

**Minutes**  
**REGULAR MEETING OF THE POLICE TASK FORCE**

**AUGUST 26, 2021**

**1. CALL TO ORDER**

The Fire Task Force convened in a regular meeting at 8:34AM by teleconference. Quorum was not met.

**2. ROLL CALL**

Present: Lt David Brock, Gardena Police Department  
Brian Smyth, Hermosa Beach Police Department

Absent: Culver City Police Department  
El Segundo Police Department  
Manhattan Beach Police Department

Also Present: Josh Armstrong, Hawthorne Police Department  
John Krok, Administrative Services Manager  
Shannon Kauffman, Operations Manager  
Megan Cunningham, Communications Supervisor  
Sandy Farley, Communications Supervisor  
Lena Ramos, Communications Supervisor  
Millicent Shih, Mark43

**3. PUBLIC COMMENTS**

None.

**4. GENERAL BUSINESS**

a. Mark43 CAD Demo

Ms. Shih provided virtual presentation on the current draft of Mark43 CAD. Operations Manager indicated the current task is to update premise history. In doing so, each city will be responsible to update and to clean the list. Hermosa Beach is complete.

b. Dispatcher Call Taking Process – Lines of Questioning

Operations Manager reminded the Task Force that reporting party information is documented for all calls for service after the dispatcher obtained pertinent information required to enter the call. She stated that obtaining reporting party information is part of the lines of questioning for every call, however, is not required to be entered into the CAD incident upon call entry.

Operations Manager inquired after the group if dispatchers should be asking whether or not prosecution is desired on 484 (petty theft) incidents. Task Force members would need to report findings during the next meeting after input from their respective departments.

**5. COMMENTS FROM TASK FORCE MEMBERS**

None.

**6. COMMENTS FROM STAFF**

None.

**7. ADJOURNMENT**

The meeting adjourned at 9:20AM.