



**Portland, OR
October 24-26, 2006**

Attendance

Michelle Ryerson, Chair	BLM, NIFC	Tim Lynch	USFS, MTDC
Al King, Vice Chair	NPS, NIFC	Bob Ashworth	NV DOF
John Gould	BIA, NIFC	Larry Sutton	USFS, NIFC
Rod Bloms	USFWS, NIFC	<i>(In attendance 10/25-26 due to scheduling conflicts)</i>	
Stan Palmer	BLM, NIFC	Deana Parrish	USFS, NIFC
		<u>Absent:</u>	
		Mike Long	FL DOF, NWCG
		John Schwingel	WI DNR

Guests

Shelby Gales, OR Safety Manager, Fire Operations
 Brian Sharkey, Project Leader, MTDC
 Kim Christensen, NICC Center Manager

Review Action Log (All)

The Team reviewed and updated the Action Log. These updates will be posted to the SHWT website once the changes/updates are made.

- **AA Management Guide to CISM (Sutton)**
 Comments have been provided to Rose Davis for incorporation into the Guide. Larry will request that the Guide be ready for the Team's final review by November 13, 2006. The SHWT will complete the final draft review by December 1st and proceed with publication. (All)
- **Action Item:** Contact Rose Davis for concurrence of due date. (Sutton)

DD: AA Guide to SHWT by 11/13

DD: Team Review Complete by 12/1

- **Safety Gram (Palmer)**
The Team reviewed, discussed, and edited the Safety Gram.
Action Item: The Safety Gram will be updated with additional data provided by the Team members. (Palmer)
Action Item: Update the NWCG Safety Gram Reporting Criteria to include serious life threatening injuries and wildland fire rehabilitation. (Ryerson).
- **SHWT Standard Operating Procedures Guide (All)**
Action Item: Create a SOP Guide. Include Safety Gram, Historical Data, MTDC procedures, Charter, etc. (Parrish)
- **Review Final Strategic Documents to Compare Against Existing SHWT Charter**
The Team reviewed, discussed and made revisions to the existing SHWT Charter. The revised Charter will be posted on the SHWT website once approved by Parent Group.
Action Item: Post SHWT Charter on web. (Parrish)

IS-700 and IS-800 Requirements (Ryerson)

The Team discussed this issue. FS has distributed a memo stating that IS-700 and IS-800 will be mandatory for FS employees. Department of Homeland Security is making this course a requirement for their employees. Some states are also making these courses mandatory due to associated funding. However, the Department of Interior has not yet made the decision to make these courses mandatory.

Hazard Tree and Tree Felling Task Group Charter/Holmes Report (Bloms)

The Parent Group tasked the SHWT to review the Holmes Report. The initial task group chartered through SHWT reviewed this report and decided to develop a charter. Due to the occurrence and severity of hazard trees, SHWT unanimously decided to create a task group. The SHWT discussed their authority to charter task groups and being able to get associated funding.

The SHWT agreed to provide content updates for the Charter and funding for one preliminary meeting and a post meeting for one year (proposed). The Task Group Chair and charter members will still need to be selected. Rod Bloms will be the liaison to the Group.

Action Item: Incorporate the final edits and send to the Team for final review. (Bloms)

Action Item: Presented the Charter at next TWT meeting. (King)

Firing Boss Fitness Level Change (Ryerson)

The IOSWT approved changing the fitness level from arduous to moderate. The SHWT discussed sending a letter to the IOSWT chair in response to the change. The SHWT did not concur with the decision of changing the fitness level. The process has been to coordinate with the SHWT prior to making significant changes. The Team emphasized that the process needs to be followed for future changes. Gene Madden drafted a memo to IOSWT but it was not distributed to the SHWT.

Action Item: Redraft a memo to the IOSWT regarding this issue. (Ryerson)

SAFENET Management Change (Gould)

Discussion was held about the possibility of moving SAFENET to the National Firefighter Near Miss Reporting System. Several questions were raised about this proposal including:

Could the two systems run under 1 web portal?

