

**Teams Advisory Group Meeting &  
Teams Training Advisory Committee  
Holiday Inn Express  
204 West Marine Drive  
Astoria, OR 97103**

**October 9-10, 2012**

Minutes

**Day 1 - 1330**

Present:

Dan Giles, HM02

Mark Matthews, HM05

Brian Fish, HM08

Mark Truax, HM11

Mike Traeger, HM03

Jamie Kometz, OSFM

Dan Crutchfield, HM15

Gregg Timm, HM01

Jim Ellifritt, 102 CST

Mariah Rawlins, OSFM

Mike Greenberg, DEQ

Wade Mathews, HM11

Jeff Dukes, Union Pacific

Chris Greenhill, DHS

Scott Brainard, HM04

Forrest Chambers, HM02

Grant Coffey, HM07

Jared Gammage, HM14

Shon Christensen, HM07

Robert Smith, Oregon Parks

Rob Stacy, HM02

Greg Sanberg, HM13

Todd Carpenter, OHA

Steve Brewer, HM01

Steve Boughey, HM09

Don Pettit, DEQ

Jennifer Johnson, Union Pacific

Introductions were made.

Minutes were reviewed and approved.

**Incident Review -**

The teams gave a report on incidents that occurred since the previous quarterly meeting in July.

**Tsunami Debris/State Park Incidents - *Robert Smith, Oregon Parks & Recreation***

Robert gave a PowerPoint presentation about their coastal debris response program.

The program created 211, a debris reporting hotline. Debris wasn't forecast to arrive

until 2013; when the dock washed ashore they were unprepared. It took one week and

approximately \$85,000 to remove the dock from the beach. They are currently tracking debris removal in the event that FEMA declares a disaster.

The group was interested in what type of HazMat training State Park volunteers receive. At this time, they are only trained to avoid contact with unknown materials. Beach Rangers, who oversee volunteer groups, are trained in basic HazMat awareness. They are trained to call OERS and request a consult if necessary.

Robert invited the teams to utilize State Park property for drills or exercises. He would like his staff to be trained in ICS. Jamie will distribute Robert's contact information to the group.

### **ODOT Field Response Update - *Greg Ek-Collins, ODOT***

Greg has distributed a good number of the orange pocket cards throughout his agency. Everyone seems to like them, though no teams have been contacted as a result of their distribution.

### **NW Midland Kit Locations - *Jeff Dukes, Union Pacific Railroad***

There are two types of capping kits: Chlorine C Kits and Midland Kits. The Midlands cost \$6,000 to \$8,000 each. OSFM distributed a map showing the locations of Midland Kits and rail yards throughout Oregon. There are currently two Midland Kits in the state: one in Portland with Jeff and another in Klamath Falls; there is another nearby in Pasco, Washington. Jeff is working with Union Pacific to put a kit in Nampa, Idaho. The teams can contact Jeff if they need his kit, but any Union Pacific needs would take precedence.

In order to use a Midland Kit, it is necessary to purchase a gauging kit as well. Steve Boughey purchased one from Swagelok for approximately \$900. The group agreed that all teams should have a gauging kit.

The group agreed that Midland Kits should be purchased for Portland, Ontario, Klamath Falls, and Eugene. Jeff suggested OSFM submit a proposal to Union Pacific; the teams protect their property as well.

### **DEQ IRIS GIS Software Overview - *Don Pettit, DEQ***

Don handed out a flier with a brief overview of IRIS and pulled the system up on the projector. The software was developed with a \$13,000 HMEP grant. There are over 150 data layers in IRIS including HSIS data, groundwater wells, river uptakes, public schools, universities, and child care facilities. Anyone who needs access to the software should contact Don. The public version has less data.

The state is sponsoring the creation of a Real-Time Assessment and Planning Tool (RAPTOR), which will include real-time data such as traffic cams, current wildfires, and beach debris drop-off sites.

### **Radiation Protection Services Update** – *Todd Carpenter, OHA*

Radiation Protection Services has been moved from the Department of Homeland Security to the Oregon Health Authority. Todd has several kits available for those who want them with radiation meters and various other tools.

Todd's department has been sampling sand and seaweed and all of their findings are posted to their website.

### **Other Business**

Two of HM08's new training suits have cracked face shields. Jamie asked Brian to submit a requisition and she will try to determine if the damage is covered under the warranty.

Jamie reiterated the importance of submitting packing slips to OSFM.

