

Oregon Incident Reporting Advisory Commission

Supporting and improving the Oregon Fire Incident Reporting System



MEETING MINUTES

Wednesday, August 14, 2019
10:00 a.m. - 12:00 p.m.
OSFM Headquarters
3565 Trelstad Avenue SE
Salem, OR 97317
OSFM Library

Attendees/Representing

Melissa Mazurek - Tualatin Valley F&R*	Jim Pulito - Columbia River F&R*
Candice Clark - Commission Support	Kayla Brookshire - Commission Chair
Claire McGrew - Commission Sponsor	Paul Rydings - Jackson Co Fire Dist 3*
Dave Gulledge - Eugene Springfield Fire*	Russ Hoskins - OSFM Fire Research Analyst
David Blair - Baker City FD*	Sara Mohan - Bend Fire Department*
Gert Zoutendijk - Lake Oswego FD*	

*indicates remote attendance

Welcome/Introductions - Meeting started at 10:03 a.m.

Kayla welcomed members and introduced new members: Andrea Hockman of Tualatin Valley F&R who is replacing Laura Hitt and Russ Hoskins, OSFM's new Fire Research Analyst.

Approval of meeting minutes

Commission members approved the May 08, 2019 meeting minutes.

Old Business

Mutual Aid Reporting Procedure:

- Kayla let members know that since we didn't receive any rejections we are moving forward with the approved Mutual Aid Reporting Procedure.

IFT (Interfacility Transfers) Analysis:

- Kayla let members know that since she received mostly rejection votes that we would not be creating an IFT plus one code.
- Majority of members rejected the addition of the IFT plus one code.
 - Kayla let members know that we can revisit the creation of an IFT plus one code in the future, if members decide later that we do need the IFT plus one code.

CO Alarm Saves Tracking Supplemental Questions:

- Kayla informed members that she finished adding the optional supplemental questions to the Elite system for incident type 424.
- Members requested to make these questions required so their third party vendor would add it.
 - Kayla invited members who use the State Elite system to reach out to the Analytic & Intelligence Unit to request we create an NFIRS form for their agency that makes these questions required.
- Candice will mail out the optional supplemental questions verbiage to members.

Fire Module Requirement (Incident Types 150-155):

- Kayla informed members that she finished reconfiguring the Elite system to require the Fire Module for incident type codes 150-155 to match the former settings in Oregon Fire Bridge™.

New Business

ImageTrend Updates:

- Kayla provided a highlight of recent and upcoming ImageTrend Elite release notifications.
 - Inspection Violation code sets for IFC 2018 are now available and will need to be activated.
 - An alert to prevent future dates being entered for EMS and Fire incidents.
 - Agency can now migrate their inventory, maintenance, and repair records from their Oregon Fire Bridge account. Checklists for tracking maintenance and repairs on inventory items can now be created in Report Writer to be printed and scheduled.
- Report Writer issues
- Kayla let members know that ImageTrend has corrected the cause of the incorrectly imported apparatus data.
 - Records will need to be deleted and reimported to show correctly.
- Kayla informed member that we have a new ImageTrend account advisor, Samantha Garske.
 - Kayla asked members to let us know if they have issues that we can take them to the account advisor.
- Third party importing.
 - ImageTrend will be hiding the error message popup that occurs while agencies are importing the third party data into our system.

Oregon Health Authority (OHA) Staff Changes:

- Kayla informed members that Nathan Ramos has left OHA and that they are asking that all OR-EMSIS (Elite) related questions, account needs, or concerns be emailed to OSH.EMSData@state.or.us.

Proposal for Cooking Fire Plus One Codes:

- Kayla shared Kristy Carey's proposal to add a plus one code for cooking fires. For example; 1111 - Fire in microwave, 1112 - Fire in oven, 1113 - BBQ fire on deck or patio, 1114 - Fire on patio/desk, etc.
- Dave says all those would be captured by equipment involved in ignition.
- Kayla and Candice suggested that we add additional verbiage to 111 - Building fire e.g.; includes cooking equipment involved
- Some members feel this is a training issue.
 - Kayla informed members that she is advocating for an NFIRS class at DPSST.
- Paul requested we send them the exact verbiage to provide to their third party vendors.

Other Business

Kayla shared that we recently received a coding question via Yammer requesting to know how to code when a smoke or CO alarm is chirping due to low or dead batteries.

- She asked members how their agency codes them, should this fall under the (74) Unintentional system or detector operation (no fire), 553 - Public Assist, etc.
- Members discussed this and discovered agencies code them many different ways.
- Kayla suggested she could contact David Millstein of NFA for their recommendation.
 - Dave is in agreement of Kayla reaching out to NFA.
 - Kayla will report NFA's recommendation back to the commission.

Members discussed the future of Yammer.

- Kayla invited members to create a [Yammer](#) account to access how-to guides, receive updates, and to submit/view questions.

Kayla asked members to let Russ, Candice, or herself know of any agenda topic suggestions or recommendations they have for the November meeting.

Russ Hoskins, Fire Data Research Analyst can be reached at 503-934-8273 or russell.hoskins@osp.oregon.gov.

Next meeting

Wednesday, November 13, 2019, 10:00 a.m. - 12:00 p.m. at OSFM Headquarters and teleconference.

Meeting adjourned at 10:52 a.m.