New Business:

- A. The morning report document is still in the development stage. DRAFT for your review and input. I need each agency to begin to compile a list of email addresses you would like the report to go to. Please send it to me.
- B. Critical Incident Stress Debriefs, please contact me if you have an incident you think may have an impact on Verdugo staff. I want to make sure my staff is included and that we are taking care of their impact on significant incidents.
- C. Creating and Uploading PINS. Please review the document regarding PINS. We are looking for target hazards and common place buildings to be added to CAD with updated contact person info. Please have 1-2 members from each agency be the contact for each of your Cities and input these PINS to help us keep the information updated. Pertinent Q&A regarding PINS:
A few questions came up on premise histories today and I have obtained the answers so you can communicate them along with the task force minutes.
 - Can anyone enter premise history information?
 - No, it requires elevated privileges. Please provide the names and CAD ID's of people you would like to enter the information to Jason Pfau.
 - Will current premise histories transfer over to CommandPoint?
 - Yes.
 - Could a batch entry of premise histories be done for CommandPoint?
 - Yes. If a city desires a large number of premise histories entered into CommandPoint that are not currently in CAD we can create a file definition to perform a batch entry.
 - Can premise histories be entered from an MCT?
 - Yes, as long as the Captain logged onto the unit has the proper security privileges, premise histories can be entered from an MCT following the same instructions provided at Task Force.
- D. Trucks on Elevator Calls. Any interest from all to adjust the response to send the trucks only when they are the closest unit? Yes for Burbank, Pasadena, Vernon and Monterey Park. Alhambra would like to keep an Engine and Truck. Need to confirm with Montebello.
- E. Stations Coverage and Key Stations; Handouts and feedback requested for next meeting. Please provide confirmation on validity of current Key Station list for each agency and feedback on ability to consider a firehouse covered if it has a truck AIQ.
- F. ECats Daily Report, posting daily in the Center. (Example Attached)
- G. Desk Procedure 18-3 Stage Calls (feedback requested) Will follow up next meeting.
- H. Dispatcher Appreciation Week April 8th-14th. Need your help!
- I. Notification paging group for Active Shooter? Is there a desire to create? Yes, we will add a notification table for SHOOTER call types and update the notification form.



II. **Roundtable:**

Vernon: Reminder from Chief English about going outside of Area C (Area E) for incidents in the area where mutual aid might be needed. Resources in area E are often closer and more appropriate.

Glendale: Active shooting incident at the mall. Potentially a significant incident. Several takeaways from the incident.

Strike Team refresher training, April 23, 24th and 27th, anyone with ideas for improving please let us know.

Hiring 7 lateral FFPM's. 24 people in the Ops section on probation.

Using Red 8 from the start for all Brush Fires. Verdugo is currently evaluating and exploring the possibilities of having a standard Comm plan for all "full alarm" fires. We will also evaluate the ability to use Red 8 as the standard brush channel from initial dispatch.

Burbank: 8 new FF's in the tower, graduate in May. Airport Drill tomorrow Verdugo will participate and support. Kudos to Verdugo staff for following up with units who are upgraded to an alarm with the initial report on conditions and for giving the supplemental information to responding units.

Alhambra: High turn over, succession planning. Many promotional tests on going Captains test was last week. 8-9 FF vacancies.

San Gabriel: Thanks for the assist on the Nursery Fire. 4 new FF completing tower this month. They are coming to Verdugo for a visit later today.

Burbank Airport: 3 year drill tomorrow morning starts at 09:00.

Arcadia: Thank you for the help with the Engineer test. Question regarding 2nd alarm 3rd BC on the ticket. Verdugo will research and confirm at the next meeting.

Pasadena: 25 people in backgrounds. 21 vacancies. 4 lateral FF's in April. Recruit Academy end of April/May. Discussion about adding a second BC to Brush, Commercial Fires, Highrise and Complicated incidents. The desire is consistency and doing it the same every time.

Next Task Force Meeting: April 10th