



LAW/USERS/TECHNOLOGY/FIRE & EMS
MEETING AGENDA
May 9, 2016 at 1330 hours
SCR911 Conference Room

Law Subcommittee

- 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 MARCH 14, 2016
- 5.0 REGULAR AGENDA
 - 5.1 Operational Task Team – Update (Zube)
 - 5.1.1 Policy Review and Approval
- 6.0 OTHER ISSUES
- 7.0 ADJOURNMENT / NEXT MEETING
The next meeting is scheduled for Monday, **July 11, 2016** at 1330 hours.

Users Committee

- 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 MARCH 14, 2016
- 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 Coordination on Major Events Involving Fire and Law – Discuss (All)



7.0 OTHER ISSUES

- 7.1 9-1-1 Phones/Console Equipment Update (Uchida)
- 7.2 Active Assailant Draft Procedure (Zube)
- 7.3 Alternate Dispatch Sites Update (Kidd)
 - 7.3.1 Watsonville Radios
 - 7.3.2 Hollister Relocate

8.0 ADJOURNMENT AND NEXT MEETING

The next meeting is scheduled for Monday, July 11, 2016 at 1345 hours, immediately following Law.

Technology Subcommittee

1.0 VISION/GOALS

2.0 BRAINSTORM

3.0 CAD/RMS/MDC LONG TERM – Update (Uchida)

4.0 MOTOROLA CAD UPGRADE – Update (Uchida)

5.0 ADJOURNMENT AND NEXT MEETING

Discuss and set meeting schedule.

Fire/EMS Subcommittee

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 MARCH 14, 2016 MEETING

5.0 REGULAR AGENDA

5.1 Fire/EMS Services Operational Task Team – Update (Zube)

5.1.1.1 Policy 5342 – Dispatch Net

5.1.1.2 Policy 5345 – Radio Equipment Failures and Back-Up Paging Procedures

5.2 Fire/EMS Technology – Update (Uchida)

5.2.1 Mobile Data Tech Group – SitStat

5.2.2 Priority Restoration for Fire Radio Circuits

6.0 OTHER ISSUES

7.0 ADJOURNMENT/NEXT MEETING

The next meeting is scheduled for Monday, July 11, 2016 immediately following the Technology Subcommittee.



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 SUBCOMMITTEE MEETING
MINUTES
March 14, 2016**

1.0 CALL TO ORDER

The meeting was called to order at 1330 hours by Chief Escalante.

2.0 ROLL CALL/INTRODUCTIONS

A sign-in sheet was circulated and introductions made. The group welcomed CAD consultant, Bill Doolittle, from 911 Insight.

Present:

SCR911: Dennis Kidd, Stephanie Zube, and Amethyst Uchida

USERS: Chief Rudy Escalante, CPD (Chair); DC Steve Clark, SCPD; Lt. Terry Traub, WPD;
Undersheriff Jeremy Verinsky, SCSO; Lt. Steve Carney, SCSO; and Lt. Eric Olson,
HPD

OTHERS: Bill Doolittle, 911 Insight

3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA

There were no changes to the agenda.

4.0 APPROVAL OF MINUTES OF FEBRUARY 22, 2016 MEETING.

With a motion by Clark and second by Olson, the minutes of February 22, 2016 were approved as printed.

5.0 REGULAR AGENDA

5.1 Operational Task Team Update

Zube noted the Task Team has not met since the last meeting. She informed the group that, at the April Task Team meeting, she will present a draft of the Active Assailant policy.

5.1.1 Policy Review and Approval

None.



6.0 OTHER ISSUES

6.1 Alliance Issues

Escalante noted he is hearing from his staff that there are many issues with the Version 7 of Alliance. Uchida confirmed this would be discussed further at the SCMRS Executive Group meeting but noted that SCPD provided a list of “drop dead” items to be resolved. Those items have been sent to Cyrun.

6.2 Summer

Escalante reminded the group that, with summer quickly approaching, the agencies should plan on getting their special events to Zube. Zube noted the Boardwalk hours and their special events would be helpful to know. **Clark responded they are meeting soon with the Boardwalk officials and he will forward the Boardwalk event information to Zube.**

6.3 Pursuits

Escalante inquired if NetCom does routine operational reviews of pursuits if they involve multiple agencies. Zube responded only if there is a debrief or something unusual happened on NetCom’s end of things. She noted these types of pursuits seem to happen more frequently now. Kidd confirmed an internal review would happen if there is a complaint heard.

