



**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 12, 2018

**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 NOVEMBER 13, 2017 AND FEBRUARY 12, 2018 MEETINGS (LACK OF QUORUM AT FEBRUARY 12 MEETING)
- 5.0 REGULAR AGENDA
  - 5.1 Operational Task Team – Update (French)
    - 5.1.1 Policy Review and Approval
- 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 14, 2018** at 1330 hours.





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495 Upper Park Road, Santa Cruz, California 95065  
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Dennis Kidd, General Manager

**LAW SUBCOMMITTEE MEETING  
MINUTES  
November 13, 2017**

**1.0 CALL TO ORDER**

The meeting was called to order at 1335 hours by Undersheriff Jeremy Verinsky.

**2.0 ROLL CALL/INTRODUCTIONS**

A sign-in sheet was circulated and introductions made.

Present:

SCR911: Dennis Kidd, Stephanie French and Amethyst Uchida

USERS: Undersheriff Jeremy Verinsky, SCSO; Deputy Chief Dan Flippo, SCPD; Lt. Jim Ross, SCSO; Lt. Todd Liberty, SCSO; Chief Terry McManus, CPD; and Capt. Tony Magdayao, WPD

OTHERS:

**3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no changes to the agenda.

**4.0 APPROVAL OF MINUTES OF SEPTEMBER 13, 2017 MEETING**

With a motion by Flippo and second by McManus, the minutes of September 13, 2017 were approved as printed.

**5.0 REGULAR AGENDA**

**5.1 Operational Task Team Update**

French reported the Law Task Team's current project is reviewing all of the Law policies and, even if they do not need revisions, putting them through for an updated date. She informed the group there will need to be a new policy for MDC usage after the beta testing with Users and the train the trainer session in December. She noted it is important that we understand what the system can do and that the field is using the MDCs most appropriately and not asking dispatchers to perform duties that the MDC is capable of doing. Verinsky confirmed that dispatchers have individual log-ons to access RMS. Flippo inquired if it is up to the individual agencies to provide internet access to their new MDCs. Uchida responded Bloss is speaking to the individual agency IT managers regarding how they want to set up internet for their vehicles. She confirmed Cradlepoint will be on a cellular network which potentially has internet access. She added rules can be set about where traffic is being routed



and what is allowed to be used. The cradlepoints have a Firmware update that came out recently and needs to be applied to fix the security breach with the wireless. Flippo confirmed it is up to each individual agency to dictate whether, or not, they want to restrict internet access. Magdayao inquired about who would have access to the GPS system. Uchida clarified the GPS is configurable in the P1 mobile environment whether an officer-level can see other units and this will be determined by each agency. Kidd clarified for the group that, if agencies want their units tracked real time, NetCom is able to do.

#### 5.1.1 Policy Review and Approval

French.

##### 5.1.1.1 Policy 4460 – Confidential/Sensitive Information

French noted Policy 4460 was originally written to include the release of information but because dispatch has access to the agencies' RMS systems, the team thought it important to treat the information similar to how CLETS information is handled. The information should not be accessed unless it is relevant towards an active incident or investigation and not for means of curiosity.

With a motion by MacManus and second by Flippo, the revisions to Policy 4460 were approved.

## 6.0 OTHER ISSUES

### 6.1 RMS RFI

Uchida reported she sent an email to the Chiefs and alternates advising the RMS request for information was released, on behalf of the SCMRs agencies, and distributed to a list of vendors that we had from a previous RFI. Three vendors have reached out with questions and she has asked that they submit their questions in writing so they can be posted. She confirmed with the group that the due date for vendor responses is January 12. Verinsky confirmed the SO is participating in the RFI and interested in being a part of the county-wide RMS. He noted their agency is not happy with EIS and he learned of other agencies' dissatisfaction with Tyler Records & Document Management. Verinsky reported he attended the South Bay Information Sharing Systems meeting last week, which is the connection to Coplink. He informed the group that Coplink will be updated and this will mean our agencies will need to reconnect our RMS. Coplink believes they should be able to include this reconnection in the current budget so it does not cost anything at the local level. Flippo noted the 2019 Coplink dues are increasing significantly and reported he has learned the agencies in Santa Cruz are not using Coplink as much as the agencies on the other side of the hill. He believes all of the training on Coplink takes place over the hill. Verinsky reported there was discussion about bringing some of the Coplink training over to this side of the hill.

