

# **REVISED**

**A G E N D A  
REGULAR MEETING OF  
THE POLICE TASK FORCE  
THURSDAY, MARCH 24, 2016, 8:30 AM  
SOUTH BAY REGIONAL  
PUBLIC COMMUNICATIONS AUTHORITY  
SECOND FLOOR CONFERENCE ROOM  
4440 W. BROADWAY, HAWTHORNE, CA 90250**

1. **CALL TO ORDER**
  
2. **ACTION ITEMS**
  - 2a. **Approval of Minutes – February 25, 2016\***
  - 2b. **Draft Fire Communications Plan\***
  
3. **EXECUTIVE DIRECTOR’S REPORT**
  
4. **ROUND TABLE DISCUSSION**
  
5. **INFORMATION ONLY ITEMS**
  
6. **ADJOURNMENT**
  - Included in the agenda packet.

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

1. **CALL TO ORDER**

The Police Task Force convened in a regular session at 8:35 AM on Thursday, February 25, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Sgt. Hank Crossett, Manhattan Beach Police Department  
Sgt. Rodney Gonsalves, Gardena Police Department  
Captain Mike Ishii, Hawthorne Police Department  
Sgt. Landon Phillips, Hermosa Beach Police Department

Absent: Lt. Dan Kim, El Segundo Police Department

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Staff Services Sandy Farley  
Community Affairs Coordinator Abby Quiroz, Gardena Police Department

2. **ACTION ITEMS**

2a. **Approval of Minutes – January 28, 2016**

**MOTION:** Sgt. Phillips moved to approve the January 28, 2016 Police Task Force minutes as written. The motion was seconded by Sgt. Crossett and passed by unanimous vote, absent Lt. Kim, El Segundo Police Department.

3. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the status of the following items: the police departments' estimated radio counts for use on the Interagency Communications Interoperability System (ICIS); the idea of the Authority dispatching for the City of Culver City beginning in 2017; the ticket generating devices to be used by Manhattan Beach's and Hermosa Beach's Parking &

Animal Control Departments; the Los Angeles Regional Interoperable Communications System's (LA-RICS) new shelter at Gardena Police Department, including the idea of relocating Gardena Bus Lines' microwave connection for information technology and telephones from the Police Station to the new shelter; a citizen request to put Motorola turbo repeater equipment for emergency purposes in the new shelter; and the portable radios for Hawthorne Police Department that the Authority purchased at a greatly discounted cost from Compton Police Department.

Sgt. Phillips related his intent to re-send Hermosa Beach's radio count to Authority staff if need be.

Sgt. Gonsalves confirmed Gardena's preference to relocate the Bus Lines' connection for information technology and telephones to the LA-RICS's new shelter. He related his intent to contact the citizen about locating Motorola turbo repeater equipment in the new shelter.

4. **ROUND TABLE DISCUSSION**

4a. Sgt. Gonsalves provided input on Gardena's new policy that vendors entering the premises must report to the Records Department for a security check.

4b. Sgt. Gonsalves introduced Gardena's new Community Affairs Coordinator, Abby Quiroz, who shared information about her job duties.

5. **INFORMATION ONLY ITEMS**

None.

6. **ADJOURNMENT**

The meeting was adjourned at 8:50 AM.



# MANHATTAN BEACH FIRE DEPARTMENT STANDARD OPERATING GUIDELINE

400 15<sup>th</sup> St, Manhattan Beach, CA 90266

Volume:  
Subject:

<b>Section:</b>	<b>Guideline:</b>	<b>Fire Chief:</b>	<b>Issue Date:</b>
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## Communication Procedures

### **Purpose:**

The purpose of this guideline is to outline the general concepts of the Communications Plan(s) to be utilized during incidents within the City of Manhattan Beach

### **Objective:**

Define communication terminology

Outline channel uses by channel type

Define communication guidelines for various incident types and outline a communication plan to be utilized during emergency incidents including a Rapid Intervention Crew (RIC Team)

Communication Procedures

### **Definitions:**

**Dispatch Channel / Primary Channel** – A repeated channel used for the dispatch of all incidents and the Command Channel of those incidents not requiring or dictated for the use of the Communications Plan Policy.

**Command Channel** – A repeated and monitored channel used for command communication between the Incident Commander, RCC, Group and Division Supervisors, and incoming units not on scene or in staging.

**TAC Channel** – A non-repeated, non-monitored, and non-recorded channel (Direct) used for command and tactical communications between the Incident Commander, Functional Groups, Geographic Divisions, and individual companies and resources.

