

**Teams Advisory Group Meeting &
Teams Training Advisory Committee
Oregon Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305**

October 08, 2014

Minutes

Present:

Mariana Ruiz-Temple - OSFM
Jennie Armstrong - ODOT
Darin Weaver - ODOT
Tim Nokes - HM09
Mike Traeger - HM03
Mike Greenburg - DEQ
Dan Giles - HM02
Kyle Romey - HM05
Mark Bernt - HM05
Jeff Adkins - HM15
Shon Christensen - HM07
Steve Brewer - HM01
Dave Gulledege - OSFM

Fraser Wick - OSFM
Jamie Kometz - OSFM
Brian Fish - HM08
Sean Gallagher - CST 102
Paul Edgerly - CST 102
Kenny Frentress - HM09
Jared Gammage - HM14
Chris Kuenzi - ODOT
Scott Cookman - OSP
Travis Soles - HM03
Jim Walker - OSFM
Gregg Timm - HM01

Introductions were made.

Past meeting minutes were approved.

OSFM Organization Update - *Chief Jim Walker, OSFM*

Chief Walker appointed Mariana Ruiz-Temple to the position of Chief Deputy effective September 1st 2014. Mariana will continue to serve as the ERS Branch Manager until the position has been filled.

Introduction of OERS manager/OERS Survey - *Mariana Ruiz-Temple, OSFM*

On September 15th, Scott Cookman was hired as the new IT operations manager of OSP IT and technology implantation. This includes management over the OERS, LEDS, and IT helpdesk for OSP. He has experience in the fire service/emergency response, as well as, IT experience.

The OERS survey will be released within the next month. OERS users are encouraged to complete this survey to help OERS improve its service.

Partner Agency Updates -

CST - *Ben Selander*

Paul Ederly will be taking over Ben Selander's duties as he moves to operations. Recently, the CST assisted at the Junior World Track and Field meet, drilled with HM05 using radiological equipment, and drilled as part of a multi-state CST exercise. There is an upcoming training with radiological training event with HM13 in November. There will also be a training exercise with HM01 training in December.

DEQ - *Michael Greenburg*

In August, DEQ took part in a Bakken crude oil response capabilities demonstration in Portland. DEQ is focusing on pursuing more vessel and Bakken fees.

OERS - *Scott Cookman*

OERS has merged with the OSP IT and Technology Implementation Unit. The OERS staff now have additional duties such as supporting LEDS and the OSP helpdesk for employees. All teams should be receiving OERS reports. Any teams not receiving these reports should contact Jamie, and she will get you added to the distribution list.

ODOT - *Darin Weaver*

The Traffic Incident Management (TIM) training is a national level program for all participants who respond to traffic incidents. If teams have a TIM training offered in their area, it is highly recommended for team members to attend. Teams can use their outreach funds for this training. Currently, classes are planned to be held at Toledo, Brooks, Tangent, Pendleton, Cannon Beach, Ontario, La Grande, Douglas County, and Benton County. Any teams interested in hosting a TIM training should contact Darin Weaver. The training locations are based off areas that request the training.

The ODOT 'contact pocket cards' need to be updated with correct names, but the phone numbers are correct. The updated cards will be distributed at the next TAG/TTAC meeting in January.

ODOT is currently redrafting its operations plan. Although these changes likely will not impact the State HazMat program, undergoing revisions to traffic incident management will.

Incident Review

Each team reviewed the incidents they've responded to since the last quarterly meeting. At the last meeting, the group discussed the SafeSorb cleanup product. HM03 had an incident which required them to use the new SafeSorb product, in addition to kitty litter. It reportedly worked well. There has also been a great improvement working with the ODOT personnel in the Gresham area.

HM09 had an incident involving a dry cleaning business. There was a venting issue which was causing an odor to be released into a neighboring business. Of note, DEQ regulates dry cleaning businesses. Mike Greenburg will provide more information about this program at the next meeting.

SERC/LEPC Update – *Jamie Kometz, OSFM*

The SERC/LEPC working group has developed a draft OAR that establishes a SERC executive committee that will consist of state agencies and other organizations. The group will provide advice to the Office of State Fire Marshal on issues related to Emergency Planning and Community Right-to-Know Act (EPCRA). This will help Oregon utilize SERC in ways similar to other states. All teams should review the handout which details this information, and contact Sue or Jamie with any comments or concerns. A SERC meeting will be held at OSFM October 30th from 1:00pm – 3:00pm.

The next HMEP grant application period will be opening around February 1st, 2015. There was a handout distributed that reviewed application guidelines with the intent to prepare teams for the application process.

