



## MEETING MINUTES

Tuesday, August 20, 2013 2:00 PM

BELMONT EOC TRAINING CENTER

- ☞ Meeting Called to Order: 1400 hrs.
- ☞ Self Introductions
- ☞ Approval of June 18, 2013 Meeting Minutes
- ☞ Guest Speaker
  - Tom Maloney of Maloney and Associates, LLC:
    - In 2011 Tom Maloney and Associates trained 350 San Mateo County police executives, managers and supervisors in Incident Command Post training which included 4 hour block training and a 4 hour drill. He put together a 50 page after action report that had to do with matters of policy and training design with 10 recommendations. 1 recommendation was completed and the other 9 are in process. There are 145 (18 executives, 32 managers, 95 supervisors) left to train in the County and in October through December 2013 the ICS 2013 training will be offered. It will cost \$30,000. Some funding will come from the 100 Club donation and other funding sources as available. OES will facilitate the training.
    - The County with OES is looking to put on an EMA EOC Academy because cities struggle in staffing and operating EOCs. There is currently no AS/AA degree or certification in Emergency Management offered at the community college. OES spoke with the SMCO City Manager's group and they were receptive to an EMA program, which would provide training for everyone. Will be meeting with SMCO HR Directors to see if they are also interested in the Academy. The challenge is curriculum design and utilizing FEMA's templates.
    - Applied for Section Chief Training an 8-hour class through UASI.
  - Star Lara from Swords to Plowshares: Army Veteran from the Institute of Veteran Policy and Swords to Plowshares presented the Combat to Community Program offered by their organization. This program is a 4 hour or 8 hour training that can be tailored to the agency's needs. The goal of the program is to improve the ability of police officers to work with young veterans with PTSD and other mental health disorders. The training provides specific tools for increasing effective interactions with veterans, ways to identify veterans with mental health issues and for offering assistance other than just sending them directly to the VA hospital. There are more resources available. Contact Star at (415) 655-7252 x225 or email at [slara@stp-sf.org](mailto:slara@stp-sf.org) if you are interested in the training.
- ☞ President's Comments: Mario Garcia
  - No Comments.
- ☞ Treasurer's Report: Kathy Joe
  - Savings: \$53.23
  - Checking: \$13,223.49
- ☞ Chief's Report: Chief Neil Telford
  - Tom Maloney gave overview of the training plan to train the rest of the counties new executives, managers and supervisors who didn't go through the

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first ICS training in 2011. Chief Telford will go back to the Chief's/Sheriffs group to find out what training is going to be covered with the money from the 100 Club.

- ☞ Commander's Report
  - No Report.
- ☞ CSM Liaison
  - No Report.
- ☞ South Bay Regional Public Safety Training Center
  - Tom Huff:
    - ▶ In-Service training classes are listed on the POST website. Also, South Bay has a Facebook page and agencies can access their page to see what's happening at South Bay.
    - ▶ Field Training Program: When an agency has a new officer or lateral officer and they conduct in-house training, they need to get ahold of Tom so that the paper work for revenue share can be generated which captures the training hours. The paperwork needs to be signed off by the Training Manager and the officer needs to sign the attestation form. A package is attached with these minutes.
    - ▶ If an officer is unsuccessful in passing the FTO program, Tom needs to know why so that So Bay can note it and address it through the academy whether it be for report writing reasons, officer safety reasons, etc.
    - ▶ Mario Garcia added that his agency learned that for the FTO Update class, the Supervisor's Course is not a substitution. FTO Update is required every three years and the FTO Update class is the only class that fulfills the training requirement.
    - ▶ Simulators: A new force options simulator will be coming within the next 5 months. It will be mobile, which can be brought to a room setting and will not have the trailer. It will have the same capabilities as the old system but will include the ability to debrief the scenarios. There are 300 scenarios and 200 more will be coming.
- ☞ San Mateo Basic Police Academy
  - No Report.
- ☞ San Mateo County Communications Manager's Association
  - No Report.
- ☞ Commission on Peace Officer Standards and Training: Gabe Harp
  - The question was asked "does POST come out and defend an agency if an agency is sued over a training class?" The answer is POST does not automatically come out. The presenter is responsible for the conduct of the training. POST will look to see if the course was followed as outlined in the course outline, hourly distribution, and safety policy. All of these areas will be reviewed for liability issues.
  - A Training Manager's course is scheduled for October 7-11, 2013 in Windsor through the Santa Rosa Junior College Public Safety Training Center.
  - For Training Coordinator's Course, contact Cynthia Ingram at (916) 227-4863.
  - POST reimbursements rates can be found on the website in the PAM in Section E-3-2.
  - If a person doesn't pass a course, they don't receive CPT credit; however, the course can be claimed for POST reimbursement based on the POST plan.
- ☞ Committee Reports
  - Training Needs Assessment: No Report.

