

March 7, 2006

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 1:35 p.m. on Tuesday, March 7, 2006, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Assistant Chief Jerry Gomez, Hermosa Beach Fire Department
Battalion Chief Ken Shuck, Manhattan Beach Fire Department

Absent: None.

Also Present: Executive Director Ralph Mailloux
Operations Manager Janey Hall
Personnel Training Manager Bonnie Agee
Technical Services Manager Jose Rivera
Communications Supervisor Gary Stevens

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – JANUARY 3, 2006**

The Fire Task Force minutes of January 3, 2006 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Reporting on the status of the Infrastructure Upgrade Project, Executive Director Mailloux shared information as follows: the Beach Cities Health District upgrades have been completed; the Palos Verdes Police Department and City Engineer approved an above-ground vault at Punta Place; the type of vault to be constructed at the Grandview site is being examined; a response from the City of Gardena regarding the pole at the Gardena Police Department is pending; and Authority staff plans to visit the new Hermosa Beach lifeguard facility to examine if it would be a better location than the Roundhouse to house transmit/receive

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equipment. He recommended that, since Beach Cities Health District is a back-up transmit/receiver site, other channels be turned off to determine the reception quality.

3b. Executive Director Mailloux advised that the Authority is offering a written examination on March 13, 2006 for the position of Communications Operator. There are currently no vacancies and an eligibility list will be formed.

3c. Executive Director Mailloux explained plans to implement Fire-Only Dispatch in September 2006. He suggested that these individuals be exposed to situations in the field.

The Fire Task Force members agreed that the Fire-Only Dispatchers should sit along at busy fire agencies, such as Los Angeles County.

3d. Executive Director Mailloux noted that the Authority's preliminary 2006-2007 Operating Budget will be presented to the Executive Committee for review at the regular meeting on March 21st. He advised the following: that, without applying reserve funds to lower the annual assessment amounts, Gardena's assessment will increase minimally; Manhattan Beach's assessment will increase by approximately \$13,000; Hawthorne's will increase; and the Executive Committee previously confirmed that the annual assessments should be based on calls for service, rather than a flat percentage. He noted that the fourth year of the contract for 911 emergency services between the Authority and the City of Hermosa Beach is approaching.

4. **ROUND TABLE DISCUSSION**

4a. Battalion Chief Chuck related his understanding that the City of El Segundo obtained four frequencies in the 470 range.

Executive Director Mailloux mentioned that El Segundo asked to use four of the Authority's frequencies during their upcoming drill involving an airplane in the water.

4b. Assistant Chief Gomez stated his impression that Manhattan Beach Firefighters are erroneously asking for a private ambulance when Ambulance 12 is available.

Battalion Chief Shuck suggested that the Communications Operators confirm if the Firefighters would like a private ambulance or Ambulance 12.

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Executive Director Mailloux noted that the Firefighters must be educated on the need to ask for Ambulance 12 rather than a private ambulance.

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Assistant Chief Gomez departed the meeting at 2:00 p.m.

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4c. Technical Services Manager Rivera announced that the Authority is actively seeking another technician specializing in radio communications.

4d. Technical Services Manager Rivera pointed out that the following forms will be added to the Authority's website: MDT/MDC Radio Repair; Tape Request; Applications.

Battalion Chief Shuck asked that the member agencies be notified when this process is complete.

4e. Technical Services Manager Rivera noted that, with regards to the Grant, the Authority and Manhattan Beach Fire Department will be audited by the Federal Emergency Management Agency (FEMA) on March 8th. They are looking for evidence of expenditures, such as cancelled checks, purchase orders, invoices and receipts.

Battalion Chief Shuck will obtain the necessary paperwork.

Executive Director Mailloux asked that Technical Services Manager Rivera be present when FEMA is at Manhattan Beach Fire Department.

4f. Executive Director Mailloux requested input on items Manhattan Beach Fire Department would like to purchase should the Authority be awarded the Fire Fighter Assistance Grant.

4g. Battalion Chief Shuck stated that Manhattan Beach's new public safety facility is scheduled for completion on April 23, 2006 and that occupancy of the facility is scheduled for July 1, 2006.

5. **ADJOURNMENT**

The meeting was adjourned at 2:12 p.m.

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