

## Executive Summary

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Council Members Present: Rose Capers-Webb (BOEMRE), Steve D'Antoni (NBC), Susan Eaves (NPS), Bob Garbe (OSH), Paul Holley (BIA), Jim Meredith (BOR), Bill Miller (USGS), Barry Noll (OSH), Mary Parkinson (FWS), Jim Robison (OIG), Dave Schuller (OSH), Jonathan Thomas (BLM).

Council Members Absent: Ed Awni (PMA), Maurice Banks (OSM), Larry Emanuel (SOL), Mike May (NPS), Rhonda Poolaw (OST).

### Office of Occupational Safety and Health (OSH) Update

Barry Noll provided an update from the Office of Occupational Safety and Health on a variety of topics including: 1) boots for firefighters, 2) safety at fire stations, 3) intern assignments, 4) status of vacant positions, 5) status of bureau evaluations, 6) Fire representation on councils, and 7) SMIS.

### Work Group Updates

Council members provided updates on the following work groups: Wildland Fire, Industrial Hygiene, Emergency Management, and the OHV/ATV work group.

### Bureau Reports

Each Bureau Safety Manager gave a brief update on activities within his or her organization.

### 485 DM Chapter 9

The Council reviewed 485 DM Chapter 9, Department Occupational Safety and Health Councils, Committees and Working Groups, in detail and provided feedback on the revision of this chapter including the Council charters contained in the appendices.

### 485 DM Chapter 22

The Council reviewed the final draft of 485 DM Chapter 22, Watercraft Safety, and voted unanimously to approve it and send it on for surnaming.

### DASHO Council Update

Dave Schuller briefed the Council on the key points from the 4/21/11 DASHO meeting. For the full summary of this meeting, see the DOI SafetyNet website.

### From Safety Week to Safety Culture

The Council began a discussion about the design and implementation of Safety Week that evolved into a conversation about how to significantly change the culture within DOI and the bureaus to one where line managers assume primary responsibility for employee safety. The Council decided to extend its August meeting by one day to allow for an in-depth conversation on this topic.

### SAI Report Procedures & 485 DM Chapter 7

The Council discussed the SAI Report Procedures contained within the SAI Guide and decided not to adopt them as DOI policy but instead use them as guidance for the Bureaus in developing their policies. The Council also discussed in detail the MOU with the U.S. Forest Service. There was a strong sentiment expressed among Council members that SAI policy for fire should be separated from other SAI policy. At the conclusion of the discussion, the group decided to gather more information on why the work group who developed the SAI Guide believes all Serious Accident Investigations should be addressed in the same

manner. The Council then reviewed 485 DM Chapter 7 on Incident Reporting & Serious Accident Investigation and provided feedback on the content and structure of the chapter that OSH will use to revise it.

### **FY 2011/2012 Projects**

The Council briefly discussed the status of 2011 projects and determined which should be considered for 2012 funding. Currently there is \$140,000 in the budget for FY 2012 projects. The Council agreed on funding priorities for FY 2012 and will revisit this every meeting to reassess if needed.

### **SMIS Update Discussion**

The Council wishes to include a 30-minute Q & A with Armando Galindo as a standing agenda item for each Council meeting (either in-person or by phone). This would be in addition to any presentation, Armando would make to the group. The Council would also like a written summary of the progress of SMIS prior to each meeting.

### **OSHA VPP Program Brochure**

Dave Schuller presented the VPP brochure that Ryan Sloan (OSH intern) has developed. Feedback from the Council was positive.

### **Next DOI Safety and Occupational Health Council Meeting**

The next Council meeting will take place on August 9-11, 2011 in Denver, Colorado.

