

**MINNEAPOLIS / SAINT PAUL, MN
FEDERAL FIELD SAFETY & HEALTH COUNCIL (FFSHC)
MEETING MINUTES OF 5/17/07**

Chair Present: Steve Hall

Members Present: Gerard Hummel, Gene De Master, Jeff Pfannes, Mark Koenig, Pat McDermott, Howard Bucknam, Dick Felch, Henry Duran, Larry Gannon, Dan Weydert, Candace Ryberg, Tom Crable, A.P. Kahn, Brenda Santelman, Diane Amos, Vince Cassara, Frank Luckman, Michael Vosen, Bill Cordell, Greg Senden, Adam Frie, Tiffany Mulvihill, Wade Spooner

Guests Present: Mark Hysell, Carl Schmuck

Meeting Commencement:

Meeting began at 12:30 p.m. Central time and was held at:

**Federal Executive Board of Minnesota
1 Federal Drive, Fifth Floor Suite 510 – Conference Room,
St. Paul, MN 55111**

General Housekeeping:

- Regularly scheduled FFSHC meetings will be held the **first third Thursday of every quarter of the calendar year from 12:30 to 1:30 p.m. Central time** at the location listed above.
- Agendas will be forwarded to members in advance of the scheduled meeting.
- Attendance will be taken through sign in sheets.
- Minutes will be taken and disseminated to members in a timely manor.
 - ✓ Members in attendance will be listed.
 - ✓ Referenced attachments will be identified in blue.
 - ✓ Action items with suspense dates will be identified in red.
 - ✓ Minutes will conclude with information regarding the next meeting and next meeting potential agenda items.

Materials Distributed:

- FFSHC Annual Report Basic Requirements Checklist CY 2006 (Attachment #1)
- FFSHC Annual Report Guidelines CY 2006 (Attachment #2)
- OSHA Evaluation Worksheet Federal Safety & Health Councils (Attachment #3)

General Introductions and Information:

- Mark Hysell introduced himself and Carl Schmuck and gave a brief overview of their roles in Federal OSHA as well as their roles as overseers and evaluators of the Twin Cities' FFSHC.
- Mark Hysell introduced Steve Hall as FFSHC's current Chair and informed the members of his impending retirement.
- Mark Hysell thanked Ray Morris, of the Federal Executive Board (FEB), for arranging the meeting, inviting the attendees, and providing the meeting space.
- Roundtable introductions were conducted.
- Mark Hysell explained the purpose of this meeting.
 - ✓ Heightened Interest - Department of Labor / National Office Mandate

- It is the responsibility of each Federal Agency to establish and maintain an effective and comprehensive occupational safety and health program. OSHA ACT Section 19
- Field Federal Safety and Health Councils (FFSHCs) are specifically required under 29 CFR 1960, Subpart K, to facilitate the exchange of ideas and information throughout the government about occupational safety and health.
 - Participation / representation of all Federal Agencies
- ✓ Reinvigorate the Council's future by reestablishing the purpose, vision, goals, and activities.
- ✓ Plan future activities such as but not limited to; electing officers, Council promoting and recruiting, networking/communication efforts, and possible training assistance.
- Mark Hysell reviewed the benefits of how "safety pays" and explained the Federal VPP program.
- Steve Hall was presented, on behalf of the Twin Cities FFSHC, with the Notable Achievement Plaque of 2005.

Brainstorming:

- How can Federal OSHA help?
 - ✓ Carl Schmuck, Mark Hysell, and Ray Morris will collaboratively develop a "Needs Survey" that will be distributed to all Federal Managers and Federal Safety Managers within the Twin Cities area requesting information on how the Council can assist their agencies in meeting their safety and health needs. Due June 29, 2007
 - ✓ Carl Schmuck will contact Dennis McLaughlin for suggestions of contact persons/chairs from "Outstanding" FFSHCs within the region or nation that could provide mentoring to the Twin Cities' FFSHC. Due by the next meeting
 - ✓ Mark Hysell and/or Carl Schmuck will contact Charlie Shields of OTI to see what possible OTI training opportunities might be available for Twin Cities Federal Agencies' training needs. Due by the next meeting
- Vision Statement and Goals
 - ✓ All members come prepared to submit officer nominations for positions to the Executive Committee for Chair, Vice Chair, and Secretary. Nominations will be accepted and voted upon, if multiple position nominations are submitted. Due at the next meeting
 - ✓ All members come prepared with suggestions for developing and adopting the FFSHC's Vision Statement. Due at the next meeting
 - ✓ All members come prepared to begin brainstorming Council goals. Due at the next meeting

Meeting Adjourned around 1:30 p.m. Central time:

Next Meeting:

Thursday, **September 20, 2007** from 12:30 to 1:30 p.m. at the location identified above.

Preview of Topics for Next Meeting:

- Develop and adopt Vision Statement
- Elect officers
- Review survey results
- Review OTI training opportunities
- Discuss possible contacts from outstanding FFSHCs
- Brainstorming – goals, activities,
- Open

Minutes were respectively taken by Mark Hysell and Carl Schmuck.

FFSHC Meeting Minutes, November 8, 2007

- I. OSHA Charter distributed
 - a. Mark Hysell located the charter
 - b. George Rankin was Pres. at time charter was written
 - II. Federal Safety and Health Council sponsor's info. (2004) distributed
 - III. FEB Organizational Chart (2008) distributed
 - IV. Manual discussed, Federal Safety and Health Council
 - a. Manual describes relationship to FEB
 - FEB has network
 - each person needs to be designated
 - b. Manual dictates OSHA will provide certain things
 - c. Includes mission which talks about agencies' needs
 - V. FED week- classes available free of charge this week at OTI
 - VI. OSHA Training
 - a. Training in Chicago presently
 - b. Training at BHW discussed
 - c. Protocol of board member eligibility discussed
 - d. Opportunity to provide training (OSHA) discussed
 - Steve's been in contact with Denver committee
 - checklist comes out in May
 - opportunity to get new partners/members

--Mark mentioned Duluth Fed. Employees are very interested in attending safety seminars, he can get a list of names; Ray suggested BHW invite them down for training seminars
 - e. OSHA Instructor
 - OSHA 6000 could be accomplished in Mpls.
 - get reps. from prisons, park service, military involved
 - Mark- can we be linked to FEB website?
 - Mark was going to check on satellite classes; Mankato has applied for this
 - The best possible option with OTI would be to have them come here; more cost effective to pay for instructors to come to MN rather than send several fed. employees to Chicago for an extended period
 - f. Need a survey to gauge interest in/need for specific courses; Mark will contact OTI to find out what courses are offered
 - VII. Postal bulk mail may not have replacement on the council; Mark will contact district manager, Tony Williams, to see about replacement
 - VIII. Suggestion for each agency to do introductions
Regional Office for U.S. Fish and Wildlife did introduction today
 - John Laughman -safety, U.S. Fish & Wildlife
 - distributed handout of overview of U. S. Fish & Wildlife including:
 - who we are
 - occupy entire 6th floor of Fed. Bldg
 - In 8 states ensure EPA, OSHA, NFPA compliance
 - Help folks in field station
 - Web Site
- VIII. Cake for Steve's Retirement!!! 32 years of service!!!