

## Oregon Urban Search & Rescue | Steering Committee

December 28, 2010 9:00  
Salem Fire Station 6

### Minutes

#### Present

Derek Grafton, Eugene Fire  
John McDowell, Springfield Fire  
Tina Toney, OSFM  
Rich Tyler, Portland Fire  
Reed Godfrey, Salem Fire  
Mariana Ruiz-Temple, OSFM  
Jamie Smith, Albany Fire  
Becky Oberfoell, OSFM

#### Partners

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Introductions were made.

Minutes were approved.

#### **Administrative - Tina Toney**

Tina distributed copies of the budget summary. Tina has received most of the invoices from training. Eugene and Hillsboro need to turn in invoices. The balance remaining for the biennium is about \$37k. The \$450k from the FY2010 DHS grant will be allocated as follows; 21k for planning, 78k for equipment, 319k for training and 31k for exercises. Tina also handed out a timeline for the grant, outlining important milestones.

Training Committee will handle creating a training calendar. It will include all depts. training throughout the year.

#### **Ad hoc Committees – Mariana Ruiz-Temple**

Mariana will email the committees mission and timeline. This will give documentation for the purpose of the Ad hoc committees. The Medical Specialist Committee needs to have two additional members. Rich Tyler had several people in mind in the Portland area. He will ask them and then report back to the Steering Committee.

National Guard is adding a new US&R program. It will have a medical specialist component, but not canines. Mariana will be meeting with them in the next month to look at delivering a concise message, so the public is not confused. The goal is continuity of knowledge and techniques.

#### **Operations - John McDowell**

##### *Medical Team Manager PD Review*

The Medical Team Manager position description was handed out and discussed. The description mirrors the FEMA Medical Team Manager description. The position description was approved and will be distributed electronically.

##### *Air Monitor Maintenance*

It was recommended that the closest Regional Hazardous Materials team provide the monthly required maintenance and calibration for the nearest cache trailer. This does not incur any additional costs for OSFM. Salem and Eugene and Gresham Fire have all agreed to provide monthly service for the cache trailer air monitor. Mariana will contact the HazMat teams and get an agreement in writing regarding personnel costs.

### *Canines*

National Search Dog Foundation has a two year wait list for dogs. It was recommended that Reed will contact NSDF to add US&R to the list for 4 to 6 dogs. If the committee decides against dogs, removal from the wait list carries no penalty. They are still researching information to outline expectations for handlers and departments and will have more information by March.

### *Advance Team Rostering*

South Region will model their rotation with the IMT schedule. The south schedule will be month long rotation during non-fire season and then weekly during fire season. The schedule should be complete by 1<sup>st</sup> quarter for the south. North will work in the same direction. Rich Tyler will have a formal proposal on the rotation by the next Operations meeting.

### *Regional Exercise*

Springfield was awarded a regional grant for a full-scale exercise. The exercise will involve both regions.

### **Training – Derek Grafton**

#### *Process and Framework for qualifying TFL & Management Positions*

A review of training requirements for the Medical Team Manager position was done by the committee to assist in creating an SOG.

It was decided that each member will submit a PAF to DPSST or a completion certificate to Tina, so she can track certifications. The PAF is the preferred method. Tina will work with Derek to set up an SOG by March. The goal is to have every member pre-certified and tracked by their department prior to application on a team.

### **Logistics - Tina Toney**

Don St. Sauver will take the position logistics chair position. He will work with the cache managers for equipment purchases. They will meet in January to start this process.

Tina and Mariana have been working with Greg to create an interagency agreement between USAR, ODOT & IMT.

### **Other Training Opportunities**

Chemeketa – Instructor 2 course in January

### **Agency Update**

Eugene -None

Albany – 4 out of the 11 fires in Albany have needed structural stability. China buffet had 8 types of shores. House fire on Dec. 23, 2010 had shear walls installed.

Springfield – none

Salem – Aumsville tornado: tech teams were put on stand by, but there were no reports of missing or trapped individuals.

Portland – call out drill in practice for the drill on March 9<sup>th</sup>.

### **Incident Review**

Reed made a PowerPoint presentation on several recent incidents, showcasing the Salem USAR team skills such as shoring, and repelling.

**New Business**

Portland has been looking into SCT courses for the spring. The grant money they have ends in February, so now they will move their timeline a head. Now classes will be in January and February utilizing Hillsborough or Tualatin Valley training areas. The course can hold 20 people.

The modular training concept posted on egov site September 8, 2009 for review, brought to governments board November 24 2009, and December 23, 2009 it was adopted. It is now available for review on the egov site.

## ACTION ITEMS

WHO	WHAT	DUE	DONE
<b>A. All</b>			
Steering Committee	Identify and Develop Program SOGS	On-going	Done
Team Administrators	Contact Derek on SCT class interest	Aug 10	Done
Team Administrators	Participation in ad hoc committees	November	Done
<b>B. Administrative – Tina Toney</b>			
Tina	Send out draft minutes	On going	Done
Tina	Update shared site with SUSAR information and grant award.	December	
Tina	Set up a meeting with OSFM and ODOT to discuss deployments and service contracts for trailers	Next meeting	Done
Tina	SOG 2 & 3 out for review	November	Done
Jamie	Strategic Plan	February	Past Due
Tina	Expenditure Report	November	Done
<b>C. Operations – John McDowell</b>			
John	Advance Teams Rostering	December	Done
Rich Tyler	Exercise prop design	January	
John	Medical Team Manager PD	November	Done
John	Trailer Transport	March	
John	Canine Research & Recommendation	March 2011	
John	Air Monitor Maintenance Formal Recommendation	December	Done
<b>D. Training – Derek Grafton</b>			
Derek	Process and Framework for certifying TFL	January	
Derek	Dropping Inventory Control requirement	November	Done
Derek	ICS 300 vs ICS for Structural Collapse	November	Done
Derek	Review Inventory Control Course for Logs Position	November	Done
<b>E. Logistics – Tina Toney</b>			
Don	Draft SOG Rope Maintenance	January	Past Due
Don	Develop checklists for trailer inventory to identify discrepancies, software problems and equipment deficiencies	On-going	Done
Don	Clackamas trailer inventory	October	Done
Tina	Set up Logistics Meeting	January	
<b>F. Incident Reviews</b>			
Jason	TVF&R for incident review	September	Done
Reed	Salem for Incident review	November	Done
Jamie	Contact Departments for incident reviews	November	Done

## **2011 Meeting Schedule**

**Meeting location, unless otherwise noted**

State Fire Marshal  
4760 Portland Rd NE  
Salem OR 97305

**Time:**

9:00 – 11:30

**Dates:**

January 25

March 22

May 24

July 26

September 27

November 22

Conference Call 1-877-455-8688

Participant Code 437274