

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:38 a.m. on Tuesday, March 3, 2009, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Captain Brian Scott, Hermosa Beach Fire Department
Battalion Chief Ken Shuck, Manhattan Beach Fire Department
Battalion Chief John Weber, Manhattan Beach Fire Department

Absent: None.

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

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Newly hired Battalion Chief John Weber was welcomed by the Fire Task Force members and Authority staff.

Executive Director Mailloux and Operations Manager Kauffman provided an overview of the Authority for Battalion Chief Weber.

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2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – FEBRUARY 3, 2009**

The Fire Task Force minutes of February 3, 2009 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux reported: that he and Administration Manager Agee attended a meeting in Santa Fe Springs regarding Los Angeles County Health Department's proposed emergency medical dispatch (EMD) policy and that he volunteered to serve on a committee to review the proposed policy; that he and Technical Services Manager Rivera plan to attend a Los Angeles Regional Interoperable Communications System (LA-RICS) meeting about equipment specifications on March 5th; that the Authority will be testing for the position of Communications Supervisor in the near future; and that the Authority intends to eliminate equipment maintenance charges from the member cities' annual assessments. He called attention to the recent meeting about mobile and portable radio equipment standardization.

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Captain Scott stated appreciation of the information provided at the meeting.

4. **ROUND TABLE DISCUSSION**

4a. Captain Scott advised that Hermosa Beach Fire Department will be hosting a meeting with Tiburon about their fire records management system (RMS) on March 19, 2009, 1:00 p.m., Hermosa Beach City Council Chambers.

Executive Director Mailloux indicated that the quote from Tiburon for the fire RMS is still pending.

4b. Technical Services Manager Rivera asked the member fire departments to notify Authority staff about their decision concerning the standard frequency plan.

4c. Technical Services Manager Rivera indicated that Manhattan Beach's new rescue vehicle is ready for pick up and he asked that Authority staff be notified when the vehicle is going to be put into service.

Battalion Chief Shuck voiced his appreciation of the Technical Services Department's efforts in completing the rescue vehicle by the date needed.

4d. Technical Services Manager Rivera asked if the voters/receivers on the State White channel are still needed.

The Fire Task Force discussed that State White 1 is now a tactical channel for the State plan instead of a travel channel. Battalion Chief Shuck affirmed that Captain Grimaldi will contact Technical Services Manager Rivera to discuss.

4e. Battalion Chief Shuck mentioned Manhattan Beach Fire Department's plans to hire two Firefighters.

4f. Captain Scott noted that Hermosa Beach Fire Department has nine new hires serving in various capacities.

4g. Battalion Chief Shuck reported that Manhattan Beach Fire Department's staffing study will be presented for discussion at an upcoming Council Workplan meeting.

5. **ADJOURNMENT**

The meeting was adjourned at 9:20 a.m.