



NORTH COUNTY ZONE

OPERATIONS & TRAINING OFFICERS MEETING MINUTES

Minutes for August 8, 2007 *San Marcos Training Facility*

Members Present

Camp Pendleton Fire – Bill Frankel

Carlsbad Fire – Chris Heiser, Ed Sprague

Deer Springs Fire – Terry Heidmann, Ned Nickerson

Encinitas Fire – Darrin Ward

Escondido Fire – Scott Alvord, Pete Montgomery

North County Fire – Dan Goldberg, Gary Lane, Mark Strikwerda, Kathy Ford-Brodersen, Chris Scott

NCDJPA – Lesli Wilson

Oceanside Fire – Darryl Hebert

Rancho Santa Fe Fire – Tony Michel, Jim Sturtevant, Bret Davidson

San Diego City Fire – Bob Steadman

San Marcos Fire – Chuck Morton, Rick Vogt, Dave Schloss, Brett Van Wey

San Onofre Fire – Jeff Klante

Solana Beach Fire – Dismas Abelman

Vista Fire – Randy Terich, Jeff Hahn, Joe Napier

Call to Order

Dan Goldberg called the meeting to order at 09:45 hours.

Introduction

Dan Goldberg introduced the representatives from two (2) agencies that expressed an interest in attending our monthly meetings; Jeff Klante from San Onofre Fire and Bob Steadman from San Diego City Fire.

Approval of Minutes

The minutes from the July 11, 2007 meeting were disseminated by e-mail prior to the meeting and were reviewed by the members.

Motion: Scott Alvord made a motion to approve the minutes of July 11, 2007. Darrin Ward seconded the motion. Motion unanimously approved.

Standing Committee Reports

Dan Goldberg asked that each standing committee and working group give a brief overview of their scope and goals during their reports since the personnel composition of the Operations and Training group has significantly changed.

Communications – Dave Schloss noted that the Communications Committee reviews new policies and makes recommendations to the Operations Chiefs concerning matters related to communications. They have members who sit on various sub-committees at local and state levels. They attempt to keep the zone agencies abreast on the latest technology.

The communications committee is currently working on a concept for the anticipated new fleetmap. They have reviewed communication recommendations from the North Zone's RIC committee that will require the county's approval. This process will take approximately 3-4 months. The committee is also working on delivering a training program for the new RCS equipment.

Dan Goldberg noted that a North Zone agency has expressed concern with our new TAC vs. Command policy/procedures. This matter will be discussed at the North Zone Fire Chief's meeting on 8-9-07 where Dan will communicate the history and justification.

EOM Guidelines – Randy Terich described how this committee acts as the clearing house for all new guidelines for the EOM. They review new guidelines and recommend changes to existing guidelines. He had nothing new to report for this meeting.

Equipment – Scott Alvord reported that the North Zone Equipment Committee was formed to examine the purchasing of like-equipment for the zone and create opportunities in standardization. This could include turnouts, firefighting equipment and uniforms to name a few. Negotiating contracts and purchasing in bulk could create a cost savings to individual agencies as well as continuity in equipment. The committee meets the second Tuesday of each month. They have not had a meeting since the last operations meeting and are scheduled to meet on 8-14-07.

Scott discussed an email he received from Gary Croucher indicating that he felt our North Zone Equipment Committee may be attempting to separate from the county group. Scott has invited Gary to his next meeting to encourage collaboration between the county and our Zone's committee.

ERD – Rick Vogt reported that the ERD Committee meets about twice a year and oversees the ERD process for the zone. They verify overhead qualifications, review policies and oversee the STL scheduling process.

Rick clarified a recent issue regarding STL scheduling. He reiterated to the group that if a STL is called for an in-zone strike team, dispatch will/may notify the closest STL on the daily list, regardless of order (primary, secondary and etc.). This could create an issue at night when STL's are home and out of their agency's home area. This issue should alleviate itself when the AVL goes live, as the CAD handshakes with the unit's AVL system when the vehicle is shut down. For out of zone assignments, dispatch will first attempt to call primary, secondary and so on.

Working Group Reports

North Zone Administrative Guide – Rick Vogt noted that the flag policy has been posted. Dan Goldberg reminded all agencies that would like to add their agency's existing administrative guidelines to our Zone's Admin Section to send them to the EOM standing committee or Dan for inclusion to our regular monthly meeting.

