



# Safety and Health Working Team

Orlando, FL  
February 1-2, 2005

## ATTENDANCE

Gene Madden	FL DOF	Al King	NPS, NIFC
John Gould	BIA, NIFC	Bob Ashworth	NV DOF
Michelle Ryerson	BLM, NIFC	Ed Hollenshead	USFS, NIFC
Rod Bloms	USFWS, NIFC	Mike Long	FL DOF
Stan Palmer	BLM, NIFC	Karin Nichols	BLM, NIFC
Tim Lynch	USFS, MTDC		

### **Guests:**

John Gay, USFS, R-5, Deana Parrish, USFS, NIFC

**Review Action Log (All)** - The team reviewed and updated the Action Log. These updates will be posted to the website once the changes/corrections are made.

**NWCG Update (Long)** - Mike Long gave the team an update from the recent NWCG parent group meeting. Some highlights were:

- Budget cuts, including cuts in State representative travel.
- Due to limited budget, it is critical that projects, the value of the projects and the time frame to implement or develop the projects be identified in future team budget requests.
- NWCG formed a committee to evaluate team budgets and prioritize projects.
- Ideally, liaisons to the teams should attend all team meetings; however, Mike will attempt to attend two SHWT meetings and all conference calls.
- Refresher Training was identified as a priority by NWCG, the TWT and SHWT will be tasked to put together what the product should look like and define who the target audience is.
- All correspondence to NWCG should indicate if it is for information or requires a decision.

**Improvement of the Agency Administrator's Guide to Critical Incident Management (John Gay)** – John Gay, Plumas NF AFFMO gave a presentation of a proposed improvement to the Critical Incident Management process to the SHWT. After some discussion the team decided to assign a task group to review the presented material, the existing Agency Administrator's Guide to Critical Incident Management and coordinate with the National Fallen Firefighters Foundation, who put on the "Taking Care of our Own" training.

*Action Item: Task group to review/develop a new product. (Hollenshead, Nichols, Janelle Smith and John Gay)*

*Action Item: Develop the scope of the task group. (Ryerson, Hollenshead)*

**Final Safety Gram Reporting Criteria (Ryerson, Palmer)** – The team reviewed the suggested Safety Gram criteria sheet. After some edits the team accepted the criteria sheet. The criteria will be available on the SHWT website.

*Action Item: Finalize Safety Gram Reporting Criteria; submit to NWCG. (Ryerson, Madden)*

**Incident Accident Reporting; I-Suites proposal (Hollenshead)** – Continued communication with the I-Suite developers is needed to identify business needs of the expected data and a proposal package needs to be put together for submitting to the NWCG.

*Action Item: Follow-up and report to the team in May. (Ryerson, Gould, Hollenshead)*

**Refresher Training /Continuing Education (Gould, King)** - This proposal is for a training program concept with multiple products, not just one course. Including lessons learned from previous seasons, kept fresh and tailored to specific audiences at the local level. Core requirements must be addressed, but flexibility is key. Some issues to be addressed are: who is the target audience? What is the objective? What is the suggested length of time? At this point, the SHWT will wait for further direction from the parent group.

**Dr. Sharkey's Vitamin Supplement Report (Madden)** - Gene discussed the results of the supplement report that had been sent to the team in December.

*Action Item: Prepare a SHWT response to the IBPWT including the findings of this report. (Madden)*

**Use of SOFR on Rx Burns (Gould)** - This topic will be dropped as a SHWT issue and the FFAST will address it from a federal standpoint.

**Finalize 2004 Safety Gram (Palmer)** - The team reviewed, edited and finalized the 2004 Safety Gram.

*Action Item: Incorporate edits; prepare cover memo for final distribution. (Palmer)*

*Action Item: Establish a standard operating procedure to validate the accuracy of the Safety Gram statistics and present at the May meeting. (Palmer)*

**Review of Firefighter Requirement to Speak English (Hollenshead)** - NWCG guidelines requiring firefighters to speak English fall short of the original intent. The proposal is to require all fireline operations and aviation personnel to speak English. If not addressed, the issue will result in a serious accident/fatality. The SHWT considered this proposal, and have decided to

pursue this issue by asking NWCG to consider that the current policy is not meeting the safety needs of the field and suggest further review.

