

**Teams Advisory Group Meeting &  
Teams Training Advisory Committee  
Bend Fire Department  
Training Center  
Bend, OR 97701**

**January 14-15, 2014**

Minutes

**Day 1 - 1300**

Present:

Mariah Rawlins, OSFM  
Steve Brewer, HM01  
Rob Stacy, HM02  
Mariana Ruiz-Temple, OSFM  
Jim Walker, OSFM  
Todd Carpenter, OHA  
Forrest Chambers, HM02  
Glen Phillips, HM10  
Ben Selander, 102 CST  
Jeff Adkins, HM15  
Jared Gammage, HM14  
Brule Lehman, HM14  
Kyle Romey, HM05

Mark Bernt, HM05  
Shon Christensen, HM07  
Scott Brainard, HM04  
Brian Fish, HM08  
Mike Renz, DEQ  
Mike Traeger, HM03  
Travis Soles, HM03  
Steven Boughey, HM09  
Kenny Frentress, HM09  
Gregg Timm, HM01  
Jamie Kometz, OSFM  
Fraser Wick, OSFM

Introductions were made.

**Partner Agency Updates -**

**REAC/TS - Todd Carpenter, OHA**

All partner agencies gave updates. Todd with OHA talked about the Radiation Emergency Assistance Center/Training Site (REAC/TS) and its commitment to strengthen medical response to radiation emergencies. REAC/TS is available 24 hours a day/seven days a week to deploy and provide emergency medical consultation for incidents involving radiation. For the 24 hour hotline, call 865-576-1005.

**Northwest Regional Group - Todd Carpenter, OHA**

Oregon Health Authority is part of a regional group which meets quarterly and is comprised of federal, state, and local government agencies from Oregon, Washington, Alaska, and Idaho. In May, there will be a scenario based around Hexafluoride to determine how well agencies can work together.

## **Incident Review -**

Each team reviewed the incidents they've responded to since the last quarterly meeting. There was some discussion about an incident to which HM14 responded after some notification issues.

## **OSFM Agency Update - Mariana Ruiz-Temple, OSFM**

### **2013-2015 HM Contract Update/Changes**

The 13-15 contracts are signed, executed, or in process. OSFM is working on defining HM09 boundaries. The contract committee will be created to review personnel rates and boundaries. This committee will be chaired by Forrest Chambers.

### **Nationwide HazMat Response Survey - Fraser Wick, OSFM**

The purpose of the project is to provide justification for response costs in comparison to other HazMat programs across the nation. Every state will be surveyed about their HazMat program. This includes their organizational structure, billing process, and SOGs. Once the project is complete, OSFM will provide a point-of-contact for every state if there are additional questions.

## **Administrative Session - Jamie Kometz, OSFM**

### **Revised Training Request - Jamie Kometz, OSFM**

The training request form has been revised. A checkbox has been added. If unchecked, OSFM will assume the department is arranging the item. If the agency is seeking reimbursement, OSFM would prefer to directly pay for those expenses. Teams should consider baggage and parking fees in their costs. All training requests need to be sent to OSFM before training occurs. If an approval cannot be granted in time, an email needs to be sent to OSFM regarding training. The new training form will be available on the OSFM website.

### **POV Usage and Reimbursement Rates - Jamie Kometz, OSFM**

OSFM distributed the new POV usage and reimbursement rates to all teams.

### **2013-2015 Budget Review - Jamie Kometz, OSFM**

The remaining balance in the budget now includes personnel costs. OSFM will look into providing a way for teams to check their budget. If invoices for trainings haven't been received after 6 months, OSFM will contact the team and wait 30 additional days before removing it from the pending costs section of the budget.

### **HM T-shirt Process** – *Mariah Rawlins, OSFM*

New team members who joined since July do not have T-shirts. Teams that need T-shirts should contact Mariah. OSFM can provide vendor information if individual teams would like to purchase their own merchandize.

### **Required HM Incident documentation** – *Mariah Rawlins, OSFM*

OSFM is requesting teams to notify Mariah if they have questions or problems regarding incident documentation. A document was distributed outlining all required incident documentation.

### **2014 Focus and Committee Organizational Structure** – *Mariana Ruiz-Temple*

OSFM will reinstate *Hazmatters* and create a Task Order Template for committees. The focus for 2014 will be to improve communication and coordination. This includes improving communication between state agencies and communication to technicians.