7.0 ROUND TABLE

8.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1335 hours. The next regularly scheduled meeting will be Monday, **May 9, 2016** at 1330 hours at the SCR9-1-1 Conference Room.

Minutes taken by Beth Wann, SCR9-1-1 Senior Administrative Assistant



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

**USERS COMMITTEE MEETING
 MINUTES
 March 14, 2016**

1.0 CALL TO ORDER

Lieutenant Traub called the meeting to order at 1345 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 Rudy Escalante
Hollister PD	Lt. Eric Olson	
San Benito SO		Capt. Tony Lamonica
Santa Cruz PD	DC Steve Clark	
Santa Cruz SO	Undersheriff Jeremy Verinsky	
Watsonville PD	Lt. Terry Traub	
Fire:		
Aptos/La Selva	Chief Jon Jones	
Boulder Creek	Chief Kevin McClish	
Central	Chief Jeff Maxwell	
Felton		Chief Ron Rickabaugh
Hollister		Chief Bob Martin Del Campo
Santa Cruz	DC Jason Hajduk	
Scotts Valley	Chief Daniel Grebil	
Watsonville	DC Rob Ryan	
Zayante	Chief John Stipes	
SC/SB AMR	Brenda Brenner	
SC/SB HSA	Kris Mangano	
CAL Fire	BC Dan Westbrook	

SCR911: Dennis Kidd, Amethyst Uchida, Tammy Spath, and Stephanie Zube
 OTHERS: Bill Doolittle, 911 Insight

3.0 CONSIDERATION OF LATE ADDITIONS OR CORRECTIONS TO THE AGENDA

4.0 APPROVE MINUTES OF FEBRUARY 22, 2016 MEETING

With a motion by Jones and second by Clark, the minutes of February 22, 2016 were approved as printed.

5.0 PUBLIC COMMENTS

None.

6.0 REGULAR AGENDA

6.1 Systems Division Update – Status Reports

Uchida reported the search of a new voice recorder system is in process. She noted any requests should be sent to her and reported the moment of silence issue was brought to her attention.

6.2 Coordination on Major Events Involving Fire and Law

Maxwell brought up the issue of a recent EOC activation that his agency learned about, second hand, from CalFire. Verinsky responded that this was an EOC issue.

6.3 CAD/RMS/MDC Long Term

Kidd reported this meeting serves as the official kick to begin discussing the CAD replacement project. He introduced CAD consultant, Bill Doolittle, from 911 Insight. Doolittle presented a Power Point outlining the replacement plan and project timeline to the group. He noted the scope of the plan is a challenge and the quotes range between \$1 and \$4 million dollars. A large percentage of the dollar amounts are in the interfaces or things that have high risk for the vendors. Doolittle pointed out the importance of coming back to the vendors with a more refined set of requirements. If the vendors do not understand a requirement, they will throw risk money into their proposal. The phases of the project plan are procurement and implementation with the first year being the selection process and the second the majority of the implementation. He noted when an interface to a system is purchased and the system later changed in any way, said interface may prohibit you from moving forward with the life cycle of the system, and the interface may need to be rebuilt. Doolittle pointed out that it might be time for the agencies to consider using the same records management system. Westbrook inquired about CAD to CAD integration. Doolittle responded it will be important to understand what that transaction set looks like and what the data being sent each way looks like in order to explain it clearly to a third party vendor. He noted the hope is to break out the interface costs on a line-by-line basis in order to apply a value to each interface. Doolittle reviewed the two project phases: system selection and system implementation. He noted the importance of organizing the information gathering piece of the project. Doolittle informed the group that the RFP will be a competitive process for the vendors and the expectation will be that the current vendor participate the same as the others. Product demonstrations will be very important so that the Users can see the functionality of said