## Meeting Summary

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### Office of Occupational Safety and Health (OSH) Update

Barry Noll provided an update from the Office of Occupational Safety and Health on the following:

- Fire Boots: OSH, Fire and USFS will approach OSHA for a clarification of their letter of interpretation.
- Fire Stations: Observations at two BIA fire stations indicate a lack of awareness of occupational safety and health requirements. This assumption will be verified during the BLM evaluation.
- Intern: The OSH intern, Ryan Sloan, is on board until the end of July. He has been working on the VPP brochure and Wildland fire training for OSHA Compliance Officers. OSH hopes to have another intern after Ryan leaves.
- Vacancies: The OSH clerical position (GS-8/9) is vacant and will be advertised shortly. Barry Noll requested that the bureaus let OSH know of their vacancies so OSH can respond to employment inquiries that come into their office.
- Evaluation Program: The OSM evaluation has been completed. The BIA evaluation is at the report writing stage. The data gathering stage has commenced for the BLM evaluation, which will formally begin in June 2011. By 2013, the Wildland fire program will be evaluated as a separate agency.
- New Council Representatives: Pam Malam has asked the Wildland fire community to designate representatives to the DASHO and Safety & Health Councils.
- SMIS:
  - SMIS moved from NBC to NPS on 4/18/11. The system is running faster and some of the early problems have been corrected.
  - Rajiv Giri started on 5/9/11 and is still learning the intricacies of the system. His first impression of the system has been positive and he expects to bring many improvements to the existing application.
  - SMIS contractors will start in June 2011. Security clearances are taking longer than anticipated.
  - SMIS beta teams have been expanded by the addition of several new members volunteered by the NPS. Beta teams will be given access to the training server this summer to review enhancements.
  - SMIS Organizational Structure: Armando Galindo is the contact for all SMIS related items. The SMIS Advisory Group is the Safety and Health Council. The SMIS Work Group is OSH.
  - Armando Galindo has been supporting the Workers Compensation (WC) community without official direction.

#### Next Step:

- Barry Noll will talk to Armando Galindo by 6/1/2011 about programming considerations regarding the linkage between SMIS and eComp.

### Work Group Updates

#### Wildland Fire Safety Program Work Group: Rod Bloms (NIFC Wildland Fire Coordinator)

- Joint DOI and USDA Wildland Firefighter Safety Report to Congress: The Calendar Year 2009 and 2010 Wildland Firefighter Safety Reports, submitted by the Departments of the Interior and Agriculture (DOI/USDA), responds to Congressional direction stated in the Omnibus Public Land Management Act of 2009. In this Act, Congress specifically directed that “the Secretaries shall jointly submit to Congress an annual report on the Wildland firefighter safety practices of the Secretaries, including training programs, activities for Wildland fire suppression, prescribed burning, and Wildland fire use during the preceding calendar year.”

- DOI Wildland Fire Boot Policy: OWFC and Bureau Fire Directors are developing a Department-wide policy covering Wildland fire boots. OWFC, NWCG Risk Management Committee, DOI Safety and Health Office and USFS Risk Management Office will work together to address OSHA's June 11, 2009 PPE interpretation letter specific to situation 3 and develop a recommended way forward.
- Wildland Fire Training Course Proposal for OSHA: OWFC is coordinating with the DOI Office of Occupational Safety and Health and Bureau Fire Safety Program Managers on the development of a proposed Wildland fire safety training course for Occupational Safety and Health Administration Compliance Officers.
- NWCG SAFETY GRAM (as of 4/28/11): For calendar year 2011, there have been five fatalities, non of which involved DOI Wildland firefighters. The fatalities fell into the following categories:
  - Entrapment/Burn over: (2) One FF was entrapped, received severe burns and succumbed to injuries 11 days later. One FF was entrapped, started seeking safety and was struck by vehicle on road.
  - Medical Emergencies: (2) One FF had a heart attack, while fueling an engine on returning to the station. One FF had a heart attack two hours after a fire training exercise.
  - Hazard Tree/Snag: (1) One FF received severe brain injuries and 2nd degree burns to his legs when he was struck & rolled downhill by a snag.

Watercraft Safety Work Group: Barry Noll

- This work group has not met since the last SHC meeting.