### **Sub-Committee Updates**

#### **Equipment** – *Kyle Romey, HM05*

##### **Jumpsuits**

OSFM has a contact for jumpsuits with Fastenal. Jumpsuits can be replaced by going to a local Fastenal retailer. However, teams should contact Tina before ordering jumpsuits.

##### **Computers**

The committee recommended purchasing a desktop computer for the resource area. A document was provided outlining purchasing options for both laptops and tower computers. The new computers will not be programed by State IT; the teams will need to do this themselves.

##### **Vehicles**

The committee recently went to Washington to examine various response vehicles. From this trip, they were able to complete researching vehicle options and are now transitioning to the development phase. The committee is considering longevity, cost, and team needs. New vehicles should be purchased and delivered by the end of the biennium.

##### **Apps**

Fraser will put together a list of iPad apps being used by all teams.

#### **Outreach** – *Steve Boughey, HM09*

Mariana tasked the committee to work to establish better communications with ODOT, OSP, OERS, dispatch, and other law enforcement agencies. There may be a need to have an influential, high level employee to be part of outreach.

**Training** – *Steve Brewer, HM01*

**Tech Curriculum**

The IFSTA tech curriculum has been adopted by the IAFF. OSFM will procure the new IFSTA book for the teams. The training committee needs to provide an official recommendation on whether or not to use the new curriculum by April, and plans to meet by the end of February.

**DVD – Training Police Departments**

HM01 is creating a DVD to train police officers about arriving on scene to a HazMat incident, and would like everyone to bring their training information to the next training committee meeting.

**Succession** – *Mike Traeger, HM03*

OSFM will meet with Mike about focusing the committee.

**2014 HM Conference** - *Jamie Kometz, OSFM*

The theme for the conference is transportation, and registration is going live at the end of January. Some of the classes offered include white powder, chemistry, pesticide, ammonia transportation, crude derailment, and DECON. Funds will help offset lodging and per diem, but personnel funds are not available. The HM Olympics will be orchestrated by 102 CST.

1700 - End of day 1 meeting

**Day 2 – 8:30**

Mariah Rawlins, OSFM  
Steve Brewer, HM01  
Rob Stacy, HM02  
Mariana Ruiz-Temple, OSFM  
Jim Walker, OSFM  
Darin Weaver, ODOT  
Forrest Chambers, HM02  
Glen Phillips, HM10  
Ben Selander, 102 CST  
Jeff Adkins, HM15  
Jared Gammage, HM14  
Brule Lehman, HM14  
Kyle Romey, HM05

Mark Bernt, HM05  
Shon Christensen, HM07  
Scott Brainard, HM04  
Brian Fish, HM08  
Mike Heffner, HM13  
Mike Traeger, HM03  
Travis Soles, HM03  
Steven Boughey, HM09  
Kenny Frentress, HM09  
Gregg Timm, HM01  
Jamie Kometz, OSFM  
Fraser Wick, OSFM

### **Communications Presentation - *Steve Boughey, HM09***

Steve Boughey brought in a Peltor headset, which allows for suit-to-suit communication and offers better clarity than other products. Each headset can be programmed specific to an individual's role in a HazMat incident. Steve Boughey can send more information to any team interested in the product.

### **Partner Agency Update - *Darin Weaver, ODOT***

ODOT is offering classes about its traffic incident management (TIM) program and would like HazMat members to enroll. The program consists of a planned and coordinated multi-disciplinary process to detect, respond to, and clear traffic incidents so that traffic flow may be restored as safely and quickly as possible. ODOT invited HazMat teams to be part of their regional meetings which include other law enforcement and civil service agencies.

### **Quarterly Team Training and Outreach Report**

Steve Boughey will follow up with training information for the chemical cross sensitivity testing drill in February.

### **Inventory Management and Replacement Schedule**

OSFM is testing FireBridge's inventory process to determine if it will work for the teams. The next inventory will be a touch inventory completed by the teams. Tina will be sending out instructions about this task via email. Inventory needs to be completed by all teams no later than March 15<sup>th</sup> 2014. Any surplus items should be brought to the next TAG/TTAC meeting in April.