***Action Item:** Prepare a memo to NWCG acknowledging the fact that there continues to be issues with non-English speaking personnel. (Hollenshead)*

**Website Edits - Team Responsibilities and Liaisons (All)** - The team reviewed and updated the website. These updates will be posted to the website once the changes/corrections are made.

***Action Item:** Provide this list to the NWCG parent group and applicable working team chairs. (Madden)*

**Elect New vice Chair (Madden)** - There was a nomination for Michelle Ryerson, the team voted and accepted Michelle as the new vice chair of the SHWT.

**Future Meeting Dates and Locations (All)** - The team discussed the reason for having meetings in different locations, which is to allow the field to present issues to the team, meet simultaneously with other groups or to permit the SHWT to visit significant program/sites. Historically there has been limited contact with local field personnel, and the team agreed to establish a standard operating procedure (SOP) to invite personnel in the hosting cities.

***Action Item:** Compose a standard letter to invite the field to SHWT meetings. (Madden)*

NPS – (5/17-19/05 – Boise, ID)  
(FS) WI State – (9/20-22/05 – Albuquerque, NM)  
BIA – (1/24-26/06 – Seattle, WA)  
NV State – (5/9-11/06 – Las Vegas, NV)  
FWS - (Fall '06)  
BLM – (Winter '07)  
FS – (Spring '07)  
FL State– (Fall '07)  
WI State – (Winter '08)

**10 year review of the Safety Gram (Palmer)** - H/O#1 – (Draft) Template Ten-Year Safety Gram Summary. The SHWT reviewed the form and agreed to incorporate the safety gram criteria into the template form. Once completed, the form will be populated with data from the historical firefighter fatality database.

***Action Item:** Analyze 10 year summary for trends, present at May meeting. (Palmer)*

***Action Item:** Approach MTDC for availability of statisticians to assist with the trend analysis. (Lynch)*

**Fatigue and Firefighter Video Revision (All)** - The team reviewed the Fatigue and the Firefighter video. The SHWT agreed that the some of the images, publications, and equipment used in the video were outdated and a revision was needed. There currently is a PowerPoint

presentation developed by MTDC that could be expanded on, with incorporations from the video.

**Action Item:** *Present this project to MTDC, and see if it can fit into their workload; report back to SHWT. (Lynch)*

Bringing a video to the meeting and reviewing as a team worked well, and should be repeated at future meetings.

**Action Item:** *Bring Crank Fire Burnover ('87) video to the May meeting for the team to review. (Bloms)*

**Liaison Reports (All)** - Liaison reports were given from:

NWCG – Mike Long  
PMS – Rod Bloms  
FFAST – John Gould  
DAWG, IBPWT – Michelle Ryerson  
IAWF – Al King  
EMSG – Gene Madden  
Western States – Bob Ashworth  
MTDC – Tim Lynch

**Strategic Planning Session (All)** – This agenda item will be addressed at the May meeting. The team decided to enlist the assistance of a facilitator to help the group identify future direction, identify projects and identify safety issues within fire operations. The goal will be to develop a strategic plan. This will also help identify funding issues.

**Action Item:** *Locate a facilitator, including answering the following questions: (Ryerson, King)*

- *What is the cost of the facilitator?*
- *What is the experience/background of the facilitator?*
- *What is their availability?*
- *What makes the facilitator qualified to facilitate a Strategic Plan for operational fire safety.*

### Conference Calls:

March 10, 2005 – 1330 MST

April 7, 2005 – 1330 MST

June 16, 2005 – 1330 MST

### May, 2005 Meeting Agenda Items:

SOFR proposal (Hollenshead)

Strategic Planning Session (All)

Incident Accident Reporting; I-Suites proposal (Hollenshead)

Discuss concepts from *Managing The Unexpected* (Lynch)

Annual Refresher Training requirements (King)