

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:41 AM on Tuesday, September 4, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Battalion Chief Scott Hafdell, Manhattan Beach Fire Department
Captain Scott Martinez, El Segundo Fire Department

Absent: Culver City Fire Department

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Administration Manager John Krok
Communications Supervisor Sandy Farley
Communications Supervisor Megan Wiles
Josh Armstrong, Hawthorne IT Services
Project Manager Margaret Liu, City of El Segundo
Victor Bowers, Compline

2. **ACTION ITEMS**

a. **Approval of Minutes from February 6, 2018**

MOTION: Captain Martinez moved to approve the Fire Task Force minutes of February 6, 2018. The motion was seconded by Battalion Chief Hafdell and passed by unanimous voice vote.

3. **NEW BUSINESS**

a. Mark 43 Transition

i. Programming and Maintenance of MDCs

Josh Armstrong, Hawthorne IT Services, explained that, with the new Mark 43 computer aided dispatch (CAD) system, it will be in the departments' best interests to control their own MDCs. It will not be necessary to complete this transition prior to the new CAD system going live.

Operations Manager Kauffman noted that Authority staff will be happy to continue advising the departments on decisions pertaining to the MDCs.

ii. RAPS Installations for Wireless Programming of Radios

Administration Manager Krok advised that the Interoperability Network of the South Bay go-live date is approaching and the departments should order at least two rapid access points (RAPs) for wireless radio programming. He pointed out that it will be up to the cities to run a network drop.

iii. Closest Unit Functionality

Operations Manager Kauffman asked if the departments are interested in closest unit functionality in the future.

Battalion Chief Hafdell confirmed Manhattan Beach Fire Department's interest in closest unit functionality.

Josh Armstrong, Hawthorne IT Services, pointed out the need to establish rules for this process.

Operations Manager Kauffman suggested that functions like this be discussed at a Mark 43 meeting about the new computer aided dispatch (CAD) system.

Battalion Chief Hafdell offered to arrange a date for a meeting to further discuss closest unit functionality.

b. INSB Transition

i. Operational Plans for Talk Groups

Operations Manager Kauffman requested clarification on the channel lineup for the Interoperability Network of the South Bay (INSB) talk groups. She advised that Communications Supervisor Wiles will take over some of the radio duties and operational plan for training and suggested that a meeting be scheduled to review the plan and noted the need to discuss an emergency trigger procedure as well.

ii. Recording of Channels

Operations Manager Kauffman asked the departments to examine which Interoperability Network of the South Bay (INSB) channels they would like to record.

Administration Manager Krok related his understanding that it will cost approximately \$2,000 per channel to record them.

Operations Manager Kauffman indicated that a meeting will be scheduled to discuss this and various other topics.

iii. Migration of Culver City FD to Fire Main Dispatch Position

Executive Director Lee explained that that Culver City Fire Department's migration to the fire main dispatch position will be accomplished with the migration to the Interoperability Network of the South Bay (INSB).

Operations Manager Kauffman advised that more information about this will be provided closer to the cut over to the INSB.

Battalion Chief Hafdell mentioned that dispatch is providing too much information on Code 3 calls.

Operations Manager Kauffman and Administration Manager Krok affirmed that radio information provided on Code 3 calls should be kept simple, but noted it can be difficult to discern discretionary information.

Captain Martinez agreed to the idea of keeping radio information provided by dispatch on Code 3 calls simple, particularly due to the Health Insurance Portability and Accountability Act (HIPAA).

Captain Hafdell related his intent to arrange a meeting for the departments to discuss standards for radio brevity and advise Authority staff prior to the cut over to the INSB.

Executive Director Lee noted that "Radio Brevity" will be placed on the next Fire Task Force meeting agenda.

c. Upcoming Fire Dispatch Refresher Training for SBRPCA Staff

Operations Manager Kauffman asked the departments to advise Authority staff of any topics on which they feel the communication operators should be refreshed.

Captain Martinez suggested that radio discipline be discussed.

Captain Hafdell advised that, when on Channel 2, a confirmation from dispatch is not necessary when switching back to Channel 1.

Captain Martinez highlighted the excessive amount of print outs in between the initial and end of a call.

4. **ROUND TABLE DISCUSSION**

4a. Josh Armstrong, Hawthorne IT Services, advised that system maintenance occurs on the third Thursday of every month.

Operations Manager Kauffman asked the departments to advise Authority staff know who should be on the distribution list for notices about the system maintenance.

5. **ADJOURNMENT**

The meeting was adjourned at 9:25 AM.