



**BACK COUNTRY HORSEMEN OF WASHINGTON**  
PO Box 1132  
ELLENSBURG, WA 98926  
**WWW.BCHW.ORG**

December 27, 2016

To:  
US Forest Service  
National Saw Program Manager  
C/O Jonathan Stephens  
1400 Independence AVE SW, Mailstop 1125  
Washington, DC 20250

Subject: Memo of Transmittal for the BCHW Sawyer Program

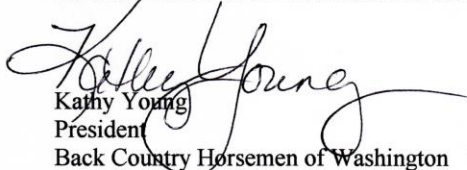
The Back Country Horsemen of Washington (BCHW) is pleased to present our sawyer program structure for your review and consideration for approval.

Our program packet is comprised of:  
Letter of Agreement between Region 6 and BCHW,  
Table 1 Partnership, Cooperator, Volunteer Group Saw Program Proposal Information with documentation on how we meet the standards in FSM 2358, and  
Letter of Designation of our BCHW Saw Program Coordinators.

This effort has been accomplished by Darrell Wallace, Executive Director; Tony Karniss and Tom Mix, Lead Sawyer Coordinators for BCHW in close coordination with Aaron Pederson, Region 6, Regional Sawyer Program Manager. Additionally, we have collaborated closely with Washington Trails Association, Pacific Crest Trail Association, Pacific Northwest National Scenic Trail Association and Back Country Horsemen of Oregon.

We support and encourage the capability of volunteer groups accomplishing their own sawyer instruction and evaluations as we have successfully done since 2011. Prior to that, one of our Lead Sawyers has instructed and evaluated agency and volunteer crosscut sawyers for the USFS on the Olympic National Forest.

With this transmission we await the notification of our program's approval.

  
Kathy Young  
President  
Back Country Horsemen of Washington

***Back Country Horsemen of Washington (BCHW), is a 501 (c) (3) organization with 32 chapters across the state dedicated to: keeping trails open for all users; educating horse users in Leave-No-Trace practices; and providing volunteer service to resource agencies.***



# US Forest Service Cooperator Organizations and Volunteer Groups Saw Training Program Proposal Submittal Process

Cooperators, volunteer groups and individuals under agreements and operating chainsaws or crosscut saws on National Forest System lands will be trained, evaluated and certified in accordance with Forest Service Saw Policy Forest Service Manual 2358 (FSM 2358). These groups have two options to meet the requirements in FSM 2358:

- **Forest Service Saw Program (Option 1)**-Working in coordination with local and regional agreement administrators and local Agency staff, Regional Saw Program Managers can provide, upon request and based on availability of Agency funding and personnel, organizations/groups with appropriate training and evaluation opportunities. Successfully evaluated sawyers will receive certification.
- **Forest Service Saw Program (Option 2)**– The Forest Service Saw program can be implemented by Forest service volunteers, cooperators, consultants and/or contractors who are certified as C Sawyers or C Sawyer Evaluators who in turn can train, evaluate and certify their own organization’s members, other cooperating organizations, and/or Forest Service employees.

## **BCHW is submitting this proposal under Forest Service Saw Program Option 2**

- **Cooperator Saw Program**-Organizations/groups proposing their own training, evaluation and certification programs will present their proposed saw training and evaluation program structure to the National Saw Program Manager who will consult with the Saw Program Technical Advisory Group (TAG) for review. Upon a successful review the National Saw Program Manager will approve the cooperator program through issuance of official correspondence. Once approved, the cooperator will coordinate with the appropriate Forest Service Regional Saw Program Manager(s) to conduct their program in accordance with FSM 2358 and Forest Service Handbook 6709.11 (FSH 6709.11)<sup>1</sup>.