## 7.0 ROUND TABLE

- Kidd noted there has been some confusion within the Law agencies regarding the various meetings and who is the most appropriate person to attend. He distributed a sign-up sheet so attendees could indicate who the primary and alternate attendees for the Law Users subcommittee should be.

**8.0** ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1358 hours. The next regularly scheduled meeting will be Monday, **February 12, 2018** at 1330 hours at the SCR9-1-1 Conference Room.

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



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Dennis Kidd, General Manager

**LAW SUBCOMMITTEE MEETING  
MINUTES  
February 12, 2018**

**1.0 CALL TO ORDER**

The meeting was called to order at 1340 hours by Undersheriff Jeremy Verinsky.

**2.0 ROLL CALL/INTRODUCTIONS**

A sign-in sheet was circulated and introductions made.

Present:

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

USERS: Undersheriff Jeremy Verinsky, SCSO; Deputy Chief Dan Flippo, SCPD; Lt. Todd Liberty, SCSO; and Lt. Eric Olson, HPD

OTHERS:

**3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no additions or corrections to the agenda.

**4.0 APPROVAL OF MINUTES OF NOVEMBER 13, 2017 MEETING**

The minutes of November 13, 2017 were not approved due to a lack of quorum.

**5.0 REGULAR AGENDA**

**5.1 Operational Task Team Update**

French reported there are multiple policies in the packet from two previous meetings.

**5.1.1 Policy Review and Approval**

French reviewed the following policy revisions with the group:

**5.1.1.1 Policy 4220 – Report on Conditions/Time Checks**

French noted verbiage was added regarding time checks.

**5.1.1.2 Policy 4310 – Alert Tone**

French noted lost or stolen plates are to be given a single alert tone so this verbiage was added.



5.1.1.3 Policy 4345 – BOL Broadcasts

French reported “alert 2” was changed to “warble” and modifications made so the policy reads county wide.

5.1.1.4 Policy 4361 – Use of Secondary Channels

French noted very minor revisions were made.

5.1.1.5 Policy 4415 – e9-1-1 Hang Up Calls

French reported this policy now reads the same for both counties.

5.1.1.6 Policy 4416 – Processing Wireless 9-1-1 Calls

French reported section 7.3 was added regarding contacting a wireless service provider. Verinsky noted it is up to the requesting agency to provide any legal documents to the wireless provider if requested and French noted she would add that verbiage.

With a motion by Olson and second by Flippo the above policies were approved as amended and an email supporting said endorsements was received by Chief McManus on February 14, 2018 for purpose of a quorum.

**6.0 OTHER ISSUES**

6.1 RMS RFI

Uchida reported the Santa Cruz County law agencies are doing a joint search for a new records management system. Upon meeting with the Chiefs and Undersheriff, a tentative timeline was set for a purchase in fiscal year 2019/20. The departments’ leadership will be responsible for determining how funding will be obtained. She reported a committee will be created with representatives from each agency to develop an RFP. Uchida reported that Kidd will be sending a survey out to all of the Chiefs in order to determine the priorities of an RMS system.

**7.0 ROUND TABLE**

None.

**8.0 ADJOURNMENT / NEXT MEETING**

The meeting adjourned at 1350 hours. The next regularly scheduled meeting will be Monday, **March 12, 2018** at 1330 hours at the SCR9-1-1 Conference Room.

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



## **USERS COMMITTEE MEETING AGENDA**

MONDAY, March 12, 2018  
**1345** 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 12, 2018 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/RMS/MDC Long Term – Update (Kidd)
    - 6.3.1 Mobile/Handheld Licensing (Kidd/Uchida)
  - 6.4 Preliminary FY 18/19 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 14, 2018** at 1345 hrs, immediately following the Law Users Subcommittee meeting.