IH Work Group: Bob Garbe

- Exposure Assessment Project: Developed several proposed options for a follow-up to the Exposure Assessment Project. These were discussed later in this meeting.
- The work group is currently focused on the following issues: 1) radon exposure and the closing of legacy uranium mines (BLM/BIA) and, 2) the hazards to recreational users and Wildland firefighters of naturally occurring asbestos deposits.

Emergency Management Work Group: Barry Noll

- Barry Noll sent out the Positions and Qualifications Guide to the SHC for their comments, which were due 6/1/11. The ROSS initiative is focused on how to qualify and deploy safety professionals in an emergency as well as how to ensure the safety of the non-safety employees (i.e. geologists) who are asked to participate in an emergency response. Eventually, this system will include questions about medical requirements for taking on these types of assignments.
- OEM has decided that the NPS SAR course should become the DOI requirement for Search and Rescue operations training.
- The President signed a new policy directive (PPD 8) on National Preparedness. It is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters.
- The Eagle Horizon 2011 emergency response scenario assumes that Washington DC offices are all out of commission and thus the center of operations becomes Denver.
- The Deep Water Horizon reports are now available on Safe Talk, OEM's safety website. Barry Noll also has a limited supply of hard copies of these reports if SHC members want one.

OHV/ATV Work Group: Dave Schuller

- The work group met in May 2011 to review the FWS assessment of equipment and operations, which classifies the various equipment owned and operated within the bureau. Since most bureaus do not have the ability to define what they have, the work group created a survey to determine what equipment is currently in the field.

- The work group's current deliverables include: 1) a draft of a DM chapter, and 2) standardized Department level training with an operational rather than recreational focus (this will include establishing parameters for training and developing a cadre of trainers).
- Mary Parkinson provided the group with a SOW for gaining consulting assistance on train-the-trainer courses.
- The Council voiced its concerns about the ability of each bureau to conduct their own trainings on this subject and suggested a centralized training might be more sustainable. Some bureaus struggle to manage watercraft safety trainings and are concerned that they will be mandated to provide OHV/ATV safety training as well.

## **Bureau & Office Reports**

### NPS: Susan Eaves

- New Hire: Cyrille Young is the new Northeast regional safety manager (formerly BLM/USFS)
- Open positions: 1) Pacific West regional safety manager (GS-14), 2) US Park Police-Haines Point (GS-12/13), 3) Intermountain regional safety manager (GS-13/14)
- Recent IH issues:
  - Employee complaints at USPP led to OSHA Notice of Unsafe/Unhealthful Working Conditions.
  - Regional SAIT conducted on near miss asbestos exposure at Glacier NP. HVAC work in the Glacier headquarters building nearly resulted in 60 NPS employees being exposed to asbestos. Fortunately, lab results indicated exposure did not occur, although the building did contain asbestos.
  - San Juan NHS cited on May 10<sup>th</sup> for a *willful* violation related to lead-based paint. OSHA issued 16 citations to San Juan. Informal conference with local OSHA area director was held on May 24<sup>th</sup>.
  - Depleted uranium issues have arisen at the Springfield armory. Testing of the "Davy Crockett" nuclear weapons system during the 1960s by the US Army resulted in depleted uranium in the soil around the armory. However, test firing didn't occur on the land managed by NPS.
- Operational Leadership
  - The program continues to grow with 5,400+ employees trained in the 16-hour basic course.
  - Parks & regions are currently developing OL implementation plans.
- Healthy Parks, Healthy People U.S.
  - This is an international program, led nationally by the NPS Office of Public Health. A large meeting of this initiative occurred in San Francisco in early April.
  - The Healthy Parks initiative seeks to raise understanding and awareness about how open spaces and natural places can promote the health and wellbeing of all species and the planet we share. Human health focus areas of the initiative include physical activity, nutrition, social cohesion, and mental health promotion.
- Transportation Safety Strategic Plan
  - The objective of this plan is to reduce vehicle accidents. It is a joint effort of Public Risk Management, Facilities and Federal Highways.
  - Sara Newman's staff is working with Park Facilities Management Division (where Transportation resides) and Federal Highways to develop a strategic plan to find ways to reduce the occurrences of vehicle accidents on park property. They are in the data collection and analysis phase now and will begin to draft the strategic plan once the data is analyzed (in approximately 6 months).
- Carbon Monoxide Education
  - Currently working with the Concessions Program to educate the public on CO risks related to boating. The Public Risk Management Office drafted a Carbon Monoxide, peer-reviewed paper last year in response to the high number of CO-related sicknesses and deaths suffered by visitors renting boats/house boats. It has been determined that many of the "drownings" were actually caused by CO exposure.