Crude Oil Update – *Chris Kenzie ODOT*

ODOT has existing statutory responsibility and authority to require railroads to notify the state when hazardous materials shipped via rail. The law was created in the 1970's, and ODOT is working on revising it into modern day use. A committee comprised of state holders, including hazmat personnel, has been tasked with this. The group received a handout of draft revisions to this statute.

Chris Kenzie inquired about the type of notifications and frequency of notifications teams would like to receive regarding hazardous material rail shipments. The consensus of attendees stated they would prefer quarterly notifications with an annual report.

There has been an app created for first responders allowing them to enter a railcar number, and find out the material being transported. The teams would like to be in the role out of this app. Currently, this application is available to first responders who

attend a specific rail response class. The prerequisite is under discussion. Jamie and Chris will be working on getting teams instant access to the app.

PHMSA has published a guide for responding to petroleum crude oil. The information can be found on the PHMSA website, including fact sheets from a first responder's perspective. Jamie will send this link to all teams.

The teams received an update on the governor's report regarding State HazMat team needs. The report included equipment needs, additional training on rail response by possibly holding a training session at DPSST, and developing cadre of instructors. An increase in outreach funds is also needed to inform local responders of HazMat team capabilities as it relates to crude oil response.

FireBridge Refresher and What's New – *Dave Gullledge – OSFM*

Users of FireBridge were reminded of critical data entry errors which impact the reporting system. For example, when filling out which agency is responding, it is not necessary to list your team as responding to the incident. By filling out the packet, your team presence has already been documented. The person entering the incident should ensure they are entering the incident always in the 400 series, and they are entering the information as the HazMat team, not the department. Lastly, teams should not be entering any names of responders or patients in the narrative.

There are new updates in FireBridge. These features include a new schedule module which allows the user to schedule shifts, trade shifts, and sign up for trainings dependent on administrative privileges. Teams can also generate a virtual mapping program that pinpoints hazmat incident locations. If a refresher course is needed, teams should contact Jamie.

Quarterly Team Training and Outreach Report

All teams discussed last quarters outreach and completed training.

Sub-Committee Update

Equipment Committee– *Kyle Romey HM05*

The heavy rescue vehicle contract with Pierce is due to be signed this week. The initial response vehicles only need one alteration on the chassis, and the final specifications will be delivered next week to OSFM. Next spring, the committee will focus on reviewing the ITX monitor replacement, and presenting the recommendation to OSFM then TAG/TTAC.

Training Committee – *Steve Brewer HM01/Dan Giles HM02*

The training committee presented a PowerPoint with 5 goals they are attempting to accomplish.

1. Develop PowerPoints and training videos to fulfill taskbook requirements. All videos will be posted to the information resources page of the OSFM website.
2. Update taskbook to include current equipment and evaluate the need for scalability reporting.
3. Develop a cadre of instructors to host trainings at DPSST. A list has not been developed yet because the committee is trying to determine how to evaluate instructors qualifications.
4. Evaluate current HazMat tech weeks curriculum; IFSTA curriculum provides a basic instruction. The committee wants to standardize the training across all teams and update it as needed. Team representatives present at this meeting discussed adopting the IFSTA curriculum but based on review, recommended we stay with the current tech week curriculum. Any comments, questions or concerns regarding this decision should be sent to Steve Brewer by November 15th, 2014.
5. Update current task book to keep current with new standards and equipment evaluate the need for scalability reporting. This goal was derived from the problem of chief officers who may not get into a level A during operations, or firefighters who never serve as a team leader due to rank/preference. The committee plans to achieve this by making the taskbook more realistic and user friendly. Another part of this goal is to evaluate the process of bringing back previous team members and getting them re-qualified.

2015-2017 Contract – *Michael Traeger HM03, Jamie Kometz, OSFM*

The contract committee is reviewing the billing process through justifying response costs. This year, OSFM will need copies of each department union contracts and department HR policies regarding overtime rates for non-union team members. There will also be attention to the agent of the state language, and moving to the mob plan billing rates. If a department has additional mob plan rates, these need to be submitted for review by November 15th. The contract committee and mob plan committee will need to approve these rates.

Communications Committee – *Jamie Kometz, OSFM*

Andrew Lake is the committee chair and has met with OSFM staff. He was provided with the questions regarding communications from the last TAG/TTAC meeting. The committee will meet once OSFM has issued a task order.

Upcoming Trainings – *Jamie Kometz, OSFM*

Tech Weeks

There is a need for a tech weeks and teams are looking to cohost the training. Dates have not been established yet.