- Affiliation: No Report.
- Communications: No Report.
- Local and Mandated Training: No Report.
- Administration (Executive Board): TMA Board Elections will be at the November 2013 meeting.

☞ New/Old Business

- Paula from ATF gave the same presentation she gave to TMA to the Record's Supervisor's group on firearms, which more departments will be applying for the MOU with ATF. The process is seamless. (Garcia)

☞ Roundtable

- Garcia – Brisbane: SWAT School – In a SMCO SWAT Commanders meeting, Daly City PD expressed an interest in hosting a SWAT School in the near future. This will allow for in county training. POST already has the curriculum on file. It is a matter of putting it together. Let Daly City PD know if your agency is interested in this training. SWAT training may be made available to patrol officers not assigned to SWAT.
- Mattei – OES: A tracking form is being drafted for patient release of information as a result of the San Francisco plane crash. There were a number of victims involved and transports to several different hospitals. The form will get basic name and identification information and no medical conditions will be released. The Asiana crash proved challenging because the majority of the victims were not US citizens in which this became a border patrol and US Immigrations responsibility; however tracking of the location of victims was necessary by law enforcement and fire personnel.
- Raw – San Mateo County SO: 1) 4 Tactical Response to School/Community Violence classes are available between September and November 2013, which are funded through Bay Area UASI. Go to [www.psti-site.org](http://www.psti-site.org) for information. The classes are not open for registration until 4 weeks before the class. 2) CSO and Civilian Employee Driver Training Course will be on November 6, 2013 from 8am-5pm at the Half Moon Bay Airport. Email Rob for more information at [rrow@smcgov.org](mailto:rrow@smcgov.org). 3) There are 3 sets of gas mask fit testing equipment ready for check out.
- Carlino – South SF: The POST Safe Driving video is a good video and well received by officers.
- Aurilio – Skyline College: Administrators were very pleased with police agencies response to a man with a rifle on campus, and they want to extend their thanks to the agencies that responded.

☞ Meeting Adjournment: 1505 hrs.

☞ The next TMA Meeting is Tuesday, September 17, 2013 in the Belmont EOC.

Attendance Roster	Name	Agency
	Kathy Joe	Belmont Police Department
	Mario Garcia	Brisbane Police Department
	Gabe Harp	POST
	Steve Aurilio	Skyline College – Admin Justice
	Nick Gottuso	Skyline College – Admin Justice
	Bill Massey	San Mateo County DA Inspectors Bureau
	Peter Lynch	District Attorney’s Office
	Tony Grech	San Bruno Police Department
	Jason Reed	San Mateo Police Department
	Ron Carlino	South San Francisco Police Department
	Robert Raw	San Mateo County Sheriff’s Office
	Rea Gogan	Colma Police Department
	Don Shepley	Burlingame Police Department
	Marysol Castaneda	BART PD
	Jennifer Frew	Atherton Police Department
	Alfredo Guarducci	Atherton Police Department
	Tom Huff	South Bay Regional (FTP/Simulator/PSP’s )
	Don Mattei	San Mateo County OES
	Neil Telford	San Mateo County Police Chiefs/Sheriff Association
Tom Maloney	Maloney & Associates, LLC.	
Nicole Acker	Menlo Park Police Department	

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