Sprinter Committee – Rick Vogt reported that NCTD will hold a Sprinter training next week in San Marcos. He encouraged any agencies regardless of their jurisdictional relationship with the Sprinter track to contact NCTD to set up agency training – this will ensure all departments have an opportunity to become familiar with standard operating guidelines. The NCTD also conducts a monthly training in Escondido.

Mapping Project – Joe Napier reported that the fire agencies who have Sprint and Verizon agreements have received their MDCs. They are still experiencing some difficulty with loading the Cingular product on the laptops.

He noted that agencies will need an authorization code for the initial log-on. To receive your code you need to contact your cell service provider who in turn will contact CDCE with the billing information - CDCE will also issue the authorization codes with Panasonic.

Joe described how the network connection will be security protected between North Comm, Escondido and Camp Pendleton dispatch centers. The system should be up and running by early next week. All agencies need to configure their MDCs by using the discs that come with the laptops. A technician will be available through North Comm to handle any laptop or software problems. In case of an MDC hard drive failure, two (2) extra hard drives will be kept at North Comm and two (2) at Escondido dispatch centers.

He discussed the challenges they were having with the maps. All maps can be accessed at www.lynxgjis.com. The log-in code is: zone1 and the password is: godiegogo. The map books are currently being printed, he passed around a sample for everyone to see the type of paper and picture quality/resolution. Every agency will receive an east and west map book. He requested that all agencies send him a count of how many frontline units they have for map distribution (8-A); please count only frontline engines, trucks, ambulances and chief's vehicles. There will not be enough books available for reserve units until a later date.

Joe noted that this grant does not have enough funds to cover ongoing MDC system maintenance. The JPA will need to establish a budget for these items and determine a cost per agency. He estimated the agency cost to be about \$3200 per year.

Joe discussed the WiFi Hotspots that will be set up in all stations; these will be covered by existing grant money. These wireless Hotspots will be capable of updating your agency's MDC units on a regular basis. Every time a unit is driven into any of your stations or is on the grounds of the station, the Hotspot will communicate with the MDC, updating its information. Your agency's units will be registered with your site, thus you will only be able to update your units within your agency. To complete the installation of the Hotspots, please send Joe Napier a list of your Station #'s, the addresses and contact numbers in an excel spreadsheet. (8-B)

Joe noted that the CAD to CAD portion of the project in Phase 3 has been moved to the regional level. The mapping committee will watch the progress to make sure the project is completed as originally planned.

Finally, he noted that Vista will keep the master database inventory of the MDCs for grant auditing purposes. All agencies need to notify Vista if any MDC units are changed or moved to a different unit.

Pre-fire Plan Update

Mark Strikwerda reported that he will be taking over as chairman of the North Zone Structural Pre-plan Committee. He noted that San Marcos and Vista have already converted their target hazards to a PDF format in anticipation of loading the information into North Comm.'s CAD. North County is currently working on converting their preplans to PDF. This preplan project is on the agenda at tomorrow's North Zone Fire Chiefs meeting where Mark and Dan will give a presentation.

Standing Committee Reports

Training – Brett Van Wey reported on this morning's North Zone Training Officers' meeting:

- Coaster Drill at Solana Beach on September 26.
- Communication PowerPoint Training is posted on the North Zone Website.
- A list of local training classes is posted on the North Zone Website.
- The next North Zone drill will be Vehicle Extrication. It will be held on September 18, 19 & 20 at Rancho Santa Fe and San Marcos respectively.
- County of San Diego will be hosting a MCI drill at Palomar Airport on September 7 from 0800-1200. San Marcos will be sending their new MCI trailer.
- Low angle rescue is now a prerequisite for RS-1. San Marcos has received approval to host low angle rescue and RS-1 at their training site beginning next spring.
- The RIC committee's next meeting will be held on September 10 at 0900 at the San Marcos Training Center. All agencies are encouraged to participate.
- The next Palomar Fire Academy will begin on August 20.
- He reminded everyone to send him your fall Palomar revenue sharing rosters.

NCDJPA – Lesli Wilson reported that pending any problems, North Comm should be ready to go live with the MDCs by the middle of next week.

