

Committee Charter

Oregon Fire Casualty Review Committee



An advisory group to the Oregon Office of State Fire Marshal

Oregon Fire Casualty Review Committee Charter

For any collaborative process to operate smoothly, it is necessary for those involved to agree at the outset on the purpose and procedures by which the group will govern its discussions, deliberations, and recommendations. This Charter is not intended to diminish, modify or otherwise affect the statutory or regulatory authorities of anyone participating on the Committee.

I. Mission

The mission of the Oregon Fire Casualty Review Committee is to analyze fire injury and fire death data and make recommendations to reduce the trend of fire related injuries and deaths.

II. Purpose and Objectives

The Oregon Office of State Fire Marshal (OSFM) is committed to its mission of protecting citizens, their property and the environment from fire and hazardous materials. As part of this commitment, OSFM originally created the Oregon Fire Fatality Review Committee for the purpose of reviewing its key performance measures on fire fatalities. Since that time, this Committee has also incorporated the review of fire injury information as well; and as such, became the Oregon Fire Casualty Review Committee (OFCRC). The OFCRC now reviews and analyzes information on both fire deaths and fire injuries, making recommendations for prevention programs and improving data collection.

The objectives of the Oregon Fire Casualty Review Committee are:

- To monitor, evaluate and make recommendations for targeted prevention efforts.
- To review, evaluate and disseminate fire casualty information.
- To provide usable data to the fire service for model programs.
- To provide recommendations to improve the collection of data.

III. Scope

Information made available to the OFCRC for review is obtained through Oregon's National Fire Incident Reporting System (NFIRS) incident data, and other reliable sources related to fire casualties as deemed appropriate by the Committee for the purpose of achieving its objectives.

IV. Structure

Composition: Committee membership shall include, but not be limited to, representatives from the Oregon fire service, Oregon Burn Center, Oregon insurance industry, National Fire Protection Association (NFPA), OSFM and the public at large. (See Attachment 1 for a current membership list.)

Committee Chair: The OSFM Data Collection & Research Unit Manager will serve as the Chairperson for this Committee.

Committee Support: Administrative staff from OSFM's Fire & Life Safety Education Section will provide administrative support and will prepare products for this Committee.

V. Meetings and Materials

Agendas: Committee Support will draft proposed meeting agendas. The Committee Chair will strive to circulate draft agendas for review at least one week in advance of OFCRC meetings. Agendas will be approved or revised at the beginning of each meeting.

Minutes: Committee Support will prepare OFCRC meeting minutes and will provide draft meeting minutes electronically for review and comment within one week of the OFCRC meeting. The OFCRC will approve meeting minutes at the following meeting. OSFM will post final meeting minutes on OSFM's website.

Action Items. Committee Support will prepare action item lists as necessary to assist the OFCRC in documenting its progress and activities. The Committee Chair will ensure that items included on the lists are tracked and that OFCRC members are informed of progress.

Committee Chair. The OSFM Data Collection & Research Unit Manager will chair OFCRC meetings. The Chair's role will generally include conducting Committee meetings, working in conjunction with Committee Support in the development of draft agendas and minutes, distributing meeting materials, facilitating meetings, working to resolve any impasse that may arise, and other tasks as requested. The Chair will work directly with all OFCRC members to ensure their ability to represent the concerns and interests of their organizations and constituents.

VI. Participation and Responsibilities

The Committee will provide valuable expertise to OSFM that should result in improved prevention efforts. Members will be active in discussing and recommending improvements to prevention and education programs and data collection efforts. The participants will voluntarily work together to achieve mutually acceptable recommendations that satisfy, to the greatest degree possible, the interests of all participants and serves the public interest by maintaining emphasis on positive outcomes. The Committee will be responsible for all decisions and actions that are publicly identified as OFCRC products.

The Oregon Fire Casualty Review Committee members will strive to:

- Work together to develop recommendations for the Fire Fatality and Fire Injury Review Reports;
- Agree on the desired level of specificity of report; and
- Concur in all Oregon Fire Casualty Review Committee decisions.

Interests Represented. Committee members represent public and private entities that have an interest in the trends of fire casualties and developing recommendations that are aimed at reducing preventable deaths and injuries as a result of fire.

