Oregon Incident Reporting Advisory Commission

Supporting & improving the Oregon Fire Incident Reporting System

MEETING MINUTES
Wednesday, November 09, 2022
10:00am-12:00pm
Microsoft Teams Virtual Meeting

Attendees/Representing
David Blair- Baker City Fire Department
Meg Bushman Reinhold- OSFM A&I Unit Manager
Andrea Hockman- Tualatin Valley F&R
Sara Mohan- Bend Fire Department
Jim Pulito- Columbia River F&R
Shawna Sexton- Interim Commission Support
Michelle Vold- Commission Chair
Gert Zoutendijk- Lake Oswego Fire Department

*all members attended remotely

Welcome/Introductions- Meeting began at 10:02
Michelle welcomed everyone to the meeting & began the recording.

Approval of Meeting Minutes
After Michelle asked if there were any revisions or concerns about the minutes for the May meeting & hearing none, meeting minutes were approved.

Old Business
- *Plus One Code:*
  - At the previous meeting, there was much discussion related to the ability for the state's repository to accept programmed plus one codes from agencies of various reporting formats.
    - At the time, it was believed that plus one codes could only be accepted from direct entry agencies, as it was thought that the additional 4th digit would be truncated to the primary 3-digit codes upon agency extracted data file import.
    - Michelle completed additional research on the matter & found that this was incorrect. An agency that utilizes a third-party vendor can submit state programmed plus one codes, which will import into the repository. As long as the vendor is willing to program their clients' plus one codes exactly as the state has them, the codes will be accepted. This was communicated a few days later.
  - A decision was made by leadership that since the largest amount of data comes from the Portland Metro area & Portland uses the #1120 plus one code that it won't be changing. Going forward we will work to avoid issuing plus one codes that end in zero.

- *Updates:*
  - *QA program:* The QA pilot program, which is intended to identify areas where coding consistency can be improved through training & education, has been created. The list of

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agencies & initial reporting review period has been identified. However, due to some ImageTrend Elite programming issues, related to retroactive application of validation rules, this program has been put on pause so as to avoid unintentionally altering agencies' data. Once the issues have been corrected, the pilot QA program will resume.

- o *Agency Specific Validation Rule Access*: It was believed that providing agencies the ability to set agency specific validation rules, based upon individual proven program proficiency, was possible. As proficiency criteria was being determined, it was found that the functionality to allow this practice in Elite is no longer available. Therefore, all agency-specific validation rule additions, will require the assistance of the OSFM NFIRS Program Coordination team. Sara asked if previously created validation rules still exist. Michelle confirmed that they do- this only applies to new validation rules

- o *CAD System Interface Fees:* OSFM was considering paying for CAD interface access for agencies that are hesitant to report via direct entry. However, this was determined to not be realistic in practice on a broad scale & the need wasn't as great as first anticipated. This may be revisited in the future if needs change.

- o *Keywords:* The list of keywords agencies were being asked to use was distributed in a variety of ways. Recently, some information related to its usage was gathered. It was included in our most recent quarterly mailer, which should've been received within the last few days. If an agency hasn't yet received it or would like an additional copy, please feel free to reach out.
    - The biggest impact appears to be the plus one code & the supplemental questions which were activated July 1, 2022.
    - Question 1 - "Under sheltered related fire response" reflects 124 responses of either warming or cooking fire. While both are concerning, the data suggests that warming fires are a greater concern than cooking fires, & it can be anticipated that number will increase as the weather continues to cool. The answer of neither was excluded from the queried data.
    - Question 2 – "Under Sheltered related call"- Excluding the selection of "No" (meaning it was not an under sheltered related call), 225 incidents where the characteristics found during response were those associated with or related to the under sheltered were reported across the state.

- o *Training:*
    - Throughout 2022, 37.5 hours of training facilitation was conducted via 18 trainings- 4 onsite & 14 virtually. Topics that were covered include NFIRS, Elite, Mutual Aid, & Hazmat incident entry. We anticipate at least 2 more in person trainings this year – Olney-Walluski & Clackamas Fire.
    - Survey Scores:
        - The response from the 168 attendees to training efforts has been well received:
            - o 80.7% rated them exceptional
            - o 17.31% rated them great
            - o 1.92% rated them fair
            - o There were no scores for Fair or Disappointing
    - Other Training Efforts & Highlights:
        - Training curriculums were available for both beginner & intermediate level users.
        - Primary Module trainings were created, recorded, & published to website for on-demand use.
        - For the trainings, the materials created included course descriptions, checklists, full PowerPoint presentations, & Facilitator guides.

- The presentations had a better look, better delivery, & included group coding activities.
- A quarterly mailer with tips & topics was introduced.
- In person trainings were very well received & agencies are very appreciative when we come to them.

