

**FIREScope TASK FORCE MEETING 98-1**  
**January 15, 1998**  
**OCC**

**Present:**

C. Wurzell, CDF  
P. Cooney, OES  
G. Ewan, USFS  
M. Colgan, ORC

R. McKinney, Sacramento FD  
G. West, LFD  
A. Rosenberger, SBC  
G. Pavusko, OES, Guest  
R. Parks, OES, Guest

**Not Present:**

M. LaPlant, VNC  
J. Graham, LAC  
L. Caldwell, CNT

K. Larkin, SFM  
M. Wilkinson, SSL  
J. Olney, KRN

Short discussion by Gary Pavusko, Deputy Chief, OES-Sacramento.

G. Pavusko discussed suggested changes and additions to the FIREScope Decision Process in the area of BOD meetings, Ops Teams, and Task Force protocols. Nothing documented in how meetings are run and laid out such as seating, who speaks, what subjects should be covered. M. Colgan felt when the Decision Process was rewritten this was left out. In the old documents the procedures were included. When it was updated to make the document cleaner some procedures were left out. Gary Pavusko needs to make a list of concerns and give the Task Force a chance to hash out. Find out if it was ever written or that it needs just a revision.

Some concerns other than protocol were also discussed. 1. Defined definition of what task force does, get documentation (example secretary) 2. Clarification of Ops Group, do we need north and south, what they do, 3. Task Force - could have sensitive issues and need closed door sessions. G. Ewan spoke that maybe we need to revisit the different levels of Decision Process and develop new suggestions at the different levels, why we do what we do. Would make it easier for new members to come on-line. Ewan felt this would also help to get groups back in the Decision Process and show them how they should operate if they are working outside the Decision Process.

Colgan felt protocol for BOD should be set up by BOD. Colgan also mentioned that if you take away the more relaxed atmosphere of the task force you could destroy the quality and quantity of the work generated. Chris stated that standards should be set up and maintained. Pavusko would like task force input on procedures he is working on. Protocols and procedures for Executive Coordinator need to be outlined specifically. History has been lost because of experienced persons leaving fire services. Have manuals for each level of decision process. Task force felt this is an important task and needs to be done. Feels this project will be a valuable tool to

future decision process members. Pavusko, Cooney, and new AC to put together document for task force review.

**Action:** All task force members need most current MACS documents mailed to them.

Try to get Terry Haney to speak at next meeting on FIREScope history, and how to apply to future. Would also like Pavusko to attend.

**Action:** Need to call Terry Haney and see if he is available for short presentation to Task Force. Pavusko to handle.

### **Minutes 12/17/97**

Reviewed and approved the 11/12-13/97 minutes.

***Motion made C. Wurzell and seconded by A. Rosenberger. Group approved.***

### **Bod Meeting**

G. Ewan gave a short briefing on BOD.

In regards to work being done outside decision process, some chiefs were not aware. Clear direction was given - Water OSD should get and stay within the decision process. G. Ewan gave Task Force direction, task force liaisons get with Bowdler and make him aware that document cannot have ICS number unless approved by BOD. If we give to agency and contrary to their policy could become a liability to that agency i.e. military jobs vs agency policy. Many unanswered questions down the line concerning replacement of equipment. Is it mutual aid or assistance by hire. Assumptions being made that are wrong are unclear. Task Force needs to review very closely their typings in the document.

G. Ewan also passed out letter from Dick Andrews regarding Information Technology Specialists Group recommendations.

Letter from James W. Graue, Spokane County Fire Protection District 9 regarding Major Incident Management was also passed out. Letter addressed possibilities of joint efforts between numerous agencies in various states.

## **FIRESCOPE on internet**

G. Ewan passed out proposed flyer on FIRESCOPE internet. Discussion followed as to what extent of information should we put on page such as names, phone numbers, etc?

**Action:** Request input from PIE South on what should be on the Website?

## **Hazmat - Andy**

Hazmat has not met. Have copies of various other ICS 208. Will check with Hazmat Specialist Group to see if different copies can be merged as one document. Must be careful not to have same information as ICS 201. C. Wurzell mentioned Dave Golder has some input that needs to be looked at. A. Rosenberger will check with Dave Golder.

**Action:** A. Rosenberger to check with Dave Golder and discuss at next task force meeting.

## **High Rise**

High Rise needs to be completed. Task Force had questions especially pertaining to Lobby Control. Task Force to review needs to set high priority to get this document ready for Ops Team review.

