

**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 a.m. on Tuesday, October 5, 2010, in the first floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Captain Frank Chiella, Manhattan Beach Fire Department  
Captain Shawn Bonfield, El Segundo Fire Department  
Engineer Aaron Marks, Hermosa Beach Fire Department  
Deputy Chief Eric Moore, El Segundo Fire Department

Absent: None.

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

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES**

2a1. **Regular Meeting on July 6, 2010\***

2a2. **Special Meeting on September 14, 2010\***

The Fire Task Force minutes of July 6, 2010 were approved as written. The Fire Task Force minutes of September 14, 2010 were approved with a modification to Page 2, Paragraph 7, to read, "Acting Chief Shuck asked if the new channel listing will be programmed into the member agencies' radios by the time El Segundo transitions to the Authority."

2b. **FIRE COMMUNICATIONS PLAN**

Executive Director Mailloux related questions from Acting Chief Shuck regarding the implementation of the Fire Communications Plan agreed to at the special meeting of the Fire Task Force on September 14, 2010. He recalled discussion at the special meeting that fire incidents would be dispatched on one channel; that, for working fires, Hermosa and Manhattan Beach would switch to Fire 2 and El Segundo would switch to Fire 3; and that the member fire departments can switch to a different frequency when necessary. Director Mailloux recommended that the Fire Task Force discuss how detailed the Plan should be and whether specific information about when to switch channels should be included.

Deputy Chief Moore related El Segundo Fire Department's preference to take small steps and get settled operationally rather than jumping into new procedures quickly. He verified that El Segundo Fire Department knows when to switch channels and noted that El Segundo Fire Department's current lack of mobile data computers causes increased radio traffic.

The Fire Task Force agreed that the Fire Communications Plan procedures should remain as agreed to at the special meeting on September 14<sup>th</sup> and that they should be formalized in a letter to be distributed by Authority staff.

Engineer Marks noted the difficulty of switching channels on scene.

The Fire Task Force agreed that the channels should be referred to as Fire 1, Fire 2 and Fire 3.

Executive Director Mailloux affirmed that the member departments can use tactical channels for special events and that Channel 11 will be So. Bay Fire RIC. He explained the reasoning behind the Fire Task Force's determinations that it is no longer necessary to acknowledge MDC status changes OTA and that the Authority will continue to confirm assignments during working fires.

Technical Services Manager Rivera advised that the member agencies' radios will be re-programmed with the new channel listing after November 1, 2010, when Gardena switches from Frequency 7 to Frequency 3, and that El Segundo's will function on the Authority's system in that they exceed minimum standards.

Deputy Chief Moore explained that he received some training on the MDCs from Authority staff and that he can, in turn, train his department.

### 3. **EXECUTIVE DIRECTOR'S REPORT**

None.

### 4. **ROUND TABLE DISCUSSION**

4a. In answer to a question from Deputy Chief Moore, Technical Services Manager Rivera provided input on the automatic vehicle locator (AVL) system recently purchased by the Hawthorne Police Department. He recommended that El Segundo delay purchasing a new AVL system until the Mobile Com system can be tested.

Executive Director Mailloux shared information about the numerous capabilities available with the Mobile Com system which, he indicated, will be used by all of the member agencies except Hawthorne.

4b. Referring to a recent email from El Segundo Fire Department to Tiburon, Executive Director Mailloux related concerns about the timeline for the 24/7 Tiburon RMS, which will cost approximately \$70,000, to be funded by the member departments.

Administration Manager Agee noted that Long Beach Fire Department has the 24/7 Tiburon RMS.

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Deputy Chief Moore explained that El Segundo Fire Department is happy with their Firehouse RMS, which Redondo Beach and Torrance Fire Departments also use.

Engineer Marks indicated that Hermosa Beach Fire Department is not pleased with their Sun Pro RMS.

Executive Director Mailloux related previous discussion by the Executive Committee about the Authority eventually maintaining the RMS, but the member departments will be responsible for entering their data, etc. He recommended that the member fire department chiefs discuss operational issues pertaining to the RMS.

Captain Chiella volunteered to arrange for the member fire departments to view Long Beach Fire Department's 24/7 Tiburon RMS.

Executive Director Mailloux confirmed that Authority staff will obtain information from Tiburon on importing data, including if it is possible to import exported data sent to the State. He noted that Tiburon's 24/7 system integrates into the CAD.

