

**Teams Advisory Group Meeting &
Teams Training Advisory Committee
Bend Fire Department
Training Center
Bend, OR 97701
July 7-8, 2015**

Minutes

Day 1 - 1300

Present:

Chad Hawkins - OSFM
Allen Montgomery - HM14
Dennis McClure - HM10
Bryan Profit - HM07
Jamel Mercado - 102 CST
Sean Gallagher - 102 CST
Paul Edgerly - 102 CST
Wade Mathews - HM11
Scott Brainard - HM04
Brian Fish - HM08
Reed Godfrey - HM13

Kyle Romey - HM05
Drew Fairbairn - HM01
Steve Brewer - HM01
Mike Traeger - HM03
Shon Christenson - HM07
Marcus Lay - HM02
Forrest Chambers - HM02
Fraser Wick - OSFM
Jamie Kometz - OSFM
Dave Pearson - HM09
Travis Soles - HM03
Jeff Hairston - HM03

Introductions were made.

Partner Agency Updates

102nd CST -

The CST had two incidents they responded to and they were able to work in conjunction with two Regional state HazMat teams.

Quarterly Incident Review

Each team reviewed the incidents they had responded to since the last quarterly meeting. One incident of interest involved a fire station and its first responders. The fire personnel at the station received a possibly dangerous letter, but were unable to respond as they became exposed to the contents.

Crude Oil Preparedness - *Jamie Kometz, OSFM*

The Crude Oil house bill 3225 (HB3225) passed the house and will move to the senate floor later this week. If the bill passes, OSFM will have conversations about personnel

training and developing an equipment cache with the railroad industry. One result of this bill will be the creation of a new Crude Oil position within the OSFM – Emergency Response Unit. The position is expected to create preparedness plans by working with the SERC, LEPC, and railroad industry. Part of this preparedness plan includes establishing a cache of equipment for crude oil rail response. If the bill passes, a committee will be formed to discuss response needs and equipment positioning. The position will be funded by general funds, and the OSFM plans on hiring the position in the fall.

ODOT Rule Making – *Jamie Kometz, OSFM*

The comment process has been completed for the ODOT rule making. The process will be moved forward with no substantial changes.

Crude Oil by Rail Workshop – *Jamie Kometz, OSFM*

In May, the OSFM hosted a Crude Oil Workshop at Portland Fire Station 2. The first day consisted of lectures from the rail industry, EPA, and guest speaker Oregon Representative Smith Warner. The second day included two tabletop exercises on Crude Oil rail response. The workshop was well attended, and several participants found it beneficial.

OSFM Agency Update – *Jamie Kometz, OSFM*

The OSFM has hired a new Office Specialist II, Shawna Sexton. She worked for the OSFM office as a temporary employee in the CR2K unit. We are very excited to have her join our team. She will contact you regarding items like mileage logs and telephone logs.

The position for Assistant Chief Deputy was interviewed for in June. An individual was selected and is currently in background check process.

SOG Review – *Jamie Kometz, OSFM*

Rail Response SOG -

The draft Rail Response SOG was distributed to the group and included a map of midland kit boundaries determined from rail activity. There are currently four midland kits deployed around the state and the OSFM will work to procure a fifth. Concerns about location vs weather conditions (i.e. snow closing the mountain pass), training for teams without a kit, and training expectations were discussed. It was decided that the team that houses the kit will deploy the kit. The requesting team will provide assistance to the team with the Midland kit. It is OSFM's goal to have all technicians fluent in the deployment of these kits.

Rail companies, such as UP and BNSF, also offer training on crude oil rail response. It was suggested to have a crude oil rail response training at the next HazMat conference.

SOG 29 - White Powder - Shon Christenson HM07

The group reviewed the white powder SOG. It was recommended to clean up the matrix, and add the vocabulary to 'obtain a sample'. Once these changes are made, a final draft will be sent to the TAG group for review. If there are no other changes, the SOG will be posted online.