4:15 - End of day 1 meeting

### **Day 2 - 0900**

Present:

Dan Giles, HM02

Mark Matthews, HM05

Brian Fish, HM08

Mark Truax, HM11

Mike Traeger, HM03

Wade Mathews, HM11

Jim Ellifritt, 102 CST

Greg Samberg, HM13

Mariah Rawlins, OSFM

Grant Coffey, HM07

Tina Toney, OSFM

Gregg Timm, HM01

Scott Brainard, HM04

Forrest Chambers, HM02

Jared Gammage, HM14

Dan Crutchfield, HM15

Shon Christensen, HM07

Jamie Kometz, OSFM

Rob Stacy, HM02

Jennifer Johnson, Union Pacific

Jeff Dukes, Union Pacific

Mariana Ruiz-Temple, OSFM

Steve Boughey, HM09

Steve Brewer, HM01

### **Midland Kit Update** – *Mariana Ruiz-Temple, OSFM*

The group went over the discussion from day 1 regarding Midland Kits. Mariana will meet with Jeff to create a needs assessment and purchase plan.

### **PLF Increase** – *Mariana Ruiz-Temple, OSFM*

Mariana thanked those who attended the stakeholder meeting in August. OSFM will soon be issuing a letter to stakeholders outlining the plan for PLF. A temporary increase from \$4 to \$5 will be in effect January 1<sup>st</sup>. That will stay in effect 180 days or

until a permanent rule is in place. A proposal outlining increases to \$6, \$7, and \$8 will be submitted to the Governor in February.

Mariana emphasized the importance of tracking all team activities. It's vital that the data supporting the fee increase be solid. Departments spend more than their OSFM budget, so it's important to be able to show that. She asked that everyone submit information showing what department funds have been spent and what grants have been received to support the teams. Teams should submit that information before the first of the year. OSFM will create and distribute a document.

### **Procurement Process** – *Mariana Ruiz-Temple, OSFM*

OSFM was not able to secure Bruce's former position, but Tina will be stepping in to assist with procurement and inventories. She will also sit on the equipment committee. OSFM will distribute her contact information to the group.

### **ERU Programs Update** – *Mariana Ruiz-Temple, OSFM*

The USAR Program is transitioning to the local departments in January. The Task Force can still be mobilized according to statute, but the equipment and program will no longer be the state's responsibility.

The group discussed the possibility of capturing more information in the HazMat phone consultation logs. There will be further discussion on that at a later date.

### **Sub-Committee Updates**

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

Kyle was unable to attend, but sent an email to Mark Matthews indicating that the committee would meet before the holidays. Anyone who is interested in attending should contact either Kyle or Jamie. The group will be looking at replacing PID and a number of other issues.

#### **Outreach** – *Rob Stacy, HM02*

The committee has decided that the first hour of any outreach will consist of the video, the PowerPoint, and Jeopardy. The idea is for the PowerPoint and Jeopardy to be linked together and distributed on flash drives to each team. As outreach is conducted, changes can be made to the PowerPoint. The committee is also working on creating a lesson plan. Rob showed the PowerPoint to the group. The group agreed that "no charge for phone consults" should be added to the slide regarding cost recovery. Other items discussed to be added:

Statute language regarding RP

Billing process

'We're not taking over your scene'

Org chart

### Language regarding local reporting responsibility

The group discussed the fact that Randy Simpson is named as the State Fire Marshal in the video. That issue will be dealt with at a later time; probably by omitting the name of the State Fire Marshal.

Mark Bernt and Kyle Romey may have access to Jeopardy. At this time, Rob has not seen it. Rob would like better participation in the committee. OSFM will distribute the charter, PowerPoint, and a list of committee members. Rob will be taking input from the committee and making a presentation at the next meeting.

### **Training** – *Steve Brewer, HM01*

The current priority is Hound training. Tim Gilbert of HM07 will be trained by CEREX in December and will bring that training to the teams. By the January there should be a sign-up sheet for a train-the-trainer, so others can assist Tim with delivering training to teams.

Mariana mentioned that Tina will join the Training and Equipment Committees. Before any large purchases are made, there should be a training plan in place. Whenever possible, new equipment should be accompanied by a video or PowerPoint.

### **Contract Review** – *Mariana Ruiz-Temple, OSFM*

The contracts are being reviewed by the Attorney General. The contracts haven't changed since last biennium, but wording changes can be made if necessary.

### **Succession** – *Mike Traeger, HM03*

The program Mike's using will project a retirement date with date of birth and date of hire information. He asked that anyone not wanting their date of birth known just make one up and tell him the year. The program started in 1989, and many of the current team members also started then. In the 2025-2027 biennium, the program will see a large number of retirements. One suggestion is to have a separate fund set up to train new technicians. Mike will bring in some graphs or other visual aids in January.

