



Oregon Office of State Fire Marshal

Commission Charter

Commission Name:	Oregon Incident Reporting Advisory Commission
Governing Agency:	OSFM
Focus Area:	Incident Reporting
Product/Process:	Ongoing collaborative support and improvement of the Oregon Fire Incident Reporting System.

Prepared By

Document Owner(s)	Commission Role
Michelle Vold	Commission Chair (2021)
Kayla Brookshire	Past Commission Chair (2019)
Dave Gulledge	Past Commission Chair (2017-2018)
Amber Cross	Commission Sponsor/Appointing Authority
Claire McGrew	Commission Executive Sponsor

Commission Charter Version Control

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1.0	6/12/17	Dave Gulledge	Document created
1.1	10/31/17	Dave Gulledge	Revised formatting
1.2	5/25/18	Dave Gulledge	Organization rename to Commission
1.3	2/13/2019	Kayla Brookshire	Revised Commission Role - Chair
1.4	7/6/2021	Michelle Vold	Revised Commission Role – Chair
1.5	11/24/21	Michelle Vold/Meg Bushman Reinhold	Updated meeting schedule; added additional commission support person; and made other clarifying and technical edits.
1.6	3/21/23	Michelle Vold	Updated Commission Members - Addition

			<p>of Shannon Deutschman, revision for Paul Rydings, and removal of Justin Bates. Updated Commission Sponsorship and approving authority.</p>
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I. Executive Summary

For any collaborative process to operate smoothly, it is necessary for those involved to agree at the outset on the purpose and procedures by which the group will govern its discussions, deliberations, and recommendations. This Charter is not intended to diminish, modify or otherwise affect the statutory or regulatory authorities of anyone participating on the Commission.

II. Mission

The mission of the Oregon Incident Reporting Advisory Commission is to support and improve the Oregon Fire Incident Reporting System.

III. Purpose

The Oregon Office of State Fire Marshal (OSFM) is committed to its mission of protecting citizens, their property and the environment from fire and hazardous materials. As part of this commitment, OSFM has created the Oregon Incident Reporting Advisory Commission (OIRAC) as a collaborative effort involving our local fire service partners to improve incident response data that is collected from across the state in the Oregon Fire Incident Reporting System (OFIRS). OFIRS is structured in compliance with the National Fire Incident Reporting System, but includes Oregon specific codes and requirements that exceed the national system.

Incident response data plays a key role in decision-making from the local to the national level. The environment of the fire service is constantly evolving and sometimes requires changes to data collection efforts in order to accurately capture what local fire agencies are doing. Making changes to what is being collected and the structures involved with incident reporting can have a serious impact on those decision-making functions. For this reason, the OSFM believes that successful data collection efforts involve having a venue to receive input from local fire service members and involving them in discussions that pertain to the collection of incident data.

The Commission is created for the purpose of collaborating with the OSFM Analytics & Intelligence Unit and shall limit its activities to advising on matters that directly concern the Oregon Fire Incident Reporting System (OFIRS). The specific purposes of the Commission shall include the following responsibilities:

- Identify and discuss issues related to OFIRS;
- Identify and discuss methods or actions to improve data quality and consistency;
- Develop recommendations to improve OFIRS.

IV. Authority

It is the role and sole prerogative of the OSFM to enact policy. The authority of the Commission is limited to providing recommendations regarding OFIRS to the Commission Chair.

V. Membership

Composition: The Commission shall consist of no more than 15 members. Membership shall consist of staff members from local Oregon fire agencies that represent the various types of fire agencies in Oregon. There will be as much of an equal distribution of fire agency diversity representation as possible. The diversity represented should include rural districts and municipal departments; volunteer, career, and combination agencies; and those agencies that use the state reporting system as well as those agencies that do not.

(See Attachment 1 for a current membership list.)

Selection and Appointment: With the approval of their home agency, any member of a local fire agency in Oregon whose responsibilities include incident reporting may request an appointment to the Commission. Preference will be given to individuals that have previous training on incident reporting or have demonstrated proficiency with incident reporting.

Members shall be selected and appointed by the OSFM. Once appointed, members will continue to serve until:

- They are unable to fulfil their membership obligations;
- They leave the agency they are representing; or
- They are relieved of their appointment by OSFM, either with or without cause.

VI. Structure

Commission Chair: The OSFM NFIRS Program Coordinator will serve as the Chairperson for this Commission. The Chair's role will generally include conducting Commission meetings, working in conjunction with Commission Support in the development of draft agendas and minutes, distributing meeting materials, facilitating meetings, working to resolve any impasse that may arise, and other tasks as necessary. The Chair will work directly with all OIRAC members to ensure their ability to represent the concerns and interests of their agencies.

Commission Support: Administrative staff from OSFM's Analytics & Intelligence Unit will provide administrative support and will prepare products for this Commission.

VII. Meetings and Materials

Meetings will primarily be conducted using available technology. This can include webinars, teleconferences, email, or other technological resources available that can accommodate the Commission's business. The aim will be to use the easiest and most appropriate venue to conduct Commission business and avoid unnecessary travel for members located throughout the state as much as possible.