## How to Submit Your Proposal

1. Prepare a cover letter describing the details of your proposed program including the following table and checklist information. Address the proposal package to:

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<sup>1</sup> Cooperator saw programs must adhere to the same requirements and be equivalent in rigor and demonstrated saw proficiency levels as the Forest Service saw program requirements. Due to length of time this type of program can take to develop adequately, cooperators may want to strongly consider if other options can meet their needs (such as cooperators implementing the Forest Service Saw program) instead of creating their own separate programs.

US Forest Service Saw Program

US Forest Service  
 National Saw Program Manager  
 C/O Jonathan Stephens  
 1400 Independence AVE SW, Mailstop 1125  
 Washington, DC 20250

2. Fill out Table 1 completely. Use the Additional Information (block 9) to explain any of the information as needed.

Table 1 Partnership, Cooperator, Volunteer Group Saw Program Proposal Information

<b>1. Organization/Group</b>			
Name: Back Country Horsemen of Washington Location: POB 1132, Ellensburg, WA 98926			
<b>2. Forest Service Region(s) and Forest(s) of Operation</b>			
Region: 6 Forest: Olympic, Mt Baker/Snoqualmie, Wenatchee, Gifford Pinchot, Okanogan, Colville, Scenic Areas and Volcanic Monuments			
<b>3. Primary Forest Service Agreement Manager</b>			
Name: Gar Abbass gabbas@fs.fed.us Phone: 360-497-1105			
<b>4. Forest Service Regional Saw Program Manager(s)</b>			
Name: Aaron Pedersen Phone: 503-630-8787			
<b>5. Organization/Group Lead Saw Program Contact</b>			
Name: Tony Karniss Phone: 360-748-8640		Tom Mix 360-582-0460	
<b>6. Certification Type/Skill Levels and Numbers of Sawyers Needed Annually:</b>			
Number	CHAINSAW	Number	CROSSCUT
16	A Sawyer	17	A Sawyer
62	B Sawyer-Bucking Only	44	B Sawyer-Bucking Only
0	B Sawyer-Felling and Bucking	0	B Sawyer-Felling and Bucking
71	C Sawyer-Bucking Only	59	C Sawyer-Bucking Only
10	C Sawyer-Felling and Bucking	10	C Sawyer-Felling and Bucking
<b>7. Estimated Number of Sawyers Trained and Evaluated Annually</b>			
84 in 2016, 82 in 2015, 96 in 2014, 88 in 2013			
<b>8. Nationally Recognized Sawyer Training Course to be Used (list proposed modifications if any)</b>			
<input checked="" type="checkbox"/> Forest Service Chain Saw and Crosscut Saw Training Course (0667-2805-MTDC 2006)  <input type="checkbox"/> Wildland Fire Chain Saws S-212 (NFES 002660 2012)			
<b>9. ADDITIONAL INFORMATION:</b>			
Our program is all volunteers. We have a membership of about 2000 folks and 31 chapters.			

We have a total of about 200 certified sawyers at all levels. We have a total of 41 Instructor/Certifiers with 40 at Chain Saw and 34 at Crosscut Saw.

State wide we service trails on National Forest, DNR, National Park, State and County lands. These lands have over 7000 miles of system trails. We volunteer our services where and whenever needed

3. Develop your saw program proposal to meet the standards identified in FSM 2358. Propose, include or complete the following requirements (address ALL items):

- *Revise, align or review existing cooperative agreement(s) to meet standards in FSM 2358.03 (3) and as per any additional Washington Office Grants and Agreements guidance. (see pages 7-10 below)*
  
- *Develop and attach with this proposal a table listing the authorities and any delegations necessary similar to FSM 2358.04 Exhibit 01. These authorities must align with language found in the FSM 1580 agreement (FSM 1509.11 sec. 91.2). The table will include the program managers, authorities, responsibilities, trainers and evaluators with certifications levels within the organization/group.*