What is the possibility of combining the two reporting systems?

Would this new system be able to accommodate our needs?

Would the National Firefighter Administrators be willing to maintain our system separate from their system?

Would the transfer be transparent to the field? If the change was implemented it would need to be transparent to the field.

The Team liked the idea of combining the two data bases; however, it was important the current report remain intact. The SHWT does not want to combine our data with structural data.

FFAST would still need to be informed in order provide 48 hour follow-up of occurrence.

***Action Item:** Contact National Firefighter Near-Miss Reporting System Administrators and confirm if they can meet our needs. Set up presentation with the National Firefighter group for the next SHWT meeting, January 07. (Gould)*

10-year Review of Safety Gram Analysis Cost for Publication (Palmer)

The Team is considering contracting Dick Mangan to provide 10-year Review of Safety Gram Analysis Cost for Publication. Stan provided the Team examples of reports that have been produced by Mr. Mangan at MTDC. The Team recommended contracting with Dick Mangan with a project due date of March 1, 2007, for the total cost of \$5,000. The cost to include 2006 data would be an additional \$2000. One point of concern was that someone needed to be able to do a quality control/peer review of the final product. This publication will replace the *Wildland Fire Fatalities in the United States* booklet (electronic). We need to provide Mr. Mangan with specific details to be included in the publication as well as the format. The publication will include data from 1990-2006.

***Action Item:** Define specifications for analysis. (Palmer, Gould, and Lynch)*

***Action Item:** Follow-up with implementation of the contract. (Ryerson)*

***Action Item:** Invite Dick Mangan to our next SHWT meeting to further discuss the details of this publication. (Palmer)*

Evaluating our Current Data Base: Historic FF Fatality Data Base

***Action Item:** The SHWT will 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. (All)*

***Action Item:** A sample data base will be distributed to the Team for consideration of extracting Firefighter Fatality data. (Lynch)*

Work Rest Guidelines/Days Off – When do they apply to contractors? (Gould)

IBPWT asked the SHWT to address work rest guidelines for contracted employees. The question was raised if the food caterers and shower units are subject to the same work rest guidelines as other fire personnel. Camp crews are required to meet the 2-1 rest requirements, so the Team questioned the difference since they still provide a support function. The SHWT are concerned about the safety and health and welfare of firefighters and don't set standards over non-suppression contractors. The Team discussed this issue and concurred that they are unclear if this is a fire safety issue. The Team suggested that IBPWT submit an Issue Paper to the SHWT describing the issue and outlining the concerns. The Redbook addresses work rest guidelines for contractors. It may be necessary the IBPWT seek legal review through the Solicitor.

Action Item: Have IBPWT submit an Issue Paper to the SHWT describing the issue and outlining the concerns. (Gould)

Power line Study – Development Of Interagency Guidelines (King/Lynch)

WFSTAR asked the SHWT to provide guidance on standards when working around/near power lines. The Team was informed that this task would require multiple people to complete the project, therefore, proposed implementing a study. The issues that are involved in this study are complex. A recommendation was made to have this study funded possibly through San Dimas or MTDC. Prior research concluded that current guidelines differ between private power line companies and conflicting information was also found regarding safe working distance.

The examples shown to the group showed illustrations and diagrams of smoke around transmission lines and were not conducive to wildland firefighter safety. Other guidance varied between states so it is difficult to use the existing non-government materials. Currently, there are no available government materials that provide guidance for how to drive under or near power lines.

Action Item: The SHWT will do a literature check with their respective field units and discuss their findings at their next meeting. This research will assist the Team in deciding what steps to take in proceeding with this study. (All)

Action Item: SHWT members draft language for the field by requesting power line literature. This will provide uniform language for the literature request from the States. (Ashworth, Lynch, King)

Update on MTDC Projects (Brian Sharkey)

The Team discussed requesting an annual progress report for projects funding by SHWT. Project funding may have reduced this year because we did not have the background information on MTDC projects. MTDC works in cooperation with the University of Montana for many projects. MTDC reported that they are able to do research without an overhead cost of 44%. Dr. Sharkey assured the Team that their \$25,000 investment resulted in studies very beneficial to the wildland firefighters.