- Conducting Risk Assessments on all Forts
  - Due to a recent visitor complaint, a DOI-NPS agreement was made to review the many forts operated by NPS to seek holistic means of providing greater safety to visitors. Fort Pulaski in Savannah, GA will be the first fort reviewed during this process.
- Third Annual Risk Management Internship
  - This is the second year the internship has included employee safety. In total, 16 interns will receive training at NCTC this summer.
- Continuing to rewrite Reference Manual 50B
- Drafting chainsaw policy & Servicewide training

BIA: Paul Holley

- The accident report has been completed on the recent school bus accident.
- Currently working on a radiation policy and just beginning to develop a radon policy.
- The Department has completed its program evaluation at BIA.
- Focusing on Workers compensation issues and the POWER initiative.
- Conducted Safety Week in April and held a variety of workshops during the week, which coincided with child abuse prevention month.
- Held a health and safety exposition on 5/10/11.
- Held a DWI Awareness Event on 5/20/11.

USGS: Bill Miller

- Conducted Safety Week in April.
- Bill Andrlle, USGS Central Regional safety manager is retiring June 30. This GS-13 position will be announced soon along with a GS-12/13 position that will report to the Area Safety manager. There is also GS-13 position open in Reston. In addition, Bill Miller hired Cynthia Duffield into a GS-13 vacancy at the HQ level and is interviewing for an administrative vacancy open in his office.
- The USGS safety realignment is final, with one HQ Safety Policy Office, a HQ Safety Support Office in Reston and a HQ Safety Support Office in DFC/Sacramento whom provide technical support to the 8 Geographically dispersed Area Safety Managers.

FWS: Mary Parkinson

- Currently spending significant time on worker's compensation issues.

BOEMRE: Rose Capers-Webb

- Currently reviewing present policies, making updates, and determining policy change requirements in support of the two separate Bureaus (BSEE and BOEM).
- BOEMRE Headquarters in Herndon and Washington will recognize Safety Day on June 28<sup>th</sup>. GOMR, CA, and AK will also recognize Safety Day in June on a date to be determined. The office in Colorado, which is now ONRR, will recognize Safety Day in September.

BOR: Jim Meredith

- Policies, Directives and Standards and other Guidance
  - Released new Directive and Standard (D&S): Workplace Safety Inspection & Abatement
  - Formal review underway for D&S: Exposure Assessments
  - Informal review underway for D&S: Motor Vehicle Safety
  - Several sections of the Reclamation Safety and Health Standards (RSHS) are in review and revision, including Section 19: Hoisting Equipment, Section 7: Occupational Health, and Section 16: Fall Protection and Rope Supported Work

- Completing informal review and comments on Reclamation Facilities Instructions, Standards and Techniques (FIST) Manual, Hazardous Energy Control Program
- Program Evaluations: Program reviews of two regional Safety and Occupational Health programs are planned for the 4<sup>th</sup> Q, FY 11. The Pacific Northwest (PN) Region review is scheduled for July and the Mid-Pacific (MP) Region review is tentatively scheduled for August.
- Life Safety Code (LSC) Program: Reclamation has begun implementation of its Life Safety Program Action Plan, approved by the bureau DASHO in October 2010. Key actions include:
  - Designation of regional authorities having jurisdiction (AHJs) and an AHJ Team to assist in implementation of the action plan.
  - Creation of an updated inventory of Reclamation buildings requiring LSC compliance, to include current LSC assessment and compliance status
  - Reclamation-specific LSC training for personnel involved with LSC compliance activities.
- Commissioner's Safety and Occupational Health Award: The Commissioner recognized the Great Plains Region in Billings, MT for its safety and occupational health program efforts with the presentation of the FY 2010 Commissioner's Safety and Occupational Health Award.
- Safety and Occupational Health Workshop – Reclamation is planning to hold a SOH workshop open to Reclamation SOH personnel and others in October 2011. The workshop will be focused to address and discuss complex SOH requirements associated with Reclamation's water and hydroelectric power operations.

