

**A G E N D A**  
**REGULAR MEETING OF THE FIRE TASK FORCE**  
**TUESDAY, NOVEMBER 2, 2021, 8:30 AM**  
**South Bay Regional Public Communications Authority**  
**Conducted via Teleconference**

**Link:** <https://us02web.zoom.us/j/87259479486?pwd=blZuUkVGczk5TXAyUjFyK2haSUhRQT09>

**Meeting ID: 872 5947 9486**

**Passcode: 520923**

**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 [schedule@rcc911.org](mailto:schedule@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**

- a. Minutes – October 5, 2021

**5. GENERAL BUSINESS**

- a. Mark43 CAD Update  
b. Fire Dispatching

**6. COMMENTS FROM TASK FORCE MEMBERS**

**7. COMMENTS FROM STAFF**

**8. ADJOURNMENT**

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

**OCTOBER 5, 2021**

**1. CALL TO ORDER**

The Fire Task Force convened in a regular meeting at 8:34AM on October 5, 2021 by teleconference.

**2. ROLL CALL**

Present: Battalion Chief Chris Miller, Culver City Fire Department  
Battalion Chief Dave Shenbaum, Manhattan Beach Fire Department  
Captain Ryan Allee, El Segundo Fire Department

Also Present: Ross Klun, Executive Director  
Shannon Kauffman, Operations Manager  
John Krok, Administrative Services Manager  
Megan Cunningham, Communications Supervisor  
Cara Flores, Culver City Fire Department Analyst

**3. PUBLIC COMMENTS**

None.

**4. APPROVAL OF MINUTES**

a. Minutes – September 7, 2021

Motion: Chief Shenbaum moved to approve the minutes. The motion was seconded by Captain Allee and passed by voice vote.

**5. GENERAL BUSINESS**

a. Mark43 CAD Update

Mr. Klun reported the September 10th contract meeting was favorable and awaiting to hear from their legal counsel.

b. Fire Dispatching

The run card changes for Assault Victim type calls were implemented on September 27, 2021. Chief Shenbaum and Captain Allee reviewed the run cards and checklist for greater alarms. Chief Shenbaum is attempting to streamline the checklist by eliminating a few tasks currently required by dispatch. Upon receipt, a revised checklist would be distributed for further review.

The comm plan with INSB was implemented. At the end of each dispatch, Chief Shenbaum requested to eliminate which channel or tack 6 response. Captain Allee agreed and Operations Manager Kauffman will check with Chief Miller.

Manhattan Beach stated the Area G Response plans have not been updated since Hermosa Beach went County Fire. El Segundo and Redondo Beach also agreed to changes for Redondo Beach or El Segundo respond instead of County. Chief Shenbaum is in the process of updating the response plans.

**6. COMMENTS FROM TASK FORCE MEMBERS**

Captain Allee reported that Chief Tim Butler is filling in for Chief Bonfield. He will be working with Operations Manager Kauffman regarding fire alarm activation without reset. Also, he reported that Manhattan Beach has moved out of station 2. Engine 33 is being shut down from day to day with some appearances and will be a ghost engine for the day. Instead of Command 2, the Battalion Chief was on dispatch channel and could barely hear. Captain Allee will find out which incident because he wanted to check with that protocol. Chief Shenbaum gave a shout out to Supervisor Cunningham and Operations Manager Kauffman for dispatching comm plan for the home town fair. He also reported that LA County is short staffed for the first time across the board.

**7. COMMENTS FROM STAFF**

None.

**8. ADJOURNMENT**

The meeting adjourned at 859AM.