### **Procurement update - *Jamie Kometz, OSFM***

#### **Prop Trailer**

Forrest and Tina will work on purchasing a C kit.

#### **Midland Kit Update**

New Midland kits have been ordered and should be available by March. OSFM will look at past documentation to determine the final location of the Midland Kits.

#### **Satellite Dish**

It was announced that Ground Control and HughesNet equipment is being discontinued. Several teams are having trouble with their modems and connectivity. All teams need to test their equipment monthly. The Communications Committee will get back together and work to resolve these problems.

### **Smiths Detection Reachback Agreement**

The contract ended in October. Tina is working on this and teams should have services soon.

### **Air Monitors Price Agreement for Services and Supplies**

OSFM will have a sole-source vendor in a contract to service monitors. Teams will deal directly with vendors but need to provide OSFM with purchase requests.

### **HazMat Awareness and Operations - *Jamie Kometz, OSFM***

OSFM received an HMEP grant which funds four HazMat Ops and Awareness training sessions. The classes are two and a half days long, and OSFM requests at least 50 individuals be present at every session. HazMat instructors and a fire department are needed to put on the course. The Training and Outreach Committees will meet in conjunction to work on an Ops and Awareness cadre by late February.

### **2013 Task Book Reporting - *Jamie Kometz, OSFM***

All teams need to send in certifying pages by January 31<sup>st</sup> 2014. OSFM requires all teams to have 90% of members trained 100%. Anyone who is not 100% needs to use FireBridge or the spreadsheet to report training. All teams submitting training via FireBridge should notify Jamie.

### **FireBridge**

Teams requested more training, specifically regarding the Operations Packet. Some team members volunteered to train others.

### **Sampling Reference Guide - *Shon Christensen HM07***

Teams will receive an email and laminated copy of the White Powder sampling reference guide. Steve Brewer will distribute the white power protocol from poison control.

**Meeting Adjourned - 1100**

**Next Meeting: April 18-19 2014 - Salem**

**TTAC/TAG Action Items – January, 2014**

Task	Assigned to	Date Assign	Completed
<b>SOGs</b>			
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	
Determine next steps for SOG-21 (suits)	OSFM	10/09/13	
Finalize & post SOG-28 (DEQ/EPA)	OSFM	10/09/13	
<b>Equipment</b>			
Create and distribute equipment succession schedule	OSFM	01/16/14	
Look into replacing SensIR laptop	Equip Committee	07/10/13	X
Look into replacing resource computers	Equip Committee	07/10/13	X
Post Equipment Requisition to website	OSFM	10/09/13	X
Determine final midland kit locations	Mariana	01/16/14	X
Send email about satellite update info	Tina	01/16/14	X
Update team on Sensor purchasing	Tina	01/16/14	X
Send pricing on comms system	Steve Boughey	01/16/14	X
Bring surplus to TAG/TTAC	All teams	01/16/14	
Shon will give Forrest C kit for prop trailer	Shon Christensen	01/16/14	
<b>Admin</b>			
Contract Update	Jamie	Ongoing	X
Update and Distribute training bulletin for OSP re: Haz		05/21/13	
Evaluate Training Request form	OSFM	10/09/13	X
Post new training requests online	Mariah	01/16/14	X
Look into a way to update teams on budget	Jamie	01/16/14	X
Procure IFSTA instructor kits	Tina	01/16/14	X
Work on task order template	Fraser/Mariah	01/16/14	X
Provide ODOT with contact info to attend HM meeting	Jamie	01/16/14	X
Email about how to do inventory	Tina	01/16/14	X
Email team photo to be used in award banquet	All teams	01/16/14	
Give Tech Week dates to OSFM	Steve Boughey	01/16/14	X
Send cert pages to OSFM	Teams 3,5,11,13,14	01/16/14	
Create sampling reference guide	Shon Christensen	01/16/14	
<b>Committees</b>			
Form Contract Committee	Forrest	01/16/14	X
Training Committee - Meet by February to discuss tech curriculum	Trng Committee	01/16/14	
Update/Distribute training bulletin for OSP re: Haz	Outreach	04/15/14	
Organize a Communications Committee	OSFM	01/16/14	
Meet with Mike Traeger to focus Succession Committee	Jamie	01/16/14	X