

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:35 AM on Tuesday, July 5, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Battalion Chief Shawn Bonfield, El Segundo Fire Department
Firefighter/Paramedic James Craig, Manhattan Beach Fire Department
Battalion Chief Scott Hafdell, Manhattan Beach Fire Department
Firefighter/Paramedic Dave Schwarting, Manhattan Beach Fire Department
Firefighter Evan West, El Segundo Fire Department

Absent: Interim Chief Pete Bonano, Hermosa Beach Fire Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Administration Manager John Krok
Staff Services Farley

2. **ACTION ITEMS**

2a. **Approval of Minutes – July 5, 2016**

MOTION: Battalion Chief Bonfield moved to approve the Fire Task Force minutes of July 5, 2016 as written. The motion was seconded by Firefighter/Paramedic Craig and passed by unanimous voice vote, absent Interim Chief Bonano.

2b. **Discussion of CAD Automatically Pulling Report Numbers**

Firefighter/Paramedic Craig explained Manhattan Beach Fire Department's desire to ensure that departmental record (DR) numbers are generated, particularly for mutual aid incidents. He noted that the current system of obtaining the DR numbers through the communications operators is improving.

Operations Manager Kauffman advised that, should the departments wish to do so, the computer aided dispatch (CAD) system could be set up to automatically pull DR numbers by city; but, all calls entered into the system would be included. She pointed out that, if the departments were to keep the current procedure, they could train their personnel to confirm that DR numbers were generated before calls are cleared.

Administration Manager Krok noted that the DR numbers generated by the CAD when pulled manually might not be chronological. He indicated that the new CAD will probably have a better system for generating DR numbers.

The Fire Task Force agreed that the current system of obtaining DR numbers through the communications operators should continue at this time.

3. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the status of the following items: the Interoperability Network of the South Bay; the transition of Culver City to the Authority; the Mark 43 computer aided dispatch (CAD) system; and the renewal of the Executive Director's contract.

4. **OLD BUSINESS**

Battalion Chief Hafdell asked for input on the outcome of placing a mobile data computer (MDC) in Redondo Beach's communications center to connect to the Authority's computer aided dispatch (CAD) system, as discussed at the Fire Task Force meeting in July.

Operations Manager Kauffman related Redondo Beach's preference to continue the current system of calling rather than using another piece of equipment.

5. **ROUND TABLE DISCUSSION**

5a. Operations Manager Kauffman announced the promotion of Communications Operators Megan Wiles and Adrienne Michaelson to the position of Communications Supervisor.

5b. Operations Manager Kauffman requested clarification on who the communications operators should contact when a Manhattan Beach Battalion Chief responds to a mutual aid incident in Hermosa Beach.

Battalion Chief Hafdell explained that the Hermosa Beach Captain should be contacted until the Battalion Chief is on scene.

5c. Administration Manager Krok offered input on Tait's Wave e-Chat system, which provides the capability to receive and transmit on all frequencies and create talk groups and should be ready for use in the near future.

5d. Operations Manager Kauffman reported on recent problems with the Tiburon computer aided dispatch/records management system (CAD/RMS) when changes to the run cards were being made. As a result of this problem, previously requested Area G run card changes will be delayed and the departments will be updated once Tiburon responds with a solution to this problem.

5e. Battalion Chief Hafdell asked about the status of the Fire Communications Plan.

Firefighter/Paramedic Craig shared information on the possibility of incorporating communications training for structures into the forthcoming demolition at Manhattan Beach mall. He will provide input in the near future on possible dates for the exercise and classroom training beforehand when available.

Battalion Chief Hafdell mentioned the alternative of holding communications training for structures at Mira Costa High School on a weekend.

6. **ADJOURNMENT**

The meeting was adjourned at 9:00 AM.