

Meeting Summary

Note: The DOI Occupational Safety & Health Council is referred to SHC or the Council in the following notes.

OSH Intern Project Briefings

Serious incident reporting and SAIT dispatching – Ben Stockwell, a Washington Center Intern with the Office of Occupational Safety and Health (OSH), presented Overhauling the Emergency Management Response System. See PowerPoint for the details of his presentation (EMS.pptx).

OSHA/Wildland orientation – Melissa Pesaturo, a Washington Center Intern with OSH, presented her work on the OSHA Wildland Fire course development project, the OSHA digest for the Wildland Fire Industry, and the Digest of NWCG standards. See PowerPoint for the details of her two projects (Melissa's Safety and Health Council Meeting Presentation.pptx).

The Council discussed the OSHA Wildland Fire training project. The training is designed to give the OSHA inspectors background to be better prepared to inspect a wildland fire, to enter the environment safely to allow them to do their job without interrupting the work of the firefighters, and to improve the meaningfulness of the citations.

Roundtable on Current Bureau Activities

OSM – Over the last year, the priority was their evaluation of their safety program in April. They have developed a corrective action plan to address the findings from the evaluation. They met with OSH to develop strategies to comply with the findings. This and the Power goals were their focus. They discussed merging OSM's safety program with BLM. They decided to keep the safety programs separate, but will work together closely.

FWS – They have not finalized their action plan for FY13, but they are going to focus on risk management and perhaps put it in a standalone policy. They have updated multiple policies in FY12 and will meet all of their Power goals.

BSEE/BOEM – The two Bureaus celebrated their one year anniversary as separate bureaus on October 1, 2012. The two bureaus have very different missions and as such policies may or may not have similar policies. The goal right now is to review and update policies for both organizations. BSEE is focusing on the Operational Leadership initiative. Unfortunately, the program development and training had to go out to bid so the timeline for implementation may change a little. The good thing is the program has been funded.

BLM – The safety and health management team established a three-year plan with goals focusing on increasing management's commitment visually, recognizing hazards, integrating safety and health training for managers and supervisors, and increasing awareness of safety programs throughout BLM. They are developing action plans to reach goals. An acting manager created a video for the BLM Intranet to discuss the importance of safety. They are conducting WebEx sessions for supervisors, new employee orientation for safety, and working on updating policies including hazard communication and the risk assessment chapter.

Discussion – The other Council members would like information on the WebEx sessions.

USGS – They just went through reorganization. They will focus on realigning systems and policies accordingly. They are working on the annual report, which should be out in next 30 days. They are conducting monthly webinars, updating the field manual, and will continue to update safety courses in FY13. They recently revised

the Hazard Communication (HazCom) online course, which was beta tested and will be released by January. They are currently planning a Collateral Duty Safety Conference.

BOR – For 2012, the reportable injury rates were the lowest they have been in ten years. They had a successful safety workshop for safety and health employees (50 employees attended), and will try to have one in FY14. They were successful in getting policies/programs in place (safe driving – hands-free policy, hearing loss prevention program, research and development project to identify means by which they can reduce noise in power plants). Challenges in 2012 included: OSHA inspected the Hoover Dam for 2 months, identified items to be addressed; and had a serious accident in Grand Coulee and will have follow up and corrective action as a result. They have had terrific support from management on safety program.

BIA – For FY12, they completed all Power goals and two program evaluations; developed a SharePoint site and job hazard analysis guidelines; worked on risk assessments; and completed end of year and SAI reports. They are updating the manual handbook, bringing back the safety committee, developing safety training, and working on internal control reviews and an action plan for FY13.

OWF – In 2012, they had a lower than average number of fires, but covered many more acres. They had 20,000+ people in the field over the summer; went through a safety and health program evaluation; will focus on bringing fire into the safety community; and are working on the OSHA Wildland Fire training project to increase transparency between organizations. IMST is an ongoing project. The NWCG risk management committee worked on multiple initiatives including the Heat Illness Prevention Initiative, Risk Management raining Module, SAI, Smoke Exposure, and Clinical Treatment Guidelines for Wildland Fire Medical Units. Crews and incident management teams assigned to Hurricane Sandy are performing a variety of support functions.

NPS – They are focusing on their Operational Leadership Initiative – implementing and evaluating the program. They were involved with serious accident incidents over the past year. They are updating the risk management RM50B and recently hired an employee health and wellness program manager.

