

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:30 AM on Tuesday, January 3, 2012, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Captain Shawn Bonfield, El Segundo Fire Department
Battalion Chief Frank Chiella, Manhattan Beach Fire Department
Firefighter/Paramedic James Craig, Manhattan Beach Fire Department
Chief David Lantzer, Hermosa Beach Fire Department
Battalion Chief Ken Shuck, Manhattan Beach Fire Department

Absent: None.

Also Present: Executive Director Ralph Mailloux
Acting Operations Manager John Krok
Technical Services Manager Jose Rivera

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – November 1, 2011**

The Fire Task Force minutes of November 1, 2011 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the status of the following: narrow banding discussions, including the Area G deadline of April 30, 2012; the denial of the Authority's application for additional funds from the State Homeland Security Grant Program (SHSGP); the Authority's plans to hire at least five new communications operators; Tiburon's efforts toward alpha paging/Smart Phone notifications; Chevron's discussion of improving communications coverage at their refinery in El Segundo; the status of reimbursements from SHSGP for the Punta Place Infrastructure Upgrade Project; and Executive Director Mailloux's recent participation on the oral board for the City of Glendale's Director of Communications.

4. **ROUND TABLE DISCUSSION**

4a. In answer to questions from Captain Bonfield, Technical Services Manager Rivera offered information on solutions to communication problems, particularly when under ground.

4b. Executive Director Mailloux and Technical Services Manager Rivera answered questions about procedures for transitioning to narrow banding. Technical Services Manager Rivera explained that the mobile data system must be updated for narrow band and that wireless accounts will be set up by the Authority and billed to the member cities.

4c. Executive Director Mailloux advised that, with the exception of El Segundo, any memoranda of understanding requests from outside agencies received by the member departments should be forwarded to the Authority for a response.

4d. Technical Services Manager Rivera distributed the "Channel Positions/Assignments Determined by the Fire and Police Task Forces at Joint Meeting on August 19, 2010."

Battalion Chief Shuck related his appreciation that the system with El Segundo switching to Fire 3 is working well.

4e. Battalion Chief Chiella advised that he will no longer be attending the Fire Task Force meetings in that he will be on C shift and will be assuming planning duties for Manhattan Beach Fire Department.

Battalion Chief Shuck advised that he will be on B shift and will be assuming EMS and technology for Manhattan Beach Police Department.

4f. Technical Services Manager Rivera asked that updated information about radio assignments be provided on a continual basis to Lead Communications Technician Shearen.

Executive Director Mailloux presented input for Firefighter/Paramedic Craig on the lack of redundancy in the wireless system due to the high cost of a secondary system and the poor economic climate.

4g. Battalion Chief Shuck commented on the reliability of the West Net station alerting system.

Technical Services Manager Rivera affirmed Authority staff's intent to examine if station alerting confirmations are received.

4i. Captain Bonfield and Firefighter/Paramedic Craig discussed Los Angeles County's new requirement of paperless EMS forms, which will be done via I Pad by both El Segundo and Manhattan Beach Fire Departments.

5. **ADJOURNMENT**

The meeting was adjourned at 8:30 AM.