

**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, May 4, 2010, in the second floor conference of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Captain Frank Chiella, Manhattan Beach Fire Department
Deputy Chief Eric Moore, El Segundo Fire Department
Captain Brian Scott, Hermosa Beach Fire Department
Interim 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 John Krok

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – FEBRUARY 9, 2010**

The Fire Task Force minutes of February 9, 2010 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux reported on the Board of Directors' approval of the Authority's Fiscal Year 2010-2011 Budget and the Authority's plans to hire an additional junior communications technician. Referring to his "Repairs to Motorola MCS Mobile and MTS Portable Radios" memorandum of April 23, 2010 distributed to the member agencies, Executive Director Mailloux explained that, because Motorola has discontinued the MCS mobile and MTS portable radios, it will be necessary for the member agencies to purchase new radios.

Technical Services Manager Rivera noted that some agencies are using P25 digital radios to help expand footprints, which is reduced with narrow banding.

Executive Director Mailloux advised that narrow banding is required by 2013 and that a joint meeting of the Police and Fire Task Forces and User Committee will be held in the near future to discuss narrow banding costs and options, such as an air card system.

4. **ROUND TABLE DISCUSSION**

4a. Deputy Chief Moore distributed written material about the HAZMAT wireless system for emergency responders.

Technical Services Manager Rivera advised that Authority staff will check compatibility issues; that Authority staff will contact the member agencies' information technology departments about downloading this information on their websites; and that the hard drive model can be added to master file.

4b. Interim Chief Shuck related Manhattan Beach Fire Department's request for the ambulance companies they utilize to be added to their channel.

Executive Director Mailloux asked that a copy of the ambulance companies' letter of concurrence with Torrance be obtained as an example for the Authority.

Technical Service Manager Rivera confirmed that Authority staff will look into whether alpha characters can be used.

4c. Captain Scott shared his plans to retire in the near future.

4d. The Fire Task Force and Authority staff discussed the importance of making certain that the CAD passwords are changed every 90 days.

4e. Deputy Chief Moore related Manhattan Beach Fire Department's appreciation of the assistance and professionalism provided by Authority staff during their recent visit to El Segundo Fire Department to examine equipment.

4f. Deputy Chief Chiella related Manhattan Beach's request that, in order to have 24/7 monitoring, their fire records management system (RMS) Sun Pro server be maintained by Authority staff.

4g. Deputy Chief Chiella asked about the status of dedicating a frequency for emergency operations.

Technical Services Manager Rivera affirmed that Authority staff will examine this idea and report back to the Fire Task Force.

Executive Director Mailloux explained that, once public works and parking and animal control (PAC) are migrated for narrow banding, a channel for emergency operations would be freed up and that the portable radios public works and (PAC) currently use could also be used for emergency operations.

4j. Interim Chief Shuck suggested that the Fire Task Force meet on a monthly basis through the transition with El Segundo. He noted the next meeting date of Tuesday, June 1, 2010.

The Fire Task Force agreed to meet monthly through the transition with El Segundo and to a meeting time of 8:30 a.m.

5. **ADJOURNMENT**

The meeting was adjourned at 2:05 p.m.

Fire Task Force
May 4, 2010