

Safety and Health Working Team Action Log

#	ACTION ITEM	MEETING	ASSIGNED TO	DUE	STATUS	COORD WITH/ OTHER
1.	Address CO tasking at the IMST joint meeting.	BOISE, ID 1/09	Bloms		PENDING	
2.	In preparation to meet with the TWT and NWCG, get an assessment of S-212, Wildland Fire Chain Saws by March 30, 2009	BOISE, ID 1/09	Ryerson	3/30/09	PENDING	George Solverson
3.	Designate a liaison from NWCG Training to the HTTF.	BOISE, ID 1/09	Ryerson		PENDING	Blake/Rall/Epps
4.	Follow-up with the Lessons Learned Center (LLC) to assist with providing a web link to My Fire Videos for the following DVDs: If a Tree Falls, The Sawyers, and The Axman.	BOISE, ID 1/09	Bloms		PENDING	George Solverson
5.	Follow-up with recommendations for potential new HTTF Task Group team members possibly including an individual from Region 6 and an individual from NPS.	BOISE, ID 1/09	Bloms		PENDING	George Solverson
6.	Provide an assessment to Michelle by March 31, 2009, of NWCG course S-404, Safety Officer with input from Gene Madden and Tom Johnston (NIMO).	BOISE, ID 1/09	Beitia	3/31/09	PENDING	Gene Madden/Tom Johnston
7.	Provide an assessment to Michelle by March 31, 2009, of NWCG course S-359, Medical Unit Leader with input from the Incident Emergency Medical Task Group.	BOISE, ID 1/09	Sutton	3/31/09	PENDING	Jan Peterson
8.	Follow-up with Rick Mills to post the updated SAFENET Protocols.	BOISE, ID 1/09	Ryerson		PENDING	Rick Mills
9.	Coordinate with Paula Nasiatka (Center Manager, LLC) for feedback from the TriData survey. Continue coordination with IAWF and Paula.	BOISE, ID 1/09	Ryerson		PENDING	Paula Nasiatka
10.	Provide comments to Tory Henderson for the suggested wildland firefighter boot standard.	BOISE, ID 1/09	Ryerson		PENDING-Memo drafted. Distribute to WT for review.	Tory Henderson Cc: Branch Coordinator

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11.	Provide oil/gas mitigation efforts to the IRPG Revision Committee.	BOISE, ID 1/09	Beitia		PENDING	
12.	The team discussed implementing a new process to streamlining PMS issues. Forward this issue to the Branch Coordinator.	BOISE, ID 1/09	Bloms		PENDING	Blake
13.	<u>Lessons Learned Review Process</u> #1) Develop a template and distribute to the SHWT for review and comments. #2) Send old governance to group to use to compare with the new governance.	MISSOULA, MT 10/07	Ryerson	Discuss at Tuscon Mtg	PENDING	Options presented
14.	<u>Power Line Study</u> Do literature checks with respective field units and discuss findings at next meeting. This research will assist the Team in deciding what steps to take in proceeding with this study.	PORTLAND, OR 10/06	All		IN PROGRESS	
15.	Prepare prior Safety Grams for electronic posting on SHWT website.	RENO, NV (10/08)	Palmer		PENDING	
16.	Review Entrapment Avoidance-It's Your call CD at the April SHWT meeting.	BOISE, ID 1/09	All	May 09	PENDING	
17.	Develop a summary of data compiled from the 2008 fire season to identify trends. Update FFAST Fire Safety Synopsis with SHWT letterhead. Then incorporate the information into the SHWT PowerPoint and also provide a link to WFSTAR.	RENO, NV (10/08)	Ryerson		Draft Completed Waiting for charts	FWS/Stingel
18.	Provide briefing paper to fire directors outlining significant information as well as providing recommendations based on the TriData surveys and interviews.	RENO, NV (10/08)	Ryerson		PENDING	Provide after IAWF Safety Summit
19.	Follow-up with the cost share agreement between FFAST and AMD for maintenance and upkeep of the SAFENET server.	RENO, NV (10/08)	King		PENDING	

