

**Teams Advisory Group Meeting &  
Teams Training Advisory Committee  
850 Elrod Ave  
Coos Bay, OR 97420**

**July 9-10, 2013**

Minutes

**Day 1 - 1300**

Present:

Dan Giles, HM02

Forrest Chambers, HM02

Mariana Ruiz-Temple, OSFM

Mark Truax, HM11

Mike Traeger, HM03

Jamie Kometz, OSFM

Gregg Timm, HM01

Mariah Rawlins, OSFM

Glen Phillips, HM10

Rob Stacy, HM02

Kyle Romey, HM05

Mark Matthews, HM05

Steve Boughey, HM09

Tina Toney, OSFM

Jim Ellifritt, 102 CST

Jeff Adkins, HM15

Jared Gammage, HM14

Ben Selander, 102 CST

Dan Crutchfield, HM15

Shon Christensen, HM07

Steve Brewer, HM01

Scott Brainard, HM04

Brian Fish, HM08

Richard Franklin, EPA

Mark Bernt, HM05

Introductions were made.

Minutes were reviewed and approved.

**RadResponder Network App-** *Todd Carpenter, Radiation Protection Services*

Todd gave a presentation about the EPA's new RadResponder app. One of the lessons learned from Fukushima is that data needs to be shared. RadResponder provides and stores free, real-time data. Anyone can get on to use the app, but you must be granted permission by an Administrator to add or manipulate data. Currently, Oregon has no Administrators. Accounts can be requested via [RadResponder.net](http://RadResponder.net).

**Incident Review -**

Each team reviewed the incidents they've responded to since the last quarterly meeting.

## **OSFM Agency Update** – *Mariana Ruiz-Temple, OSFM*

All of OSFM's increases passed, including Petroleum Load Fee. PLF is now \$6 per load as of July 1, 2013. The fee will increase to \$7 in July 2014 and \$8 July 2015.

OSFM has been meeting with chiefs to review the 2013-15 contracts. The budgets haven't changed, but Mariana would like to put a group together to discuss rates. Currently each team has individual rates, but the desire is to go to Mob Plan rates.

OSFM has been added to a number of incident types within the OERS matrix, including white powder and transportation incidents. Major Bloom, who oversees OERS, will be at TAG/TTAC in October. Mariana asked that everyone gather their thoughts and issues related to OERS and send them to her prior to the meeting.

## **Sub-Committee Updates**

### **Equipment** – *Kyle Romey, HM05*

The group had a discussion about iPad connectivity and billing. HM09 has someone who is well versed in apps and the utilization of the iPad; Steve will see if he can come to the October meeting. All teams should bring their iPads in October. The committee has been tasked with determining specifications for the next generation of vehicles. They intend to begin that in early September and are willing to accept new committee members. Currently HM10, HM02, and HM11 are scheduled for new vehicles.

### **Outreach** – *Rob Stacy, HM02*

The SOG has been completed. The definition of outreach was added. The SOG will be posted to the website and the link will be sent out.

### **Training** – *Steve Brewer, HM01*

The committee will present a PowerPoint and video for the gauging kits as well as the Hound during the October meeting.

### **Succession** – *Mike Traeger, HM03*

The committee just received a draft version of roles and responsibilities from OSFM. OSFM has more leg-work to do before the committee will meet again.

### **Conference** – *Jamie Kometz, OSFM*

The conference will be held May 13-15, 2015 in Seaside. The 12<sup>th</sup> will be the vendor social and check-in. The group discussed whether or not to include Task Book training in the conference, and agreed it was not the priority. Dan Crutchfield is running the silent auction.

## **Training**

### **Cerex Training** – *Dan Giles, HM02*

The training will be held July 23 and will run for six hours. There are not currently any additional train-the-trainer dates scheduled.

### **Rae Systems Monitor Training Feedback** –

The group agreed the training was successful.

### **FireBridge Ops Packet Training** –

Image Trend has tentatively scheduled the training for the end of September or early October. The training will last eight hours.

### **2013-15 Tech Weeks 1-4 Projections** –

It appeared that approximately 39 new team members will need to go through Tech Weeks during the new biennium.

### **Driver Training Notebook** – *Mariah Rawlins, OSFM*

The SOG has been finalized and Mariah will mail out notebooks as soon as they're created.

1620 - End of day 1 meeting

## **Day 2 - 0830**

Present:

Dan Giles, HM02

Forrest Chambers, HM02

Brian Fish, HM08

Mark Truax, HM11

Mike Traeger, HM03

Jamie Kometz, OSFM

Mariah Rawlins, OSFM

Mariana Ruiz-Temple, OSFM

Gregg Timm, HM01

Glen Phillips, HM10

Mark Matthews, HM05

Richard Franklin, EPA

Scott Brainard, HM04

Jeff Adkins, HM15

Jared Gammage, HM14

Dan Crutchfield, HM15

Shon Christensen, HM07

Steve Brewer, HM01

Mark Bernt, HM05

Jim Ellifritt, 102 CST

Rob Stacy, HM02

Ben Selander, 102 CST

Steve Boughey, HM09

### **Administrative Duty Session - *Jamie Kometz, OSFM***

#### **Outreach Request Form -**

There is a new form and it will be available in fillable form on the website soon.

#### **Budget Review -**

Budgets for the 2011-13 and 2013-15 biennium were distributed to each team.

