

**Teams Advisory Group Meeting &
Teams Training Advisory Committee
Tualatin Valley Fire & Rescue Training Center
12400 SW Tonquin Rd
Sherwood, OR 97140**

January 8-9, 2013

Minutes

Day 1 - 1330

Present:

Dan Giles, HM02

Forrest Chambers, HM02

Brian Fish, HM08

Mark Truax, HM11

Mike Traeger, HM03

Jamie Kometz, OSFM

Gregg Timm, HM01

Mariah Rawlins, OSFM

Steve Boughey, HM09

Lonnie Justus, HM14

Deric Weiss, HM09

Scott Stanton, HM10

Kyle Romey, HM05

Scott Brainard, HM04

Tina Toney, OSFM

Mariana Ruiz-Temple, OSFM

Jared Gammage, HM14

Shon Christensen, HM07

Stephanie Stafford, OSFM

Dave Gullede, OSFM

Steve Brewer, HM01

Jarrell Rysavy, 102 CST

Jason Cunningham, HM07

Glen Phillips, HM10

Mark Bernt, HM05

Introductions were made. Mariana introduced Jason Cunningham, Portland's new Team Rep.

Minutes were reviewed and approved.

Task Book Reporting - *Dave Gullede, OSFM*

Mid-year cycle reporting is due January 10th. Task Book compliance is one of the OSFM's Key Performance Measurements, making it very important that each team reports in a timely manner.

The group expressed concerns regarding the use of FireBridge for Task Book reporting. As the system is currently set up, it requires duplicate data entry for a majority of the teams. At this time, FireBridge can't run a query or create a report showing which training individuals are missing, and it can't upload data from outside sources.

Based on the issues above, OSFM agreed to accept Task Book reporting by whatever means necessary. In the spring, OSFM will start looking at ways to simplify reporting.

HMEP Grant Update – *Stephanie Stafford, OSFM*

The HazMat Emergency Preparedness grant is received by OSFM from the US Department of Transportation. The funds generally go to LEPCs or other local agencies or fire departments. Stephanie distributed the 2012 application as an example of what this year's will look like. The 2013 application should be online around February 1st. OSFM will distribute a notice to all team members when the application period is open.

Incident Review –

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

PLF Increase Update – *Mariana Ruiz-Temple, OSFM*

The package is getting a lot of support and was included in the Governor's Proposed Budget. The next step is for OSFM to meet with key legislators; they've already met with 3 who all seem to support the initiative. OSFM's focus has been on the benefit to the environment and the partnerships created by the program.

11 teams have submitted their local contribution spreadsheets, and the preliminary data shows local department contributions at \$1 million per fiscal year. OSFM will begin manipulating the data and may be contacting teams who might have missed key pieces in their estimations.

HazMat Incident Billing Process – *Mariana Ruiz-Temple, OSFM*

OSFM sent an incident to the Department of Justice to review in regards to Precision Cast Parts, the RP of an incident involving HM03 and HM07, to help resolve a dispute. The RP has been pushing back on all extraordinary costs. A number of things have come out of statutory review and Attorney General involvement, including:

- OSFM must establish a cost schedule, which will be included in all of the team contracts.
- The 8% administrative fee will most likely no longer be allowed for either the departments or OSFM.

Mariana will distribute the statute to the group. She asked everyone to look it over. Please let OSFM know your thoughts on this subject.

Contract Update – *Jamie Kometz, OSFM*

The contracts went to the Department of Justice and came back with several comments. Some of the suggested changes include:

- Change “responsible party” to “person responsible.” The term “party” implies they or we are in a legal dispute.
- The addition of a field in Exhibit B showing inventory to show extraordinary costs.
- Base rate increases will need to be done via a calculation worksheet and amendment. Each time a base rate increases, teams will need to submit a revised calculation worksheet to OSFM. An amendment requiring all signatures will be sent out to the teams and added to current contracts on file with OSFM. Teams will not be able to bill at the new rates until the amendment process has been completed.
- “Local response” will be defined.

