

**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.