### **Pocket Cards** – *Mariana Ruiz-Temple, OSFM*

Mariana asked whether anyone is using or distributing the pocket cards. Not many present wanted the cards. In the future, OSFM will bring approximately 20 to TAG/TTAC for those that want them. The cards will still be distributed to partner agencies.

### **Market Research** – *Mariana Ruiz-Temple, OSFM*

OSFM is launching a market research study to determine if our billings and costs are in line with other teams/agencies. That information will be presented to the group at a later date and may change the way OSFM bills for incidents.

**Fire Bridge Update** - *Mariana Ruiz-Temple, OSFM*

There are still four pieces not working; Jamie is working with the vendor to prevent anyone's having to enter the same information twice. Task book entry is up. Task books are due January 10<sup>th</sup> and should be entered into Fire Bridge; Excel spreadsheets will be accepted this year only. Anyone who needs training should contact Mariah. Mariana asked that the teams remind locals during outreach that any consultations should be entered into Fire Bridge.

**Medical Exams** - *Mariana Ruiz-Temple, OSFM*

Medical exams need to be completed by April 30, 2013.

**Call Out Process** - *Mariana Ruiz-Temple, OSFM*

Anytime OERS sees 'HazMat,' they've been instructed to contact the OSFM Duty Officer. This has not always worked. OSFM Duty Officers have been instructed to follow up anytime they receive a page from OERS, even if it appears to be informational. Anyone not receiving OERS reports should let Mariah know.

**Outreach Requests** - *Mariana Ruiz-Temple, OSFM*

Mariana asked that teams submit outreach information even when state money's not being spent. Again, this data will support the program during PLF discussions. OSFM will create a document or form explaining the information they'd like to gather. It's important that teams include the number of people receiving outreach.

**Training**

**CAMEO** -

Astoria will be hosting training; no date set at this time.

**PEAC** -

Webinar training will be offered October 23, 24, and 25. Please report attendees to Jamie. Only 16 people can call in, but others can be in the same room watching. The training lasts 3 hours.

**Task Book** -

Funding has been received, and planning will begin shortly.

**Prop Trailer** – *Forrest Chambers, HM02*

The form has been completed. Tina will be working with Forrest on possible purchases as well as a check-in/out system.

**SOG-15 Review** – *Forrest Chambers, HM02*

Forrest updated the group on what he and Mark have been looking at. There is a company in Nevada that would be willing to go team-to-team and conduct medical exams. They follow NFPA 1582; at a minimum the SOG should include that standard. Any input should be submitted to Forrest. He plans to have a recommendation in January.

**Meeting Adjourned - 1140**

Next meeting:

January 8-9, 2012 - HM09 Tualatin

**TTAC/TAG Action Items – October 2012**

Task	Assigned to	Date Assigned	Completed
<b>SOGs</b>			
SOG on Level A & B suits	OSFM	10/10/12	
SOG 15 - Medical Surveillance	Forrest/Mark A	07/11/12	
White Powder SOG	OSFM/HM07	01/11/12	
<b>Equipment</b>			
Look into secondary device for Cerex operation	Equip	01/11/12	
Meet with Jeff Dukes to determine which tools to include gauging kits	MRT	10/10/12	
Look into PID replacement	Equipment	01/11/12	
Determine purchases for prop trailers and check-in/out system	Tina/Forrest	10/10/12	<b>X</b>
<b>Admin</b>			
Contract Update	Jamie	Ongoing	
Email Outreach PowerPoint & Jeopardy	Mariah	07/10/12	<b>X</b>
Submit information outlining costs to departments	Jamie	10/10/12	<b>X</b>
Update matrix for OERS report	MRT	01/11/12	
Distribute Tina's contact information	Jamie	10/10/12	<b>X</b>
Distribute Outreach Charter	Mariah	10/10/12	<b>X</b>
Distribute committee member list	Mariah	10/10/12	<b>X</b>
Create and distribute document outlining ERU responsibilities	Jamie	10/10/12	<b>X</b>
Market research into billing	OSFM	10/10/12	<b>X</b>
Create document outlining which outreach information is needed	Outreach	10/10/12	
Distribute task book spreadsheet	Jamie	10/10/12	
<b>Committees</b>			
Create check in/out form for prop trailer	Forrest	01/11/12	<b>X</b>
Invite CRFP to next meeting	Jamie	04/11/12	