When the contracts are closer to completion, Jamie will distribute them along with a side-by-side change comparison to the 11-13 contracts.

Key Performance Measures – *Mariana Ruiz-Temple, OSFM*

OSFM’s KPM for HazMat is that 90% of all team members will be 100% Task Book compliant. The Attorney General suggested the teams’ contracts include the KPM, but OSFM is hesitant. It currently reads that the teams will ‘strive’ to meet the KPM, but doesn’t promise they will. In 2011, the group was at 81% compliant.

Local Response Refresher –

An OSP trooper sent Mariana an email looking for 8 hours of Local Response Hazardous Material Technician Refresher Training. A few of the teams seem to provide something similar to that. HM08, HM01, HM09, and HM05 all mentioned being able to provide that training, though there’s no standardized delivery. The group agreed to invite DPSST to the next meeting to discuss this.

Other Business -

Mileage reimbursement has increased to \$.565 per mile as of 1-1-13.

DAS policy has changed to allow breakfast reimbursement even when a continental breakfast is allowed. Teams still have the option to opt out of reimbursement when breakfast is provided by a hotel.

The group agreed that the current meeting format, (2 days at 3 hours each), is good.

1612 - End of day 1 meeting

Day 2 - 0900

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

Tina Toney, OSFM

Gregg Timm, HM01

Patrick Fale, HM09

Scott Stanton, HM10

Kyle Romey, HM05

Scott Brainard, HM04

Greg Ek-Collins, ODOT

Jared Gammage, HM14

Jarrell Rysavy, 102 CST

Shon Christensen, HM07

Lonnie Justus, HM14

Jason Cunningham, HM07

Phil Gately, HM09

Steve Boughey, HM09

Steve Brewer, HM01

Glen Phillips, HM10

Mark Bernt, HM05

ODOT Field Response Update – *Greg Ek-Collins, ODOT*

In the spring ODOT is planning to work with HM02 to create an orientation for new employees. Any teams would be interested in attending for a meet and greet or to provide an equipment overview should contact Greg.

HazMat Call Out Process – *Mariana Ruiz-Temple, OSFM*

Mariana reviewed an incident in North Powder in which a miscommunication led to the HazMat team not being notified. She's been working to correct these issues. OERS has been asked to page the OSFM Duty Officer anytime they hear the term "hazmat." In addition, OSFM's Duty Officers are being trained to call and let the local team know whenever there's any hazmat-related incidents in the area. The most effective means of reaching the Duty Officer is to call OERS and ask them to be paged. OSFM will distribute the final version of the OERS matrix when it's available.

Narrowbanding and Radio Licenses – *Alan McMahan, OSFM*

Alan distributed a letter explaining the narrowbanding requirement which went into effect January 1. OSFM needs to know that all of the radios licensed to the agency are in compliance. About half of the teams responded. OSFM will follow-up with those not in compliance.

Sub-Committee Updates

Equipment – *Kyle Romey, HM05*

Kyle distributed the committee's recommendation regarding PID replacement and Cerex remote-viewing. The committee recommends replacing the miniRAE 2000 with the miniRAE 3000. The group accepted that recommendation and OSFM will move

forward with procurement. To view the Cerex remotely, the committee recommends the use of an iPad 3 32 gig including the cellular option. Only the iPad offers the waterproof, shockproof case. Kyle noted that the use of a remote viewing device does not improve the Cerex's range. That issue will need to be addressed with the vendor. Some teams were concerned they might not have IT support, and some were unsure whether they'd need the state to purchase these. Mariana asked that anyone who is not interested in having an iPad purchased for their team let OSFM know within a week. The approved recommendations will transition from the Equipment Committee to the Training Committee to come up with a training plan. The miniRAE 3000 vendor may provide training.

