



SANTA CRUZ REGIONAL 9-1-1
495 Upper Park Road, Santa Cruz, California 95065
831.471.1000 Fax 831.471.1010
Dennis Kidd, General Manager

LAW ENFORCEMENT USERS SUBCOMMITTEE MEETING

AGENDA

MONDAY, March 11, 2019

1330 Hours

SCR9-1-1 Conference Room
495 Upper Park Road, Santa Cruz

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL/INTRODUCTIONS
- 3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA
- 4.0 APPROVE MINUTES OF FEBRUARY 11, 2019 MEETING
- 5.0 REGULAR AGENDA
 - 5.1 Operational Task Team – Update (French)
 - 5.1.1 Policy Review and Approval
 - 5.1.1.1 Policy 4580 – Registration Checks
 - 5.1.1.2 Policy 4850 – Recovered Stolen Vehicles
 - 5.1.1.3 Policy 4900 – Traffic Stops
- 6.0 OTHER ISSUES
 - 6.1 RMS RFI (Uchida)
- 7.0 ROUNDTABLE
- 8.0 ADJOURNMENT / NEXT MEETING

The next meeting is scheduled for Monday, **May 13, 2019** at 1330 hours.





**LAW SUBCOMMITTEE MEETING
MINUTES
February 11, 2019**

1.0 CALL TO ORDER

The meeting was called to order at 1330 hours by Lt. Greg Lansdowne.

2.0 ROLL CALL/INTRODUCTIONS

A sign-in sheet was circulated and introductions made.

Present:

SCR911: Dennis Kidd, Stephanie French, Tammy Spath, and Amethyst Uchida

USERS: Lt. Greg Lansdowne, SCSO; DC Dan Flippo, SCPD; Deputy Jason Leist, SBSO;
Capt. Andrew Dally, CPD and Lt. Eric Olson, HPD

OTHERS:

3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA

None.

4.0 APPROVAL OF MINUTES OF SEPTEMBER 10 and NOVEMBER 5, 2018 MEETINGS

With a motion by Flippo and second by Olson, the minutes of September 10 and November 5, 2018 were approved as is.

5.0 REGULAR AGENDA

5.1 Operational Task Team Update

French reported the Law Task Team met last week and, although it was lightly attended, there was good discussion. She noted the group reviewed the MDC policy since it has been out for nearly a year. French informed the group the Law agencies feel this is the accountable document to hold their users to. She reported the Task Team is cleaning up a lot of the policies since the training program is very active, and the policies are a baseline of what trainees are directed to. French reported there was a good discussion about dispatching law resources based on their GPS location for priority one type calls. She noted EMS has been utilizing this technology for years and Fire just got on board since the new version of CAD. French reported the group discussed some hypotheticals and noted rules could be applied. She added that this would be dependent on people using the technology by being logged in and statusing themselves correctly. Kidd informed the group that not every agency would have to participate. French reported the Law Task Team also discussed putting skills on



people in CAD, such as bilingual and canine. Flippo reported his agency has discussed the fact that CAD can track GPS and they would need to meet and confer with their POA. Kidd pointed out the customer service benefits and efficiencies of dispatching law resources based on location. Olson discussed concern about the record retention side of this and noted the need to purge the records right away. Uchida reported she has inquired of Motorola about the purging of these types of records and asking if this is an agency configurable option. Kidd noted, as he will discuss under Cost Sharing during the Users meeting, one of the data points the Board of Directors is interested in is the field utilization of the mobile product.

5.1.1 Policy Review and Approval

5.1.1.1 Policy 4360 – Radio Channel Identification

French informed the group this is an update to an older policy. The practice of using the FCC identifier on the radio channel has been removed. With a motion by Flippo and second by Dally, the revisions to Policy 4360 were approved.

6.0 OTHER ISSUES

6.1 RMS RFI

Uchida reported there is a published RFP for a new RMS for the Santa Cruz County law agencies. This was released on January 28 and responses are due back by March 18. There will be a high level review by the end of March so she can provide a budget estimate. She noted, most likely, the top two RMS vendors will be used in order to determine a cost to share with the chiefs. Uchida confirmed this budget item would be for FY 2020/2021.