<b>Delegated Authorities Task</b>	<b>Regional Forester</b>	<b>Forest Supervisor/BCHW President</b>	<b>District Ranger/BCHW Executive Director</b>	<b>Regional Saw Program Manager</b>	<b>BCHW Saw Program Coordinator</b>
Implementing the Saw Program	Has authority*	Delegation permitted**	Delegation permitted	Delegation not permitted	Delegation not permitted
Appointing the Regional Saw Program Manager	Has authority	Delegation not permitted	Delegation not permitted	Delegation not permitted	Delegation not permitted
Designating the Saw Program Coordinator for an administrative unit	---	Has authority	Delegation permitted	Delegation not permitted	Delegation not permitted
Signing National Sawyer Certification Cards***	Has authority	Has authority	Has authority	Delegation permitted	Delegation permitted
Revoking National Sawyer Certification Cards	Has authority	Delegation permitted	Delegation permitted	Delegation not permitted	Delegation not permitted
Approving Training Consultants and volunteer Sawyer Instructors and Sawyer Evaluators	Has authority	Delegation not permitted	Delegation not permitted	Delegation permitted	Delegation not permitted
Providing cutting areas to meet Saw Program training requirements and maintain sawyer proficiency	---	FS Line Officer Has authority	FS Line Officer Has authority	Delegation not permitted	Delegation not permitted

US Forest Service Saw Program

Meeting periodically with the Saw Program Coordinator to review the Saw Program	---	Has authority	Delegation permitted	Delegation not permitted	Delegation not permitted
<p>* Only Line Officers can delegate authority.  ** "Delegation permitted/not permitted" means may/may not be delegated to this level.  *** Certifying Officials for cooperator sawyers under an FSM 1580 agreement should follow the language in the agreement (FSM 1509.11, sec. 91.2).</p>					

- Describe responsibility of each position within the organization's saw program similar to FSM 2358.04a-2358.04m.*

2358.04e: BCHW president has the same Responsibility as the Forest Supervisors.

2358.04f: BCHW Executive Director has the same Responsibility as the District Rangers. Additionally: 3. Keep the BCHW sawyer database current, 4. Safe keep the completed sawyer field evaluation forms, and 5. Make entries into the National Sawyer Certification based on completed sawyer field evaluation forms. Note: BCHW task 5 was with 2358.04l sec 2.

2358.04l sec 2: Data input to the NSC will be the responsibility of the BCHW Executive Director. See 2358.04f sec 5.

All other responsibilities in the organization will be the same as those identified in FSM 2358.04a-2358.04m

- All Partners, Cooperators, or Volunteer Groups that receive approval for new training courses/programs will be required to use the National Sawyer Certification Database when it becomes available.*

BCHW Partners, Cooperators, or Volunteers will utilize the National Sawyer Certification Database once it becomes available and will continue to retain all hardcopy records as well.

- Definitions for critical terms must be developed if they differ from those found in FSM 2358.05.*

BCHW will be utilizing the same definitions for critical terms found in FSM 2358.05

- Follow or develop similar qualification standards identified in FSM 2358.06, 2358.1 Exhibit 02 and 2358.3 Exhibit 06.*

BCHW intends to utilize all the same qualification standards identified in FSM 2358.06, 2358.1 Exhibit 02 and 2358.3 Exhibit 06.

- Follow or develop similar responsibilities and limitations, training, knowledge and skills to meet each skill level identified in FSM 2358.1.*

BCHW intends to follow the responsibilities and limitations, training, knowledge and skills to meet each skill level identified in FSM 2358.1.

- Follow or develop similar sawyer training and field proficiency evaluation standards identified in FSM 2358.2.*

BCHW will follow the sawyer training and field proficiency evaluation standards identified in FSM 2358.2.

- Follow or develop similar revocation procedure identified in FSM 2358.22.*

BCHW will follow the revocation procedure identified in FSM 2358.22.

- Follow or develop similar program monitoring and evaluation procedures identified in FSM 2358.3.*

BCHW will follow the program monitoring and evaluation procedure identified in FSM 2358.3.