product and be well informed. Doolittle informed the group that the scope of work is what the contract entails. The System Implementation phase begins with the design review. This is a time when some staff may be sent to training in order to understand how the application works so that we may better work with the vendor in giving them design directions in how to deploy the system. Doolittle pointed out that part of the implementation phase will be development on the part of third party vendors and it will be important to have clear documentation that stipulates the time needed to develop and test any of the interfaces. He noted training should not take place until the system is working the way it is intended and this will need to be made clear to the vendors from the start of the project. Doolittle noted it is his philosophy to hold a high percentage of the final payment in order to keep the vendors motivated and he feels it is best to incentivize them throughout the project. Doolittle reviewed the Requirements list with the group and noted the importance of being very clear of our expectations with the vendors. He discussed the difference between the User Groups, Technical Teams, Selection Team, and Implementation Teams. Doolittle explained that there will be mandatory and optional requirements. Depending on what the affordability is and what people see value in, the agency may decide to expand the scope and replace some applications. Doolittle reviewed the schedule and noted that October 2018 is the drop dead date of end of support by Motorola. The working plan is that the project is done and we have cut over to the new system well in advance of August 2018. Doolittle noted he feels this is a reasonable schedule of events. There is some slack time built into the schedule but once the project gets rolling, he noted people will find there is a certain discipline about it. Things must continue to move forward and, if there are issues that need to be resolved, those must be pushed to resolution in a timely manner. As the project gets near the cutover date, the vendors Install teams must be notified as early as three to six months beforehand. Doolittle noted that anything that impacts the timeline of the project is a risk and expressed the importance of solid risk management during the course of this project. He reported the following action items in conclusion of his presentation: organize project teams, validate project scope, update requirements document, and consider funding opportunities. Doolittle informed the group that there is time to do grant applications. Jones inquired the percentage of feedback needed by dispatchers versus Users. Kidd responded that the Users are our customers and we are here to primarily serve their needs. The caveat to this being that NetCom needs to be able to make the system work. The specialty items wanted by the Users are the things that will need to be closely reviewed as well as the costs associated. Maxwell inquired if there might be opportunities to reduce the variety of systems that are in play. Kidd responded that this will be an excellent opportunity to do this and noted Chief Frawley will be in charge of the Technical Group. This group will be responsible for reviewing what some other options might be, such as mobile data and RMS. It is his desire that this project is approached as something larger than a new CAD system. Doolittle reported that the next step for him is to publish the draft of the narrative project plan and receive feedback so that edits can be made. Kidd informed the group that a CAD Replacement Committee will be formed. Grebil has been selected by the Fire Chiefs to represent the fire group. Kidd has discussed with Verinsky the idea of him representing Law and hopes to have confirmation from the Law chiefs this week. Brenner will serve as the representative for EMS. Frawley will work in the Technical sub group to discuss the bigger picture, long term items. Jones inquired when the User agencies will know about costs associated with the CAD replacement project.

Kidd responded he anticipates no money will be put away in the 16/17 budget per the decision of the Board. In 17/18, there will be some money put away for CAD. There is \$85,000 in long term debt that will be expiring in the next fiscal year to put toward the project. He noted a finance person will be hired to look at any available grant money and other financing options. Kidd noted the good news is that all of NetCom's major capital projects have been completed. Maxwell inquired what the Board is planning on doing in regards to financing a new CAD system. Kidd responded the Board is looking at some sort of long-term financing option.

7.0 OTHER ISSUES

7.1 Long Range Radio Infrastructure Management Planning Group

Kidd reported the Long Range Radio Infrastructure Management Planning Group meets next week.

7.2 Text to 9-1-1

Kidd reported the agency is now accepting text to 9-1-1. A soft rollout has been completed and the agency has worked with all of the cellular vendors except T-mobile. Kidd reported a text to 9-1-1 was received just yesterday and it was a domestic situation. The dispatcher queried the caller if it would be easier to text versus talk which the caller agreed to. A formal announcement will go out to the hearing impaired and general public after any bugs have been worked out.

7.3 9-1-1 Phones/Console Equipment Update

Uchida reported AT&T has still not given her a date for installing the 7-digit phone lines in order for the new phone system to be installed. The Alternate Site is tentatively scheduled for April 12-27 but she does not have confidence in those dates. Uchida noted an email notification will occur to the Users once she can confirm dates. Uchida reported the console project is complete and the State has been authorized to pay the vendor. She confirmed the old consoles have been moved to the Alternate Site and her division is working with Day Wireless to come up with a radio plan at the Alternate Site.

7.4 Fire Standby for Law Warrant Service

Grebil reported this item is going to the Law Chiefs this week for discussion.

7.5 Cost Sharing Update

Kidd reported, as per Revenue Policy 332, every three years calls are counted and cost sharing percentages are adjusted based on call counts. Since the change occurs in 2016, the average number of calls in 2014 and 2015 are reviewed. Kidd distributed a handout and reviewed the change in calls for service. He noted some agencies went up and some went down. He noted the Readiness to Serve was not changed.

