

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

**SEPTEMBER 7, 2021**

**1. CALL TO ORDER**

The Fire Task Force Convened in a regular meeting at 8:30AM on September 7, 20201 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 (8:38AM)

Also present: Ross Klun, Executive Director  
Shannon Kauffman, Operations Manager  
Lena Ramos, Communications Supervisor  
Cara Flores, Culver City Fire Department Analyst

**3. PUBLIC COMMENTS**

None.

**4. APPROVAL OF MINUTES**

a. Minutes – August 3, 2021

Motion: Chief Miller moved to approve the minutes from August 3, 2021. The motion was seconded by Chief Shenbaum and passed by voice vote.

**5. GENERAL BUSINESS**

a. Mark43 CAD Update

Executive Director Klun reported the Authority continues to work on a contract with Mark43. Operations Manager Kauffman conveyed upcoming testing with 9-1-1 interface to see how the information will being ported over. The Authority continue to meet with Mark43 weekly.

b. Fire Dispatching

a. Culver City Fire Department

Operations Manager Kauffman re-opened discussion on non-essential traffic on the main channel since all three cities are on the main channel. Non-essential dialogue should go off the main channel and use another channel, MDC messaging, or cell phones. Chief Miller added the importance of keeping the emergency channels open and move non-essential conversations to cell phones.

Chief Miller requested, if possible, to separate assaults between major, multiple gunshots and/or multiple victims, and minor assaults. Operations Manager Kauffman would need definitions to differentiate between the two. Chief Miller will provide those definitions. Chief Shenbaum indicated that if Culver City has that desire, the rest of the Task Force should be on board as well for uniformity.

**6. COMMENTS FROM TASK FORCE MEMBERS**

Chief Miller introduced their analyst Cara Flores who is looking forward to working on Mark43CAD.

**7. COMMENTS FROM STAFF**

None.

**8. ADJOURNMENT**

The meeting adjourned at 8:41AM.