



**Missoula, MT
October 22-25, 2007**

Attendance

Michelle Ryerson, Chair	BLM, NIFC	Larry Sutton	USFS, NIFC
Al King, Vice Chair	NPS, NIFC	Bob Ashworth	NV, DOF
Stan Palmer	BLM, NIFC	Deana Parrish	USFS, NIFC
Moreland Gueth	NC, DFR	Brad Bolen	BIA, NIFC
John Schwingel	WI, DNR		
Tim Lynch	USFS, MTDC	<u>Absent:</u>	
		Mike Long	FL DOF, NWCG
		Rod Bloms	USFWS, NIFC

Action Log

Reviewed and updated the Action Log. (All)

New Governance Update (Ryerson) (HO 1)

The team discussed a proposed plan by NWCG to restructure the Working Teams. The proposal recommends combining FFAST and SHWT while incorporating NWCG. The reorganization consists of the following sub-groups: 1) Fire Program Management, 2) Business Management, 3) Workforce management, 4) Incident Operations, and 5) Equipment and Technology. Full-time positions are also proposed.

The team discussed several items of concern if FFAST and SHWT were combined including organization, incorporating the Lessons Learned Center (LLC), and identifying where investigations fit in if the teams are joined.

Action Item: Consider the proposed governance and provide recommendations. Input from the SHWT can be shared via briefing paper to NWCG Liaison, Mike Long. (All)

Preparation for SHWT/TWT and Parent Group Meeting in January 08 (All) (HO 2)

The team prepared the 2008 Strategic Plan and budget for the Parent Group. SHWT will need to revise in January 08 for 2009.

Action Item: Follow-up with NWCG Liaison Mike Long on 2008 budget. (Ryerson)

Process to Report Fatalities in Lessons Learned (Ryerson)

The team was briefed on a new Lessons Learned Review Process. This process is an interagency concept to look at near misses. This process will be used for incidents that do not result in injury or property damage.

The team discussed a simple way to get information distributed quickly to the field. A one-page lesson learned sheet containing the description and pertinent information about the incident was proposed.

Discussion took place on the intent of serious accident investigations and utilization of the investigation. It is important to separate and make clear of the lesson learned. Safety investigations are used to help with reoccurrences and are self-learning. The safety investigation should reveal to the employee that the information gathered is not used for personnel actions.

Action Item: 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. (Ryerson)

Safety Alert Protocols (HO 3 & 4)

The Safety Alert Protocols finalized March 8, 2007, did not address non-serious accidents. The team reviewed and revised the Safety Alert Protocols to include the following changes: The following sentence "If a majority of the available members concur, a Safety Advisory or Safety Warning will be prepared." was added to #2. Number 4 was added to address non-serious accidents. Number 5 was added to identify how to submit Safety Alerts.

Action Item: Finalize and distribute the Safety Alert protocols revised 10/16/07. (King)

Position Task Book Field Review (All)

The team reviewed and provided comments to the Incident Operations Standards Working Team (IOSWT) liaison for the following Position Task Books:

Safety Officer, Line

Safety Officer Type 1 & 2

Incident Commander Type 3

Single Resource Boss

Action Item: Submit comments to the IOSWT in the required format by October 31, 2007. (Parrish)

Action Item: Revise the Safety Officer, Line PTB by January 19, 2008. (Bloms, Bolen)

2008 Incident Business Management Handbook (IIBMH) Draft Review (All)

The team reviewed and provided comments on proposed changes to the IIBMH for Chapter 60 (Accident Investigation and Reporting) and Chapter 10 (Personnel).

In addition, the Minimum Standards of Incident Emergency Medical Services was sent to the Incident Business Practices Working Team to determine if the minimum standards guidance should be placed in the IIBMH.

Action Item: Submit comments to the IBPWT in the required format by October 31, 2007. (Parrish)

ICS 215A and ICS 206 Form Review (King) (HO 5)

The team reviewed and provided suggested changes to the ICS 215A and ICS 206. The comments were as follows:

ICS 215A

- Anchor point is not established. Add “anchor point” to the Major Hazard & Risks category.
- Add “Indirect Line Construction” to Major Hazard & Risks category.
- Remove the “General Poor Health Conditions” category or further define. The team determined that the General Poor health Conditions category is vague. Is this category referring to environmental health conditions leading to poor health conditions? Is this category referring to illness in camp?
- Align the hazards and risks so that they are in the same sequence of the mitigations.
- Change the header on page 2 of the form to “Possible Mitigations.”

