

Interagency Medical Standards Team

CHARTER

1. **Authority**

The Interagency Medical Standards Team (IMST) is established pursuant to the authorities granted in the federal Fire Management Board (FMB) Charter.

2. **Mission**

The IMST will serve as the mechanism for cooperation between DOI and FS to support uniformity in the implementation of medical qualifications policy for arduous duty wildland firefighters found in the Federal Interagency Wildland Firefighter Medical Standards dated July 30, 2015.

3. **Purpose**

The IMST will function as the sole interagency wildland firefighter medical standards resource consolidating regulatory, personnel, and legislative policies and procedures that form the foundation of federal wildland firefighter programs having a medical personnel management component.

The IMST is responsible for the following:

- a. Maintaining state of the art medical standards for federal wildland firefighter positions considered arduous through the Department of the Interior Wildland Firefighter Medical Standards Program and the Forest Service Wildland Fire Medical Qualifications Program.
- b. Consistently updating and validating the federal interagency wildland firefighter medical standards in compliance with current federal regulations (Rehab Act of 1973, Equal Employment Opportunity Commission regulations, and Office of Personnel Management (OPM), 5CFR339 Medical Qualification Determinations) and advances in occupational medicine.
- c. Seeking approval from OPM on any changes to the federal interagency wildland firefighter medical standards and/or medical qualifications.
- d. Consulting with human resources representatives when decisions impact conditions of employment or qualifications for positions.

4. **Membership**

- a. Each federal agency with wildland firefighting responsibilities will provide and maintain one IMST representative as follows:
 - i. The DOI and FS Wildland Fire Medical Standards and Qualifications Program Managers (2 voting members)
 - ii. The DOI and FS Medical Officers (2 voting members)
 - iii. An outside Board Certified Physician with specialty of practice to vary depending on focus of the agenda (1 non-voting member)
 - iv. The DOI and FS Occupational Safety and Health/MSP Leads (2 non-voting members)

- v. The DOI and USDA Human Resource and/or EEO Officer(s) (2 voting members)
- vi. The DOI and FS Risk Management Leads (2 voting members)
- vii. The OPM Program Specialist for Medical Programs and Policy (1 non-voting member)

b. **WORK GROUPS.** Ad hoc work groups may be formed with subject matter experts, as needed. All travel and administrative costs for members will be paid for by each member's home agency unit.

c. **TENURE.** Each agency will appoint their member to the group. The term of service will be determined by that agency.

d. **OFFICERS.** Chairperson responsibilities will rotate between the DOI and FS Wildland Fire Medical Standards and Qualifications Program Managers every two years.

5. **Operating Procedures**

Each IMST member shall have an equal voice in resolving issues before the group. The preferred decision making process of the group will be consensus. Consensus is defined as the willingness to support and follow a course of action even though an individual member may not believe it to be the best. If the group cannot reach consensus, the group will vote with a simple majority deciding the issue at hand. Five affirmative votes are required to constitute a simple majority. Any member may present a minority opinion.

6. **Responsibilities and Duties**

a. **Chairperson**

- i. Conducts administrative actions to ensure completion of the group mission.
- ii. Establishes time and location for all group meetings.
- iii. Charters work groups and makes assignments.
- iv. Ensures dissemination of reports and information is accomplished in a timely and accurate manner.
- v. Represents and coordinates representation at appropriate forums and meetings.
- vi. Assembles and prepares all material to be acted upon by the group.

b. **Group Membership**

- i. Check and report on assigned projects.
- ii. Assist Chairperson as requested.
- iii. Review information submitted.
- iv. Serve as a representative of the MSP community to address issues and concerns.
- v. Serve as liaison between the group and interested parties.

c. **Work Groups**

- i. Ad hoc work groups will work for and report to IMST.
- ii. Ad hoc work groups may be formed to assist in completing assigned IMST tasks.
- iii. IMST will designate a work group leader, assign tasks to members, provide direction, oversight, and clearly identify the expected product with a defined timeframe for completion of the task by the work group.

7. **Dispute Resolution and Adoption of Policies**

- a. Dispute Resolution - If a dispute or conflict about a policy or procedure arises, the issue will be raised to the DOI and FS Members of the Fire Management Board (FMB).
- b. Adoption of Policies - Recommendations and/or reports by the IMST group will be presented to the DOI and FS members of the FMB for approval or recommendation for adoption.

Approved

Grant Beebe, Chair, Fire Management Board

Date