

**Teams Advisory Group Meeting &
Teams Training Advisory Committee
Holiday Inn Express
34 N Holladay Drive
Seaside, OR 97138**

May 20-21, 2013

Minutes

Day 1 - 1300

Present:

Dan Giles, HM02

Forrest Chambers, HM02

Mariana Ruiz-Temple, OSFM

Mark Truax, HM11

Mike Traeger, HM03

Jamie Kometz, OSFM

Gregg Timm, HM01

Mariah Rawlins, OSFM

Glen Phillips, HM10

Scott Stanton, HM10

Kyle Romey, HM05

Mike Greenburg, DEQ

Mark Wallace, OSFM

Darryl Aldrich, USCG

Mark Matthews, HM05

Wade Mathews, HM11

Jeff Dana, HM03

Jim Ellifritt, 102 CST

Jeff Adkins, HM15

Jared Gammage, HM14

Ben Selander, 102 CST

Dan Crutchfield, HM15

Shon Christensen, HM07

Steve Brewer, HM01

Dan Crutchfield, HM15

Rob Stacy, HM02

Richard Franklin, EPA

Scott Cowan, HM05

John Herman, USCG

Todd Carpenter, OHA

Reed Godfrey, HM13

Introductions were made.

Minutes were reviewed and approved.

Partner Agency Updates -

All partner agencies gave updates. Todd with OHA talked about a new Rad Responder app, which is being rolled out soon. Mariana asked him to make a presentation at the next TAG/TTAC.

Incident Review -

Each team reviewed the incidents they've responded to since the last quarterly meeting.

Mercury Spill Release Protocol – *Jamie Kometz, OSFM*

Jamie's been having conversations with both DEQ and the EPA in regards to mercury spill protocol, and plans to draft an SOG. Essentially, it should be treated the same as any other spill; Home Depot sells kits to clean small spills. Richard is an Emergency Response Coordinator with the EPA; they have 24/7 phone duty officers and are more than willing to help, but only have authority if public health is threatened. The EPA can be requested through OERS.

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

The proposed increase to PLF has been included in the Governor's budget, and will go to a vote.

The OSFM has reviewed statutes and laws related to the HazMat Program. That review has been the catalyst for several changes to the 13-15 contracts. The first change is that teams will no longer be able to include the 8% administrative fee in their invoices; that 8% is only legal if the RP contests the bill. OSFM has no legal authority to reimburse departments for anything other than true response costs with statute as-is.

The second change to the contracts is the inclusion of a fee schedule including such expenses as PPE, materials, supplies, exposure exams, and rental fees. The included fee schedule won't affect the teams; just legally references what expenses can be billed for.

A third change to the contracts is that they must be accurate in regards to the bargained rates for response personnel. The published costs are those that will be paid, so any departments who are undergoing rate changes will need to amend their contract.

Sub-Committee Updates

Equipment – *Kyle Romey, HM05*

The MiniRAE 3000s and MultiRAE Lites are in; training will be in in June. Teams are encouraged to bring their MiniRAE 2000s and M40s to training and exchange them for the new monitors. iPADS are also in stock and will be distributed before TAG/TTAC is over. The iPADS are intended as a viewing medium for the Cerex. Each team will need to create an Apple ID to install apps.

Outreach – *Rob Stacy, HM02*

The thumb drives will be distributed during Day 2 of the meeting. Each thumb drive contains Jeopardy, the PowerPoint, the lesson plan, and a roster. Jamie asked that a roster be submitted to OSFM after every Outreach Training.

Training – *Steve Brewer, HM01*

The committee's main focus has been getting people trained to use the Hound. Dan Giles and Erik Peterson from HM09 went to Atlanta recently to be trained on its use. The group has been working on putting together videos and PowerPoints for various other trainings.

Succession – *Mike Traeger, HM03*

The group has been unable to meet.

Training

Cerex Training Plan –

Dan and Erik learned a lot about the Hound and what it is and is not and are currently working on a plan for an 8-hour training including a PowerPoint and lesson plan. The goal is to restore confidence in the monitor. Dan will send a screenshot to the group in order to determine who needs to update their monitors. He hopes to complete training in mid-July.

