



# SAN MATEO COUNTY LAW ENFORCEMENT TRAINING MANAGERS ASSOCIATION

**President: Ron Mussman**  
**Vice President: Tim Mahon**

**Treasurer: Kathy Joe**  
**Secretary: Nicole Acker**

## **Meeting Minutes – January 20, 2009** **1400 hrs at Coyote Point**

### **I. Meeting Called to Order: 1415**

#### **A. Self Introductions**

#### **B. Guest Speaker: Guest Speaker: Sgt. Linda Gibbons, SMCO SO**

Linda gave a brief overview of Emergency Protective Orders as a reminder and update to agencies on when and how they are issued. Line level officers should be utilizing EPO's more often. A handout was also provided, which is attached to the email with the TMA minutes.

- The Protocol can be found on LawNet under Countywide DV Law Enforcement Protocol under the Patrol Officer Response/Investigation, which tells how to obtain an EPO and how to obtain while on scene.
- The Family code provides when an EPO should be given.
- There is an on-call judge specifically for EPO's available 24 hours, holidays and weekends. Officers must go through County Communications.
- The EPO is good for 5 court days.

### **II. Association business/announcements**

#### **A. Approval of Minutes of last meeting:**

**Approved**

#### **B. President's Comments:**

**Ron Mussman**

- Ron Harrison was in Jury Trial so he could not come for his presentation on the Use of the Keller Center and Training for assault victims, however, Keller Center Training is on the way and will be given to South, North and Central agencies.
- Ron revisited the topic of having meetings every other month or quarterly. Chief Telford said he brought it up at the Chief's and Sheriff's December conference and their group decided that the TMA group should meet every month for the first 6 months and after that 6 months it is up to the TMA group to decide if having meetings every other month is ideal.

#### **C. Treasurer's Report:**

**Kathy Joe**

- Savings \$58.19
- Checking: \$ 12,576.48

#### **D. Chief's Report:**

**Chief Telford**

- The SMCPCSA had their Annual Conference December 2, 2008 where they reviewed assignments and accomplishments for the year. Chief Telford will be the TMA Chief's liaison for another year. The Chief's and Sheriff's Goals for 2009 are as follows:
  - ◆ Collaborate with OES for NIMS training – 400 Course.
  - ◆ Maintain in-service training courses to ensure POST compliance and develop needs assessment for SMCO.
  - ◆ Plan for a countywide exercise involving a natural disaster and/or critical incident response, which County Commanders will work with the TMA group on.
  - ◆ Expand course offerings for Crisis Intervention Training.

- ◆ Re-establish Tools for Supervisor.
- ◆ Develop a 3 day leadership training course for sergeants with the help of the County Commander's group. Consider inclusion in Tools for Supervisor course.

**E. CSM Liaison:**

**Michelle Schneider**

- No report.

**F. South Bay Report:**

**Linda Vaughn**

- Have been trying to provide local classes to the area. There are list of classes still available. See website at [www.theacademy.ca.gov](http://www.theacademy.ca.gov).
- SF Airport promoted 60 officers to Sergeants several months ago and are in need of Supervisory classes. There are more Supervisory classes available: April 13-24 @ SFSO, April 11-22 in San Bruno, April 8-19 in San Bruno.
- Crime Prevention class in San Jose, March 9-13, there are spaces and this class is available to non-sworn employees.
- An academy extension course via Monterey County has been put together. It is a 40 hour course – 16 hour tactical rifle, 4 hours Narcotics update in field training, 4 hours of CLETS and 8 hours of Taser off-hand draw training.

**G. Basic Academy Report:**

**Gordon Sievert**

- CSM Police Academy class has 43 recruits.
- Still Looking for new location for EVOC training, thought it was going to be at Hayward, but have to use Monterey Peninsula College for class training now.
- New location for Gas Training will be at South San Francisco Fire Station.
- CSM Academy graduation will be on Thursday, February 26, 2009 at 7pm at the Performing Arts Center on Delaware St. in San Mateo.

**H. Communications Manager:**

**Elise Moeck**

- Manager's Training Conference, March 10-12, 2009 at the Lighthouse Lodge designed for communications managers of San Mateo County. Flyer will be sent out with TMA minutes.

