

Oregon Incident Reporting Advisory Committee



Supporting and improving the Oregon Fire Incident Reporting System

MEETING MINUTES

Tuesday, December 5, 2017

11:00 a.m. – 12:00 p.m.

OSFM Headquarters

3565 Trelstad Avenue SE

Salem, OR 97317

Reginald B. Madsen Conference Room

Attendees/Representing

Jason Andersen - Portland Fire & Rescue*
Dean Chambers - Salem Fire Department
Candice Clark - Committee Support
Dave Gulledege - Committee Chair
Gert Zoutendijk - Lake Oswego Fire Department*

Guest

Claire McGrew - Committee Sponsor
Mariana Ruiz-Temple - OSFM Chief Deputy

*indicates remote attendance

Welcome/Introductions - Meeting started at 11:05 a.m.

Mariana welcomed and thanked members for the willingness to help OSFM in supporting and improving the Oregon Fire Incident Reporting System.

Review Committee Charter

Dave covered the charter with members and touched on the following specific points:

- Appointment termination
- Meetings & Memberships
- Committee web page
- Ground rules
- Recommendations will be made by consensus or by majority vote.

Members in attendance didn't recommend any changes or edits to the charter.

Committee Housekeeping Items

The charter calls for meeting quarterly. Dave asked members when is most convenient for them to meet. There was consensus on having set days throughout the year and an agreement that Mid-month works well, just not Mondays or Fridays.

- A Doodle poll will be sent out to find the best day and time.

Dave also asked members about moving the meetings around, for members to take turns hosting the meetings at their office; otherwise the goal is to utilize technology. Members agreed to keep the meetings in Salem for now; this may change as we get additional members.

Dave asked members to RSVP as soon as possible so that we can decide whether we need to cancel the meeting.

Review Future Agenda Items

Dave touched on the following possible future agenda items and assured members that they are currently not in any priority order, that these are items that have been brought to his attention by others:

- Promotion of OFIRS instead of NFIRS.
- Promotion of NFIRS/OFIRS training
- Removal/Inactivation of the incident type code 100 - Fire, Other. He explained that we have an agency that has reported more than 1400 calls using the 100 code.
 - Members agree we should inactivate incident type code 100.
- Adding incident type plus one code 5532 - Smoke Alarm Installation.
- Adding BHO/Marijuana facility to Property Use.
- Tracking marijuana related fires.
- Creating a plus one code for Fire Suppression Factor 222 - Illegal or clandestine drug operation (MJ/BHO involvement).
- Incident Type Code: 622 - Unable To Locate - EMS
 - Members are not in favor of adding this plus one code and instead think it would be better to allow a place to add what you were dispatched to and also what you found on arrival or agencies can create a Special Study question to capture this.
- Creating a plus one code for Equipment involved 229 - Battery to track lithium battery fires.
- Oregon specific requirements. Members agree that the following Oregon specific requirements should be added and discussed as topics (talking points) on the next meeting agenda:
 - Bark dust fire requirements.
 - Aid Given or Received and Move-up calls.

Other Business

Members discussed using the A&I NFIRS Users Listserv as one means to ensure we communicate changes to the right audience and agree that this needs to be added and discussed as a topic on the next meeting agenda.

Meeting adjourned at 12:15 p.m.