OIG: Jim Robison

- Currently focused on writing safety policies for the office environment.

NBC: Steve D'Antoni

- As a result of the NBC Ergonomics Fair, Steve has been getting a lot of requests for follow-up. He has investigated the program run by the Department of Labor using a contractor who charges the organization for services provided directly to the employee. Many of these ergonomic adjustments can be made on the spot with little or no cost. The contractor also has a showroom with equipment that employees can see and try out by borrowing it before they purchase it. Steve is beginning the contracting process to replicate this program at NBC. USGS is interested in partnering with NBC on this.

BLM: Jon Thomas

- Personnel changes
  - New hire: Ann Krake who is a PHS Captain and was BLM Oregon State Safety Manager (SSM).
  - Summer intern, Trey Collins, is back again for his 3<sup>rd</sup> year.
  - Detailed Administrative Assistant, Cocoa White, has now been made permanent.
  - Three State Safety Managers have turned over (two retirements and one relocation). So far, one of those positions has been filled and the other two have been advertised.
- Status updates (since last meeting)
  - The BLM office has moved to 20 M St SE (Navy Yard Metro by National's ballpark).
  - SHMT meeting was canceled due to furlough issues. As such, additional telecons have been held to cover some of the topics.
  - Currently rolling out "Where is the next accident?" initiative.
  - Conducting numerous OSHA inspections at local offices.
  - DOI evaluation tied to Colorado Program Management Review will be conducted in June.
  - Jon will not be at the August 2011 DOI Safety & Health Council meeting due to a conflict with a leadership offsite. BLM will send an alternate.

**485 DM Chapter 9 – Department Occupational Safety and Health Councils, Committees and Working Groups**

The Council reviewed 485 DM chapter 9 in detail and provided feedback on the revision of this chapter including the Council charters contained in the appendices.

Next Steps:

- Dave Schuller will revise the chapter based on the Council's feedback and distribute to Council members by 6/24/11.
- The Council will review the final draft and vote via email to approve the draft and send it to the DASHO Council for their review. This will take place by 7/22/11.

### **485 DM Chapter 22 – Watercraft Safety**

The Council reviewed the final draft of 485 DM chapter 22 and voted unanimously to approve it and send it on for surnaming.

### **DASHO Council Update**

Dave Schuller briefed the Council on the key points from the 4/21/11 DASHO meeting. For the full summary of this meeting, see the DOI SafetyNet website. Topics discussed at the DASHO meeting included:

- Facility Condition Assessment System: Ed Awni briefed the DASHO Council on the recent approval from the OS Investment Review Board (IRB) to proceed with a pilot project for a facilities condition assessment system.
- Data Analysis project: Armando Galindo presented the DASHO Council with a synopsis of the 2009 Data Analysis Project.
- DOI SHC Report: Rose Capers-Webb briefed the work completed at the last DOI Occupational Safety and Health Council (SHC) meeting held in Arlington Va., March 15-16, 2011.
- POWER Task Force: Pam Malam presented the DASHO Working Group Charter describing the formulation of two sub-groups: one to address the safety goals portion of the initiative and the other to address the strategies to meet the workers' compensation goals.
- National Safety Council Award Presentation: Debra Ferris presented the National Safety Council (NSC) 2010 *Safe Driver Award* to the Department of the Interior.
- OSHA Citations: Pam Malam briefed the Council on the OSHA citations that have been coming in to the DOI Departmental DASHO from one of OSHA's regions.