- Follow or develop similar sawyer evaluation forms identified in FSM 23358.3 Exhibit 03 and 04.*

BCHW will use the USFS evaluation forms identified in FSM 2358.3 Exhibit 03 and 04

- Develop an incident and accident tracking and notification system.*

BCHW will use the USFS Region 6 incident/accident tracking and notification system. (See page 11-12 below)

**Exhibit A**  
**Chain Saw and Crosscut Saw Operations**  
**November 18, 2016**

**Introduction**

Safety is paramount for Forest Service employees and Back Country Horsemen of Washington volunteers and staff (hereafter referred to as BCHW) maintaining trails on National Forest System lands. Use of chain saws and crosscut saws is frequently needed for clearing trails sufficiently for horse and hiker travel and routine trail maintenance.

**Standards for Saw Operations on National Forest Lands**

1. **BCHW cooperator's employees, and any participants and volunteers** engaged on behalf of the cooperator and Forest Service, who will use chain saws or crosscut saws on National Forest System lands to conduct the program of work contained in this agreement must be trained, evaluated, and certified in accordance with **Forest Service Manual 2358 and Forest Service Handbook 6709.11, section 22.48b**. The cooperator is responsible for providing this training, evaluation, and certification, unless the Forest Service and the cooperator determine it is not in the best interest of the partnership. In these circumstances, the Forest Service, upon request and based on availability of Agency funding and personnel, may assist with developing and conducting training, evaluation, and certification of the cooperator's employees, and any volunteers and participants engaged on behalf of the cooperator and the Forest Service, who will use chain saws or cross cut saws on National Forest System lands.
2. **Formal training courses to be utilized.** The Chain Saw and Crosscut Saw Training Course Tech. Rep. 0667-2805 (Student) and 2804 (Instructor – MTDC developed by the Missoula Technology and Development Center will be utilized as the basis for chain saw and crosscut saw operator training for the non-fire environment.
3. It is understood by all parties that participation in a training course by an individual BCHW is not a guarantee of certification. Instructors have complete authority to limit the scope of the certification on any operator, including restrictions on projects, functions, and material size, based on demonstrated performance.
4. **Personal Protective Equipment (PPE) is required for use of crosscut and chain saws.** The specific equipment required is found in FSM 6709.11 standards for saw operations and outlined in a job hazard analysis (JHA). No work is authorized to occur without appropriate PPE. The Forest Supervisor, BCHW or the individual may provide PPE. The individual is responsible for protective footwear and non-specialty safety eyewear, everyday work clothing; or ordinary clothing, skin creams, or other items used solely for protection for the weather.
5. **Requirements for first aid training and the ability to call for assistance.** The JHA for saw operations outline the need for sawyers to be able to call for assistance and render first aid. No work

is authorized to occur without appropriate training and communications in place. The Forest Service or BCHW may provide this training and communication (cell phones, radios, etcetera).

6. **Reporting requirements of accidents and near misses:** The accident policies and responsibilities for investigation lie with the Forest Service where the sponsored work was occurring under Volunteer, Challenge Cost Share or Participating agreement at the time of the incident. All occupational injuries, illnesses, and fatalities are to be reported.

### **GOVERNMENT PROVISIONS**

#### **The USDA Forest Service Shall:**

1. Provide chain saw and crosscut saw operator safety training, certification, and recertification opportunities using Forest Service instructors to meet the needs of BCHW members, volunteers and staff to the fullest extent possible; and especially to meet the needs of the BCHW on National Forest System lands.
2. Maintain records of the training, certifications, and recertification's conducted by Forest Service Instructor/Evaluators and make these records available to other parties upon request.
3. Accept and recognize as valid the certifications of chain saw and crosscut saw operators under this instrument, including those trained by Forest Service instructors and BCHW affiliated instructors.
4. With the other parties, provide required PPE and supplies to meet the needs of the BCHW chain saw and crosscut saw operators to the fullest extent possible.
5. Assist the BCHW in developing a cadre of instructors trained and certified to agency requirements to provide training and certification for BCHW members and volunteers. These instructors would be able to train and certify operators to the level necessary for normal trail maintenance. They would document this training and level of certification and provide copies to the local agency instructors where the work is being performed.