**RIC TAC Channel** – A non-repeated channel used by the RIC Team for tactical communications between RIC Team members, the RIC Team Group Supervisor (if assigned), and the Incident Commander.

**Emergency Channel** – A non-repeated channel dedicated for the use of emergency traffic between personnel in need of emergency assistance and the Incident Commander and / or RIC Team Group Supervisor.

**Talk Channel** – A repeated or non-repeated (preferred) channel used for non-incident related communication between field units and / or base stations.

**Travel Channel** – A pre-designated channel (CEASRS) confirmed by the Strike Team Leader prior to departure, for the use of travel communications between Strike Team Units while in transit to and from an assignment. The use of alternative frequencies without Strike Team Leader approval is prohibited unless under emergency circumstances\*\*.

\*\* Strike Team Leaders must use extreme caution when deviating from assigned travel frequencies as unintended impacts on local jurisdictions could cause disruptions to emergency responses and are illegal. Documentation of such events should be maintained.

**“Squirrel Channel” (Slang for Talk Channel)** - A channel that is usually self-assigned within Strike Team units or among units from a common jurisdiction for the purpose of direct communications “off the grid” from the assigned Communications Plan\*\*. Most common occurrence of such channels has been noted when circumstances of heavy radio traffic on assigned channel(s) makes these types of communications difficult.

**\*\*Under no circumstances are such channels to be used. The use of such channels is specifically prohibited by the Manhattan Beach Fire Department and NIMS\*\* (Area G?)**

Use of such channels undermines the command and control of personnel assigned to incident management positions, the assigned communications plan(s), are illegal due to local jurisdiction impacts, and have been specifically identified as common contributors to Firefighter injuries and death on the fire line. If units are struggling with necessary communications and / or excessive radio traffic, the situation should be expressed immediately to their direct supervisor and forwarded through the chain of command for appropriate correction.

## Channel Uses

### Dispatch Channel –

The dispatch channel shall be used for:

- The dispatching of emergency units
- Hailing of emergency units in the field
- Command for those incidents that are not specified for or do not warrant use of the Communication Plan

### Command Channel –

The Command Channel shall be used on incidents that are specified by the Communications Plan or at the discretion of the Incident Commander for:

- Confirmation of unit response (if not using the MDC - preferred)
- Size-up by first arriving unit
- Communication between IC, Dispatch, and Group Supervisors
- Communications between Functional Groups and Divisions
- Communication between IC and units in Staging
- Communications between IC and Executive positions
- Communication between IC and PD / Unified Command

### Tactical Channel –

Tactical channels shall be used in the direct mode on incidents that are specified by the Communications Plan Policy or at the discretion of the Incident Commander for:

- Fire ground communication and coordination between individuals and / or individual units not assigned to a group supervisor position.
- Communications between Group Supervisors and assigned units under their span of control

### RIC Tactical Channel –

The RIC TAC Channel shall be assigned to the first unit assigned RIC responsibilities. The first assigned unit and all units their after assigned to RIC will utilize the assigned frequency for:

- Communication between the Incident Command and the RIC Group Supervisor (if assigned)
- Communication between the RIC Group Supervisor and RIC Team members
- Communication between RIC Team Members

## Emergency Channel –

The Emergency Channel should be utilized for the sole purpose of communication between the IC, the RIC Group Supervisor (if assigned) or RIC Team, and the Firefighter in need of assistance. This channel shall be the preferred method of communication between these individuals any time the firefighter is capable of changing to the appropriate channel\*\*.

\*\*It is at the discretion of the IC to assess this capability and to announce to the incident whether they will remain on the assigned frequencies or if a deviation from the Communications Plan is necessary.

The Emergency Channel should be used for:

- Communication between the IC and the distressed firefighter
- Communication between the RIC Group Supervisor / RIC Team and the distressed firefighter

## Talk Channel –

Such a channel should be used for department business consistent with professional conduct standards. When possible, all non-emergent communication should be attempted via land lines or cell phones when possible.

## Travel Channel (Strike Team) –

The travel channel shall be used only during transit to and from an emergency incident or during operational “off” periods at the direction of the Strike Team Leader for\*\*:

- Communication between the Strike Team Leader and team units
- Communication between Strike Team Units

\*\* The Travel Channel shall not be utilized for communication between any members of a Strike Team while assigned to an incident (exception for operational “off” periods) and / or on the fire line.

