

**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 a.m. on Tuesday, July 07, 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  
Battalion Chief Ken Shuck

Absent: None.

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

2. **ACTION ITEMS**

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

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

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux reported on the status of the Punta Place Infrastructure Upgrade Project; the Manhattan Beach Water Tower Project; the possibility of El Segundo returning to the Authority; and the recruitment for the position of Communications Operator.

3b. Executive Director Mailloux explained repair and billing changes made by the Authority effective July 1, 2009, eliminating labor charges for all cities served by the Authority.

4. **ROUND TABLE DISCUSSION**

4a. Captain Smith related Hermosa Beach Fire Department's difficulty in contacting Tiburon to discuss the possible purchase of a new records management system (RMS).

Executive Director Mailloux recommended that, due to the poor economy, the purchase of a new RMS be postponed.

4b. Captain Scott mentioned that, when Hermosa Beach Fire Department recently requested notifications, the Communications Operators called Hermosa Beach Police Department for contact numbers rather than referring to the roster.

Administration Manager Agee verified that the Communications Operators will be reminded to obtain telephone numbers from the rosters when needed.

Battalion Chief Shuck affirmed that Manhattan Beach Fire Department's current roster will be provided to Authority staff.

4c. Battalion Chief Shuck asked that, during discussions of El Segundo returning to the Authority, the idea of El Segundo utilizing West Net so that all the fire agencies are dispatched the same way be related.

4d. Technical Services Manager Rivera related his understanding that Manhattan Beach will hold an emergency drill meeting involving their Fire Department and City personnel on July 29, 2009. He will forward pertinent information to Battalion Chief Shuck.

Battalion Chief Shuck stated his intent to obtain additional information on the meeting and provide to Authority staff.

4f. Technical Services Manager Rivera shared information on the importance of replacing and cleaning portable radio batteries.

4g. Technical Services Manager Rivera advised that, as a result of Gardena Police Department being moved to a new frequency in order for El Segundo to co-share Frequency 7, (currently Gardena Police Department's primary channel) a portion of the narrow banding of frequencies will be accelerated. A schedule of the changes made will be distributed to surrounding departments.

4h. Battalion Chief Shuck reported on Manhattan Beach Fire Department's recent drill at the former Albertson's building at 22<sup>nd</sup> Street and Sepulveda Boulevard. He commended the assistance provided by the Communications Operators during the drill; elaborated on the importance of an Area G communications plan for major operations; and asked Authority staff to assume the lead role in this task.

Executive Director Mailloux advised that this should be discussed with the South Bay Fire Chiefs.

At the suggestion of Administration Manager Agee, it was agreed that a meeting to further discuss the development of an Area G communications plan for major operations will be held at the Authority on Monday, July 20<sup>th</sup>, 8:30 a.m.

Fire Task Force  
July 7, 2009

4i. Battalion Chief Shuck related problems with Manhattan Beach Fire Department's printers going down. Authority staff will look into this and report back.

4j. Battalion Chief Shuck commended Communications Operator Cindy Barron's recent performance in locating a Manhattan Beach Fire Department sign erroneously taken by the Gas Company.

5. **ADJOURNMENT**

The meeting was adjourned at 9:49 a.m.