Advanced HazMat Life Support –

HM07 is putting on this course June 4-5; if you are interested, register online by searching for 'AHLS'. Pre-test required. Registration fees are currently set at \$100 and the training will occur at Station 2. There are currently 44 openings. The training provides a 4-year certification.

MiniRae 3000/MultiRAE Lite –

Three sessions have been scheduled. Portland Training Center June 10; OSFM June 19; Roseburg Fire Department June 18. All trainings begin at 0900 hours. Bring your M40 and your MiniRAE 2000 to trade in. Register through Jamie.

FireBridge Ops Packet –

The Ops Packet is live and simple to use. Training will be scheduled for September.

SensIR –

Each team should be receiving an email from Smith's Detection to set a date for their second round of training. Teams who have taken the training feel it's an excellent refresher.

Task Book Training –

Jamie asked the teams if they'd heard any feedback on Task Book Training. The only concern brought up was that not all teams use all the monitors covered during that portion of the training.

HazMat Awareness and Ops –

The CST has four instructors certified to instruct Awareness and Ops. Jamie suggested that team members attend whenever possible. As always, outreach will be approved or denied by OSFM on a case-by-case basis.

Midland Kit Recommendation – *Forrest Chambers, HM02*

OSFM is currently in the process of procuring gauging kits for each team. Forrest has recommended that at least 4 Midland Kits be purchased for Eugene, Hermiston, Klamath Falls, and the prop trailer. He will begin an SOG in July.

1630 - End of day 1 meeting

Day 2 - 0900

Present:

Dan Giles, HM02

Forrest Chambers, HM02

Brian Fish, HM08

Mark Truax, HM11

Mike Traeger, HM03

Jamie Kometz, OSFM

Mariah Rawlins, OSFM

Mariana Ruiz-Temple, OSFM

Gregg Timm, HM01

Glen Phillips, HM10

Scott Stanton, HM10

Kyle Romey, HM05

Wade Mathews, HM11

Richard Franklin, EPA

Jeff Dana, HM03

Jeff Adkins, HM15

Jared Gammage, HM14

Dan Crutchfield, HM15

Shon Christensen, HM07

Steve Brewer, HM01

Reed Godfrey, HM13

Jim Ellifritt, 102 CST

Rob Stacy, HM02

Ben Selander, 102 CST

Scott Cowan, HM05

Mark Wallace, OSFM

Mark Matthews, HM05

Mike Greenburg, DEQ

FireBridge Update – *Jamie Kometz, OSFM*

The Ops Packet is live and training will be in late September. If anyone has questions, they should call OSFM. A lot of the fields auto-populate, so this should save some time.

11-13 Invoices – *Jamie Kometz, OSFM*

All 2011-2013 invoices need to be at OSFM by June 14th so they can be paid by June 30th.

OERS Matrix Update – *Mariana Ruiz-Temple, OSFM*

Mariana distributed the current OERS matrix. She'll be meeting with OEM next week to update the matrix, and CST hopes to attend. Mariana intends to add OSFM to all of the incident types which could potentially be HazMat. If anyone sees anything in particular they feel OSFM should receive notifications of, they should send those to Mariana. There have been a number of issues lately when HazMat teams were not notified during HazMat incidents. Sometimes this is a mistake on the part of OERS and sometimes it's at the local level. Part of the way to solve this problem is to make sure that HazMat is specifically requested when needed. OSFM is working to create a training bulletin for OSP to ensure the team is requested when needed.

It was suggested that anytime there is a potential for a release, the HazMat team be notified.

SOG-15 Review – *Forrest Chambers, HM02*

Forrest has done a lot of research, and medical exams are a grey area. Some changes have been made to the SOG. The group discussed what changes they wanted to see,

and agreed that a list of recommended tests would be ideal. Only non-invasive tests can be assigned to individuals. Forrest will work on a list of recommended tests to be included with the SOG.

SOG-21 Review – *Mike Traeger, HM03*

Theoretically, suits can be worn, tested, recertified, and worn again. However, neither the teams nor the companies contacted feel comfortable with the recertification process. The Attorney General has made it clear that the teams are the subject matter experts; if you feel a suit's been compromised, it should not be worn again. Mariana asked the teams to provide clear documentation as to the number of suits worn, the purpose of those suits, and where they went after exposure. (Example: 3 suits were worn for entry into the hot zone; all 3 were picked up and disposed of by Cleanup Company X.)