Schedule. The Commission will meet biannually or as needed to meet its responsibilities. Each scheduled meeting will be set for two hours to provide sufficient time to complete discussions.

Agendas. Commission Support will draft proposed meeting agendas based on input from the Commission Chair and Commission members. Commission Support will strive to circulate draft agendas for review at least one week in advance of OIRAC meetings.

Minutes. Commission Support will prepare OIRAC meeting minutes and will provide draft meeting minutes electronically for review and comment within one week of the OIRAC meeting. The OIRAC will approve meeting minutes at the following meeting. OSFM will post final meeting minutes on OSFM's website.

Action Items. Commission Support will prepare action item lists as necessary to assist the OIRAC in documenting its progress and activities. The Commission Chair will ensure that items included on the lists are tracked and that OIRAC members are informed of progress.

VIII. Participation and Responsibilities

The Commission will provide valuable expertise to OSFM that should result in improved and more consistent incident response data. Members will be active in discussing and recommending improvements to the OFIRS structure, its codes and overall incident response data. The participants will voluntarily work together to achieve mutually acceptable recommendations that satisfy, to the greatest degree possible, the interests of all participants and serves the interest of OSFM by maintaining emphasis on positive outcomes.

The Oregon Incident Reporting Advisory Commission members will strive to:

- Work together to develop recommendations to be implemented in OFIRS;
- Agree on the desired level of specificity of data and its elements or structures; and
- Concur in all OIRAC decisions.

Interests Represented. Commission members represent local fire agencies that all have an interest in the consistency of incident data and developing recommendations that are aimed at improving and maintaining accurate and consistent data.

Attendance at Meetings. Each member will make a good faith effort to attend each OIRAC meeting. If an OIRAC member cannot attend, he or she may designate a regular alternate to attend. The role of the alternate is to represent his/her agency or organization at the meeting and report back to the OIRAC member about discussion points and decisions occurring at the meeting. It is the responsibility of the member and alternate to stay fully briefed on all OIRAC meeting discussions and deliberations. It is the responsibility of the member to inform the alternate concerning the deliberations.

Constituent Interests. OIRAC members are expected to consult with and represent the concerns and interests of the organizations they were appointed to represent. Members are responsible for ensuring that all significant issues and concerns of their organizations are fully and clearly articulated during OIRAC meetings. These members are also responsible for ensuring that any

eventual recommendations or agreements are communicated to the agencies they were appointed to represent.

IX. Member Commitments

All OIRAC members agree to:

- Attend meetings and follow through on promises and commitments;
- Come to meetings prepared, having read all materials provided for the meeting;
- Bring concerns from their agency up for discussion at the earliest point in the process;
- Share all relevant information that will assist the OIRAC in achieving its goals;
- Participate in a free, open, and mutually respectful exchange of ideas, views, and information prior to achieving consensus;
- Resolve issues being addressed by the OIRAC within the commission structure;
- Characterize individual or workgroup viewpoints as fully and accurately as possible;
- Keep its organization's decision-makers informed of potential decisions and actions, in order to achieve buy-in of the final product; and
- Support the eventual product if they have concurred in it.

X. Process Reminders/Ground rules

- Seek to learn and understand each other's perspective.
- Encourage respectful, candid and constructive discussions.
- Provide balance of speaking time.
- Discuss topics together rather than in isolation.
- Limit side conversations.
- Make every effort to start and end meetings on time.
- Respect meeting space protocols.

XI. Making Recommendations

Consensus. The OIRAC will strive to make recommendations by consensus. Consensus is defined as all OIRAC members being more in agreement than disagreement with the recommendation or decision. If the group cannot reach consensus, recommendations or decisions will be made by a majority vote of members present.

Decision Making. It is understood that OIRAC members represent a variety of fire agencies that are providing recommendations to the OSFM. As such, ultimate decision-making authority may reside with an individual not at the table. OIRAC members agree to regularly brief the decision-makers within their respective organizations to ensure support and buy-in for recommendations or decisions developed through the OIRAC.

Recommendations. All recommendations made by the Commission shall be formally documented and maintained by the Commission Chair. The

Commission Chair shall rely on the recommendations of the Commission when deciding what actions to take with regard to managing OFIRS.

The Commission Chair shall forward any recommendations that exceed his or her decision-making authority through the appropriate OSFM chain of command. Decisions that are made above the Commission Chair shall be communicated back to the Commission by the Commission Chair.

Attachment 1 – Membership

The Oregon Incident Reporting Advisory Commission consists of the following members:

Member:	Representing:
Jason Andersen	Portland Fire & Rescue
David Blair	Baker City Fire Department
Dean Chambers	Salem Fire Department
TBD	Eugene Springfield Fire
Andrea Hockman	Tualatin Valley Fire & Rescue
Sara Mohan	Bend Fire & Rescue
JW Roberts	Umatilla County Fire District #1
Paul Rydings	Jackson County Fire District #1 & 4
Gert Zoutendijk	Lake Oswego Fire Department
Jim Pulito	Columbia River Fire & Rescue
Shannon Deutschman	Jackson County Fire District #3

Commission Chair & Support:

Michelle Vold	Commission Chair
Candice Clark	Commission Support
Stephanie Trierweiler	Commission Support