

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

February 26, 2019

1. CALL TO ORDER

The Fire Task Force convened in a special meeting at 8:30AM on Tuesday, February 26, 2019, on the second floor conference room of the South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: Battalion Chief Scott Hafdell, Manhattan Beach Fire Department
Battalion Chief Roger Baum, Culver City Fire Department
Battalion Chief Shawn Bonfield, El Segundo Fire Department (arrived 8:58AM)
Engineer James Craig, Manhattan Beach Fire Department
Captain Ryan Allee, El Segundo Fire Department (arrived 8:58AM)

Absent: None.

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Communications Supervisor Lena Ramos

2. PUBLIC COMMENTS

None.

3. ACTION ITEMS

Approval of Minutes from December 4, 2018

MOTION: Battalion Chief Hafdell moved to approve the Fire Task Force minutes of December 4, 2018 as written. The motion was seconded by Battalion Chief Bonfield and passed by unanimous voice vote.

4. CONTINUED BUSINESS

4a. Follow-up on Changes to Pre-Alert Procedures

After reviewing the reports, Operations Manager Kauffman reported the re-alert procedures does not interrupt the station and the alert will go out to the field on the portables. Testing will take place in Manhattan Beach with follow-up at the next meeting.

5. NEW BUSINESS

5a. Overview of INSB Operational Procedures

Operations Manager Kauffman reviewed the operational procedures. Before finalizing, there will be a group review before training. Battalion Chief Bonfield recommended training together. It was discussed to have a special meeting in the upcoming weeks for operational procedures with Manhattan Beach and El Segundo.

5b. ES Chat

The app is currently under-utilized with no activity. As the transition to digital trunk takes place, the ES Chat will stop with INSB. The next step will be Mark43 which will have increased mobility and more mobiles.

6. TASK FORCE MEMBER COMMENTS

Battalion Chief Bonfield commended dispatch for stepping up.
Captain Allee mentioned when managing reserves, there was lag time. Now, with the switch done, it is good.
Radio and mobile installations are taking place, finishing up the last rig this week.
Battalion Chief Hafdell inquired after the installs and cable splicing. Administrative Service Manager Krok reported the original order did not include the proper length and Technical Services attempted to make it work. Commline and Technical Services are working together to remedy this week.
With INSB going live in April, the system will be exercised and work with the group including Culver City. Training to keep radio discipline on dispatch channels at minimum or move to one of your own channels will help. Consoles will monitor access and everything is recorded.

7. STAFF COMMENTS

None.

8. ADJOURNMENT

The meeting adjourned at 9:39AM.