**Action:** Complete this item at 2/18/98 meeting.

## **US&R**

R. McKinney spoke of OES Water Rescue. Liaisons not invited. No contact made. One contact from Bowdler. Training and costs seem to be major issues of concern. Agencies may not be able to afford costs for training. Where did typing come from? Is water a part of US&R and does not warrant its own OSD?

**Action:** G. Ewan to call Neil Honeycutt and let him know we are ready to act on water issue. R. McKinney is lead liaison on this group with Mike Colgan as second. Let him know who liaisons are and that they want to be given notice of every meeting in time to attend. This direction was given at BOD. Let Neil know if Bowdler group does not make contact Task Force will put together their US&R group to address this situation.

**Action:** R. McKinney and M. Colgan to seek answers to see if swift water is linked to US&R.

Andy spoke that coastal communities are now expanding the arena to shore based rescue. Is this outside of US&R? Will there be swift, standing, river, ocean? This needs to be addressed.

### **Damage Assessment**

A. Rosenberger asked for clarification as to what task force wants. C. Wurzell said list was drawn up at last meeting. identify and document response side. Loss of property and life is major thrust. 2 templates available - RIMS/SEMS or Red Cross. Task Force would like more accurate than these. C. Wurzell explained new Damage Assessment Working Group will think out what should be reported and how its reported. This could really go haywire if systems are not coordinated so local government can do what it needs to do. Need standard format.

On letter for participants for this new group, only received 4 replies. This letter was to request participants to develop a position checklist with forms (form may be in incident status report). Mike Colgan submitted Matt Vidala from ORC.

**Action:** Chris to contact Ops Teams members for response from agencies we have not heard from.

### **Document Control Within Agencies**

George questioned if agencies are allowed to change ICS forms to meet their agencies. Group agreed agencies can change for their agency needs only. If they are involved in multiagency incident they must use ICS pure documents.

### **LE ICS**

Pat contacted OES. LE Branch could not make task force timeline but would like to attend February meeting. Will try to bring draft document of this document. Task Force wants to see what they are doing.

**Action:** LE will contact Pat. Pat will work into next agenda.

### **3 Letter ID**

P. Cooney passed out draft document. Discussion followed on who should receive 3 letter id. G. Ewan said he had spoke to NICC and they will notify California when they receive a request for identifiers, OES will give out 3 letter id and coordinate with NICC. G. Ewan spoke of federal use of 3 letter id and how it is used across the US. Task Force to develop their own criteria on 3 Letter ID for entrance into the Decision Process.

**Action:** P. Cooney to rework document and bring back to next meeting.

## PIE North

P. Cooney spoke to Andy Anderson and requested to be placed on agenda for Joint Ops Team. P. Cooney trying to identify what the PIE is, that their should be north and south group, need names, and will try to have first meeting in March/April. Has spoke with Sandi Wells, South Chair, for help.

**Action:** Pat Cooney to report his progress at next meeting.

## FIRESCOPE Task Force Letterhead

P. Cooney asked the group what they thought of having special letterhead for Task Force. G. West suggested the Task Force letterhead only have agencies listed on the left side. G. Ewan be listed as Chair.

**Action:** P. Cooney to relay decision to G. Pavusko.

## FIRESCOPE Binders

C. Wurzell asked group if they had any suggestions on binders. Group agreed to proceed as discussed at last meeting.

## Joint Operations Team Meeting - 1/22-23/98

G. Ewan asked group if they had anything to add to joint Ops Team agenda. Suggestion was made that Task Force members talk with their Ops reps prior to the meeting.

M. Colgan gave a short briefing to newest Task Force members on what the Joint Ops meeting are and why the Task Force members are invited.

**Action:** G. Ewan to work all items listed on 12/17/98 minutes, page 6, into Task Force report for Joint Ops Team meeting.

## Review of Action Items from Task Force Meeting 12/17/97

Subject	Action	Person Responsible	Status
<u>HazMat</u>	Action: C. Wurzell to get the examples of forms to Rosenberger for use in Working Group.  Establish a new Working Team of personnel from all disciplines to create this All Risk ICS 208 Form.  C. Wurzell to talk to G. Ewan about forming this new group	C. Wurzell	Done Bring Forward @ 2/18/98 Meeting

