



NORTH COUNTY ZONE

OPERATIONS & TRAINING OFFICERS MEETING MINUTES

Minutes for February 14, 2007 *San Marcos Training Facility*

Members Present

Camp Pendleton Fire – Bill Frankel
Carlsbad Fire – Chris Heiser, Ed Sprague
Deer Springs Fire – Dick Gardner, Ned Nickerson
Del Mar Fire – Tom Wolf
Elfin Forest Fire – Dawn Pettijohn
Encinitas Fire – Joe Bunn, Scott Henry, Darrin Ward
Escondido Fire – Scott Alvord, Randy Licata, Pete Montgomery
North County Fire – Dan Goldberg, Randy Meers, Kathy Ford-Brodersen, Mark Strikwerda
North Comm – Denny Neville
Oceanside Fire – Rob Dunham, Mike Margot
Rancho Santa Fe Fire – Tony Michel, Jim Sturtevant
San Marcos Fire – Dave Schloss, Brett VanWey, Greg Woolf
Vista Fire – Joe Napier, Don Shellhammer, Randy Terich

Call to Order

Dan Goldberg called the meeting to order at 09:40 hours.

Approval of Minutes

The minutes from the January 10, 2007 meeting were disseminated by e-mail prior to the meeting and were reviewed by the members.

Motion: Tony Michel made a motion to approve the minutes of January 10, 2007. Greg Woolf seconded the motion. Motion unanimously approved.

Standing Committee Reports

Communications – Denny Neville reported that the new communications standing committee members have been chosen. They include:

Dave Schloss – SMC	Pete Lawrence – OCS
Don Stevens – NCF	Denny Neville – NCD/JPA
Kevin Mahr – NCF	Bill Frankel – MCP
Scott Henry – ENC	Rick Minnick - MCP
Mike Gibbs – RSF	John Tenger – ESC

Dave Schloss was elected Chairman of this committee, Don Stevens - Vice Chairman and Denny Neville - Secretary.

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At their first meeting they identified their committee's goals as:

- A. Coordinate efforts with regional groups and organizations relative to communications.
- B. Coordinate and implement the countywide updated fleetmap.
- C. Continue to develop, coordinate and implement VHF databases.
- D. Plan and coordinate future modifications to zone radio systems in accordance with the Regional Tactical Interoperable Communications Plan.
- E. Design and distribute a standardized communications training plan.

During their first meeting, they also discussed the Command vs. TAC issue. It was concluded that this would take further research and discussion and will be reported back at a later date. They will add/submit a communications section on the North Zone website. Mike Gibbs will coordinate communication training activities.

EOM Guidelines - Randy Terich gave an overview of this standing committee and discussed their charter which is to review guideline recommendations and when necessary, forward to the entire body for review. The committee members include Randy Terich, Ed Sprague and Brett VanWey. Any North Zone member wishing to modify an existing guideline or create a new document shall forward their request to Randy Terich or Dan Goldberg.

Equipment - Scott Alvord reported that the members of this standing committee have not been established. He reminded anyone who may be interested in serving on this committee to contact him by e-mail. Scott established his initial charter as standardization of PPE's, identify cooperative purchasing and centralized distribution point opportunities and evaluation of firefighting equipment.

ERD – Rick Vogt was not present. Dan Goldberg reviewed the purpose of this committee was to provide oversight to the resource deployment, maintenance and policy of STL functions. The next peer review process will take place on March 13, 2007. This review should bring most North Zone agencies up to three (3) qualified STL's. Dan Goldberg reminded everyone that all agencies need to designate a STL "Scheduling Coordinator" to alleviate scheduling and communication issues (2-A). The current scheduling coordinators are Scott Alvord for Escondido, Kathy Ford-Brodersen for North County Fire, Darrin Ward for Encinitas, Tony Michel for Rancho Santa Fe and Greg Woolf for San Marcos.

Dan Goldberg suggested that a new North Zone EMS group be formed whom would report to the equipment standing committee. He will request that the EMS group have representation at the North Zone Ops meetings and provide a monthly report (or as needed basis). This came as a result of the drop boundary meetings where the various MSO and ESO's expressed an interest in forming a committee to meet and work on local EMS related topics.

