



Safety and Health Working Team

Las Vegas NV
January 24-26, 2006

ATTENDANCE

Gene Madden, Chair	FL DOF	Ron Hanks	USFS, NIFC*
Michelle Ryerson, Vice Chair	BLM, NIFC	Ed Forrester	WI DNR
John Gould	BIA, NIFC	Al King	NPS, NIFC
Rod Bloms	USFWS, NIFC	<i>Absent:</i>	
Stan Palmer	BLM, NIFC	Tim Lynch	USFS, MTDC
Bob Ashworth	NV DOF	Mike Long	FL DOF, NWCG
Ed Hollenshead	USFS, NIFC*	*Ron Hanks is replacing Ed Hollenshead as the USFS Representative	

Due to scheduling conflicts, John Gould and Ed Hollenshead arrived after the start of the meeting.

GUESTS:

Hallie Locklear, IBPWT Chair

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.

Action Item: Organize and archive historical action logs (Nichols)

Final 2005 Safety Gram (Palmer)

The team reviewed the draft Safety Gram, incorporated corrections and agreed to finalize.

Action Item: Finalize Safety Gram transmittal memo (Palmer/Madden)

2005 SHWT Accomplishment Report (Madden)

The team reviewed and incorporated changes to the Annual Report and agreed to finalize this week.

Action Item: Finalize Annual Accomplishment Report (Madden/Ryerson)

2006 SHWT Budget Request (Madden)

The team reviewed and discussed the submitted budget request. One point of concern was that the budget request was submitted to the NWCG before this team had completed its strategic plan. In the future, this plan will enable the team to formulate a more accurate budget request.

NOTE: Input from the NWCG Liaison on Thursday indicated that all WT's will be required to submit explanations/justifications with budget requests.

Action Item: Put together budget justification for parent group Due: 04/06 (Hanks/Ryerson)

LCES Poster proposal (Madden)

The SHWT discussed the LCES poster proposal from Mr. Matt Smith of Design Smith and agreed that this would not be supported by the SHWT.

Because of the numerous poster and sticker requests that have come forward, SHWT agreed that protocols (using existing PMS guidelines) were needed to provide consistent procedures and responses to incoming requests.

Action Item: Write response letter to Mr. Smith and create protocols (Ashworth/Bloms)

SHWT roles at the IAWF Safety Summit and the CA Safety Officers Conference (King)

The IAWF Safety Summit will be held in Pasadena, CA on April 25-27, 2006 and a staff ride to the Loop Fire will be on 28th. Even though the SHWT is unable to provide funding this year the IAWF continues to show the SHWT as the Co-Sponsor. However, they are looking for support in the form of personnel. The needs are for opening comments, day facilitators, speakers, displays, products and more detailed information. Assignments were made as follows:

- Gene Madden – opening comments
- Michelle Ryerson – presenter and display lead
- Al King – day facilitator
- Rod Bloms – day facilitator
- John Gould – presenter and day facilitator
- Bob Ashworth – day facilitator
- Ed Hollenshead – presenter

Action Item: Create SHWT informational brochure and PowerPoint presentation (Ryerson & King)

Additionally, the IAWF has decided to discontinue the yearly summit and begin a bi-annual event and they have requested \$2000 from the SHWT for the 2008 Summit.

The California Safety Officers Conference will be held April 18-20, 2006 in San Diego, CA, Stan Palmer will represent the SHWT.

Future Meeting Dates and Locations (All)

- BIA – (5/9-11/06 – Boise, ID or Seattle, WA)
- FWS - (10/23-27/06 – Long Island, NY - in conjunction with NY State Wildfire and Incident Management Academy at the Brook Haven National Lab)
- BLM – (1/23-25/07 – Tucson, AZ)
- FS – (4/17-4/19/07 – San Diego, CA)
- NE States – (10/23-25/07 - TBD)
- FL State– (01/23-25/08 – Florida or Alabama)
- NPS – (Spring '08)

Radio Frequency Issues (Gould)

A group has been chartered by the National Fire and Aviation Executive Board (NFAEB) to address the Radio Narrowband Implementation and the training of the field in time for the coming season. They have developed a training course and instructor guide, and will conduct two “Train the Trainer” sessions in Boise on Jan 31st and Feb 14th and additional trainings can be coordinated by contacting Mark Hilton at NIFC. This group has coordinated with the GACC’s to disseminate information however, an awareness campaign is needed on a national scale, and

an emphasis directing individuals to the website, <http://radios.nifc.gov>, where all this critical information is contained.

Predictive Services Safety Alert Distribution (Gould)

The SHWT agrees that future partnering with the National Predictive Services to coordinate any Safety Alerts that fall within their purview is appropriate and will ensure this is done. John Gould will take the lead in discussing this with the National Predictive Service Group Chair.

Safety Alert Protocols (Gould)

The SHWT agreed on implementing the following Safety Alert protocol:

The recommending member obtains the concurrence of the SHWT Chair or vice Chair as well as one other member of the SHWT on all Safety Alerts issued.

Items the SHWT will consider when issuing Safety Alerts:

- The subject is national in scope
- Is technically accurate
- Mitigation measures have been identified
- The subject line has been included and is accurate

Agency Administrator Guide update (Hollenshead)

Ed Hollenshead presented the updated guide in the new format. The team will review and will provide any corrections or changes by Feb 27th. The SHWT agreed that the guide will be submitted for inclusion in the PMS in CD format. Additionally, WT liaisons will seek input from the other teams.

Action Item: Review guide and notify WT Liaisons of draft and solicit a review by Feb 27th (All)

SAFENET Procedures (Gould)

John Gould proposed that the SAFENET include categories (e.g., A, B, C). The categories would allow elevation of certain situations to trigger an appropriate response from jurisdictional agencies.

Action Item: Have FFAST further evaluate if categories are needed and if so, identify the categories and bring back to the SHWT. (Gould)

IBPWT Topics – (Hallie Locklear)

Hallie made an Incident Business Practices Working Team presentation. Some highlighted topics were:

- Contractor training package
 - Sample contract provisions
 - Incident behavior form
 - EERA's general clause contract language
- Developed 7 task groups (critical areas)
- 2008 Draft HB in field by Feb 07
- ISUITES stabilization
- IBA Phase II
- AD Pay Plan – new plan will be out by 3/6/06

Strategic Planning follow-up (All)

The team reviewed, corrected and finalized the Vision, Mission, Core Values and Goals of the SHWT.

Action Item: Review final strategic documents to compare against existing SHWT Charter (All)

Wildland Fire Interagency Investigation Review Repository Database (Ryerson)

SHWT requested the WFLLC create a repository data base for wildland fire accident reports. This repository will provide wildland firefighters with historical information regarding significant wildland fire accidents. This information can be utilized in creating sand table exercises, staff rides, and lesson learned opportunities. The web site is now live and available for use.

Action Item: Draft cover memo for Safety Alert notifying the implementation of this database (Ryerson)

Additional Action Items:

Action Item: Request to NWCG Liaison that the WT chairs have yearly meetings (Madden)

Action Item: Update SHWT Safety Alert web page (Ryerson)

Action Item: Present High Reliability Organization concepts to NWCG parent group at an upcoming meeting. (Madden)

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

PMS – Rod Bloms

IAWF & TWT– Al King

IBPWT & DAWG – Michelle Ryerson

FFAST – John Gould

EMSG – Gene Madden

Conference Calls:

Feb 23rd – 1300 MST

Mar 16th – 1300 MST

April 13th – 1300 MST