

August 22, 2006

MINUTES OF A SPECIAL MEETING OF THE FIRE TASK FORCE

1. CALL TO ORDER

The Fire Task Force convened in a special session at 2:03 p.m. on Tuesday, August 22, 2006, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Assistant Chief Jerry Gomez, Hermosa Beach Fire Department
Battalion Chief Ken Shuck, Manhattan Beach Fire Department

Absent: None.

Also Present: Executive Director Ralph Mailloux
Operations Manager Janey Hall
Personnel/Training Manager Bonnie Agee
Technical Services Manager Jose Rivera
Communications Supervisor Gary Stevens

2. ACTION ITEMS

2a. APPROVAL OF MINUTES – JUNE 6, 2006

The Fire Task Force minutes of June 6, 2006 were approved as written.

3. EXECUTIVE DIRECTOR'S REPORT

3a. Executive Director Mailloux provided updated information on the Grandview and Gardena Police Department Infrastructure Upgrade Projects. He explained that, after the Manhattan Beach City Council reviews the Grandview Project, Authority staff will meet with representatives from the Manhattan Beach Fire and Police Departments to discuss the public outreach approach for the Project.

Technical Services Manager Rivera advised that construction at the Gardena Police Department tower site will begin in September.

3b. Executive Director Mailloux reported that the Authority has contracted with Ms. Agnes Walker to serve as Finance/Accounting Manager.

4. **ROUND TABLE DISCUSSION**

4a. Battalion Chief Shuck requested input on how to approach the idea of the Authority offering West Net services in order to have standardized dispatch procedures.

Executive Director Mailloux recommended that the Fire Task Force representatives discuss the idea with their respective chiefs, who would in turn bring the item before the Executive Committee for discussion.

Battalion Chief Shuck related the Manhattan Beach Fire Department's desire for a quote from Tiburon to write some programming for the West Net system.

Executive Director Mailloux called attention to the importance of providing very specific information to Tiburon concerning the Manhattan Beach Fire Department's needs. He recommended that Manhattan Beach Fire Department contact Information Services Manager Mary Laquet regarding this matter.

4b. As discussed at the Fire Task Force meeting in June 2006, Battalion Chief Shuck reminded Technical Services Department staff of the Manhattan Beach Fire Department's desire for an audible tone that delineates the passage of time during an incident, similar to the 10-33 tone used by police departments.

4c. Per discussion at a wireless communications meeting, Battalion Chief Shuck reiterated the Manhattan Beach Fire Department's continued desire for internet access in the new Battalion Chief's vehicle via a wireless air card.

Technical Services Manager Rivera advised that a wireless communications meeting will be scheduled for some time in September, during which data obtained from questionnaires that were distributed to various departments in the member cities will be reviewed.

4d. Assistant Chief Gomez reported that he has received much negative feedback from Hermosa Beach Firefighters about the log-on procedures for the mobile data computers (MDCs) recently installed in Hermosa Beach Fire Department vehicles.

Technical Services Manager Rivera explained that changes to the MDC log-on procedures were made for security purposes. He noted the need for a list of the vehicles to be substituted for the primary vehicles prior to fixing the log-on procedures.

Communications Supervisor Stevens mentioned security problems associated with generic MDC log-on procedures.

Battalion Chief Shuck stated his impression that police department security procedures are erroneously being applied to the fire departments' MDC log-on procedures. He advised that Manhattan Beach Fire Department's Ambulance Nos. 21-24 and Engines 21-24 can be substituted for one another.

Fire Task Force
August 22, 2006

Assistant Chief Gomez advised that all of Hermosa Beach Fire Department's engines are interchangeable.

4e. In response to an inquiry from Technical Services Manager Rivera, The Fire Task Force members approved the use of Morse Code for station identification for fire frequencies. Technical Services Manager Rivera affirmed that the use of Morse Code is within the Federal Communications Commission's regulations.

4f. Personnel/Training Manager Agee advised that a committee has been established for the purpose of adding more structure and continuity to the fire dispatch position. The next meeting is scheduled for August 30, 2006.

4g. Personnel/Training Manager Agee requested updates to the Recall Lists distributed at a previous Fire Task Force meeting.

4h. The Fire Task Force members agreed to confirm with their respective departments that it is no longer necessary to use Bird Dogs and report back to Authority staff.

4i. The Fire Task Force members agreed to meet on the first Tuesday of every other month. The next meeting will be in October 2006.

4j. Battalion Chief Shuck pointed out that the new remote radios at the new Manhattan Beach Fire Department facility need to be re-programmed.

Technical Services Manager Rivera related the Technical Services Department's willingness to provide Advanced Electronics with the necessary information to re-program the radios.

4k. Operations Manager Hall asked that equipment repair requests be made via the forms that can be accessed on the Authority's website. She related her intent to email the Fire Task Force members written procedures for accessing the forms.

5. **ADJOURNMENT**

At 2:08 p.m., the meeting was adjourned to Tuesday, October 10, 2006, 1:30 p.m.