

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 1:37 p.m. on Tuesday, February 9, 2010, in the second floor conference room of the South Bay Regional Public Communications authority, 4440 w. Broadway, Hawthorne, CA.

Present: Deputy Chief Eric Moore, El Segundo Fire Department
Captain Brian Scott, Hermosa Beach Fire Department
Battalion Chief Ken Shuck, Manhattan Beach Fire Department

Absent: None.

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

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – January 5, 2010**

The Fire Task Force minutes of January 5, 2010 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux reported on the status of the Punta Place and Manhattan Beach Water Tower Infrastructure Upgrade Projects and the possibility of El Segundo returning to the Authority.

3b. Executive Director Mailloux advised that he will be out of the office from February 22, 2010 to March 8, 2010. Operations Manager Shannon Kauffman will serve as Acting Director.

4. **ROUND TABLE DISCUSSION**

4a. Technical Services Manager Rivera stated that Hermosa and Manhattan Beach Fire Departments' new West Net equipment is scheduled for delivery in the near future.

Deputy Chief Moore explained that El Segundo Fire Department has a hybrid form of the West Net records management system (RMS) and he related their hope of obtaining the IP string from Tiburon so El Segundo's RMS will be compatible with Manhattan and Hermosa Beach Fire Departments' RMS.

4b. Battalion Chief Shuck voiced his understanding that the Area G chiefs have asked that the Area G communications plan be reconsidered in order to dispatch on tactical rather than primary channels.

4c. Technical Services Manager Rivera verified for Captain Scott that the WISER hazmat program can be installed on the mobile data computers for use in the field.

Battalion Chief Shuck noted the importance of consistency in the type of systems utilized by the member fire departments.

4d. Deputy Chief Moore advised that El Segundo Fire Department is updating their mapping program to make it more user friendly.

4e. Noting that he was contacted when unavailable, Captain Scott asked that Authority communications personnel be reminded of the correct contacts for Hermosa Beach Fire Department.

4f. Captain Scott affirmed that he will provide Operations Manager Kauffman with information about inaccurate Plan A notifications so Authority staff can look into this problem to make sure they are going through Torrance.

4g. Technical Services Manager Rivera offered information about a recent problem with the fire primary transmitter at Punta Place.

4h. Administration Manager Agee advised that a conference call with Tiburon is scheduled on Friday, February 13, 2010, to discuss the call taker option for station alerting with West Net.

4i. Administration Manager Agee verified for Deputy Chief Moore that fire tests are not included in call loads, but FTEST is an available incident code type.

4j. Deputy Chief Moore explained that El Segundo is examining the idea of contracting out the programming of their portable radios for narrow banding.

Technical Services Manager Rivera cautioned that portable radios can be damaged if the code plugs are not correct.

Deputy Chief Shuck pointed out that it would be a good idea for the member agencies to program their portable radios for narrow banding at approximately the same time.

Executive Director Mailloux asked Technical Services Manager Rivera to contact Area G cities which are not members of the Authority to obtain information regarding the timelines for programming their portable radios for narrow banding.

4k. Battalion Chief Shuck and Administration Manager Agee affirmed their intent to email the Authority's computer aided dispatch (CAD) incident types to Deputy Chief Moore.

4l. Battalion Chief Shuck reported that Deputy Chief Moore will chair the Area G operations group this year.

5. **ADJOURNMENT**

At 2:25 p.m., the meeting was adjourned to Tuesday, March 9, 2010, 1:30 p.m.

Fire Task Force
January 5, 2010