

Oregon Incident Reporting Advisory Commission



Supporting and improving the Oregon Fire Incident Reporting System

MEETING MINUTES

Wednesday, May 11, 2022

10:00 a.m. - 12:00 p.m.

Microsoft Teams Virtual Meeting

Attendees/Representing

Amy Roach – Commission Support
Andrea Hockman – Tualatin Valley F&R
David Blair – Baker City Fire Department
Gert Zoutendijk - Lake Oswego Fire Department
Ian Morlan – Office of State Fire Marshal
Jim Pulito – Columbia River F&R
Justin Bates – Jackson County Fire District 3
Meg Bushman Reinhold – OSFM A&I Unit Manager
Michelle Vold – Commission Chair
Paul Rydings – Jackson Co Fire District 3
Sara Mohan - Bend Fire Department
Twais Broadus – Office of State Fire Marshal

Welcome/Introductions - Meeting started at 10:00 AM

Group introduced themselves.

Approval of meeting minutes

Commission members approved the 11/10/2021 meeting minutes.

Old Business

Updates on Action Items.

- **QA program** During last meeting, I mentioned the plan to create a QA or compliance program, to identify opportunities for reporting consistency through training. This project is still in development but was delayed due to other priority projects. We hope to have a pilot program implemented in the third quarter.
- **Date/Time report inconsistency report matter** Corrections were made for the agency, which appear to have resolved the matter. At this time, there are no other agencies reporting this as an issue. Paul Agreed that this had been fixed. Jim stated his agency has had the same issues in report writer. They aren't sure why, but Michelle said she would follow up. Sara was curious if it was a specific date/time field.
- **Image Trend Support Ticket Updates.**

Ticket Number Subject Current Status

1. 22-046709 Elite: Oregon State Fire Marshal's Office: Error When Exporting Incidents Development Task – Appears to be resolved.
2. 21-018999 Elite: NFIRS PDF Will not Render Development Task – in process. Waiting on further development.
3. 22-052094 Elite: Chemical name "Unknown" did not migrated over to elite Technical Support – This ticket is being addressed by ImageTrend with follow up with HazMat at the end of the month due to HazMat conferences.
4. 21-023583 Elite: Add Postal code lookup for investigations Development Task – in process
5. 22-052159 Elite: Fire no incidents to report Technical Support – There is no process by which ImageTrend notified FEMA of NRS submissions. OSFM is waiting on a response from FEMA on how they want that data submitted to them by OSFM. (Related to reporting compliance for grant application.)

Updates

- Plus One Code 1120. Implemented and accessible for all direct entry agencies. Discussion was had about plus one codes transferring into ImageTrend from third party vendors. Jim stated that it was in the contract are supposed to come through if they are in the state system. Gert thought that it was definitely something to look into because it isn't logical for the committee to come up with a plus one code, that won't carry over. Gert also asked why the plus one code contained a zero (0), as a zero indicates "other" which we try to avoid. Michelle said she would research this and find out why/how the zero came to happen and report back to the group.
- Under Sheltered Supplemental Questions These have been added to the state default form. Notifications of this information has been made through various collateral and periodic material. They will be required, but not weighted, as of 7/1/22.
- Keywords The list of keywords has been distributed via the Gated Wye, and with the April quarterly report card. Under sheltered is to be used in conjunction with all other keywords and to be included in or at the end of the primary narrative. Jim asked for a for a copy of keywords and lists to be sent to him directly. Michelle said she would provide that.
- Training Curriculums created implementation set for June 2022. Module trainings on the website available now. Basic and Intermediate NFIRS & Elite full day, in person sessions, scheduled for June 3rd (basic) and 20th (Intermediate).
- Identified export Issues ImageTrend has been working on the validation matters and were believed to be resolved during this most recent update 5/5/22.
- NFIRS Data Report Card Update Mailed mid-April with quarterly tips/topics sheet with the keyword list and information related to the under sheltered supplemental questions. Included was a NFIRS quick code guide. Sara asked for more of the quick code flip guides. She asked for six addressed to her. Jim asked for 6 more Gert asked for 6. Paul asked for 10 of the flip charts. David asked for six.
- Analytics & Intelligence Unit Recruitment Update Meg updated the group on our hiring and staffing for Analytics & Intelligence unit. Amy just became full time; Candice has moved into the roll of Operations and Policy Analyst 1. We are working with the Fire Risk Reduction Specialists to assist in providing Oregon agencies with reports and maps that provide statistics and overviews of communities and fire districts.

- Wildland Fire Module Field Removals Data Wildland fire module data elements were reviewed, as there was a consideration of removing unused or unwanted (non-required) data fields from the wildland fire module. However, upon review, the results show that data fields are being utilized by agencies enough to not necessitate removal of them.

New Business

- NFIRS Quick Code Guide Included in April fire facts and report card mailer
- Agency Specific Validation Rule Access Considering allowing agencies with proven program proficiency the ability to create their own validation rules.
- CAD System Interface Fee OSFM is considering paying for CAD interface access for agencies that are hesitant to report direct entry (without 3rd party vendor) because they want to maintain CAD integration.
- Apparatus Power Tool Update Michelle talked about the update, which went into effect May 5, 2022. ImageTrend has said that agencies can not turn off the power tool. More enhancements are going to happen sometime near the end of June. ImageTrend told Michelle that they are discussing bringing back the grid format for those agencies that want to use that as opposed to the new power tool. Jim stated that his suggestion with the possible grid format. He said that he would like to have people who attend the conferences this year talk with developers to tell them the impact the new power tool has had on their production. Gert asked about the power tool as he has a third-party vendor. Sara says it is taking at least 70% longer to complete reports using the new power tool. Jim said the first version of the power tool that he tried out was 10x worse than the version that was released. Justin said their agency has the same feeling as Sara and Jim's agencies. They do not like the power tool at all. Jim said that he has been talking to the program manager, Troy who works with the power tools at Elite and the manager took suggestions from Jim and others to work on the enhancements that will be coming as stated above.
- New Community Risk Assessment tool Ian presented a new community risk assessment tool that has been designed to help agencies see where their risks lie. (See PowerPoint). The assessment contains

demographics such as ages, individuals with disabilities, households that have no access to a vehicle, and homes that have limited English speaking abilities.

Infrastructure such as electricity and schools/hospitals

This is based on Vision 20/20 and uses NFIRS

Deliverables are a PDF and an HTML link.

Demographics compared to local area and/or state and are easily accessed on the document.

Response data has calls for fire, and EMS type calls. There are hexagonal shapes that indicated how many incidents have happened in each neighborhood.

Different options can be added, such as WUI areas.

Jim said it would be great to present at a FDBC meeting so that you can talk to all the chiefs at the same time. Paul, and Sara both agreed that interactive is the better method (as opposed to paper). Paul said 3x3 or 3x4 is a great size to print.

Other Business

Nobody had anything to report or any other news to share.

Open Forum

Michelle wanted to thank everyone for their time, effort, collaboration and input. The participation and input is invaluable to our agency. Michelle asked about our next meeting being online or in person. Gert said online is much more convenient, Justin agrees. Jim said it is hard to make meetings, as the time it takes.

Next meeting

Wednesday, November 9, 2022

Meeting adjourned at 10:45 a.m.