

## Minutes

### **Present**

John McDowell, Springfield Fire  
Derek Grafton, Eugene Fire  
Reed Godfrey, Salem Fire  
Jamie Smith, Albany Fire  
Tina Toney, OSFM  
Mark Wallace, OSFM  
Jason Blount, Hillsboro Fire  
Rich Tyler, Portland Fire  
Mark Maunder, Gresham Fire  
Dan Buckner, Portland Fire  
Deric Weiss, TVF&R  
Craig Warden, Clackamas Co FD #1  
Mariah Spradlin-Crater, OSFM  
Andy Louden, Corvallis Fire

### **Partners**

Greg Ek-Collins, ODOT

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The July minutes were approved by consensus.

State Fire Marshal Mark Wallace introduced himself and encouraged the team to look at the Cascadia Subduction Zone plan. He voiced his concern about training, equipment and effective deployment during times of economic hardship. He feels US&R is a critical resource and the team has his full support despite the challenges ahead.

### **Partnering Agency Updates**

ODOT participated in the FEMA workshop at OEM regarding the Cascadia Subduction Zone. There are no changes needed to our process to move the cache trailers.

### **OSFM Program Updates – Tina Toney**

Tina addressed the group about a response to a recent survey.

Dan nominated Jason as the new Chair and it was approved by consensus.

Reed began a conversation about what he feels to be a lack of commitment by departments participating in US&R. He suggested that everyone start the conversation with their chiefs about what each department can support and at what level. Chief Wallace addressed concerns about funding.

John feels as though OSFM should look more aggressively at finding a funding stream similar to HazMat's.

Mark Maunder feels like it's important to focus on the positive things that are coming from the program. There is in-house training taking place that needs to be communicated to other departments in order to get people rostered. A shadow program might be beneficial, as well.

Tina reported that OSFM is still waiting to hear on an approved budget. Until then spending for US&R will be limited to essential expenses only. The anticipated operating budget for the 11-13 biennium is \$150k. Additional financial support will continue with DPSST with \$30k for training. Tina is waiting on the signed contract. There has been no activated on the 2010 grant.

Tina is planning to begin SOGs regarding instructors, inventory, alerts and notifications, and equipment use. Some of these will be written by committee within the next few months.

Don St. Sauver stepped down as Logistics Chair and at this time nobody has volunteered to take his place. The next Logistics meeting is October 18. Reed believes that the responsibility for trailer maintenance should belong solely to the individual Cache Managers. Tina is concerned that using that model will leave us with many people who are unfamiliar with the trailers' contents, but agrees that individual accountability is the direction we should move toward. Dr. Warden suggested that some financial support be allowed for Cache Managers. Jason suggested that during the discussion with individual departments, team members should ask about the level of support each would be willing to provide for the trailers.

### **Standard Operating Guidelines Review – Derek Grafton**

#### **SOG – TF001 Team Rostering**

US&R is moving away from required certification through DPSST. Having an SOG outlining our policy helps legitimize our certifications. If the acceptability of a certification is in question, it will be brought before the committee for review. Derek asked for input.

Mark Maunder began a discussion about requiring so many classes to be placed on the roster for the team. He feels that we're hurting our ability to deploy and perhaps should add some leeway. In order to be recognized by FEMA and SUSAR, the group will need to meet these minimum training standards. It is up to the group to decide if they want to be recognized as a typed team. The discussion was tabled until the next meeting.

#### **SOG – TF007 Vehicle & Equipment Maintenance**

This SOG has gone to Logistics and there has not yet been a response.

### **Joint FSE – Reed Godfrey**

The exercise will be held May 1<sup>st</sup> through 6<sup>th</sup> in South Salem utilizing a \$225,000 grant. The state focus will be on the 1<sup>st</sup> day, 5-1-12. Each department that chooses to participate will be allocated funding to do so. US&R will use their phone tree and respond to their pod as though it were a real incident. The drill will include wide area search and extraction as opposed to breaching and breaking. In order for a department to participate, they must take part in the planning process as well. Reed asked everyone to discuss this with their departments and send him a point of contact. John mentioned that he is working on a rubble collection for the drill; there is a drop point in West Salem for vehicles, steel, culverts, vaults, etc. The points of contact are as follows:

John McDowell – Funding, grant, rubble

Reed Godfrey – Site

Ben Meigs – Documentation

Jamie Smith - Assisting

### **Team Training & Outreach Report – Tina Toney**

Tina asked that everyone send her training dates to put on the calendar.

## **Committee Reports**

### **Logistics – Tina Toney**

There will be a meeting on October 18.

