

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 1:36 p.m. in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Battalion Chief Ken Shuck, Manhattan Beach Fire Department
Captain Brian Scott, Hermosa 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
Information Systems Manager Mary Laquet,
Hawthorne Police Department
Mr. Tim Irelan, Tiburon Product Manager

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – April 1, 2008**

The Fire Task Force Minutes of April 1, 2008 were approved as written.

2b. **FIRE RECORDS DEMO FROM TIBURON**

Mr. Tim Irelan, Tiburon Product Manager, gave a presentation on Tiburon's Fire Records System.

The Fire Task Force asked Authority Staff to schedule another demonstration to inform other representatives from the member fire departments about Tiburon's Fire Records System.

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Mr. Irelan departed the meeting at 2:38 p.m.

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3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux provided updated information on the Punta Place and Manhattan Beach Water Tower Infrastructure Upgrade Projects.

3c. Executive Director Mailloux noted that he recently signed the following memoranda of understanding with Los Angeles County Sheriff's Department on behalf of the member agencies: "Memorandum of Understanding for the Use of Communications Gateways in Los Angeles County on Public Safety Frequencies" and "Los Angeles Regional Tactical Communication System Memorandum of Understanding between Participating Local, State, Federal, and Military Agencies, for Radio Communications."

4. **ROUND TABLE DISCUSSION**

4a. Battalion Chief Shuck related his understanding that a West Net controller could be added to provide a bare bones alerting system at Hermosa Beach Fire Department at a cost of approximately \$7,500. He verified his intent to obtain a formal estimate and report back to Authority staff.

4b. As stated at previous meetings, Battalion Chief Shuck and Captain Scott reiterated their appreciation that, in addition to the pre-alert, the city and type of calls are being stated before units are verbally dispatched.

4c. Technical Services Manager Rivera advised that Authority staff recently requested a quote for the 10-minute timer, which will take no more than one day to install and implement.

4d. Battalion Chief Shuck asked that he be notified of fire incidents on his new Blackberry.

Authority staff will look into the procedures for doing so and report back to Battalion Chief Shuck.

Information Systems Manager Laquet related her intent to examine the network paging system in the computer aided dispatch system to determine the options.

4e. In answer to a question from Staff Services Stevens, Captain Scott confirmed that he will verify that the times and station locations for rescue transfers are correctly transferring to Hermosa Beach Fire Department's Sun Pro records management system.

4f. At the request of Staff Services Stevens, the Fire Task Force agreed that, for greater alarm fires when alternate trucks are in use, Torrance should be the back-up, followed by Los Angeles County.

4g. Battalion Chief Shuck expressed his appreciation of the assistance provided by Authority staff' during the recent officer-involved shootings in El Segundo.

4h. At the request of Operations Manager Kauffman, the Fire Task Force agreed to the following: that multi-victim incidents (MVI) include 5 or more victims; that compound fractures are rescues; that "man down outside" requires a fire response (along with a police response); and that the fire departments should be dispatched on attempted, threatened and completed suicides.

4i. Captain Scott asked that Acting Chief Garofano be notified of all second alarm fires.

Executive Director Mailloux explained that Authority Staff will program the computer aided dispatch system so that Captain Garofano receives the notifications for Hermosa Beach Fire Department's Chief.

5. **ADJOURNMENT**

At 3:27 p.m., the meeting was adjourned to Tuesday, June 10, 2008, 8:00 a.m.