



## **FFAST Meeting November 13, 2008**

### Attendees:

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

Special Guest – Kevin Conn and Tim Stangl - FWS

### **Incident Medical Standards Program (IMSP) Interconnection Update**

Kevin Conn, representing the Incident Qualification and Certification System (IQCS) Change Board, presented the group with an update of this project. Issues directed to the FFAST for discussion items were concerning data transfer using social security numbers, development of business rules for the program, and implementation/reporting processes. Kevin Conn also distributed a Concept Paper proposal created by Don Lee, NIFC IT Security Manager, about creating unique identifiers for wildland fire applications (which would include the IMSP medical exam process). The FFAST consensus was that there needs to be more support for Don Lee's concept paper besides this group and suggested that the paper be elevated for review and approval. Kevin Conn will be sending the FFAST some business rule questions concerning the interconnect that the FFAST will review and return with recommendations. A FFAST rep will be on the agenda to discuss these items on the next IQCS Change Board meeting in March.

**Action Item: Review Business Rule questions and provide recommendation and feedback to Kevin Conn.**

### **"Who to Contact" Document When You Have a Question About IMSP**

Barb provided this handout and explained to the FFAST the history of why this document was created and the intent of the document. The FFAST provided clarification to Barb on how they see this tool being used and gave recommendations/verbiage changes to add. The FFAST representatives will send the finalized document to agency reps and it will also be posted on the IMSP website. The goal is to make the IMSP website and/or the IMSP Customer Service Representatives (CSRs) as one stop shopping tool for users for answering questions, explaining roles and responsibilities, and explaining step by step processes.

### **Reporting Medical Conditions/Procedures**

The proposed language for the 2009 Red Book will be the policy statement that will be used for this year. The FFAST and Medical Standards Program discussed some procedural changes for the document. This document will explain the notification process when an employee's medical condition changes. The policy will state that once the supervisor has been advised by an employee of a condition/change, the supervisor will put in writing why the medical condition changed and forward to the Customer Service Representatives (CSR). The CSRs will forward this information to CHS to place the employee in pending status. Then CHS sends out a further evaluation letter to the employee that will need to be completed and sent back to CHS. This process will be on the IMSP website.

**Action Item: Kevin Jensen to make changes to Reporting Medical Conditions/Procedures document and send to FFAST for final review, before submitting for the 2009 Red Book.**

### **Comprehensive Health Services (CHS) Funding/Obligations Update**

The BLM is converting to a new accounting system called the Financial and Business Management System (FBMS). With the new conversion all accounting and transactions have to be lined up accurately to the new system. Michelle Ryerson has been working with the budget and procurement staff getting CHS funding verified and agreements obligated to get us through the end of the current CHS contract extension that ends January 31, 2009

### **Review IMSP Action Log**

The FFAST and Kevin Jensen and Barb Sivey from Medical Standards reviewed and updated the action log.

### **Wildland Fire Safety Training Annual Refresher (WFSTAR) Update**

AI distributed the draft October WFSTAR notes. The selected National Emphasis Topics and What's New Items were reviewed and concurred by the FFAST. The only substantive change was the addition of the Agency Administrator Guide for Critical Incident Management to the What's New Items. Tony Beitia will transition into the role of Task Group Chair when AI retires on January 2, 2009. The next WFSTAR meeting will be a conference call on December 17, 2009.

### **2008 SAFENET Summary Report**

Tim Stangl, SCA Student with FWS, presented a 2008 Draft SAFENET Review Report to the FFAST for review and provide changes and recommendations. Once finalized it will be posted on the SAFENET website for everyone to view.

### **2009 Red Book Edits**

The FFAST completed Red Book edits on Chapters 7, 13 and 18. Items of discussion from these chapters were verbiage on silk as an acceptable undergarment, EMT requirements for Work Capacity Test administration and High Visibility Vests and how best to meet the new requirement. Final edits will be in the 2009 Red Book.

### **OSHA Report/Questions**

These questions came to the Office of Wildland Fire Coordination from the Interior Department level requiring response to the annual report to the Occupational Safety and Health Administration. This request was handed to the FFAST to review and reply for all the Federal Wildland Fire agencies. The FFAST will identify what can and cannot be answered, locate data resources and reply to this request.

**Action Item: Divide OSHA Report Questions to FFAST members to research and reply.**

### **Review FFAST Action Log**

The FFAST reviewed and updated the action log.

### **Set Next Meeting Date**

The next monthly FFAST meeting will be December 18, at 0900 in the Payette River Room in the GBTU.