

**DOI Safety Council Meeting
July 22-23, 2003, Reston, VA
Summary Minutes**

1. Present:

Linda Rowley, USBR
Bill Miller, USGS
Bill Bass, OSM
Carl Messick, OS
Bob Galloway, OAS
Mike Kaas, MRPS
Diane Schmitz, MRPS

Paul Holley, BIA
Phyllis McKoy, BLM
Vern Hurt, NPS
Steve Rosen, NPS
Art Quintana, MMS
Jim Rossi, MMS
Mary Parkinson, FWS

Mike Trujillo attended part of the meeting.

2. Welcome and opening remarks - Linda opened the meeting with the Council's identification of necessary discussions and/or decisions before the meeting's conclusion. A number of discussion items were identified as follows: Seminar in 2005, Department-wide safety goals, Firearms safety policy, DASHO initiatives and funding issues, emergency management program, and the working capital funds and initiatives. Each of these topics was discussed before the meeting's conclusion and resolved to the extent possible.

3. MRPS Update - Mike reviewed the draft safety and health program presentation that he prepared for Steven Griles, Deputy Secretary. Diane briefed the Council on the appointments of new DASHOs, including: OSM (Darlene Carter), BIA (Bruce Blanchard), NPS (Karen Taylor-Goodrich), and BLM (still vacant). She also reported on the status of the AED program response to Congress.

4. Upcoming Conferences – The Facilities and Asset Management Conference is scheduled for May 3-7, 2004, in Orlando. It was suggested that one or more S&H sessions geared to significant maintenance and construction hazards could be offered at the FM Conference. Carl mentioned the Federal OWCP Conference schedule for August 5-7, 2003, in Washington DC. Linda said the World Safety Organization safety conference will be held in Denver in November 2003.

5. Seminar Update - There were just over 300 attendees which was good considering the restriction on travel, additional security responsibilities due to the war with Iraq, and the elevated Homeland Security System Alert Level.

6. Accident Statistics - The DOI accident rate has improved over the last 10 years with NPS showing significant improvement even though their rates are still the highest in Interior. Bureaus showing a decrease in lost time injuries during the first two quarters of FY 03 compared to FY02 are USGS and NPS. OSM shows no change while OS, BLM, BIA, BOR, FWS, and MMS show increases.

Recent enhancements have been added to SMIS, including email notification to the reporter after

official review, improved searches, new batch system, manipulation of OWCP data, development of graphs and charts, faster report development in greater detail, and ability to copy and paste into MS Access.

7. NPS Workers Compensation Program - Steve Rosen, NPS Workers' Compensation Program Manager, reviewed the NPS approach to managing compensation cases, verifying data, and enhancing accountability. He also reviewed their use of teleconferencing to provide training to the NPS as an economically feasible approach. Use of this approach, the Tel-NPS, may be proposed as a FY05 initiative.

8. Aviation Safety - Bob Galloway provided the Council an update on the Interagency Aviation Training Program. Seven web-based courses have been added since FY02 with two more to be completed this year. Bob reported that while the number of classroom training sessions has stabilized, online training is increasing exponentially. Seven more courses may be added next year. There are currently 14 courses available online.

Bob then reviewed two aviation accidents with the Council. One occurred in Fairbanks, Alaska and resulted in structural damage to the rib and aileron of a Cessna 185E when the pilot attempted a landing in a crosswind. The other occurred in Las Vegas, New Mexico and resulted in a damaged elevator when a pilot flying an Air Tractor, AT-802, collided with a dead snag while making a retardant run.

9. Fire Safety - John Gould was unable to attend the meeting and this update was postponed.

10. Firearms Policy - Chuck Blome joined the Council via conference call. The policy's scope is limited to animal collection and animal defense, and not intended for protection against personnel or for non-law enforcement personnel.

11. Mike Trujillo - Mike Trujillo joined the Council meeting and discussed a number of issues related to the emergency management program: the need for a database of emergency responders, the need for communications between the Emergency Management community and Safety, and the issuance of escape hoods. These were all discussed in general terms and Mike T. said he would follow up on a possible meeting among Safety, Emergency Management and Law Enforcement.

The discussion continued with a number of issues brought up by Linda, including the role of Safety in the Incident Command System and the National Response Plan. Linda wants the Council to agree to a plan for the Council members to address such emergencies.

Mike T. reported that his efforts have been successful to have DASHOs appointed in all the bureaus although BLM still does not have an appointed DASHO. Linda suggested that the Council needs to do some strategic planning with the DASHOs and that there are issues which need to be incorporated into the Human Capital Plan. Mike K. has been working on the human capital initiatives and some are already identified. Linda posed the question about a possible strategic planning meeting in January 04.

The meeting adjourned at 6:00 p.m.

12. DASHO Initiatives - The meeting opened on July 23rd with a review of the initiatives to be briefed to the DASHOs at their meeting on July 24th. The initiative on the Safety and Health Career Program was discussed. This initiative is more focused on professional development and to a lesser extent, an intern program. Linda agreed to lead this effort if the initiative is approved. Art suggested that this is the kind of initiative which should be included in the Human Capital Plan.

Bill Miller reviewed the updated initiative on web-based safety and health training. DOI University participated via conference call, and reported that all access issues to the modules already online should be resolved, although there have been server problems which made access difficult previously. Bill outlined the next modules to be developed and FY04 and 05 plans.

13. Discussion of DOI Working Groups - The Working Groups (diving, watercraft, firearms) will be invited to the Council's January 04 meeting. Linda will begin discussions with the Diving Safety Working Group by contacting each Bureau's Diving Control Board Chairperson. The watercraft Safety Working Group is in the process of preparing a briefing for the Council. Current expectations are that they will be present at the October meeting.

14. Statistics - Linda shared some statistical charts Ken prepared for her which identified the number of injuries related to activities such as boating, diving, driving, etc. over the timeframe FY90-02.

15. Department-wide Safety Goals - The Council discussed safety program goals and the Safety and Health Strategic Plan. Each bureau is required to develop an annual action plan aligned with the DOI plan that addresses the bureau's safety and health program.

16. FY05 Seminar – It is expected that the Seminar will be held sometime during the Feb-May 05 timeframe.

17. Next Meeting – The next DOI Safety Council meeting will be held October 28-29, 2003, in Reston. The January meeting is tentatively scheduled for the third week in January.

18. Roundtable. Each bureau safety manager provided current information of bureau safety and health program activities, issues, and significant issues.

19. Adjournment - The meeting adjourned at 3:00 p.m.