### **From Safety Week to Safety Culture**

The Council began a discussion about the design and implementation of Safety Week that evolved into a conversation about how to significantly change the culture within DOI and the bureaus to one where line managers assume primary responsibility for employee safety. It quickly became apparent that there was not sufficient time in this meeting to delve very far into this topic. The Council decided to extend its August meeting by one day to allow for an in-depth conversation on how to engender a safety culture across the entirety of DOI. The primary outcome of that conversation would be to develop a path forward to a safety culture that builds senior and line management commitment and ownership for employee safety across the bureaus.

### **SAI Report Procedures & 485 DM Chapter 7: Incident Reporting & Serious Accident Investigation**

The Council discussed the SAI Report Procedures contained within the SAI Guide and decided not to adopt them as DOI policy but instead use them as guidance for the Bureaus in developing their policies. The Council also discussed in detail the MOU with the USFS. There was a strong sentiment expressed among Council members that SAI policy for fire should be separated from other SAI policy. At the conclusion of

the discussion, the group decided to gather more information on why the work group who developed the SAI Guide believes all Serious Accident Investigations should be addressed in the same manner.

The Council then reviewed 485 DM Chapter 7 on Incident Reporting & Serious Accident Investigation. The Council provided feedback on the content and structure of the chapter that OSH will use to revise it.

Next Steps:

- Dave Schuller will upload the SAI Guide to SafetyNet, once it has been officially approved by the National Wildfire Coordinating Group and the Interior Fire Executive Council, to be used as a resource by the bureaus.
- Barry Noll will inquire about the intention of using the same SAI guidelines for all types of SAIs with Michelle Ryerson by 5/26/11. Barry will communicate this response back to the Council by 6/24/11 to determine the course of action the Council wishes to pursue.

### **FY 2011 Projects**

The status of 2011 projects includes:

- ASSE Certification Training: A requisition for \$70,000 to pay for tuition and materials is currently in process.
- Instructional Design Assistance on SAIT: This training is currently under revision and it is unlikely that this design assistance could be utilized before the end of FY 2011. This Council decided to move this project to 2012.
- Root Cause Analysis Trainings: No progress has been made on this initiative. This Council decided to move this project to 2012.

### **FY 2012 Projects**

Currently there is \$140,000 in the budget for FY 2012 projects. The Council discussed the following options for FY12 funding, which are listed in order of priority.

1. Facilitator: \$20,000
2. Follow-up on Exposure Assessment Project - Option A: \$50,000
3. ASSE Certification Training: \$70,700
4. Follow-up on Exposure Assessment Project - Option B: \$50,000
5. Follow-up on Exposure Assessment Project - Option C: \$50,000
6. DOI National Safety Conference: \$20,000
7. Root Cause Analysis Trainings: \$30,000
8. Instructional Design Assistance on SAIT: \$20,000

Although there are more projects than funding, the Council is not tabling the projects at the bottom of the list. The DOI National Safety Conference was funded completely by tuition last time and could be done so again. The Council also decided it needed more discussion on the SAI and Root Causes Analysis Trainings to determine a path forward on them.

Next Steps:

- The Council will revisit project funding in every future meeting to adjust as needed to budget and other changes.
- Council members will send names of individuals who will participate on the DOI Safety Conference work group to Barry Noll by 6/10/11.
- At the next meeting, the Council will decide whether to improve the current SAI training or to design a new training focused on skills for chief investigators (e.g. root cause & SAI).
- Bob Garbe will send Sue Thomas the table with the current project funding information by 7/1/11. This will be included in every future meeting summary.

### **SMIS Update Discussion**

The Council discussed the type of information they would like to receive on a regular basis about SMIS and decided to include a 30-minute Q & A with Armando Galindo as a standing agenda item for each Council meeting (either in-person or on the phone). This would be in addition to any presentation, Armando would make to the group. The Council would also like a written summary of the progress of SMIS prior to each meeting.

