

**A G E N D A**  
**REGULAR MEETING OF THE FIRE TASK FORCE**  
**TUESDAY, MAY 4, 2021, 8:30 AM**  
**South Bay Regional Public Communications Authority**  
**Conducted via Teleconference**

**Link:** <https://us02web.zoom.us/j/82678802543?pwd=TFR4Um5oRS8vZE5lc1BXZ3AyZ1pSQTO9>

**Meeting ID:** 826 7880 2543

**Passcode:** 955492

**1. CALL TO ORDER**

**2. ROLL CALL**

- Culver City
- El Segundo
- Manhattan Beach

**3. PUBLIC COMMENTS**

In the interest of maintaining appropriate social distancing, members of the Fire Task Force and staff will participate in this meeting via teleconference. The Authority encourages the public to participate by using one of the following options for public comments:

- Email your public comment to [info@rcc911.org](mailto:info@rcc911.org) by 7:30 AM, the day of the meeting and have your comment available to the Fire Task Force Committees and the public.
- Call (310) 973-1802 ext.100 and leave a message by 7:30 AM, the day of the meeting.

**4. APPROVAL OF MINUTES**

4a. Minutes – April 6, 2021

**5. GENERAL BUSINESS**

5a. Review of, and Recommendations to Streamline, Fire Dispatching Procedures

**6. COMMENTS FROM TASK FORCE MEMBERS**

**7. COMMENTS FROM STAFF**

**8. ADJOURNMENT**

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

**APRIL 6, 2021**

**1. CALL TO ORDER**

The Fire Task Force convened in a regular meeting at 8:33AM on April 6, 2020 via teleconference.

**2. ROLL CALL**

Present: Chief Miller, Culver City Fire Department  
Assistant Chief Braum, Culver City Fire Department  
BC Bonfield, El Segundo Fire Department  
BC Chief Hafdell, Manhattan Beach Fire Department

Also Present: Shannon Kauffman, Acting Executive Director  
John Krok, Administrative Services Manager  
Sandy Farley, Communications Supervisor

**3. POSTING OF THE AGENDA**

The agenda was the posted in accordance with the Brown Act, made available online, and distributed by email.

**4. PUBLIC COMMENTS**

None.

**5. APPROVAL OF MINUTES**

5a. Minutes – January 7, 2020

Motion: Assistant Chief Braum moved to approve the minutes from January 7, 2020. The motion was seconded by Battalion Chief Hafdell.

**6. GENERAL BUSINESS**

6a. Report from El Segundo Fire Department on Fire Access Channel Testing  
Chief Bonfield confirmed there were no outstanding issues.

6b. Review of, and Recommendations to Streamline, Fire Dispatching Procedures  
The Task Force discussed streamlining fire dispatching. Overall between 2019 and 2021, time was cut about 19 seconds with the official implementation of the new protocols. Average of medical calls have improved in comparison to past years. Operations Manager Kauffman emailed the complete stats to Fire Task Force. Culver City will work with another agency to review the run cards. Staff will bring review of run card at the next meeting.

**7. COMMENTS FROM TASK FORCE MEMBERS**

Battalion Chief Hafdell inquired after the new RCC Director. Battalion Chief Bonfield followed up on analytics that contain more details about specific units. Assistant Chief Braum mentioned units that were sent outside of their districts. Currently, the Los Angeles Fire Department's contract has not been finalized. Once final, there will be additional areas of response for specific calls and will need to update run cards. The Task Force discussed earthquake script and will require more information to decided what prompts the script.

**8. COMMENTS FROM STAFF**

None.

**9. ADJOURNMENT**

The meeting adjourned at 9:07AM.