

**1. CALL TO ORDER**

The Fire Task Force convened in a regular meeting at 8:30AM on Tuesday, April 2, 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 Rob Kohlhepp, Culver City Fire Department  
Battalion Chief Shawn Bonfield, El Segundo Fire Department  
Battalion Chief Scott Hafdell, Manhattan Beach Fire Department

Absent: None

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

**2. PUBLIC COMMENTS**

None.

**3. CONSENT CALENDAR**

5a. Approval of Minutes - February 26, 2019

**MOTION:** Battalion Chief Hafdell moved to approve the Fire Task Force minutes of February 26, 2019 as written. The motion was seconded by Battalion Chief Bonfield and passed by unanimous voice vote.

**4. REPORT**

6a. ES Chat

Administrative Services Manager Krok reported ES Chat has little to no traffic and will not be migrating ES Chat with INSB. Battalion Chief Bonfield commented on the capabilities of FirstNet which has technology similar to ES Chat and works with digital and trunking.

**5. ACTION ITEMS**

7a. Follow-up to Changes to Pre-Alert Procedures

Operations Manager Kauffman reviewed the monthly and year-to-date reports. The next meeting will review the March reports. It was noticed that 5-6 seconds were shaved off with changes to pre-alert procedures. Operations Manager Kauffman will send information on Rapid SOS to the Fire Task Force.

7b. Follow-up on Radio Brevity Progress

Radio brevity has been stressed across the board. Improvements are taking place and it is a working progress.

7c. INSB Channel Line-Up and Radio Recording

Administrative Services Manager Krok discussed the line up on the dispatch console and that every channel will be recorded. For any changes, let the Authority know. The naming conventions of digital, ICI, mutual aid channels, dynamic (encrypted or clear) are listed.

Motorola identified some flaws, so coverage testing will push back to next week. Before formal acceptance testing, Motorola internally wanted to make sure they are getting ready. They are not. Dry run acceptance testing. Fire and police can do internal testing same time as their acceptance dry testing. INSB tech committee is next Tuesday.

**6. COMMENTS FROM TASK FORCE MEMBERS**

Administrative Services Manager Krok advised the members that any Technical Services requests should be directed to Communications Supervisor Farley and Administrative Services Manager Krok.

**7. COMMENTS FROM STAFF**

None.

**10. ADJOURNMENT**

The meeting adjourned at 9:36AM.