

(323) 881-2401

March 21, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPT A FEDERAL TECHNOLOGY OPPORTUNITIES PROGRAM GRANT
AND APPROVE AN APPROPRIATION ADJUSTMENT FOR THE
GRANT REVENUE IN 2001-02 FIRE DISTRICT BUDGET
(ALL DISTRICTS) (4 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD, ACTING AS THE GOVERNING BOARD OF
THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:**

1. Accept a \$557,000 grant from the U.S. Department of Commerce, National Telecommunications Agency Technology Opportunities Program for the Fire Department's Lifeguard Division. This grant will consist of reimbursements for cameras, meteorological equipment, software, consulting fees, installation fees and network infrastructure.
2. Authorize the Fire Chief to sign any documents required by the U.S. Department of Commerce that are associated with the administration of this grant.
3. Approve an appropriation adjustment of \$230,000 to recognize the additional funding from this grant in 2001-02.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This grant will allow Lifeguard personnel to observe secluded, pocket beaches, provide necessary staffing, track rescue activity, develop public education materials, and collect environmental data. Coastal meteorological equipment will also assist in weather forecasting used for fire suppression tactics. Twenty-seven cameras and three sets of meteorological instruments will be installed along the 72-mile coastline, and connected to the Fire Department's Local Area Network allowing Lifeguard Operational Captains to accurately assess staffing needs at secluded, under-served beaches from anywhere on the network through a web browser.

Lifeguards will use this same equipment to document beach conditions, rescues, and beach activities for use in training and public education presentations. Using the cameras' presets, Lifeguards can document visual data on storm drain emissions and coastal erosion, and monitor the effectiveness of storm drain water diversion efforts and coastal management procedures.

The website developed by this grant will provide the public with up-to-the-minute information on weather, beach and ocean conditions, crowds and parking, as well as provide a forum to pose questions to Lifeguards and receive announcements regarding beach events. Most importantly, this website will allow the County to reach out to inland communities and provide valuable water safety education and information on enrollment in youth programs.

Acceptance of this grant will equip Los Angeles County with state-of-the-art visual and meteorological equipment at no net cost to the County.

FISCAL IMPACT/FINANCING

This grant will require increased spending authority for the Fire Department's Lifeguard Division for services and supplies expenditures necessary to support this internet-accessible video surveillance program, all of which will be offset through grant revenue. This recommendation will recognize \$230,000 of the grant funding that will be realized in 2001-02 in the Services and Supplies appropriation account for the Fire Department's Lifeguard Program Budget Unit. The \$327,000 balance of the grant will be reflected as a Services and Supplies appropriation and offsetting anticipated revenue in the 2002-03 Budget.

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This multi-year grant program requires matching funds, which have been identified in the grant application using existing Lifeguard employees' salaries and benefits. There are no additional expenditures that the Lifeguard Division will need to incur to match the grant funding. The U.S. Department of Commerce will reimburse the Department's purchase of all equipment and supplies coinciding with the rate of matching employees' salaries and benefits.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The U.S. Department of Commerce has worked closely with our Department to develop comprehensive guidelines for acceptable use of this network and enumerating the policies and technical mechanisms employed to achieve the program's goals without compromising the public's right to privacy. In addition, the Department developed the Coastal Surveillance System Acceptable Use Policy and the Privacy and Security Policy to meet the Federal government's special award conditions related to privacy issues. The attached two policies have been submitted and approved by the U.S. Department of Commerce.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Increased monitoring will enhance current services through more efficient staffing of isolated pocket beaches. The primary benefit of this program will be increased public information and access.

Respectfully submitted,

P. MICHAEL FREEMAN

PMF:mf

Attachments

c: Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Chief Administrative Officer

COASTAL SURVEILLANCE SYSTEM ACCEPTABLE USE POLICY

OPERATIONS ORDER 037

Issued: March 4, 2002

PURPOSE

In October 2001, the Los Angeles County Fire Department, Lifeguard Division was awarded a federal grant to install a network of video cameras and meteorological equipment for use in staffing beaches, tracking rescue activity, creating public education materials, and collecting environmental data for use in pursuing our goal of protecting and educating the public, safeguarding property, and preserving the environment. The purpose of this order is to establish guidelines for acceptable use of this network and to enumerate the policies and technical mechanisms we will employ to achieve the program's goals without compromising the public's right to privacy.

