

**MEMORANDUM FOR TFS SEAC MEMBERS**

11/10/2015

**FROM:** TFS SAFETY OFFICER

**SUBJECT:** TFS Safety and Environmental Advisory Council (SEAC) Meeting Minutes – 1st Quarter FY16

1. The TFS Safety Council convened at 1005 on 10 November 2015 at the Headquarters Building in College Station, TX. Members present were Cynthia Foster, Chris Angerer, Chris Brown, Steve Pollock, Rhea Cooper and Kelly Bunch. Garry Barney and Jimmy Mullis attended via conference call.
2. Review of Minutes:
  - a. Minutes of the 7/9/2015 meeting were reviewed. Chris Angerer made motion to approve and motion was upheld by Steve Pollock. Minutes were approved as read.
3. Old Business:
  - a. Commercial Motor Vehicle (CMV) Training
    - i. The discussion on CMV training is ongoing. Paul Hannemann and Wes Moorehead have formed a steering committee to work on this issue. Paul Hannemann said he should have more information by next meeting.
4. New Business:
  - a. RAP Funds
    - i. Kelly Bunch gave an update on FY16 RAP funds and what has been spent in the 1<sup>st</sup> quarter. Chris Angerer asked about funding for the new EMT kits and Kelly Bunch said he would ask Robby DeWitt where the funding is coming from. Cynthia Foster talked about ordering reflective vests and splitting the cost between one of her accounts and FY16 RAP. Jimmy Mullis recommended that we expedite the order before winter sets in and we have personnel working on highways.

- b. Accident(s), Injury(s) and Property Damage
  - i. 1<sup>st</sup> quarter accident/injury/property damage reports were discussed (6 injury reports, 4 vehicle accident reports and 1 rental vehicle damage report). No Council action was taken on the injuries. Three of the vehicle accidents were determined to be preventable. Cynthia Foster stated that our accident and injury numbers were reasonable considering all of the incidents the agency had recently been involved in.
  
- c. General
  - i. Cynthia Foster proposed reorganizing the safety council membership to bring in a new perspective and new ideas. Kelly Bunch will check with the Associate Director of Finance and Administration to see if this is possible.
  
  - ii. Cynthia Foster discussed the proposed stipend for wildland boots. The list of boots to choose from will be sent out soon after it has been approved by the executive team.

5. Meeting Adjourned:

- a. 1102 am; motion to adjourn made by Steve Pollock and seconded by Cynthia Foster

6. Next Meeting:

- a. February 25, 2016.