

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:43 a.m. on Tuesday, January 6, 2009, 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
Operations Manager Shannon Kauffman
Technical Services Manager Jose Rivera
Staff Services Gary Stevens

2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – December 2, 2008**

The Fire Task Force minutes of December 2, 2008 were approved as written.

3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux advised that Authority staff is looking into the idea of proposing a new records management system (RMS) for the member fire departments.

Battalion Chief Shuck related his concern that repair times could be longer with a Tiburon RMS.

Staff Services Stevens voiced his impression that remedies to problems should be quicker with Tiburon.

Executive Director Mailloux commented on the positive aspects of the Tiburon RMS and he stressed that any issues with RMS reporting and computer aided dispatch should be a first priority.

Authority staff and the Fire Task Force briefly discussed the information technology services provided to the Authority by the City of Hawthorne.

3b. Executive Director Mailloux stated his desire to host a meeting with area fire chiefs, police chiefs and individuals who are second in command to discuss various communications matters, such as the Los Angeles Regional Interoperable Communication System, the Interagency Communications Interoperability System (ICIS), narrow banding, etc.

Battalion Chief Shuck noted that his interests are centered on projects that will be helpful to firefighters when they are in the field and he voiced his feeling that funding should be spent locally rather than regionally.

3c. Executive Director Mailloux reported on the status of the Manhattan Beach Water Tower Infrastructure Upgrade Project. He related Authority staff's plans to begin looking into improvements to the transmission/receive site on Manhattan Beach Pier in the near future.

3d. Executive Director Mailloux informed those present that complaints about a hostile working environment made by two former Authority employees are under investigation.

4. **ROUND TABLE DISCUSSION**

4a. Captain Scott expressed appreciation that the problems with Hermosa Beach Fire Department's mobile data computers (MDCs) have been greatly reduced.

Technical Services Manager Rivera noted that, in order to comply with a CLETS requirement, it will be necessary to activate the member agencies' MDCs for encryption in the near future.

4b. Captain Scott related his understanding that Technical Services Department staff are scheduled to begin installations in Hermosa Beach Fire Department's new Chevrolet Tahoe early in February.

Technical Services Manager Rivera related his intent to look into this and report back to Captain Scott.

Battalion Chief Shuck related his understanding that Technical Services Department staff will perform installations on Leader's new ambulance in the near future.

Technical Services Manager Rivera advised that it will be necessary to coordinate the ids for the new ambulance with Manhattan Beach Fire Department.

4c. In answer to a question from Technical Services Manager Rivera, Battalion Chief Shuck and Captain Scott related their intent to advise Authority staff of which frequency plan their departments would prefer – County or State OES.

4d. Technical Services Manager Rivera confirmed that a print out of the Engine 13 channel layout will be provided to Captain Scott.

4f. Staff Services Stevens noted that he is scheduled to resume his position as Communications Supervisor later in January. Communications Supervisor John Krok will take over the Staff Services position.

4g. Staff Services Stevens provided information for Battalion Chief Shuck on the status of fixing the problem with dropped calls.

4h. Battalion Chief Shuck explained that Manhattan Beach Fire Department received approximately 200 more calls during 2008 than 2007; that their turn-out time appears to be a little slower than in 2007; and that the Authority's call processing time is improving.

5. **ADJOURNMENT**

At 9:30 a.m., the meeting was adjourned to Tuesday, February 3, 2009, 8:30 a.m.