

**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.