- 2023 Training Plan: The OSFM A&I Unit is currently working on developing the 2023 training plan.
  - Currently, locations are being sought throughout the state for quarterly regional trainings with a capacity of 30-50 attendees. As of today, The anticipation is to schedule those trainings for Eastern Oregon in first quarter, Southern Oregon agencies second quarter, Coastal agencies 3rd quarter, & Central Oregon in 4th quarter. However, those anticipated locations & timelines could change based upon factors such as weather conditions & location availability.
  - Additionally, the anticipation is to add short recorded how-to videos for a number of topics, including both NFIRS & Elite, to the on-demand training video library.

- OHA Collaboration for Training: The OSFM A&I Unit is currently working to develop some trainings in partnership with OHA.
  - They will be focused on 4 primary areas initially to better lead us to improved training:
    - Working on a broader vocabulary for better understanding.
    - Where does the OHA & OSFM statutory language align & where does it diverge?
    - Creating workflows & processes to better determine when & understand why those entering incidents may 'have to do 2 reports for the same incident'- EMS & NFIRS.
    - Aid agencies in understanding the difference between EMS Module in Elite fire report & ePCR reporting.
  - There are also plans to create all-day, multi-session training days where both OHA & OSFM are providing information while being available to assist the other agency in answering questions they are often unable to answer alone & ending with a 1–2-hour Q&A session with all presenters available to give attendees time to ask their more specific or agency specific questions.

- *NFIRS Quick Code Guide:* The NFIRS Code Guides distributed earlier this year were well-received. Additional copies have been printed. If an agency wants or needs more, they can reach out & they will be mailed out.

New Business
- *Standard Reports Used by Agencies:* Standard reports frequently used by are available on request to be scheduled.
- *Input Requested on Defining Compliance In Rule:* OSFM is requesting input on whether compliance should be defined, with regard to reporting & FDID issuance, in administrative rule.
  - Currently, there aren't any clear written definitions of what equals compliance:
    - Statutory language currently in ORS 476.210– speaks to providing a full report of every fire occurring within the jurisdiction.
    - ORS 476.220 – speaks to the officer making an investigation of a fire, "shall notify the SFM & within 1 week of occurrence, a written statement of all facts relating to its cause & origin & such other information as is required by forms by OSFM."

- o If compliance should be defined in rule, it would be helpful to have input on how it should be drafted. OSFM wants to encourage & engage the experiences of local fire agencies. If you have thoughts on the matter please send an email to Michelle. All received correspondence will be compiled for review.
    - Gert suggested thinking carefully about the intent & if this is just clarifying compliance or creating a new rule. New rules are often interpreted as forcing agencies to supply information. He would be in favor of clarification, not a new rule.
    - Meg explained that an example of what is hoped to be addressed is the "report in 7 days" requirement for compliance. Michelle mentioned another requirement to be addressed is what is a "complete report". Jim mentioned that "complete" may be different than "compliant".
- *"Cancelled on Scene":* After the last meeting, Jim Pulito provided that "several times our crews are canceled after they arrive, but before any patient contact or contact with anyone. (For example, EMS alarm, crew arrives, alarm company cancels the crew prior to the crew making contact with the patient.)" & He would like to start a conversation on the proper action taken code for these types of calls.
    - o "841 - canceled on scene" is available as a plus one code under "84 - refer to proper authority".
        - Jim's concern is "refer to proper authority" as a parent code may not be appropriate for all calls canceled on scene, because there is no "authority" for many of the calls. Also, crews are using it as an apparatus action taken when a medic cancels them after their arrival. This is definitely not a "refer to proper authority," because the responding agency is the authority.'
        - Gert mentioned that when developing the 841 plus one code it was a challenge to determine how it fit with available parent codes
    - o Michelle suggested using "92- standby" as the parent code. Jim & Gert agreed that made sense & may also be preferable.
    - o Michelle will email a scenario to group & compile responses.

Other Business
- *COVID-19 Special Study Question:* According to NFIRS grams, this special study question collection ends on 12/31/22. Michelle has asked ImageTrend what their plan is, if any, in regards to this matter & they responded that they were aware of its planned end, but since it's only a warning & not a required field for validation, that they would probably turn it off.
    - o Gert asked if it was just the warning that would be turned off or if it was being completely eliminated. Michelle believed that just the warning would be turned off & is hoping for clarification prior to the end of the year.

Open Forum
- David has been given a chief position & will look into hosting training in his area. He requested updates between meetings.
- Gert said his agency is changing systems from Firehouse to ESO & had some questions about the transfer of data from ESO to ImageTrend to make sure it was complete & correct. Michelle had not looked into individual data transfers.
    - o Regarding "Cancelled in route," he mentioned some systems automatically pick the parent code. Sara clarified that ImageTrend does not have a similar function.

Meeting adjourned at 10:58

Next meeting: May 10, 2023

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