



**Dispatch Operations Advisory Group
Regular Meeting
Agenda**

DRAFT MEETING MINUTES

May 22nd, 2018 – 1:00 PM
Santa Rosa Training Tower
2126 West College Ave.
Santa Rosa, CA

I. Call to Order

Spencer Andreis

Called to order by Spencer Andreis @ 1:04 p.m.

Present:

Spencer Andreis---Chair

Mark Basque---Vice Chair

Sheply Scroth-Cary

Nicole Henricksen

Aaron Abbott ----Executive Director

Brenda Bacigalupi ---Administrative Assistant

II. Public Comment Period

In this time period, anyone may address the DOAG regarding any subject over which the DOAG has jurisdiction but which is not on today's agenda. Individuals will be limited to a three-minute presentation. Members of the public will be given the opportunity to address the DOAG regarding items on the agenda at the time that the agenda item is taken up by the DOAG.

No Comments

III. Approval of Minutes

a) March 27th, 2018 REDCOM DOAG meeting minutes Spencer Andreis

**Motion to approve by Spencer Andreis and Mark Basque second, Approved
unanimously**

IV. Directors Report

Aaron Abbott

a) March and April 2018 Call Processing Reports

Aaron spoke about the Call processing reports for the March meeting. Aaron was unable to get the call pick up times for December, January, February reports at that time. There was an issue with the state reporting system that day. They are now included with March and April attached. The call process compliance for April and May is included as well. Included in those are the exception count reason why the calls got kick out the compliance process. They are all within call processing compliance time standard and as well as phone pick up time standards.

V. Work Group Reports

Work Groups developing dispatch implementation recommendations will present reports to the DOAG. The DOAG may take action on information contained in the reports.

- **Radio Mark Basque** Sent out 2018 updated to the Zone Chiefs', he heard back only from Mike Townsen still waiting for Cal Fire. One new frequency added to REDCOM load called "North Coast tactical frequency". Aaron added, a couple of us are trying to expand our radio capability with the equipment we have now. One of the issues is the use of the inner OP Com channels (West, East, North, Com Coast). There must be some program issues. Working on getting it worked out. Hoping to get it completed in the next few months. Aaron also mentioned that the county Tactical Interoperability Communications Plan (TICP). Mark--- Discontinuing radios at Kenwood DX790s and BK GPH Series.
- **SOP Spencer Andreis** – The SOP committee has not met yet, nothing to report.
- **Training Aaron**- We are finishing up EFD implementation this week for protocol use side of it / additional web base software training/ installation installed. We should be up and running around June/July for the protocol for the fire side.
- **CAD Aaron**--Issues with GPS tracking working on clearing it up between ISD, Law agency and REDCOM. A lot of man hours have been dedicated to trying to figure out the issue. They had a Verizon rep and Panasonic rep involved in finding a solution. Tech group still trying to figure it all out. Will update once we get it sorted out.

Break from 13:40 p.m. to 13:49 p.m.

- **Back-up Aaron** - Working on getting the availability of Cal Fire and Hexagon to get the CAD to CAD connection completed. Issues with Cal Fire on their availability on getting this completed. Fire season is coming soon need to get this completed by June/July time frame. We need to have some type of a mobile unit available to REDCOM. We do have equipment ready to move if we need to set up somewhere else. Need to be prepared and ready for emergency. Still working on it. Mark mentioned the possibility of contacting SRPD about using their HNT unit. Aaron mentioned that was an

option, but the Sheriff's Office expands into SRPD when they need to evacuate. REDCOM would

- Grants - Removed from standing agenda.

VI. Old Business

- a) Update to Fire Priority Dispatch Protocols Implementation – Aaron already spoke about this. If no questions we can move on. No questions.
- b) XSN All call Page – Spencer doing testing in the month of May on Wednesday at noon one more in June missed one in May then done.–Aaron will follow up Kenny on the weekly testing. This item can be removed for future agendas.
- c) Draw Down Procedures – Spencer--- Still waiting to hear back from some on the regions.

Aaron adding --- Structure for continuing the quality improvement of the medical dispatch side. REDCOM structure with this body already has it built it with OPS group. The Fire party dispatch protocols will need a Steering committee. Which will be D.O.A.G since we create and approved SOP. There will be some cross pollination with the EMD protocols. There might be a need to be bring both groups together, D.O.A.G and CQI, from time to time if there is any conflict. There is representation from both EMS and Fire the DOAG and CQI. We will need to be sensitive to when a conflict may arise.

VII. New Business Update from the REDCOM BOD -Aaron

- a) Aaron spoke about Chris Thomas, he is retiring. Chris's term with the REDCOM board is up. His last meeting was May 10, 2018 and he will hold his seat until June 30th, 2018. There will be a vacant spot for a new board member. It will be a 4-year term. Anyone can apply and the BOD will vote for their new member.
- b) SOP 6 Spencer -Motion to Approve Mark Basque, Sheply seconded. Approved unanimously Updates made for type 6 engine have been added. Also 2 WD and 4WD typo 3 engines was added. Sea Ranch language was also changed to North Sonoma Coast.
- c) SOP 5 – Mark Basque -This an annual one that gets reviewed once Mark puts out the 217A -All good no changes. No vote needed. Mark will start adding the annual 217A to the SOP 5

VIII. Announcement Items from the Membership

Conducted as a roundtable of members

Mark Basque mention that Scott Westrope has replace Bill Shubin as Deputy Chief at Santa Rosa Fire.

Nicole Henricksen mentioned that AMR is doing a number of events for EMS week.

Adjournment 13:53 p.m. by Spencer Andreis