**USERS COMMITTEE MEETING  
MINUTES  
February 12, 2018**

1.0 CALL TO ORDER

Chief McClish called the meeting to order at 1350 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		Chief Terrence McManus
Hollister PD	Lt Eric Olson	
San Benito SO		Admin. Capt. Tony Lamonica
Santa Cruz PD	DC Dan Flippo	
Santa Cruz SO	Undersheriff Jeremy Verinsky Lt Jim Ross, Lt Todd Liberty	
Watsonville PD		Capt Tony Magdayao
Fire:		
Aptos/La Selva	DC Scott Cullen	
Boulder Creek	Chief Kevin McClish	
Central	Chief Steven Hall BC Anthony Cefaloni	
Felton	Chief Ron Rickabaugh	
Hollister	Captain Rico Fisher	
Santa Cruz	Chief Jim Frawley	
Scotts Valley/B40	Chief Steve Kovacs	
Watsonville	DC Rob Ryan	
Zayante	Chief John Stipes	
SC/SB AMR	Chris Jones	
SC/SB HAS/EMS	Brenda Brenner Kris Mangano	
CAL Fire	BC Dan Westbrook	

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

OTHERS: Veronica Lopez-Duran, UCSC



3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA

Item 5.1 was added to the agenda.

4.0 APPROVE MINUTES OF NOVEMBER 13, 2017 MEETING

With a motion by Verinsky and second by Flippo, the minutes of November 13, 2017 were approved as is.

5.0 PUBLIC COMMENTS

5.1 Presentation by Veronica Lopez-Duran of UCSC

Kidd introduced Lopez-Duran as a former employee of the Authority who now works at UCSC in the Community Studies Program. Lopez-Duran informed the group of the fact that Elizabeth Butler was an alumna from the Community Studies Program and said program has started a scholarship in Butler's name. Lopez-Duran noted she is honored to have the role of promoting the scholarship on the campus for the Community Studies students. She announced February 28, 2018 is UCSC's Giving Day Campaign and she encouraged everyone to contribute to the Elizabeth Butler scholarship fund.

6.0 REGULAR AGENDA

6.1 Systems Division Update – Status Reports

No report.

6.2 Coordination on Major Events Involving Fire and Law – Discuss

Rickabaugh noted it would be advantageous for Fire agencies to be notified anytime school campuses are shut down in their jurisdictions. Kidd responded that this is operational policy. French inquired if the schools have a Law and/or Fire contact in their agency distribution. Verinsky responded that he does not believe the Law and Fire agencies are on that email distribution.

6.3 CAD/RMS/MDC Long Term – Update

6.3.1 Mobile/Handheld Licensing

Uchida distributed a handout requesting confirmation from the agencies on the number of devices and type of device each agency needs and a handout describing System's role in preparing for the upcoming transition as well as what the User Agencies are responsible for. She noted that she needs the requested information from the agencies no later than March 1, 2018. Kidd reminded the group that unused licenses will not be discounted and will impact the agencies' costs. Uchida reported the System's division will be responsible for set-up, configuration, and maintenance of the P1 CAD and Mobile server to provide Mobile and Handheld client software that can access the P1 system. They will also assist with the initial installation and configuration of the P1 Mobile and/or Handheld clients. Uchida noted, for agencies that have an IT department, it

would be best for Systems to provide those people with the necessary training. Uchida informed the group that there is a lot of data related work still going on with the project and she noted French's division is working hard on finalizing the provisioning tasks.

7.0 OTHER ISSUES

7.1 Presentation of 2017 Annual Report

Kidd and Staff gave a presentation of the Authority's 2017 Annual Report.

8.0 CORRESPONDENCE

No correspondence.

9.0 ROUND TABLE

- Westbrook reported CalFire has a controlled fire tomorrow above UCSC.

10.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1450 hours. The next regularly scheduled meeting will be Monday, **March 12, 2018** at 1345 hours in the SCR9-1-1 Conference Room.

Minutes by: Beth Wann, SCR911 Office Supervisor



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Dennis Kidd, General Manager

## **FIRE SERVICE/EMS USERS SUBCOMMITTEE MEETING AGENDA**

MONDAY, March 12, 2018  
(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 12, 2018 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
    - 5.2.2 Mobile Data Tech Group
    - 5.2.3 Tasks Update
- 6.0 OTHER ISSUES
- 7.0 ROUNDTABLE
- 8.0 ADJOURNMENT / NEXT MEETING

The next meeting is scheduled for Monday, **May 14, 2018** immediately following the Users Committee meeting.



**FIRE SERVICE/EMS USERS SUBCOMMITTEE MEETING  
MINUTES  
February 12, 2018**

1.0 CALL TO ORDER

DC Cullen called the meeting to order at 1450 hours.