### **Training – Derek Grafton**

10 of the 14 instructors submitted to SUSAR were approved.

### **Outreach – Jamie Smith**

Nothing to report at this time.

### **Medical – Craig Warden**

Reed offered 25 old fanny pack medic bags to be used as go bags and Dr. Warden accepted. Reed suggested that each department fill their go bag themselves to save funds. He'll be sending Dr. Warden an inventory of what the bags previously held. Reed also mentioned that the drill has a medical matrix including extraction, triage and treatment. Dr. Warden plans to set up a conference call for the committee.

### **Operations – John McDowell**

John provided the desired requirements to create an RFP for moving the trailers. There has been no word on the committee's suggestion to embed a HazMat team with US&R during a deployment. They will wait to meet until they have received further direction.

## **Good of the Order**

### **Training Needs Assessment – Derek Grafton**

Tina and Derek are working to determine where there are gaps in training. There will be a 2012 grant for three additional classes and having a schedule will make it easier to determine which those should be. Chief Wallace would also like to know so he can attend. The more he knows about US&R, the easier it will be for him to sell the program.

### **Structural Specialist Qualification – Dan Buckner**

Dan will email out a document comparing OR-TF1's requirements to FEMA's. Currently we require structural engineers, but FEMA only requires professional engineers. It was agreed by consensus that we will mirror FEMA requirements. Structural engineers are limited to participating agencies. Reed suggested that the engineers determine what they want to test during the drill and he'll create the scenario.

### **Planning Conference – Tina Toney**

The intention will be to walk through how all three teams can work together. The resulting information will help develop an operating plan.

### **SUSAR Update**

SUSAR is an alliance program designed to help state teams develop consistency. Tina was elected to the board last year and has been able to make strong connections. We're not required to be part of the alliance, but if we choose to participate it's important that we match their standards for typing and training.

**Next meeting ~ November 22<sup>nd</sup> at 0900 hours at OSFM**

## ACTION ITEMS

WHO	WHAT	DUE	DONE
<b>A. All</b>			
Steering Committee	Identify and Develop Program SOGS	On-going	Done
Team Administrators	Contact Derek on SCT class interest	Aug 10	Done
Team Administrators	Participation in ad hoc committees	November	Done
<b>B. Administrative – Tina Toney</b>			
Tina	Send out draft minutes	On going	Done
Tina	Update shared site with SUSAR information and grant award.	December	Past Due
Tina	Set up a meeting with OSFM and ODOT to discuss deployments and service contracts for trailers	Next meeting	Done
Tina	Create SOGs for outreach	May	Past Due
Jamie	Strategic Plan	February	Past Due
Mariah	Put rosters up on GovSpace	July	Done
Tina	Create RFP for May Trucking	July	Past Due
Tina	CERFP CD to upload to GovSpace	July	Done
Tina	Create and distribute list of questions for departments	November	
Tina	Expenditure Report	November	Done
<b>C. Operations – John McDowell</b>			
John	Advance Teams Rostering	December	Done
Rich Tyler	Exercise prop design	January	Done
John	Medical Team Manager PD	November	Done
John	Trailer Transport	March	Done
John	Canine Research & Recommendation	March 2011	Done
John	Air Monitor Maintenance Formal Recommendation	December	Done
Rich Tyler	Callout plan/schedule for the north	May 2011	Past Due
Derek	Dropping Inventory Control requirement	November	Done
Derek	ICS 300 vs ICS for Structural Collapse	November	Done
Derek	Review Inventory Control Course for Logs Position	November	Done
Derek	Review SOG on Rostering	September 2011	Done
<b>E. Logistics – Tina Toney</b>			
Don	Draft SOG Rope Maintenance	January	Review
Don	Develop checklists for trailer inventory to identify discrepancies, software problems and equipment deficiencies	On-going	Done
Don	Clackamas trailer inventory	October	Done
Tina	Set up Logistics Meeting	January	Done
Tina	Schedule Logistics Meeting	September	Done

<b>F. Incident Reviews</b>			
Jason	TVF&R for incident review	September	Done
Reed	Salem for Incident review	November	Done
Jamie	Contact Departments for incident reviews	November	Done
Dan	Ensure roster for red team sent to DPSST	March 2011	

## **2011 Meeting Schedule**

**Meeting location, unless otherwise noted**

State Fire Marshal  
 4760 Portland Rd NE  
 Salem OR 97305

**Time:**

9:00 – 11:30

**Dates:**

January 25  
 March 22  
 May 24  
 July 26  
 September 27  
 November 22

Conference Call 1-877-455-8688

Participant Code 437274