



**VERDUGO FIRE COMMUNICATIONS CENTER  
TASK FORCE MEETING MINUTES  
TUESDAY, MAY 12<sup>th</sup>, 2009**

**Attendees:**

Agency	Primary	Alternate
Alhambra - ALH	Chief Tom Phelps	
Arcadia - ARC	Chief Dave Haney	Firefighter Bob Gattas
Burbank - BRK		
Glendale - GLN	Chief Corey Creasey	
Monrovia - MRV		Captain Ryan Phillips
Montebello - MTB	Chief's Hebert & Mowad	Joe Parrino
Monterey Park - MPK	Chief Randy Harper	Firefighter Ryan Weddle
Pasadena - PAS		
San Gabriel - SGB		
San Marino - SNM	Chief Rick Mayhew	
Sierra Madre - SMD		
South Pasadena - SPS	Investigator Rob Jones	
Verdugo Fire Comm.	Interim FCA Don Wise	I.S. Specialist Jason Pfau

**I. New Business:**

- A. H1-N1 | Sick 2 Type Code | PD Responses** – Verdugo implemented a new type code: SICK2. This will be used for epidemiological tracking and situational awareness for field personnel. Each police communications center was also contacted and will be made aware of any EMS response using the type code for situational awareness for their officers; many of the law enforcement agencies in the Verdugo System also respond with their local Fire/EMS. To date, only one instance of the type code has been used. There was also discussion on existing pandemic policies and roundtable discussion on how policy and action items were developed and implemented for each agency.
  
- B. Jesusita Incident** – The dispatch of resources went very well with the exception of some coordination issues with MTB as part of an Area E Strike Team formation. Discussions are forthcoming with Downey Dispatch on notifications. Daily, MTB will fax/email their availability to Verdugo in addition to Downey. This will be only until MTB can be given access to the Unified Response website for entering their daily availability information for their OES resources. Verdugo traditionally forms up both the OES Team and Leader for Region I requests due to the number of OES resources in the Area. With MTB in the system, there are now 4 available OES engine resources; the fifth normally comes from La Habra Heights. Per Chief Phelps, FDUMA worked well as a travel channel, and they were able to use it as Fireground communications at the incident until a comm. plan could be settled on and all radios programmed by Comm. Unit Leader. NIFC channels were used for comm. plan. RED9, RED11 & RED12 in simplex/direct may also be used out of area for Fireground.

Chief Creasey highly recommended that each agency should seriously consider use of P-Card distribution specifically for team support for gas, food, incidentals. Additionally, for agencies with OES resources, there may be a significant delay in obtaining reimbursement from the State for services rendered on OES equipment; this is why OES-WT11 is still unavailable after several months; Capt. Ryan Phillips echoed the same observation as their OES resource was just only recently placed back into service and the wait was due to reimbursement issues from the State.

- C. Major Incident Form use | Update Essential Personnel** – This form was distributed to each rep. with discussion about essential personnel being identified internally by each agency as to who should respond on major or greater alarm incidents. This form will be updated to remove the criteria where Verdugo staff would have previously made contact with each essential person. It is incumbent upon

each essential personnel to simply identify on the radio that they are either responding or on-scene of the incident. Discussion also revolved around the need to continue form as a Verdugo System After-Action Report specific to communications/response issues and to bring the report forward at a following Task Force meeting after the incident for review. The form will be redesigned to be electronic with fields that can be filled in, with the form posted on the Unified Response website and subsequently emailed to Verdugo. It will continue to serve in providing valuable information surrounding the incident for areas of concern, or for that matter, simply what went well, from both field and dispatch perspectives.

- D. BC Alerting Notification Process | Outside Jurisdictional Notification** – a request was made by FCA Wise on behalf of the Dispatchers, to a significant operational issue with the BC Alerting process. As a result of the transition to the new Motorola radio consoles in 2007, Dispatchers are challenged daily with attempts to alert/page each jurisdictional Line Battalion Chief in a timely manner due to a technical issue. The request was made to temporarily halt the process of alerting those BC's that would have their resources responding into another jurisdictions incident. The jurisdictional Battalion Chief of the incident would continue to be alerted/paged. Consensus is to continue with the alerting process, with the potential for inherent delays of several seconds, as the situational awareness need is great. Talk continued on feasible options/ideas and pros/cons of each. FCA Wise will continue to work with the Technical Committee on identifying a long-term solution.
- E. Incident 209's Changes | FMAG** – FCA Wise attended a recent CALCHIEF's Comm. Section meeting in Riverside at South Operations. One of the important systemwide updates of that meeting is the change to security and accounts for Incident 209 Forms. INC-209's are used as a master incident form which is viewable locally, state and nationwide by decision makers as part of the reimbursement/FMAG process. FAMWEB (Fire & Aviation Management Website) discovered that many of the California accounts were agency profiles only and they had no method of tracking how many single-users were actively using INC-209 or other applications. As a result, security and profiles have changed. Each agency needing access must now have single-user profiles by person and passwords must be changed every 60 days. VFCC will have at least several individual user accounts for the Shift Supervisors to initiate an INC-209. Each agency in the Verdugo System should also identify users who have the ability to compile necessary information and update a 209 and subsequently distribute the information to decision-makers and stakeholders. Generally, the 209 is maintained once an IMT (Incident Management Team) is on-scene of an incident (Plans Chief).

