

**DOI Safety Council Meeting  
May 26-27, 2004, Washington DC  
Summary Minutes**

**1. Attendees.**

Linda Rowley, Reclamation  
Dick Powell, NPS  
Bill Miller, USGS  
Bill Bass, OSM  
Carl Messick, NBC  
Mary Parkinson, FWS  
Phyllis McKoy, BLM  
Mike Kaas, MRPS  
Diane Schmitz, MRPS  
Robert Garbe, MRPS  
Carol , MMS  
John Gould, NIFC

Kathleen Wheeler attended part of the meeting on May 27.

**2. Welcome and opening remarks.** Linda Rowley opened the meeting with a review of the agenda and identification of necessary discussions and/or decisions before the meeting=s conclusion. The agenda, attached, provided the guideline for the schedule. In addition, other agenda items added were: Fire Safety; Budget Initiatives Update; Firearms Safety; and DOI University Update on Safety Training.

**3. DOI PMB Organizational Changes.** The DOI PMB has submitted a plan to make organizational changes and is waiting approval. Kathleen Wheeler is going to be the Deputy Chief Human Capital Officer and Designated Agency Safety and Health Official in the anticipated organizational changes.

**4. Status and Recommendations from the DASHO OWCP Task Force.** The DASHO Council met on May 25. The DASHO Council discussed the SHARE goals, including the following: recommendation that workers compensation should be managed by HR; the website in development for workers compensation; and prioritization of the Departmental and Bureau recommendations on the Departmental strategy. Dick Powell discussed several initiatives that had been developed and used by the NPS, including NPSafe, TelNPS, appointment of case manager, and training for HR personnel in case management.

**5. DOI FY05 Safety and Health Seminar.** The Council discussed the seminar and decided not to proceed with planning at this time. Everyone agreed that the Seminar is important, however, funding and resource constraints have impacted the bureaus. It does not appear that the bureaus would have adequate resources or attendance to support the seminar, but there may be alternatives to planning and resourcing a seminar. Linda is going to appoint a group to identify various alternatives for the Council's consideration and subsequent recommendation to the

DASHO Council.

**6. Accident Statistics, Recordkeeping Changes, Electronic CA-1 Updates.** Ken Rueff provided a briefing on the accident statistics and update on accident statistics, compensation costs, and electronic filing of workers comp claims. Training materials for compensation management are in development. The Council also received a draft handout of the workers compensation web site, which is under development. The Council was asked to send suggestions for improvement before the site is deployed. Dick Powell suggested that, since the DASHO Council had determined workers compensation is a responsibility under Human Resources (HR), a representative should be attending the discussions on SHARE goals and compensation initiatives. The Council also received a copy of the memo from Lynn Scarlett, subject: Safety, Health, and Return-to-Employment (SHARE) Initiative Goals. The suspense date for bureau responses has been changed to June 15, 2004.

**7. NIFC Fire Safety Update.** John Gould discussed the study on respiratory effects in wildland firefighters; the efficiency and effectiveness of WFSTAR, Wildland Fire Safety Training Annual Refresher, and the success of Six Minutes for Safety. Six Minutes is used extensively and regularly in the fire community. John discussed SAFENET and some of the issues with attaining full acceptance and usage of the system. He provided information about the NWCG Safety Alert Service, a Lotus Notes web enabled database. The system provides notifications to authorized users. John reiterated the message that contracts for large fix-wing airtankers was terminated. It also appears that 2004 may be another tough fire season. In view of this, agency administrators and fire managers should emphasize personal safety and may need to modify directions given to incident commanders.

**8. Watercraft Safety Working Group.** Linda provided a copy of the memo from the WSWG's concerns and the requirements in 485 DM 22. Dick Powell is going to discuss the concerns with the NPS DASHO and determine a strategy for the National Park Service to be more actively engaged and participative in watercraft safety.

**9. Safety and Health Program Initiatives for FY2005.** The Council reviewed the FY04 budget initiatives and status. It was determined that the Council needs to decide on the FY2006 initiatives at the next meeting, tentatively scheduled for the last week in June. Dick Powell discussed the DOI-wide study performed a few years ago, which gives recommendations on the Departmental safety and health needs. He will send the study to the Council, as preparation for the next meeting.

10. Meeting adjourned. The remaining items on the agenda, and a couple new business items were put on the agenda for the next day.

May 27, 2004

**1. Status of Web-based Training.** Bill Miller and Bob Veltcamp, DOI University discussed the status and funding of the safety and health courses. Bill mentioned the funding shortfall and suggested that the Council determine if funds might be used from other initiatives to finish the training modules. Bob requested that the bureaus identify people to take modules which will test

the system.

**2. Accident Investigations.** Bill Bass discussed the requirements, process, and Departmental Manual on accident investigations, using his experiences on a year-long investigation of a fatality in OSM, which involved the NPS, and other jurisdictions in Washington DC. The Council agreed that there were deficiencies and the manual and training could be improved. Linda recommended that the Council appoint a working group to look at all aspects of accident investigations, identify the deficiencies, and make recommendations. It was noted that the BLM had already studied accident investigation procedures, which initiated the accident investigation courses in BLM. The Council agreed that much of the information from BLM would likely be used to identify deficiencies and recommendations for accident investigations in the Department.

**3. Safety Awards Criteria.** It was determined at the last meeting that awards would be based on the average lost time rate for 99-03 baseline, to 04 data. The problems, in gathering the data, are that there are a large number of small facilities with a zero accident rates; and the organizational groups are inaccurate. Bureau safety managers need to decide the level of organizational award, and then provide accurate organizational groupings to MRPS.

**4. Firearms Policy.** Diane Schmitz planned to discuss the process for the firearms, but had to leave, therefore, the briefing was postponed to the next meeting or teleconference.

**5. Mike Kaas retirement.** Mike Kaas thanked the Council.

**6. Meeting Adjourned.** The Council was adjourned. Due to lack of time, the Council may need to meet before the next DASHO meeting. Tentatively, the next DOI Safety Council meeting will be held June 23-24 in Washington DC.

Minutes Approved:

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Linda Rowley, Chair