ICS 206

- Reviewed a proposed form for ICS 206, Medical Plan. A new section for air ambulance (Section C) was added. The team concurred with the addition.

Follow-up on Emergency Medical Services Group (EMSG) (Ryerson)

SHWT made the decision to sunset the existing EMSG and create a new group to replace the EMSG. The new group name will be the Incident Emergency Medical Task Group (IEMTG). The team decided to form a new medical emergency task group to complete new tasks identified and to complete unresolved and uncompleted tasks. New team members and a Chair will be selected.

The new IEMTG Charter was revised to state, “To establish and maintain standards to meet the emergency medical needs of managed incidents and integration with local, state, and federal systems.”

There currently is a lack of a common scope of practice and standard of care. SHWT agreed that it is critical that a basic standard of care gets completed. Standard of care should be to stabilize and transport. It was determined that a strong working relationship with State health divisions need to be developed.

Action Item: Create a charter for the newly established IEMTG and send to SHWT for review. Utilize the Hazard Tree and Tree Felling Task Group Charter as a template. (Sutton, Ashworth)

Action Item: Notify the EMSG Chair of the decision to sunset. (Ryerson)

EMS Standard of Care (Ryerson) (HO 6)

The Minimum Standards of Incident Emergency Medial Services was approved by NWCG. The team discussed how to get the EMS standard incorporated into NWCG policy as well as where to place the standard.

Action Item: Prepare final cover memo for the NWCG Chair's signature. (Ryerson, Parrish)

Fire Equipment Working Team (FEWT) Proposal/NWCG Approval on AEDs (Ryerson) (HO 7)

Reviewed the FEWT proposal discussing AED's and contract EMT's kits. NWCG approved the proposal. The proposal provided history, background, and recommendations. This information will be distributed to the field by FEWT.

BLM Burn Injury Protocol (Ryerson) (HO 8)

BLM distributed an Instruction Memorandum No. FA IM-2007-027 dated 9/12/2007, describing wildland firefighter burn injury protocols. The Chair briefed the team on the compilation of the policy. The criteria and protocols were extracted from the American Burn Association except for Burn Injury Criteria #7 which is agency specific. Two different physicians from Burn Centers reviewed the protocols and concurred. Comments from SHWT are as follows:

- The BLM created the standard and it is up to the various agencies to adopt the policy.
- BIA reviewed and decided to adopt the protocols and will be placed in their Blue Book.
- The suggestion was made to prepare for NWCG review and approval.
- Need to watch out for the unintended consequences. Need to address total standard of care.

The majority of the SHWT voted to move forward to ask Parent Group to support the protocols. Proper physician referral to a burn center is necessary in order for OWCP to pay for treatment. The suggestion was made to address the pros and cons via issue paper.

Action Item: Draft issue paper addressing the pros and cons of accepting the burn injury protocols. The issue paper will be attached with a memo for NWCG approval. (King, Ashworth)

Review 2007 Safety Gram (Palmer)

Reviewed, updated and prepared for final draft.

Update Criteria for Safety Gram (HO 9)

Definitions “burnover” and “entrapment” from the Glossary of Wildland Fire Terminology were discussed.

Discussion point: In order to be burned over you would have to be entrapped. All burnovers include entrapment. The question was raised if it was possible to have an entrapment without being burned over? Can a person be entrapped without deploying a fire shelter? The team discussed if it was necessary to refer to burnover in the Safety Gram. The team discussed various options. If burnover was removed the team thought they would not receive valid reporting. The team agreed to revise the burnover definition.

Decision: Continue to report both definitions of burnover and entrapment in the Safety Gram.

