



## FFAST Meeting April 25, 2008

### Attendees:

Larry Sutton - USFS  
Michelle Ryerson – BLM  
Rich Schwab for Al King – NPS  
Rod Bloms – FWS  
Tony Beitia – BIA  
Pam McDonald for Marie Bates - BLM  
Barb Sivey for Kevin Jensen – Medical Standards Program

### **Medical Standards Program (MSP)**

- **Payment for CSRs in FY '09 and '09 Interagency Agreements:**

Larry Sutton reviewed the issue of rolling the contracting of customer service representatives (CSRs) for the Medical Standards Program into the national CHS contract.

The group discussed the proposed CHS contract and whether there is language within the contract to provide CSRs. There is concern that the administrative costs would be combined with the cost of a physical resulting in excess revenue for the vendor.

Barb Sivey confirmed that additional funds should not be expended beyond actual performance. She is unsure how the actual contracting will be handled. She believes that the proposed contract includes costs for CSRs.

Tony Beitia asked and Barb Sivey responded on how the CSRs are paid. The present CSR contract is built as at-will employment at an hourly rate. CSRs are paid for actual hours worked with a small stipend for items such as holiday pay, etc.

Fire Directors had asked that the contract be all inclusive since there were no FTE to support the positions.

The present CSR contract was a temporary service agreement and cannot be extended beyond one year. A new contract will need to be drafted to maintain the present method.

**Decision: Stay with the present method of contracting the CSRs for the Medical Standards Program the benefits far outweigh putting it into the CHS contract.**

**Action Item: 1) Review the proposed CHS contract to determine if there is language in the contract requiring they provide CSRs; this language needs to be removed. (Kevin); 2) Follow up with Julie Whaley to draft a new contract for CSRs. (Kevin Jensen); 3) Determine whether a MOU is needed for the MSP since FFAST falls under the NWCG umbrella. (Larry Sutton)**

Is \$200,000 enough, or too much, for the CSRs? Kevin will need to respond. Would like the clerical position be trained as a CSR back up, resulting in potential need for additional funds and amendment to the contract for hours in excess of 20 hours a week during high volume times.

The group discussed unit IDs. NICC is the holder of the most current IDs. The CAS program can be manipulated to handle changing IDs.

- **Review MSP Log:**  
The FFAST and MSP reviewed and updated the MSP log.

**Action Item: Send a letter on FFAST letterhead to the MSP Deputy Director's supervisor regarding the need for an accretion of duties to support the needs of the MSP which has been approved by the FFAST and parent organization. (Larry Sutton)**

### **Additional MSP Issues**

- **Notification of a change of medical condition**  
The statement regarding required notification when a change of medical condition occurs was dropped from Chapter 13 of the Interagency Standards for Fire and Fire Aviation Standards (no one was sure why or how this happened). The policy was submitted in 2007 as an errata sheet that may not have been incorporated into the 2008 revision.

**Action Item: 1) Review the Interagency Standards for Fire and Fire Aviation Standards to ensure the change of medical condition was indeed dropped from the publication. 2) If indeed missing, review previous errata sheets and submit new 2008 errata sheet. (Michelle Ryerson)**

- **Streamlining static and stable medical condition documentation**  
The group discussed the need for streamlining documentation for individuals who have static and stable medical conditions.

**Action Item: Discuss with Medical Standards Team in June 2008 how documenting static and stable medical conditions can be streamlined. (Kevin Jensen)**

## FFAST

- **All-Hazard Risk Assessment**

Michelle briefed FFAST on the history of all-hazard risk response and the lack of field preparation. An issue paper regarding field preparation was created and NFAEB signed off on the concept. An all-hazard risk assessment form was prepared and should have been included in the National Mobilization Guide but is not. FFAST discussed whether the Mob Guide is the appropriate location for such a document.

**Action Item: 1) Review the NICC and PNW websites and previous Mob Guides to determine if the all-hazard risk assessment is included. 2) Determine the decisions that were made regarding housing the assessment. 3) Post the all-hazard risk assessment on the FFAST website and consider placement in the 2009 Mob Guide. (Michelle Ryerson will work with NICC. Tony Beitia will research websites.)**

- **OSHA Alliance**

Some agencies have contemplated entering into an alliance with OSHA. The concept was considered previously and it was unclear if such an alliance would be in the best interests of the fire program. Louis Rowe (new BLM Safety Chief) advocates such an alliance. Rich Fairfax would be the logical OSHA contact. Louis Rowe is willing to speak with FFAST regarding the benefits of such an alliance.

**Action Item: Arrange for Louis Rowe to brief FFAST regarding a potential OSHA alliance. (Michelle Ryerson)**

- **Importance of the exit exam and potential agency requirements**

Little consistency exists for firefighters with regard to exit exams; most agencies do not have any policy established regarding when/under what circumstances an employee should complete an Exit Exam. Should it be only if they leave Federal service, only upon retirement, etc. If all employees are required to have an exit exam when they leave an agency's employment, costs implications could be considerable. There is some need for consistency among and within agencies.

**Action Item: Ask the IMST about other agency standards for exit exams. (Kevin Jensen)**

- **System Safety (Safety Management Systems – SMS)**

FFAST discussed the use of Safety Management Systems (SMS). Some aviation programs are beginning to implement SMS and it appears to hold promise as a system to integrate the various components of a safety program (safety assurance, safety policy, doctrine etc.) There is a need for people to learn more about SMS and its various components before decisions or recommendations can be made regarding its implementation on an interagency basis.

- **SAIT Course**  
Michelle briefed FFAST on recent meetings regarding the SAIT course development. FFAST members are welcome to sit in on course development workshops. Public law and agency policy may affect course content. Discussion was presented regarding the need for an interagency accident investigation guide. For the coming year, FFAST will operate with “business as usual” and follow the '95 SAI MOU.
- **Review FFAST Action Log**  
FFAST reviewed and updated the FFAST action log.
- **Set Next Meeting Date**  
The next FFAST meeting will be on Thursday June 12 at 0900 in the Payette River Room of the Training Building.