



**VERDUGO FIRE COMMUNICATIONS CENTER  
OPERATIONS TASK FORCE MEETING  
MINUTES: TUESDAY, April 10th, 2018**

**Attendees:**

<b>Agency</b>	<b>Primary</b>	<b>Alternate</b>
Alhambra - ALH	Ed Guerrero	
Arcadia - ARC	Barry Spriggs	
Burbank - BRK	Danny Alvarez	
Bob Hope Airport -BUR	N/A	
Glendale - GLN	Brian Julian	
Monrovia - MRV	N/A	
Montebello - MTB	Carl Alexander	
Monterey Park - MPK	Ryan Weddle	
Pasadena - PAS	Bryan Frieders	
San Gabriel - SGB	Newton Ong	
San Marino-SNM	Mario Rueda	
South Pasadena-SPS	Eric Zanteson	
Sierra Madre - SMD	Brent Bartlett	
Vernon – VER	Bruce English	
Medical Director	N/A	
Verdugo Fire Comm.	Silvio Lanzas & Jason Pfau	

Old Business:

- A. CAD Upgrade INFO; See email regarding 5 Critical Steps/. Project is on track for a September completion. Project manager for the mobility part of the project should be on board within the next couple of weeks.
- B. Verdugo staffing; 12 of 18 positions filled. 4 days/3 nights,
- C. Ongoing Recruitment – Chiefs Orals were March 8<sup>th</sup>. We have 6 candidates in Backgrounds. Hope to have 2 finished with Backgrounds on Friday. Start date for the first 2 we hope will be May 15th with two more a few weeks later, followed by two more.
- D. BC clarification on Alarms. We do send an additional BC (Third) on a second alarm when 2 BC's are already assigned to the first. Staff has been reminded to ensure a total of 3 are sent for a second alarm. If this is missed please let me know.
- E. Morning Report Document, UPDATED DRAFT please send me feedback.

- F. Stage Call Desk Procedure follow up and feedback? See procedure (attached) draft will be vetted for approval at the May meeting.
- G. Comm Plans proposal: Working toward 1 Initial Attack Radio Position with a Tactical Radio Operator who will handle all admin traffic. Supported by 2 backup/call taker positions. Hope to have full implementation by January 1<sup>st</sup>. Need staffing to accomplish the goal.
- H. Thank you to all who were able to donate a gift/item to the raffle for this week's dispatcher appreciation raffle is this coming Friday. Please feel free to drop in and say hi to the staff.

New Business:

- A. Filling Requests/balancing alarms. Verdugo will fill your requests based on resource requests made by the on scene field units. We will not balance alarms based on call types if the request is specific to a certain number and type of resource. BC's will still be notified of incidents which normally received a BC.
- B. Personnel Input Form Updates (new employees, employees who no longer work for the org, promotions) Please see form revision. Handout distributed for what is currently in CAD, please send me updates.
- C. Radio's assigned. Please send me a list of any radios that have been assigned to outside agencies. Just need the radio ID and who it was assigned to. List distributed to each agency for what we currently show.
- D. Presentation by Rockwell Collins Urgent Link Disaster Communications at the end of the May TF meeting
- E. Tones? Warble Tone? Should we change it to lost or trapped FF only? Use of long tone for other incident alerts? NFPA 1561 identifies this procedure. More work to follow on this subject. Group seemed receptive. I will be exploring another type of tone to be used for other urgent traffic that is not a mayday type alert.
- F. We have kicked off our Operational and Financial review. Tech Knowledge was selected again to perform the review. They were the same company who performed a similar review in 2009. They may contact some or all of you to help gather information. They will be looking at our financial and operational structure.
- G. Monthly reporting information. Requesting that each of you gather from your Fire Chiefs what monthly data they would like to receive? We are going to work on posting or pushing monthly reports to you which can be used to share data with your elected officials.
- H. We are looking at developing a program to use AO's to help boost staffing and get us through the current shortage. I am working with BC Cody Smith to select 4-5 AO's who would become call-taker trained. These individuals would be utilized when no FCO's are available and also during periods of increased activity.

I. **Roundtable:**

Approval to remove BC from Hanging calls.

VER: Going through Standards of Cover Study should be out next month.

SPS: 29 Engineer retired, 6 openings. User utility tax is up for vote.

GLN: Starting 6 week FF Medic Academy next week. Will be filling some Captains openings after they graduate. Engineer exam starts tomorrow.

SNM: Everything is good.

ALH: Going through pretty good turnover, Promoted 3 Captains, Promoted 3 Engineers, Hired 6 Firefighters, still short.

MTB: Currently have Firefighter Paramedic Test. Looking to do a Captain Exam in early June. In the process of purchasing a new Engine. Looking at new tiller next year.

SGB: Lots of new hires!

PAS: Just had a Engineer exam. Lateral Academy starting April 30th. May 29th will have a recruit academy with 16 new employees. Have 21 people short.

ARC: 3 Firefighters going through Training. Mid May they will be on the floor.

SMD: Election going on for Measure D to repeal the UUT. Finished Engineer Exam. About to start second round for Firefighter Medic hiring. Goal is to hire a full time staff for the Engine of at least 3 with one being a medic.

MPK: Hosting training April 20th, 24th, 27th for hybrid electrical vehicle training.

**Next Task Force Meeting: MAY 8<sup>th</sup>, 2018** \*\* Reminder Presentation by Rockwell Collins to follow.