REFERENCES

This document makes reference to, and supplements the following existing County policies:

- Los Angeles County Acceptable Usage Policy for ISD Internet Service (AUP) and all documents referenced therein
- Chief Administrative Office, Information Resources, Data Security Policy

TERMS

- **Wide Angle:** A photographic lens system with a short focal length used to capture an image of a large area.
- **Telephoto:** A photographic lens system with a long focal length used to produce a large image of a distant object.
- **Pan:** Moving a camera left and right along its vertical axis for the purpose of framing a shot.
- **Tilt:** Swiveling a camera up and down along its horizontal axis for the purpose of framing a shot.
- **Zoom:** Changing the focal length of the lens of a camera to effect a transition, such as from a "wide-angle" type setting to a "telephoto" type setting.
- **Focus:** Camera adjustment that affects the distinctiveness or clarity of an image.

- **Preset:** A stored array of settings for Pan, Tilt, Zoom and Focus that can be quickly recalled.
- **Personnel:** Fire Department Employees, or those designated by Fire Department Employees to perform functions relating to Fire Department business, including contractors, employees of contractors, our partners in this program, their employees and contractors.

SCOPE This order shall affect all Fire Department Personnel

POLICY

Measures will be taken to ensure that only public areas are photographed. Areas where a member of the public has a reasonable expectation of privacy will be blocked from the camera's view. Secondly, images from public areas will only be viewed by specially trained personnel for use in discharging their official duties. We will achieve success through the careful selection, installation and implementation of technology, our editorial policies, restriction of access and training of authorized personnel.

Technology Overview

Our cameras will have remote Pan, Tilt, Zoom and Focus control giving selected users the power to view a wide variety of images from a fixed point. The cameras will be strategically placed on public beaches, perhaps also within range of homes, mobile homes, "live-aboard" boats and restrooms, where the public has a reasonable expectation of privacy. At the time of installation, our team will identify such areas and mask them from the camera's view. Many cameras have a feature where "privacy zones" can be programmed into the camera, creating a digital mask of these areas.

In the event two or more users attempt to control a specific camera at the same time, the user who first takes control has priority; all others can still see the output of the camera, without controlling its Pan, Tilt, Zoom and Focus controls.

County Firewall

The network encompassing the cameras is within the County Firewall, and inaccessible over the Internet. Special protocols will be established to transfer content from within the County Firewall to Internet web servers for use by the public. These protocols will be governed by our editorial policies discussed later in this order.

Project Overview

We will install 27 cameras over 72 miles of coastline over a period of 24 months beginning in the Fall of 2001. These cameras will produce images used by five groups:

1. System Administrators
 - Those responsible for the installation, development, and maintenance of the equipment and websites
2. Operational Users
 - Designated personnel using images to support lifeguard operations.
3. Trainees
 - Personnel viewing archived images for training purposes
4. The Public

- The public at large via a public website
5. Environmental Scientists and Analysts

Editorial Control

Only members of the first two groups (System Administrators and Operational Users) will have the ability to control the cameras in real-time, view live images, or set presets for the cameras. This group will also have the responsibility of exercising editorial control over the images made available to the other three groups, such that no recognizable images of individuals are made available to the public, unless permission is granted from the individual(s) in question.

Our public website will contain still images from the cameras that are automatically updated periodically, but only from presets where it has been determined with certainty that the preset in question is not capable of acquiring a recognizable image of an individual, either because of the distance from the camera to potential subjects, the zoom setting of the camera, or the focus setting of the camera.

Restricted Access

Operational Users will be granted access to the live images and given system privileges to control the cameras only when their professional role within the Lifeguard Service requires it, only after being trained in its proper use, and only after signing an acknowledgement of our “Operational User Policies and Procedures.” Access will be restricted using individually assigned accounts with user name and password protection and automatic session timeout for inactivity.

