

**Teams Advisory Group Meeting &
Teams Training Advisory Committee
4760 Portland Rd NE
Salem, OR 97305**

October 9, 2013

Minutes

Present:

Dan Giles, HM02
Forrest Chambers, HM02
Mariana Ruiz-Temple, OSFM
Jared Gammage, HM14
Mike Traeger, HM03
Jamie Kometz, OSFM
Gregg Timm, HM01
Mariah Rawlins, OSFM
Glen Phillips, HM10
Rob Stacy, HM02
Kyle Romey, HM05
Mark Bernt, HM05
Jim Walker, OSFM
Justin Piper, BNSF
Darin Weaver, ODOT

Tina Toney, OSFM
Mike Greenburg, ODEQ
Jeff Adkins, HM15
Travis Soles, HM03
Ben Selander, 102 CST
Reed Godfrey, HM13
Shon Christensen, HM07
Steve Brewer, HM01
Scott Brainard, HM04
Brian Fish, HM08
Deric Weiss, HM09
Tim Nokes, HM09
Chris Kuenzi, ODOT
Greg Ek-Collins, ODOT
Sue Otjen, OSFM

Introductions were made.

Minutes were reviewed and approved.

Incident Review -

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

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

Jim Walker thanked the group for their support during the Petroleum Load Fee increase.

Chief Wallace expressed the desire to get capitol asset replacement on track. He noted that Oregon's is the first statewide HazMat program in the United States and thanked everyone for their continued support.

Mariana thanked the group for their patience during the contract negotiations. In future years, there will be a Contract Committee formed to solve these issues before the Department of Justice reviews the contracts.

Mariana and the CST met with Cindy Comstock from Oregon Emergency Management. Currently, OSFM is seeking contact from OERS for any spill over 100 gallons. She asked the teams to let her know when we're missing notifications.

Personal vehicle use has the potential to become an issue, so Mariana asked teams to consider their options before driving a personal vehicle to a state function. There is a lower rate for individuals who have chosen to use a POV when a state vehicle is available, and ERU staff will be using that rate when it applies. Jamie will distribute the POV rates.

Sub-Committee Updates

Equipment – *Kyle Romey, HM05*

The committee is working on recommendations for Resource and SensIR laptop replacements; they hope to have a proposal in January. The other project the committee is tackling is apparatus replacement, which will take some time. Kyle reminded the group that anyone is welcome to attend the meetings.

Outreach – *Rob Stacy, HM02*

The committee has completed all of its stated goals at this time.

Training – *Steve Brewer, HM01*

The committee has created a video to demonstrate the use of the gauging kits. The group watched the video and it was distributed along with an identification document. Steve suggested that the committee have a video sub-committee which would receive assignments from the main committee.

Succession – *Mike Traeger, HM03*

The committee just received the draft version of a Team Administrator/Training Coordinator Handbook from OSFM, but Mike hasn't had the opportunity to review it. Mike has been reassigned, but intends to have something to present in January.

Conference – Jamie Kometz, OSFM

The conference will be held May 13-15, 2015 in Seaside at the Convention Center. This year's theme is "HazMat Response: Geared up and On the Move," and the conference will focus on transportation. The EPA will be presenting 3 classes. Other courses include chemistry, CSB, and a motivational speaker. The last day will be mostly after-action and lessons learned. There will also be a vendor show and HazMat Olympics. Registration should be open in early 2014.

Training

Cerex Training – Dan Giles, HM02

The current plan is to focus on ammonia and chlorine, as far as the Hound is concerned. There will need to be some modifications; if those can be done in time, the conference will include Cerex training.

FireBridge Ops Packet Training Feedback –

Mike Traeger has some suggestions to improve interoperability, but the trainer wasn't very receptive to them. There are other fields within the Ops Packet that could auto populate rather than require duplicated effort. The group discussed reviewing the Ops Packet; some of the checklists are intended to ensure nothing is forgotten on the scene, so filling them out retroactively doesn't make sense. ImageTrend is currently working to make the personnel module feed information to the Ops Packet. Jamie asked that any suggestions, comments, questions, or concerns be sent to her attention. She reiterated that only logs should be scanned to the Ops Packet; the rest of the forms need to be filled out manually.

Tech Weeks Needs –

There are currently a few teams who need Tech Weeks and are looking for another team to co-host. Jamie will determine the best way for these teams to get together. Forrest offered the Eugene Training Center as a possible facility.

Administrative Session – Jamie Kometz, OSFM

Responsible Person Determination –

There have been a few incident packets lately in which the team identifies the reporting party as the Responsible Person. Jamie suggested that if a team doesn't know the RP, they should list whatever information they have; OSFM will follow up. In white powder incidents, the person mailing the white powder is the RP, not the person receiving it. If an RP refuses to sign a spills release report, the team needs to note that on the form and submit it to OSFM.

Department Billing Process –

There will be a 6-month deadline for departments to submit their bills after completion of training, etc. If the invoice hasn't been received in 6 months, OSFM will send the team a reminder. If the invoice still hasn't been received a month after the reminder, the pending expense will be removed from the team's spreadsheet.

Monthly Drill Training Requests –

Jamie asked that teams begin to submit training requests for their monthly drills. All invoices need to be pre-approved before they arrive at OSFM. OSFM will look into updating the training request to include more specific considerations including meals, personnel costs, baggage fees, etc.

Forms –

Jamie reemphasized the importance of the proper forms being submitted in a timely manner. She reminded the group that Accounting requires the full, legal name of everyone being reimbursed by OSFM.

