



NORTH COUNTY ZONE

OPERATIONS & TRAINING OFFICERS MEETING MINUTES

Minutes for January 10, 2007 *San Marcos Training Facility*

Members Present:

Camp Pendleton Fire – Bill Frankel
Carlsbad Fire – Mike McFadden, Ed Sprague
Deer Springs Fire – Dick Gardner, Ned Nickerson
Elfin Forest Fire – Dawn Pettijohn
Encinitas Fire – Darrin Ward
Escondido Fire – Scott Alvord, Randy Licata, Pete Montgomery
North County Fire – Dan Goldberg, Randy Meers, Kathy Ford-Brodersen
North Comm – Denny Neville
Oceanside Fire – Rob Dunham
Rancho Santa Fe Fire – Tony Michel, Jim Sturtevant
Vista Fire – Don Shellhammer, Randy Terich

Call to Order:

Dan Goldberg called the meeting to order at 09:40 hours.

Approval of Minutes:

The minutes from the December 13, 2006 meeting were disseminated by e-mail prior to the meeting and were reviewed by the members. Kathy Ford-Brodersen noted a correction would be made to change Don Shellhammer as TO recorder to Dawn Pettijohn.

Motion: Randy Meers made a motion to approve the minutes of December 13, 2006 as corrected. Scott Alvord seconded the motion. Motion unanimously approved.

Standing Committees:

Dan Goldberg presented recommended changes to the Standing and Working Groups for the upcoming year. They are as follows:

1. Training Committee
2. Communications Committee
3. EOM Guideline Committee
4. Equipment Committee
5. Emergency Response Directory (ERD)

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A discussion ensued regarding the proposed Standing Committees and Working Groups:

#1 Training Committee: Scott Alvord recommended that the Training Chiefs' Committee should not be a separate Standing Committee as they continue to be a part of the North Zone Operations and Training Officers group. The Training Officers will continue to meet monthly and their report will remain as a standing agenda item.

#2 Communications Committee: Dan Goldberg suggested that a North Zone Communications Committee be formed. They would deal with communication issues both within the North Zone and regionally. Denny Neville agreed to chair this committee. He will recruit additional members and report back next month.

#3 EOM Guideline Committee: The EOM Guideline Committee will be formed from the existing policy committee. They will be responsible for maintaining the guidelines found in the North Zone EOM. It was noted that any new and modified draft policies will be formatted and routed to the EOM Guideline Committee for dissemination to the group. Randy Terich will chair this committee.

#4 Equipment Committee: The group discussed forming an Equipment Committee. They agreed it would be beneficial when dealing with the purchase and acquisition of zone specific equipment. The committee could also oversee policies pertaining to such equipment. It was suggested that the committee utilize captains with a chief as the liaison/chair. Scott Alvord volunteered to chair this committee.

#5 Emergency Response Directory (ERD) Committee: Scott Alvord suggested that the ERD Overhead Committee be established as a standing committee. The group agreed and Rick Vogt will chair the committee.

Sprinter Working Group: The Sprinter Working Group will remain a working group. Rick Vogt and Ken Matsumoto will be the Sprinter liaisons.

North Zone Mapping Project Working Group: Randy Terich will be the mapping project liaison as a result of Vista Fire Department Captain Joe Napier's chair role in this project. Don Shellhammer inquired about the status of the structure and wildland preplans. The Mapping Working Group has absorbed these projects. Randy Terich will provide a monthly standing report from this working group at our meeting. (1-A)

North Zone Administrative Guidelines Working Group: Rick Vogt and Dan Goldberg's responsibility will be to maintain this section of the EOM as new draft guidelines are presented for review.

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San Diego County Operations Section Working Group: Scott Alvord and Dan Goldberg will continue their roles as the North Zone representatives in this newly formed county section.

Reports:

NCDJPA

Denny Neville distributed a document on radio failure procedures (Fail Soft Plan). He discussed protocol changes that were made by the RCS Committee. He requested that these changes be reflected in our EOM. He will make the necessary changes and forward them to the EOM Guideline Committee. (1-B)

Denny will task the newly formed North Zone Communications Committee with creating a power point training on the Fail Soft Plan. The County has set a goal to have quarterly Fail Soft testing. The first test will take place on March 17, 2007 in southern San Diego.