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20.	Follow up with the FS COR to obtain email addresses for contractors to add to the subscriber list.	RENO, NV (10/08)	Sutton		PENDING	
21.	Request MTDC to provide comments to the University of Illinois regarding the Heat Stress and Slips, Trips and Falls Study.	RENO, NV (10/08)	Ryerson		PENDING	Joe Domitrovich
22.	Incident Emergency Medical Task Group (IEMTG) SHWT will notify the IEMTG of future conference and meetings to assist with outreach.	RENO, NV (10/08)	All		PENDING	
	Attend the AC/IC meeting to present IEMTG tasking and accomplishments.		All		PENDING	
	Provide IEMTG accomplishment report to Al King by December 1, 2008.		Ashworth/Peterson		COMPLETED 12/08	
23.	<u>Nutritional Study w/PPT</u> Upload this publication to the FireFit website.	MISSOULA, MT 10/07	Ryerson		PENDING	FireFit
24.	Link the Fatigue Awareness Training Materials to the WFSTAR website.	RENO, NV (10/08)	Beitia		PENDING	WFSTAR
25.	A. Send standard operating procedures (with instructions) for incorporation into the SOP to the SHWT Executive Secretary	BOISE, ID (1/07)	All		ON-GOING	
	B. . Create a SOP Guide. Include Safety Gram, Historical Data, MTDC procedures, Charter, etc	PORTLAND, OR 10/06				
	C. Organize and archive historical action logs	LAS VEGAS, NV (01/06)	Parrish			
26.	In preparation for the IAWF Safety Summit Meeting.prepare/gather the SAFENET & FFAST brochures. Determine the number of brochures available.	BOISE, ID 1/09	All		COMPLETE 3/09	

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27.	Get a summary of topics/links to be included for the WFSTAR 2009 topics.	BOISE, ID 1/09	Beitia		COMPLETED 2/09	George Solverson
28.	Continue to provide HTTF updates to the NWCG webmaster for posting.	BOISE, ID 1/09	Bloms		COMPLETED 2/09	George Solverson
29.	Send a Safety Advisory disseminating information regarding the IAWF Safety Summit.	BOISE, ID 1/09	King	2/09	COMPLETED 2/09	
30.	Develop pie charts from the Safety Gram to show fatalities for 2008 and possibly previous Safety Gram history.	BOISE, ID 1/09	Bloms		COMPLETED 2/09	J. Stingly
31.	Use the Carbon Monoxide Executive Summary to reply to the tasking from NWCG for reporting recommendations including mitigations and trigger points.	BOISE, ID 1/09	Ryerson		COMPLETED 2/09	
32.	Submit a PMS request to discontinue the <i>Wildland Fire: Safety on the Fireline</i> (PMS 493) CD from the cache.	BOISE, ID 1/09	Bloms		COMPLETED 2/09	
33.	Add a link from I-Suite website to the Incident Emergency Medical Task Group (IEMTG) website. Include the Introduction memo from SHWT and the PowerPoint.	BOISE, ID 1/09	Sutton		COMPLETED 2/09	J. Peterson
34.	Follow up with NWCG Development Unit (Deb Epps) to determine if PMS 407, Common Denominators could be a stand-alone document. If in concurrence, SHWT recommends transferring this document to NWCG Training.	BOISE, ID 1/09	Ryerson		COMPLETED 2/09	Deb Epps
35.	Post the final Safety Alert Protocols on the Safety Alert site. Also link the memo from National Predictive Services Group on Fuel and Fire Behavior Advisory Issuance and Dissemination.	BOISE, ID (1/07)	King		COMPLETED 2/09	Rick Mills

