



First and Field Responders Subcommittee (FFRSC)

Highlights FFRSC Teleconference August 30, 2012, 3:00 p.m. EDT

Participants

Dennis Cavalier, SNL

Portia Drost, ORISE

Lawrence Hatfield, EOTA

Chuck LaSalla, BNL

Jeff Leifel, ORISE

Larry Lewis, ORNL FD

Eugene McPeek, SNL

June Pauley, DOE/NNSA

Ricardo Paz, SNLEM

Jack Rycroft, OST

Mark Short, LLNL

Welcome and Roll Call

- A roll call of the participants was taken and in Scott's absence Eugene McPeek chaired the meeting.
- The meeting opened with an announcement regarding audio recording. The meetings are recorded solely for note taking accuracy. There were no objections by the participants. The recordings are destroyed when Highlights are approved. Using this approach, DOE is allowing the recording of these teleconferences.

Task Group Description and Goals for FY12 with Task Leads

Task Group Survey Process and Format with Task Leads

At Eugene's request, Jeff Leifel read each item as listed on the Team Profile form under "Special Instructions or Parameters for Team". Eugene addressed each item and asked for questions or comments. Eugene explained that the second item (template) was a one-page talking paper with a format for describing what you did, what the results were and what the recommendations were to move forward in putting together an implementation plan so that everybody is reporting in the same format. Eugene said that he would be sending out that template. Review of the items was completed.

Eugene said that he and Scott would be completing a Team Profile form for each Team which would include the members of each Team. Once the Leads have an opportunity to review the



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objective with the Team to see it reflects the path they want to be going down and what they want to accomplish. These profiles will be posted to SP and an email will be sent to the Leads letting them know that they have been posted. It was agreed that everyone will create a SP Alert so they will know when something new has been posted. This will also be addressed at the next FFRSC conference call.

Open Discussion

Jack Rycroft, OST – Asked if there had been given any consideration to Adm. Krol's memo for working with OST...any concept of operations that came out of that memo? Rycroft said he would send Jeff the memo to be posted on SP. Eugene asked Jack if he had a recommendation about how OST should be included within the Teams. He did not have a special recommendation, just wanted OST to be included in the mix. Eugene suggested that the OST people participating would be a good fit within the ICS group as well as the HAZMAT group. Jeff requested that Jack send him the names of the OST individuals who will be joining the SC so their names can be added to the SC membership list.

Jeff asked again if everyone was able to get into SP and to contact him if they were having any problems. Eugene and Jeff reminded everyone that to maintain our SC status it was important keep a record of the people attending any of the meetings that are held within the SC. Please remember to always have a roll call at each of your Team meetings and a record of attendees.

Action Items

- Contact Jeff for SharePoint passwords or if you are having a problems getting into the SP site.
- Post templates for Task Group Agendas and Highlights.
- Complete the list of site POCs for FFRSC monthly conference calls.
- Complete information missing on Task Group team members.
- What is status of the survey?
- Eugene will send out the format for the Team implementation plan which will also be posted on SP.
- Rycroft to send Jeff Krol's memo for posting on SP.
- Rycroft to send Jeff OST names for FFRSC membership list.
- Jeff – Alert notice from SP that new item has been posted.
- Establish a consistency in terminology to be used during the ICS Program Plan process – Team v Task Group or vice versa.....title all forms and documents and use the same titles consistently both verbally and in writing.



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Wrap-up

- Next FFRSC Meeting is scheduled for September 27, 2012 3:00 pm EDT, noon PDT.
 - Conference Call In: 866-763-0865
 - Participant Code: 4980583

The teleconference was concluded at 3:30 pm