

**Teams Advisory Group Meeting &  
Teams Training Advisory Committee  
Klamath County Fire District No 1  
143 North Broad Street  
Klamath Falls, OR 97601**

**July 10, 2012, 1:00pm**

Minutes

Present:

Dan Giles, HM02

Mark Matthews, HM05

Brian Fish, HM08

Marx Truax, HM11

Mike Traeger, HM03

Larry Burg, HM04

Richard Paetz, 102 CST

Jim Ellifritt, 102 CST

Scott Brainard, HM04

Forrest Chambers, HM02

Kyle Romey, HM05

Mark Anderson, HM15

Shon Christiansen, HM07

Jamie Kometz, OSFM

Julie Olsen-Fink, DPSST

Introductions were made.

Minutes were reviewed and approved.

**102<sup>nd</sup> Civil Support Team Overview - *Jim Ellifritt, CST***

Jim Ellifritt gave a powerpoint presentation on the CST's capabilities. Oregon has one CST with 22 full time personnel. The CST is a State controlled asset that is federally funded. The CST can provide resources for recon, sampling, analysis, communications, and decon for first responders. They also have a physician's assistant that can be utilized for consultation and research.

**RAJANT/MFK-R Overview - *Jim Ellifritt, CST***

RAJANT is the wireless network technology used by the CST designed by the RAJANT Corporation. The system operates on 802.11 WiFi. The Mobile Field Kits (MFK's) have bread crumbs that are dropped at various locations to extend the range of the network. For additional information or a copy of the presentation, please email Becky Oberfoell at [becky.oberfoell@state.or.us](mailto:becky.oberfoell@state.or.us) .

### **Awareness Task Book Component** – *Julie Olsen-Fink, DPSST*

Julie Olsen-Fink handed out copies of the DPSST Fire Certificate Training Program minimum standards task book to the group. Julie gave an overview of the task book. Team members are allowed to sign off on the individual tasks in the books, but not the books themselves. If teams get requests to sign off on the task books, the requests should be rerouted to Julie.

Julie will be opening a task group in the fall to review the awareness standards in the task book. Team members interested in sitting on the group should contact Julie Olsen-Fink at 503-378-2297 or [julie.olsen-fink@state.or.us](mailto:julie.olsen-fink@state.or.us).

Julie also distributed a list of upcoming classes at DPSST.

### **Tsunami Debris/State Park Incidents** – *Jamie Kometz*

Jamie distributed a handout on notification process for hazardous materials in state parks. The process remains the same. Local personnel should work through OERS to request a HM Team, but may call the teams directly for consult purposes. OERS currently has a work group to determine how the costs of the debris cleanup will be handled.

Mark Truax recommended that teams with coastal areas make contact with their local coast guard.

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

PLF Increase –

The current Petroleum Load Fee (PLF) is currently at \$4.00. OSFM is proposing to increase the PLF incrementally over the next three years. The current revenues from the PLF are not enough to sustain the operational needs of the program. A meeting is scheduled to discuss this change on August 15, 2012 10:00am – 12:00pm at the Office of State Fire Marshal. Team members interested in attending should contact Stephanie Stafford [stephanie.stafford@state.or.us](mailto:stephanie.stafford@state.or.us) or 503-934-8219 to RSVP.

Procurement Process –

Jamie Kometz will continue to act as interim for the open HM procurement position. Teams should send purchase requests via fax or email directly to Jamie. OSFM hopes to have the procurement process finalized by October. Any updates to the process will be sent out to the teams as they occur.

ERU Programs Update –

The 2013 contract is currently at the Department of Justice for review. The SFM Attorney General has been referred to work directly with the DOJ attorney.

4:30 End of meeting - Day 1

Day 2

Present -

Dan Giles, HM02

Mark Matthews, HM05

Brian Fish, HM08

Marx Truax, HM11

Mike Traeger, HM03

Larry Burg, HM04

Richard Paetz, 102 CST

Jim Ellifritt, 102 CST

Scott Brainard, HM04

Forrest Chambers, HM02

Kyle Romey, HM05

Mark Anderson, HM15

Shon Christiansen, HM07

Jamie Kometz, OSFM

Greg Ek-Collins, ODOT

**Partner Agency Update-** *Greg Ek-Collins, ODOT*

Greg Ek-Collins gave an update on ODOT. ODOT is going through a restructure by consolidating and eliminating many positions. Greg distributed the HazMat pocket cards with an explanation letter throughout ODOT and they have received a very favorable review.

**Quarterly Team Training and Outreach Report**

Each team gave an update on training and outreach conducted since the April meeting.

**Sub-Committee Update**

**Equipment** - *Kyle Romey, HM05*

The Equipment Committee will begin meeting again in the fall.

**Outreach** - *Jamie Kometz, OSFM*

Rob Stacy will be the new Outreach Committee chair. OSFM will send out an email to current members to confirm their interest in remaining on the committee. Team member that would like to be on the committee should contact Rob Stacy or Jamie Kometz for further information.

**Training** - *Dan Giles, HM02*

The training committee has created a committee charter. It will be sent to TAC/TTAC members for review. The training committee wants to develop training videos when new equipment is purchased. As an example, Dan showed the group a training video on level A suits that HM02 created.

**Contract Review** – *Jamie Kometz, OSFM*

Forrest Chambers will remain the Contract Review Committee chair. The contract review process is has begun. OSFM hopes to have completed contracts to OSP for review by January of 2013. The committee is currently accepting new member. Interested team member should contact Jamie Kometz or Forrest Chambers for further information.