2.0 ROLL CALL/INTRODUCTIONS

A sign-in sheet was circulated and introductions made.

Present:

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

USERS: Kevin McClish (Boulder Creek Fire); Ron Rickabaugh (Felton Fire); Rob Ryan (Watsonville Fire); Chris Jones (AMR); Kris Mangano (San Benito EMS); Brenda Brenner (Santa Cruz EMS); Steven Hall (Central Fire); Dan Westbrook (CalFIRE); John Stipes (Zayante Fire); Steve Kovacs (Scotts Valley/Branciforte Fire); Rico Fisher (Hollister Fire); Anthony Cefaloni (Central Fire); Scott Cullen (Aptos/La Selva Fire); and Jim Frawley (Santa Cruz Fire).

OTHERS:

3.0 CONSIDERATION OF LATE ADDITIONS AND CORRECTIONS TO THE AGENDA

4.0 APPROVAL OF MINUTES OF THE SEPTEMBER 11, 2017 (NO QUORUM AT LAST MEETING) AND NOVEMBER 13, 2017 MEETINGS

With a motion by McClish and second by Rickabaugh, the minutes of September 11 and November 13, 2017 were approved.

5.0 REGULAR AGENDA

5.1 Fire/EMS Services Operational Task Team Update

5.1.1 Policy Review and Approval

French reported the main goal of the Fire/EMS Task Team is to freshen up the MDC use policy. Kidd noted, with the ability to use the MDCs, agencies will not need to verbally announce they are in service, however, this will be discussed further at the task team level. He reported the goal is to establish a policy that has the blessing of the Fire Chiefs and gives the Authority the ability to enforce the policy. French noted after going live and everyone has had a mobile experience, there will be further discussion regarding changing the standard dispatch format so there is not so much said on air by the dispatcher.



5.1.1.1 Policy 5405.80 – Info Necessary to Create a Fire Incident

French noted, since this procedure is about call taking, dispatching language was removed.

5.1.1.2 Policy 5750 – Trash or Dumpster Fire

French reported the only changes made were to the policy date and name of GM.

5.1.1.3 Policy 5850 – Suspicious Fires

French reported this policy is being rescinded as it is encapsulated into so many other policies.

5.1.1.4 Policy 5875 – Extinguished Fires

French reported the only changes made were to the policy date and name of GM.

5.1.1.5 Policy 5916 – Incendiary Devices

French noted this policy was generalized by changing “Fire Agency” to “Duty Chief”.

5.1.1.6 Policy 5950 – Pick Up and Put Backs

French reported this policy was revised by defining what a pick up and put back is and ensuring every one of these calls gets put through the EMD system.

With a motion by Rickabaugh and second by Hall, the above policies were approved.

5.2 Fire/EMS Technology – Update (Uchida)

5.2.1 PremierOne CAD and Mobile Project Update

Uchida reported the task team had discussed the current plan for everyone that is going to the same incident and the way to differentiate for different reporting systems. She noted there will be a report number generated based on the unit number. Kidd encouraged agencies reach out to Systems with any concerns or questions regarding their mobiles.

5.2.2 Mobile Data Tech Group

Frawley reported they are still working on things.

5.2.3 Tasks Update

Uchida reported GIS Technician, Druck, is fully trained on run books.

6.0 OTHER ISSUES

7.0 ROUNDTABLE

- Kidd reported, on behalf of the County ISD Radio Shop, that the issue with Red Fire Channel going off-line was a hard down failure. It was determined the issue was at the simulcast site at 701 Ocean and, upon inspection, Red Fire was not simulcasting but

Yellow Fire was. It was confirmed that Yellow Fire was operational for both field units and NetCom. After swapping out the SVM-1, Red Fire was repaired. Kidd also reported, on behalf of County ISD Radio Shop, they have not heard back from the fire departments on their final decision on whether they want to proceed with the proposed technical discussion between their support groups and County Radio regarding Yellow Fire. If such a discussion is desired, the agencies should contact Mike DeFava.

#### 8.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1510 hours. The next regularly scheduled meeting will be Monday, **March 12, 2018** immediately following the Users Committee meeting in the SCR9-1-1 Conference Room.

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