

## Training Topic Group Conference Call Meeting Minutes December 16, 1998

Participants Included:

Aubrey Godwin	Tammy Ottmer
Tom Hughes	Jim Price
Deena LaRue	Tom Smith
Bill Lent	Wilbur Smith
Dan McGee	Gordon Veerman

### STATUS OF CHICAGO COMMENTS RESOLUTION MEETING

On December 9-10, 1998, Jim Price, John Moran, Tom Clawson, Gordon Veerman, and Bill Ruting met in Chicago to review comments that were received on the draft training modules.

Four major items appeared during this review:

- Material doesn't flow well.
- Material is not sequenced to fit the training levels normally associated with HAZMAT emergency response training.
- There is a significant amount of information that is not necessary for first responders to know.
- The training material needs to be reinforced with practical exercises.

Recommendations to address these four major items are:

- Review modules and realign/revise objectives to fit into the appropriate HAZMAT training level.
- Integrate appropriate information as needed to meet realigned/revised objectives.
- Place "nice-to-know" information into an appendix or attachment.
- Develop an appendix to support and enhance the information provided in the 17 modules.
- Technical information not needed by the first responders will be incorporated into a specialist module.

Prior to the conference call, a document depicting how the modules and specific objectives could be reworded/restructured into the different training levels (awareness/operations/technician) was faxed to Topic Group members. These recommended changes were discussed, and consensus was very positive from those voicing comments. A more detailed review and final restructuring will be accomplished at the Jacksonville meeting.

Chief Bill Ruting, LaGrange, Illinois fire chief, has assembled a very informative document entitled: 1999 U. S. Radiological Emergency Response Guidebook – A Companion to NAERG. This document contains pertinent and user-friendly information that would be very useful to the first responder at the event scene. Jim Price recommended everyone review this document and

determine how this excellent tool could be integrated with the training modules. Copies will be made and sent to each member for their review.

Some issues that need to be agreed on are:

States use awareness/ops/tech level training differently; i.e., what is considered ops level training in one State, may be considered awareness level in another.

Instrumentation material needs to be reviewed because operational HAZMAT teams normally have limited instrumentation available. It was suggested a "general" instrumentation section be written where more common instrumentation or basic instrumentation operation could be illustrated. Some instrumentation mentioned in the section is no longer being used in some States, such as the CDV's in Colorado.

#### AGENDA FOR JACKSONVILLE TEC/WG MEETING

The Jacksonville TEC/WG meeting will be held on January 20-22, 1999. On January 20, there will be an all-day Training Topic Group working meeting (8:00 am – 5:00 pm) to review and restructure the training modules based on comments received. A working lunch will be provided. Everyone should bring their comments and suggestions.

Possible agendas for the January 20 meeting were discussed. Review of comments one-by-one was voted down. It was recommended that the general approach will be to review the recommended module objectives, move material into correct modules, and identify material that will be located in the "nice-to-know" (specialist) appendices.

#### NFPA STANDARD FOR TEPP TRAINING

Gordon Veerman stated he had received a rough draft of the NFPA 472 revision from Clark Hyder. With this revision and the restructuring of the training modules, we need to make certain the 472 revision does not reference something that training cannot be provided for.

After the conference call, Jim Price spoke with Jim Cruickshank to provide an update from the Chicago comments resolution meeting. Jim Cruickshank and Clark Hyder will review the module restructuring recommendations along with the NFPA 472 revisions. They will forward their comments to Gordon Veerman and Jim Price for their review prior to forwarding to NFPA.

#### STATUS OF ACTION ITEMS

See table below. New entries/comments are italicized.  
Completed items will be eliminated from next month's action  
item matrix.

Action	Who	When
Comments due on IC & PIO modules	Topic Group	ASAP
Currently investigating web server / distribution costs.	Price	Complete
Request funding for J. D. Murray.	McNeil	12/16/98
Send comments matrix to Bill Lent	LaRue	12/28/98
Fax Modules 16/17 to Wilbur Smith	LaRue	Complete
Send Mod 9-17 info to Tom Smith	LaRue	Complete
Send copy of Bill Ruting document to members	LaRue	1/4/99
Send module recommendations to Jim Cruickshank/Clark Hyder	LaRue	Complete

#### SUMMARY

There will be no conference call in January due to the Jacksonville TEC/WG meeting.