Action Item: Revise the burnover definition for the Safety Gram criteria. (Bolen, Schwingel)

Trends Analysis Report (Ryerson)

Discussed the findings of the report to assist in preparing an assessment. The team discussed focusing on the number of driving related accidents to determine where interpretations can be made. The report Wildland Firefighter Fatalities in the US: 1990 – 2006 can be downloaded at <http://www.nwcf.gov/index.htm>

Action Item: Review report to look at trends to develop initiatives and make priorities. (All)

Agency Administrator’s Guide to Critical Incident Management (Sutton)

The team began review and editing the Guide in preparation for final publication. The team agreed to reformat the entire guide. Target draft completed by next meeting.

Action Item: Edit, format and finalize the Guide. Send final draft to the SHWT for review by January 2008. (Ryerson, King, Parrish)

Driving Safety Advisory (Sutton)

The team reviewed and provided comments for a draft safety advisory on seat belt use and preventative measures. The advisory will be incorporated into the 2008 Annual Fireline Safety Refresher Training.

Action Item: Submit proposal to MTDC to study seat belt use among wildland firefighters. (Sutton)

2007 Accomplishment Report (Ryerson) (HO 10)

Team members are to review the 2006 Accomplishment Report and provide input for 2007 accomplishments.

Action Item: Provide inputs and specific information (identified below) to Al King by January 11, 2008. (All)

Final 2007 Safety Gram (Palmer)
Historical Wildland Fire Data Base Update (Palmer)
Lessons Learned Center (Ryerson)
Update from Hazard Tree and Tree Felling Task Group (Bloms)
Accident and Injury Data via I-Suite (Ryerson)
Update of NWCG publications, AA Guide and Entrapment Report (Bloms)
NWCG Courses Reviewed by SHWT for 2007 (Parrish)
Input from entire team on any other significant activities (All)

Missoula Training Development Center (MTDC) Project Updates

- Fire Shelter Update (Petrilli)
The team watched a video produced by MTDC showing heat resistance to the old and new fire shelters.
- Fuel Transportation Update (Wes Throop)
A reference guide for containers is currently being developed by MTDC. MTDC worked with OSHA to provide clarification for the reference guide. The question was raised if cans be used if they were not safety cans. The answer is “yes.” MTDC is in the process of developing an alternate standard which allows them to follow Department of Transportation (DOT) policy in using jerricans. The Forest Service is interested in using jerricans. The safety can is now being used at NIFC. A draft interim policy has been adopted for agencies listed in the Redbook.

A draft proposal with new specifications titled, *Interagency Transportation Guide for Gasoline, Mixed Gas, Drip-torch and Diesel*. (April 2006) is available on the MTDC website.
- Safety Zone Study (Bret Butler)
The team was shown a presentation on a safety zone study that is currently being conducted at MTDC. Bret requested member agency support.
- Fire Lab and MTDC Tour (Bret Butler)
The team toured the facility and provided briefing on current testing and studies.

Shift Food Study

The Shift Food Study began as a pilot project with the US Army to show how carbohydrate levels are maintained throughout the day. The study showed a 20% increase in overall work when firefighters consumed carbohydrates throughout the day. Although the data has not been analyzed yet, feedback from the field has been positive. It is estimated that this study will cost an additional \$20,000 to complete. MTDC should receive the data for this study by November.

Hydration Study

This study reviewed various hydration systems; in particular, canteens and Camelbaks. San Demas has also been involved with this particular study. In addition, research was conducted on the amount of bacteria found within each hydration system. Results for this study will be issued in a future edition of Firefighter Safety and Health.

Incident and Stress

This is a new study observing individual's job performance and associated long-term health. Blood tests and specific analysis are being looked at for this study. Collection of data for this study will continue with stress measurement tests being performed next summer.

Fitness and Work Capacity

The updated Guide should be available by the end of the fiscal year. The first draft has been completed. The University of Montana has been involved with this study. MTDC plans to include more training advice than in previous editions. MTDC has requested to print the guide in color and is awaiting approval.

Power Line Study

MTDC reported that funds are not available to complete the work on this project. This study may take longer to compete if additional funding is not acquired.

Boot Study

This study is moving forward. MTDC has been working with a boot testing specialist. A questionnaire has been sent out to the field asking for types of boots being worn.