HSIS Training

Due to staffing levels at OSFM, HSIS training has been postponed to April 2015.

PEAC Training

PEAC training will be offered next week at TVFR. Teams wanting to send techs need to submit a training request to Jamie.

Administrative Session – *Fraser Wick, OSFM*

Mileage/Telephone Logs

All mileage and telephone logs are due by the 10th of each month. Teams should be documenting their phone consults and submitting them to Fraser.

Sat Dish Monthly Testing

Teams were asked if there are any new problems with their satellites and were reminded to test them monthly. OSFM is working with DOJ on cancelling the Hughes Net service.

Staff Update – *Jamie Kometz, OSFM*

Tina Toney is no longer employed with OSFM. Her knowledge and enthusiasm is greatly missed! All of Tina's duties have been reassigned to Jamie until Tina's position can be filled. This includes any new purchases, equipment updates, or service problems. All HazMat correspondence should be directed to Jamie.

Procurement Update – *Jamie Kometz, OSFM*

Monitor Service and Supplies Contract Update

The monitor service contract was awarded to LifeSafety. A handout was distributed to team representatives with the current rates and an explanation the order process. Each team will need to email a completed purchase request form using a description and price from the contract. Send this request to Jamie and Paul, then send the packing slips to confirm receipt of goods.

4G Aircard Upgrade

OSFM has ordered a 4G Aircard for every team. The order will come in four phases and they will be distributed at the January TAG/TTAC meeting.

Resource Computer needs

The resource computers were distributed at the July TAG/TTAC meeting. If there are any needs or concerns, please contact Jamie.

New Business

Landauer Watch – *Shon Christensen, HM07*

Landauer has a watch dosimeter that monitors radiation exposure. The product doesn't require a battery or calibration, and each costs about \$40.00. The CST currently has this product and will bring it to the next TAG/TTAC meeting in January.

Current Events

Ebola Virus – *Jamie Kometz, OSFM*

The Ebola virus is a major issue in the media. Every team is reminded that state HazMat teams are not biological response teams. These incidents should be a joint response with the county health departments.

The next meeting will be held at Astoria, January 13th – 14th

TTAC/TAG Action Items – October, 2014

Task	Assigned to	Date Assign	Completed
SOGs			
Update SOG-25 - returning team members	Trng Committee	05/21/13	
Railroad Kit SOG	Forrest	07/10/13	
Finalize & post SOG-29 (white powder)	Shon/OSFM	07/10/13	
Email Shon if there is anything in the white powder SOG Which you would like to include	All teams		
Equipment			
Create and distribute equipment succession Schedule	OSFM	01/16/14	
Determine what your team needs are for new resource computers and email Jamie	All teams	7/8/14	
Bring in Landauer watch to January TAG/TTAC	CST	10/8/14	
Admin			
Create sampling reference guide	Shon Christensen	01/16/14	
Retrieve audio from OERS on diesel incident in Pendleton	Mariana	04/15/14	
Protocol about NRC and the process to respond	OSFM	04/15/14	
Email Jamie if you are not receiving OERS reports	All teams	10/8/14	
Let Mark Bernt know if your team is interested in Training with Blue Rock	All Teams	7/8/14	
Email Jamie HM IQ training info	CST	10/8/14	X
Send out PHMSA guide for petroleum crude oil responses	Jamie	10/8/14	X
Share TAG/TTAC email group with Darin Weaver	Jamie Kometz	10/8/14	
Darin Weaver will send a schedule of TIMs trainings	Darin Weaver	Ongoing	
Email Jamie or Mariana any additions or changes to crude oil report	All Teams	10/8/14	
Revise fillable forms on travel expense detail sheet	Fraser	7/8/14	
Committees			
Update/Distribute training bulletin for OSP re: Haz	Outreach	On hold until July 1 st 2015	
Email Jamie or Steve Brewer any training videos or PowerPoints to post to the OSFM website	All Teams	10/8/14	
Review IFSTA curriculum and send comments to Steve Brewer by November 15 th	All Teams	10/8/14	
Email response availability rates to Jamie and distinguish if the department or individual receives the payment.	All Teams	10/8/14	
Send notes on scenarios and tasks to Steve Brewer	All Teams	10/8/14	
Review mob plan and submit any input on adding additional vehicles/rates to Jamie by November 15 st	All Teams	10/8/14	
Email Forrest if you want any changes in the contracts	All Teams	7/8/14	
Work with OERS and OSFM to develop a better Terminology and definition of HazMat	Outreach/ODOT	7/8/14	