OSFM will work Mike's research into the SOG and send it to Kyle for review. The SOG should include language about stockpiling suits.

SOG-24 Review –

The DPSST documents associated with the Drivers Training Manual have been updated and were approved by the group. OSFM will distribute them electronically and anyone who would like a hard copy is encouraged to request one at that time.

SOG-25 Review – *Steve Brewer, HM01*

The Training Committee has been working to update SOG-25, the process for a returning team member. They're planning to recommend that a team member who has left must have their task book 100% complete in order to be put back on the roster.

Outreach SOG Review – *Rob Stacy, HM02*

Rob distributed the draft SOG. There was discussion about some teams not wanting to show the video or use the Jeopardy program. The committee agreed to review the purpose and add a definition of outreach.

White Powder SOG – *Shon Christensen, HM07*

Shon distributed a document and asked for input on the procedures for handling a white powder call. He plans to have a draft SOG for the July meeting. Reed suggested taking a look at the USPS threat matrix. HM13 has their own response matrix, which Reed will share with Shon.

Procurement Update

Prop Trailer - *Forrest Chambers, HM02*

The check-out forms are completed and in the trailer. The trailer also now contains a generator, compressor, hose reels, hose, and more tie downs. The only items missing are an A and C Kit.

HazMat T-Shirts - *Mariah Rawlins, OSFM*

The majority of the HazMat T-shirts are at OSFM. They can be shipped, picked up, or delivered during monitor training. Each team member will get two shirts and each team rep should send their team's sizes to Mariah.

SensIR Laptop - *Jamie Kometz, OSFM*

The group discussed the fact that the SensIR laptops and the Tough Books are both outdated. HM02 will be piloting a tower system and report back to the group in October. Further discussion will be needed.

Other Business -

The 2014 HazMat Conference will be held in May. The committee will have its first meeting in June.

Team members are not required to include their Social Security Numbers on training requests. However, SSNs are used as vendor ID numbers by accounting, so they are required on Travel Expense Detail Sheets.

Meeting Adjourned - 1100

Next meeting:

July 9-10, 2013 - Coos Bay

TTAC/TAG Action Items – January, 2013

Task	Assigned to	Date Assigned	Completed
SOGs			
SOG on Level A & B suits (SOG-21)	OSFM/Kyle R	10/10/12	
Finalize SOG 15 - Medical Surveillance	Forrest	07/11/12	
White Powder SOG	OSFM/Shon	01/11/12	
Send DEQ White Powder guidelines to Jamie	Mike Greenberg	05/20/13	
Send HM13 White Powder protocol to Shon	Reed	05/20/13	X
Mercury Spill Release Response SOG	Jamie	05/20/13	
Begin Midland Kit SOG	Forrest	05/20/13	
Distribute Drivers Training Notebook & CDs	OSFM	05/21/13	
Update Drivers Training (SOG-24)	OSFM	05/21/13	
Update SOG-25 - returning team members	Trng Comm	05/21/13	
Outreach SOG: purpose & definition	Otrch Comm	05/21/13	
Equipment			
Create and distribute equipment succession schedule	Tina	01/09/13	
Look into ability to stockpile sensors	Tina	01/09/13	
Review the need for a C-Kit in prop trailer	Forrest	05/20/13	
Procure A-Kit for prop trailer	Tina	05/20/13	
Determine how to update Cerex monitors	Dan Giles	05/20/13	
Schedule gauging kit training	Jamie	05/21/13	
Look into replacing SensIR laptops	Tina	05/21/13	
Admin			
Contract Update	Jamie	Ongoing	
Update matrix for OERS report	MRT	01/11/12	
Distribute statute and admin fee information	MRT	01/09/13	
Create training bulletin for OSP re: HazMat	OSFM	05/21/13	
Send shirt sizes to OSFM	All Teams	05/21/13	
Task Book reporting: 2011 & 2012	HM13	01/09/13	
Committees			
RAD Response app demo	Todd Carpenter	05/20/13	