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Working Group Reports

North Zone Administrative Guide - Dan Goldberg reported that the first group of approved items for this section of EOM would go to North Zone Fire Chiefs for approval and posted on the North Zone website accordingly.

Sprinter Committee – No report was received from the committee. Their next meeting is scheduled for March 21, 2007.

Mapping Project – Joe Napier reported that he recently presented the mapping project report to the Zone Chiefs'; he distributed a copy of the report to the group. Approximately \$2.2 million dollars in grants have been received for the MDC project. Hardware and wiring for the MDCs will begin in late February, with delivery and installation shortly after. Most of the North Zone units will have the MDCs installed. Any new vehicles purchased after this point will have to be absorbed in the agencies budget. This will complete the first two phases of the project. The grant will cover the software licensing and maintenance for all units through January 2008. North Comm will be hiring a technician to maintain the MDC units and software. Joe discussed Phase Three of the project that will focus on CAD-to-CAD communications and upgrades. He noted that eventually the project could encompass police and other agencies. Joe Napier noted that the mapping symbology will be standard countywide. The maps will have overlays of Thomas Guide and FEMA maps. Scott Alvord reminded everyone that we would continually have to update the maps for accuracy.

The group was reminded that the pre-fire planning committees are now under the umbrella of this mapping project.

- A. Joe Bunn reported that the wildland pre-fire plan formats are complete. He will forward the documents to Kathy Ford-Brodersen for redistribution to all agencies (2-B).

- B. Scott Henry reported that they are looking for help with the structure target hazard pre-fire plan project. He discussed the need to standardize the format for the map drawings. The mapping committee shall determine the needs - in the meantime he suggested not using Visio software, and suggested ARC products or AutoCAD. This committee discussed the importance of the target hazards project and requested a representative from each agency attend their next meeting that will be held on February 27th. All agencies should assign a representative for the target hazard project and plan on attending this February meeting.

Standing Reports

Training Chiefs – Joe Bunn reported that they are working on their goals. The training group discussed evaluations for multi-agency drills. These evaluations are considerably more difficult than evaluating single item drills. Dan Goldberg suggested that evaluations and performance comments from these drills be posted on the website.

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Joe reminded the group that the next drill would cover vertical ventilation. This drill is scheduled for March 26, 27 and 28th at Oceanside, Escondido and Rancho Santa Fe.

Sections 606-608 have been sent to the training officers' for their input and will be complete by the March meeting. (10-H) The ropes and knots section are still being reviewed.

The training officers' discussed holes in the North Zone that are being created during multi-agency drills. North Comm needs to be notified when this occurs so they can maintain situational awareness and make CAD selections accordingly. Denny Neville suggested that prior to multi-agency drills, the dispatch center be notified by the respective units to minimize potential holes in coverage.

NCDJPA – Denny Neville reported that the Oceanside transition is going smoothly. A boundary drop has begun between Oceanside, Carlsbad, Vista, North County and Camp Pendleton. This includes ALS ambulances (with the exception of MCP), engines, trucks and battalion chiefs.

North Comm will be participating with RCS in a failsoft test of the south loop on March 20th. This will take place during the daytime - they will use strategically positioned people around the county to monitor the radios and the affects of the test.

Nort Zone ERD - Rick Vogt was not present. Dan Goldberg reported that Rick is actively working on the website. He told the group that Rick is developing a transition plan to partially remove himself from the responsibility for maintaining all aspects of the website and will be seeking others to help with this matter. More to follow...

County Ops – Scott Alvord reported that this month's County Ops meeting was cancelled. They are awaiting finalization of the high-rise plan that will go forward for approval at the next meeting. Scott stated that the next Firescope meeting would be held in April at which time they will be completing the respective position manuals.

Scott also reported that he would be meeting with Ken Kremensky and others from the county to discuss a location for the annual countywide wildland drill.

Old Business

Review 2007 Goals and Objectives – Dan Goldberg reviewed the North Zone Fire Chiefs' Strategic Plan and our draft 2007 goals. He discussed with the group that he learned that the North Zone Fire Chiefs' would like our goals to integrate into their strategic plan priorities by completing the following:

1. Identify between three (3) and six (6) enabling objectives for each of the Fire Chiefs' three broad range goals.
2. Submit a basic draft work plan for each enabling objective.

