Oregon Incident Reporting
Advisory Commission

Supporting and improving the Oregon Fire Incident Reporting System

MEETING MINUTES
Wednesday, November 10, 2021
10:00 a.m. - 12:00 p.m.

Attendees/Representing

Michelle Vold – Commission Chair	Meg Bushman Reinhold - OSFM A&I Unit Manager
Candice Clark – OSFM Fire Data Specialist	Amy Roach – Commission Support
Claire McGrew – OSFM Assistant Chief Deputy	Gert Zoutendijk - Lake Oswego
Andrea Hockman - Tualatin Valley F&R	Jason Andersen - Portland F&R
Paul Rydings - Jackson Co #3	Sara Mohan - Bend FD
Jim Pulito - Columbia River F&R	

Welcome/Introductions - Meeting started at 10:03 a.m.
Michelle welcomed members.

Approval of meeting minutes
Minutes from the meeting were reviewed and approved by commission members for the May 12, 2021 meeting.

Old Business

ImageTrend Support Ticket Updates: Michelle shared that there is a current ticket that includes the inability to review common validation issues – no timeframe on this matter; and for longitude/latitude auto generation, there is no current automation capability.

Plus One Code Procedure Update: We are planning to add a Plus One code of 1120 to match that of Portland Fire Bureau to be able to ingest underhoused data but that will be after the recently identified export, coding, and specification matters are fully identified and addressed with ImageTrend. Holding off on making changes until all matters are fully resolved.

NFIRS Data Report Card Update: The first release should be being received by agencies anytime now.

Analytics & Intelligence Unit Recruitment Update: Continue to staff additional positions. Looking at obtaining a GIS and OPA3 in near future.

OSFM Community Preparedness & Suppression Position Recruitment Update: Meg shared that we have hired a research analyst, Dr. Ian Morelan, and Policy Analyst, Twais Broadus. We will be hiring a GIS specialist and another policy analyst with funding from legislation.

Community RR positions: We have four of the seven positions hired. And we have reassigned the districts, and will also have more deputies coming on board.

Other codes: There was discussion about doing away with "Other" codes to force usage of codes with more granularity. This would be an expensive lift for partner agencies without a quick or equal return on investment. We are looking to utilize training with agencies to reduce use of "Other" and "Undetermined" as a placeholder, as well as educating that investigation matters (related to liability) fall under Code 921. Fire Incident Reporting falls under Code 901 and is to be based upon the interpretation of the matter at the time of response. Agencies have been encouraged to not use "Other" codes so we will be working with agencies that use them

frequently to train them to provide more granularity. Paul asked about setting up validation rules. His agency has created validation rules so that the report can't be finished if they use "Other" codes. Candice said that the state could do that as well.

Oregon Validation Rules Review: This review has been completed. An excel spreadsheet of them can be provided to interested parties/agencies.

Data Standardization: As in the case of the "Other" codes, we are tackling this through training, educational materials, and agency correspondence, both statewide and on an individual agency-based need.

New Business

Identified export issues: We've identified issues with data that passed validation at the ImageTrend level but is not being accepted in NFIRS (National/FEMA). Some of these are ImageTrend programmatical issues, while others may be third-party vendor coding matters. It was also determined that modified incidents were getting imported to ImageTrend but SFM A&I unit wasn't exporting them to nationals in the past. We are working to identify all causes and implement solutions. This includes creation of a QA program, as well as potentially more frequent exporting. But the QA program is still in the development infancy point. More information will be forthcoming hopefully by the next meeting.

Magnets: These have NFIRS contact information and are expected to be mailed to agencies in the packet we are sending out with report cards and the wildfire fire incident entry guides.

Wildland fire incident entry guides: Created to aid agencies in coding Wildland Fire incidents. These were expected to be mailed to agencies before Thanksgiving. We have two entry documents, one for agencies that use third party vendors and one for ImageTrend direct entry with step-by-step entry instruction. They are also found on the OSFM website.

Training virtual or onsite: Training is now available for scheduling for agencies interested in more training opportunities for NFIRS/Elite.

Keywords for narratives-focused on underhoused fire characteristics: We are hoping to ask agencies to use keywords in narratives so that we are better able to capture underhoused fire elements in data collection. We ask that those are used in the narrative when applicable. We are hoping to add a plus one code or drop-down to include certain keywords.
Jim asked that we send that list out when we send the mailings out. Michelle said that we could email the list to attendees today.