OSH – They presented at a safety conference and collected items to show to the group (personal air conditioning system and bump cap inserts to fit into a standard hat). Mike May is on detail for 6 months. Dave Schuller is taking his place temporarily. They are putting together a two-hour hands-on training for SMIS, which should be ready in near future. Bureaus need to let Barry Noll know if they would like to bring this two-hour training to their safety community. The Firearms for Non-LE DM chapter is in SQL office for review. They are going to try to work on an SAI chapter in FY13 and develop a handbook. OSHA/wildland fire orientation project –OSHA might be changing the way they look at citations. OSHA wants to discuss procedural aspects of the process that citations go through. At the region level, OSHA expects to work with the Agency Safety Manager, not someone acting in this position. OSH is developing an Operational Risk Management program (modeling after NPS Operational Leadership) – The material is repackaged and will be free to bureaus. It is a train-the-trainer approach. They are working to finalize the material and will provide to the Council for comment when ready. This will not be mandated, but will an alternative to the Operational Leadership program. NPS Sequoia Kings Canyon National Park shines as an organization that successfully implements their safety and health program. The Park continued to implement their safety and health program without a safety manager. This park superintendent offered to mentor other managers.

Discussion – The fire community would like to provide feedback on the SMIS functionality. OSH needs to determine an effective way to collect feedback. DM

IBC/OFAS – Steve D’Antoni is no longer with IBC. His office is now under the Office of the Secretary and is called the Office of Facilities and Administrative Services (OFAS). They had a serious accident with a contractor who fell off of ladder. The incident was investigated by OSHA. As a result, they took another look at contractor safety program, and are going to evaluate the process that contractors follow when on DOI property. They signed a commitment for an ergonomic evaluation program for bureaus in the Metro-area.

DOI Deputy DAHSO Discussion

Pam Malam thanked the Council for their strategic thinking and dedication to the safety and health community. Culture change takes time and it can be difficult to keep focus on this over a long period of time.

DASHO meetings are important and we accomplish good things. She would like to see more participation from principals in the bureaus at meetings. How can we make these meetings interesting to draw this level of participation? The agenda is often too compliance focused on what isn't going well.

For the diversity and inclusion community, DOI evaluated initiatives over the past 20 years and why they haven't worked. The common thread was compliance. The evidence around diversity and inclusion is markedly different now. Employees feel safe to bring up concerns, challenges, and add value to their work culture...they feel included. Parallel this with the safety and health community. Think about the approach with the inclusion initiative and how we can change the safety culture to more behavior-based. She received positive feedback on Safety for Executives training (managers talking about doing the right thing with an emotionally appealing message). How do we tell these stories in a way that is positive and inspiring to make cultural change? How do we get people comfortable to speak up when something doesn't feel right? How do we model NPS's program and adapt for each bureau with a lower cost?

Discussion with Council – If we want to get principals involved more, the Council suggested having a meeting once a year about the strategic direction of the Department. As far as dealing with compliance, the Council members are mandated to meet compliance standards, so it would be difficult to get away from compliance completely. Looking back at the diversity community, compliance is kept separate from the culture piece. We should focus on doing something because it is the right thing to do to reduce resistance from the community.

For NPS, compliance is the expectation. They are driving cultural change through their Operational Leadership program – teaching people it is okay to speak up and increasing empowerment. Fire is moving in this direction from follow-ship to leadership, how to refuse risk, a well-defined process is helpful. We learn through storytelling and experiences. How mature is each program? How can we improve each program? As a Council, we could focus more on managing behavior across the Department, customizing for various cultures in the bureaus. The outcome for SHC meetings controls the agenda for DASHO meeting. We are asking DASHOs to come together when there aren't issues to discuss. A once a year DASHO meeting will allow senior executives to focus on main issues without wasting their time (could schedule other meetings as needed). When someone is designated as a DASHO, do they know their responsibilities? Could we assign DASHOs to champion projects that are compelling and a good use of their time to increase involvement and ownership?

It was suggested that the Council develop a competency model for a safety and health specialist to look at the types of skills people need to be successful at various levels in their career/role. Technical skills, ability to communicate, ability to persuade....what are foundation pieces and leadership pieces as you move along the spectrum of a career ladder. Tie the competency model to the maturity of a bureau's safety program. Could this become a certification program for positions? Often, collateral safety officers don't have the safety background needed and they have many other responsibilities.

Workforce planning – built methodology to guide managers through strategic thoughts to develop a vision for the workforce needed to achieve mission. Focus on what the future looks like instead of what the workforce looks like today. Work toward where you want to be, evaluate where you are currently, and develop a plan to close the gap.