She reported that they are continually working with Camp Pendleton Fire on their communications plan. They (CPF) will be using Red 1 or 2 for Command and White 1 or 3 for TAC. She noted that their 800 MHz coverage is better than they thought.

Leslie also reported on the following areas of interest:

- Dispatchers have completed training on the new 4-digit numbering system and will begin modeling this practice.
- North Comm. is moving forward on specifications for an IT vehicle.
- North Comm. is working on a zone emergency plan and an alternate dispatch center location.
- The dispatcher's new 24-hour schedule is working well. She will be submitting a status report to the JPA Chiefs.
- North Comm. is committed to having their initial strike team reports out within 24-48 hours post incident dispatch. The full reports will take much longer.

North Zone ERD - Rick Vogt reported that several changes were recently made to the ERD due to numerous agency promotions. He reminded everyone to verify their information periodically and notify him of any changes. To access the ERD information within the North Zone website the log-on is: northzone and the password is: erd2007.

Rick has sent a printed copy of the ERD to Monte Vista. He discussed that ROSS will only recognize those who have received an assignment. He didn't believe Monte Vista took information off our Zone's ERD in order to update their database. He will be working with our area coordinator to provide someone to input our data into their system. Currently USFS, Cal Fire and contract counties are the only agencies with access to ROSS. Lesli Wilson noted that North Comm is working on a license for the system; they will then be able to keep our zone's personnel qualifications up to date.

County Ops – Scott Alvord reported that initially the group was developed to work on the county highrise drill. They have not met lately.

EMS Section – Chris Scott of North County Fire represented the newly formed North Zone EMS standing committee at today's meeting. He reported that the group met on July 9 and began discussions as to how best to communicate with the operations group and the information that would be relative. This committee was originally formed for the drop boundary agencies, but now encompasses all North Zone fire agencies. Ken Matsumoto of Oceanside Fire will take over as the liaison for this committee.

Chris reported that the committee is currently working on developing zone field care audits. By sharing this resource amongst all North Zone fire agencies the costs will substantially be reduced. They are also developing several training classes that could be shared amongst our zone's agencies.

The group's next meeting will be on October 8th at Palomar Hospital.

Old Business

Action Items – Dan Goldberg reviewed the action items from the July 11, 2007 meeting:
4-A Safe Surrender Baby Program – Pending. Rick Vogt noted that this program has not yet been adopted; it has met some resistance from the County Board of Supervisors. The project is moving forward.

6-D Move-up Key Inventory List – Pending. Tony Michel reported that only about one half of the agencies have responded. Please forward your inventory lists to him immediately.

7-A TAC vs. Command and 4-digit Designator Training - Complete

7-B Agency Maps to North Comm in PDF Format - Ongoing

7-C Review revised EOM 203.1 re: Law Enforcement Communications- Pending

Strike Team Leader Rotational Scheduling – Dan Goldberg reported our zone continues to experience problems with STL's and Trainees that are scheduled and not available when dispatched. He reminded everyone that each agency needs to take responsibility for their assignments and ensure that not only their assigned personnel are available, but if there are personnel changes North Comm. is made aware. If your assigned STL becomes unavailable for any reason, the STL and/or agency needs to fill/replace the position and contact North Comm immediately. This problem has mainly affected the STL Trainees as of late. He asked everyone to review the Strike Team Leader Scheduling process in the Administration Section AG103.00 of the North Zone EOM.

New Business:

Transition of 800MHz to VHF during Initial Attack – Dan Goldberg reported that recent wildland fires in our zone which are SRA responsibility have become problematic in that parallel communication plans (VHF & 800MHz) were operating. The group discussed the issue and was reminded that the Zone EOM Guideline 203.00 CDF/Zone Agency Radio Plan has already been adopted. Ned Nickerson expressed the opinion that CAL FIRE may not agree with our zone's current guideline. North Comm., Monte Vista and our zone's communication committee will look into this matter and report back any recommendations ASAP.

