

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

1. **CALL TO ORDER**

The Fire Task Force convened in a special session at 9:05 a.m. on Tuesday, December 11, 2007, in the first floor conference room at the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Captain Brian Scott, Hermosa Beach Fire Department
Battalion Chief Ken Shuck, Manhattan Beach Fire Department

Absent: None.

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

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – September 4, 2007**

The Fire Task Force minutes of September 4, 2007 were approved as written.

2b. **REPLACEMENT ENGINE ASSIGNMENT NUMBERS**

The Fire Task Force members and Authority staff discussed that substitute engines for strike team engines will be handled by Authority supervisory staff. Run cards will be edited by the on-duty Communications Supervisor at the time of strike team deployment to allow the proper station paging. It will be the member agencies' responsibility to notify the on-duty Communications Supervisor when the strike team is deactivated so that run cards can be readjusted.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux reported on the following:

The completion of the Beach Cities Health District, Gardena Police Department and Grandview Infrastructure Upgrade Projects;

The need to determine the coverage and limitations for the Authority's three new frequency pairs before meeting with the Fire and Police Task Forces to discuss how to utilize them;

The upcoming preliminary Palos Verdes Estates' Planning Commission meeting to discuss proposed modifications to the Punta Place transmit/receive site;

The appointment of Shannon Kauffman to the position of Operations Manager;

The proposed restructuring to add the position of Administration Manager, which would replace Personnel/Training Manager and would rotate with the Operations Manager position on an annual basis; and

The idea of adding a seventh Communications Supervisor.

3b. Executive Director Mailloux provided input on the Technical Services Department's efforts to resolve problems that the Hermosa Beach Fire Department is experiencing with their TAIT intrinsically safe portable radios.

Technical Services Manager Rivera noted that the TAIT portable radio evaluated by Authority staff before making a recommendation to Hermosa Beach Fire Department was non-intrinsically safe and very reliable.

4. **ROUND TABLE DISCUSSION**

4a. Battalion Chief Shuck suggested that dedicating a common UHF frequency for the sole purpose of broadcasting the emergency trigger identification of a firefighter in trouble be offered to all Area G cities and that doing so be a priority. He also suggested that a telephone that rings all Area G cities be dedicated for this purpose.

Technical Services Manager Rivera indicated that this would not be difficult to implement; that the difficulty will be keeping the data base up to date; and that the cooperation of all Area G dispatch centers will be required.

4b. Captain Scott commented on the positive aspects of Authority staff attending the operations section of the South Bay Fire Chiefs' meetings.

Executive Director Mailloux verified that Authority staff will make an effort to attend the meetings.

Battalion Chief Shuck advised that this group typically meets on the third Tuesday of each month in Manhattan Beach (December cancelled) and that he will notify Authority staff if the regular meeting date changes.

4b. Noting previous discussions on this topic, Battalion Chief Shuck asked that an incident clock be implemented by June 2008.

4c. Battalion Chief Shuck mentioned the idea of adding WiFi (broadband) internet access at the mobile data computer for command units.

Technical Services Manager Rivera related his understanding that Information Services Manager Laquet has been testing the security some wireless programs.

4d. Battalion Chief Shuck asked for another presentation by Radio Satellite Integrators (RSI) on their automatic vehicle location (AVL)/global positioning system (GPS).

4e. Battalion Chief Shuck recommended that text messages relating important dispatch and status information be sent to command officers.

Captain Scott supported this recommendation.

Technical Services Manager Rivera confirmed that Technical Services Department staff will obtain the necessary information to provide this service.

4f. Captain Scott related a problem with Hermosa Beach Fire Department mobile data computers (MDCs) whereby only Manhattan Beach units are displayed when a Hermosa unit runs a unit status check.

Technical Services Manager Rivera advised that Technical Services Department staff will fix this problem.

4g. At the request of Captain Scott, Communications Supervisor Stevens affirmed that he will evaluate how Engine 13 is in the system so that, when Engine 12 is on a strike team and Engine 13 fills in for it, it will be shown as a support engine.

4h. Communications Supervisor Stevens confirmed that he will look at carrier access for pagers and program Captain Scott into the computer aided dispatch (CAD) system.

4i. Communications Operator Stevens advised that run cards for the new Area G second and third alarm system coverage have been entered into the system. He asked to be notified of any related problems.

4j. Operations Manager Kauffman noted that fire training for the Communications Operators is scheduled in January 2008. She asked the member fire departments to advise her of training issues that can be addressed during training.

Battalion Chief Shuck offered to provide ICS training if needed.

4k. Operations Manager Kauffman mentioned that notification on an L.A. County EMS call took four to five minutes.

Battalion Chief Shuck inquired as to why the call took so long to dispatch and he pointed out the importance of streamlining the communication process with respect to the relaying of information.

4l. Technical Services Manager Rivera noted that the Technical Services Department is in the process of performing an inventory on the member departments' mobile data computers (MDCs) and radios.

4m. Technical Services Manager Rivera mentioned that Gardena and Hawthorne Police Departments will be testing an automatic vehicle locator (AVL) system.

4n. Battalion Chief Shuck announced Chief Groat's retirement effective December 20, 2007.

5. **ADJOURNMENT**

At 10:23 a.m., the meeting was adjourned to Tuesday, January 8, 2008, 9:00 a.m.