

# Oregon Incident Reporting Advisory Commission

Supporting and improving the Oregon Fire Incident Reporting System

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## MEETING MINUTES

Wednesday, November 13, 2019

10:00 a.m. - 12:00 p.m.

OSFM Headquarters

3565 Trelstad Avenue SE

Salem, OR 97317

OSFM Library

## Attendees/Representing

Andrea Hockman - Tualatin Valley F&R\*      Kayla Brookshire - Commission Chair  
Candice Clark - Commission Support      Paul Rydings - Jackson Co Fire Dist 3\*  
Dave Gullede - Eugene Springfield Fire\*      Russ Hoskins - OSFM Fire Research Analyst  
Gert Zoutendijk - Lake Oswego FD\*

\*indicates remote attendance

## Welcome/Introductions - Meeting started at 10:02 a.m.

Kayla welcomed members.

## Approval of meeting minutes

Commission members approved the August 14, 2019 meeting minutes.

## Old Business

Smoke Alarm Battery Replacement Update:

- Kayla heard back from the NFIRS helpdesk's David Millstein on the smoke alarm battery replacement topic and he suggested that we use incident type code 553 if a smoke alarm "sweep" or 733 if alerted/dispatched.
- Kayla reported that the state has opted to use the NFIRS incident type plus-one code 5532 and corresponding actions taken code 751 and that the text verbiage has been updated:
  - Incident Type: 5532 - "Smoke Alarm Installation & Battery Replacement"
  - Actions Taken: 751 - "Installation of smoke alarm(s) & batteries."
- We feel that coding the battery replacements this way would help with standardizing our data.
- She informed members that this information and the approved NFIRS plus-one code updates was also communicated more broadly in the November Gated Wye.

## New Business

NFIRS 4 - Civilian Fire Casualty Module:

- Candice informed members that we have noticed an increase in the prevalence of major data quality issues regarding the civilian fire casualty information.
- She shared that we are not receiving a Fire Casualty Notification form or the NFIRS Civilian Fire Casualty module is not being completed (even though we know that particular fires had a severe injury or death via media or other means).
- Candice also reported that even when we do receive the Fire Casualty Notification form, sometimes we still do not receive the NFIRS report for months. When we do ultimately receive

the forms from agencies, the cause is often still listed as under investigation (and never updated). This leads to a cause of undetermined after investigation and does not meaningfully assist education and prevention efforts.

- Dave reported that agencies may be hesitant to send the OSFM fire casualty information or that they list it as under investigation because they are not ready for this information to be released to the public before the investigation is concluded. Kayla will incorporate these concerns into her communication plan.

#### Intentional vs Unintentional:

- Kayla let members know that we are also finding that many major agencies are incorrectly reporting intentional fires. A reminder was given that a fire is not hostile in intent if a person is burning a log in a fireplace, which accidentally catches the entire house on fire. A fire in this circumstance should be coded as unintentional, as the individual did not intend to start a hostile fire.

#### NFIRS Deadline:

- Kayla reminded members that the target deadline for agencies to submit their 2019 data to us is January 1, 2020 with an absolute deadline of January 15, 2020.
- She shared that being NFIRS compliant is one eligibility requirement for the Smoke Alarm Installation Program.
- Andrea asked when the state submits data to the nationals.
  - Kayla replied that the deadline for the state to submit 2019 data to the NFIRS is April 1, 2020.
  - A&I team members discussed the importance of receiving data earlier than the NFIRS requirement in more detail after the meeting. The reasons for the 1/15/2020 deadline is 1) so that we can run quality checks on data for 300+ fire agencies data (as Oregon only submits incidents with 100% validity to nationals) and 2) because we begin work on our Annual Report Supplement prior to uploading to nationals.

#### Gated Wye Updated:

- Kayla informed members that we are moving away from submitting Data Connection articles in the Gated Wye. We will be submitting quarterly training bulletins starting in 2020.
- She reported that we will continue to use the Yammer page to communicate information out to fire agencies.

Kayla shared that we had an inquiry from Coos Bay as to whether any agencies are using ImageTrend Elite for Inspections, particularly any billing features.

- She let members know that the OSFM can't offer assistance on the billing piece of the equation, as the Deputy State Fire Marshals don't charge for violations or permits through our system.
- Paul suggested a contact at Medford F&R.

#### **Next meeting**

Wednesday, February 12, 2020, 10:00 a.m. - 12:00 p.m. at OSFM Headquarters and teleconference.

#### **Meeting adjourned at 10:22 a.m.**