

A G E N D A
SPECIAL MEETING OF THE FIRE TASK FORCE
TUESDAY, FEBRUARY 26, 2019, 8:30 AM
South Bay Regional Public Communications
Authority Second Floor Conference Room
4440 W. Broadway, Hawthorne, CA

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS**
3. **ACTION ITEMS**
 - 3a. Approval of Minutes from December 4, 2018
4. **CONTINUED BUSINESS**
 - 4a. Follow-up on Changes to Pre-Alert Procedures
5. **NEW BUSINESS**
 - 5a. Overview of INSB Operational Procedures
 - 5b. ES Chat
6. **TASK FORCE MEMBER COMMENTS**
7. **STAFF COMMENTS**
8. **ADJOURNMENT**

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

1. CALL TO ORDER

The Fire Task Force convened in a special session at 8:00AM on Tuesday, December 4, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: Engineer James Craig, Manhattan Beach Fire Department
Battalion Chief Shawn Bonfield, El Segundo Fire Department
Evan West, El Segundo Fire Department
Captain Ryan Allee, El Segundo Fire Department
Assistant Fire Chief Kenneth Powell, Culver City Fire Department

Absent: None.

Also Present: Executive Director Erick Lee
Administrative Services Manager John Krok
Operations Manager Shannon Kauffman
Victor Bowers, Commline, Inc.

2. PUBLIC COMMENT

None.

3. ACTION ITEMS

Approval of Minutes from October 2, 2018

MOTION: Battalion Chief Bonfield moved to approve the Fire Task Force minutes of October 2, 2018 as written. The motion was seconded by Engineer Craig and passed by unanimous voice vote.

4. NEW BUSINESS

4a. Impacts of Torrance RIC Channel Change

There was discussion about Simplex and TAC channels. Mr. Bowers discussed configuring TAC 10.

4b. E-Trigger

4c. Operational Dispatch Procedures with Transition to INSB Network

Operations Manager Kauffman reported the review of proposed procedures to ensure readiness. She discussed scheduling a meeting to discuss in detail.

4d. Electronic Delivery of Box Files

Operations Manager Kauffman reviewed the instructions of electronic delivery of box files and the online tape requests procedures. She would distribute to the group electronically.

4e. Use of 'Code Orange' Terminology

There was discussion on 'Code Orange' terminology. Moving forward, it was decided not to use the terminology as part of normal procedures.

4f. Repair Order Forms

Administrative Services Manager Krok reported the emphasis for Technical Services Division to receive the Repair Order Forms and process accordingly.

5. CONTINUED BUSINESS

5a. Radio Brevity & Culver City FD on Fire Main Frequency

Engineer Craig reviewed the proposal for radio brevity for updated dispatching procedures without the pre-alert. It was reported to move forward and the address would be repeated twice. Culver City Fire will be moving forward toward INSB on main frequency.

5b. Pre-Alert Procedures

Operations Manager Kauffman reported the utilization of the ten minute timer. It was decided not to repeat and to enter into the call without repeating. No supplemental information needed to go out on the air unless there were safety issues. That type of information would be indicated on the initial page.

6. TASK FORCE MEMBER COMMENTS

None.

7. STAFF COMMENTS

None.

8. ADJOURNMENT

The meeting adjourned at 9:15AM.