Outreach – *Jamie Kometz, OSFM*

Rob Stacy, committee Chair, was unable to attend. OSFM distributed the PowerPoint and at this time Rob has received no feedback. OSFM will re-distribute the PowerPoint and Jeopardy. If anyone has team members interested in joining this committee, please let OSFM staff know.

Succession – *Mike Traeger, HM03*

The committee has not yet met due to conflicting schedules and may try to meet in conjunction with the April TAG/TTAC meeting. The data gathered thus far is somewhat skewed, but most of it has been acquired. There are only about 20 team members he's still waiting for information from.

The committee agreed to take on the Team Coordinator manual, a document intended to outline the roles and responsibilities of each team's Coordinator.

Training – *Steve Brewer, HM01*

The committee's current focus has been on the Hound and the creation of standardized training. Tim Gilbert will be going to train with Cerex; he was originally scheduled to go in December but had scheduling conflicts. The committee is working to create PowerPoints and videos for the air monitors. Another goal of the committee is to come up with a list of scenarios; they asked all teams to share their scenarios. Long-term committee goals include having team members capable of instructing an updated Tech Weeks curriculum and updating the Task Book.

FireBridge Update – *Jamie Kometz, OSFM*

OSFM is working with the vendor to create, test, and finalize the Ops Packet. Once it's complete, OSFM will be providing regional training. Those interested in hosting should contact Jamie. HM09 and HM02 volunteered to host.

Medical Exams – *Jamie Kometz, OSFM*

Medical exams must be completed by April 30th and all invoices must be to OSFM by May 30th. Jamie will email updated budgets to the teams.

Telephone Advisory Log – *Jamie Kometz, OSFM*

Jamie reminded the teams to include all phone consults in their logs and email them to Mariah. This information shows the teams as a resource to outside agencies.

Outreach Requests – *Jamie Kometz, OSFM*

Jamie reminded the teams to perform outreach and attempt to get their budgets down to a zero balance.

Prop Trailer – *Forrest Chambers, HM02*

Forrest distributed a draft version of the trailer sign-out sheet. Forrest is working with OSFM to procure an air compressor, generator, and hose reel. An E Track system has been installed to keep things from shifting during transport. Anyone who wants the trailer should contact Forrest. If anyone has an A cylinder available for the trailer, please contact Forrest.

Procurement Update – *Tina Toney, OSFM*

Tina transitioned to purchases for the ERU in October and now has a SPOTS card for vendors that won't accept a purchase order. The major projects at this time are being completed by Mark Koss of HM02 and include Gresham's communication package, a SAT modem upgrade, and 2013 Canberra calibrations. Tina reminded the teams to submit their packing slip when inventory is received. If no packing slip is included, send Tina an email that the item was received and whether or not it completes your order. Tina requested teams include as much information as possible on their purchase requests.

The group discussed equipment succession. OSFM is attempting to standardize the purchase of certain big-ticket items including turnouts and SCBAs. OSFM will create and distribute a schedule showing when these items were last purchased for each team and estimates of when they'll need to be replaced.

Training

OSU Radiological Course –

The training will be April 9-11.

SensIR –

HM07 and HM03 are unsure whether they've completed their SensIR training. Jamie will follow up with those teams.

Task Book –

Tentatively scheduled for May. The results of reporting will help to determine the location and focus.

PEAC –

The group agreed not to do webinars in that format in the future. The group would like to include PEAC training during the conference or Task Book training.

Confined Space Response – *Steve Brewer, HM01*

Steve's been looking into the role of a HazMat team during a confined space response and has been getting mixed results. He feels it's the role of the team to perform any air monitoring necessary. HM07 is creating an SOG to show that the role of a team is to provide air monitoring, technical advisory, and support. Mariana suggested Steve work with Stephanie to see if HMEP funds might be able to help pay for that training.

