



**NFFE Forest Service Council**  
**Important Information - SEND-SPOT Tracker**  
**December 5, 2012**



**Please share the following updates with your Bargaining Unit Employees (BUEs).**

**Union Officials:**

As we reported in the November 30, **This Week in the Council**, there is important information on the SEND-SPOT Tracker that hasn't made it to many of the employees that need the information, so we hope this will help get the word out.

Many of our units will be receiving the SEND-SPOT Tracker units shortly and it should be distributed with a 6700 file code and the information will read something like this:

The Forest Service has purchased several thousand Satellite Emergency Notification Devices (SEND), to ensure the security and safety of field-going crews. They are business tools intended for use in emergency situations where two-way communication devices such as radios and cell phones are unavailable to employees.

We have enclosed the required forms for you to establish your implementation plan and to activate the SEND-SPOT units. It is important to establish your implementation plan to document your response procedures. The Full SEND-SPOT process document will walk you through the steps. These documents along with the training videos are also located on our SharePoint site:

**SEND SharePoint** (<https://ems-team.usda.gov/sites/fs-radio-send/SitePages/Home.aspx>)

The new SEND-SPOT devices will have their service subscription for basic (one-way send) and tracking (two-way communications) paid for the first year by the Washington Office (WO). Following that, units will need to pick up service subscription costs. In addition, if units already have SEND-SPOT devices, they can renew their service subscriptions under the Forest Service group account. The Group account subscription is \$105 per device, which should be a savings over individual accounts.

To take advantage of this offer, units may email Tom Babb ([Thomas.Babb@globalstar.com](mailto:Thomas.Babb@globalstar.com)) of Globalstar, Inc., with their ESN (electronic serial number, located on a sticker inside the battery compartment) and he will add you to the group account.

**Barney Freedman also would like to share some points of interest with our Locals that will help in developing guidance for their safe use.**

The SEND-SPOT Device Memorandum of Understanding (MOU) with management addresses the issue of standard operating procedures. It speaks to the SEND units capabilities and limitations. As a union representative, you have a role in making sure this is carried out at your local level. Here are some suggested points to consider once your unit receives this new safety tool:

- These units are one-way emergency communication devices and should **not** be used in place of approved two-way communication; e.g., two-way radios, cell phones. *They are another tool for improved communications.*
- How are the units going to be used?: **a) As a pooled tool used by many individuals or b) Assigned to one individual? *The answer to either a or b is very important as it effects how the contact information is programed into the data base.***
  - a) If you are using these devices as a pooled tool, you need to have someone make sure all the programed contact information is correct/current as well as having someone monitor the emergency contact information (either email or phone number). If you are assigning a contact person to monitor the SEND messages, make sure they are alright with these responsibilities. Never assume that they will be available when you need them. If using dispatch or the front desk as a contact, remember the contact person may not be on duty all the time and may miss a message.
  - b) If you are assigning the unit to one individual, the contact information still needs to be current, correct, and available to respond to an emergency.
- Employees still need to follow the check in/out procedures for their unit (**more improvements and information to follow**) and have an emergency action plan should an employee become overdue. If your unit does not have a formal check in/out system in place, work with your local Safety Committee or ask to negotiate one at your local level.
- Supervisors are responsible for knowing the whereabouts of their employees at all times.
- A Job Hazard Analysis (JHA) is a good tool to use for flushing out the Standard Operating Procedures (SOPs) of the SEND units. The JHA process (**a frank discussion and documentation of an activity and not here read this document and initial**) can help the employee/supervisor understand if the activity needs further mitigation to be conducted safely. *An example might be where regular Forest Service radio coverage or cell phone service is spotty or unavailable. An activity such as this may require the use of satellite phones or may warrant cancellation of the activity due to risk.*
- There is no one size fits all approach to these units. There is testing going on with two-way (voice) SEND units, but they are unavailable to us at this time. It would be helpful to document any shortcomings or positive experiences with the SEND units as they will be reevaluated next year for more deployments.

In addition to the Share Point site referenced above where information will be posted, this message and the documents referenced will also be posted on the NFFE Forest Service Council Safety Committee web page (<http://www.nffe-fsc.org/committees/safety/>). It may take a few days to get it on there, so please be patient and check back often.

If you or your Bargaining Unit Employees (BUEs) have questions about this, please contact Barney Freedman ([bfreedman@fs.fed.us](mailto:bfreedman@fs.fed.us)), Randy Meyer ([rmeyer@fs.fed.us](mailto:rmeyer@fs.fed.us)) or Val Nelson ([vnelson@fs.fed.us](mailto:vnelson@fs.fed.us)).

~ The End ~

**NFFE FSC Officers and  
Committee Chairs**

**President:** Chris Berry  
**Sec.-Treasurer:** Melissa Baumann

**Vice-Presidents:**

R-1: Ron Angel  
R-2: Karen Mora  
R-3: Randy Gonzalez  
R-4: Bryan Clonts  
R-5: Barry McDonald  
R-6: Lisa Wolfe  
R-8: Danté Whittaker  
R-9: John Pagel  
R-10: Barney Freedman  
CCC: Shawn Patterson  
R&D: Val Nelson  
WO Units: Debbie Kaufman

**Committee Chairs:**

<b>Civil Rights:</b>	Bryan Clonts
<b>Communications:</b>	Debbie Kaufman
<b>Fire:</b>	Ron Angel
<b>Grievance:</b>	Lonnie Lewis
<b>Legislative:</b>	Lisa Wolfe
<b>Negotiations:</b>	Melissa Baumann
<b>Recruitment:</b>	Billie Weaver
<b>Safety:</b>	Randy Meyer
<b>Training:</b>	Machelle Lang
<b>Veterans:</b>	Dave Chevalier

**Web Links:**

[NFFE FSC Website](#)  
[Master Agreement](#)  
[Local Union Contacts](#)  
[NFFE](#)  
[JOIN NOW!](#)