7.0 ROUND TABLE

- Olson reported Hollister PD is conducting a full staffing study and he may be requesting some information.

8.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1345 hours. The next regularly scheduled meeting will be Monday, **March 11, 2019** at 1330 hours at the SCR9-1-1 Conference Room.

Minutes taken by Beth Wann, SCR9-1-1 Office Supervisor



COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY

Policy No. 4580 Date Issued: June 1, 1996
Section: 4500 - CLETS and Other Date Revised: September 8, 2006 February 21, 2019
Automated Systems
Accreditation Standards: None
SUBJECT: REGISTRATION CHECKS
APPROVED: Chairperson, Law Enforcement Users Subcommittee
APPROVED: Michael J. McDougall, Dennis Kidd, General Manager

1.0 Policy

Dispatchers will provide field units with timely and accurate vehicle registration information via radio transmission in a uniform format and in accordance with the following procedure.

2.0 Procedure

When field units request "registration checks", dispatchers will enter vehicle descriptions and license plate numbers in the computer aided dispatch system (CAD) incident. Dispatchers will always run plates in California Law Enforcement Telecommunications System (CLETS) to determine if vehicles or license plates are stolen, first. When patrol units are prepared to copy, Dispatchers will read back registration information in the following order:

- (Plate) is Code 4. If the plate is Code 6, refer to Policy No. 4850 (Recovered Stolen Vehicle).
Sub-plate information (date, previous plate, reason)
"Current" or "Expired" and the date of expiration
Year of vehicle
Make
Body type

- ◆ ~~"Notice of Transfer" and date~~
- ◆ Most current Registered Owner or Buyer (last name, first ~~and middle~~)
- ◆ City/Town
- ◆ Street address (only if specifically requested)

Confirming a Stolen or Felony Vehicle

Whether the recovery is on an abandoned vehicle or during a car stop, ALWAYS contact the originating agency to confirm the vehicle is still stolen or wanted. When confirming a vehicle with the originating agency, obtain the following information.

- Any suspect information

~~• Type of storage for vehicle~~

~~— Inside storage, if the vehicle is to be held for prints~~

- When the originating agency is not a User agency, advise the agency the vehicle is being towed and a CLETS locate will be sent as soon as possible.
 - The assigned officer is responsible for forwarding all necessary information for the CLETS locate/recovery.

Owner Locate

If a stolen vehicle is abandoned and the owner locates the vehicle, obtain the following information from the owner.

- Location of the vehicle
- Vehicle description including license plate number
 - Run for a hot check & registration to determine if the vehicle is still listed as stolen, originating agency, case number, etc.
- Advise the owner not to touch or drive the vehicle until an officer can respond to recover the vehicle.
- Confirm the vehicle is still outstanding with the originating agency
- RP name, home address, phone number

Dispatch one officer to respond to the scene to recover the vehicle. The assigned officer is responsible for forwarding all necessary information for the CLETS locate/recovery.

- If the owner is on scene and taking possession of the vehicle, immediately locate the vehicle in SVS.

Storage and Release of Recovered Stolen Vehicles

Whether the recovery is on an abandoned vehicle or during a traffic stop, the officer will request either a rotation tow company or the owner (if local) of the vehicle be contacted in order to take possession of the vehicle. If the officer requests the dispatcher attempt to contact the owner and direct contact cannot be made, i.e., the call is answered by an

answering machine, etc., a message shall be left by the dispatcher advising of the recovery of the vehicle, that the vehicle will be towed and the phone number to the recovering agency's Records Division. This courtesy notification by the dispatcher does not negate the officer's responsibility to forward all required information to the appropriate division in order to complete all notifications as required by CLETS/DOJ and California Vehicle Code.



**COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY**

Policy No. 4900 Date Issued: June 1, 1996
Section: 4900 – Specific Procedures, Date Revised: ~~August 1, 2005~~ January 7, 2019
Continued
Accreditation Standards: None

SUBJECT: TRAFFIC STOPS

APPROVED: _____
Chairperson, Law Enforcement Users Subcommittee

APPROVED: _____
~~Michael J. McDougall~~ Dennis Kidd, General Manager

When an officer initiates a traffic stop, the dispatcher will create a CAD incident and log any pertinent information provided by the officer, including, but not limited to the following:

- ◆ Officer's ID number
- ◆ Location of stop
- ◆ License number of vehicle
- ◆ Description of vehicle
- ◆ Number of occupants

If provided, run the license number of the vehicle to determine if the vehicle is stolen and obtain registration information to verify make and model.

- ◆ Always advise the officer of the status of the license plate and the type of vehicle from the registration following the procedure outlined in Policy 4580 Registration Checks-

If the vehicle is listed as a stolen vehicle, or otherwise wanted, follow procedure outlined in Policy 4850 Recovered Stolen Vehicles. ~~use a single alert tone to notify the field unit the vehicle is Code 6; repeating the license plate number and advising the type of vehicle from the registration. Dispatch a cover unit immediately. Confirm the stolen vehicle with the originating agency as soon as possible.~~

Maintain an awareness of all units on traffic stops to help ensure officer safety.

If an officer is not heard from within five minutes after the initial stop attempt to contact the officer by radio to determine if assistance is needed.

- ◆ If an officer does not respond to your call, assign the nearest unit to check on him/her.
- ◆ Advise the patrol supervisor of the circumstances.

Cover units are not automatically sent on routine traffic stops unless the initial officer requests one or unusual circumstances dictate. As with all activity, sufficient field units should always be assigned to handle a call for service.



USERS COMMITTEE MEETING AGENDA

MONDAY, March 11, 2019

SCR9-1-1 Conference Room

1400 hours

495 Upper Park Road, Santa Cruz

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL/INTRODUCTIONS
- 3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA
- 4.0 APPROVE MINUTES OF FEBRUARY 11, 2019 MEETING
- 5.0 PUBLIC COMMENTS – Any person may address the User’s Committee during its Public Comments period. Presentations must not exceed three (3) minutes in length, and individuals may speak only once during Public Comments. All Public Comments must be directed to an item not listed on today’s Regular Agenda. Users Committee members will not take action or respond immediately to any Public Comments presented, but may choose to follow up at a later time, either individually, or on a subsequent Users Committee Agenda.
- 6.0 REGULAR AGENDA
 - 6.1 Systems Division Update - Status Reports (Uchida)
 - 6.2 Coordination on Major Events Involving Fire and Law – Discuss (All)
 - 6.3 CAD/Mobile
 - 6.3.1 Mobiles
 - 6.3.2 Dashboards & Reports
 - 6.4 Preliminary FY 19/20 Budget presentation (Kidd)
- 7.0 OTHER ISSUES
- 8.0 CORRESPONDENCE
- 9.0 ROUND TABLE
- 10.0 ADJOURNMENT AND NEXT MEETING
The next meeting is scheduled for Monday, **May 13, 2019** at 1400 hrs, immediately following the Law Users Subcommittee meeting.





**USERS COMMITTEE MEETING
MINUTES
February 11, 2019**

1.0 CALL TO ORDER

Lt. Greg Lansdowne called the meeting to order at 1400 hours.

2.0 ROLL CALL/INTRODUCTIONS

A sign-in sheet was circulated and introductions were made.

Present:

USERS:

<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Law:		
Capitola PD	Capt Andrew Dally	
Hollister PD	Lt Eric Olson	
San Benito SO	Deputy Jason Leist	
Santa Cruz PD	DC Dan Flippo	
Santa Cruz SO	Lt Greg Lansdowne	
Watsonville PD		Capt Tony Magdayao
Fire:		
Aptos/La Selva		Chief Aaron Lowe
Boulder Creek	Chief Kevin McClish	
Central	BC Anthony Cefaloni	
Felton	BC Robert Gray	
Hollister		Captain Rico Fisher
Santa Cruz	Chief Jason Hajduk	
Scotts Valley/B40	Chief Steve Kovacs	
Watsonville	DC Corey Schaefer	
Zayante	Chief John Stipes	
SC/SB AMR	Chris Jones	
SC/SB HAS/EMS	Brenda Brenner	Kris Mangano
CAL Fire	BC Valerie Watts	

SCR911: Dennis Kidd, Stephanie French, Tammy Spath, and Amethyst Uchida

OTHERS:

3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA

There were no late additions or corrections to the agenda.

