

Fire and Emergency Incident Information System Technical Advisory Panel  
Marco Island, FL  
July 21, 2006

Panel Member Les Hallman called the meeting to order at 3:40 p.m.

**ROLL CALL:**

**PRESENT:**

**NAME**

James Angle, Palm Harbor Special Fire Control Dist.  
William Bryson, Miami Fire Department  
Julie Downey, Davie Fire Rescue  
Les Hallman, South Walton Fire Dist.  
Scott McDermid, Bureau of EMS  
Dr. Ron Nutter  
Jon Pasqualone, FI Fire Marshals and Inspectors Assoc.  
Shayne Stewart, Okaloosa Island Fire District  
Laurie Sweeney, Orange County Fire-Rescue Dept.  
Ron Williams, Lake County Vo-Tech

**REPRESENTING:**

FI Assoc. of Special Districts  
FI Fire Chiefs' Assoc.  
State Fire Marshal  
FI Fire Chiefs' Assoc.  
Bureau of EMS  
State Fire Marshal  
FI Fire Marshals & Inspectors Assoc.  
State Fire Marshal  
FI Professional Firefighters  
State Fire Marshal

**ABSENT:**

Michael Coker, Division of Forestry  
John Drago, City of Longwood  
Stockton Reeves, VI  
Charles "Scotty" Taylor Jr., Gainesville Fire Rescue

Division of Forestry  
FI League of Cities  
Insight, Orlando State Fire Marshal  
FI Professional Firefighters

On a motion duly made, Les Hallman was nominated and voted Chairman.  
Motion carried.

On a motion duly made, Shayne Stewart was nominated and voted Vice-Chairman.  
Motion carried.

On a motion duly made, the minutes from the Fire and Emergency Incident Information System Technical Advisory Panel held on April 17, 2006 were approved with corrections.

Motion carried.

Vice Chairman, Shayne Stewart asked to be excused from the meeting to catch his flight home.

Ralph Crawford attended in place of Mike Coker as the DOF representative.

## **REPORT FROM DIVISION:**

Director Napoli gave a brief power point demonstration on the FFIRS System. Panel members were issued a CD and CD content sheet.

Director Napoli suggested the panel members look at the EMS module. ALS/BLS reports need to match up.

Discussion was held on FFIRS/NFFIRS reporting. All elements of reports are in the NFFIRS System. FFIRS has all the same data as NFFIRS. The data is validated (looked at for errors) and this is the only “cleansing” of data that is done. An annual report is distributed to each department at the end of each year.

There are still some agencies who are not reporting with NFFIRS and some of those who are reporting are not completing all modules. Ron Nutter stated that based on statistics from 2004, about 57% are reporting which would be about 80% of the population. Director Napoli stated that if everybody was reporting and reporting correctly, the data could be used to our advantage. At the state level it is being used to some advantage because it can be brought to the legislature and it can be said that based on the reporting we are getting, here is what is happening in the state of Florida from a fire standpoint.

Because in this state, reporting is voluntary, we don't have the full data that we could be using. The question remains, is this a good system and how do we get everybody to report and report fully.

Panel members expressed concerns on how to get everyone reporting. Director Napoli suggested that if the Panel agrees, a group of members could call or go visit some of these departments and ask them if they need assistance with reporting.

William Bryson suggested trying something similar to what was done with the “2 in- 2-out” process.

James Angle suggested bringing it up at the Fire Chiefs' round table. Explain why it's important. It might help give us some direction especially with interfacing with the EMS component and give this committee some recommendations to go back to the Fire Marshal's office with.

Chairman Hallman stated that the goal of this panel and the reason this panel was put together was to get 100% compliance in the state of Florida for NFFIRS.

Director Napoli added that the depth/quality of the reporting is key. The interface issue is the real stumbling block right now in most cases. One way to address this might be to go to the legislature, for example, and state, the legislature created this panel to do a job and

now assistance from the legislature is needed; the panel needs a half a million dollars to hire a software company to write an interface program that will work with what is out there.

Panel members suggested the following:

Phase 1 – Start visiting departments that are not reporting and speak to the Fire Chiefs’.

Phase 2 – Establish idea of what it would cost to fund an interface program to the system that would operate with most of the Fire Cads or at least have someone on-line that can interface with them.

Phase 3 – Set an expectation with departments that gives them a date by which they will be reporting to FFIRS and then you have our goal for the 100% compliance.

Phase 4 – Working with Scott McDermid’s group, interfacing with EMS.

Scott McDermid agreed and stated that the reports can be made more specific depending on what type of call it is. He agrees that it will be extremely effective for fire departments and EMS reports to blend. The timing for this to happen is excellent since EMS is presently working on new reports.

Discussion was held on different types of reporting systems.

Chairman, Les Hallman would like the panel members to consider the four phases suggested for discussion at the next meeting in October.

Director Napoli will provide the panel, if possible, a list of non-participating departments.

Director Napoli suggested adding to the task list a possible public relations campaign of some kind to give people a reminder of why reporting is important.

Chairman Hallman requested Ralph Crawford advise Mike Coker on what direction we are headed. Need feed back from Forestry on this. Ralph stated that they report through Texas A&M. Texas A&M takes information from thirteen states, it doesn’t matter what format you send it to them in and they put it in their format.

Chairman Hallman suggested we check into Texas A&M and see what their reporting system is all about.

Director Napoli reminded the Fire and Emergency Incident Information System Technical Advisory Panel that they are bound by Sunshine Rules. Each of the members must operate under the public records law in the state of Florida which means, outside of noticed meetings it is not permitted to discuss any business that either has, will or may come before this council. This includes e-mails. Any discussions or information that members may want to share must be submitted to staff or to Director Napoli and it will be made available to the other members. Everyone should have a Government Sunshine book, if not, one will be issued.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**AUDIENCE:**

Lesley Mendelson stated how impressed she is with the interaction and the process of the Panel.

**NEXT MEETING:**

Friday, October 13, 2006, 4:00 p.m. in Ocala.

**ADJOURN**