

January 8, 2008

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 1:39 p.m. on Tuesday, January 8, 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: Executive Director Ralph Mailloux
Administration Manager Bonnie Agee
Technical Services Manager Jose Rivera
Communications Supervisor Gary Stevens
Mr. Brett Lim, Radio Satellite Integrators
Ms. Erin Brown, Radio Satellite Integrators

2. **PRESENTATION BY RADIO SATELLITE INTEGRATORS (RSI) ON AVL/GPS**

Mr. Brett Lim and Ms. Erin Brown, Radio Satellite Integrators (RSI), gave a presentation on RSI's automatic vehicle location (AVL)/global positioning system (GPS) system.

Executive Director Mailloux advised that Authority staff will obtain vehicle counts from the member fire departments and provide this information to RSI for a cost estimate.

At 2:40 p.m., Mr. Lim and Ms. Brown departed the meeting.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – December 11, 2007***

The Fire Task Force minutes of December 11, 2007 were approved as written.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported on the following: the Executive Committee's approval to restructure the Personnel/Training Manager position to Administration Manager effective December 19, 2007; the preliminary Palos Verdes Estates' Planning Commission meeting regarding a new above-ground facility at Punta Place; the completion of the Infrastructure Upgrade Projects at the Gardena Police Department and the Grandview site; the status of upgrades to the Manhattan Beach Water tower site; the status of the three new frequency pairs acquired by the Authority; the hiring of four new communications operators; the pending quote from Tiburon based on the scope of work for West Net; and the discussions with Tait regarding the Hermosa Beach Fire Department's problems with their Tait intrinsically safe portable radios.

5. **ROUND TABLE DISCUSSION**

5a. Captain Scott related Hermosa Beach Fire Department's request to examine the possibility of removing the border between Hermosa Beach and Manhattan Beach for the purpose of automatic aid.

The method of dividing streets for geographical consideration in the Tiburon computer aided dispatch (CAD) system was discussed.

Battalion Chief Shuck related his desire to know if a completely separate response district can be designated in the Tiburon CAD.

5b. Battalion Chief Shuck commented on a recent incident in Manhattan Beach and how it affected the communications operator who handled the call.

5c. Captain Scott noted radio transmit/receive problems when Hermosa Beach units are at both Harbor and Torrance Memorial Hospitals.

Technical Services Manager Rivera advised that Fire 2 is at Beach Cities Health District and Fire main is at Punta Place and that trial tests could be performed to examine the best location for an additional voting receiver.

5d. Captain Scott stated Hermosa Beach Fire Department's request that their CAD screen be added to monitor unit status and type messages from the Captain's computer.

Communications Supervisor Stevens related his intent to work on this.

5e. Captain Scott asked Authority staff to look into why Engine 12 is not being dispatched as an available unit when other units are out.

Communications Supervisor Stevens advised that specific incident numbers are needed so that Authority staff can look into this.

5f. Captain Scott asked that, for clarification purposes, the communications operators repeat the name of the city particularly when joint units are rolling.

Administration Manager Agee pointed out that the first unit of dispatch should be from the city in which the incident is occurring.

5g. Captain Scott stated his understanding that most Hermosa Beach Fire Department field personnel are asking for a specific ambulance instead of a basic life support unit.

5h. Captain Scott noted the need to examine why Redondo Beach is requesting Hermosa Beach Fire Department when "smell of smoke" is communicated and neither smoke nor flames are seen.

Administration Manager Agee explained that Redondo Beach Fire might be asking for Hermosa Beach Fire Department's assistance and it is possible that "smell of smoke" is not being communicated.

Battalion Chief Shuck related his understanding that this problem is centered on how the call taker and communications operator code the incident.

5i. Battalion Chief Shuck mentioned that El Segundo Fire Department sent an official letter of request to be notified of incidents via pager.

5j. Battalion Chief Shuck shared information about the significant amount of confusion that occurred with a downed power line in a Manhattan Beach rear yard. He reiterated his recommendation that, during working fires, the Communications Operators ask the Battalion Chiefs for clarification when there is a question of what to do.

5k. Battalion Chief Shuck mentioned that the Manhattan Beach Fire Department purchased 30 Motorola portable radios with funds obtained through a UASI grant.

Executive Director Mailloux highlighted the importance of the member agencies providing Authority staff with their updated equipment lists, including serial numbers, beginning with the 2008-2009 budget year. Because Authority staff will maintain the equipment on the list, it is very important to add new equipment and delete retired equipment.

5l. Battalion Chief Shuck related the Manhattan Beach Fire Department's intent to pursue the dedication of a channel to the Manhattan Beach Fire Department emergency trigger on fire ground personnel portable radios, particularly because it is so closely tied to mutual aid in Area G cities.

Executive Director Mailloux explained that the frequencies are procured by the Authority, but it will be up to the User Committee to make a recommendation to the Executive Committee for frequency allocations such as this.

5m. Battalion Chief Shuck drew attention to the upcoming Area G Operations meeting at Manhattan Beach Fire Department on Tuesday, January 15, 2008, 9:00 a.m.

5n. Battalion Chief Shuck asked that the 10-minute timer for greater alarm fires be a priority.

Technical Services Manager Rivera indicated this will be accomplished prior to June 2008.

5o. Captain Scott asked to be sent a text message when an incident occurs in Hermosa Beach, as is being done for Battalion Chief Shuck.

Communications Supervisor Stevens advised that it will be necessary to obtain the access code from AT & T to accomplish this for Battalion Chief Shuck. However, because he has a Nextel telephone, this can be accomplished immediately for Captain Scott.

5p. Battalion Chief Shuck announced that new Manhattan Beach Fire Chief Scott Ferguson will begin on Monday, January 14th. Retiring Chief Groat's last day will be Wednesday, January 16th. The City of Manhattan Beach will host a reception for Chief Groat on Friday, January 11, 2008, 3:00 p.m., and Manhattan Beach Fire Association will host a party on Saturday, February 9th.

5q. Battalion Chief Shuck stated his interest in installing broadband internet access in the Manhattan Beach Fire Department's Battalion Chief vehicle for 2008.

6. **ADJOURNMENT**

The meeting was adjourned at 3:45 p.m.