Strategic plan – It is a good piece of work for the SHC/safety community as the audience. However, from a manager/employee perspective from the field or headquarters, it is not clear about their roles in accomplishing the strategic goals. How can everyone find themselves in the plan from the lens of multiple perspectives?

Conference planning - NASA uses a role-based portal to access all systems with a single log in – Employees see messages pop up that are specific to their roles, resulting in a single source of information needed to do a job

effectively. Envision a button to join the Executive Leadership Conference (month-long virtual environment). Pam would like to see a virtual conference that everyone can attend sitting at their computer; one that they want to attend, and that meets multiple needs. Start with possibilities and back in with what can be achieved. Work with training, CEO, and EEO communities; managers; and build strategic partnerships to create the conference tracks (who are the major groups of people you need to reach – comprehensive areas that could be improved – all employees, safety community, managers, volunteers, etc.). Goal – plan conference for FY14.

SHC Work Plan Development

The Council decided to work on the Work Plan items as a group instead of assigning individuals to lead each item. The Council will add a third day as a workgroup day to the March meeting to work on items as a group. The work day will be placed up front (first day of meeting).

- Occupational Health – Assign to Tim Radke (lead for Industrial Hygiene team). Ask for a response by the March meeting. Response should include answers to the list of deliverables and a list of specific items to address (e.g., hearing loss). Background for Tim and Industrial Hygiene (IH) team – Work Plan item was identified as the number one deficiency across DOI. SHC brainstormed how to address the issue. See Work Plan for details.
- Organizational Integration of Safety and Occupational Health – Need to define Future Vision and all other bullets for this item. See Work Plan for details.
- Table all remaining Work Plan items for March meeting.

Youth Program Safety and Health

Identified issue – In FY12, FWS updated a policy for safety for volunteers putting a lot of focus on what training is needed for youth participants (e.g., 4H, scouts, YCC, partnering colleges). The written agreements do not specify who is responsible for workers comp, training, and PPE. The updated policy clarified roles and responsibilities, required training, who covers workers comp, and what goes into a written agreement. Is there anything that the Council needs to do collectively? With Youth in the Great Outdoors initiative, this should be a focus.

Depending on the park/region, NPS educates managers of programs and offers basic orientation for volunteers. All volunteers are registered in the Volunteers in the Park (VIP) system and sign a volunteer agreement. NPS has a separate volunteer program/office. They don't go through the Youth in the Great Outdoors.

The Council agreed to take this on as a project – To establish departmental guidelines for youth volunteers using FWS's policy as a template to create a best practices template for use by bureaus. The guidelines/template would need to fit the needs of all bureaus. Workers comp would be negotiated for each organization and needs to be identified in an agreement. The policy/template would need to account for child labor laws and tort claims. Barry needs to find out if the Office of Youth in the Great Outdoors would be responsible for distributing/overseeing this type of policy. He will run the idea by Pam Malam and discuss approach. A policy across the board would establish Department-wide expectations with broad guidelines that can be customized by each bureau. Should this be a volunteer handbook instead of DM policy or memorandum? We need to figure out how to get the attention of the right people to ensure that they are getting the information and applying it. We need to work with people involved with the programs to determine their perspective and needs. When we approach the Office of Youth in Great Outdoors, we need to go to them with our plan and what we need from them. The Council agreed that this project should be a high priority. It fits in with the strategic plan and Organizational Integration of Safety & Occupational Health on the Work Plan.

Desired outcome –

- Develop DOI policy that clearly identifies what you cannot do if you are under 18 years old (what is not covered in child labor laws);
- Identify stakeholders;
- Determine how we want to collaborate as a group on this effort;
- Develop SHC vision for this project (youth volunteers vs. all volunteers);

- Contact OIG for support; and
- Collect existing policy/handbooks from volunteer and youth program coordinators/HR offices/agency-level (SHC members – send to Barry by December 14) and create matrix overview (Barry by January 18).

Assurance Statement Continued Reporting

Discussion – Assurance statements changed from a statement with a process to identify and mitigate hazards to an assurance statement on the safety program. Why did the purpose of the assurance statement change? The requirement has changed every year and become more stringent. There was a legitimate original purpose to formalize what bureaus were doing to ensure people weren't being exposed to hazards. Is there value to continue doing this? Is the information being used by the Department?

