

**A G E N D A**  
**REGULAR MEETING OF THE FIRE TASK FORCE**  
**TUESDAY, DECEMBER 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](mailto: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**

- Minutes – September 6, 2022

**5. GENERAL BUSINESS**

- a. Adding Battalion Chiefs as a Representative for Responses into City and County
- b. Access Channel Monitoring by Dispatch and Procedures During an E-Trigger Activation
- c. Discussion of Using TABLET COMMAND Software
- d. Fire Investigator Callout Process in the South Bay
- e. Discuss Impact of Recent Changes to El Segundo Fire’s Operational Plan

**6. COMMENTS FROM TASK FORCE MEMBERS**

**7. COMMENTS FROM STAFF**

**8. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING  
OF THE FIRE TASK FORCE  
SEPTEMBER 6, 2022**

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session via teleconference at 9:33 AM on Tuesday, September 6, 2022.

2. **ROLL CALL**

Present: 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 Klun  
Operations Manager Shannon Kauffman  
Executive Assistant Cristina Manley

3. **PUBLIC COMMENTS**

None.

4. **APPROVAL OF MINUTES**

a. **Minutes – July 5, 2022**

b. **Minutes – August 2, 2022**

**MOTION:** Captain Allee moved to approve the Fire Task Force minutes of July 5, 2022 and August 2, 2022 as written. The motion was seconded by Battalion Chief Tiscareno 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 the automatic vehicle locator (AVL) component.

Operations Manager Kauffman clarified that the new CAD is not currently being configured to dispatch by the closest unit, but the idea of doing so could be further discussed with Mark 43, and that Authority staff will contact the departments' GIS employees to discuss preferred capabilities to be included in the CAD.

It was agreed that this item will be continued to a later date.

**b. Consider Dispatcher Ride-Along and Fire Fighter Sit-Along Training Opportunities**

Battalion Chief Miller related background information on Culver City's request for dispatcher ride alongs and firefighter sit along training opportunities.

Executive Director Klun related Authority staff's full support for firefighter sit along and dispatcher ride along opportunities.

Operations Manager Kauffman invited the departments to email the Communications Supervisors at [super@rcc911.org](mailto:super@rcc911.org), or her at [skauffman@rcc911.org](mailto:skauffman@rcc911.org), to schedule firefighter sit alongs with the communications operators. And, she indicated that the communications operators will be scheduled to ride along with the fire departments when staffing allows.

**c. Discuss Active Shooter Call Type for CAD**

Background information on the idea of implementing an active shooter call type for the computer aided dispatch (CAD) was provided by Executive Director Klun.

The Fire Task Force and Authority staff discussed this idea extensively. Operations Manager Kauffman commented on the possibility of adding a combined type code for both police and fire, such as "Active," at the beginning of an active shooter event and she related her intent to provide possible scenarios to the member fire departments for their review, as well as discuss this idea with the Police Task Force.

**d. Discuss Quarterly Emergency Trigger Activation Tests and an Annual Training Scenario**

Battalion Chief Miller related Culver City Fire Department's request to schedule emergency trigger activation tests on a quarterly basis. El Segundo and Manhattan Beach Fire Departments agreed.

Executive Director Klun and Operations Manager Kauffman shared information on the specifics related thereto.

Battalion Chief Miller stated his intent to obtain further information about an annual training scenario for critical radio events previously discussed by Assistant

Chief Braum.

e. **Review Information Given on Initial Dispatch**

Battalion Chief Miller explained Culver City Fire Department's preference to be advised if police are enroute to fire incidents.

Battalion Chief Tiscareno related Manhattan Beach Fire Department's request to be advised of any updates when enroute.

f. **Identify Areas for Further Dispatch Standardization and Uniformity of Procedures**

Operations Manager Kauffman stated Authority staff's appreciation of recent efforts toward standardizing fire dispatching procedures.

The Fire Task Force agreed with Battalion Chief Tiscareno's recommendation that the communications operators suggest switching to a different channel when the main channel becomes crowded.

6. **COMMENTS FROM TASK FORCE MEMBERS**

Captain Allee and Battalion Chief Tiscareno related El Segundo and Manhattan Beach Fire Departments' request that the battalion chief be contacted when the departments are called out for mutual/auto aid on E-trigger and fire ground emergencies in L.A. County and L.A. City. Battalion Chief Miller asked that the battalion chief be contacted when Culver City Fire Department goes into L.A. County for mutual/auto aid.

Noting that doing so is not currently built into the run cards, Operations Manager Kauffman indicated that Authority staff will further examine this idea and follow up with Captain Allee.

Captain Allee initiated a discussion on procedures used when a fire investigator is needed.

7. **COMMENTS FROM STAFF**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 10:24 AM.