Retrieval of Equipment on Local Incidents – Dan Goldberg led a discussion on the process of returning or replacing firefighting equipment (hose, nozzles and etc.) left at SRA wildland fires inside our zone's jurisdiction. Ned Nickerson responded and distributed the new FC-315 Requisition Form created by CAL FIRE for this purpose. When hose or nozzles are lost or damaged on an SRA incident, the form must be filled out and signed by the Incident Commander. Dan Goldberg will draft a correspondence and disseminate it to all North Zone Operations and Training Chief's to clarify this point.
(8-C) Scott Alvord noted that all agencies need to make sure all equipment is marked and identifiable.

Roundtable:

Chuck Morton, San Marcos – They just hired seven (7) new part-time EMTs and one (1) firefighter/medic. Their new trail vehicle should be in service by next week. They also have a new MCI trailer that they will be utilized during the Palomar Airport Drill.

Chuck noted that South Twin Oaks Valley Road will open on September 5th, connecting to San Elijo Hills.

Rick Vogt, San Marcos – His department was recently awarded the Assistance to Firefighters Grant that they will use for a new wellness/physical fitness program.

Bill Frankel, Camp Pendleton – He reported that they now have a medic unit in service at Fire Station 7.

Tony Michel, Rancho Santa Fe – Tony introduced their new Battalion Chief Brett Davidson

Ned Nickerson, Deer Springs CDF – He finalized the hiring of a new secretary and the board is set to approve a permanent bookkeeper position. They will be hiring a Fire Prevention Specialist I. Their new Station 3 should open on November 1st and they have approval to purchase a new frontline engine for the station.

Randy Terich, Vista – Everything is on schedule for their new stations, they plan on going out to bid in October.

Scott Alvord, Escondido - They opened the bids yesterday for the new Station 6, the low to high bids were only about \$250K apart. Their Station 3 is about a month into construction and should be completed by April or May, 2008. They will have groundbreaking on Station 7 at the end of this week, and for Station 6 by the end of the month. They have completed the specs for a new Type 3 and will go out for bid next month.

He requested that if any agency has a medic unit going to Palomar Hospital that they DO NOT use Grand Avenue. They have too many events going on, and request that ambulances do not travel on this street.

They recently received their decon unit from the county, but still have no operational plan for the unit. All their personnel have been trained and will have a refresher this month. They hope to train other agencies next year. The unit takes three to five hours to set up depending upon the number of personnel. San Marcos noted that the MCI trailer is also very time consuming to set up.

Ed Sprague, Carlsbad – He reported that he responded as a STL Trainee to Camp Pendleton yesterday. He stated that everything went well and there were no problems with radio communications.

Jeff Klante, San Onofre – Jeff reported that they recently awarded a bid for a Pierce 75' truck and a Pierce Arrow engine. They anticipate delivery in March or April 2008. They will also take delivery of a new command vehicle in September.

He stated that he will be participating regularly in this group, if he cannot attend, he will send one of his captains.

He extended an invitation to anyone who would like to tour the San Onofre facility. You may contact him if interested.

Finally, his department is interested in hosting a large aircraft drill in the future.

Dan Goldberg, North County – Dan reminded the group about the North Zone Standardized Response Plan group and the progress of their work. He asked all agencies to send information concerning their specialty resources (de-con and MCI trailers) to Keith McReynolds at NCFPD who is chairman of the committee.

Adjournment:

The meeting was adjourned at 12:00.

Next Meeting:

The next meeting will be held on September 12, 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

August 8, 2007

	WHO	WHAT	WHEN	STATUS
4-A	Vogt	Safe Surrender Baby Program	Waiting for county adoption	Pending
6-D	All Agencies	Forward an inventory list of all "move-up" keys to Tony Michel	Immediately	Pending
7-B	All Agencies	Forward you maps in PDF format to Freddy Bejar at North Comm	As soon as possible	On-Going

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7-C	Comm Working Group	Review revised EOM 203.1, Law Enforcement Communications to assure it is applicable to all zone law enforcement agencies	Next Comm Working group meeting	Pending
8-A	All Agencies	Send count of frontline units to Joe Napier for map distribution	Immediately	Pending
8-B	All Agencies	Send list of Stations, their addresses and contact information in Excel format to Joe Napier for Hotspot setup	Immediately	Pending
8-C	Dan Goldberg	Draft and disseminate a correspondence to communicate the procedures for utilizing the CAL FIRE FC-315 Form.	Immediately	Complete