Current projects:

Shift Food – Intermittent Feeding for Wildland Firefighters: This study is researching our current three meal food plan and replacing them with shift meals. The current plan is to pilot this study, however funding still needs to be obtained.

Hydration: This project is studying hydration systems. MTDC reported that hydration systems have improved. Camelbak systems are being used among some firefighters. Camelbak and canteen systems were compared. The finding concluded that both hydration systems were similar and one system was not found to be better than the other. Liquids were also studied. The liquid in the Canteen would heat faster and cool faster. One advantage of using the canteen is because of the cleanliness of the hydration system. Camelbaks are difficult to clean. In addition, if electrolyte drinks are placed inside of them bacteria could grow if not properly cleaned. The conclusion was to keep using canteens. MTDC will be compiling information on how to clean hydration systems. This project will also be studying costs related with hydration systems.

Nutrient Program for Firefighters: MTDC will be developing a brochure to assist the firefighter with nutrient information. An Instructor Guide and PowerPoint presentation will also be developed to go along with the brochure. The brochure will be available by late winter 2007 via the internet.

Revision of Fitness and Work Capacity (1997): This publication is currently being updated and scheduled to be completed fall of 2007. The publication contains training plans and self testing information.

Immune Study: This study was not worked on this year.

***Action Item:** The Team suggested getting a consolidated list of other MTDC funded projects being tasked by other working teams working. Due to MTDC budget constraints, any future projects that are proposed need to have adjoining funding. (Ryerson/Leslie Anderson)*

Developing Standard Protocols for Safety Alerts (Sutton)

Alerts being issued from NMAC this summer caused question/concern. What is NMAC's role? How does SHWT interact with NMAC? The confusion began when the GACCs were issuing safety alerts. There are Standard Protocols for distributing safety alerts. There are three separate categories: Warnings, Advisories, and Bulletins. The Team suggested limiting to the 24-hour report and not distributing both reports since the 72-hours report generally doesn't have a significant amount of additional information. As subsequent investigation documents, specifically the 72 Hour Report and the final Factual Report, become available it will be posted on the Wildland Fire Lessons Learned Center database for reviews and investigations.

***Action Item:** Standard protocols for Safety Alerts were review and modified by the Team. The standard protocols will be confirmed with Lesson's Learned Center. (King)*

***Action Item:** Need to inform the NMAC on the modified process and coordinate with FFAST Chair. (Gould)*

Liaison Assignments (Sutton)

The Team discussed and reviewed the roster, member responsibilities, and liaison assignments.

Action Item: Update the SHWT web page with the following changes: (Parrish)

- Delete Team Member Responsibilities section
- Update Liaison List
 - IOSWT – Replace with Larry Sutton
 - NWCG – Update with Michelle Ryerson
 - TWT – Update with Al King only
 - Delete Social Sciences Task Group
 - Delete Course Review

Selection of New SHWT Chair (All)

The group nominated and voted for a new Chair and Vice Chair for the SHWT. Michelle Ryerson was nominated and accepted the Chair position. Al King was nominated and accepted the Vice Chair position.

Term limits were discussed for members of the Team and added to the SHWT Charter. The Team decided on a three year term.

Action Item: Add verbiage to the SHWT Charter for a three year term limit for members. (Ryerson)

NWCG Course Review Tracking Sheet (Parrish)

A new tracking sheet will be attached to each course that is assigned for review. The SHWT reviewer will fill in the pertinent information and submit the form to the Executive Secretary.

Reformatted SHWT 2007 NWCG Budget (Ryerson)

The Budget proposal for FY2007 was reviewed and discussed. Agenda topics for the next NWCG Parent Group January 2007 meeting include: Standard of Care, Hazard Tree and EMSG.

