

Oregon Incident Reporting Advisory Commission

Supporting and improving the Oregon Fire Incident Reporting System



MEETING MINUTES

Wednesday, May 08, 2019
10:00 a.m. - 12:00 p.m.
OSFM Headquarters 3565
Trelstad Avenue SE Salem,
OR 97317
OSFM Library

Attendees/Representing

Candice Clark - Commission Support	JW Roberts - Umatilla Co Fire Dist 1*
Dave Gulledge - Eugene Springfield Fire*	Kayla Brookshire - Commission Chair
Dean Chambers - Salem FD	Melissa Mazerik - Tualatin Valley F&R*
Gert Zoutendijk - Lake Oswego FD*	Paul Rydings - Jackson Co Fire Dist 3*
Jim Pulito - Columbia River F&R*	Sara Mohan - Bend Fire Department*

*indicates remote attendance

Welcome/Introductions - Meeting started at 10:05 a.m.

Kayla welcomed members and introduced new members: Jim Pulito of Columbia River F&R and Melissa Mazurek, covering for Laura Hitt of Tualatin Valley F&R who is replacing Kelsey Dietrick.

Approval of meeting minutes

Commission members approved the February 13, 2019 meeting minutes.

Old Business

Mutual Aid Reporting Procedure:

- Kayla asked members if they have any suggestions, changes, or feedback related to the draft Mutual Aid Reporting Procedure sent out by email after the February 13, 2019 OIRAC meeting.
 - Some members mentioned that they did not receive the draft procedure document.
 - Candice re-sent the draft document to all members.
- Kayla asked members to review and communicate suggestions prior to the August 14, 2019 OIRAC meeting.

IFT (Interfacility Transfers) Analysis:

- Kayla presented an analysis on the IFT calls, based on the topic presented by JW Roberts at the previous OIRAC meeting.
 - Members discussed the current reporting process for IFT calls.
 - Paul shared that they report IFT calls as incident type 321 with the action taken 34.
 - Dave suggested the NEMSIS form as a possible place to capture details related to IFT calls.
 - Sara suggested adding a plus one to action taken 34.
 - Dean agreed.
- Candice will send out an email requesting members' vote on adding a plus one code to action taken 34.

Medical UTL (Unable to Locate) Analysis:

- Kayla presented findings on the data analysis for the medical UTL, a topic Sara introduced at the previous OIRAC meeting.
 - 3,000 unable to locate calls were found in the system between 2016-2018.
 - 7% use incident type code 300 for unable to locate.

- 93% use incident type code 622 for unable to locate.
- Members support maintaining current UTL reporting practices using incident type code 622.

2018 Profile Information Collected Update:

- Kayla provided an update on the 2018 Profile and explained the purpose for collecting this information.
 - 76% of agencies submitted their profile with some level of completion, blank fields will be entered as non-reported (N/R).
 - 24% of agencies did not submit a profile survey; these agencies will not be included in appendix 2 & 3 of the 2018 Annual Report Supplement.

New Business

CO Alarm Saves Tracking Supplemental Question:

- Kayla provided an update on the CO Alarm Saves Tracking supplemental questions that Sara suggested. She met with the Adult Fire Prevention Program Coordinator. Follow up questions from that conversation related to how the data would be captured and used were brought to the commission.
 - Members discussed whether CO Alarm Saves Tracking supplemental questions would be beneficial, and if so, would the supplemental questions become optional or required.
 - Kayla let the members know that the OSFM is unable to commit resources to CO alarm installation, but we would be interested in facilitating the capture of the data for the fire code section and for intra-agency comparison purposes.
- Kayla will add optional supplemental questions for incident type 424.

Discuss Potential Additional Requirement for Fire Module (Incident Types 150-155):

- Kayla shared that Dean suggested the Fire Module be required for incident type codes 150-155, given the previous requirement in the Oregon Fire Bridge System. Dave confirmed that the Oregon Fire Bridge System had a validation requirement for the completion of these modules for the 150-155 incident type codes.
 - Kayla will reconfigure the Elite system to match the former settings in the Oregon Fire Bridge system.

Other Business

Telecommunications Line Down:

- Kayla shared a question that was submitted through Yammer on the Elite - Fire (NFIRS) group about how to best code an incident when agencies find a telecommunications line down on arrival.
 - Members discussed and are in favor of coding it as a 440 - Electrical wiring/Equipment problem.
- Some members mentioned that they did not hear the decided outcome regarding the plus one code for SA installation.
 - Candice will re-send the Approved Plus One Codes out to members.
- Kayla let members know that our channels of communication include the Gated Wye, email, and now we are using a Yammer page to share information with agencies. She invited members to create a [Yammer](#) account to access how-to guides, receive updates, and to submit/view questions.

Next meeting

Wednesday, August 14, 2019, 10:00 a.m. - 12:00 p.m. at OSFM Headquarters and teleconference.

Meeting adjourned at 11:25 a.m.