

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

SEPTEMBER 3, 2019

1. CALL TO ORDER

The Fire Task Force convened in a regular meeting at 8:30AM on Tuesday, September 3, 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 Deena Lee, El Segundo Fire Department
Captain Scott Martinez, El Segundo Fire Department
Captain Ryan Allee, El Segundo Fire Department (arrived at 8:59AM)
Battalion Chief Scott Hafdell, 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 Sandy Farley

3. POSTING OF THE AGENDA

Executive Director Lee confirmed posting of the agenda per the Brown Act requirements online and on the website. It was also emailed to all members of the Fire Task Force.

4. PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

5a. Approval of Minutes – June 4, 2019

MOTION: Battalion Chief Hafdell moved to approve the Fire Task Force minutes from June 4, 2019 as written. The motion was seconded by Captain Martinez and passed by unanimous voice vote.

6. GENERAL BUSINESS

6a. INSB Project Update

Members of the Task Force discussed the results of last week's 48 testing. With the exception of comments about the quality of voice transmissions, which are known issues with trunked digital LMR systems, the testing was a success. Both Manhattan Beach Fire and El Segundo Fire Departments confirmed that they are ready to transition to the INSB Network. Operations Manager Kauffman confirmed that the Authority is also ready to transition. The Task Force decided that the transition of Manhattan Beach Fire and El Segundo Fire Departments will occur on September 4, 2019 at 0900 hours. Captain Allee requested that the LA City Fire be notified of the transition to ensure their radios and communications plans are up to date.

6b. Fire Grounds Communications with LA County Fire

The Task Force discussed how LA County Fire will communicate with El Segundo Fire and Manhattan Beach Fire Departments once they transition to the digital system. This communications will occur on the South Bay access channel. During the meeting, Operations Manager Kauffman emailed the Communications Resource Availability worksheet, which specifies all transmit and receive frequencies, to the members of the Task Force.

7. COMMENTS FROM TASK FORCE MEMBERS

Captain Martinez reported on his perceptions of the recent RCC dispatcher review training that he had the opportunity to participate. He advised that the training was a success because it allowed the dispatchers to have better insight into the fire departments' needs and vice versa. Battalion Chief D. Lee and Captain Martinez also discussed the value of requiring their new recruits, as well as Battalion Chiefs, to participate in sit alongs at the Authority.

8. COMMENTS FROM STAFF

Captain Martinez and Battalion Chief D. Lee advised that the City of El Segundo is conducting a final legal review of a new automatic aid agreement with the City of Los Angeles. This agreement is anticipated to be executed by the end of September 2019. Communications Supervisor Farley requested that the details of the agreement be forward to her as soon as possible to ensure the CAD run card update process can be started in a timely manner.

10. ADJOURNMENT

The meeting adjourned at 9:07AM.