7.6 Preliminary Budget

Kidd distributed copies of the Preliminary FY 16/17 Budget. He noted FY 16/17 is the first year there have been salary increases in six years. A new MOU went into effect January 1, 2016. Kidd reported this fiscal year was the first year of pre-funding the agency's OPEB liability and this will occur in the next fiscal year as well. Kidd noted the

Motorola costs, under Maintenance/Other Equipment (Systems), has increased due to the Motorola costs for CAD maintenance. Kidd reported the agency under spent in Operating this fiscal year by \$376,000. Revenue experienced a change due to a tentative agreement with the City of Santa Cruz to rent the EOC space. This means an additional \$18,000 in revenue. There will be three months of unexpected revenue in this fiscal year due to the lease beginning April 1, 2016. Verizon now pays their share of the electrical bill for the tower space. Kidd reviewed that FY 16/17 Capital has three items which are the replacement of the controls of the HVAC system, keyboard arbitration which will allow for one keyboard at the dispatch positions versus three, and radio system PC replacement. He noted, in this fiscal year, \$25,000 will be spent to put in a 15th phone position. This will mean 15 functional consoles on the dispatch floor. Also in this fiscal year, four of the dispatch chairs will be replaced and all of the CAD PCs will be replaced. Debt Service has two long-term loans. The last payment on the CAD mainframe is coming due which will free up \$85,000 to apply towards the CAD replacement project. The overall budget increase is 2.29%. Kidd reminded the group that this is a preliminary budget and the Board of Directors could recommend changes. The final budget will be approved in May.

8.0 CORRESPONDENCE

None.

9.0 ROUNDTABLE

- Traub reported WPD has a new Chief of Police, David Honda.

10.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1515 hours. The next regularly scheduled meeting will be Monday, **May 9, 2016** at 1345 hours in the SCR9-1-1 Conference Room.

Minutes by: Beth Wann, SCR911 Senior Administrative Assistant

**COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY**

Policy No.	Date Issued:
Section:	Date Revised:
 SUBJECT: ACTIVE ASSAILANT	
APPROVED: _____ Chairperson, Law Enforcement Users Subcommittee	
APPROVED: _____ Dennis Kidd, General Manager	

1.0 Purpose

- 1.1 To establish call-taking guidelines regarding an active assailant.
- 1.2 To establish dispatch procedures regarding an active assailant.
- 1.3 Define terminology associated with active assailant.

2.0 Policy

It is the goal of Santa Cruz Regional 9-1-1 to provide the most accurate information to prepare and protect law enforcement, EMS responders, other responders and bystanders to active assailant incidents. Dispatchers will also provide pre-arrival instructions for callers in active assailant incidents.

3.0 Definitions

Active assailant situations may also be referred to “Active Shooter” or “Active Violence” incident.

- 3.1 Active Assailant – An individual actively engaged in killing or attempting to kill people in a confined or populated area; in most cases, active assailants use firearms and there is no pattern or method to their selection of victims.
- 3.2 Evacuation – The act of a person removing themselves from immediate danger without the assistance of responders.
- 3.3 Extraction- The act of physically removing a person from immediate danger who cannot remove themselves.
- 3.4 Incident Command – The first supervisor on scene who is not part of a contact or rescue team. This could be a member of any agency until the agency of jurisdiction arrives.
- 3.5 Lockdown – An “order” given to occupants of a building to prevent people from leaving or entering the building.
- 3.6 Shelter in Place – A “recommendation” given to occupants of the structure or area and/or bystanders to remain where they are until told otherwise.

3.7 Zones

3.7.1 Hot Zone – The area directly adjacent to the threat.

3.7.2 Warm Zone – An area of potential hostile threat that is indirect. This area is considered stable but not secure.

3.7.3 Cold Zone – A secure area where personnel do not reasonably anticipate a significant danger or threat. The cold zone is where personnel and equipment/apparatus will stage and a likely location of the command post.

4.0 Call-Taking Procedures

It is the role of the call-taker to gather as much information about the incident, including the description of the assailant(s), number of victims, number of hostages, geography of the incident, etc.

