

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

1. **CALL TO ORDER**

The Fire Task Force convened in a special meeting at 1:34 p.m. on Monday, March 3, 2008, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

Present: Captain Brian Scott
Battalion Chief Ken Shuck

Absent: None.

Also Present: Executive Director Ralph Mailloux
Administration Manager Bonnie Agee
Operations Manager Shannon Kauffman
Technical Services Manager Jose Rivera
Staff Services Gary Stevens

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – January 8, 2008***

The Fire Task Force minutes of January 8, 2008 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux reported on the status of the following: the Punta Place and Manhattan Beach Water Tower Infrastructure Upgrade Projects; the Authority's three new frequency pairs; and the idea of implementing a communications center multi-point hotline.

Battalion Chief Shuck related his understanding that the communications center multi-point hotline in west San Bernardino County utilizes a radio channel. He commented on the idea of Authority staff taking the lead on this, discussing it with the Operations Group, the member Police and Fire Chiefs, and forming a subcommittee that would include a dispatch representative and a Fire Task Force member.

3b. Executive Director Mailloux distributed a quote from Radio Satellite Integrators for automatic vehicle location (AVL)/global positioning system (GPS) systems. He stated his intent to obtain clarification on related software costs; provided input on the recommended process for pursuing the purchase of these systems; and clarified that the per-unit cost could either be included in the annual assessments or billed to the member cities.

Battalion Chief Shuck related the Manhattan Beach Fire Department's interest in looking at the idea of purchasing the system during the 2009-2010 budget year.

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4. **ROUND TABLE DISCUSSION**

4a. Battalion Chief Shuck expressed his understanding that map pages are a standard computer aided dispatch (CAD) feature.

Staff Services Stevens advised that, instead of a Sun Pro records management system (RMS), a dispatch center in Long Beach has a Tiburon RMS, through which every call is forwarded to the battalion chiefs. Authority staff will look into the possibility of obtaining this system and report back to Battalion Chief Shuck.

4b. As discussed at previous Fire Task Force meetings, Battalion Chief Shuck emphasized the importance of installing the 10-minute timer for greater alarm fires.

Technical Services Manager Rivera affirmed that the 10-minute timer for greater alarm fires will be installed no later than June 2008.

4c. Battalion Chief Shuck discussed the idea of dedicating a channel to the Manhattan Beach Fire Department emergency trigger on fire ground personnel portable radios, particularly because it is so closely tied to mutual aid in Area G cities.

Executive Director Mailloux said that it would be necessary to dedicate one of the Authority's frequencies for this purpose and that, if approved by the Executive and User Committees, the Authority would support doing so.

4d. Battalion Chief Shuck asked that the on-duty Communications Supervisors notify the appropriate stations when a weather alert pertains to one of our areas.

4e. The Fire Task Force members requested that, when there is any uncertainty about doing so, supplements to calls be put out, and that common place names in addition to addresses be given out.

4f. Captain Scott expressed the Hermosa Beach Fire Department's appreciation of the EMD pre-arrival instructions provided over the telephone by the Communications Operators, as well as the new information they are receiving OTA. He noted that the updated information is helpful when they are responding to a call.

4g. Technical Services Manager Rivera reminded the Fire Task Force members to provide Technical Services Department staff with updated information about their department's portable radio assignments.

4h. Operations Manager Kauffman asked that the on-duty Communications Supervisors be called when paging problems occur.

4i. Battalion Chief Shuck announced Manhattan Beach Fire Department's newly-appointed Chief Scott Ferguson.

4j. Battalion Chief Shuck related Manhattan Beach Fire Department's appreciation of the Authority's assistance in compiling scenarios for their recent Captain's examination.

4k. Because there are numerous duplicate addresses in both Hermosa and Manhattan Beach, the Fire Task Force members asked that, in addition to the pre-alert, the city and type of call be stated before units are verbally dispatched.

Operations Manager Kauffman cautioned that, until the Communications Operators become familiar with the new procedure, some mistakes might occur.

ADJOURNMENT

At 2:50 p.m., the meeting was adjourned to Tuesday, April 1, 2008, 1:30 p.m.