<u>FIRESCOPE FIMS</u>	C. Wurzell will discuss with G. Ewan and M. Dougherty.	C. Wurzell	Done On-Going
<u>FIRESCOPE Website</u>	Action: C. Wurzell to meet with G. Ewan and Manzo to develop informational paper (flyer) to send out to California Fire Services advising of the site, what's there, and how to access. Manzo to provide copy of information to K. Larkin for inclusion in SFT Newsletter.	C. Wurzell	Done On-Going
<u>Damage Assessment Technical Specialist</u>	C. Wurzell to share these parameters with Working Group.	C. Wurzell	Done On-Going
<u>US&amp;R - Water Rescue</u>	Copy of the draft document will be copied and attached to meeting minutes.	G. Ewan	Done On-Going
<u>Comm Unit</u>	M. LaPlant to provide minutes from meeting to G. Ewan.	M. LaPlant	Pending Bring Forward @ 2/18/98 Meeting
<u>Update Task Force Liaisons to Specialists/ Work Groups</u>	C. Wurzell to update list.	C. Wurzell	Done
<u>3 Letter Identifier</u>	<p>1. P. Cooney to develop the Three Letter Identifier Guidelines.</p> <p>2. P. Cooney to invite LE representative to next meeting to provide overview of ICS and 3 Letter Identifier System for LE. This person should be familiar with the new POST version of ICS and give Task Force an overview.</p>	P. Cooney	<p>Done On-Going</p> <p>Pending Bring Forward @ 2/18/98 Meeting</p>
<u>BOD Meeting Minutes 10/8/97</u>	All future meeting minutes from BOD and OPS meetings to be mailed to all Task Force members. Task Force Chair to handle this task.	G. Ewan	Done
<u>Attendance: All Meetings</u>	G. Ewan will phone those that have missed many of the recent meetings.	G. Ewan	No Discussion Bring Forward @ 2/18/98 Meeting
<u>Future of Task</u>	Table issue until February or March meeting.		Pending Per

<u>Force</u>			Future Discussion
<u>FIREScope HISTORY</u>	C. Wurzell will look into making copies of these binders for each Task Force member, Ops Chairs, BOD Chair..	C. Wurzell	Done Decision To Do
<u>Meeting with Ops</u>	Info developed during meeting.	G. Ewan	Done Include these in Task Force Report to Ops Teams
<u>Election of Chair</u>	January meeting agenda item.		Done

### **Election of Chair**

***Motion made R. McKinney nominated George Ewan, A. Rosenberger second, unanimous vote. Chris Wurzell elected as Vice Chair..***

### **Next Meetings**

February 18-19, 1998 (LaPlant to arrange)  
 March 18-19, 1998 (Wurzell to arrange)  
 April 20-21, 1998 (San Jose Training Officer Workshop)



**FIREScope TASK FORCE MEETING 98-1**  
**January 15, 1998**  
**OCC**

**Present:**

C. Wurzell, CDF  
P. Cooney, OES  
G. Ewan, USFS  
M. Colgan, ORC

R. McKinney, Sacramento FD  
G. West, LFD  
A. Rosenberger, SBC  
G. Pavusko, OES, Guest  
R. Parks, OES, Guest

**Not Present:**

M. LaPlant, VNC  
J. Graham, LAC  
L. Caldwell, CNT

K. Larkin, SFM  
M. Wilkinson, SSL  
J. Olney, KRN

Short discussion by Gary Pavusko, Deputy Chief, OES-Sacramento.

G. Pavusko discussed suggested changes and additions to the FIREScope Decision Process in the area of BOD meetings, Ops Teams, and Task Force protocols. Nothing documented in how meetings are run and laid out such as seating, who speaks, what subjects should be covered. M. Colgan felt when the Decision Process was rewritten this was left out. In the old documents the procedures were included. When it was updated to make the document cleaner some procedures were left out. Gary Pavusko needs to make a list of concerns and give the Task Force a chance to hash out. Find out if it was ever written or that it needs just a revision.

Some concerns other than protocol were also discussed. 1. Defined definition of what task force does, get documentation (example secretary) 2. Clarification of Ops Group, do we need north and south, what they do, 3. Task Force - could have sensitive issues and need closed door sessions. G. Ewan spoke that maybe we need to revisit the different levels of Decision Process and develop new suggestions at the different levels, why we do what we do. Would make it easier for new members to come on-line. Ewan felt this would also help to get groups back in the Decision Process and show them how they should operate if they are working outside the Decision Process.

Colgan felt protocol for BOD should be set up by BOD. Colgan also mentioned that if you take away the more relaxed atmosphere of the task force you could destroy the quality and quantity of the work generated. Chris stated that standards should be set up and maintained. Pavusko would like task force input on procedures he is working on. Protocols and procedures for Executive Coordinator need to be outlined specifically. History has been lost because of experienced persons leaving fire services. Have manuals for each level of decision process. Task force felt this is an important task and needs to be done. Feels this project will be a valuable tool to



future decision process members. Pavusko, Cooney, and new AC to put together document for task force review.