Desired outcome –The Council unanimously voted to recommend dropping the assurance statement. If the assurance statement remains, the SHC needs an explanation of the purpose of the assurance statement and why it has morphed significantly over time. This topic is tabled until a Council member volunteers to champion this recommended change.

OEM's All Hazard Position Qualification Guide Review and Discussion

Safety and health sections from the Emergency Management Qualification Guide – Barry would like to take Council feedback to the Emergency Management community.

Feedback discussion – The NPS team responding to Sandy right now has a lead that is type 2, but he's a fire professional. Safety officers (SOF) are being sent into environments without the right qualifications. A type 2 SOF for fire isn't qualified for an all hazard response.

Departmentally, if you are going to ride with aviation, you have to have aviation training. For a type 2 & 3 safety officer, it is likely that you will be traveling by air, so aviation training is recommended, which is general aviation awareness. The Council should push for more all hazard response safety officers. Grandfather current qualified people under the new requirements to keep them in their positions. Anyone new needs to meet new requirements.

Work toward an ideal goal - All hazard safety officers for type 2 all hazard response teams should be fulltime safety and health officers or industrial hygienists with the skills to make management decisions. Augment a safety officer with someone (technical specialist) with the correct experience to assist as needed. We need to have increased coordination as a group with the all hazard team. We are slowly making progress in this area, but need to continue to do so.

Call with Tony Doty regarding where we are in the EM Qualification Guide process – The DOI task books are running parallel to the FEMA task books. We don't want any specialized DOI/bureau information in the task book for behaviors, tasks, and qualifications. We are trying to stay as close as possible to the expected FEMA task book for minimum qualifications. Bureaus are responsible for EM certification. "Agency" is a general term for office/bureau. Pathways to a type 2 safety officer – fulltime safety officer or move up as a division supervisor. ROSS – dispatch architecture created for how this will work for bureaus: BIA, BLM, and FWS will run through existing wildland fire side of things; NPS will be dispatched through their EICC or existing wildland fire system; BOR is setting up their own national center in Denver; USGS will set up a national dispatch office in Reston, which will plug into the national fire dispatch system; and BSEE/BOEM & OS will likely plug into the wildland fire system through VICC. Bureaus will enter their qualifications into IQCS by account managers in fire. The qualification information will be downloaded into ROSS through the IQCS system.

Proposed changes for the Emergency Management Qualification Guide:

- Drop Safety Officer 3 prerequisite;
- All hazard safety officers must take OSHA 6000;

- Take a look at existing system for taking trainees out on a response team to see how it can be improved, create development schedule to prioritize the need for trainees, utilize simulations as available, add the following requirement: demonstration as a successful performance as a safety officer type 3;
- Forward email comments from the Council;
- Forward initial comments that were not included to be revisited by EM, keep pushing for changes; and
- Guidance for how employees get certified for emergency response and into ROSS.

DASHO Agendas, Performance Metrics, and POWER Goal Briefings

DASHO meeting discussion regarding the effectiveness of DAHSO agenda items and time –POWER goal briefings are seen as a waste of time for DASHOs. POWER action plan is duplicative with what Council members already do. Can we meld them in some way? Align initiatives with strategic goals? What can bureaus do to improve programs? How do we make DASHO meetings motivational for DASHOs so the meetings are productive? DASHOs will come when we make the meeting worth their while – topics on which they need to make decisions.

What is SHC goal for DASHO meetings? Support positive change in the bureaus – Engagement, interest, association, action.

Brainstorming session for desired outcome –

- Skip January DASHO meeting.
- Show pictures/scroll names of the employees injured or killed to establish an emotional connection. Ask them how we can prevent these in the future. Ask for their opinions for how they can get involved. What can they do in their bureaus to make a difference?
- Statistics should be meaningful and combined with recommendations for solutions. Show five year trend.
- Mandate DASHO attendance. If DAHSO is not in attendance, the alternate should be a management-level person.
- 2 meetings a year instead of 4 with extended time blocks.
- Agenda should represent SHC meetings.
- SHC agenda should be translated for them through a management filter to adjust to their perspective.
- Pam should ask the DASHOs what they want. Ask her to lead a discussion with them on her vision for culture change. Call on DASHOs for action.
- Agenda should be action driven. We need to present agenda items requiring decision/action from DAHSOs.
- Clarify purpose and scope of DASHO Council with the DASHOs.
- Assign DASHOs or senior leadership as mentors to the Council re: strategic plan & how to translate. Rotate DASHO mentors.
- Is there real value in the DASHO Council (institutionalized vs. value)?
- Distribute all meeting materials for DASHO and SHC meetings a week ahead.
- Conduct DASHO meetings via WebEx for people who can't attend in person.
- Task SHC to identify initiatives and assign DASHO members as champions.
- Establish accountability with metrics.
- Schedule DASHO meeting dates a year in advance and coordinate with SHC meetings (a month ahead to feed into DASHO meeting).
- Focus on ownership of DASHOs – use aviation model as example – nominated deputy directors.
- Rebrand safety to make it meaningful and exciting to increase interest and engage DASHOs.
- Include stakeholders as needed with a purpose.
- Give DASHOs ownership with meaningful purpose.
- At the conference, include a session on what a DASHO does (refresher) by presenting actions that we need them to do.

