



First and Field Responders Working Group (FFRWG)

Highlights FFRWG Teleconference December 3, 2009, 3:00 p.m. EST

Participants:

Brenda Andersen	Nicole Panis
Mike Brock	June Pauley
Chuck Fauerbach (Co-chair)	Doug Tucker
Bill Froh	Dennis Urban (ORISE)
John Gamby	Scott Vowell
Scott Hackler	Gurney Wiggins (Co-chair)
John Lombard	

Charter Comments

No wording changes were suggested to the draft charter document by the membership. It was motioned and seconded that the draft charter be accepted as written. Motion passed.

Action Item:

Dennis Urban will remove the "draft" from the document and send out to the membership; including those who attended today for the first time.

2010 Annual Meeting Presentation Discussion

The WG meeting will be all day on Monday, May 3, 2010 at the Renaissance Las Vegas convention hotel. Presentations for 2010 will be focused on the interests of the WG members. The participants agreed that each demonstration or presentation would be approximately 1 hour in length. Presentations agreed upon are:

- Nevada Test Site technical presentation of hazmat software
- Y-12 Fire Department preplan software system demonstration which also incorporates the use of cameras to depict the preplan area/building, etc. (Scott Hackler)
- Panel discussion of ICS processes across the complex. Discussion would center upon how the command structure works at the various sites. A questionnaire will be developed and distributed to the WG participants to assist in identifying the specific areas to be discussed. This discussion will not just be about fire department response but will also include haz mat and radiation response. Understanding the various capabilities within sites was noted as a relevant discussion area.
- Duty manager function general discussion including a focus on the notification processes and how they are different across the complex.



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- Panel discussion of Communication Center Response Responsibilities A questionnaire will also be distributed to the membership to determine the specifics of this discussion area. Brenda Andersen to help with the questionnaire development.
- Open discussion with Q&A on 2011 presentation ideas

Possible 2011 Presentation Topic Discussion

- Inspector General Issues: How to prepare for an audit; how to respond to questions; how to answer/deal with findings; how to facilitate an IG audit; understanding how information can be used for or against you. It was noted that some sites have specific folks who deal with IG audit personnel while others do not.
- Other response elements: Radiation/Nuclear, Industrial Hygiene and how to respond to radiation events. Who should be called and when should these other elements be called?
- Y-12 suggested a discussion about global threat reduction concerns including dealing with terrorist threats in our changing world and the theft of radiation sources.

Discussion will continue at the next meeting of the WG and at the annual meeting.

SharePoint Report by Dennis Urban (ORISE)

The SharePoint site is established and the process to request access to the site has been sent out. Approximately 10-12 members have requested access thus far. The format of the site was explained as was its primary use as a document sharing repository. Again it was emphasized that Official Use Only (OUO) documents would not be uploaded to the site but that a statement listing the source contact to request the document would be posted to allow members to direct access the document owner.

Document folders or headings to be listed under the Shared Documents tab were discussed. The folders mentioned at the last meeting were:

- Hazardous Materials (includes associated training materials)
- Technical Rescue (includes associated training materials)
- EMS (includes associated training materials)
- Incident Command
- EOC Operations (includes associated training materials)
- Firefighting and Wildland Firefighting (includes associated training materials)
- Radiological

These folder titles may be amended and additional folder titles may be added.

Action Item:

Co-chairs will work on document folder titles and categories and post them under Shared Documents link.



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Next Teleconference Meeting Date

The next teleconference is schedule for Thursday, February 4, 2010, 3:00 p.m. EST.

Action Item:

Dennis Urban will arrange the call.

The teleconference was adjourned at approximately 3:56 p.m. EST.