**Action:** All task force members need most current MACS documents mailed to them.

Try to get Terry Haney to speak at next meeting on FIREScope history, and how to apply to future. Would also like Pavusko to attend.

**Action:** Need to call Terry Haney and see if he is available for short presentation to Task Force. Pavusko to handle.

### **Minutes 12/17/97**

Reviewed and approved the 11/12-13/97 minutes.

***Motion made C. Wurzell and seconded by A. Rosenberger. Group approved.***

### **Bod Meeting**

G. Ewan gave a short briefing on BOD.

In regards to work being done outside decision process, some chiefs were not aware. Clear direction was given - Water OSD should get and stay within the decision process. G. Ewan gave Task Force direction, task force liaisons get with Bowdler and make him aware that document cannot have ICS number unless approved by BOD. If we give to agency and contrary to their policy could become a liability to that agency i.e. military jobs vs agency policy. Many unanswered questions down the line concerning replacement of equipment. Is it mutual aid or assistance by hire. Assumptions being made that are wrong are unclear. Task Force needs to review very closely their typings in the document.

G. Ewan also passed out letter from Dick Andrews regarding Information Technology Specialists Group recommendations.

Letter from James W. Graue, Spokane County Fire Protection District 9 regarding Major Incident Management was also passed out. Letter addressed possibilities of joint efforts between numerous agencies in various states.

## **FIRESCOPE on internet**

G. Ewan passed out proposed flyer on FIRESCOPE internet. Discussion followed as to what extent of information should we put on page such as names, phone numbers, etc?

**Action:** Request input from PIE South on what should be on the Website?

## **Hazmat - Andy**

Hazmat has not met. Have copies of various other ICS 208. Will check with Hazmat Specialist Group to see if different copies can be merged as one document. Must be careful not to have same information as ICS 201. C. Wurzell mentioned Dave Golder has some input that needs to be looked at. A. Rosenberger will check with Dave Golder.

**Action:** A. Rosenberger to check with Dave Golder and discuss at next task force meeting.

## **High Rise**

High Rise needs to be completed. Task Force had questions especially pertaining to Lobby Control. Task Force to review needs to set high priority to get this document ready for Ops Team review.

**Action:** Complete this item at 2/18/98 meeting.

## **US&R**

R. McKinney spoke of OES Water Rescue. Liaisons not invited. No contact made. One contact from Bowdler. Training and costs seem to be major issues of concern. Agencies may not be able to afford costs for training. Where did typing come from? Is water a part of US&R and does not warrant its own OSD?

**Action:** G. Ewan to call Neil Honeycutt and let him know we are ready to act on water issue. R. McKinney is lead liaison on this group with Mike Colgan as second. Let him know who liaisons are and that they want to be given notice of every meeting in time to attend. This direction was given at BOD. Let Neil know if Bowdler group does not make contact Task Force will put together their US&R group to address this situation.

**Action:** R. McKinney and M. Colgan to seek answers to see if swift water is linked to US&R.

Andy spoke that coastal communities are now expanding the arena to shore based rescue. Is this outside of US&R? Will there be swift, standing, river, ocean? This needs to be addressed.

### **Damage Assessment**

A. Rosenberger asked for clarification as to what task force wants. C. Wurzell said list was drawn up at last meeting. identify and document response side. Loss of property and life is major thrust. 2 templates available - RIMS/SEMS or Red Cross. Task Force would like more accurate than these. C. Wurzell explained new Damage Assessment Working Group will think out what should be reported and how its reported. This could really go haywire if systems are not coordinated so local government can do what it needs to do. Need standard format.

On letter for participants for this new group, only received 4 replies. This letter was to request participants to develop a position checklist with forms (form may be in incident status report). Mike Colgan submitted Matt Vidala from ORC.

**Action:** Chris to contact Ops Teams members for response from agencies we have not heard from.

### **Document Control Within Agencies**

George questioned if agencies are allowed to change ICS forms to meet their agencies. Group agreed agencies can change for their agency needs only. If they are involved in multiagency incident they must use ICS pure documents.

### **LE ICS**

Pat contacted OES. LE Branch could not make task force timeline but would like to attend February meeting. Will try to bring draft document of this document. Task Force wants to see what they are doing.

**Action:** LE will contact Pat. Pat will work into next agenda.

### **3 Letter ID**

P. Cooney passed out draft document. Discussion followed on who should receive 3 letter id. G. Ewan said he had spoke to NICC and they will notify California when they receive a request for identifiers, OES will give out 3 letter id and coordinate with NICC. G. Ewan spoke of federal use of 3 letter id and how it is used across the US. Task Force to develop their own criteria on 3 Letter ID for entrance into the Decision Process.

