

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:40 AM on Tuesday, May 2, 2017, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Chief Pete Bonano, Hermosa Beach Fire Department  
Battalion Chief Shawn Bonfield, El Segundo Fire Department  
Engineer James Craig, Manhattan Beach Fire Department  
Battalion Chief Scott Hafdell, Manhattan Beach Fire Department

Absent: None.

Also Present: Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Staff Services Sandy Farley

2. **ACTION ITEMS**

2a. **Approval of Minutes – March 8, 2017**

**MOTION:** Chief Bonano moved to approve the Fire Task Force minutes of March 8, 2017 as written. The motion was seconded by Battalion Chief Hafdell and passed by unanimous voice vote.

Agenda Item Nos. 2b and 2c were considered together.

2b. **Unified Response Plan and**

2c. **Chief Notifications**

Chief Bonano explained his opinion that the current Unified Response Plan is not robust enough to handle two one and two alarm assignments at the same time. He voiced concern that dispatch notifications are inconsistent and confusion causes delays in station coverage.

Administration Manager Krok explained the dispatch notification procedures and delays in station coverage.

Engineer Craig observed that the apparent notification problems with Hermosa Beach Fire Department could be because they have no battalion chiefs, who dispatch is supposed to notify of fires in their city.

Chief Bonano advised that he receives notifications from dispatch quite often. He expressed concern that he notified Authority staff of designated Hermosa Fire Department personnel to notify when he was out of town recently, but he (and not the designated personnel) received the notifications on his cellular and home telephones. Chief Bonano emphasized the importance of knowing who is covering stations when Hermosa Beach Fire is on incidents in other cities and he asked Authority staff to remind the communication supervisors of dispatch notification procedures.

Authority staff apologized for sending notifications to Chief Bonano when he was out of town instead of the designated personnel.

2d. **911 Call Transfers**

Chief Bonano advised that Hermosa Beach City Council recently voted in favor of transitioning Hermosa Beach Fire Department to Los Angeles County Fire Department. He requested input on the existing procedures for automatic and mutual aid and highlighted the importance of streamlining these procedures as much as possible.

Sharing information on automatic and mutual aid procedures, Administration Manager Krok noted that delays in transferring calls are inevitable.

Engineer Craig reported that the computer aided dispatch (CAD) working group is considering the idea of linking systems, with which Los Angeles County Fire has expressed an interest.

Chief Bonano related his understanding that a system link was not part of Mark 43's CAD proposal.

Engineer Craig assured Chief Bonano that the CAD working group is considering this idea.

Chief Bonano discussed the positive aspects of going to Los Angeles County Fire Department, which, he estimated, will take approximately six to eight months. He noted the importance of tying up loose ends prior to the transition and emphasized that it will be necessary to adjust the Unified Response Plan to accommodate this situation.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Administration Manager Krok shared information about the Unified Voice application. He advised that the initial roll out of the system includes 100 licenses, which will be distributed amongst the cities. Mr. Krok verified for Engineer Craig that information on the Unified Voice application was presented to the Executive and User Committees.

4. **OLD BUSINESS**

4a. Chief Bonano requested input on the Fire Communications Plan.

Battalion Chief Hafdell related his understanding that the Plan is on hold due to the talk groups and trunking that will be included in the Interoperability Network of the South Bay (INSB).

Battalion Chief Bonfield stated his appreciation of Engineer Craig's efforts toward compiling the Plan.

5. **NEW BUSINESS**

None.

6. **ROUND TABLE DISCUSSION**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 9:00 AM.