### **BCHW PROVISIONS**

#### **BCHW Shall:**

1. Provide chain saw and crosscut saw operator safety training, certification, and recertification opportunities using BCHW affiliated Instructor/Certifiers to meet the needs of the BCHW members, volunteers and staff to the fullest extent possible.
2. Maintain records of the training, certifications, and recertification's conducted by BCHW Instructor/Evaluators and make these records available to other parties upon request. Maintain list of currently certified sawyers for all BCHW sponsored members and volunteers.
3. Accept and recognize as valid the certifications of chain saw and crosscut saw operators under this instrument, including those trained by Forest Service instructors and BCHW affiliated instructors.



## US Forest Service Saw Program

4. With the other parties, provide required PPE and supplies to meet the needs of the BCHW chain saw and crosscut saw operators to the fullest extent possible.
  
5. Coordinate with local units of the Forest Service and BCHW staff members to schedule training, certification, and recertification opportunities led by the Forest Service or BCHW affiliated instructors.
  
6. BCHW Contacts:
  - a. President: Kathy Young, (206) 551-7824, or [kyoung1735@gmail.com](mailto:kyoung1735@gmail.com)
  - b. Executive Director: Darrell Wallace, (360) 918-3016, or [exec@bchw.org](mailto:exec@bchw.org)
  - c. Saw Program Coordinator: Tony Karniss, (360) 748-8640, or [tkarniss@gmail.com](mailto:tkarniss@gmail.com)
  - d. Saw Program Coordinator: Tom Mix, (360) 582-0460, or [Tom@Cuttinggarden.com](mailto:Tom@Cuttinggarden.com)

File Code: 1580  
Date: November 18, 2016

Letter of Agreement

This Letter of Agreement is documentation by and between the Back Country Horsemen of Washington, hereafter referred to as the BCHW and the USDA Forest Service (Region 6), USFS.

The purpose of this letter is to facilitate the required training and certification of BCHW for the use of crosscut and chain saws for the improvement, management and operation of trails on National Forest System lands within the Pacific Northwest Region consistent with Land and Resource Management plans. This letter will also facilitate the coordination, development and implementation of a saw training and certification program for both chain and crosscut saws, conducted by qualified and approved BCHW members.

Nothing in this letter is intended to alter, limit, or expand the agencies' statutory and regulatory authority. The letter creates no right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity. The parties shall manage their respective resources in a separate, coordinated and mutually beneficial manner to meet the purposes of this letter.

We therefore mutually agree that the provisions in the enclosed Exhibit A – Chainsaw and Crosscut Operations (dated November 18, 2016) shall be the standard for training and certification of Back Country Horseman of Washington members, volunteers and staff on National Forest System lands in the Pacific Northwest Region.

This letter is executed November 18, 2016 as of the last signature and is effective until rescinded after which time it will expire. By signature below, each party certifies that the individual listed on the letter is authorized to act on behalf of the agency or group.



Rebecca Lockett Heath  
Deputy Regional Forester



Kathy Young  
President, Back Country Horsemen of Washington



Darrell Wallace  
Executive Director, Back Country Horsemen of Washington

# Saw Related Incident Report

(Submit to Regional Sawyer Program Manager within 12 days of incident)