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36.	Draft letter for Parent Group's signature to request member agencies to report to the Safety Gram, I-Suite, SAFENET. Inform agencies about the benefits of reporting, i.e., identification of trends, safety culture. Also include information on "How to report information for the Safety Gram."	Reno, NV 10/08	Keller/Palmer		COMPLETED 2/09	Michelle/Deana
37.	Modify the I-Suite Injury/Illness list for 2008.	MISSOULA, MT 10/07	Sutton/Ryerson/ Beitia		COMPLETED 2/09	Donna Tate
38.	Coordinate with Tim Blake to arrange a meeting with Rosey Thomas, Deb Epps, Karyn Wood, Vince Mazzier, Lessons Learned Center and James Barnett to discuss the Fireline Safety Refresher Task Group Charter and training. Provide SHWT with a copy of the updated/revised charter for review when completed.	BOISE, ID 1/09	Beitia		COMPLETED 2/09	
39.	Discuss visibility vest requirements with FEWT and MTDC.	RENO, NV (10/08)	Ryerson	Discuss at the Boise meeting.	COMPLETED 1/09	
40.	Follow-up with Tory Henderson (FEWT) on the NWCG Boot Standard proposal.	RENO, NV (10/08)	Ryerson	Discuss at the Boise meeting.	COMPLETED 1/09	
41.	Address exposure to various gasses and oil with the BLM and BIA. In addition, address this issue with the IRPG committee to recommend including this issue in the next revision.	RENO, NV (10/08)	Sutton/Beitia		COMPLETED 1/09	

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42.	<p><u>Website Update</u> #1) SHWT members send website reorganization recommendations to TBD.</p> <p>#2) Work with the NWCG webmaster to restructure the SHWT website. The website will be modified to include the SHWT mission.</p> <p>Add a counter to the SHWT website to show how many people are accessing the site.</p> <p>Work with the NWCG webmaster to update the SHWT website with current information.</p>	<p>BOISE, ID (1/07)</p> <p>RENO, NV (10/08)</p>	<p>#1 – All</p> <p>#2 – TBD</p> <p>Parrish</p> <p>Parrish</p>		<p>#1) Cancel due to NWCG Reorganization</p> <p>#2) COMPLETED 1/09</p> <p>COMPLETED 1/09</p>	<p>NWCG Webmaster</p> <p>Need to update Safety Protocols</p>
43.	Add link to the SHWT website for the Fire Shelter Task Group website.	RENO, NV (10/08)	Webmaster/Parrish		COMPLETE 1/09	
44.	Link the Fire Tech Tips <u>Feeding the Wildland Firefighter</u> to the SHWT website.	RENO, NV (10/08)	Parrish		COMPLETE 1/09	
45.	Address the TriData project at the IAWF Safety Summit Meeting, April 2009. Paula will draft the abstract for the TriData and provide to Michelle for review. Recommendations will then be provided for the agenda for the meeting.	RENO, NV (10/08)	Ryerson		COMPLETED 1/09	
46.	Create a SAFENET mission statement and review the SAFENET brochure and PPT for possible updates. The team will review at January 09 meeting.	RENO, NV (10/08)	All		COMPLETED 1/09	
47.	Send a current subscriber list to the SHWT members.	RENO, NV (10/08)	King		COMPLETED 1/09	
48.	Follow-up on specific publications that may need to be eliminated from the NWCG Cache.	MISSOULA, MT 10/07	Bloms		COMPLETED 1/09	Cindy Wolf