Tina passed around a prototype of a new equipment request form which will gather more of the information she needs to make a purchase. The group suggested that sensors be purchased for all teams at once annually. Tina will look into the feasibility and potential timeline for such a project.

Communication –

OSFM has to follow OSP policy, so it is very important that all things are documented appropriately. The group agreed that faxing approved requests is no longer necessary; they would prefer all approved requests be scanned and emailed.

1 (one) Kit Demonstration – Steve Brewer, HM01

The 1 Kit is the same concept as a 10-Step. Steve emphasized that this is not an explosives kit; it's merely a tool to classify unknowns. There's KI paper, pH paper, iodine, test tubes to test for water reactivity, baggies, and Sharpies included. The kit can be restocked using pieces of the 10-Step Kit. Steve sent a PowerPoint to all of the teams to show how the kit can be used. If any supplies are needed to replenish the kit, teams should contact Tina.

Procurement Update – Tina Toney, OSFM

Prop Trailer – Forrest Chambers, HM02

Forrest asked all the teams to look into whether they have an extra C Kit that can go onto the trailer. There have been some wiring issues, but that will be resolved soon.

Midland Kits –

Tina hopes to have the kits before the end of the month. They are very heavy, so distribution might have to wait until the January meeting.

Sat Dish Monthly Testing –

There have been a lot of issues with satellite dishes recently, and it was suggested that each team test their satellite dish monthly. Both the modem and the direction need to be maintained; it could save trouble and cost in the future.

RAID 5 and Fluoride Paper –

The kits and paper were distributed.

SOG-15 Review – *Jamie Kometz, OSFM*

The group agreed the medical SOG is ready to begin the signature process. The only change is to require a physical once per biennium.

SOG-21 Review – *Mike Traeger, HM03*

There is some confusion about what the intended changes were. OSFM will determine where we stand with the suit SOG.

SOG-29 Review – *Shon Christensen, HM07*

Shon has made a few adjustments, but the group agrees the white powder SOG is ready to be finalized. OSFM will work with Shon to make the final adjustments and begin the signature process.

SOG-28 Review – *Jamie Kometz, OSFM*

Mike Greenburg has some feedback; he will submit that to Jamie and then OSFM will finalize the DEQ/EPA SOG.

Quarterly Team Training and Outreach Report –

The teams went over their recent training.

HM02 will be hosting an FRO course intended for Company Officers. There will be two 4-hour courses twice a day for approximately two weeks. The schedule will be available within six months.

Mike Traeger talked about being contacted by the ACWA Groundwater Committee and suggested any departments with a water rescue team reach out to their local groundwater committees.

DEQ recently conducted training with their contractor crews. They'll report on this training during the January meeting.

Other Business -

The group discussed an incident on September 24th which HM03 responded to. There were a number of notification issues involving both ODOT and OERS.

There was a larger discussion about OERS not notifying the teams when there's an incident which DEQ responds to. Greg Ek-Collins introduced Darin Weaver, who is now the Incident Management Coordinator. There will be changes in the way ODOT trains for and manages incidents. A statewide implementation committee has been established, including OSFM's Tad Pedersen. Their first training is scheduled for November 6th and 7th. Mariana will reach out to Tad.

Sue Otjen, State Emergency Response Commission Coordinator at OSFM, introduced herself and gave the group an update. Currently, she's working to develop an administrative rule to require - at a minimum - each county to have a Local Emergency Planning Committee and an emergency plan. Sue also coordinates the HMEP grant and is working to add language to allow receiving departments to begin their projects on October 1st regardless of whether the contract has been signed.

The group discussed their iPADS. Tim Nokes demonstrated how their team uses One Note to share information. Once it's perfected, HM09 will share it with the other teams. They will report again in January.

Shon Christensen shared a few lessons learned regarding air monitors. Portland Fire was recently subpoenaed to provide monitor calibration information, and it proved to be more difficult than they'd initially thought. Any tweaks to the programming erase a monitor's memory and every new calibration replaces the information from the last calibration.

Meeting Adjourned - 1500

Next meeting:

January, 2014 - Location & Dates TBD

TTAC/TAG Action Items – October, 2013

Task	Assigned to	Date Assigned	Completed
SOGs			
Update SOG-25 – returning team members	Trng Comm	05/21/13	
Railroad Kit SOG	Forrest	07/10/13	
Finalize SOG-15 (medical)	OSFM	07/10/13	X
Finalize & post SOG-29 (white powder)	Shon/OSFM	07/10/13	
Determine next steps for SOG-21 (suits)	OSFM	10/09/13	
Finalize & post SOG-28 (DEQ/EPA)	OSFM	10/09/13	
Submit SOG-28 feedback to Jamie	M. Greenburg	10/09/13	X
Equipment			
Create and distribute equipment succession schedule	OSFM	01/09/13	
Look into replacing SensIR & Resource computers	Equip Comm	07/10/13	
Post Equipment Req to website	OSFM	10/09/13	
Look into a surplus C Kit	All Teams	10/09/13	X
Admin			
Contract Update	Jamie	Ongoing	
Create training bulletin for OSP re: HazMat	OSFM	05/21/13	
Task Book reporting: 2011 & 2012	HM13	01/09/13	X
Look into RadResponder administration	Jamie	07/10/13	X
Distribute POV per diem info	Jamie	10/09/13	X
Determine who will need Tech Weeks	Jamie	10/09/13	X
Evaluate Training Request form	OSFM	10/09/13	
Reach out to ODOT Incident Mgmt Committee	Mariana	10/09/13	X
Committees			
Send out link for training video Dropbox	Mariah	10/09/13	X