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3. Each of our enabling objectives was assigned a project manager to assemble their teams (if necessary) and complete a work plan.
4. As our group discussed this process, we decided to assign one of our members as liaison to each broad range goal to provide oversight and coordination of the enabling objectives and their work plans.
5. The Fire Chiefs requested a rough draft from our group by their April 12th meeting.

The group discussed the format for completing the enabling objectives' work plan in the effort to standardize the format. Each work plan will include the following:

- Enabling Objective
- Description of the enabling objective
- Members assigned (if necessary)
- Process to complete/implement
- Performance and due dates (if an enabling objective can't be completed this calendar year, identify accordingly)
- Create measurable and obtainable performance benchmarks
- Reference to Zone Fire Chiefs Strategic Plan Priority

The group completed the structuring and assignment of this project (see attached *Operation & Training Chiefs Strategic Plan Goals and Enabling Objectives*). Dan Goldberg requested that all draft enabling objective work plans be presented at the March 14th Operations and Training Chiefs meeting for review.

January 2007 Action Plan Review

Due to time constraints, the action plan review will be tabled until the next meeting.

New Business

Presentation of the Escondido Fire – Due to technical difficulties, the presentation will be moved to the March 2007 meeting.

Chris Heiser reported that during this incident, one of his engines using an elevated stream ran out of fuel. He wanted everyone to know that they recognize the seriousness of the issue and assured that an internal investigation is being performed. He expressed the apologies of his fire chief and the organization.

Radiation Pager Settings

Dan Goldberg distributed a request by San Diego County Department of Environmental Health (DEH) suggesting a standard setting for certain personal monitors. This letter was forwarded to Scott's standing equipment committee for evaluation and recommendation.

MDC Project Presentation by Tri-Tech

Representatives from Tri-Tech were present and demonstrated the MDCs and AVL project to the group. This presentation occurred after the meeting adjournment.

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Adjournment:

The meeting was adjourned at 12:15.

Next Meeting:

The next meeting will be held on March 14, 2007, 09:30 at the San Marcos Safety Center. The Training Officers will meet prior to the operations meeting at 08:30.

Minutes submitted by:

Kathy Ford-Brodersen

North County Fire
Operations Assistant

ACTION ITEMS

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(Carry over from January 10th meeting)

	WHO	WHAT	WHEN	STATUS
10-F	Neville	Annex D Operational Communications Plan will be revised to reflect the Annex D routing. MCI Policy 510.00	By February meeting	Pending
10-H	Alvord, Terich	Alvord to combine the language in EOM sections 606 & 608 and add the power saw guidelines to the equipment list.	By February meeting	Pending
11-A	Alvord & Goldberg All Agencies	Send a zone hose list to DCS Testing for hose test proposal.	ASAP - Waiting for dept. lists	Pending
12-G	Goldberg & Vogt	Create a numbering system for North Zone forms	By February meeting	Pending
1-A	Terich	Give monthly updates on the mapping project status	By February meeting	Complete
1-B	Neville	Revise policy to reflect new Fail Soft protocols and create a training lesson plan	By March meeting	Pending
1-C	Vogt	Post CICCIS meeting dates on the website	By February meeting	Complete
1-D	Communication Committee	Review the TAC vs. Command Policy		Pending
1-E	McFadden, Heiser	Create a draft flag policy referencing zone specific issues	By February meeting	Pending
1-F	All Agencies	Send EOM training status to Rick Vogt	By February meeting	Pending

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1-G	See attached Operations and Training Chiefs Strategic Plan Goals	Enabling Project Managers to submit draft work plans for review	By March meeting	Pending
1-H	Training Officers	Identify project managers for each zone training exercise	By March meeting	Pending
2-A	All Agencies	Each Agency designate a STL Scheduling Coordinator	By March meeting	Pending
2-B	Bunn	Send Wildland Pre-fire Plan documents to Kathy Ford-Brodersen	Immediately	Pending