MEETING MINUTES
Wednesday, November 18, 2020
10:00 a.m. - 12:00 p.m.

Attendees/Representing

Andrea Hockman - Tualatin Valley F&R   JW Roberts - Umatilla Co Fire Dist 1
Claire McGrew - Commission Chair   Paul Rydings - Jackson Co #3
Dave Gulledge - Eugene Springfield Fire   Russ Hoskins - OSFM Fire Research Analyst
Gert Zoutendijk - Lake Oswego   Sara Mohan - Bend FD
Jim Pulito - Columbia River F&R

Welcome/Introductions - Meeting started at 10:00 a.m.
Claire welcomed members and shared that Kayla Brookshire has taken a position with DAS Human Resources Office as an Operations Policy Analyst 4.

Approval of meeting minutes
Commission members approved the August 11, 2020 meeting minutes.

Old Business
ImageTrend Support Ticket Updates
- Claire reported that she and Russ are continuing to meet weekly with the ImageTrend Account Advisor and the Sales Representative on current areas of opportunities and challenges.
  - Plus One Codes Issue - the plus one codes are being truncated to the core code upon import into the state's system from third party vendors. ImageTrend has escalated this issue and reported Monday, November 16, 2020, that they plan to add this into their February 2021 design upgrade.
  - Claire and Russ found that the plus one codes was included as part of the statement of work during Russ's review of the original ImageTrend contract. Claire is meeting with Michael Gority, she will ensure this issue is a priority for ImageTrend and hopes to provide an update after Thanksgiving.
  - Jim Pulito reported that it is better than before where plus one codes were being dropped that now they are only being truncated during the import process.
    - Claire thank Jim for importing their data and for the feedback.
  - Gert was under the understanding that they should not be importing any of their data until the plus one code issue has been resolved but that his chief received a letter stating that they were missing data.
    - Claire thanked Gert for the feedback and let him know that she will look into where the process in communication breakdown was.
  - Claire reported that another support ticket we have with ImageTrend regarding the confined fire validation issue that Dave Gulledge reported and asked Russ to provide his findings on this issue.
  - Russ shared that he has also noticed this issue with other agencies imported data, thinks it started in December 2018 and hopes to have this issue resolved as this will impact data being uploaded to the national and will provide an update.

Non-COVID Call Volume Trends
- Claire reported that we have nothing new to report.

New Business
Data Visualization

- Claire shared that one of the topics they have been hearing from the fire service is how do we use the data that we are collecting to tell the story of fire in Oregon. She shared that prior to Kayla's departure, she set a Tableau tool and Russ has compiled some fire trends, which includes COVID response trends.
  - Claire informed members that the tool would show data as it happens and that we have built in a delay to ensure we get as much data as possible. She asked members to provide feedback to assist us with determining if this information would be useful or not, helpful or not, and what would they recommend changing. He informed members that a link to this website would be available to view the dashboard.
  - Russ provided a demonstration on how the Oregon State Fire Marshal (OSFM) is utilizing Tableau to show trends gathered from the data we receive from the Oregon fire service.
  - He explained that today's demonstration is just to show the various types of visualizations the tool is capable of, that Tableau is the same tool that the Oregon Health Authority (OHA) uses to display their COVID dashboards.
    - Members discussed the various graph types and provided feedback.
    - Claire thanked members for their feedback. She informed them that we would review the incident response data for inconsistencies shown in the dashboard today from how the data is being entered to how we are pulling the data.
  - Claire reported that an update would be available for the February 2021 meeting.

Other Business
- Claire shared that she anticipates the Analytics & Intelligence Unit Program Coordinator job would be posted the first of December for recruitment.
- Claire informed members that Russ and Candice are continuing to monitor the Yammer page https://www.yammer.com/or-elite/#/home for questions and encouraged members to continue to utilize it to post their questions.

Open Forum
- Gert reported that he just received notification from ESO in regards to their Fire House export file because it is a INC file extensions instead of a TXT file extension that the INC file extension is no longer going to be accepted nationally and is wanting to know if ImageTrend is also requiring only TXT file extensions.
  - Claire and Russ will research Gert's questions and notify him and other third party vendors of their findings.
- Russ shared that FEMA has requested that we stop submitting bulk imports while they are still implementing their new system, that we submit them quarterly but have not imported the last quarter yet.
- Jim requested an update on the creation of a plus one code procedure.
  - Claire will follow up on this and get back to members with her findings.

Next meeting
Wednesday, February 10, 2021, 2021, 10:00 a.m. - 12:00 p.m. via Microsoft Teams.

Meeting adjourned at 10:53 a.m.