Action Item: Michelle will follow-up with Leslie for clarification on MTDC projects funded by SHWT. Need to obtain an accomplishment report from MTDC on projects tasked by the Team. (Ryerson)

Action Item: Obtain a copy of the Parent Group strategic plan. (Ryerson)

Action Item: Prioritize SHWT projects. (Ryerson)

Accident and Injury Data Addition to ISUITE (Ryerson)

The SHWT has requested an addition to the ISUITE software package that would capture large fire accident and injury data. In October 2004 members of the SHWT met with Mary Ann Szymoniak to discuss a strategy to initiate this project. As a result the group developed a conceptual outline of a screenshot identifying the desired fire information. This system would provide a more complete data set that is inclusive of all firefighters. It is hoped that this will insure accident prevention measures are adequate, and that the information gleaned will provide a means to calculate incident accident frequency rates as established by OSHA. The ISUITE project and developer is ready to start on this SHWT project. Michelle, John, and Larry will meet with Mary Ann Szymoniak November 13, 2006.

Automated External Defibrillators (AEDs) in Medical Kits (Kim Christensen)

A memo was issued to the Cache directing them to include AEDs in medical kits. The Cache asked for the SHWT to provide guidance and direction on standard of care before adhering to the memo. The Parent Group made the decision to table this topic until the SHWT completes their task on defining the level of care and medical standards.

Kim reported that EMSG developed a memo regarding automated external defibrillators (AEDs). SHWT will review the memo and provide comments. EMSG distributed a draft template for the SHWT to review the standard of care (Recommended Minimum Standards of Incident Emergency Medical Services).

The outstanding project for the EMSG is to review the 100 and 500 person medical kits. The function of the newly formed group will be to look at the kits and review the standards chart. The Team expressed interest in the statistics. Kim will email Deana the statistics on 100/500 kits used.

Currently the 100/500 medical kits are replenished at Missoula. There has been discussion at costs associated with sending the kits back to Missoula. There was discussion among the group regarding replenishing the kits. It wouldn't be cost efficient for home units to purchase and stock their own kits. One consideration made was to send the kits back to the appropriate GACC instead of Missoula. A suggestion was made to purchase the perishable items at the fire because of expiration dates. It was also recommended the Fire Equipment Working Team consider a solution how to include AEDs (oxygen, etc.) in medical kits since these are national cache items.

The SHWT recommends including AEDs for Type 1 and 2 incidents.

Once the Recommended Minimum Standards of Incident Emergency Medical Services is approved, it will need to be determined where it will be placed, i.e., 410-1, Mob Guide, etc.

The group also discussed the Limiting Request of Recognition and Protocols form located on the SHWT web page. Kim will recommend to the Team the proper location to for this document to reside.

***Action Item:** The final template will be presented to Parent Group with a courtesy copy to the IOSWT. (Ryerson)*

***Action Item:** SHWT will rework the AED and Standard of Care memo and present to the Parent Group. (Ryerson)*

***Action Item:** Kim will revise the Recommended Minimum Standards of Incident Emergency Medical Services based on SHWT recommendations.*

Emergency Medical Support Group (EMSG) Charter (Kim Christensen/All)

The group reviewed and discussed the current charter. The SHWT is in agreement that EMSG has met their assigned task objectives. The Standard of Care and AED documents still need to be finalized. The Team inquired what other projects the EMSG is currently working on.

The SHWT proposed to sunset the EMSG group with an advisor to the SHWT within a year.

Radio Kits – Need to Set Standard for 1 or 2 Common Radios (King)

The place for fire personnel to learn how to operate a radio is at home unit not on incident. The Team determined that no action was needed for this item.

Future Meetings

- January 23-25, 2007 – Joint meeting with Parent Group in Boise, ID
- April 17-19, 2007 – Joint meeting with IOSWT and Interagency Wildfire Safety Officers in San Diego
- October 23-25, 2007 – Missoula, MT
- January 22-24, 2008 – Boise, ID, joint meeting with TWT

Conference Calls

December 14 @ 1300 MST

No January Conference Call

February 15, 2007 @ 1300 MST

March 15, 2007 @ 1300 MST (King will Chair)