

**A G E N D A**  
**REGULAR MEETING OF THE FIRE TASK FORCE**  
**TUESDAY, SEPTEMBER 3, 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. APPROVAL OF MINUTES**

5a. Minutes – June 4, 2019

**6. GENERAL BUSINESS**

7a. INSB Project Update

7b. Fire Grounds Communications with LA County Fire

**7. COMMENTS FROM TASK FORCE MEMBERS**

**8. COMMENTS FROM STAFF**

**10. ADJOURNMENT**

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

**JUNE 4, 2019**

**1. CALL TO ORDER**

The Fire Task Force convened in a regular meeting at 8:35AM on Tuesday, June 4, 2019 on the second floor conference room of the South Bay Regional Communications Authority, 4440 West Broadway, Hawthorne, CA.

**2. ROLL CALL**

Present: Battalion Chief Shawn Bonfield, El Segundo Fire Department  
Captain Scott Martinez, El Segundo Fire Department  
Captain Ryan Allee, El Segundo Fire Department  
Engineer James Craig, Manhattan Beach Fire Department

Absent: Culver City Fire Department

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

**3. POSTING OF THE AGENDA**

Executive Director Lee confirmed posting of the agenda per the Brown Act requirements.

**4. PUBLIC COMMENTS**

None.

**5. CONSENT CALENDAR**

5a. Approval of Minutes – May 7, 2019

**MOTION:** Battalion Chief Bonfield moved to approve the Fire Task Force minutes from May 7, 2019 as written. The motion was seconded by Engineer Craig and passed by unanimous voice vote.

**6. REPORTS**

None.

**7. GENERAL BUSINESS**

7a. Final Preparations to Transition to INSB Network

Members of the Task Force and staff discussed the upcoming transition to the INSB network. Conversation centered on technical issues with the core infrastructure that may possibly delay plan migration.

7b. Upcoming Review Training for Authority Personnel

Staff advised the Authority is preparing to conduct another review training for dispatch personnel during the summer. Based on prior feedback received from Task Force, staff invited members of the Task Force to participate in the development and/or presentation of this training. All members present expressed strong support for this idea. Representatives from El Segundo and Manhattan Beach Fire Departments will provide Operations Manager Kauffman with their department's assigned representative.

**8. COMMENTS FROM TASK FORCE MEMBERS**

El Segundo Fire Department discussed their planned use of crew sense and emergency reporting systems and the potential of RCC to host them in the future. Staff asked El Segundo Fire Department to provide additional information for this idea to be reviewed.

El Segundo Fire Department also reminded the Authority there is no need for dispatch to confirm over the air when units transitioned to tactical channels.

Manhattan Beach Fire Department reported on incidents where E-triggers were transmitted but not acknowledged. Staff requested Manhattan Beach Fire Department provide additional details about these incidents so they may be researched.

Manhattan Beach Fire Department also inquired about the LA County Fire Department ability to access the INSB system. The group also discussed E-Trigger protocols as it relates to LA County Fire.

**9. COMMENTS FROM STAFF**

None.

**10. ADJOURNMENT**

The meeting adjourned at 9:27AM.