

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

MAY 4, 2021

1. CALL TO ORDER

The Fire Task Force convened in a regular meeting at 8:35AM on May 4, 2021 by teleconference.

2. ROLL CALL

Present: Fire Chief Kenneth Powell, Culver City Fire Department
Battalion Chief Chris Miller, Culver City Fire Department
Battalion Chief Shawn Bonfield, El Segundo Fire Department

Absent: Manhattan Beach Fire Department

Also Present: Shannon Kauffman, Operations Manager
John Krok, Administrative Services Manager
Lena Ramos, Communications Supervisor
Ross Klun, Executive Director

3. PUBLIC COMMENTS

None.

4. APPROVAL OF MINUTES

4a. Minutes – April 6, 2021

MOTION: Battalion Chief Bonfield moved to approve the minutes from April 6, 2021. The motion was seconded by Battalion Chief Miller and passed by voice vote.

5. GENERAL BUSINESS

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

Operations Manager Kauffman reported on the Run Cards that were recently generated for each city. Upon validation and review of them, the cities will assess and provide any necessary changes. After meeting with the cities individually, the task force will reconvene to discuss streamlining of the runs. This will provide consistency and avoid possible errors in dispatching.

6. COMMENTS FROM TASK FORCE MEMBERS

Battalion Chief Bonfield followed up on the Earthquake script. Culver City Fire is finalizing the protocols and can be addressed at the next meeting.

7. COMMENTS FROM STAFF

Administrative Services Manager Krok introduced the new Executive Director, Ross Klun, to the task force.

8. ADJOURNMENT

The meeting adjourned at 8:41AM.