

NOAA Aviation Safety Board Kickoff Meeting Minutes

January 10, 2006

Prepared by LCDR Debora Barr

The first meeting was held on January 10, 2006 in SSMC 3 room 12836 from 1300-1500. The purpose of the meeting was to introduce all Board members and alternates, define the expectations of Board, and establish the terms of reference for the Board.

The following voting members were present:

- LCDR Debora Barr, OMAO (Chair)
- CAPT Mark Finke, AOC primary (*by teleconference*)
- CDR Michele Finn, AOC alternate (*by teleconference*)
- LTJG Amanda Bittinger, NESDIS primary
- CAPT Rick Brown, NMFS primary
- Jay Kennedy, NMFS alternate (*by teleconference*)
- CDR Brian Taggart, NOS primary
- CDR Matt Pickett, NOS alternate
- Terry Brisbin, NWS primary (*by teleconference*)
- CDR Wade Blake, OAR alternate
- John Pierson, NOAA Safety primary

The following non-voting observers were present:

- Joel Perlroth, AGO alternate
- CDR Todd Stiles, PPI primary

The following additional observer was present:

- Paul Parsons, OMAO Safety and Security Division Chief

The following Board members were not present:

- Celso Barrientos, NESDIS alternate voting
- Craig Gillis, NOAA Safety alternate voting
- LCDR Ralph Rogers, OAR primary voting
- Nancy Briscoe, GC primary non-voting observer
- M.E. Rolle, GC alternate non-voting observer
- Helen Hurcombe, AGO primary non-voting observer
- Jamie Johnson, Workforce Management primary non-voting observer
- Neil Christerson, PPI alternate non-voting observer

Welcomes were extended and opening remarks were made by LCDR Barr followed by personal introductions.

LCDR Barr delivered a presentation to give the Board an overview of the activities leading up to the development of NOAA aviation safety policy, the Aviation Safety Program, and establishment of the NOAA Aviation Safety Board. The presentation is posted on the NOAA

NOAA Aviation Safety Board Kickoff Meeting Minutes

January 10, 2006

Aviation Safety Web site on the Aviation Safety Board page available at:
<http://www.aviationsafety.noaa.gov>.

LCDR Barr led the discussions and the outline follows:

- Safety stand-down order for use of non-NOAA aircraft (November 2004)
- Development of NOAA Aviation Safety Policy
- Development of NOAA Aviation Safety Program
- Major components of the Aviation Safety Program
 - Medical screening of qualified non-crewmembers and observers
 - Aviation safety training for qualified non-crewmembers
 - Aviation Life Support Equipment (ALSE) for qualified non-crewmembers and observers
- Review of Exhibit to draft NAO 209-124 (Aviation Safety Policy) outlining aviation safety training and ALSE requirements
- Review of Line Office ALSE requirements and cost associated
- Review of preliminary list of vendors to provide aviation safety training
- Review of draft “Terms of Reference” for the Aviation Safety Board

Comments:

Kick-off Presentation

- Slide 13 – CDR Finn asked how the aircraft commander of a NOAA aircraft or the Line/Staff Office Manager of a qualified non-crewmember or observer would know whether or not they had received a valid NOAA Aeromedical Clearance Notice. It was suggested that the Clearance Notice should state that it must be carried onboard the aircraft and presented to the aircraft commander or Line/Staff Office Manager upon request. *LCDR Barr will revise the NOAA Aeromedical Clearance Notice to reflect this requirement.*
- Slide 14 – similar discussion regarding how the aircraft commander of a NOAA aircraft would know that the qualified non-crewmember had received the required aviation safety training. CDR Finn asked if training currency could also be included on the Aeromedical Clearance Notice. LCDR Barr said that training currency must be managed by the Line/Staff Office Managers authorizing these individuals to fly. The Aviation Safety Program currently does not have the resources to manage Line/Staff Office personnel training currency. *It is not practical to put training currency on the Aeromedical Clearance Notice due to different expiration dates for Aeromedical Clearance and training some other system will need to be developed to track training currency..*
- Slide 14 – CDR Pickett commented that for Mission Operations over land no safety training is required. *LCDR Barr will revise the exhibit to NAO 209-124 to reflect the requirement for NOAA E-Learning training for Mission Operations over land.*
- Slide 22 – CAPT Brown expressed concern about the large number of air service providers that will need to be evaluated for inclusion on the NAOD to support Fisheries. LCDR Barr said that OMAO is planning to evaluate up to 15 vendors in FY06, and 10 per year after that. She stated that vendors that NOAA wants to fly with who have been evaluated by DOD, DOI, NASA, or DOE will be included on the NAOD and will not