**Action:** P. Cooney to rework document and bring back to next meeting.

## PIE North

P. Cooney spoke to Andy Anderson and requested to be placed on agenda for Joint Ops Team. P. Cooney trying to identify what the PIE is, that their should be north and south group, need names, and will try to have first meeting in March/April. Has spoke with Sandi Wells, South Chair, for help.

**Action:** Pat Cooney to report his progress at next meeting.

## FIRESCOPE Task Force Letterhead

P. Cooney asked the group what they thought of having special letterhead for Task Force. G. West suggested the Task Force letterhead only have agencies listed on the left side. G. Ewan be listed as Chair.

**Action:** P. Cooney to relay decision to G. Pavusko.

## FIRESCOPE Binders

C. Wurzell asked group if they had any suggestions on binders. Group agreed to proceed as discussed at last meeting.

## Joint Operations Team Meeting - 1/22-23/98

G. Ewan asked group if they had anything to add to joint Ops Team agenda. Suggestion was made that Task Force members talk with their Ops reps prior to the meeting.

M. Colgan gave a short briefing to newest Task Force members on what the Joint Ops meeting are and why the Task Force members are invited.

**Action:** G. Ewan to work all items listed on 12/17/98 minutes, page 6, into Task Force report for Joint Ops Team meeting.

## Review of Action Items from Task Force Meeting 12/17/97

Subject	Action	Person Responsible	Status
<u>HazMat</u>	Action: C. Wurzell to get the examples of forms to Rosenberger for use in Working Group.  Establish a new Working Team of personnel from all disciplines to create this All Risk ICS 208 Form.  C. Wurzell to talk to G. Ewan about forming this new group	C. Wurzell	Done Bring Forward @ 2/18/98 Meeting

<u>FIREScope FIMS</u>	C. Wurzell will discuss with G. Ewan and M. Dougherty.	C. Wurzell	Done On-Going
<u>FIREScope Website</u>	Action: C. Wurzell to meet with G. Ewan and Manzo to develop informational paper (flyer) to send out to California Fire Services advising of the site, what's there, and how to access. Manzo to provide copy of information to K. Larkin for inclusion in SFT Newsletter.	C. Wurzell	Done On-Going
<u>Damage Assessment Technical Specialist</u>	C. Wurzell to share these parameters with Working Group.	C. Wurzell	Done On-Going
<u>US&amp;R - Water Rescue</u>	Copy of the draft document will be copied and attached to meeting minutes.	G. Ewan	Done On-Going
<u>Comm Unit</u>	M. LaPlant to provide minutes from meeting to G. Ewan.	M. LaPlant	Pending Bring Forward @ 2/18/98 Meeting
<u>Update Task Force Liaisons to Specialists/ Work Groups</u>	C. Wurzell to update list.	C. Wurzell	Done
<u>3 Letter Identifier</u>	1. P. Cooney to develop the Three Letter Identifier Guidelines.  2. P. Cooney to invite LE representative to next meeting to provide overview of ICS and 3 Letter Identifier System for LE. This person should be familiar with the new POST version of ICS and give Task Force an overview.	P. Cooney	Done On-Going  Pending Bring Forward @ 2/18/98 Meeting
<u>BOD Meeting Minutes 10/8/97</u>	All future meeting minutes from BOD and OPS meetings to be mailed to all Task Force members. Task Force Chair to handle this task.	G. Ewan	Done
<u>Attendance: All Meetings</u>	G. Ewan will phone those that have missed many of the recent meetings.	G. Ewan	No Discussion Bring Forward @ 2/18/98 Meeting
<u>Future of Task</u>	Table issue until February or March meeting.		Pending Per

<u>Force</u>			Future Discussion
<u>FIREScope HISTORY</u>	C. Wurzell will look into making copies of these binders for each Task Force member, Ops Chairs, BOD Chair..	C. Wurzell	Done Decision To Do
<u>Meeting with Ops</u>	Info developed during meeting.	G. Ewan	Done Include these in Task Force Report to Ops Teams
<u>Election of Chair</u>	January meeting agenda item.		Done

### **Election of Chair**

***Motion made R. McKinney nominated George Ewan, A. Rosenberger second, unanimous vote. Chris Wurzell elected as Vice Chair..***

### **Next Meetings**

February 18-19, 1998 (LaPlant to arrange)  
 March 18-19, 1998 (Wurzell to arrange)  
 April 20-21, 1998 (San Jose Training Officer Workshop)