

**A G E N D A**  
**REGULAR FIRE TASK FORCE MEETING**  
**TUESDAY, SEPTEMBER 6, 2016, 8:30 AM**  
**South Bay Regional Public Communications Authority**  
**Second Floor Conference Room**  
**4440 W. Broadway, Hawthorne, CA**

1. **CALL TO ORDER**
  
2. **ACTION ITEMS**
  - 2a. Approval of Minutes – July 5, 2016\*
  - 2b. Discussion of CAD Automatically Pulling Report Numbers
  
3. **EXECUTIVE DIRECTOR'S REPORT**
  
4. **OLD BUSINESS**
  
5. **ROUND TABLE DISCUSSION**
  
6. **ADJOURNMENT**

\*Distributed in the agenda packet.

**MINUTES OF A REGULAR MEETING  
OF THE FIRE TASK FORCE**

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:35 AM on Tuesday, July 5, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Battalion Chief Shawn Bonfield, El Segundo Fire Department  
Firefighter/Paramedic James Craig, Manhattan Beach Fire Department  
Battalion Chief Scott Hafdell, Manhattan Beach Fire Department  
Battalion Chief Mike Nagy, Culver City Fire Department

Absent: Chief Pete Bonano, Hermosa Beach Fire Department

Also Present: Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Staff Services Farley

2. **ACTION ITEMS**

2a. **Approval of Minutes – May 3, 2016**

**MOTION:** Battalion Chief Hafdell moved to approve the Fire Task Force minutes of May 3, 2016 as written. The motion was seconded by Battalion Chief Bonfield and passed by unanimous voice vote.

3. **EXECUTIVE DIRECTOR'S REPORT**

4. **OLD BUSINESS**

5. **ROUND TABLE DISCUSSION**

5a. Operations Manager Kauffman provided input on the status of the upcoming Area G run card changes.

5b. Battalion Chief Nagy reported on Culver City's plans to migrate to the Authority.

5c. The Fire Task Force agreed to discuss a request from Chief Bonano regarding preannounces at a future meeting.

5d. Administration Manager Krok related Executive Director Mailloux's intent to prepare a report on the topic of medical director.

5e. Administration Manager Krok announced the forthcoming retirement of Lead Technician Cox. He shared input on the recent changes made to the Technical Services Department, including the requirement of a purchase order before the departments order equipment.

5f. Firefighter/Paramedic Craig discussed the status of the Draft Fire Communications Plan, including channel access lineups and the use of Tactical Channel Nos. 5 and 10 during incidents. He will provide a copy of the Plan to Culver City Fire Department.

Administration Manager Krok pointed out that Motorola's "Wave" Smart Phone and IOS system could be included in the Fire Communications Plan for dedicated talk groups.

5g. Operations Manager Kauffman advised that the MDC placed in Redondo Beach's communications center to connect the Authority's computer aided dispatch (CAD) system was unsuccessful.

5h. Firefighter/Paramedic Craig advised that Manhattan Beach Fire Department updated their radios with the new Tactical Interoperable Communication (TIC) Plan code plugs.

Captain Bonfield advised that El Segundo Fire Department's radios also need to be updated with the new TIC Plan code plugs.

Administration Manager Krok will obtain input from Commline and report back to El Segundo Fire Department.

5i. Captain Bonfield related information about the recent oral board for the Authority's position of communications supervisor.

5j. The Fire Task Force agreed to consider if a meeting will be held in August closer to the August meeting date.

6. **ADJOURNMENT**

The meeting was adjourned at 9:13 AM.