Denny reported that North Comm is ready to go with Oceanside's changeover on Tuesday, January 16, 2007. He discussed the boundary drop that will include Oceanside, North County, Vista, Camp Pendleton (CPF will participate but not share ambulances) and Carlsbad. These agencies will be sharing "all resources" to include ambulances by dispatching the closest unit. The existing automatic aid procedures won't change for the other North Zone agencies.

North Zone ERD

Rick Vogt reported that the CICCIS Committee had met and established quarterly meeting dates. He will post the dates on the website. (1-C)

Rick distributed the Strike Team Leader coverage plan and the proposed Strike Team Leader rotation schedule. He noted that Encinitas, Del Mar and Solana Beach were combined and Camp Pendleton was removed from the rotation. A reserve group was established to include other qualified STLs. The scheduling policy will remain the same.

He noted that since many trainees are qualifying for strike team leaders, the rules for trainees might have to be adapted. He reminded the group that the STLs should use the scheduled STL trainee first, but if no trainee is available you may use one from the established pool or you may take your own trainee. Scott Alvord suggested that captains be included in the trainee process for succession planning purposes. Ned Nickerson stated that CDF might be able to take trainees on some of their events to accelerate their progress.

Rick will present this proposed schedule to the North Zone Chiefs at their regularly scheduled meeting on January 17, 2007.

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San Diego County Ops Section

Dan Goldberg reported that he attended the recent San Diego County Operations Section meeting. Fire scope has approved the High Rise section rewrite (Chapter 17) that will be updated in the new FOG guide and made available sometime in February. This guide is also being evaluated for use as a National Guide. Scott Alvord reported that his High Rise rewrite group will complete the associated position manuals which should be made available sometime in February.

Dan noted that the San Diego County Ops group suggested that local agencies train to the new FOG high rise guidelines first, followed by a countywide drill at the end of the year to assess these skills. More to follow.

Old Business:

Action Items

The group reviewed the action items from December 13, 2006. It was noted that target completion dates need to be set for the items.

10-A, Complete – Rick Vogt reported that the CICCIS committee met in December.

10-F, Pending – Denny Neville will check on the completion of the Annex D communication plan.

10-H, Pending – Scott Alvord will send out the combined language of EOM sections 606 & 608 to the group.

11-A, Pending – Dan Goldberg discussed the prior suggestion of DCS providing zone wide hose testing. San Marcos, Rancho Santa Fe and Camp Pendleton are not interested in participating. He reminded all others that are interested, to send their hose amounts to him or Scott Alvord as soon as possible.

11-B, Complete – The annual training calendar has been posted on the North Zone website.

11-D, Transferred to 1-D – The Power Point for the TAC vs. Command training has been put on hold pending policy review by the Communications Committee (1-D)

12-A, Complete – Dan Goldberg reported that the review of ERD notification was complete. Chief Metcalf requested that the language “overhead” be changed to “Chief Officer” for in-zone requests. Out of zone requests will remain “overhead”.

12-B, Complete – Mike McFadden stated that the flag code indicates that no other flag shall be flown with the US flag when it is flying at half-staff. Chris

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Heiser asked him to suggest that the entire US flag code be eliminated from the EOM, as it is so lengthy. He suggested that it just be referenced and issues specific to our zone be spelled out. Mike McFadden and Chris Heiser will create a draft policy. (1-E)

12-C, Complete – Denny Neville reported that North Comm has added guidelines for threat level notifications to their SOG.

12-D, Complete – Rick Vogt has made the suggested changes to the North Zone Administrative Manual.

12-E, Tabled – The assessment of the zone education needs is tabled to a later date pending a report from the county.

12-F, Continual – Agencies need to forward any forms they would like to have included in the forms section of the EOM to the Randy Terich of EOM Guideline Committee.

