

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 2:08 p.m. on Tuesday, December 7, 2010, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Battalion Chief Frank Chiella, Manhattan Beach Fire Department
Chief David Lantzer, Hermosa Beach Fire Department
Deputy Chief Eric Moore, El Segundo Fire Department (arrived 2:20 p.m.)
Acting Chief Ken Shuck, Manhattan Beach 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 Gary Stevens
Councilman Carl Jacobson, City of El Segundo

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – November 3, 2010***

The minutes of November 3, 2010 were approved as written, absent Deputy Chief Moore.

2b. **FIRE STATION ORDER DISPATCH**

Referring to discussion at the previous Fire Task Force meeting, Acting Chief Shuck requested that an order list of stations to call for assistance on rescues be programmed into the Authority's computer aided dispatch (CAD) system. He explained that this will provide the dispatchers with a list of resources and guidance and affirmed that the engine closest to the geographical location should be sent.

To accomplish this task, Staff Services Stevens requested maps of the cities divided by runs, along with the stations to respond for each run and the station order.

Executive Director Mailloux suggested that the station order list be added to the current list of rescue back-ups.

Battalion Chief Chiella pointed out that the dispatchers already know the procedures for first alarm assignments, and the addition of a station order list could make the process more complex.

Acting Chief Shuck clarified the purpose of the station order list to provide the dispatchers with the authority to staff the assignments according to the information supplied by the departments. He confirmed his intent to re-send Manhattan Beach Fire Department's station order list to Authority staff.

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Deputy Chief Moore arrived at 2:20 p.m.

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Acting Chief Shuck related his frustration with the apparently complicated process to modify run cards. He and Authority staff discussed the idea of modifying the run cards only two times per year.

Executive Director Mailloux indicated that Authority staff will assess the workload involved in changing the run cards to reflect the station order list and provide an estimate of when this can be accomplished.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux advised that the new EOS software has been installed and is up and running.

3b. Executive Director Mailloux related his impression that the member departments are not interested in purchasing Tiburon's records management system (RMS), which would cost approximately \$70,000. He noted that El Segundo Fire Department is testing the interface to the Firehouse RMS, which appears to be a good system at a cost of between \$5,000 and \$10,000 and is used by Redondo Beach and Torrance Fire Departments.

Chief Lantzer expressed concerns over Tiburon's 24/7 RMS, which he viewed at Long Beach Fire Department. He related his many years of positive experience with the Firehouse RMS.

3c. In response to a question from Acting Chief Shuck, Executive Director Mailloux explained that Smart Phone alerting has nothing to do with the CAD system and that Authority staff is in the process of obtaining information from Tiburon about the status of their Smart Phone interface, which costs approximately \$9,000 and will be funded by the Authority.

3d. Executive Director Mailloux presented information on discussions with Hawthorne Police Department about the maintenance of the computer aided dispatch (CAD)/records management system (RMS) located at the Authority. He noted that, should Hawthorne Police Department wish to continue maintaining the system, they will discuss the idea with the Executive Committee, who previously agreed it should be maintained by the Authority.

3d. Executive Director Mailloux related his receipt of a letter from Inglewood Police Department requesting a formal survey on the idea of the Authority providing their 9-1-1 emergency communication services.

4. **ROUND TABLE DISCUSSION**

4a. Acting Chief Shuck advised that the appointment of a new city manager in Manhattan Beach will be considered by the City Council tonight. He voiced his anticipation that the new city manager will make some decisions relative to the Manhattan Beach Fire Chief position and noted that Police Chief Rod Uyeda is scheduled to retire on January 10, 2011.

4b. In answer to a question from Chief Lantzer, Technical Services Manager Rivera stated his intent to follow up on the status of the parts order for the Hermosa Beach Fire Department's back-up camera.

4c. Deputy Chief Moore related his intent to provide Authority staff with written information on the South Bay Fire Chiefs' Communications Group's recent proposal for UHF zone programming.

The Fire Task Force agreed that Zone 1 will be specific to each agency and that all other zones will be consistent.

4d. Deputy Chief Moore asked about the status of installing an emergency button on the mobile data computers (MDCs).

Battalion Chief Chiella advised that it would be very rare for Manhattan Beach Fire Department to use an emergency button on the MDCs.

Following a brief discussion, the Fire Task Force agreed that an emergency button should not be installed on the MDCs.

4e. Deputy Chief Moore related his plans to retire from El Segundo Fire Department on January 14, 2011.

4f. Staff Services Stevens thanked the member departments for sending representatives to the recent meeting on the mobile data computers (MDCs).

4g. Technical Services Manager Rivera offered information on the recent switching of Gardena Police Department's Frequency 3 to Frequency 7 and the forthcoming re-programming of the other member departments' radios to reflect this change.

4h. Technical Services Manager Rivera reminded the member departments to submit repair requests via the internet. He verified that the Authority's receipt of the requests will be confirmed.

4i. In answer to a question from Deputy Chief Moore, Technical Services Manager Rivera confirmed that a small Motorola cabinet with a rack will be installed in El Segundo's Station 1.

4j. Executive Director Mailloux announced Operations Manager Kauffman's completion of her Master's Degree in Emergency Services Administration.

4k. Chief Lantzer asked that he replace Engineer Marks as Hermosa Beach Fire Department's representative to the Fire Task Force meetings.

4l. Acting Chief Shuck extended Holiday greetings to all.

5. **ADJOURNMENT**

The meeting was adjourned at 3:04 p.m.