4.1 Incident Type

4.1.1 Call-takers will use the incident type “ACTIVE”.

4.1.2 Call-takers will create an associated fire and medical call for all active assailant incidents.

4.1.2.1 “FACTIV” for Fire

4.1.2.2 “MACTIV” for EMS

4.2 Call-taking Protocol

4.2.1 Once the call-taker has determined that they are processing an active assailant incident, they will, as efficiently as possible, ask questions and give specific instructions.

4.2.2 At some point, phone contact with the caller may be lost. Pre-arrival instructions need to be given early to prepare the caller as much as possible to escape or defend themselves.

4.2.3 Questions and instructions will be asked/provided in the priority order below:

1. What type of weapons is involved?
 - a. (gun) When was the last time you heard shots fired
 - b. (gun) How many shots have been fired?
2. How many suspects do you believe there are?
3. How many people are injured?
4. Where is the suspect now?
 - a. (suspect left/leaving/circulating) How did s/he leave?
 - i. (vehicle) – Describe the vehicle.
 - ii. What direction did it go?
 - b. Suspect Description
5. Can you safely evacuate/leave the building/area?
 - a. **YES** – Give evacuation instructions
 - i. Take the phone with you if you can.
 - ii. Get out of the building/area even if others won't follow.
 - iii. Help others escape, if possible.
 - iv. Take an evacuation path that is away from the suspect.
 - v. Warn others of the situation as you escape.

- vi. Do not attempt to move wounded people. (Give this instruction only if caller comes upon a victim).
 - vii. Do not rush towards officers, keep your hands visible at all times, and follow all of their commands.
 - viii. Update police with the suspect's description and location.
- b. **NO or Unknown** – Give Lockdown instructions. The call-taker will instruct the caller to follow their school/business lockdown procedures. If they do not know the them, the following instructions will be provided:
- i. Gather those around you and lock or barricade your door.
 - ii. Do not leave your current location if you feel the suspect will see or find you.
 - iii. Try to prevent from being seen.
 - iv. If you can, turn off the lights and close the curtains to cover the windows.
 - v. Sit or lie on the floor next to the wall with the door and be as quiet as possible.
 - vi. Silence the ringer and vibration mode on all cell phones.
 - vii. Text 9-1-1 if it is appropriate.
 - viii. Do not answer or open the door for anyone.
 - ix. If you are found and unable to get away, be aggressive and prepared to fight for your life by using any items you can as weapons. Throw objects, yell, and continue to defend yourself.
6. Where exactly are you?
 - a. What is the best way to get to you?
 - b. How many people are with you?
 7. How many people are in the building/area?
 8. Does the suspect appear to be wearing a bulletproof vest or body armor?
 9. Did you see the suspect carrying anything?
 - a. (yes) Describe it to me
 10. Did you hear the suspect say anything?
 - a. (yes) What did s/he say?
 11. (Suspect is on scene) Did s/he arrive in a vehicle?
 - a. (yes) What is the vehicle description?
 - b. (yes) Where is the vehicle now?
 12. Has the suspect taken any hostages?
 - a. How many?
 - b. Exactly where are they?
 13. Is there anything else you can tell me?

5.0 Dispatch Procedures
5.1 Law Dispatching

- 5.1.1 All in-progress felony calls will be dispatched using alert tones as described in Policy No. 4310 – *Alert Tone*.
- 5.1.2 The format for dispatching an in-progress felony call is as follows:

Broadcast, without waiting for an acknowledgement:

1. Triple beep.
 2. Assign a primary and cover unit by unit identifier.
 3. State the Incident Type.
 4. State the incident location.
 5. Broadcast the nearest cross street(s) and/or business name.
- 5.1.3 Once the first two units acknowledge, the dispatcher will move the incident to a mutual aid channel.
 - 5.1.3.1 The decision to respond code 3, using red lights and siren, will be made by the responding officers and/or the patrol supervisor.
 - 5.1.4 Immediately advise the patrol supervisor of the code 3 response.
 - 5.1.5 Dispatchers will not call the scene of an in-progress felony call if calling could pose a risk to responding officers of the public.

5.2 **Fire/EMS Dispatching**

- 5.2.1 The initial dispatch of the incident will be in line with Policy No. 5330 and 6370– Standard Dispatch Format.
- 5.2.2 Any other dispatches will be filled by request from incident commander or Zone Coordinator. Dispatchers may expect the IC to request alarm assignments based on the SC County MCI plan.

