

**US&R**  
**Governance Board Minutes**  
**April 27, 2010**

**Governance Board**

- Craig Warden, Public at Large
- Don Schallberger, Hillsboro Fire
- Gregg EK-Collins, ODOT
- John McDowell, Springfield Fire
- Reed Godfrey, Salem FD
- Rich Tyler, Portland F&R
- Todd Anderson, Tillamook Co So
- Jamie Smith, Albany Fire

**Committee Chairs**

- Tina Toney, OSFM
- Derek Grafton, Eugene Fire

**Others**

- Fred Charlton, Clackamas Fire
- Andy Loudon, Corvallis Fire
- Jason Morgan, TVF&R
- Jason Blount, Hillsboro Fire
- John West, DPSST
- Mariana Ruiz-Temple, OSFM
- Vince Wilson, Portland F&R
- Don, St. Sauver, Springfield Fire

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**Welcome/Introductions:**

Introductions were made.

**Minutes:**

The March minutes were reviewed and approved.

**OLD BUSINESS:**

None.

**OSFM UPDATE: TINA TONEY**

Tina continues to collect the Steering Committee forms. Only one department is remaining on submitting a Steering committee member. She expects to have the full Steering Committees members by May meeting.

**Personal Services Contract** - Don St. Sauver, Springfield Fire was selected for the Personal Service contract work for Logistics. Don will start in May 2010.

**Steering Committee Chair** – Jamie Smith, Albany Fire was selected to fill the Chair position. Jamie will assume the position July 1, 2010.

**Purchase Processes** – Tina provided a Purchases Request form with instructions. The form will be available on the OSFM-US&R web page. The Team Administrator must sign and authorize all purchases. Major purchases which have an impact on the program will be introduced by the sub-committee as a recommendation with justification for the purchase and discussed by the Board for approval. Don asked if the program budget could be made available on the secured web space. Tina said will check with Mariana.

## **REPORTS**

### **TRAINING COMMITTEE UPDATE— DEREK GRAFTON, EUGENE FIRE**

The committee is waiting on the text books. Once they arrive they will begin working on the Train-the-Trainer for the instructor workshops. We currently have seven people which have committed to put the workshop together; the goal is to have ten from both regions to proctor and present the information. What is hindering the development is the need for financial support. Tina will talk to Mariana if there is funding to support the expenses for the instructor workshop.

There should be representation on the Task Force for the NFPA 1006 review by DPSST. Greg Deedon, Springfield Fire and Rich Tyler, Portland Fire has requested to be on the task force.

### **OPERATIONS COMMITTEE UPDATE—JOHN MCDOWELL, SPRINGFIELD FIRE**

John reviewed the strategic goals presented two months ago. Once the Board approves each of the topics for the strategic plan the committee will move forward to develop the actions required to accomplish each goal. Greg Ek-Collin motioned to approve as presented; Rich Tyler seconded. The motion was approved unanimously.

### **LOGISTICS COMMITTEE UPDATE – TINA TONEY, OSFM**

The committee will finalize the Inventory Control course and provide a presentation to the Committee before it is made available to the departments.

Maintenance on both the Salem and Clackamas trailer are complete. The Eugene trailer still needs to be inspected. Tina will work with the Logistics Committee to develop an inspection checklist and trailer maintenance procedure.

### **NEW BUSINESS**

The 2010 SUSAR Conference is November 15-17 in Reno, NV. If anyone on the committee is interested in attending, please submit a Training Request form to Tina.

Tina reported there will be reimbursement of per diem for south team members to attend the Medical Specialist Course in September. She will send out training information and a Training Request form for those who wish to attend. Space is limited to nine slots.

### **GOOD OF THE ORDER**

Tina reminded everyone of the Meritorious Award banquet on May 22

## **2010 Meeting Schedule**

### **Meeting location, unless otherwise noted**

Salem Fire Station 6  
2740 25<sup>th</sup> Street  
Salem Oregon

Time 0900-1130

Conference Call

Participant Code

**January 26**

**\*February 23 OSFM**

March 2

**\*April 27 TBD**

May 25

June 22

July 27

August 24

September 28

**\*October 26 TBD**

**\*November 23 TBD**

December 28