

A G E N D A
REGULAR MEETING OF THE FIRE TASK FORCE
TUESDAY, SEPTEMBER 6, 2022, 9:30 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 cmanley@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 – July 5, 2022
- b. Minutes – August 2, 2022

5. GENERAL BUSINESS

- a. Mark43 CAD Update
- b. Consider Dispatcher Ride-Along and Fire Fighter Sit-Along Training Opportunities
- c. Discuss Active Shooter Call Type for CAD
- d. Discuss Quarterly Emergency Trigger Activation Tests and an Annual Training Scenario
- e. Review Information Given on Initial Dispatch
- f. Identify Areas for Further Dispatch Standardization and Uniformity of Procedures

6. COMMENTS FROM TASK FORCE MEMBERS

7. COMMENTS FROM STAFF

8. ADJOURNMENT

**MINUTES OF A REGULAR MEETING
OF THE FIRE TASK FORCE
JULY 5, 2022**

1. CALL TO ORDER

The Fire Task Force convened in a regular meeting at 8:32 AM on Tuesday, July 5, 2022, via teleconference.

2. ROLL CALL

Present: Assistant Chief Roger Braum, Culver City Fire Department
Battalion Chief Chris Miller, Culver City Fire Department
Captain Ryan Allee, El Segundo Fire Department
Battalion Chief Kevin Tiscareno, Manhattan Beach Fire Department

Absent: None.

Also Present: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Staff Services/Communications Supervisor Megan Cunningham

3. PUBLIC COMMENTS

None.

4. APPROVAL OF MINUTES

a. Minutes – January 11, 2022

MOTION: Captain Allee moved to approve the Fire Task Force minutes of January 11, 2022 as written. The motion was seconded by Battalion Chief Miller and passed by unanimous roll call vote.

5. GENERAL BUSINESS

a. Mark43 CAD update

Executive Director Klun presented updated information on the Mark43 CAD project, including that the schedule to go live is Spring 2023.

Operations Manager Kauffman shared input on the GIS portion of the project.

b. Discuss Adding a Call Type for Active Shooter Incidents to CAD

The Fire Task Force recommended adding a type code for a full-response Active Shooter Incidents to the CAD.

Battalion Chief Tiscareno will check into how L.A. County dispatches these types of incidents.

Operations Manager Kauffman indicated that staff will look into whether there is an existing type code that addresses these types of incidents and that, should a new type code be added, it would have to be for both police and fire.

Executive Director Klun discussed the idea of fitting these types of incidents into an existing type code if possible.

c. Consider Quarterly Emergency Trigger Activation Tests and an Annual Training Scenario

The Fire Task Force shared information on the idea of conducting quarterly emergency trigger activation tests, as well as annual training scenarios.

Captain Allee will provide Authority staff with written information on the idea, which could include a quarterly schedule and the same written script for each agency.

Operations Manager Kauffman commented on the importance of scheduling associated with this testing.

d. Discuss the Extent of Information Given on Initial Dispatch

Assistant Chief Braum related Culver City Fire Department's support for a very short and succinct amount of information on initial dispatch.

Manhattan Beach and El Segundo Fire Departments stated their agreement.

Operations Manager Kauffman confirmed that the communications operators and fire departments will be provided written information on this change.

e. Identify Areas for Further Dispatch Standardization and Uniformity of Procedures

Assistant Chief Braum presented information on the importance of identifying areas for further dispatch standardization and uniformity of procedures. He requested input on the purpose of tone tests.

The Fire Task Force supported the removal of tone tests.

Operations Manager Kauffman confirmed the Authority's efforts to reduce chatter on the main channel.

The Fire Task Force discussed their departments' use of the command and tactical channels in detail.

Chief Braum emphasized the importance of Culver City Fire Department's ability to communicate with L.A. City Fire during a Comm Plan.

Battalion Chief Tiscareno stated Manhattan Beach Fire Department's support each agency having their own tactical channel.

Operations Manager Kauffman confirmed that updated information on the Comm Plan script will be sent to the Fire Task Force members. She verified that outside agencies are provided with the specific channels on which Culver City is operating during a Comm Plan.

Discussion of this topic was continued to a future Fire Task Force meeting

6. COMMENTS FROM TASK FORCE MEMBERS

6a. In answer to a question from Battalion Chief Miller, Operations Manager Kauffman shared information on procedures for dispatching calls to Culver City's automatic aid area with L.A. City.

6b. Captain Allee commented on the importance of the battalion chief being notified of incidents involving a battalion chief on the first alarm.

Operations Manager Kauffman will follow up on this.

6c. Battalion Chief Tiscareno asked if the automatic vehicle locator (AVL) could eventually be used to dispatch the closest unit.

Operations Manager Kauffman suggested that including this in the Mark43 CAD should be discussed as soon as possible.

6d. Battalion Chief Miller commended Authority staff on the implementation of Culver City Fire Department's Rescue 42.

7. COMMENTS FROM STAFF

None.

8. ADJOURNMENT

The meeting was adjourned at 9:19 AM.

AUGUST 2, 2022

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

1. CALL TO ORDER

The Fire Task Force convened in a special meeting at 9:30AM on August 2, 2022 by teleconference.

2. ROLL CALL

Present: Assistant Fire Chief Roger Braum, Culver City Fire Department
Battalion Chief Chris Miller, Culver City Fire Department

Absent: Captain Ryan Allee, El Segundo Fire Department
Battalion Chief David Shenbaum, Manhattan Beach Fire Department

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

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DUE TO LACK OF A QUORUM, THE MEETING WAS CANCELLED.

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4. APPROVAL OF MINUTES

- a. Minutes – July 5, 2022 - Continued

5. GENERAL BUSINESS

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at 310-973-1802 ext. 100. Notification 48 hours prior to the meeting will enable the JPA to make reasonable arrangements to ensure accessibility to this meeting [28CFR35. 102-35. 104 ADA Title II].