Taskbook Discussion - Jamie Kometz, OSFM

All teams need to submit their completed taskbooks for 2015 by the end of the year. Beginning January 1st, the taskbook cycle will begin, and all team members will need to complete it. The group discussed the advantages and disadvantages of the two year taskbook reporting vs an annual refresher. The training committee will examine both of these options and provide a recommendation to TAG.

Outreach Reports

All teams reported on outreach activities that occurred since the last quarterly meeting. It was recommended that all team participate with their local TIM training.

Tech Weeks - Jamie Kometz, OSFM

In October, HM02 will host Tech Weeks 3-4, and HM09 will host tech weeks 1-4. The group discussed revising the IAFF curriculum by implementing parts of the new IFSTA course material into the Eugene tech weeks course. HM09 also plans to teach their tech weeks with the revised curriculum as a pilot program. Shon and Forrest will evaluate the curriculum and determine if it meets the OSFM HazMat program needs.

FireBridge Training - Jamie Kometz, OSFM

Any teams requiring FireBridge training need to contact Dave Gullledge with the OSFM Data and Analytics Unit. Dave can be contacted at 503-934-8273 or dave.gullledge@state.or.us

Upcoming Trainings - Jamie Kometz, OSFM

Taskbook Training

The taskbook training will be hosted in Eugene, OR from September 22nd-24th.

LEPC/SERC

Any teams who want to host the Ethanol Safety Seminar should email Sue Otjen. The deadline to express interest in hosting is September 25th. Sue hopes to have 3 classes of 30 or more people. Teams will need to coordinate with the renewable fuels association, and an example flyer was handed out.

1630 - End of day 1 meeting

Day 2 - 8:30

Chad Hawkins - OSFM
Allen Montgomery - HM14
Dennis McClure - HM10
Wade Mathews - HM11
Scott Brainard - HM04
Brian Fish - HM08
Reed Godfrey - HM13

Kyle Romey - HM05
Drew Fairbairn - HM01
Steve Brewer - HM01
Marcus Lay - HM02
Forrest Chambers - HM02
Fraser Wick - OSFM
Jamie Kometz - OSFM
Dave Pearson - HM09

Equipment Committee Update - *Kyle Romey HM05*

All teams received the new Toxie Ray Pro. Every team received two PIDs, and a video on chlorine detection will soon be available on the state website.

The committee plans to replace the ITX in the fall and is researching wireless monitoring. Kyle plans on emailing team administrators in August, asking for help with the committee. The group plans to meet in September.

The construction for the heavy rescue apparatus will begin on August 8th. Selected committee members and Chad Hawkins will visit the build site in the fall. Once the trucks have been built, accessory options will need to be added at Hughes.

The initial response vehicles have been delivered. The RFP for the body construction will be posted next Monday for 30 days. The OSFM is anticipating construction to be completed in fall.

Training Committee Update - *Steve Brewer, OSFM*

The committee has been reviewing the tech weeks curriculum. Tech weeks 3 and 4 are under review with the committee looking into new scenarios and implementing new technologies. A pilot class with the curriculum will be presented to tech weeks classes

in October. It was requested that the OSFM rename the training page on the state website. The training committee plans to meet at the end of July.

Communications Committee - *Chad Hawkins, OSFM*

The group was asked to provide committee members. Teams who volunteered to send someone were HM01, HM02, HM03, HM05, HM08, HM09, HM10, HM14. The CST recently purchased satellite internet and the committee was recommended to review this purchase. The committee is co-chaired by Chad Hawkins and Andrew Lake.

Procurement - *Chad Hawkins, OSFM*

All teams were reminded to send their packing slips. Old equipment, such as old aircards and outdated laptops, need to be returned to the OSFM. The teams can repurpose their old laptops within the HazMat program, but they will no longer be supported by the OSFM.

Inventory - *Chad Hawkins, OSFM*

Chad will be visiting each team in the next couple months to perform inventory, and collect any surplus items. All teams should try to forecast their equipment needs for the 15-17 biennium and bring their list to the next TAG meeting in October. The OSFM plans to develop a replacement schedule for all items that need to be replaced in the current biennium.

