

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 1:30 p.m. on Tuesday, April 1, 2008, in the second floor conference room of 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: Administration Manager Bonnie Agee
Operations Manager Shannon Kauffman
Technical Services Manager Jose Rivera
Staff Services Gary Stevens

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – March 3, 2008**

The Fire Task Force minutes of March 3, 2008 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

None.

4. **ROUND TABLE DISCUSSION**

4a. Battalion Chief Shuck noted that, contrary to the meeting agenda posted on the Authority's website, the Tiburon Fire Records demonstration will be at the next Fire Task Force meeting on Tuesday, May 6th.

4b. Administration Manager Agee and Technical Services Manager Rivera reported on the status of the Punta Place and Manhattan Beach Water Tower Infrastructure Upgrade Projects.

4c. In answer to a question from Battalion Chief Shuck, Technical Services Manager Rivera provided input regarding Los Angeles County's traffic signal wireless network equipment on traffic signals in the area.

4d. Per discussion at a previous Fire Task Force meeting, Battalion Chief Shuck related his appreciation that, in addition to the pre-alert, the city and type of calls are now being stated before units are verbally dispatched.

4e. In response to a question from Operations Manager Kauffman, the Fire Task Force confirmed that, during greater alarm fires when a request for an ambulance is received at the scene of the fire, it is acceptable for the Communications Operators to dispatch the ambulance filling in at the station.

4f. Administration Manager Agee noted that Hermosa Beach Fire Department's updated roster has been entered into the Authority's computer aided dispatch system.

4g. Captain Scott provided input on upcoming personnel changes at Hermosa Beach Fire Department.

4h. In answer to an inquiry from Staff Services Stevens, Captain Scott related his understanding that the time for rescue transfers is correctly transferring to Hermosa Beach Fire Department's Sun Pro records management system. However, it appears that there are problems with the accuracy of station locations, which are not transferring to the Sun Pro.

4i. At the request of Staff Services Stevens, the Fire Task Force provided input on general automatic aid procedures for greater alarm fires when alternate trucks are in use.

Captain Scott confirmed that the alternate truck for 2nd alarm fires in Hermosa Beach should come from Torrance.

5. **ADJOURNMENT**

The meeting was adjourned at 2:50 p.m.