



Safety and Health Working Team

**San Diego, CA
April 16-19, 2007**

Attendance

Michelle Ryerson, Chair	BLM, NIFC
Al King, Vice Chair	NPS, NIFC
Stan Palmer	BLM, NIFC
Moreland Gueth	NC, DOF
John Smith	USFS, MTDC

Larry Sutton	USFS, NIFC
Bob Ashworth	NV, DOF
Deana Parrish	USFS, NIFC

Mike Long	<i><u>Absent:</u></i> FL DOF, NWCG
Tim Lynch	USFS, MTDC
John Gould	BIA, NIFC
Rod Bloms	USFWS, NIFC
John Schwingel	WI, DNR

Old Business:

Review Action Log (All)

2007 California Interagency Wildland Fire Safety Officer Conference (HO 1)

Reviewed the agenda for the conference to determine the sessions the team will attend throughout the week. Stan Palmer presented a SHWT update at the conference.

Review the SHWT PowerPoint Presentation (All)

The team reviewed and modified the newly developed PowerPoint presentation. The presentation will be used at various conferences, meetings, etc., to provide an overview of the SHWT.

Safety Posters/Criteria/Publication Proposal (King) (HO 2)

Issue: The NWCG logo is being put on posters without NWCG endorsement or approval. The team reviewed posters pertaining to vehicles and Wildland Urban Interface, Situational Awareness that was developed by Guy Pence and funded by MTDC.

The team reviewed and modified the current criteria for accepting publication proposals. The team agreed to write a letter to Mr. Guy Pence to inform him of the current publication criteria.

Because of other poster requests that have come forward, SHWT agreed to use the existing NWCG Publication Management System (PMS) Procedures Guide and the SHWT Criteria for Accepting Publication Proposals to provide consistent guidelines for incoming requests.

Action Item: Follow up with Mary Ann Davies from MTDC to determine who is publishing posters with the NWCG logo and without NWCG approval. (Smith-MTDC)

Action Item: Send a letter to Mr. Guy Pence to inform him of the current publication criteria with a courtesy copy to MTDC. (Sutton)

BLM Burn Protocol Update (Ryerson) (HO 3)

The team discussed a proposal for the Parent Group's consideration to incorporate established standards for treatment and transport of employees who sustain burn injuries during wildland fire operations.

The team recognized that a process needs to be put in place to identify a minimum standard of care to lessen the severity of burns. It is critical to increase the level of awareness and be more involved with the care of employees. The FMO and AA should be give authority to make appropriate decisions for burn injuries.

Action Item: Submit BLM's Protocol to SHWT for possible NWCG adoption. (Ryerson)

Update on Comments Received on Draft EMS Standards (Ryerson)

The team recommended discussing with Kim Christensen (Chair EMSG) the outstanding tasks identified in the February 22, 2007, memo to the Emergency Medical Services Groups (EMSG). The SHWT needs to determine when the tasks will be finalized.

The SHWT reviewed the list of outstanding tasks presented to the EMSG and determined those tasks the SHWT can finish prior to sunseting the EMSG.

Action Item: Meet with Kim Christensen via conference call on May 1, 2007, at 10:00 a.m.

Action Item: Appoint a SHWT member to present the findings on this subject to the Parent Group at their next meeting, Tuesday, May 8, 2007. (Ryerson)

Joint IAFC/NWCG Safety Stand Down (Ryerson) (HO 4)

Reviewed and made revisions to the draft memo submitted to the team by John Gould.

Action Item: Finalize the Joint IAFC/NWCG Safety Stand Down memo and submit to NWCG. (Ryerson)

Update on WFLC Wildland Fire Fatality Reporting Issue (Ryerson)

NASF is part of WFLC. Michelle was contacted by Mr. Quigly (contractor for the FS-Wildland Fire Leadership Council) attempting to retrieve and extract data from the SHWT Safety Gram database possibly for tracking performance measures. Michelle provided a copy of the SHWT reports (Safety Gram, Trend Analysis) to Mr. Quigly.