<b>Saw operator information</b> (name, title, address, email, and phone number): _____ _____ _____	
<b>Duty station/unit</b> (name, address, phone number): _____ _____ _____	
<b>Incident location and type:</b> property damage <input type="checkbox"/> bodily injury <input type="checkbox"/>	
<b>Date and time of incident/injury:</b>	
<b>Name of person(s) involved:</b>  Volunteer <input type="checkbox"/> Seasonal Employee <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Timber <input type="checkbox"/> Fire <input type="checkbox"/> Recreation <input type="checkbox"/> Engineering <input type="checkbox"/> LEI <input type="checkbox"/>	
<b>Person Reporting Incident:</b>	
<b>Incident/activity narrative</b> (examples: line construction, trail clearing, brush crew): _____ _____	
<b>Type/model of chainsaw or crosscut saw</b> (examples: Stihl 461, 28" bar, chisel bit or 4' Crosscut, lance tooth): _____	
<b>PPE used:</b> hard hat <input type="checkbox"/> eye protection <input type="checkbox"/> ear protection <input type="checkbox"/> long-sleeved shirt <input type="checkbox"/> gloves <input type="checkbox"/> long pants <input type="checkbox"/> chaps <input type="checkbox"/> 8" leather boots <input type="checkbox"/> Other: _____	
<b>Saw operator experience &amp; certification level</b> (example: A Sawyer bucking/felling 1 month, C Sawyer Bucking Only, 5 yrs.): _____	
<b>Most recent saw (re)certification date:</b> chainsaw: _____ crosscut saw: _____	
<b>Unit Saw Program Coordinator</b> (name, title, email, phone number & address): _____ _____	
<b>National Recognized Sawyer Training Curriculum attended:</b> S-212 <input type="checkbox"/> MTDC <input type="checkbox"/> Game of Logging <input type="checkbox"/> other: _____	
<b>Certifying Official who signed saw card</b> (name, title, email, address & phone number): _____ _____	
<b>Extent of incident and/or injury:</b> _____ Estimated cost: _____	
<b>Description of incident (what happened?):</b> _____ _____	

US Forest Service Saw Program

Assessment of cause:	
Submitted by:	
Witness statement completed by:	Date:
Name, email, phone number of witness(es):	
_____	
_____	
Line officer review/ comments:	
Line officer signature:	Date:
Note: This incident report does not eliminate or change the immediate Accident Notification and investigation Procedures outlined in FSM 6730.	



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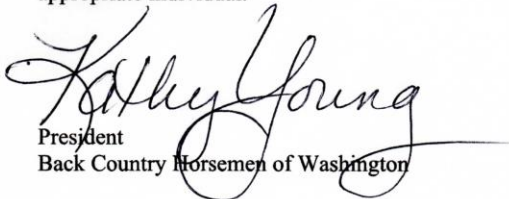
Date: December 18, 2016

**Subject:** Designation as Saw Program Coordinator

**To:** *Tom Mix*  
*Tony Karniss*

This letter designates Tony Karniss and Tom Mix as the Saw Program Coordinators for Back Country Horsemen of Washington until rescinded. The role of the Saw Program Coordinators is critical to maintaining a high level of saw skills and expertise with sawyers trained through the Back Country Horsemen of Washington saw program. The Saw Program Coordinators will ensure that the National policy is disseminated, operators are trained properly, and that all sawyers meet the stringent standards required of their level of ability. Criteria for renewal for this appointment include successful implementation of the roles and responsibilities listed below and concurrence by the Regional Sawyer Program Manager. Specific responsibilities<sup>1</sup> are:

1. Serve as the primary contact for officers at the state and chapter level.
2. Assist sawyer evaluators, sawyer instructors, and sawyers with the implementation and monitoring of on-the-ground saw operations and training.
3. Develop and maintain a cadre of sawyers, sawyer evaluators, and sawyer instructors, as well as schedule and coordinate training for sawyers.
4. Monitor and evaluate the Saw Program in accordance with FSM 2358.3.
5. Review final reports of saw-related accidents and near misses.
6. Coordinate with the appropriate state and chapter officers, the Regional Saw Program Manager, and other Saw Program Coordinators to report Saw Program accomplishments, issues, concerns, and recommendations for improvement of the Saw Program.
7. Maintain sawyer proficiency sufficient to train, evaluate, and reevaluate sawyer instructors and sawyer evaluators.
8. Identify sawyers whose demonstrated skills are no longer considered adequate or who are a danger to themselves or others and recommend revocation of their National Sawyer Certification Card to appropriate individual.

  
President  
Back Country Horsemen of Washington

<sup>1</sup> Forest Service Manual 2358.04g

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