The address to apply for an individual INC-209 account is: <http://fam.nwcg.gov/fam-web/>

- Click on New Accounts (2<sup>nd</sup> paragraph down)
- A new webpage opens up for New User Accounts
- Click on FAMWEB Logon Request
- A new webpage opens up for FAMWEB Administration: Create User

Once you've completed your application, it automatically goes into a GACC an approval list. In order to help the process along, please send a separate email to one of the following to let them know that your application for a new account from within Area xx/Region I is pending and that you need approval:

Vince Cohee	951-782-4876	<a href="mailto:vincecohee@fs.fed.us">vincecohee@fs.fed.us</a>
Bruce Risher	951-320-6107	<a href="mailto:brisher@fs.fed.us">brisher@fs.fed.us</a>
Jim Hollingsworth	951-901-5340	<a href="mailto:jim.hollingsworth@fire.ca.gov">jim.hollingsworth@fire.ca.gov</a>

Supporting this area, the need was also identified for an FMAG (Fire Management Assistance Grant) class/presentation. OES Chief Ish Messer has been contacted and agreed to give an FMAG presentation over the course of the next STEN Refresher tentatively scheduled on June 8<sup>th</sup> at 11:30 a.m. It is suggested that key Fire Management personnel that would be a part of this process should attend this presentation.

- F. STEN Refresher Training | TF Meeting Scheduling Conflict – June 9** – A reminder that the next STEN Refresher Training session will be over the course of June 8, 9, 10<sup>th</sup> at Dunsmore Park in Glendale at 4700 Dunsmore Avenue TBG: 504 E6 from 0830-1200. Each Task Force rep. has agreed that they can

still be in attendance at the next Task Force meeting at Verdugo and still attend refresher training as these two events fall on the same date/time. Each agency that has either qualified STEN (Strike Team Leader – Engine) or Trainees should send their personnel at some point over the course of the three days to this valuable refresher training. Presentations are generally given by Area C Coordinator Chief Pansini, Chief Doyle – GLN Training, OES Chief Ish Messer, and FCA Don Wise and covers Area C Strike Team Policies, OES Operations, and Radio Communications.

## II. Update on Continued Areas/Issues:

- A. **Red Phone – Outside Fire Station Phones** – Follow-up on previous outside fire station red phones issue where some were found non-operational. Work continues by each agency on the issue, FCA Wise will assist those agencies having issues with their phone reps. A follow-up audit will be scheduled soon.
- B. **TICP Update** – No change; however it now appears that in addition to any TICP radio programming changes forthcoming, narrow-banding of mobiles and portables programming will also be needed by end of the 4<sup>th</sup> quarter CY.
- C. **Air-to-Ground Channel** – FAST (Foothill Air Support Team) has agreed in concept to move forward to an ICIS Talkgroup, thereby freeing up a VHF channel for our local use as an Air-to-Ground frequency. This is particularly important should we have a local incident needing air support and both LAC Tac 19 and USFS frequencies are not available to us. Pasadena Radio Shop Supervisor Steve Page and FCA Don Wise will continue to track and move forward on this item. Area C Coordinator Chief Pansini has also provided his support.
- D. **CFRIS-Firescope | CA Fire Resource Inventory System** – As follow-up to a previous request, each agency has submitted their inventory of available resources to Firescope.
- E. **Verdugo Staffing** – We currently have one individual in medical process for requisition #1, and two individuals in background for requisition #2 with a third candidate pending interview. A request has also been made for additional part-time personnel, with 2-3 potential candidates filing applications.

## III. Roundtable:

**ALH** –

**ARC** – Hired one Firefighter. Capt. Andy Troncale officially retired and is undergoing extensive medical treatment at this time. Chief Haney expressed his thanks for all the personnel that have sent their sympathy for Capt. Troncale.

**BRK** –

**GLN** – Chief Creasey requested that each agency submit their EQ Operations Plans so the Operations Committee can review. Please send your plans to FCA Don Wise. Chief Creasey also asked about status of AVL/Mobile Map – currently two software bugs have been fixed earlier this year, we are now waiting on a GeoFile map conversion of all new streets/hydrants data and inclusion of MTB data. GLN is requesting to start a Tiered Dispatch program and it will be likely modeled after Orange County's to some degree. Two BLS units will likely be deployed using Fire Cadets. A new ladder truck will be going into service and are working on building up a reserve inventory of equipment. A new RA will be in service shortly as well.

**MPK** – Open house this coming Saturday May 16<sup>th</sup>; Question about automatically receiving notice on any cancellation of resources to an incident – currently there are no mechanisms in CAD or paging for that to occur.

**MRV** – A new engine has been put into service and their OES engine is back in service

**MTB** – Have hired 6 new Firefighter/Paramedics, expected to start in July; B.C. test by end of this month. Brief discussion on which agencies are purchasing new SCBA's and which company they're using.

**PAS** –

**SGB** –

**SMD** –

**SNM** – New engine going into service. Will be able to participate again as part of Strike Team formation. A pancake breakfast is being held at Lacey Park this Saturday by the Dept.

**SPS** –

**Verdugo** – **Next Task Force Meeting: Tuesday, June 9, at 9 a.m.** –