Advanced HazMat Life Support –

HM07 will be hosting this training the first week in June. Interested parties can contact Shon Christensen at shon.christensen@portlandoregon.gov or (503) 823-3856.

HazMat Conference –

The Baltimore HazMat Conference is June 6-9, 2013. When registration opens, OSFM will distribute to all team members.

SOG-15 Review – *Forrest Chambers, HM02*

Forrest asked the group for input on whether to include NFPA 1584 or just reference it in the SOG. The group agreed it could be an attachment. Forrest is working with Mark Anderson from HM15 to ensure his comments/revisions are also included in the draft SOG that will be provided at the April meeting for review.

SOG-21 Assignment –

The SOG on Level A and B acquisition was originally assigned to Steve Best, then HM13, and then Bruce. Mike Traeger agreed to help OSFM complete the work. The procedures appear to be complete, but the Level A stockpile procedure needs to be added. Mariana would also like to see suit disposal and use protocol included in the SOG.

Other Business -

Mariana has a meeting set with Jeff Dukes of Union Pacific to discuss the gauging kits. After the contents of the kits has been determined, Tina will begin the procurement process.

The group agreed they wanted black t-shirts with a screen-printed logo on the front and generic wording on the back. OSFM will procure and bring a sample design to the next meeting.

Meeting Adjourned - 1212

Next meeting:

April 15-16, 2012 - OSFM

TTAC/TAG Action Items – January, 2013

Task	Assigned to	Date Assigned	Completed
SOGs			
SOG on Level A & B suits	OSFM/Mike T	10/10/12	
Finalize SOG 15 - Medical Surveillance	Forrest/Mark A	07/11/12	
White Powder SOG	OSFM/HM07	01/11/12	On hold
Equipment			
Look into secondary device for Cerex operation	Equip	01/11/12	X
Meet with Jeff Dukes to determine which tools to include gauging kits	MRT	10/10/12	X
Look into PID replacement	Equipment	01/11/12	X
Create and distribute equipment succession schedule	Tina	01/09/13	
Look into ability to stockpile sensors	Tina	01/09/13	X
Begin iPad procurement process	Jamie	01/09/13	X
Begin miniRAE 3000 procurement	Jamie	01/09/13	X
Work with HM10 to narrowband radios	Tina	01/09/13	X
Prop trailer - check-in form & supplies	Tina	10/10/12	X
Admin			
Contract Update	Jamie	Ongoing	
Update matrix for OERS report	MRT	01/11/12	
Distribute task book spreadsheet	Jamie	10/10/12	X
Distribute OERS number and Duty Officer pager number	Mariah	01/09/13	X
Distribute updated budgets	Jamie	01/09/13	X
Task Book reporting	All teams	01/09/13	
Remind teams who didn't do Task Book reporting for 2011	Mariah	01/09/13	X
Distribute PLF document	MRT	01/09/13	X
Distribute statute and admin fee information	MRT	01/09/13	
Distribute personnel fee calculation worksheet	Jamie	01/09/13	X
Distribute goals from the 2011 Summit	Jamie	01/09/13	X
Determine whether HM07 and HM03 have received SensIR training	Jamie	01/09/13	X
Distribute meeting information regarding Task Book training	Jamie	01/09/13	X
Work with HM01 on confined space training	Stephanie	01/09/13	X
Procure sample of HM shirt	Mariah	01/09/13	X
Notify all team members when HMEP grant opens	OSFM	01/09/13	X
Notify all team members when Baltimore registration opens	OSFM	01/09/13	X
Committees			
Invite CRFP to July meeting	Jamie	04/11/12	
Distribute Outreach PowerPoint and Jeopardy	Jamie	01/09/13	X
Send Equip. Committee recommendations to OSFM	Kyle	01/09/13	X
Invite EPA/DEQ to April meeting re: mercury	Jamie	01/09/13	X
Invite DPSST to July meeting	Jamie	01/09/13	
Submit scenarios to Training Committee	All	01/09/13	X