

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:10 AM on Tuesday, March 8, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Interim Chief Pete Bonano, Hermosa Beach Fire Department  
Captain Shawn Bonfield, El Segundo Fire Department  
Battalion Chief Scott Hafdell, Manhattan Beach Fire Department

Absent: None.

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Staff Services Sandy Farley

2. **ACTION ITEMS**

2a. **Approval of Minutes – February 2, 2016**

Interim Chief Bonano corrected the Fire Task Force minutes of February 2, 2016 as follows:

Page 1, "Present:" Captain Garofano.

**MOTION:** Captain Bonfield moved to approve the Fire Task Force minutes of February 2, 2016 as amended. The motion was seconded by Battalion Chief Hafdell and passed by unanimous vote.

2b. **Draft Communications Plan**

Captain Bonfield distributed the Draft Communications Plan. The Fire Task Force and Authority staff discussed topics related to the Plan, the need for the member/contract police departments to agree on the channels to be designated for fire; what to name the designated channels; the importance of considering the probability that the agencies will be using the Interagency Communications Interoperability System (ICIS) in the future; the need to keep in mind that talk groups will be used;

Executive Director Mailloux suggested that Los Angeles County's Communications Plan be reviewed to see if their communications procedures would work for the member/contract fire departments. He also suggested that Authority staff present the Draft Plan to the Police Task Force for their input. He confirmed for Interim Chief Bonano that the Culver City Fire Department will be invited to the Fire Task Force meetings.

Interim Chief Bonano recommended that the Area G Operations Fire Chiefs be given an opportunity to review the Plan as well.

### 3. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the status of the following items: the City of Culver City's interest in the Authority providing their 9-1-1 emergency communications services; the Authority's Fiscal Year 2016-2017 Budget; the Los Angeles Regional Interoperable Communications System's (LA-RICS) new equipment shelter at Gardena Police Department; and the Authority's plans to hold an open house in the near future.

### 4. **ROUND TABLE DISCUSSION**

4a. Interim Chief Bonano noted an upcoming meeting with a prospective medical director, who will provide services to the three fire agencies and the communications center.

Operations Manager Kauffman advised that the Authority's requirement for a medical director is currently met through Power Phone.

4b. Operations Manager Kauffman explained that, after visiting the Redondo Beach Communications Center in response to Interim Chief Bonano's request to connect Hermosa Beach Fire Department's computer aided dispatch (CAD) between Torrance and Redondo Beach Fire Departments, the Panasonic tablet is being considered.

Interim Chief Bonano offered that Hermosa Beach Fire Department will pay for the Tablet.

Operations Manager Kauffman verified that Authority staff will advise Interim Chief Bonano of the Tablet cost, as well as the monthly cellular telephone cost.

### 5. **ADJOURNMENT**

The meeting was adjourned at 9:10 AM.