

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:45 a.m. on Tuesday, December 2, 2008, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Chief Scott Ferguson, Manhattan Beach Fire Department  
Chief David Lantzer, Hermosa Beach Fire Department  
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  
Operations Manager Shannon Kauffman  
Technical Services Manager Jose Rivera  
Staff Services Gary Stevens

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Captain Scott introduced new Hermosa Beach Fire Chief David Lantzer.

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2. **ACTION ITEMS**

2a. **APPROVAL OF MINUTES – AUGUST 5, 2008**

The Fire Task Force minutes of August 5, 2008 were approved as written.

2b. **UNIT ID FOR HERMOSA BEACH STRIKE TEAMS**

Captain Scott confirmed that the strike team unit identification for Hermosa Beach Fire Department should be COMT2.

### 3. **EXECUTIVE DIRECTOR'S REPORT**

3a. Executive Director Mailloux shared information about the catastrophic failure of the Punta Place tower during recent winds. He explained that the temporary "flower pot" system, which was up and running in four days, will remain until the new permanent system is completed in approximately five months. Mr. Mailloux noted that the cost for the temporary system and the new tower will be covered by insurance. He indicated that the Manhattan Beach Water Tower Infrastructure Upgrade Project is in the beginning stages and that all of the receiver/transmission sites will have been upgraded when it is finished.

Battalion Chief Shuck asked that any future communication system failures such as the one that recently occurred at Punta Place be brought to the member departments' attention as soon as possible. He commended the efforts of Authority staff in providing a temporary system quickly.

At the request of Chief Lantzer, Executive Director Mailloux explained that the failure at Punta Place did not result in any major interruptions in communication due to the redundancy of the Authority's communications system.

3b. Executive Director Mailloux mentioned that Authority staff is examining the possibility of a simulcast system with Chevron, which would most likely be located at Chevron's facility in El Segundo. This would assist in improving communications in the beach cities.

### 4. **ROUND TABLE DISCUSSION**

4a. Staff Services Stevens offered information about efforts to resolve issues with the mobile data computers (MDCs) which arose after the installation of the new Tiburon computer aided dispatch (CAD) system. He indicated that a new version of software with tracing capabilities to help better evaluate the problem will be installed in an MDC today.

Executive Director Mailloux noted a memorandum about this problem that he sent to the User Committee and the Fire/Police Task Force. He related the Executive Committee's recent approval to fund approximately 101 new MDC licenses, as well as mobile mapping and mobile com upgrades.

Battalion Chief Shuck advised that the MDC in Manhattan Beach Fire Department's Battalion Chief's vehicle is working well, but those in Manhattan Fire Department's other vehicles are having problems. He expressed his appreciation for the written information about this problem provided by Executive Director Mailloux.

Technical Services Manager Rivera mentioned that the MDC vendor is assisting in efforts to remedy this situation.

4b. Captain Scott mentioned that, subsequent to the installation of the new Tiburon computer aided dispatch (CAD) system, Hermosa Beach Fire Department has experienced problems in mutual aid calls transferring to the Sun Pro records management system (RMS).

Staff Services Stevens explained that tracing software was installed on the RMS on November 26<sup>th</sup> and he asked for a list of mutual aid calls that did not transfer after that date. He recalled that a similar problem also occurred on the old system.

Administration Manager Agee related her understanding that a previous problem similar to this was an issue with Sun Pro.

In answer to a question from Executive Director Mailloux, Battalion Chief Shuck indicated that Manhattan Beach Fire Department budgets approximately \$18,000 for their RMS. Captain Scott said that Hermosa Beach Fire Department budgets approximately \$12,000 for their RMS.

Executive Director Mailloux noted that Chief Ferguson, Battalion Chief Shuck and himself planned a meeting about the RMS immediately after the Fire Task Force meeting. He invited Chief Lantzer and Captain Scott to attend as well.

4c. Captain Scott agreed that Authority staff will notify Hermosa Beach Fire Department's battalion chiefs via telephone regarding attempted suicides and ask for direction on how to proceed. Battalion Chief Shuck agreed to this procedure on a temporary basis, and he will advise Authority staff after consulting with Manhattan Beach Fire Department.

4d. Administration Manager Agee verified that Fire Chief Lantzer's contact information has been added to the Authority's dispatch system.

4e. Technical Services Manager Rivera asked the Fire Task Force members to remind their departments to submit repair requests via the internet when possible.

4f. At the request of Technical Services Manager Rivera, Captain Scott and Battalion Chief Shuck provided information regarding their departments' vehicle installation plans for the foreseeable future.

Technical Services Manager Rivera indicated that Lead Technician Cox will contact the departments to obtain pertinent information.

4g. Recalling the recent emergency planning exercise in Manhattan Beach, Chief Ferguson commented on the importance of determining the Authority's role during a major event should the Manhattan Beach Fire Department be in the position of triaging their own calls.

4h. In response to an inquiry from Battalion Chief Shuck, Executive Director Mailloux confirmed that the idea of the Authority having a regional command unit could be explored.

4i. Chief Ferguson related the Manhattan Beach Fire Department's plans to hold a post-incident evaluation of the recent fire on 36<sup>th</sup> Place, with the intent of using the information obtained for future training.

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Executive Director Mailloux affirmed that the communications operators who handled this incident will be asked to attend the debriefing.

Battalion Chief Shuck advised that the post-incident evaluation will be at 2:00 p.m. on December 6<sup>th</sup>, Manhattan Beach Fire Department.

5. **ADJOURNMENT**

At 9:30 a.m., the meeting was adjourned to Tuesday, January 6, 2009, 8:30 a.m.