12-G, Pending – Rick Vogt and Dan Goldberg have developed a forms numbering system.

12-H, Complete – San Marcos had just ordered life hazard tape and will send the information to Kathy Ford-Brodersen.

Rick Vogt reminded everyone to send him their agencies EOM training status for website posting (1-F)

New Business:

Safe Surrender Baby Program

Rick Vogt reported that the San Diego County Fire Chiefs requested that all agencies adopt the “Safe Surrender Baby Program”. This program allows unwanted newborns to be handed over at certain authorized locations (fire stations, hospitals, etc.) with no questions asked. This will hopefully alleviate the “dumping” of unwanted newborns. The county and each agency must adopt the plan which may trigger very minor costs. More information to follow.

2007 Goals and Objectives

Scott Alvord distributed the power point of our 2006 accomplishments that he and Dan Goldberg will present to the North Zone Fire Chiefs on January 17, 2007.

Dan Goldberg distributed the North Zone Chiefs draft strategic plan for review and consideration while determining our 2007 goals and objectives.

The group agreed on the following 2007 Goals and Objectives and the project manager for each objective:

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1. San Diego County Operations Section (support and implement) – *Dan Goldberg and Scott Alvord.*
2. Continue North Zone Training Exercises – *Randy Licata*
 - a. WMD
 - b. MCI
 - c. Wildland
 - d. Bi-monthly evaluated drills
3. Continue efforts in North Zone EOM development – *Group and standing committees*
4. Implement North Zone GIS mapping project and associated technology – *Randy Terich*
5. Continue efforts in interoperable communications – *Denny Neville*
 - a. Regional
 - b. State
6. Standardize North Zone Promotional Testing Process – *Jeff Sprague*
7. Continue efforts in North Zone Training Manual development and implementation. *Brett Van Wey*

The project managers will define the objectives for their goal by the next meeting. (1-G)

The Training Officers will identify the project manager for each zone training exercise by the next meeting. (1-H)

Identify Standing Committee Members for 2007

The following 2007 standing committee chairpersons were identified:

Communications Committee – Denny Neville
EOM Guideline Committee – Randy Terich
Equipment Committee – Scott Alvord
ERD Overhead Committee – Rick Vogt

The following 2007 working group chairpersons were identified:

North Zone EOM Administrative Guidelines – Rick Vogt and Dan Goldberg
Sprinter – Rick Vogt and Ken Matsumoto
North Zone Mapping Project – Randy Terich
San Diego County Operations – Dan Goldberg & Scott Alvord

Roundtable:

Greg Woolf, San Marcos Fire – They just awarded the contractor bid for their new Station 4. They have hired four (4) firefighter/medics; they will be sending two (2) through the academy that will be on a three (3) year contract. They are in the process of finalizing specs for a new truck that will be ordered next month.

Ned Nickerson, Deer Springs Fire – He introduced himself as Rich Bolton's replacement. Three (3) new Deer Springs board members were elected this past election and the two (2) remaining board members quit. They will be holding a special election for the vacancies; that will give them a completely new board. The Mary Mountain Project in their district has been a big issue. Their new fire station is on a temporary hold due to financial issues.

Scott Alvord, Escondido Fire – He reported that the movement of their truck to a temporary facility has been postponed. Their temporary station is moving along well, they don't plan on occupying it until the demolition of Station 1 is scheduled. Their new Pierce engines are being retrofitted and will be in service soon. They took one of their brush engines out of service; it won't be replaced until next year. They have two (2) new firefighter/medics in backgrounds; they are awaiting their National Registry Certification.

Bill Frankel, Camp Pendleton Fire – They have hired five (5) single role paramedics. They will be hiring a Medical Coordinator within the next few months for their new paramedic program.

Tony Michel, Rancho Santa Fe FPD – They are breaking ground on a new storage/training facility. They have an RFP out for a new Type 1 engine. They have two (2) new firefighter/medics in backgrounds. They are working on the Solana Beach/Del Mar/Rancho Santa Fe consolidation; they are waiting for the consultant's report.