Deputy Chief Moore noted that El Segundo currently utilizes Firehouse RMS. He offered to obtain a trial version of the CAD monitor with FCARS to see if it works and he invited the Fire Task Force to examine El Segundo's Firehouse RMS.

Technical Services Manager Rivera related his understanding that Tiburon's 24/7 RMS is a client server interface.

Engineer Marks asked if Tiburon's 24/7 RMS will have a platform that supports I Pads etc.

Executive Director Mailloux suggested that Mary Laquet be contacted to further discuss the specifics of Tiburon's 24/7 RMS.

The Fire Task Force agreed that it would be better to have one RMS for all the member departments.

4c. Deputy Chief Moore commented on run card issues arising during El Segundo's switch over to the Authority.

4d. Deputy Chief Moore reported on issues with the Station E-codes, whereby Engine 31 was being sent and it was switched to Engine 33.

4e. Deputy Chief Moore related El Segundo Fire Department's desire to establish an elevator type code. Captain Chiella and Engineer Marks supported this idea.

It was agreed that the type code for public assist will be changed to "elevator."

4f. The Fire Task Force discussed the appropriate type code to be used when someone falls out of bed and it was agreed that it should be “rescue minor.”

Operations Manager Kauffman clarified that the communications operators will continue to obtain additional information, as they have done in the past.

4g. The Fire Task Force agreed that the Technical Services Department should send repair request acknowledgments and that, if equipment is repaired, a return email will also be sent. The departments will provide Technical Services Manager Rivera with the contact information for the department employee to whom verifications should be sent.

Executive Director Mailloux reminded the member departments that, when submitting repair requests, as much information as possible should be provided.

4h. Technical Services Manager Rivera confirmed for Deputy Chief Moore that El Segundo’s IT Department will be notified via email to [helpdesk@elsegundo.org](mailto:helpdesk@elsegundo.org) of telephone and computer line outages, building infrastructure problems, etc.

4i. Deputy Chief Moore mentioned that El Segundo Fire Department is working toward obtaining Tiburon’s interface for their Station Alerting system at a cost of approximately \$27,000.

Technical Services Manager Rivera presented information on the estimated time schedule for installing the new Station Alerting System at Hermosa Beach Fire Department. He clarified that the pre-alert before dispatch will work the same as it does at Station 2 in Manhattan Beach.

4k. Deputy Chief Moore commended Authority staff on El Segundo’s smooth transition to the Authority.

Executive Director Mailloux noted the Authority’s efforts to strive for consistency in the member departments’ procedures. He invited interested members of the Fire Task Force to schedule a sit along in the communications center.

4l. In response to an inquiry from Deputy Chief Moore, Executive Director Mailloux affirmed that he will distribute an announcement regarding El Segundo’s consolidation into the Authority to Area G, L.A. County Sheriff’s Department and L.A. County Fire Department.

4m. Technical Services Manager Rivera confirmed that he will send El Segundo’s new 7-digit number to Deputy Chief Moore.

4n. Technical Services Manager Rivera stated his intent to follow up on the chargers for the Tait mobile radios.

4o. Deputy Chief Moore affirmed that he will obtain input on whether El Segundo Fire Department would like ambulances dispatched on rescues and on whether they would like designated ambulance companies other than McCormick’s. He clarified that they do not want a private ambulance dispatched on greater alarms.

4p. Operations Manager Kauffman mentioned that El Segundo’s dispatchers are currently in training.

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4q. Engineer Marks voiced concern that other departments were not notified when an El Segundo truck went out of service recently.

Operations Manager Kauffman related her intent to look into this.

Executive Director Mailloux pointed out that procedures for this type of situation might be in the mutual aid book.

4r. Deputy Chief Moore verified his intent to notify Executive Director Mailloux of the next meeting date, time and location for the Area G Operations Group.

4t. Technical Services Manager Rivera asked if the member fire departments would like to have fire paging capabilities on Fire 3 for all stations.

Captain Chiella related his preference for Authority staff to make a recommendation in this regard.

Executive Director Mailloux advised that Authority staff will discuss this and report back.

The Fire Task Force agreed that there should be fire paging capabilities on Fire 1 and 2 for all departments.

Technical Services Manager Rivera stated his intent to obtain a quote for radios (approximately \$500.00 each) needed for this capability.

## 5. **ADJOURNMENT**

The meeting was adjourned at 10:20 a.m.