Nutritional Study w/PPT

This study has been completed and is available on the MTDC website under Fire Tech Tips, January edition: <http://www.fs.fed.us/t-d/pubs/> (Username: t-d, Password: t-d)

Action Item: Upload this publication to the FireFit website. (Ryerson)

Hard Hat Study

Studied various suspensions in hardhats looking for best protection. SHWT was briefed of the materials found in polycarbonate and fiberglass hardhats.

SHWT Liaison Reports

- Hazard Tree and Tree Felling Task Group (Bloms)
The task group provided a progress report (October 16, 2007) and an action item summary. SHWT reviewed the report and discussed the need to identify a funding mechanism for accomplishing items listed in the action plan, i.e., video.
Action Item: Follow-up with the TWT to determine how priority is placed on updating training courses. Also need to determine how outside sources, e.g., SHWT can provide input to the priority. The team discussed the best method to provide input on updating various courses such as S-212, Wildland Fire Chain Saws. (Bloms)
- Radio Communication (Bolen)
The Radio Communication Task Group will meet and reorganize in January 2008. The task group will refocus priorities due to membership change. New membership, charter, and goals will be provided by the by Radio Communication Task Group by January 30, 2008.
- California Safety Officer's Conference
The conference is scheduled for April 15-17, 2008 in San Diego.
Action Item: Determine agenda items for the conference and select a SHWT member to attend the conference.
- 2009 IAWF Safety Summit
The conference will be combined with the National Fire Prevention conference. It will be held in the Northwest. Location and time TBD.
- PMS Update (Bloms)
The team reviewed a list of publications, videos, etc. to determine if they could be omitted from PMS.
Action Item: SHWT reviewed several items that are being considered for removal from PMS and the cache. The SHWT needs further explanation as to why certain publications need to be eliminated. Several items are in video format instead of DVDs. Is there consideration given to replace the videos with DVDs? (Bloms)
- I-Suite Injury/Illness Module (Ryerson)
SHWT has received comments to update the injury/illness list. Currently in I-Suite there is not a method to track contractor injury/illness because they are not entered in "Time" as separate individuals.
Action Item: Modify the I-Suite Injury/Illness list for 2008. (Sutton, Ryerson, Beitia)
- SAFENET and Safety Alert Web Applications (King)
A cost share agreement is in place to replace the web server since it lost hard drives. Mr. Mills (server maintenance contact) will brief the SHWT on long-term management of the system.
Action Item: Arrange for Rick Mills to attend a SHWT meeting. (King)

- Training Working Team Liaison (King)
The TWT will be issuing a decision on NWCG course prerequisites.
FEMA crosswalk is completed. Briefing paper is forthcoming from TWT.

WFSTAR products will be available January 31, 2008. The Annual Fireline Safety Refresher Training video has a tentative availability of mid-March 2008.

- IOSWT Liaison Report (Sutton)
At this time, the primary focus of the IOSWT is to complete the Position Task Book revision. The PTBs are currently out for field review.
- IBPWT Liaison Report (Ryerson)
The IBPWT is focusing on the 2008 Incident Business Management Handbook revision.
- Fire Equipment Working Team Liaison
Action Item: Follow up with Rod Bloms to determine his availability to be the FEWT liaison.

February 2008 Meeting Agenda Items:

- Revisit the liaison list for the SHWT web site and roster.

Future Meeting Dates and Locations

Feb 19-21, 2008 – Boise, ID (NPS will host)

May 5, 2008 – Tucson, AZ (with LLC)

October 20, 2008 – Wisconsin

Future Conference Calls

November 30 @ 1300 (MST)

January 9, 2008 @ 1300 (MST)

Handouts

1. NWCG Strategic Plan.2007-10-10.v8.9.pdf
2. SHWT_Strategy_Final.doc
3. SafetyAlertProtocols_030807.pdf
4. Revised_SafetyAlertProtocols_101607.doc
5. ICS 215A and ICS 206 Forms
6. Incident Medical Minimum Levels_09.17.07.xls
7. EMT Basic Kit no rates 10_02.xls; EMT_Contract_Kits_V1.doc
8. Faim2007027.burnprot.doc
9. NWCG Safety Gram Reporting Criteria _1-25-07.pdf
10. SHWT_AccomplishmentReport_2006.doc

12/17/07