

A G E N D A
REGULAR MEETING OF THE FIRE TASK FORCE
TUESDAY, SEPTEMBER 5, 2023, 9:30 AM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

A. **CALL TO ORDER**

B. **ROLL CALL**

1. Culver City
2. El Segundo
3. Manhattan Beach

C. **PUBLIC COMMENTS**

Members of the public will be given the opportunity to directly address the Fire Task Force on any matter within the subject matter jurisdiction of the Authority, including items on the agenda.

D. **APPROVAL OF MINUTES**

1. Minutes – May 2, 2023

E. **GENERAL BUSINESS**

1. CAD Project Update
2. Fire Working Group

F. **COMMENTS FROM TASK FORCE MEMBERS**

G. **COMMENTS FROM STAFF**

H. **ADJOURNMENT**

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

MAY 2, 2023

1. CALL TO ORDER

The Fire Task Force convened in a special meeting at 9:36AM on Tuesday, May 2, 2023, on the second-floor conference room of the South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA.

2. ROLL CALL

Present: Culver City, Seth Miller
El Segundo, Andy Powell

Absent: Manhattan Beach

Also present: Executive Director, M. Ross Klun
Operations Manager, Shannon Kauffman
Operations Supervisor, Lena Ramos
Executive Assistant, Cristina Manley

3. PUBLIC DISCUSSION

None.

4. GENERAL BUSINESS

1. Discontinuing COVID-19 Screening Questions

Operations Manager Kauffman shared with the group, official stopped in the center screening for COVID-19.

2. Run Card and Procedure Standardization

Operations Manager Kauffman sending out an email for a working group. Evaluate all the run cards and streamline. RCC Supervisors (Ramos & Ramirez) will work together to present to working group for the next meeting. Standardize across the board. Require all departments to be involved/input. Discussion on run cards with Manhattan Beach and El Segundo (pulling engines). Revisit rescues/order. Input and details needed to build run cards. Currently working with LA County Next Gen & Routing (precise jurisdiction).

Executive Director Klun attended a fire meeting with the Fire Chief's. Fire dispatch duties were broadly discussed at this meeting (areas of improvements & standardization). Two items were discussed:

1. Response Agreements – need it in writing
2. Ask the BC – empowering the dispatchers to make those decisions.

Miller expressed concerns of getting all three fire departments to standardize for each specific city. Some calls will not be standardized. Important to get input from each fire department. LA City will be called if CC Fire runs out of resources. Mutual Aid Agreement in place with LA City. Manhattan Beach Fire has an agreement with McCormick's. Miller mentioned that METRO's cad jurisdiction system (do not match with mutual aid) respond to Culver City (GIS borders). Requested for METRO's cad to reflect the new signed agreement. Further discussions needed, brush fire vs. vegetation fire.

3. First Due RMS

Operations Manager Kauffman discussed on the decision on moving towards First Due with all fire departments. Josh worked with First Due to get access to Tiburon Cad for RMS – in the works. Note - will run both systems, no lapse.

5. COMMENTS FROM TASK FORCE MEMBERS

Powell discussed an incident while assisting Manhattan Beach, clearing units from incident. Dispatcher cleared El Segundo and available for service. Incident commander can clear all from the incident but not necessarily available for service calls. Walking back to the engine and cleaning up equipment is required before getting a service call. Requesting to stay on the incident, until it is cleared from the engines MDC. Discuss further in the working group.

6. COMMENTS FROM STAFF

Ramos mentioned CC expediting creating the Jumper response. Discuss further in the working group.

7. ADJOURNMENT

The meeting adjourned at 10:30 a.m.