- Talk about strategic plan and link to ANSI and OSHA (purpose: awareness)
- Talk about USGS program systematic approach (purpose: awareness)
- What can DASHOs do to effect change and make their meetings more effective/meaningful? (purpose: discussion to determine their role/responsibilities)
- Present big ticket item with a compelling case (purpose: ask for funding and resources). Here are the people who have died/injured (example: operating an OHV or IH). This is what we did about it, these are roadblocks we experienced, and this is how we need your help. Tie big ticket item back to strategic plan. What can be done to further the Department's safety initiative? Consider using the work plan as a reference, which would be industrial hygiene.
- What would success look like?
 - Help fight for budget for specific programs like off road working group– ask for a specific amount of funding and resources.
 - Hold DASHOs accountable for safety programs.

SMIS Enhancement Status Discussion

- See PowerPoint from Armando for presentation details (SMIS Program FY 2012 11_15_12.pptx).
- Armando will send out a link to the Exposure Assessment (EA) soon. Once it is running, it will be up to the SHC to determine how it will be utilized and implemented. It will be released for public use by the end of FY13 (hopefully within the next few months). Will need beta testers from IH working group. Will need to determine how to integrate data with SHC.
- Identifying injuries while teleworking – Discussed adding a button to the page for supervisors. Just because an employee is coded as a teleworker doesn't mean the injury occurred while the employee was teleworking. Armando will work with Ralph Charlip to determine a strategy for accounting for injuries while in a telework environment (due date for reaching out to Ralph is 11/16/12).
- Identifying injuries for firefighters – If an industrial accident happened to a firefighter, it sometimes gets recorded as a fire incident. Barry and Vince will get the right people together to work on this issue by the end of November.
- Armando will create a formal update on PWC report/gap analysis by using the index at the end of the report. Due to SHC members by 1/11/12. SHC members will review and discuss at March SHC meeting.
- There are concerns with the quality of reports (specifically discussed DART report). Armando will work with Ray to implement an email reminder communication system to improve the data entered into the system for safety reports. Due by end of FY13.
- The system has too many choices. Armando will narrow the choice fields/environmental factors and send a new list to safety managers for approval. Armando's new list is due to SHC members by 1/11/12.
- Discussed using the user group more effectively and starting regular communication with the group as changes are made to the system. Armando will schedule another user group meeting in the next six months and will include the fire community.

IH Update: IH Work Group, IH Data Base Status and Implementation

The workgroup is working on the EA assessment program, which is moving toward completion; and the Radiation Departmental Manual Chapter. A workgroup meeting is scheduled for first week of December.

Bob Garbe gave a general IH update. OSH acquired an occupational physician in March and is trying to carefully take on small projects and pilots they can handle with the fulltime person. Currently in the process of working with BSEE and Wildland Fire to enter into an agreement for medical reviews.

Other Business/Updates

- 1) DOI Safety Conference – Pam requested a virtual conference, which may take place in 2014 because of the learning curve of planning a virtual conference. Create a subgroup to get the ball rolling and research options (Barry, Bill, Susan/NPS representative, and Paul). Could benchmark/contact National

Safety Council, NASA, NIPTC, and OSEOD/DOIU for ideas and lessons learned. Barry will lead the subgroup.