Attendance at Meetings. Each member will make a good faith effort to attend each OFCRC meeting. If an OFCRC member cannot attend, he or she may designate a regular alternate to attend. The role of the alternate is to represent his/her agency or organization at the meeting and report back to the OFCRC member about discussion points and decisions occurring at the meeting. It is the responsibility of the member and alternate to stay fully briefed on all OFCRC meeting discussions and deliberations. It is the responsibility of the member to inform the alternate concerning the deliberations.

Constituent Interests. OFCRC members are expected to consult with and represent the concerns and interests of the organizations and constituents they were appointed to represent. Members with established organizations and constituents are responsible for ensuring that all significant issues and concerns of their organizations and constituents are fully and clearly articulated during OFCRC meetings. These members are also responsible for ensuring that any eventual recommendations or agreements are communicated to their constituents and/or the agencies they were appointed to represent.

The Oregon Fire Casualty Review Committee is charged with responsibility to:

- Review information reported to OSFM by Oregon's fire agencies pertaining to fire related deaths and injuries;
- Identify and discuss trends and issues related to preventable fire deaths and injuries;
- Identify and discuss methods and/or actions to improve quality data collection;
- Develop recommendations for targeted prevention efforts and improve data collection.
- Meet approximately four times each year.

VII. Member Commitments

All OFCRC members agree to:

- Attend meetings and follow through on promises and commitments;
- Come to meetings prepared, having read all materials provided for the meeting;
- Bring concerns from their interest group or organization up for discussion at the earliest point in the process;
- Share all relevant information that will assist the OFCRC in achieving its goals;
- Participate in a free, open, and mutually respectful exchange of ideas, views, and information prior to achieving consensus;
- Resolve issues being addressed by the OFCRC within the committee structure;
- Characterize individual or workgroup viewpoints as fully and accurately as possible;
- Keep its organization's decision-makers informed of potential decisions and actions, in order to achieve buy-in of the final product; and
- Support the eventual product if they have concurred in it.

VIII. Process Reminders/Ground rules

- Seek to learn and understand each other's perspective.
- Encourage respectful, candid and constructive discussions.
- Provide balance of speaking time.
- Discuss topics together rather than in isolation.
- Limit side conversations.
- Turn off cell phones or place in the non-ring mode during meetings.
- Make every effort to start and end meetings on time.
- Respect meeting space protocols.

IX. Making Recommendations

Consensus. The OFCRC will strive to make recommendations by consensus. Consensus is defined as all OFCRC members being more in agreement than disagreement with the recommendation or decision. If the group cannot reach consensus, recommendations or decisions will be made by a majority vote of members present.

Decision Making. It is understood that OFCRC members represent a variety of public and private agencies, organizations, and/or constituents. As such, ultimate decision-making authority may reside with an individual not at the table. OFCRC members agree to regularly brief the decision-makers within their respective organizations to ensure support and buy-in for recommendations or decisions developed through the OFCRC.

X. Schedule

The OFCRC as a whole will meet approximately every three months or as needed to meet its responsibilities (Attachment 2). Each regularly scheduled meeting will be set for two hours to provide sufficient time for complete discussions.

Attachment 1 – Membership

The Oregon Fire Casualty Review Committee consists of the following members:

Member:

Tim Burr
Troy Buzalsky
Jeff Cranford
Kristina Deschaine
Earl Diment
Bryan Emmons
Claire McGrew
Gary Honald
John Phillips
Steven Schneiderman
Jim Walker
Curtis Ryan
Debbie McDermott
Krista Fischer
Crosby Grindle
Kristin Balding
David Butler
Larry Giddings
Vacant

Representing:

Oregon Fire Safety Coalition
Oregon Fire Chiefs Association
McMinnville Fire Department
Office of State Fire Marshal
Pioneering Technology
Public at Large
Office of State Fire Marshal
NFA – Regional Educator Advisor
Office of State Fire Marshal
Oregon Volunteer Firefighters Association
Office of State Fire Marshal
Legacy Emanuel Hospital
Oregon Fire Marshal's Association
Office of State Fire Marshal
NFA
Oregon Burn Center
Oregon Volunteer Firefighters Association
Oregon Mutual Insurance
Oregon Fire Code Committee

Committee Chair & Support:

Dave Gullede, OSFM	Committee Chair
Renee Stryker, OSFM	Committee Support

Attachment 2 – OFCRC Meeting Schedule

2012

March 1
May 24
August 16
November 15

2013

TBD