**Succession** – *Mike Traeger, HM03*

Mike Traeger created a succession planning excel spreadsheet to track and forecast retirements. The spreadsheet can be used to forecast retirement eligibility. Mike will be contacting all current committee members to confirm their interest in remaining on the committee. Mike will also be contacting team reps for retirement forecasting information.

**HM Program Update** – *Jamie Kometz, OSFM*

HM Call out process- *Jamie Kometz, OSFM*

The OSFM Duty officers have been given directions to call the teams any time OERS mentions HazMat. This will assist in clarifying the use of HazMat and make sure that all parties have been properly notified.

**Midland Kit Map** – *Becky Oberfoell, OSFM*

Becky Oberfoell met with Jeff Dukes from Union Pacific. She got the locations of Midland Kits and rail yards in Oregon. Becky will create a map with the location for distribution at the October TTAC/TAG Meeting. Jeff Dukes will be invited to the October meeting to give a presentation on Midland kits.

**Procurement** – *Jamie Kometz, OSFM*

All procurement requests should be sent in to Jamie Kometz. Requests under \$1000 will remain in the ERU and be purchased by Jamie. Requests over \$1000 will be sent to OSP procurement for purchasing.

**Team Physicals** – *Mark Anderson, HM15*

Coos Bay has recently had team members decline the annual physical. Mariana Ruiz-Temple is reviewing the contract language. The SOG will be updated with new language to state that physicals will be offered every year, but required once during the biennium. Forrest Chambers volunteered to research policies that each team currently has for physicals.

**Training** – *Jamie Kometz, OSFM*

**Cerex-**

The group discussed the need for additional training for the Cerex Hound. It was suggest that Tim Gilbert, HM07 should be invited to give a regional training to the Teams on the Cerex monitor. OSFM will follow up with Tim Gilbert and the Cerex factory rep.

**Trelleborg Suits -**

The CD w/the Trelleborg powerpoint was mailed to each of the teams. The group has gotten good feedback on the CD's and feel it has provided sufficient training.

**SensIR-**

All of the machines have been updated. HM02, HM03, and HM15 need to receive the training for the updates. Teams will work directly with Smith's Detection to schedule their training times.

**PEAC -**

OSFM will provide three days PEAC webinar training for the teams. Each day's training will can 16 participants. Jamie will send out additional information as it becomes available.

**HMIQ -**

HM05 Linn/Benton will host HazMat IQ for two one day trainings on August 29<sup>th</sup> and 30<sup>th</sup>. Please contact Jamie Kometz for information on how to sign up for the class.

**Tech Weeks -**

HM08 Medford will host Tech Weeks 1 & 2 September 17-20 and Tech Weeks 3 & 4 September 24 -27. OSFM will send out further information as it becomes available.

**Task Book Spring 2013 -**

Jamie Kometz invited each of the teams to host Task Book Training. Teams that have location ideas should contact Jamie Kometz. The training will be held in spring of 2013.

**Prop Trailer**

Forrest Chambers is reviewing the prop trailer checkin/checkout form. He will have an update at the next meeting in October.

### **Standard Operating Guide Review – *Jamie Kometz, OSEFM***

Jamie handed out a list of all HazMat SOG's. 15 of the SOG's will be reviewed by the group. The group decided they would begin the SOG review process at the next meeting.

### **Two Day Meeting Format -**

The group discussed the change to the two day meeting format for the TTAC/TAG meetings. All team reps present thought that the two day meeting format was working very well. It was unanimously decided to continue with the two day format for future meetings.

### **Incident Review -**

The teams gave a report on incidents that occurred since the previous quarterly meeting in April.

### **Meeting Adjourned – 12:35**

Next meeting –

October 9-10, 2012 HM11 Astoria

**TTAC/TAG Action Items – July 2012**

	Task	Assigned to	Date Assigned	Completed
	SOG's			
1	SOG on Level A & B suits		10/12/12	
2	White Powder SOG research		01/11/12	
3	SOG 15 - Medical Surveillance	Forrest/Mark A	07/11/12	
4				
5				
6				
	Equipment			
7	Status of chlorine gaskets	Jamie	01/11/12	
8	Look into secondary device for Cerex operation	Equip	01/11/12	
9				
10				
11				
12				
	Admin			
13	Send agenda items to Jamie for sub-committee meetings	Committee Chairs	On-going	
14	Contract Update	Jamie	On-going	
15	Send Invite to OEM for next TTAC/TAG meeting	MRT	On-going	
16	Email Outreach PowerPoint & Jeopardy	Rob Stacy	07/10/12	
17	Invite Greg Ek-Collins to next TTAC/TAG mtg	MRT	On-going	
18				
19	Update Matrix for OERS	MRT/Grant	01/11/12	
20	Send out Team budget update quarterly	Jamie	On-going	
21				
22				
23				
24				
25	Email bottle bomb process	MRT	04/11/12	
26	Email comments on Cerex manual to Jamie	All Teams	04/11/12	
27	Look into regional Cerex Training for teams	ERU		
28	Email to team on PEAC training	Jamie	04/11/12	<b>X</b>
29	Midlin Kit map	Becky	04/11/12	
30				
	Committees			
31	Evaluate/Revise Task book	Training	01/11/12	
32	Create check in/out form for prop trailer	Forrest	01/11/12	
33	Look into PID replacement	Equipment	01/11/12	
34	Invite CRFP to next meeting	Jamie	04/11/12	
35				
36	List of ODOT managers w/contact info	Ek-Collins	04/11/12	<b>X</b>
37	Send out info on OERS report	MRT	04/11/12	
38	Cerex factory contact info	Forrest	04/11/12	
39	Invite DPSST rep for A&O task book	ERU	04/11/12	