### **OSHA VPP Program Brochure**

Dave Schuller presented the VPP brochure that Ryan Sloan (OSH intern) has developed. Feedback from the Council was positive.

#### Next Step:

- All Council members should send additional feedback on the brochure to Dave Schuller by 6/17/11.

### **Next DASHO Meeting**

The next DASHO meeting will take place on 7/21/11. Potential Agenda Items for the DASHO Meeting include:

- Update from the POWER Initiative Work Group

#### Next Step:

- Barry Noll, on behalf of the Council, will recommend to Diane Schmitz by 6/3/11 that DASHO agendas be finalized and distributed two weeks prior to each DASHO meeting.

### **Next DOI Safety and Occupational Health Council Meeting**

Date: August 9-11, 2011

Location: Denver, CO

#### Potential Agenda Topics:

- Follow-up from July DASHO Meeting
- Bureau/Office Updates (as time permits)
- Work Group Updates (as time permits)
- SMIS Update
- Integration of inspection program into SMIS
- Safety Culture road map (1.5 days)
- NPS Safety Leadership Council Presentation
- SAIT: Improve or develop new training?
- 2011/12 Project Review (validate priorities)
- POWER Initiative follow-up
- DM Chapter 30: Firearms for non LE employees
- Field trip?

### **Meeting Assessment**

The Council generally agreed the meeting went well. They were appreciative of Susan Eaves' participation in the meeting on behalf of Mike May. The group suggested inviting the Denver-based OWCP representatives from BLM, BOR and NPS to that portion of the next meeting.

### **Action Item Summary**

Task	Responsibility	Deadline
<b>SMIS</b>		
<ul style="list-style-type: none"> <li>Talk to Armando Galindo about programming considerations regarding the linkage between SMIS and eComp.</li> </ul>	Barry Noll	6/1/11
<b>485 DM Chapter 9</b>		
<ul style="list-style-type: none"> <li>Revise the chapter based on the Council's feedback and distribute to Council members.</li> </ul>	Dave Schuller	6/24/11
<ul style="list-style-type: none"> <li>Review the final draft and vote via email to approve the draft and send it to the DASHO Council for their review.</li> </ul>	All Council Members	7/22/11
<b>485 DM Chapter 7</b>		
<ul style="list-style-type: none"> <li>Upload the SAI Guide to SafetyNet. As of 5/25/11, the SAI Guide has not been officially approved by NWCG or the Interior Fire Executive Council. <b>Note:</b> The guide will be posted on SafetyNet once it's officially approved.</li> </ul>	Dave Schuller	TBD
<ul style="list-style-type: none"> <li>Inquire about the intention of using the same SAI guidelines for all types of SAIs with Michelle Ryerson.</li> </ul>	Barry Noll	5/26/11
<ul style="list-style-type: none"> <li>Communicate the work group's response back to the Council to determine the course of action the Council wishes to pursue.</li> </ul>	Barry Noll	6/24/11
<b>FY 2012 Projects</b>		
<ul style="list-style-type: none"> <li>Revisit project funding in every future meeting to adjust as needed to budget and other changes.</li> </ul>	All Council Members	Ongoing
<ul style="list-style-type: none"> <li>Send names of individuals who will participate on the DOI Safety Conference work group to Barry Noll.</li> </ul>	All Council Members	6/10/11
<ul style="list-style-type: none"> <li>Send Sue Thomas the table with the current project funding information.</li> </ul>	Bob Garbe	7/1/11
<b>VPP Brochure</b>		
<ul style="list-style-type: none"> <li>Send additional feedback on the brochure to Dave Schuller.</li> </ul>	All Council Members	6/17/11
<b>DASHO Meetings</b>		
<ul style="list-style-type: none"> <li>Recommend to Diane Schmitz that DASHO agendas be finalized and distributed two weeks prior to each DASHO meeting.</li> </ul>	Barry Noll	6/3/11

## Meeting Participants

<b>Affiliation</b>	<b>Name</b>	<b>Email</b>	<b>Office Phone</b>
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<b>Members Absent</b>			
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