

**A G E N D A**  
**SPECIAL MEETING OF THE FIRE TASK FORCE**  
**TUESDAY, DECEMBER 4, 2018, 8:00 AM**  
**South Bay Regional Public Communications Authority**  
**Second Floor Conference Room**  
**4440 W. Broadway, Hawthorne, CA**

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**
- 3. ACTION ITEMS**
  - 3a. Approval of Minutes from October 2, 2018
- 4. NEW BUSINESS**
  - 4a. Impacts of Torrance RIC Channel Change
  - 4b. E-Trigger
  - 4c. Operational Dispatch Procedures with Transition to INSB Network
  - 4d. Electronic Delivery of Box Files
  - 4e. Use of 'Code Orange' Terminology
  - 4f. Repair Order Forms
- 5. CONTINUED BUSINESS**
  - 5a. Radio Brevity & Culver City FD on Fire Main Frequency
  - 5b. Pre-Alert Procedures
- 6. TASK FORCE MEMBER COMMENTS**
- 7. STAFF COMMENTS**
- 8. ADJOURNMENT**

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

**1. CALL TO ORDER**

The Fire Task Force convened in a regular session at 8:30 AM on Tuesday, October 2, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

**Present:** Battalion Chief Roger Braum, Culver City Fire Department  
Engineer James Craig, Manhattan Beach Fire Department  
Fire Engineer Levi Larkin, El Segundo Fire Department  
Captain Scott Martinez, El Segundo Fire Department  
Captain Joe Zimmerman, Culver City Fire Department

**Absent:** None.

**Also Present:** Executive Director Erick Lee  
Operations Manager Shannon Kauffman  
Administrative Services Manager John Krok

**2. ACTION**

2a. Approval of Minutes from September 4, 2018

**MOTION:** Captain Martinez moved to approve the Fire Task Force minutes of September 4, 2018 as written. The motion was seconded by Engineer Craig and passed by unanimous voice vote.

**3. NEW BUSINESS**

3a. Pre-Alert Procedures

Operations Manager Kauffman explained the idea of eliminating the dispatch pre-alert prior to the call being entered into the computer aided dispatch (CAD) system in an effort to reduce response times.

The Fire Task Force discussed this idea and agreed it should be continued for further examination.

Captain Martinez emphasized the importance of radio brevity and especially as it relates to compliance with the Health Insurance Portability and Accountability Act (HIPAA).

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#### **4. CONTINUED BUSINESS**

##### **4a. Radio Brevity**

In the interest of radio brevity, Operations Manager Kauffman discussed the idea of dispatch providing only the initial portion of a call and field personnel obtaining all other supplemental information via the mobile data computer (MDC).

Battalion Chief Braum agreed that supplemental information should only be provided on the MDCs and that less information is better.

Engineer Craig expressed concern over safety issues with dispatch providing only the initial portion of a call.

Operations Manager Kauffman advised that, should safety issues arise, dispatch would continue to provide supplemental information.

Captain Martinez emphasized the importance of radio brevity, especially with Culver City coming onto the same channel with the Interoperability Network of the South Bay (INSB).

The Fire Task Force discussed the difficulty of determining radio brevity guidelines and agreed to continue this time to the next Fire Task Force meeting. Engineer Craig will email Authority staff pre-alert items to be discussed.

##### **4b. RAPS Installations for Wireless Programming of Radios**

Administrative Services Manager Krok recommended that the departments purchase at least two remote access points (RAPs) as soon as possible in order to program radios over the air with the Interoperability Network of the South Bay (INSB). Contact Josh Armstrong, Hawthorne IT, for pricing etc. In answer to questions from the Fire Task Force, Mr. Krok provided clarification on the type of radios that can accommodate RAPs.

##### **4c. Upcoming Fire Dispatch Refresher Training for SBRPCA Staff**

Noting the Authority's upcoming Fire Dispatch Refresher Training for the communications operators, Operations Manager Kauffman requested input on the idea of dispatching by closest unit.

Battalion Chief Braum related Culver City Fire Department's agreement with dispatching by closest unit.

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5. **ROUND TABLE DISCUSSION**

5a. Battalion Chief Braum noted a problem during some major calls when a dispatcher is not on Tactical Channel 2.

5b. Battalion Chief Braum invited the communications operators to ride along with Culver City Fire Department.

5c. Captain Martinez shared information on the positive aspects of the Los Angeles City Fire Department Battalion Chiefs' Academy he recently attended.

5d. The Fire Task Force discussed the idea of standardizing procedures similar to Los Angeles County.

6. **ADJOURNMENT**

The meeting was adjourned at 9:20 AM.