Action Item: Follow-up with Mr. Quiqly and provide him a copy of the final 17 Year Trend Analysis Report. (Ryerson)

New Governance Update – SHWT/FFAST Function and Duties (King)

There has been confusion distinguishing the difference between the Federal Fire and Aviation Safety Team (FFAST) and the SHWT. The SHWT recently provided NWCG a description of functions and duties of both teams. The SHWT will wait for further direction from NWCG. No further action is currently required.

Update on I-Suite Project (Ryerson)

The new I-Suite Injury/Illness Model will be available on the next I-Suite update (4-16-07). Incident Management Teams (IMTs) are requested to ensure that injury/illness data is entered into the new module (I-Suite version 7.010.01). The Medical Unit will enter the module data.

17-Year Summary for Trends Update (Ryerson) (HO 5)

The team reviewed and discussed the DRAFT *Wildland Firefighter Fatalities in the United States: 1990-2006* analysis provided by Richard Mangan from MTDC. It was noted that the introduction section does not have statistical data on exposure data, number of hours worked, etc.

The final 17-Year trends analysis report will be completed in May 2007.

***Action Item:** Review the draft analysis and provide comments to Deana by April 30, 2007, to forward to MTDC. (All)*

Update on Agency Administrator's Guide to Critical Incident Management (Sutton)

The team previously recommended contracting Chuck Whitlock to finalize the Guide. There were barriers contracting Mr. Whitlock; therefore, the team discussed other options to complete the Guide.

A recommendation was made to find out the availability of Mr. John Gay and have Mr. Gay take the existing draft document in PMS and incorporate Rose Davis's edits.

The other option discussed was to make two separate publications by finalizing the current draft AA Guide to CIM and create another guide for incident critical management.

***Action Item:** Review the draft Agency Administrator's Guide to Critical Incident Management located at <http://www.nwcg.gov/pms/pubs/PMS926-DRAFT.pdf>. Provide comments to Deana by June 1, 2007. (All)*

***Action Item:** Add the newly proposed incident critical management guide to the SHWT budget. (Ryerson and King)*

***Action Item:** Follow-up on the proposal to create a critical incident management guide after completing the Agency Administrator's Guide to Critical Incident Management. (All)*

***Action Item:** Send a copy of the Fatality/Serious Injury Protocol-Plumas National Forest 2005 (incident command structure for fatalities and serious accident) written by John Gay to the team to review and discuss at the October 2007 SHWT meeting. (Ashworth)*

Interagency Incident Business Management Handbook (IIBMH), Chapter 60, Investigations and Reporting (All) (HO 6)

Reviewed and revised Chapter 60 of the IIBMH. The team also discussed the placement of this particular chapter. The question was raised if this chapter should be part of the IIBMH. The team submitted the recommended changes to the Incident Business Practices Working Team.

October 2007 Meeting Agenda Items:

- Hazard Pay
- NWCG Safety Gram Reporting Criteria
- Development of presentations by LLC for future investigations. Use the 30-Mile model to set the standards for the future.

Future Meeting Dates and Locations

- October 23-25, 2007 – Missoula, MT (WI State Host)
- January 22-24, 2008 – Boise, ID, joint meeting with TWT (NC State Host)

Future Conference Calls

May 1 @ 1000 (MST) – EMSG Briefing
May 24 @ 1300 (MST)

Handouts

1. 2007 California Interagency Wildland Fire Safety Officer Conference
2. Safety Posters/Criteria/Publication Proposal
3. BLM Burn Protocol Update
4. Joint IAFC/NWCG Safety Stand Down
5. DRAFT *Wildland Firefighter Fatalities in the United States: 1990-2006*
6. Interagency Incident Business Management Handbook (IIBMH), Chapter 60, Investigations and Reporting

5/30/07