

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

1. **CALL TO ORDER**

The Fire Task Force convened in a regular session via teleconference at 9:31 AM on Tuesday, December 6, 2022.

2. **ROLL CALL**

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

Absent: None.

Also Present: Executive Director, Ross Klun  
Operations Manager, Shannon Kauffman  
Administrative Services Manager, John Krok  
Communications Supervisor, Sandra Farley  
Executive Assistant, Cristina Manley

3. **PUBLIC COMMENTS**

None.

4. **APPROVAL OF MINUTES**

a. Minutes – September 6, 2022

**MOTION:** Battalion Chief Miller moved to approve the Fire Task Force minutes of September 6, 2022. The motion was seconded by Captain Allee passed by voice vote.

5. **GENERAL BUSINESS**

a. Adding Battalion Chiefs as a Representative for Responses into City and County

Captain Allee requested this information a few months ago. Operations Manager Kauffman, information was disturbed to staff with a

reminder to notify BC.

- b. Access Channel Monitoring by Dispatch and Procedures During an E-Trigger

Captain Allee commented on how they are actively monitoring access channel but no identifier of the unit on an E incident. Supervisor Farley explained, BC will clear the activation or dispatcher will go on the channel and clear it. Captain Allee further explained that they are not able to see the position, they are only aware of the E-trigger on the incident. Battalion Chief Miller mentioned that Culver City initiates the mayday, staff is trained. Administrative Manager Krok will contact Commline to connect numbers with the database to identify it on the portable side (programming issue).

- c. Discussion of Using TABLET COMMAND Software

Battalion Chief Gomes discussed using software to interrogate with IT department for geographical location purposes. Administrative Services Manager Krok provide software history with other agencies wanting their own software and unique to each city with the help of Hawthorne IT supporting each request. The South Bay Authority is only responsible for powering and mounting MDC equipment but each individual city is responsible for IT services/interrogations. Current model – cost allocation associated with getting IT assistance from the Authority.

- d. Fire Investigator Callout Process in the South Bay

Battalion Chief Gomez discussed streamlining the process of Area G and identifying a better process with the input of the SB Fire Departments. Supervisor Farley discussed that supervisors use a Google sheet for call-outs and work off of the list for availability (deferred to Torrance Fire). Captain Allee requesting an Investigator not a trainee (loss over \$50,000).

- e. Discuss Impact of Recent Changes to El Segundo Fire's Operational Plan

Captain Allee commented that they are down a fire engine 32. Auto/mutual aid to Manhattan Beach Fire by delivering a fire truck and engine. All should remain the same as far commitments.

Battalion Chief Gomez, requested a copy of run card documents/matrix.

6. **COMMENTS FROM TASK FORCE MEMBERS**

Battalion Chief Miller thanked RCC for providing dedicated dispatchers for police and fire during active shooter drill on Sunday,.

Captain Allee, requesting rescue 32 to be primary.

7. **COMMENTS FROM STAFF**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 10:02 AM.