Rosters - *Fraser Wick, OSFM*

Teams were reminded to review their current rosters and emergency contact cards. Reed will come by the OSFM office to help create an update roster form.

Department Billing Process - *Jamie Kometz, OSFM*

All teams were encouraged to send their invoices to our office within 30 days. Teams are discouraged from sending in all of their bills at once.

Outreach - *Jamie Kometz, OSFM*

All teams were reminded to send rosters with their invoices. Any events that don't have rosters with specific names should include the agencies that attended.

HazMat Incident Billing Process - *Jamie Kometz, OSFM*

The group was reminded of the billing process for HazMat incidents. Once the incident occurs, the team has 10 days to submit a completed incident packet. The 90 day payment process doesn't begin until the OSFM receives a complete billing packet and can accurately bill the RP. There was a discussion about the FireBridge process, and any recommendations for change should be emailed to Jamie. If the incident requires a

short team response, these also need to be entered into FireBridge. It was recommended to add a short team response definition to SOG17.

Program Update - *Jamie Kometz, OSFM*

The OSFM wants to provide a regional administration training seminar. Possible site locations include Portland, Salem, Eugene, and Medford. The seminar will cover the OSFM fiscal process, and it will provide helpful insight for submitting invoices. The seminar will likely occur in the fall.

2015 - 2017 RHMERT Contracts

The contracts have been approved for legal sufficiency by DOJ. Chad will work with OSP procurement to move the contracts through the signature process.

SOG002 - *Jamie Kometz, OSFM*

All teams need to read and send back comments to Jamie regarding SOG002. Items of concern addressed at the meeting include updating boundaries, maps, adding a section for short team deployments, and obtaining a state hazmat incident number. Please bring also bring your comments to the October meeting in Salem.

OERS Matrix

The group recommended updating the OERS matrix to reflect that anytime the CST is called to a HazMat incident, the regional HazMat team is also notified. Jamie will update the OERS matrix reflecting this change.

Video

It was recommended by the group to update the Regional HazMat Team educational video.

TTAC/TAG Action Items – July, 2015

Task	Assigned to	Date Assign	Completed
SOGs			
Update SOG-25 - returning team members	Trng Committee	05/21/13	
Railroad Kit SOG	Forrest	07/10/13	
Finalize SOG-29 (white powder)	Shon	07/10/13	
Adjust boundary map for Midland Kit (rail SOG)	Shon	07/07/15	
Equipment			
Create and distribute equipment succession Schedule	OSFM	01/16/14	
Find out about funding for additional midland kits	Jamie	07/07/15	
Let Jamie know of any equipment your team will need To replace in the 15-17 biennium	All teams	1/14/15	
Develop a training plan for midland kit	Shon	7/7/15	
Bring toughbook and SenseIR laptop to April TAG	All teams	1/14/15	
Bring in Radwatch to April TAG/TTAC	CST	1/13/14	
Admin			
Rename training website section	OSFM	7/7/15	
Notify Jamie of people who can attend rodeo	All Teams	7/7/15	
Update OERS matrix	Jamie	7/7/15	
Email Jamie by 7/17 any comments on SOG002	All Teams	7/7/15	
Update the HazMat video	OSFM	7/7/15	
Mail thumb drives to all teams	OSFM	7/7/15	
Email training module by next TAG	Trng Committee	7/7/15	
Email Sue to host ethanol seminar	All Teams	7/7/15	
Retrieve audio from OERS on diesel incident in Pendleton	Mariana	04/15/14	
Protocol about NRC and the process to respond		04/15/14	
Revise fillable forms on travel expense detail sheet	Fraser	7/8/14	
Committees			
Meet with DPSST and discuss requirements to certify instructors for a crude oil class	Steve Brewer	1/14/15	
Send out doodle for training committee to meet	Fraser	1/14/15	
Update/Distribute training bulletin for OSP re: Haz	Outreach	On hold until July 1 st 2015	
Work with OERS and OSFM to develop a better Terminology and definition of HazMat	Outreach/ODOT	7/8/14	