

**A G E N D A**  
**REGULAR MEETING OF THE FIRE TASK FORCE**  
**TUESDAY, JUNE 4, 2019, 8:30 AM**  
**South Bay Regional Public Communications Authority**  
**Second Floor Conference Room**  
**4440 W. Broadway, Hawthorne, CA**

**1. CALL TO ORDER**

**2. ROLL CALL**

- Culver City
- El Segundo
- Manhattan Beach

**3. POSTING OF THE AGENDA**

**4. PUBLIC COMMENTS**

Members of the public will be given the opportunity to directly address the Fire Task Force. Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the Fire Task Force, including items on the agenda. While all comments are welcome, the Brown Act does not allow the Fire Task Force to take action on any item not on the agenda. Comments will be limited to three (3) minutes per speaker.

**5. CONSENT CALENDAR**

5a. Approval of Minutes – May 7, 2019

**6. REPORTS**

None

**7. GENERAL BUSINESS**

7a. Final Preparations to Transition to INSB Network

7b. Upcoming Review Training for Authority Personnel

**8. COMMENTS FROM TASK FORCE MEMBERS**

**9. COMMENTS FROM STAFF**

**10. ADJOURNMENT**

**1. CALL TO ORDER**

The Fire Task Force convened in a regular meeting at 8:39AM on Tuesday, May 7, 2019, on the second floor conference room of the South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA.

**2. ROLL CALL**

Present: Assistant Fire Chief Kenneth Powell, Culver City Fire Department  
Battalion Chief Shawn Bonfield, El Segundo Fire Department  
Battalion Chief Deena Lee, El Segundo Fire Department (arrived 9:19AM)  
Battalion Chief Scott Hafdell, Manhattan Beach Fire Department  
Engineer James Craig, Manhattan Beach Fire Department

Absent: None

Also Present: Executive Director Erick Lee  
Operations Manager Shannon Kauffman  
Administrative Services Manager John Krok  
Executive Assistant Clare Choi

**3. POSTING OF THE AGENDA**

Executive Assistant Choi confirmed posting of the agenda per the Brown Act requirements.

**4. PUBLIC COMMENTS**

None.

**5. CONSENT CALENDAR**

5a. Approval of Minutes - April 2, 2019

**MOTION:** Battalion Chief Hafdell moved to approve the Fire Task Force minutes from April 2, 2019 as written. The motion was seconded by Assistant Chief Powell Bonfield and passed by unanimous voice vote.

**6. REPORTS**

None.

**7. GENERAL BUSINESS**

7a. Review of Call Processing, Dispatch, and Response Time Summaries

The annual and monthly reports were reviewed.

7b. Discussion on the Authority's Vision, Mission, and Values

Executive Director Lee discussed Authority's Vision, Mission, and Values and inquired after their input. Consistency and professionalism were mentioned. Battalion Chief Bonfield indicated fire training amongst dispatchers should be reinforced while customer service with repairs can be improved. He recommended cooperation and role playing with dispatcher training. All stakeholders agreed to have more participation with training.

**8. COMMENTS FROM TASK FORCE MEMBERS**

Battalion Chief Hafdell requested clarification between Comline's role and service of consolettes. Administrative Services Manager Krok explained consolettes originally were not under member cities' contracts. Maintained by the individual departments are the radio equipment. Mobiles, portables, and rigs are included in the contract where labor and parts are not charged. Streamlining the process will start with the Authority.

Manhattan Beach requested consistency across the board with radio brevity.

Battalion Chief Bonfield introduced newly promoted Battalion Chief Deena Lee.

**9. COMMENTS FROM STAFF**

None.

**10. ADJOURNMENT**

The meeting adjourned at 9:37AM.