

A G E N D A
REGULAR MEETING OF THE FIRE TASK FORCE
TUESDAY, JULY 5, 2022, 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 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 – January 11, 2022

5. GENERAL BUSINESS

- a. Mark43 CAD update
- b. Discuss Adding a Call Type for Active Shooter Incidents to CAD
- c. Consider Quarterly Emergency Trigger Activation Tests and an Annual Training Scenario
- d. Discuss the Extent of Information Given on Initial Dispatch
- e. Identify Areas for Further Dispatch Standardization and Uniformity of Procedures

6. COMMENTS FROM TASK FORCE MEMBERS

7. COMMENTS FROM STAFF

8. ADJOURNMENT

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

JANUARY 11, 2022

1. CALL TO ORDER

The Fire Task Force convened in a special meeting at 8:30AM on January 11, 2022 by teleconference.

2. ROLL CALL

Present: Assistant Fire Chief Roger Braum, Culver City Fire Department
Battalion Chief Chris Miller, Culver City Fire Department
Battalion Chief Evan Siefke, El Segundo Fire Department
Battalion Chief Aaron Miles, El Segundo Fire Department
Captain Ryan Allee, El Segundo Fire Department
Battalion Chief David Shenbaum, Manhattan Beach Fire Department

Absent: Ross Klun, Executive Director

Also Present: Shannon Kauffman, Operations Manager
Megan Cunningham, Communications Supervisor

3. PUBLIC COMMENTS

None.

4. APPROVAL OF MINUTES

a. Minutes – November 2, 2021

Motion: Battalion Chief Shenbaum moved to approve the minutes from November 2, 2021. The motion was seconded by Battalion Chief Miller and passed by voice vote.

5. GENERAL BUSINESS

a. Mark43 CAD Update

Operations Manager Kauffman reported on behalf of Mr. Klun that the contract was still in progress.

b. Fire Dispatch Procedures:

• Radio Brevity

Operations Manager Kauffman discussed the importance of radio brevity during the dispatch paging sequence and questioned if the chief complaint was necessary at the time of initial dispatch. The majority of Task Force agreed that if the chief complaint was not provided at the time of initial dispatch, it was not necessary for the dispatcher to come back on the air and give the chief complaint. Task Force agreed that all supplemental information could be accessed on the MDC to reduce radio traffic. Manhattan Beach stated they would still need the chief complaint on medical calls if the information is provided on the initial dispatch. Battalion Chief Shenbaum advised he would speak with his command staff on the subject.

Similarly, Captain Allee discussed that the dispatcher only needs to indicate in the call if it is a negative or positive screening COVID screening, no additional information is needed.

• Morning Tone Test

For streamlining process, Task Force discussed the necessity and purpose of the

morning tone test. Manhattan Beach will confer to table for the next meeting.

- Comm Plan Procedures & Frequencies

A draft was distributed to task force. Task Force discussed the need for the tactical channels to go out on the air for all COMM Plans but no need for the tactical frequency on routine calls for service. Operations Manager Kauffman requested that fire personnel use plain English when communicating with dispatch regarding requests for units from outside resources that dispatch may not be familiar with. Operations Manager Kauffman stated the Authority is working on a standardized list of questions for dispatch to utilize during a Comm Plan and will forward a draft to the group once complete.

6. COMMENTS FROM TASK FORCE MEMBERS

Manhattan Beach and El Segundo has completed Area G run card updates and will forward to Communications Supervisor Cunningham for review.

Task Force mentioned that Channel 1 has been used by fire prevention in the past and those type of radio transmissions should be communicated via telephone.

Task Force reinforced the 10-minute timer starts at the onset of the call not when the first unit is on scene.

Battalion Chief Siefke worked with RCC on the run cards to be updated for all call types to include Battalion 91. El Segundo mentioned that if Torrance or Redondo Beach requests a resource from El Segundo that dispatch should just send them without asking for permission from the Battalion Chief. El Segundo also mentioned looking into their e-trigger activation policy on major incidents.

COMMENTS FROM STAFF

None.

7. ADJOURNMENT

Meeting adjourned at 9:27AM.