



**VERDUGO FIRE COMMUNICATIONS CENTER
TASK FORCE MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2009**

Attendees:

Agency	Primary	Alternate
Alhambra - ALH	Battalion Chief Tom Phelps	
Arcadia - ARC		
Burbank - BRK	Asst. Chief Tom Lenahan	
Glendale - GLN	Support Chief Corey Creasey	
Monrovia - MRV		
Montebello - MTB		
Monterey Park - MPK	Fire Marshal Randy Harper	
Pasadena - PAS	Capt. Dan Rosetti	
San Gabriel - SGB	Battalion Chief Bryan Frieders	
San Marino - SNM	Battalion Chief Jim Frawley	
Sierra Madre - SMD		
South Pasadena - SPS	Firefighter Eric Zanteson	
Verdugo Fire Comm.	Interim FCA Don Wise	S.A. – Lenia Scanlon I.S. – Jason Pfau

I. New Business:

A. Station Incident – discussion by agency on response / communications.

B. LACO Mutual/Auto-Aid Communications – should LACO respond to an incident within the Verdugo System they will respond on VF ACCESS for initial communications. The patch will be initiated by dispatchers upon dispatch to facilitate the process. The patch will be in effect until all LAC units arrive on-scene; at that time they will obtain an ICIS capable radio from the I.C. for continued communications. Confirmation that LACO resources do have ICIS capable communications should be conveyed by the I.C. to Verdugo. Verdugo will then remove the “patch” so that any other agencies needing LACO to respond into their areas will have the ability to initially communicate.

Should the incident indicate that additional LACO resources would be assisting in a staggered manner, the patch shall remain in effect for the duration of the incident – i.e., Brush Fire, and until alternate communications plans can be put into effect. Alternate communications plans are being considered through monthly meetings with LACO and allied agencies.

C. LACO Helispot Information/Maps – (PDF attached to minutes) We have received LAC BC4 area helispot map locations. It is recommended that this file be uploaded into MCTs by each agency. Verdugo staff will continue to work on obtaining the entire “Yellow Binder” in softcopy for all helispot locations in LAC.

D. Single Resource (Overhead) Assignments – (PDF of Verdugo’s workflow attached to minutes) The Operations Battalion Chief must be contacted by Verdugo for single resource who’s either been name requested or is available to respond based on a qualified position request. The Operations B.C. must be the approving party, and advise Verdugo as to approval/non-approval. In turn, if the individual is approved to respond, they must provide Verdugo with travel information. Individuals not in ROSS/CICCS databases or approved by CICCS-300 Level Committee as qualified are not considered for deployment.

- E. **BAL/CHG CAD Commands** – Should the dispatcher utilize either a Balance or Change command in CAD, and the new Type Code is of a higher value/priority assignment, and that Type Code is a part of a pager group list, CAD will now generate a notification. Dispatchers have been instructed to utilize the Balance command whenever an assignment is being upgraded so that CAD automatically provides the correct response. Example: Changing a Type Code from VEG (Grass/Vegetation Fire) to BRUSH or BRUSHF.
- F. **ISO CDR 2008-CY Performance Reports** – (CD’s handout) discussion of existing report and new report requested by ISO. Agency 9-1-1 call performance + Verdugo System call performance measurements.
- G. **“All Units Standby”/“Verdugo Clear”** – Whenever a dispatcher generates a data alert/page for either a Fire Station or Battalion Chief, and should anyone key their radio even momentarily, the system controller grants priority to the voice side of the system, causing the data alert/page to fail.

In the event that either a Fire Station or Battalion Chief(s) need to be alerted for a response, Verdugo dispatchers will procedurally now state, “All units standby”; during this time all field personnel must maintain radio silence. Once all data alerts have been made, the dispatcher will commence with the vocal dispatch followed by “Verdugo Clear”. This will indicate a completed dispatch; general voice traffic will then begin on RED1. This process will be in effect until technological solutions can be found to the issue, and only for those incidents requiring this type of alerting.

- H. **H1N1 Flu Preparations** – (Follow-up Action Item: October Task Force Members) Discussion by agency as to how they will create enough resource depth (i.e., additional RA’s or BLS cars) to handle potential influx of SICK2 incidents. How will agencies handle personnel impacts should staff be sick or taking care of family? Is thought being given to Hospital wait time in the E.R.? Each agency is requested to return with an outline of potential operational procedures at the October Task Force meeting. Verdugo staff will consider options for incorporating additional resources to facilitate operations.