4.0 APPROVE MINUTES OF NOVEMBER 5, 2018 MEETING

With a motion by McClish and second by Hajduk, the minutes of November 5, 2018 were approved as is.

5.0 PUBLIC COMMENTS

None.

6.0 REGULAR AGENDA

6.1 Systems Division Update – Status Reports

Uchida reported NetCom will need to be looking for a new radio console vendor as the previous vendor went out of business. She noted the vendor did not inform NetCom they would be going out of business, and there are some spare parts available from a different vendor but no support at this time.

6.2 Coordination on Major Events Involving Fire and Law – Discuss

Lansdowne reported patrol was very happy with NetCom's service during their murder suicide event in Aptos. He expressed appreciation to all agencies that showed up and helped. Cefaloni acknowledged the deputies for having the presence of mind to park their vehicles on one side of the driveway making it easy for the emergency vehicles to access the location. French reported NetCom is internally working hard on making the notifications that are being requested during critical incidents and leveraging CAD to help with alerts. She noted feedback is very helpful. Lansdowne reported the reverse 9-1-1 information needs to be updated so people feel safe again.

6.3 CAD/Mobile – Update

6.3.1 Mobiles

Uchida reported she and staff attended the Motorola Conference last fall and received enough information to know NetCom would like to do a major upgrade on CAD this year. Uchida informed the group a notice to the field was put out regarding a change on plate query on the law mobiles that should make it work better for field users. She is working on a one page newsletter with more information. Jones reported on a posting in field issue and noted a ticket was created. She added there is also a mapping issue and Uchida noted she will check with Torchio on this as it is probably a setting.

6.3.2 Dashboards & Reports

Uchida reported, since Frawley's resignation, she is not sure of the plan for building dashboards but, noted, a team needs to be built for this project and encouraged the fire users to reach out when they are ready. Hajduk noted he needs to review this task and is hesitant to lead this project solely as he would like input from the other fire agencies. Uchida reported the law agencies could be using the view only CAD component for tasks as well, and she is available if anyone wants to see any demos.

7.0 OTHER ISSUES

7.1 2019/2020 Cost Sharing Formula Adjustments

Kidd provided a presentation on cost sharing and noted this is the year we count calls and make an adjustment to the calls for service portion of the cost sharing formula. He informed the group the Board created a subcommittee to look into the cost sharing formula, in general, and to recommend adjustments to the cost sharing formula. The recommendation of having three components of the cost sharing equally weighted: percentage of overall radio use; percentage of staff needed to staff each radio channel; and total calls for service, will be brought back to the Board of Directors at their February meeting. Kidd encouraged the agencies to contact him with any questions.

7.2 Presentation of 2018 Annual Report

Staff presented and reviewed the Authority's 2018 Annual Report.

8.0 CORRESPONDENCE

None.

9.0 ROUND TABLE

- Kidd reported the Boys & Girls Club 50th anniversary celebration is coming up and he has tickets available for purchase.

10.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1454 hours. The next regularly scheduled meeting will be Monday, **March 11, 2019** at 1400 hours in the SCR9-1-1 Conference Room.