## **Communication Plan by Incident Type:**

The following communications Plan will be assigned and utilized as appropriate upon dispatch or when dictated by the Incident Commander for:

- 1<sup>st</sup> Alarm Fires
- Multi-Unit Fire Alarm Responses (i.e. Commercial Fire Alarm(s))
- Multi-Unit Surf Rescue Responses
- Multi-Unit Rescue / MCI Responses (as needed)
- T/C Heavy Rescue Responses
- Other responses that involve all city resources, mutual / automatic aid resources, or necessitate use of a communications plan (natural disasters, civil unrest, etc.)

## **Communications Channel Structure**

<b>Dispatch Channel –</b>	<b>Fire 1</b>
<b>Command Channel –</b>	<b>Fire 2 Hermosa and Manhattan Fire 3 El Segundo</b>
<b>TAC Channel-</b>	<b>TAC 9 or 8 Direct</b>
<b>RIC TAC Channel -</b>	<b>SB 10 Direct</b>
<b>Emergency Channel-</b>	<b>TOR 3 Direct</b>

\*Additional TAC channels may be added as needed and assigned to open frequencies.



## **Communication Procedures:**

### Primary / Dispatch Channel

During non-emergency operations and during incidents that do not automatically initiate the Communications Plan, the Primary / Dispatch Channel shall be used for all command and tactical traffic. In the event that incident parameters change, additional incidents are dispatched, or at the request of RCC or the IC, the Communications Plan may be initiated.

### Command and TAC Frequencies

Upon dispatch to an incident utilizing the Communications Plan, RCC shall assign responding units to the Command Channel and designate a TAC frequency. All further response traffic, initial size-up, and staging radio traffic will occur on the assigned Command Channel.

RCC shall conduct all further communications with the IC and responding units on the assigned Command Channel. These communications will include requests and acknowledgement of additional resource request, notifications of identified life hazards, and announcements of incident duration and significant events (“utilities controlled”, “fire knocked down”, etc.).

First arriving units shall complete their initial size-up on the assigned Command Channel and company members shall switch to the assigned TAC Channel. Further communication to responding units shall occur on the Command Channel while tactical communications to assigned personnel shall occur on the TAC Channel. The first arriving member acting as IC and every IC transition thereafter should monitor both the Command and TAC Channels.

Additional units should monitor the Command Channel for operational assignment, acknowledge the assignment on Command, and then hail their assignment’s group leader (if assigned) on the appropriate TAC Channel. All further traffic among company members assigned to an operational group should occur on TAC unless otherwise specified for Command traffic.

Those units responding or are assigned to staging shall reply on and monitor the Command Channel while awaiting assignment.

### RIC TAC and Emergency Channel

RIC TAC – Upon assignment of a RIC Team or RIC Group, the RIC TAC Channel shall be used for tactical communications between RIC team members and / or the RIC Group Supervisor. Communications between the IC and the RIC Team Leader or RIC Group Supervisor, should occur on the assigned Command Channel. RIC Team Leaders and / or RIC Group Supervisors shall monitor both the RIC TAC Channel and the Command Channel.

Emergency Channel – Once a “May Day” has been called and communications have been established between the down firefighter and the IC, the firefighter should be prompted (if able) to switch to the Emergency Channel. This channel should be used for all further communications between the IC, the RIC Group, and the down firefighter. In the event that the down firefighter is unable to switch channels but is able to continue communications on the original TAC Channel, all personnel shall remain on their assigned channel, unless directed by the IC to switch, and limit radio traffic for critical incident communications.

#### Talk Channel:

It is the intent of this policy to outline the expectations for the use of a radio frequency as a “Talk Channel” during non-emergency situations. Such channel should be used for department business consistent with professional conduct standards. When possible, all non-emergent communication should be attempted via land-line or cell phone when possible.

#### Procedure:

For units which do not or may not be monitoring (scanning) the “Talk Channel” (currently TAC 5), it is appropriate to have receiving unit on the Primary Channel using appropriate radio procedures. Upon acknowledgement of hail, unit should be requested to switch or “meet” on Channel X (TAC 5) for further communication\*\*. Only necessary communication should occur and radio traffic should be kept to a professional minimum. Upon completion of radio communication units should return to Primary channels.

\*\* Note: Field units must be monitoring Primary Frequency when utilizing alternative frequencies when not assigned to an emergency incident.

The Talk channel can be utilized for:

- Non-emergency communication between field units
- Non-emergency communication between field units and base stations