

Emergency Response Oversight Committee
February 23, 2022 (Zoom)
Meeting Minutes

Facilitator: Jessica Verfuss, Deputy Director, Department of Emergency Response
Notetaker: Geri Lockwood, Department of Emergency Response

Virtual Attendees: Michael Stitley, TC Department of Emergency Response (DOER)
Jessica Verfuss, TC Department of Emergency Response
John Halaychik, TC Department of Emergency Response
Chris Saxon, TC Department of Emergency Response
Geoff Dunn, TC Department of Emergency Response
Greg Potter, TC Information & Technology Services (IT)
Matt Van Houten, TC District Attorney
Rich John, TC Public Safety Committee
Jenn Olin, TC Sheriff's Office
Jeremy Zigenfus, TC Sheriff's Office
Aaron Forbes, NYS PD
Jason Cawley, NYS PD
Marty Kopcho, NYS PD
Seth Littlejohn, NYS PD
Jerry Wright, Cayuga Heights PD (CHPD)/Village Police Chiefs
Julie Holcomb, City of Ithaca
Faith Vavra, City of Ithaca
Tom Parsons, Ithaca FD
Rob Covert, Ithaca FD
Vince Monticello, City of Ithaca Police
Troy Boice, Groton PD
Joe Nelson, Trumansburg PD
Josh Tagliavento, Dryden PD
Chris Jordan, Volunteer Fire/EMS
Tim Bangs, Commercial Ambulance Service, Bangs Ambulance
Dan Maas, Cornell EOM
Tom Dunn, Ithaca College
Mark Conrad, Cornell University (CU)

Call to Order: Jessica Verfuss called the meeting to order at 10:00 a.m.

Changes to Agenda (if necessary): No changes.

- a. Approve 8/18/2021 Meeting Minutes
Motion to approve by Tom Parsons, seconded by Chris Jordan.

Old Business:

- a. Towing Policy – as pertains to FIRE/EMS:
 - John Halaychik stated that Justin Vann sent the policy to the fire departments. He also stated that if there's a 45- to 60-minute wait to notify him, as that's outside the scope of the policy (with Tompkins County).
- b. COVID-19 – Status:
 - Mike Stitley announced that Tompkins County is not adjusting their policies, and there would be a review in two weeks.

- c. Reimagining Public Safety:
 - Tom Parsons inquired into the impact it will have on the 911 Center. Mike Stitley responded that it hasn't been determined.
- d. Policy Updates / Approval
 - Dan Maas asked if the policies apply to all disciplines, or if some are specific to law enforcement, and some specific to fire and EMS. (Response will be reviewed/discussed at a future meeting.)
 - Tom Parsons asked about a staging policy for incidents. Jessica Verfuss responded that it would be an EMD or Dispatch Policy, not an EROC Policy. Mike Stitley added that he and John Halaychik have been working on a program/policy (with a thank you to Jenn Olin for her input). John stated that staging is set up as requested by individual agencies. Jessica also reminded Tom that the Dispatchers only have the information that is provided by the caller. Mike announced that there is a meeting scheduled for March 7 regarding calls.
 - Greg Potter requested that the policies that were distributed to the group be reviewed, and it may be possible to combine Tompkins County and DOER Policies. Mike felt that was a good approach.
 - Jessica stated that they will be discussed at the next meeting.

New Business:

- a. Cyber Security – NetMotion:
 - Tom Parsons asked if fire and EMS were different from law enforcement in CAD. Jessica Verfuss responded that they are combined in the CAD system that is hosted on the Tompkins County system. Greg Potter added that security is being tightened with a VPN for remote access.
- b. Spillman Touch:
 - Jessica stated that after the NetMotion upgrade is complete, functions will gradually be restored. Greg added that the upgrade will be in three phases:
 - Phase 1: Upgrade NetMotion – funding has recently been approved.
 - Phase 2: Tighten up security of all Flex system users/accounts.
 - Phase 3: Reinstate Spillman Touch with VPN options.

Standing Sub-Committee Reports (Members):

- a. Law Enforcement (LE):
 - Jenn Olin provided the following information from discussions at the February 17th Meeting:
 - Flex Mobile for Volunteer Fire Departments/substations.
 - Communications during outages.
 - Motorola Command Central
 - Text to 911
 - Video/photographic evidence
 - Live transcription
 - Nature Codes versus narrative.
 - She announced that Chief Harlin McEwen will be at the next meeting to discuss ESChat.
- b. Fire and EMS:
 - Tim Bangs brought up Dispatch coding for EMS/fire versus law enforcement, and who's responsibility it is to ask about concealed weapons and discussed a one-time incident. Vince Monticello feels that it's a shared responsibility, and he and Jenn Olin both requested that they be notified if there are instances that should be addressed. Jenn added that mental health transports should all be body-searched for concealed weapons.
 - Chris Jordan stated that they met in January, but there's nothing really to report. The next meeting is scheduled to be held in March, and there may be items to report after that meeting.
 - Tom Parsons mentioned that there's no policy on staging, and that it should be local, not a DOER Policy.
- c. Dispatch:
 - Nothing to report at this time, per Mike Stitley.

d. Training:

- Jessica Verfuss announced a NYS Emergency Management Certification and Training Academy Tier 3 Refresher Course is scheduled for March 2, 2022, at the TC CFR, with two sessions (1:00 to 4:00 p.m. and 6:30 to 9:30 p.m.)
- She also announced an Intermediate ICS for Expanding Incidents (I-300) Course scheduled for March 22-24, 2022, 8:00 a.m. to 4:00 p.m., at the Dryden Fire Department. This is also through NYS Emergency Management.

e. Information Technology Administration:

- Greg Potter stated that as mentioned earlier in the meeting, NetMotion upgrade and security is scheduled. Vince Monticello asked if Spillman will be accessible from phones. Greg responded that, since it's Phase 3 of the project, it may be two months out, and since there are costs involved, it's yet to be determined who will be eligible for Touch access.
- IT is working on the Back-Up Center (BUC) Project with CU and DOER.

Announcements (Personnel, Events, Projects, etc.):

- a. BUC – Mike Stitley announced that solid progress is being made with this, we're in contract with Motorola Solutions (thank you to Mark Conrad for his assistance with this), and we're almost ready to order furniture.

Adjourn:

- Next meeting scheduled for May 25, 2022, 10:00 a.m., Department of Emergency Response Large Conference Room or Zoom – TBD (watch for the e-mail calendar invite).
- Chris Jordan made a motion to adjourn the meeting at 11:00 a.m., seconded by Greg Potter.