Other Business

Plus one code request for hybrid vehicle battery fire: Is this a global need, a growing need, or more of an individual agency need? Jim said that determining that a battery actually caused the fire is a bit too far especially for an NFIRS report. He feels that is more of an investigation report, not NFIRS. Gert asked why we needed that information. Michelle said it was a request that was sent to the A&I unit as an agency was having more of that issue. Gert and Paul said they saw no need for it statewide and felt it was too much detail to add it as an incident type code. Majority of members in attendance agreed and suggested it could be considered under mobile vehicle type. Maybe list it under mobile vehicle type.

Plus one code for Urgent care code for property type: Jim said that there is a three digit code that includes urgent care clinics. The request originally came from Jim and he said it was already taken care of with a 341 code is a clinic as a type.

Conflagration/Wildland Module question: OSFM is looking to gather more complete data on wildfire impacts on structures. OSFM currently collects data on structures threatened and structures lost when a Conflagration is

declared. ODF collects the same data for wildfires in forests where the fire is 100 acres or greater and in brush or grass where the fire is 300 acres or greater.

There is no current data set on the impact of wildfire on structures where there is no Conflagration or where the acreage is smaller for ODF fires.

We would like to add questions on residential and commercial structures threatened or lost to the Wildland Fire Module so individual fire agencies could collect this data and report it as part of their regular incident reporting. We don't need the dollar values, just the actual number of structures involved. We just wanted to let you know about the plan and see if the Commission has any concerns about this addition. We'd like to make it a state requirement and ask third party vendors to help us with implementation.
Gert said Firehouse already has that information as "buildings ignited".

Meg clarified and said we are looking to match it up with ODF and our other data to make seamless data collection. We are looking at breaking it down to residential, commercial and outbuildings so we could add those categories under the respective threatened or lost. This helps us report to the legislature in better detail.

Third party additional costs would definitely be a consideration in looking at adding those. Gert said he was worried as those numbers are always a bone of contention. Sheriff's departments usually provide those numbers, and if fire agencies are also going to add numbers, it could be very inconsistent data. Claire said that this is conversational at this point and we want to look at where it should come from, who owns the core set of data and that threatened structures are not always structures, but vans, RV's, etc. We have no commitment at this point but we are looking at how to manage these data sets. Gert doubts that fire agencies have the resources to obtain good/precise numbers and will most likely guestimate. Candice said that Elite also has buildings threatened and buildings ignited but we are looking at breaking them down to types. This will be looked at further.

Form cleanup: We are looking to determine if there are areas, from your agency's perspective, within the state NFIRS wildland fire module form that aren't collected and required that can be removed for cleanup purposes. We'd like to ask the commission to take a look at the form, gather a list a list of recommended removals, and forward that list to Commission Chair by end of year for compilation and review before next meeting. By next meeting, data on areas not being captured will be available.

Meeting regularity and potential charter update: Currently the charter says "the commission will meet quarterly or as needed to meet its responsibilities." For travel purposes, first quarter isn't great, and August is tough due to fire season. We'd like to hear your thoughts on moving this to a biannual meeting (November and May). If agreed upon by member majority, next meeting would be May. Gert said he felt it would be fine to look at twice a year as long as the agenda doesn't get too large and taking up extra time. Also looking at email if we have pressing/time sensitive items, or a quick meeting to discuss. The members in attendance agreed. Michelle confirmed that the charter would be updated to reflect biannual and as needed meetings.

Open Forum
Paul asked if anyone ran a time-of-day report. He said comparing data from the report and then running his agency's data, he noted that their data was completely different. Sara asked for clarification. Paul said as an example that the agency would go on a 4:00am call and it was showing in the report as 5:00am or 6:00am, not 4:00am. He was told by ImageTrend that they needed to do some custom modification would need to be done by ImageTrend on the backend, but wouldn't specify what modifications they needed to do. Paul will send the group the email where he outlined it for ImageTrend step by step.

Next meeting
Wednesday, May 11, 2022, 10:00 a.m. - 12:00 p.m. via Microsoft Teams.

Meeting adjourned at 10:50 a.m.