- 2) Determine FY 2013 SHC meeting dates – We will plan four in-person meetings (see schedule below) and a conference call and WebEx on the second Thursday of each month for the first quarter (1/10/13 and 2/14/13) at 1pm EST.
 - March 5-7, 2013 in Ballston
 - June 11-13, 2013 in Denver
 - September 10-12, 2013 in Ballston
 - December 3-5, 2013 in Ballston

- 3) Parking Lot Items
 - Training for safety community – how do we build leadership skills and help these people relate to their community?
 - Develop competency model for a safety and health specialist to look at the types of skills people need to be successful at various levels in their career role. Technical skills, ability to communicate, ability to persuade....what are foundation pieces and leadership pieces as you move along the spectrum of a career ladder? Tie the competency model to the maturity of a bureau's safety program. Could this become a certification program for positions? Consider describing/clarifying roles and responsibilities for DASHOs.
 - Share ideas/feedback on construct of DASHO meetings based on broader/strategic plan.
 - Review the strategic plan and reframe goals for a broader audience so everyone can find their role in the plan from multiple perspectives.
 - Planning of a virtual conference for FY14.
 - Frustration with DOI Learn.

- 4) Draft Agenda Items for Future DAHSO Meetings

Ask Pam to make a decision about which way to proceed. Should we start with the big picture and move into the big ticket item (agenda items 1-4); OR start with the big picture item, make a specific request, and save the big picture for another meeting (agenda item 4 only). Decision was table to future meeting.

- 5) Agenda Items for Future SHC Meeting
 - March meeting – Add third day to schedule. Use the first day of the three-day meeting to work through Work Plan items.
 - Remaining Work Plan items 4-6
 - Pam's comments on the Strategic Plan
 - Youth/volunteer safety policy from Departmental level
 - Look at different levels of training (when to teach program management instead of safety skills)
 - Off-road working group
 - Watercraft working group
 - Create Position Task Book (PTB) for all hazards – develop set of competencies, behaviors, and specific tasks to accomplish the behaviors. Find an existing PTB to use as a starting point. Work as a team to create this. PTB will have minimum standards for the Department. Bureaus can add more requirements as needed. Talk to Tony first before moving forward with this.
 - Implementation strategy for IAS and EA systems. How do we use the EA system?
 - Armando's update on PWC report/gap analysis

Action Items

Action #	Action/Task	Resource Assigned to Task	Completion Date
1	Share WebEx for supervisors information with Council members.	Ed	12/1/12
2	Prepare response on Occupational Health Work Plan deliverables for March SHC meeting.	Tim Radtke (Assigned by Bob)	2/22/13
3	For Organizational Integration of Safety & Health Work Plan item - Barry will create a table, populate with evaluation criteria, & send to SHC.	Barry/Ben	12/14/12
4	For Organizational Integration of Safety & Health work plan item - Fill in gaps for respective bureaus and submit to Barry.	SHC	1/18/13
5	Compile SHC table submissions from action item #4 for March SHC meeting.	Barry	2/22/13
6	Youth Program Safety and Health - Collect existing policy/handbooks from volunteer and youth program coordinators/HR offices/agency-level.	SHC	Send to Barry by 12/14/12
7	Youth Program Safety and Health – create matrix overview for action item #6.	Barry	1/18/13
8	Send out link to Exposure Assessment (EA) to SHC.	Armando	End of FY 13 (hopefully by end of 2/13)
9	Get the right safety and fire people together to work on correctly coding industrial accidents that happen to firefighters in SMIS.	Barry & Vince	End of 11/12
10	Start a dialogue with Ralph Charlip to address the need to code accidents that happen to employees while teleworking.	Armando	11/16/12
11	Create a formal update on PWC/gap analysis and send to SHC.	Armando	1/11/13
12	Start email communication reminder system to improve data entered into SMIS for safety reports.	Armando & Ray	End of FY 13
13	Narrow the choice fields/environmental factors for SMIS. Send new list to SHC members for approval.	Armando	1/11/13
14	Schedule SMIS user group meeting (include fire community).	Armando	End of 5/13
15	Barry will ask Pam to make a decision about which way to proceed regarding the DASHO Council meeting (see draft agenda options).	Barry	TBD
16	Schedule first subgroup meeting to discuss virtual conference possibilities.	Barry	End of 1/13

Meeting Participants

Name	Affiliation
Mary Parkinson	FWS
Bob Garbe	OSH
Bill Miller	USGS
Jim Meredith	BOR
Barry Noll	OSH
Ben Stockwell	OSH
Melissa Pesaturo	OSH
Susan Eaves	NPS
Paul Holley	BIA
Rudy Smith	PAM
Rose Capers-Webb	BSEE & BOEM
Maurice Banks (day one)	OSM
Ed Jerome	BLM
Steve D'Antoni (day one)	NBC/OFAS
Vince Mazzier	OWF
Pam Malam (day one)	OS
Shari Hanscomb	DOI University