

1. CALL TO ORDER

The Fire Task Force Convened in a regular meeting at 8:39AM on Tuesday, November 5, 2019 on the second floor conference room of the South Bay Regional Communications Authority, 4440 West Broadway, Hawthorne, CA.

2. ROLL CALL

Present: Engineer James Craig, Manhattan Beach Fire Department
Captain Ryan Allee, El Segundo Fire Department

Absent: Culver City Fire Department

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Victor Bowers, Commline

3. POSTING OF THE AGENDA

Executive Director Lee confirmed that the agenda was posted per the Brown Act requirements and on the Authority's website. It was also emailed to all the members of the Task Force.

4. PUBLIC COMMENTS

None.

5. APPROVAL OF MINUTES

5a. Minutes – September 26, 2019

Motion: Engineer Craig moved to approve the Fire Task Force minutes from September 26, 2019 as written. The motion was seconded by Captain Allee and passed by unanimous voice vote.

6. GENERAL BUSINESS

6a. Check in on INSB Channel

Task Force members discussed their experience operating on the INSB system. Captain Allee reported that El Segundo Fire Department continues to realize significant improvements over the legacy radio system. Engineer Craig reported that Manhattan Beach Fire Department believes the system is working as designed. However, he has received reports that coverage is not as robust in comparison to the legacy system. The Task Force will need more information to determine if this is a perception issue with the new system or if coverage has actually been degraded. The Task Force briefly discussed the issue the region's police departments experiencing on the encrypted talk groups.

The Task Force also discussed the possibility of developing a new radio site at the Manhattan Beach Public Safety building. The INSB Technical Committee anticipates receiving planning estimates on this project in the next 1-2 weeks.

6b. Culver City's Transition to the Authority's Multi-Agency Fire Dispatch

The Task Force agreed that December 1, 2019 should still be the target date for transition, assuming Culver City Fire Department and its Area A partners are ready. El Segundo Fire Department and Manhattan Beach Fire Department will be training their staff on new procedures

for dispatch and tactical channel usage. Operations Manager Kauffman reported that Culver City Fire Department will be migrating to their new procedures on Nov 12th in preparation for this transition. Operations Manager Kauffman will follow-up with Culver City Fire Department this week to determine if December 1st is still feasible for transition.

6c. Update on Fire Access Channel

Mr. Bowers reported that this channel has been relocated to the Punta Site. Engineer Craig reported that Manhattan Beach Fire Department has tested the channel and determined that it is working well, with the issues identified during the September 26th meeting having been resolved. Captain Allee advised that El Segundo Fire Department has not done testing yet. El Segundo Fire Department will conduct testing during the month of November and report back to the Task Force at its December meeting.

6. COMMENTS FROM TASK FORCE MEMBERS

Engineer Craig advised that Manhattan Beach Fire Department has experienced an increase in problems related to the MDCs as it relates to connectivity and software/hardware. He requested the Authority assesses whether the current equipment and wireless carriers are the most appropriate/reliable for Manhattan Beach Fire Department's continued operations. Administrative Services Manager Krok advised that he will work with Hawthorne IT to conduct this evaluation.

Engineer Craig also reported that Manhattan Beach Fire Department has experience a significant number of issues related to the RCC's fire dispatching program. Such issues relate to firefighters being dispatched to the wrong locations, improper procedures used, etc. Operations Manager Kauffman advised that she is aware of these issues and will be working with supervisors to address them. She also requested the fire departments to contact the on-duty supervisor if they experience dispatching issues in the future.

Captain Allee advised that El Segundo Fire Department had experience a number of issues where the incorrect resources were dispatched or the proper resources were not requested for auto and mutual aid responses. He provided the information to Operations Manager Kauffman who will research this issue.

7. COMMENTS FROM STAFF

None.

8. ADJOURNMENT

The meeting adjourned at 9:30AM.