Rob Dunham, Oceanside Fire – They have 12 recruits in an in-house academy and 13 recruits have just completed probation. Their new 105' quint will be in service soon. They will be breaking ground within the next 60 days for a new station off Fousatt and Hwy 76.

Don Shellhammer, Vista Fire – They are currently working with architects on the design of two (2) new stations and one (1) replacement. This will be financed by the new city sales tax increase. They have hired five (5) new firefighter/paramedics. In anticipation of the new stations, they will be hiring about 21 additional firefighter/medics by the 4th Quarter of 2008.

Ed Sprague, Carlsbad Fire – He introduced himself as a new Battalion Chief in charge of Training. He will be replacing Mike McFadden who is choosing to step back to captain.

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Mike McFadden, Carlsbad Fire – He reported that they currently have four (4) firefighter/medic vacancies; two (2) are in backgrounds. They are waiting delivery of a new ambulance and utility truck.

Randy Meers, North County FPD – He reminded everyone that there will be zone engineers testing from April 16 – 22, 2007.

Dave Schloss, San Marcos Fire – He reminded everyone that Oceanside will be onboard with North Comm next week, he asked everyone to be patient during the transition process.

Dawn Pettijohn, Elfin Forest Fire – She thanked Rancho Santa Fe for lending them equipment for a recent training.

Denny Neville, North Comm – He mentioned that Elfin Forest has taken delivery of a new Type I engine. He noted that the North Comm dispatch center has been revamped with two (2) new dispatch consoles to accommodate the Oceanside call volume.

Pete Montgomery, Palomar Fire Academy – He reported that the next academy would be starting next week; graduation will take place on April 17th. They have 40 students in this academy, 12 or 13 are medics.

Dan Goldberg, North County FPD – He mentioned that he would like to discuss developing a standardized response for special call types (confined space, etc.) at the next meeting. North County Fire just completed interviews for a vacant Medical Services Officer position. They will be flying a 56 hour Battalion Chief position soon. A firefighter/paramedic recruitment will be taking place in February with one (1) current opening. They are revisiting their strategic plan that was done in 2004. Their new Pierce Type I will go into service this week. They have been having major engine issues with their Leader ambulance that went into service in April 2006. They have filed warranty documents with Ford motor division.

Adjournment:

The meeting was adjourned at 12:08.

Next Meeting:

The next meeting will be held on February 14, 2007, 09:30 at the San Marcos Safety Center. The Training Officers will meet prior to the operations meeting at 08:30.

Minutes submitted by:

Kathy Ford-Broderson

North County Fire
Operations Assistant

ACTION ITEMS
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	WHO	WHAT	WHEN	STATUS
10-F	Neville	Annex D Operational Communications Plan will be revised to reflect the Annex D routing. MCI Policy 510.00	By February meeting	Pending
10-H	Alvord, Terich	Alvord to combine the language in EOM sections 606 & 608 and add the power saw guidelines to the equipment list.	By February meeting	Pending
11-A	Alvord & Goldberg All Agencies	Send a zone hose list to DCS Testing for hose test proposal.	ASAP - Waiting for dept. lists	Pending
12-G	Goldberg & Vogt	Create a numbering system for North Zone forms	By February meeting	Pending
1-A	Terich	Give monthly updates on the mapping project status	By February meeting	Pending
1-B	Neville	Revise policy to reflect new Fail Soft protocols and create a training lesson plan		Pending
1-C	Vogt	Post CICCIS meeting dates on the website	By February meeting	Pending
1-D	Communication Committee	Review the TAC vs. Command Policy		Pending
1-E	McFadden, Heiser	Create a draft flag policy referencing zone specific issues	By February meeting	Pending
1-F	All Agencies	Send EOM training status to Rick Vogt	By February meeting	Pending
1-G	Goldberg, Alvord, Licata, Terich, Neville, J. Sprague, Van Wey	Goal Project Managers to draft objectives pertaining to your subject	By February meeting	Pending
1-H	Training Officers	Identify project managers for each zone training exercise	By February meeting	Pending