#### **HazMat Incident Documentation -**

It's important that the narrative for each incident gives a complete picture to justify the team response and the associated costs. A good narrative includes who activated the team, whether state vehicles were used in the response, and the rationale behind the use of any expensive equipment. Essentially, if it's not in your narrative; it didn't happen.

### **FireBridge Ops Packet Q&A - *Jamie Kometz, OSFM***

There are certain situations in which it is necessary to 'trick' FireBridge into allowing you access to the HazMat Module. If FireBridge won't offer you the HazMat Module, you may have to change your primary incident type and use the actual incident type as your secondary incident type.

Once you've completed the Basic and HazMat Modules, select 'Form Options' and 'add HazMat Packet' to access the Ops Packet. The page loads slowly. Start with the first form and work your way through the packet. Some of the information will populate once you get started. Only list equipment in the Ops Packet if you intend to bill OSFM for that equipment.

The group discussed some of their concerns with FireBridge, including things being erased when the 'Save and Continue' option is selected.

**Procurement Update** – *Tina Toney, OSFM*

**Prop Trailer** – *Forrest Chambers, HM02*

HM09 might be able to donate a C-Kit. The A Prop has been ordered and should be in in late August or so.

**Sensor Stockpiling** –

Tina considers sensors and gas to be her priority. She had looked into the ability to stockpile sensors, but their shelf life prohibits stockpiling from being a viable option.

**Midland Kits** –

OSP Procurement is working on this order; there is no ETA.

**Gauging Kits** – *Forrest Chambers, HM02*

The gauging kits were handed out at the end of the meeting. Forrest gave a brief presentation on the use of the kits. All attendees of 2013 Task Book Training have been trained to use the kits. One of the most important things to note is that you must always use the Teflon tape when putting two pieces together. Forrest will create an SOG for both the midland and gauging kits.

**Procurement** –

Tina estimates that she has between 36-40 open orders at any given time. If your request is time-sensitive, please note that somewhere on the form. Tina also gave the group a warning that more expensive purchases take more time.

**One Kits** – *Steve Brewer, HM01*

Steve Brewer has an order ready for Tina to begin to stockpile the goods needed to make 13 kits. Steve hopes to distribute the kits during the October meeting. If replacement parts are needed, teams should send a requisition to Tina for those parts.

**HazMat Shirts** – *Mariah Rawlins, OSFM*

All teams have their shirts, with the exception of HM08.

**Laptop Priority** – *Mariana Ruiz-Temple, OSFM*

HM02 recently replaced their laptop with a tower. Mariana asked the Equipment Committee to determine a couple of options to replace the laptops.

**SOG-15 Review** – *Forrest Chambers, HM02*

The decision was made during the last meeting to add a list of suggested exams. Forrest is working to compile that list. The group discussed adding wording to make a physical mandatory every biennium or annually. The SOG will be finalized during the October meeting.

**White Powder SOG** – *Shon Christensen, HM07*

Shon handed out a draft SOG. During the course of discussion, the group agreed that RAID 5 kits would be useful for all teams. Any input on the SOG should go to Shon.

**Other Business** –

The group discussed OSFM funding personnel costs for TAG/TTAC. Currently, the department is expected to cover those costs.

Ben Selander will be attending TAG/TTAC in place of Jim Ellifrit in the future.

**Meeting Adjourned - 1200**

Next meeting:

October 9, 2013 – Salem

**TTAC/TAG Action Items – July, 2013**

Task	Assigned to	Date Assigned	Completed
<b>SOGs</b>			
List of suggested exams to include with SOG-15	Forrest	07/11/12	
SOG on Level A & B suits (SOG-21)	Traeger	10/10/12	
Mercury Spill Release Response SOG	Jamie	05/20/13	
Distribute Drivers Training Notebook	OSFM	05/21/13	X
Update Drivers Training (SOG-24)	OSFM	05/21/13	X
Update SOG-25 - returning team members	Trng Comm	05/21/13	
Post Outreach SOG to web	Mariah	07/09/13	X
Railroad Kit SOG	Forrest	07/10/13	
Finalize SOG-15	OSFM	07/10/13	
White Powder quick reference guide	Shon	07/10/13	
Review White Powder SOG	All Teams	07/19/13	
<b>Equipment</b>			
Create and distribute equipment succession schedule	Tina	01/09/13	
Determine how to update Cerex monitors	Dan Giles	05/20/13	
Bring iPADS to October meeting	All Teams	07/09/13	
Create One Kits	Tina/Brewer	07/10/13	X
Look into replacing SensIR & Resource computers	Equip Comm	07/10/13	
Procure RAID 5 kits for all teams	Tina	07/10/13	X
Procure fluoride paper for all teams	Tina	07/10/13	X
<b>Admin</b>			
Contract Update	Jamie	Ongoing	
Distribute statute and admin fee information	MRT	01/09/13	X
Create training bulletin for OSP re: HazMat	OSFM	05/21/13	
Task Book reporting: 2011 & 2012	HM13	01/09/13	
Distribute OERS matrix	MRT	07/09/13	X
Send thoughts on OERS to Mariana	All Teams	07/09/13	X
Email SOG updates not covered in meeting	OSFM	07/10/13	X
Look into RadResponder administration	Jamie	07/10/13	
Confirm dates for Ops Packet training	Jamie	07/10/13	X
<b>Committees</b>			
Work on documentation for Succession Committee	Mariah	07/09/13	
Post Outreach roster & request form (fillable) to web	Mariah	07/09/13	X