6.0 **Communications Center Responsibilities**

- 6.1 Immediate notification to on duty command staff (Law/Fire/EMS) and NetCom management.
- 6.2 Notification to OES, School District, CHP for state facilities, FBI for federal buildings.
- 6.3 One dispatcher shall coordinate dispatcher deployment.
- 6.4 One dispatcher shall coordinate all radio communications with law enforcement or unified command for the active scene.
 - 6.4.1 Move the incident to countywide channel early on.
- 6.5 Consider an ERT page for dispatch personnel
- 6.6 Support dispatcher or Help Desk will make notifications and handle incoming requests related to the incident. Prompts will be made by the dispatcher of the Incident Commander to determine the following:
 - Staging area for Law and Fire/EMS personnel
 - Safe area for evacuated personnel
 - Reunification area for family and media
 - Identify perimeter beyond predetermined school perimeters for community notifications, including IPAWS
 - IDT
 - Mutual Aid Requests

DRAFT



**FIRE SERVICE/EMS USERS SUBCOMMITTEE MEETING
MINUTES
March 14, 2016**

1.0 CALL TO ORDER

Chief Jon Jones, Aptos/La Selva, called the meeting to order at 1524 hours.

2.0 ROLL CALL/INTRODUCTIONS

A sign-in sheet was circulated. Present:

SCR911: Dennis Kidd, Stephanie Zube, and Amethyst Uchida

USERS: Jon Jones, Aptos/La Selva; Daniel Grebil, Scotts Valley; Rob Ryan, WFD; Jeff Maxwell, Central; Dan Westbrook, CalFire; Jason Hajduk, SCFD; Kris Mangano, San Benito EMS; Kevin McClish, Boulder Creek Fire; John Stipes, Zayante; Brenda Brenner, AMR.

OTHERS: Ed Silveira, Friends of DeLaveaga Park

3.0 CONSIDERATION OF LATE ADDITIONS AND CORRECTIONS TO THE AGENDA

The following item was added to the agenda:

6.1 Draft Model Fire District Agreement

4.0 APPROVAL OF MINUTES OF FEBRUARY 22, 2016 MEETING

With a motion by Grebil and second by McClish, the minutes of February 22, 2016 were approved.

5.0 REGULAR AGENDA

5.1 Fire/EMS Services Operational Task Team Update

Zube reported the Fire/EMS Task Team met last week and there was a review discussion regarding SLV station coverage. She confirmed with the group that when Boulder Creek and Ben Lomond go empty, the 03 from Felton will be paged to assign resource to cover those two districts. If Zayante and Felton go empty, the Scotts Valley 03 will be paged to determine which resource to assign. Zube noted she is just waiting for confirmation from staff that all departments are ready to go.



5.1.1 Policy Review and Approval

5.1.1.1 Policy 6410 – Requests for Emergency Medical Assistance

Zube reviewed Policy 6410 and noted that Section 5.0 was added to call out how to handle requests for medicals if received by text. With a motion by Grebil and second by Maxwell, the addition to Policy 6410 was approved.

5.2 Fire/EMS Technology Update

5.2.1 Mobile Data Tech Group

Uchida reported work is going on between Pagoda, herself, and the vendors for both SitStat and Emergency Reporting. Emergency Reporting is the new records management system being used by Santa Cruz, Watsonville, Central, and Aptos/La Selva. The feed is currently in the testing phase. Uchida reported, in regards to SitStat, she has worked with Jason and Ron to collect data that is needed for transition tables. She is organizing the information that Ron sent back to her and sending it in to SitStat this week. Uchida added that the new server for the Image Trend and SitStat feed has been purchased and her team will be setting it up.

5.2.2 Tasks Update

Uchida reported there was a Run Books meeting last week. Hajduk reported they are looking at the process and moving over to Google drives. He noted they came up with a prototype map for the City of Santa Cruz and they are looking to see if there is any interest by the County to use the Run Book county-wide.

5.2.3 Long Range Radio Infrastructure Management Planning Group –

Uchida reported the Long Range Radio Infrastructure Management Planning Group meets next week.

6.0 OTHER ISSUES

6.1 Draft Model Fire District Agreement

Kidd distributed the draft Model Fire District Agreement. He noted these are for the Fire Districts only as the City departments do not have a contract. He reviewed with the group that this agreement will go to NetCom's Board of Directors for approval and then be mailed to each individual District for approval by their Board. Kidd informed the group he is available to attend the District Board Meetings upon request. The term is one year with two consecutive automatic renewals. The only change is the cost sharing which Kidd reviewed under Item 7.5 of the Users agenda.