NOAA Aviation Safety Board Kickoff Meeting Minutes

January 10, 2006

require initial evaluation by NOAA because NOAA accepts the evaluation of these other Federal Agencies.

- Slide 25 - CDR Finn remarked that NTSB regulations override the procedures outlined in the NOAA Incident Investigation Program for investigation of aircraft accidents. John Pierson said that the NTSB was consulted during the drafting of the NOAA policy. *CDR Finn and John Pierson will discuss further off-line.*
- Slide 27 – CDR Taggart suggested that “Frequently Asked Questions” should be added to the web site. *LCDR Barr will compile a list of FAQ’s and post on web site.*

Line Office ALSE Requirements

- Terry Brisbin asked where the funding for ALSE will come from. LCDR Barr stated that the CFO Council decided that the Line Offices should fund their ALSE procurement as well as their safety training requirements.

List of Aviation Safety Training Vendors

- CDR Blake asked if the training vendors on this list all provided standardized training (i.e. one company provides 2 days for basic aviation safety, another provides 5 days with actual water involved – do they both qualify). LCDR Barr said no.
- CDR Stiles suggested that the Board should develop and publish the minimum training standards for each type of required aviation safety training (for example – number of hours or days of classroom and field training required for initial and recurrent training). *LCDR Barr will work with AOC to develop a draft of the minimum standards to present to the Board.*
- CDR Blake recommended that the training course name(s) and number(s) that NOAA personnel can select from should be included with the information for each training vendor. *LCDR Barr will add this information to the list.*
- Joel Perlroth suggested that when the list of approved Aviation Safety Training vendors is posted on the web site, a notice should be posted with NOAA’s minimum safety training standards and a point of contact in the Aviation Safety Program for new vendors to contact to inquire about being added to the list. *After the Board approves minimum standards for training LCDR Barr will draft this notice and have it reviewed by General Counsel prior to posting on the web site.*

Draft Terms of Reference for Safety Board

Discussion/Concerns:

- CDR Finn expressed concern about this Board having the responsibility and authority for reviewing/approving AOC’s training requirements, ALSE requirements, and risk assessment tools. *The Aviation Safety Program will use AOC’s current and future training standards, ALSE requirements, and risk assessment tools as a basis for developing similar requirements for Line and Staff Office use of non-NOAA aircraft.*

Changes needed to Terms of Reference:

- Membership – list positions only (no names)
- Roles and Responsibilities – identical language as NAO 209-124 Section 5.02.
- Meeting frequency – NASB shall meet quarterly or more often as needed. Include provision for virtual meetings.

NOAA Aviation Safety Board Kickoff Meeting Minutes

January 10, 2006

- Decision-Making Process – Decisions will be made by consensus. If consensus cannot be reached by the Board, the chair will elevate the decision up the chain to the Director of OMAO and then the NOAA Safety Council for a decision.
- Add requirement for Line Office Board members to communicate aviation safety requirements down to the lowest levels of their Line Offices and facilitate collection of information/concerns within the Line Offices to bring to the Board for discussion

LCDR Barr will redraft the Terms of Reference and send out to Board members for review.