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49.	<p>2009 International Association of Wildland Fire (IAWF) Safety Summit The team suggested asking the Parent Group to provide a keynote speaker at the conference as well as other options. Al King will work with Dick Mangan to determine selection of a keynote speaker.</p> <p>Review the SHWT display in January to determine if the team will continue using for future conferences and meetings.</p> <p>Coordinate with Dick Mangan for funding support (\$5000).</p> <p>Brief the SHWT on meeting suggestions after discussing various opportunities with IAWF.</p>	RENO, NV (10/08)	King All Beitia King		COMPLETED 1/09	
50.	Finalize the Safety Gram Reporting Criteria per team's recommendations and changes.	RENO, NV (10/08)	King/Bloms		COMPLETED 1/09	
51.	Provide access to SHWT Fatality Database in Access format.	RENO, NV (10/08)	Palmer		COMPLETED 1/09	
52.	Revise the burnover definition for Safety Gram criteria. Need to be consistent with the terms. Consider using burnover as a subset to entrapment.	MISSOULA, MT 10/07	Sutton/Beitia		COMPLETED 1/09	
53.	Meet with Rosey Thomas, Chair of the TWT to determine the updates to SOFR, MEDL, S-212 courses.		Ryerson/King		COMPLETE 10/08	
54.	Draft the TriData project Safety Alert.		King/Ryerson		COMPLETED 10/08	
55.	Submit SHWT response to the IBPWT regarding mandatory days off after an extension.		King		COMPLETE 10/08	

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56.	Follow-up with the TWT to determine how priority is placed on updating training courses. Provide input on updating various NWCG courses.	MISSOULA, MT 10/07	Bloms/Parrish		COMPLETE 10/08	
57.	Submit proposal to MTDC to study seat belt us among wildland firefighters.	MISSOULA, MT 10/07	Sutton		COMPLETE	Proposal Denied. Possible follow-up with Rocky Mtn Research Ctr
58.	Draft memo addressing the pros and cons of accepting the burn injury protocols for NWCG approval.	MISSOULA, MT 10/07	King/Ashworth		COMPLETE	
59.	Prepare final cover memo for the NWCG Chair's signature to address the Minimum Standards of Incident Emergency Medical Services.	MISSOULA, MT 10/07	Ryerson/Duden		COMPLETE	Posted on EMTG website
60.	<u>AA Management Guide to CISM</u> #1) Edit and format the existing draft guide. #2) Team review of the final draft.	MISSOULA, MT 10/07	Parrish All	4/08 5/08	#1) COMPLETE #2) COMPLETE	Guide posted on PMS website 8/2008
61.	Follow-up to find out if each year's Safety Gram data is also updating the Fatality Data Base.	BOISE, ID (1/07)	Palmer		COMPLETE 2/08	Sheri Ascherfeld
62.	Review and evaluate the current Historic Firefighter Fatality Data Base to determine if it adequately meets our needs. Need to find out what sources of data can be solicited from the data base and compare with the data fields currently on the Safety Gram. Larry will discuss data base needs with Sheri A.	PORTLAND, OR 10/06	Sutton		COMPLETE 2/08	Sheri Ascherfeld

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63.	<p><u>SAFENET and the National Firefighter Near Miss Reporting System</u></p> <p>#1) Draft a thank you letter to International Fire Chiefs Association (IAFC) for the Near-Miss Reporting System.</p> <p>#2) Consult Amy Hultman to create links to the SAFENET and Near-Miss Reporting System web sites to promote and create a short-term partnership.</p> <p>#3) Contact AFC to request a copy of their follow-up questionnaire.</p>	BOISE, ID (1/07)	TBD		<p>#1) CANCEL</p> <p>#2) CANCEL</p> <p>#3) CANCEL</p>	Canceled these action items. The team was informed that the SAFENET data could not be housed on a private network.
64.	Provide recommendations for the proposed reorganization for NWCG teams.	MISSOULA, MT 10/07	ALL		COMPLETE 2/08	
65.	Create a charter for the newly established IEMTG and send to SHWT for review.	MISSOULA, MT 10/07	Sutton/Ashworth		COMPLETE 2/08	
66.	Review Trends Analysis Report to look at trends to develop initiatives and make priorities.	MISSOULA, MT 10/07	All		COMPLETE 2/08	
67.	Determine agenda items for the California Safety Officer's conference (April 15-17, 2008) and select a SHWT member to attend the conference.	MISSOULA, MT 10/07	Palmer		COMPLETE 2/08	
68.	Arrange for Rick Mills to attend a SHWT meeting for briefing on long-term management of the SAFENET and Safety Alert Web Applications.	MISSOULA, MT 10/07	King		COMPLETE 2/08	