Dispatchers will continue to ask two additional key questions should informants present with certain information about a person experiencing Flu type symptoms. Only upon an answer in the affirmative for both of the following two additional EMD questions:

- a. Does the patient/caller have a fever or had one in the recent past?
- b. Does the patient/caller have a cough, sore throat or any other respiratory illness symptoms?

- I. **Motorola FSB** – (PDF attached to minutes) Push to Talk (PTT) button issue – on certain Motorola Radios, the PTT button may crack. This Field Service Bulletin outlines the process for repair.
- J. **Verdugo’s 30th Anniversary Celebration** – Verdugo Communications was formed 30 years ago and a celebration has been planned. It is scheduled for **Thursday October 22nd, from 1300 – 1600 hours**. This will be an Open House as a commemorative celebration. There will be invitations sent to local dignitaries, City Councils, and City Staff as well as former/retired dispatchers. There will be food and the public will be invited for tours, etc.
- K. **FY 08-09 Annual Report** – Initial drafts were reviewed; finalized copies in bound form will be distributed at next Task Force – 2 to each agency for Fire Chief and City Manager. PDF versions will be available from the Unified Response website.
- L. **AVL/AVRR Update** – each agencies apparatus with AVL/GPS was reviewed for AVL software version. Initial results revealed that each apparatus within contract agencies needed the most recent update. Gordon Arnold from Pasadena Radio Shop will be revisiting each apparatus to ensure most recent drivers are also in place. AVRR/Mobile Map to be moved to a subcommittee within the Technical Committee to address mapping issues. Work continues with conversion process of most recent data for Mobile Map. This is a high priority item per the Executive Committee Fire Chief’s.

II. Update on Continued Areas/Issues:

- A. Red Phone – Outside Fire Station Phones** – A follow-up audit will be started next week.
- B. Verdugo Staffing** – FCO Stephen Pierson was hired effective 9/1/09, bringing staffing up to 12 Fire Communications Operators. Two hourly personnel are in background process. One person is in background processes for the FCSS vacancy. The Executive Administrator bulletin was posted for application process 8/31/09.

III. Roundtable:

ALH – PR7 John Kabala is retiring 10/2. Question asked regarding LAC Heavy Rescue 103 in Pico and whether it can be placed in CAD and also used as part of Mutual Aid. FCA Wise looking into.

ARC –

BRK – Has three new CAF Engines and a new Ladder Truck is being built (ready by Jan/Feb 2010). Patrol 11 is ready for use by Verdugo System for Brush incidents.

GLN – New Pierce Ladder Truck being built. Potential for a new box-style RA soon. Thank you to all who supported the Station Fire incident and surrounding communities.

MPK – Captain's exam in Oct., and Engineer's exam in Nov. A new B.C. vehicle is in service. Question asked about access into MTB Fire Stations for move-up. Question asked about engine on medical calls in MTB when a Paramedic Engine is already in place. FCA Wise to address with Chief Mowad 9/16. LFD HR56 used on Semi into House on Saturday. Survey authorized by City Council related to fire protection by LAC.

MRV –

MTB –

PAS – Two new rigs soon: Water Tender (Fire Station 37) and Ladder Truck

SGB – Question about USR55 sent instead of USR51; Chief Frieders and Harper to work on personnel logistics for home unit responses. Two more Chief Officer classes followed by Company Officer classes.

Brief discussion regarding EMD survey by LEMSA as related to Stanislaus County case and 209 rights.

SMD –

SNM –

SPS – Question about ability to hail Verdugo on White 1. FCA Wise investigating.

VFCC –

Question asked about staffing and representation for LAC Firefighters Memorial service this Saturday 09-12-09 at Dodger Stadium. CPF web site has information and LAC Memorial Committee has an information line: 323-890-4280. Some agencies are sending on-duty front-line units, others are sending front-line units with off-duty personnel and leaving reserve staffed in-city during the event.

Verdugo – [Next Task Force Meeting: Tuesday, October 13th](#), at 9 a.m. –