

**Minutes of the Regular Meeting
Fire Task Force**

JANUARY 7, 2020

1. CALL TO ORDER

The Fire Task Force convened in a regular meeting at 8:31AM on Tuesday, January 7, 2020 on the second floor conference room of the South Bay Regional Communications Authority, 4440 West Broadway, Hawthorne, CA.

2. ROLL CALL

Present: Battalion Chief Kenneth Powell, Culver City Fire Department
Fire Chief Daryn Drum, Manhattan Beach Fire Department
Battalion Chief Scott Hafdell, Manhattan Beach Fire Department

Absent: El Segundo Fire Department

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

3. POSTING OF THE AGENDA

Executive Director Lee confirmed the agenda was posted per the Brown Act at the Authority's headquarters and online. It was also emailed to all members of the Task Force.

4. PUBLIC COMMENTS

None.

5. APPROVAL OF MINUTES

5a. Minutes – December 3, 2019

Motion: Battalion Chief Hafdell moved to approve the Fire Task Force minutes from December 3, 2019 as written. The motion was seconded by Battalion Chief Powell and passed by unanimous voice vote.

6. GENERAL BUSINESS

6a. Follow-Up on Culver City's Transition to the Authority's Multi-Agency Fire Dispatch & Terminology Used for Non-Dispatch Channel Usage

Task Force members discussed this transition which occurred in December 2019. The transition has been successfully completed with no significant issues. The terminology used for non-dispatch channel usage has been accepted by all agencies.

6b. Report from El Segundo Fire Department on Fire Access Channel Testing

El Segundo representatives were not present. Administrative Services Manager Krok will follow-up with Battalion Chief Bonfield to determine if any additional information about this item needs to be addressed.

6c. Follow-Up on Manhattan Beach Fire Department's MDC Issues

Administrative Services Manager Krok reported a cursory review of Manhattan Beach Fire Department's MDCs and related peripheral devices indicates a lack of uniformity both in equipment and wireless carrier services. He advised that updating antennas and modems, along with considering one vendor for wireless

service, would improve MDC connectivity issues. Administrative Services Manager Krok recommended staff conduct a thorough review of the Manhattan Beach Fire Department MDC fleet and develop an itemized quote for updating this equipment. Chief Drum and Battalion Chief Hafdell agreed.

6d. Review of, and Recommendations to Streamline, Fire Dispatching Procedures

Operations Manager Kauffman reported on ways staff has identified to streamline call processing time. If implemented, these measures could potentially reduce total response time by 20-30 seconds.

The first measure would be for dispatchers to obtain only the minimum information necessary to enter a call for service requesting paramedics and then update the call as more information is known. This would allow firefighters to begin responding immediately once a location and nature of complaint are known. Response to such calls could then be modified by the on-duty captain as more information becomes available. Representatives from all agencies present supported this idea which will undoubtedly reduce ultimate response times. The Task Force agreed to make this change in call processing with an estimated start date by the end of January 2020. Operations Manager Kauffman will work with El Segundo Fire Department to ensure it concurs with this change and will notify the three (3) fire departments of the anticipated start date.

The second measure relates to modifying fire department procedures and nomenclature related to unit identifiers. Due to limitations with the current CAD system, run card changes are not easily accommodated in the system and any changes to Fire Department units must be performed manually by the fire dispatcher prior to initiating the dispatch. Staff proposed changing the way Manhattan Beach Fire Department and El Segundo Fire Department handle substitution of units in run cards with the intention of allowing the dispatcher to dispatch units as recommended by the run cards in the CAD system. By eliminating the human element from the initial dispatching process, call processing time would be reduced. The Task Force supported this idea and agreed that further discussion about its implementation will occur at the next meeting.

7. COMMENTS FROM TASK FORCE MEMBERS

Battalion Chief Powell reported that he noticed some instances where an incident requiring a second, dedicated dispatcher did not automatically receive that dispatcher. Staff requested such instances be reported to the on-duty supervisor as they occur so the problems can be identified.

Battalion Chief Powell also reported the Culver City Fire Department is in the process of developing a new auto-aid agreement with LA City Fire Department. He anticipates this agreement being finalized in the next three (3) months. He also reported that Culver City Fire Department will be placing a third rescue ambulance into service in March 2020.

8. COMMENTS FROM STAFF

None.

9. ADJOURNMENT

The meeting adjourned at 0907.