Compliance

As discussed previously under “Technology Overview,” the live output from the cameras is viewable by more than one Operational User at a time. In addition to allowing team members to simultaneously view a given incident, this system will provide “internal control” for our policies with regard to appropriate use of the system. Any inappropriate use will be visible to others on the network in real time.

OPERATIONAL USER POLICIES AND PROCEDURES

The images generated from the surveillance cameras are considered confidential County data, and should be treated as any other confidential County data as detailed in the County’s Data Security Policy. Every Operational User has a responsibility to maintain and enhance the County’s public image and to use the system in a productive, professional manner. Any improper use of the system is unacceptable and will not be permitted. Please refer to the County’s Data Security Policy and the AUP for more details.

Acceptable Uses

Acceptable uses include, but are not limited to:

- Inspecting beaches for activity when making staffing decisions
- Following rescue activity to help incident commanders assign resources
- Creating archives of conditions or operations to be used for training or public education purposes
- Creating archives of images to be used by the program's partners, or the academic and scientific community.
- Training or practicing the use of these cameras for any acceptable use
- Demonstrating the system for other lifeguards, officials or members of the public

Prohibited Uses

Technical mechanisms are in place to ensure that only public areas are photographed with our cameras. But even on public beaches, it is Fire Department Policy to behave professionally and extend the utmost respect to our beach patrons, which includes respecting their privacy. Any attempt to view or record anything that constitutes unwarranted invasion of privacy to any member of the public is strictly prohibited. Any distribution of images obtained through these cameras to non-Fire Department personnel must follow the same procedures as other confidential County data, such as by obtaining pre-approval from the Public Information Office.

The data and images collected from this network are meant to supplement that collected by personnel on-scene. Under no circumstance will any Lifeguard, regardless of rank, "second guess" an on-scene Incident Commander, based solely on data and images delivered over the network. Furthermore, "camera patrols" are supplemental, and are not a replacement for beach unit patrols.

Users are hereby advised that any other user of the system may monitor use of the system at any time, including system administrators and Fire Department officials.

Video Taping

Video taping authority will only be granted to select positions within Lifeguard Division, such as Training Officer and Lifeguard Division PIO. The primary purpose of video taping will be to generate a training library, but videos may be provided to the media to showcase our profession after carefully screening.

Video taping will be used very infrequently, generally only during periods of large surf and heavy rescue activity.

Every effort shall be made to notify employees whenever video taping will occur.

Area Captains may request that their areas be video taped to develop area archives.

System Administrator / Operational User Acknowledgement

All System Administrators and Operational Users will sign an acknowledgement of this order on a form containing the following phrase, signed and dated by both the user and the Chief Lifeguard:

“I acknowledge that I have read Operations Order 037 completely. I have also read the Los Angeles County Acceptable Usage Policy for ISD Internet Service (AUP), and the Data Security Policy. I recognize my responsibilities to use this system responsibly and to adhere to the policies outlined in these documents. I further recognize that my willful or negligent failure to fulfill these responsibilities, including the actions of someone else using my username and password, could result in the abuse of County information resources and data, and that the County may hold me personally responsible for such abuse.”

_____*Mike Frazer*_____

Authorized Signature

_____*3/4/02*_____

Date

COASTAL SURVEILLANCE SYSTEM PRIVACY AND SECURITY POLICY

The full content of this policy will also contain Lifeguard Division's Operational Order 037 "Coastal Surveillance System Acceptable Use Policy" in its entirety. The only addition is the public notification below.

Public Notification

The following notice will appear on or near each camera location:

For your protection, this area is under remote video surveillance by the Los Angeles County Fire Department, Lifeguard Division. Lifeguard personnel occasionally use video images from remote cameras to help make staffing decisions, monitor rescue activity, monitor coastal erosion through time-lapse images and conduct other environmental and scientific research. For more information on this program, visit our website at www.watchthewater.com.

Our website will bear a link to our privacy policy for the public to read.