Minutes by: Beth Wann, SCR911 Office Supervisor



SANTA CRUZ REGIONAL 9-1-1
495 Upper Park Road, Santa Cruz, California 95065
831.471.1000 Fax 831.471.1010
Dennis Kidd, General Manager

FIRE SERVICE/EMS USERS SUBCOMMITTEE MEETING AGENDA

MONDAY, March 11, 2019
(Immediately following Users Committee)

SCR9-1-1 Conference Room
495 Upper Park Road, Santa Cruz

- 1.0 CALL TO ORDER
- 2.0 ROLL CALL/INTRODUCTIONS
- 3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA
- 4.0 APPROVE MINUTES OF THE FEBRUARY 11, 2019 MEETING
- 5.0 REGULAR AGENDA
 - 5.1 Fire/EMS Services Operational Task Team – Update (French)
 - 5.1.1 Policy Review and Approval
 - 5.2 Fire/EMS Technology – Update (Uchida)
 - 5.2.1 PremierOne CAD and Mobile Project Update
 - 5.2.1.1 AVL/Streets (French)
 - 5.2.1.2 Progress Report P1 Fire/EMS Workgroup (French)
 - 5.2.2 Tasks Update
- 6.0 OTHER ISSUES
- 7.0 ROUNDTABLE
- 8.0 ADJOURNMENT / NEXT MEETING

The next meeting is scheduled for Monday, **May 13, 2019** immediately following the Users Committee meeting.



**FIRE SERVICE/EMS USERS SUBCOMMITTEE MEETING
MINUTES
February 11, 2019**

1.0 CALL TO ORDER

Cefaloni called the meeting to order at 1500 hours.

2.0 ROLL CALL/INTRODUCTIONS

A sign-in sheet was circulated and introductions made.

Present:

SCR911: Dennis Kidd, Stephanie French, Tammy Spath, and Amethyst Uchida

USERS: Kevin McClish (Boulder Creek Fire); Corey Schaefer (Watsonville Fire); Chris Jones (AMR); Steve Kovacs (Scotts Valley/Branciforte Fire); Jason Hajduk (Santa Cruz Fire); Anthony Cefaloni (Central Fire); Bob Gray (Felton Fire); Valerie Watts (CalFire); John Stipes (Zayante Fire); and Brenda Brenner (County EMS).

OTHERS:

3.0 CONSIDERATION OF LATE ADDITIONS AND CORRECTIONS TO THE AGENDA

4.0 APPROVAL OF MINUTES OF THE NOVEMBER 5, 2018 MEETING

With a motion by Kovacs and second by McClish, the minutes of November 5, 2018 were approved.

5.0 REGULAR AGENDA

5.1 Fire/EMS Services Operational Task Team Update

French noted the Fire/EMS task team is waiting to hear the agencies' wishes on dashboards.

5.1.1 Policy Review and Approval

5.1.1.1 Policy 5105 – Use of MDC Devices

French reviewed the revisions to Policy 5105 to align with the new CAD and mobile platforms. With a motion by McClish and second by Schaefer, the revisions to Policy 5105 were approved.

5.2 Fire/EMS Technology – Update (Uchida)

Uchida reported Langer is learning how to do fire run books. Both Langer and Torchio worked on the reset of street costs. Uchida reported she has distributed year end stats and she requested she be contacted if there is anything missing.

5.2.1 PremierOne CAD and Mobile Project Update

No report.



5.2.1.1 AVL/Streets (French)

French reported a subcommittee has been formed for street costs. It was agreed to hit the reset button on all of the street costs. All streets in Santa Cruz and San Benito Counties are at what the sign is posted on those streets. The next street costing meeting is March 6 and the group will agree on the commute time and decide which streets need to be adjusted during those times.

5.2.1.2 Progress Report P1 Fire/EMS Workgroup (French)

Kidd reported one of the items being discussed for the new MOU is a new position titled Fire Dispatch Specialist. This position spends the majority of their time working in the fire dispatch pod. He noted it has been determined the repetition at this position is important.

5.2.2 Tasks Update

No update.

6.0 OTHER ISSUES

7.0 ROUNDTABLE

- McClish reported on the crab feed coming up on March 2.
- Hajduk reported on the recent significant event of the water rescue in Felton. He expressed his thanks to the dispatcher and noted they did a really good job in a very challenging situation.

8.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1505 hours. The next regularly scheduled meeting will be Monday, **March 11, 2019** immediately following the Users Committee meeting in the SCR9-1-1 Conference Room.

Minutes by Beth Wann, SCR9-1-1 Office Supervisor