

MEMORANDUM FOR TFS SEAC MEMBERS

9/16/2014

FROM: TFS SAFETY OFFICER

SUBJECT: TFS Safety and Environmental Advisory Council (SEAC) Meeting Minutes – 1st Quarter FY15

1. The TFS Safety Council convened at 1005 on 16 September 2014 at the Headquarters Building in College Station, TX. Members present were Rhea Cooper, Steve Pollock, Les Rogers, Jimmy Mullis, Phil Gates, Jake Donellan, Joel Hambright, Wes Moorehead, Chris Angerer, Jim Rooni and Terry Smith. John Wegenhoft sat in as a guest.
2. Review of Minutes:
 - a. Minutes of 7/16/2014 meeting were read and amended. The words “shot down” were replaced with “not approved” in the discussion on reflective tape. Correction was made and minutes were approved.
3. Old Business:
 - a. Commercial Motor Vehicle (CMV) Training
 - i. Jake Donellan gave an update on CMV training. One option is to send employees to a semester of training (approximately 3 months) at a junior college. Another option is to add CMV training to the new hire academy (approximately 3 weeks). The SEAC Chair asked Jimmy Mullis and Phil Gates to collect data on competencies and standards for Class A and B licenses and report back at the next Council meeting.
4. New Business:
 - a. RAP Funds
 - i. Kelly Bunch gave an update on FY14 RAP funds. All FY14 RAP funds have been expended and a final report will be submitted to System Risk Management.
 - ii. FY14 initiatives and expenditures were reviewed and the Council agreed that some of the reoccurring initiatives should be carried over to FY15.
 - iii. FY15 initiatives were selected and approved.

- b. Accident(s), Injury(s) and Property Damage:
 - i. No 1st Quarter, FY15 accident/injury/property damage was discussed. These will be reviewed at the next regularly scheduled SEAC meeting in December.

5. Open Discussion:

- a. CMV Safety Manual:
 - i. CMV Safety Manual written by Sam Lewis was reviewed and the Council decided not to use it. However, Jimmy Mullis may use parts of the manual as a foundation for a future CDL training document.
- b. Fire Extinguishers:
 - i. Kelly Bunch discussed the lack of fire extinguishers in all TFS vehicles. No action was required/taken by the Council.
- c. Dozer Operator Training:
 - i. Kelly Bunch discussed letters received from two new employees purporting allegations of unsafe dozer training. The Council agreed this is a matter to be taken up with their immediate supervisor(s).
- d. Director's E-mail on Accidental Death at other Forest Service:
 - i. Director's e-mail and Initial Investigation Report were reviewed. The Council agreed that this topic would be covered during annual refresher training.
- e. Outstanding Safety Inspection Recognition:
 - i. Kelly Bunch brought up the possibility of providing a certificate or some other type of recognition to TFS offices that score an outstanding on yearly safety inspections. The Council rejected this idea citing a lack of consistency in safety inspections as a major cause.
- f. Conference Calls:
 - i. Wes Moorehead proposed that conference calls be allowed for Council meetings with light agendas and the Council unanimously approved.

6. Meeting was adjourned at 1215

7. Next Meeting:

- a. Wednesday, December 3, 2014
- b. Time: 10:00am
- c. Location: College Station HQ