7.0 ROUNDTABLE

- Westbrook informed the group that a CalFire volunteer passed away as the result of an off-duty vehicle accident.
- Ed Silveira introduced himself as founder of Friends of DeLaveaga. He reviewed the fact that Shakespeare Santa Cruz is moving their site to Upper Park Road. Silveira reported there are masses of criss-cross, dead trees in the corridors along Prospect

Heights and behind. He informed the group the neighboring community has issue regarding the access. There is only one road coming in and out. Silveira noted Friends of DeLaveaga is also representing the ranches owned by the residents up on La Corona. His group has determined that the Fire Users Subcommittee would be a perfect place to raise the issue and get opinions regarding opening up other accesses that were here forty years ago. He noted there were four to five roads that came through the park at one time. Silveira reported Friends of DeLaveaga and residents of the neighboring areas are hoping to get the group's opinion about encouraging the City to have additional emergency access available. It is their hope that the Fire Departments will look into this as there is documentation from some of the departments noting the challenge for them to get up to the park during fires in the past and his group can provide this documentation if need-be. Silveira thanked the group for their listening ear.

8.0 ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1539 hours. The next regularly scheduled meeting will be Monday, **May 9, 2016** at 1415 hours in the SCR9-1-1 Conference Room.

Minutes by Beth Wann, SCR911 Senior Administrative Assistant



**COMMUNICATIONS OPERATIONS
FIRE ENFORCEMENT POLICY**

Policy No. 5342	Date Issued: January 6, 1997
Section:	Date Revised: May 9, 2016
SUBJECT: DISPATCH NET	
APPROVED:	_____
	Chairperson, Fire Users Subcommittee
APPROVED:	_____
	Dennis Kidd, General Manager

1.0 Policy

NetCom will utilize Incident Command System (ICS) communications protocol. Consistent with ICS communications protocol, a dispatch net is established as the primary net for initial dispatch to incidents. NetCom will normally use the Fire Red channel as the dispatch net.

2.0 Procedure

- 2.1 All incident related communications will take place on the dispatch net unless a tactical or command net has been assigned.
- 2.2 When a tactical or command net has been assigned, initial dispatch to incidents (paging tones, voice transmission and acknowledgment), unit status changes and size ups (reports on conditions) will be transmitted and acknowledged on the dispatch net. All other communications will occur on the appropriate, assigned channel.
- 2.3 At all times, transmissions unrelated to an in-progress incident will be minimized on the dispatch net. The use of other means for non-incident related transmissions is strongly encouraged.
- 2.4 In the event of a Dispatch Net failure, refer to Policy No. 5345 (Radio Equipment Failures and Back-Up Paging Procedures).



**COMMUNICATIONS OPERATIONS
FIRE ENFORCEMENT POLICY**

Policy No. 5345	Date Issued: January 6, 1997
Section: 5300- Radio Procedures	Date Revised: May 9, 2016
SUBJECT: RADIO EQUIPMENT FAILURES AND BACK-UP PAGING PROCEDURES	
APPROVED:	_____
	Chairperson, Fire Users Subcommittee
APPROVED:	_____
	Dennis Kidd, General Manager

1.0 Purpose

To provide back-procedures in the event of a radio failure on the primary dispatch net.

2.0 Procedure

- 2.1 In the event that the NetCom Fire Radio system fails, NetCom personnel will switch to the dispatch net to Fire Yellow, notify the on duty Operations Supervisor, and page the County Radio shop.
 - 2.1.1 Fire Yellow is integrated with CAD with the same pre-programming as Fire Red.
- 2.2 If Fire Yellow is not available, NetCom personnel will switch to the Fire Radio Backup System.
 - 2.2.1 The Fire Radio Backup System is not integrated with CAD and paging tones must be manually activated and is pre-programmed with radio paging tones that are unique to the back-up system.
 - 2.2.2 After switching to the backup system, the Fire/EMS dispatcher shall notify all Santa Cruz Fire Agencies of the radio failure via the County Wide Chiefs text page.
- 2.3 In the event that the Fire Radio Backup system fails, the NetCom Alternate Site shall be activated by the on-duty Operations Supervisor.