

February 6, 2018

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:35 AM on Tuesday, February 6, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Captain Ryan Allee, El Segundo Fire Department  
Battalion Chief Shawn Bonfield, El Segundo Fire Department  
Engineer James Craig, Manhattan Beach Fire Department  
Fire Marshal Mike Nagy, Culver City Fire Department

Absent: None.

Also Present: Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Staff Services Sandy Farley

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Battalion Chief Bonfield introduced Captain Ryan Allee, El Segundo Fire Department at this time.

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2. **ACTION ITEMS**

2a. **Approval of Minutes – November 7, 2017**

The Fire Task Force minutes of November 7, 2017 were approved as written, with Captain Allee abstaining due to his absence from that meeting.

3. **EXECUTIVE DIRECTOR'S REPORT**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

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None.

## 6. ROUND TABLE DISCUSSION

6a. Fire Marshal Nagy related his understanding that the alarm companies are not notifying the Authority when alarm system tests are performed.

Operations Manager Kauffman confirmed that the alarm companies are supposed to notify the communications center when alarm tests are performed so that an F Test can be entered.

6b. In response to a comment from Fire Marshal Nagy, Administration Manager Krok related his intent to contact Compline in an effort to expedite the tower work in Culver City.

6c. Engineer Craig commended the efforts of Communications Operator Rob Campbell during a recent incident involving a transformer in Manhattan Beach.

6d. Engineer Craig discussed the continued inconsistencies with automatic aid recommendations.

Operations Manager Kauffman advised that the current computer aided dispatch (CAD) system cannot read times.

Engineer Craig emphasized the importance of the chiefs being able to obtain the times from the request to the response to on scene without reading through a lot of information. He pointed out the importance of knowing if L.A. County or Redondo Beach units are dispatched.

Operations Manager Kauffman and Administration Manager Krok verified that changing the Hermosa Beach designator to a L.A. County designator should remedy this problem.

6e. Operations Manager Kauffman confirmed for Engineer Craig that it is acceptable to email Premise History forms to the communications supervisors.

6f. Operations Manager Kauffman explained that the pre-alert could be increasing response times and she asked if the departments would like to eliminate the pre-alert.

The Fire Task Force agreed to discuss eliminating the pre-alert with their departments and report back to Authority staff.

6g. Fire Marshal Nagy noted that Culver City Engine 42 is now all paramedics and that BLS ambulance and Engine 42 should go to ALS calls.

6h. Battalion Chief Bonfield related El Segundo Fire Department's plans to purchase the West Net station alerting system.

Fire Marshal Nagy suggested means of obtaining better service from West Net.

6i. Staff Services Farley provided information for Captain Allee concerning dispatch procedures when no El Segundo rescues are available.

Administration Manager Krok asked El Segundo to notify Authority staff of a procedure on how they would like to handle this.

## 7. **ADJOURNMENT**

The meeting was adjourned at 9:15 AM.