

**A G E N D A**  
**REGULAR MEETING OF THE FIRE TASK FORCE**  
**TUESDAY, FEBRUARY 6, 2024, 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 – September 12, 2023
2. Minutes – October 3, 2023
3. Minutes – November 9, 2023

**E. GENERAL BUSINESS**

1. CAD Project Update
2. PulsePoint Update

**F. COMMENTS FROM TASK FORCE MEMBERS**

**G. COMMENTS FROM STAFF**

**H. ADJOURNMENT**

D-1

**1. CALL TO ORDER**

The Fire Task Force Convened in a regular meeting at 9:33 AM on Tuesday, September 12, 2023 on the second-floor conference room of the South Bay Regional Communications Authority, 4440 West Broadway, Hawthorne, CA.

**2. ROLL CALL**

Present: Assistant Fire Chief Roger Braum, Culver City Fire Department  
Battalion Chief Seth Miller, Culver City Fire Department  
Chief Mike Lang, Manhattan Beach Fire Department  
Fire Engineer James Falls, Manhattan Beach Fire Department  
Fire Engineer Joe Inez, El Segundo Fire Department

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

**3. PUBLIC COMMENTS**

None.

**4. APPROVAL OF MINUTES**

Minutes – May 2, 2023

**MOTION:** Executive Director Klun moved to approve the Fire Task Force minutes from May 2, 2023 as written. Passed by unanimous voice vote.

**5. GENERAL BUSINESS**

5a. CAD Project Update

Director Klun updated the group, Authority terminated the contract with Mark43. Mark43 tentatively agreed, to allow us to mutually exit the contract completely.

Ad Hoc Committee – select a consultant to help us with the RFP. Recommended bring to the Executive Committee, CitCom as the consultant choice. Selection to target both Fire and Police. Three major vendors in the region are Motorola, Versaterm, and Central Square.

5b. Fire Working Group

Manager Kauffman shared information on the next meeting scheduled for Thursday, September 21, 2023 at noon. Cities directed to speak with their respective police departments regarding the automatic FD response on Active Shooter and Jumper incidents. FD on all the same page in regards to run responses.

Battalion Chief Miller inquired about a recent incident of a tree down on a vehicle that was type-coded as a ROOF incident (full response), it was agreed upon by all parties that future incidents of a like nature would be type-coded a HAZCON (single engine response). Culver City FD requested

that on fire structure calls that PD be advised not to block access. Administrative Services Manager John discussed how this is a training issue between fire and the police department. B/C Miller mentioned there are still issues where 9-1-1 calls show as an La City Address but they are Culver City addresses; he was advised to send said addresses to Manager Kauffman who would look further into this issue with the LA County Coordinator.

It was decided that FD response for a subject threatening suicide would be the same for all cities – run cards to be changed. Chief Lang mentioned that they are working on updated formal agreements for auto/mutual aid with members.

**6. COMMENTS FROM TASK FORCE MEMBERS**

Chief Lang mentioned that fire/police departments are on the same page reading a CAD system. Calls for PulsePoint refine this process. FirstDue is going to be utilized for all departments. Manager Kauffman brought up the capability of Westnet voiceless paging system which would simplify the dispatch process and that Torrance FD was possibly using this system. FD stated they would inquire further with West-Net.

Assistant Chief Braum – asked that dispatchers be reminded to use radio brevity when broadcasting calls; responders know to check their MDCs for detailed information.

**7. COMMENTS FROM STAFF**

Manager Kauffman mentioned combined training for active shooter police/fire.

**8. ADJOURNMENT**

The meeting adjourned at 10:21 AM.

D-2

**1. CALL TO ORDER**

The Fire Task Force Convened in a regular meeting at 9:30 AM on Tuesday, October 3, 2023 on the second-floor conference room of the South Bay Regional Communications Authority, 4440 West Broadway, Hawthorne, CA.

**2. ROLL CALL**

Present:

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

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

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**3. PUBLIC COMMENTS**

**4. APPROVAL OF MINUTES**

Minutes – September 12, 2023

**5. GENERAL BUSINESS**

5a. CAD Project Update

5b. PulsePoint Update

**6. COMMENTS FROM TASK FORCE MEMBERS**

**7. COMMENTS FROM STAFF**

**8. ADJOURNMENT**

D-3

**1. CALL TO ORDER**

The Fire Task Force Convened in a regular meeting at 9:30 AM on Thursday, November 9, 2023 on the second-floor conference room of the South Bay Regional Communications Authority, 4440 West Broadway, Hawthorne, CA.

**2. ROLL CALL**

Present:

Also Present: Executive Director Ross Klun  
Operations Manager Shannon Kauffman  
Communications Supervisor Jennifer McReynolds  
Executive Assistant Cristina Manley

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

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**3. PUBLIC COMMENTS**

**4. APPROVAL OF MINUTES**

Minutes – September 12, 2023

Minutes – October 3, 2023

**5. GENERAL BUSINESS**

5a. CAD Project Update

5b. PulsePoint Update

**6. COMMENTS FROM TASK FORCE MEMBERS**

**7. COMMENTS FROM STAFF**

**8. ADJOURNMENT**