**I. P.O.S.T. Report:**

**Gabe Harp**

- Gabe reminds the group to monitor the POST website at [www.post.ca.gov](http://www.post.ca.gov) for important messages, progress reports or issues on the home page under "What's New" (i.e. courses exempt from 40 hour cap, Law Enforcement requirements for flying armed, new background investigation requirements regarding medical/psychological, etc.)
- New January 1, 2009 CPT (Continuing Professional Training) Anniversary date for any person on roster as of 12/31/08 has until 12/31/10 to complete 24 hour CPT requirements; anyone appointed on or after 1/1/09 begins 2 year CPT cycle on 1/1/11.
- The December Administrative Progress Report is available on the website.
- EDI rosters will become fully electronic sometime this year.
- Homeland Security/Terrorists courses will be updated on the website.
- Any course 8 hours (one day course) or less should be plan NA especially when courses are geared for one agency or includes nearby agencies.
- Unless there is a change from the Governor's Office, POST personnel will be taking furlough days off on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month through the year. Offices will be closed.

**J. Committee Reports:**

- None

### III. New Business/Roundtable:

- Joe/BLM:
  - Kathy passed out a flyer for an 8 hour Terrorism Liaison Officer (TLO) Basic Training Course which is POST certified, Plan NA. There are 2 days the training will be offered: Tuesday, March 17<sup>th</sup> 8AM-5PM and Thursday, March 26<sup>th</sup> 8AM-5PM at the Belmont Police Department EOC Training Center on the 2<sup>nd</sup> Floor at 1 Twin Pines Lane in Belmont. Registration can be completed on-line at [www.ncrttac.org](http://www.ncrttac.org).
- Spanheimer/PCF:
  - Looking for a place to hold a 1 day free "Detecting Deception" class for 150 people.
- Lynch/DA:
  - The passage of Proposition 9, Victim's Bill of Rights Act of 2008 also known as "Marsy's Law". Law enforcement has the responsibility of notifying crime victims of various Constitutional rights to which they are now entitled. The DA's office is putting together a county-wide handout for victims, which should be out in the Spring. The Attorney General's office has a handout on their website, which is good, but the county handout will be more specific to San Mateo County.
- Bonifacio/SO:
  - The Sheriff's office use to provide Holding Cell Training but will no longer be doing this. Private companies do offer the training.
- Serrato/HLB:
  - Will be putting on a 1 day Domestic Violence and EPO training class in June or July. If interested, please let her know.
- Aurilio/SKY:
  - Has expanded their Spring evening course offerings for Report Writing.
- Mahaley/OES:
  - There is a schedule of ICS 300 and 400 trainings that are available for the year. Please contact OES at 650-363-4790. They will also come to your agency to conduct the training.
- Hollister/SO:
  - CIT Training will be March 2-5, 2009.
  - There is no schedule for Driver's training courses yet.
- Frew/ATN:
  - The TMA group received a letter of thanks for participating in the Crowne Plaza Foster City "Toy Express for Tots and Teens."

### IV. Meeting adjourned:

**1550 hrs**

**Next Meeting: February 17, 2009, at 1400Hrs**

<b>Roster</b>	
Jennifer Frew	ATN
Kathy Joe	BLM
Peter Lynch	DA
Ron Mussman	DCY
Tim Mahon	SBR
Joe Spanheimer	PAC
Dave Ehrlich	SNM
Neil Uyeda	RWC
Michael O'Malley	HMB
Linda Vaughn	So Bay
Rea Gogan	CLM
Jeff Dick	SMT
Gordon Sievert	So Bay
Gabe Harp	POST
Jim Thane	SSF
Steve Mahaley	OES
Neil Telford	SMPCSA
Nicole Acker	MNP
Dave Hollister	SO
Elise Moeck	SO Comm
Natasha Claire-Espino	SO Comm
John Aronis	MLB
Steve Aurilio	SKY
Robert Raw	MLB
Caroline Serrato	HLB
Michael Pfothenauer	CLM
Bill Bonifacio	SO
Mike Matteucci	BRL
Frank Derris	FCY