



Meeting Notes

July 1, 2011

<i>Attendees</i>	
<p>Members:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bill Kaage – NWCG <input checked="" type="checkbox"/> Douglas MacDonald – I-Chiefs <input checked="" type="checkbox"/> Elizabeth Strobridge - NGA <input type="checkbox"/> Glenn Gaines - DHS <input checked="" type="checkbox"/> Jim Erickson - ITC <input checked="" type="checkbox"/> Jim Karels - NASF <input checked="" type="checkbox"/> Kirk Rowdabaugh - DOI <input checked="" type="checkbox"/> Mary Jacobs – NLC <input checked="" type="checkbox"/> Ryan Yates – NACo <input checked="" type="checkbox"/> Tom Harbour – USFS 	<p>Support Staff:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Roy Johnson – DFO – OWFC <input checked="" type="checkbox"/> Shari Shetler – Exec. Sec. – OWFC <p>Others:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Patti Blankenship – DHS/USFA <input checked="" type="checkbox"/> Jenna Sloan - OWFC <input checked="" type="checkbox"/> Rebecca Koenig, Reporter for Scripps Howard <input type="checkbox"/> <input type="checkbox"/>

Meeting was called to order at 10:00 by Tom Harbour, WFEC Chair

#	Topic
3	<p>Serious Accident Investigation</p> <p><u>Description:</u> NWCG FEC Tasking Response – Interagency SAI Guidance document and associated DOI/DOA MOU</p> <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. Consensus to move Guidance document to WFLC for approval to release. 2. Consensus to move draft MOU to FFPC for additional follow through. <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. Memorandum Deliverables for the Wildland Fire SAI Standards and Protocols 2. Final Draft 3. Serious Accident Investigation Standards and Protocols Tasking 4. FEC SAI Memo 5. Recommendation to Update the SAI MOU 6. Draft SAI MOU 7. Proposal – NWCG SAI Guidance Package 8. Proposal – NWCG SAI MOU <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • Want to come to consensus on where we need to go with the SAI Guidance Package and SAI MOU • Referred to handouts 2 and 5 • Put together memo in preparation for the final FEC (prior to WFEC) meeting • Developed a document with consistent standards as tasked by FEC (prior to WFEC) • Much was policy driven agency by agency • Law enforcement was included in the task group • Could not reach consensus with Law Enforcement included in the task group – if we want to take the Law Enforcement aspects further, it needs to go to a higher level body • Recommend that this go to the WFLC – opportunity to daylight the interagency guidance document in a forum where so many of our stakeholders participate • Can use the SAI Guidance document beyond the specific NWCG focus as desired • MOU is focused on the federal arena. The thinking is that FFPC being the federal focus is the appropriate body to address the MOU. • From USFS – can't accept as is. We have a new DASHO, Close to having a new



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	<p>occupational health and safety official</p> <ul style="list-style-type: none"> ○ Need to engage with the new folks and with USFS law enforcement ○ Short history of the serious accident investigation issue was described ○ The USFS Fire Program is comfortable with this, there are other agency officials who need to buy into this <ul style="list-style-type: none"> ● The fire community looks at the SAI as a way to look at preventing similar incidents sooner rather than later ● The law enforcement view is to assume that there is some criminal activity which prevents preventative information going forward quickly ● The task group was mainly composed of agency safety people along with our fire focused participants ● Law enforcement couldn't get there – no engagement. However, their requirements could be overlaid onto this guidance document. Their participation will have to come from a higher level. ● Will have to be handled by our bureau directors ● Seems like we have given up too much from fire to law enforcement – referred to page 8 of the guidance document <ul style="list-style-type: none"> ○ Law Enforcement has control of the accident site until they determine it is OK to turn the site over for our fire serious accident investigation ○ This seems counter to the concept to concurrent investigations that were agreed to ○ Can get greater clarification from Michelle Ryerson ○ Tom wants to take one more run up to our executives to see if we can sustain this document as written ● MOU is dependent on agreement with the guidance/protocol document ● Is it good enough as an unapproved draft to use? Bill will go back to NWCG and relay the response from WFEC and suggest that the bureau's use it as interim guidance until the larger discussion occurs with WFLC ● Some of the same concerns – used as a guide along with their state process <ul style="list-style-type: none"> ○ Struggle a bit on the Law Enforcement issue ○ Can't tie our hands for extended periods of time ○ Report should come out within a two week period ○ Smooth out the fire community and law enforcement community working together ● IAFC – same concerns expressed today – how does this affect local folks that are on a federal fire – IAFC will have some comments on the documents ● ITC – difficult when procedures are different – tribes follow basically what DOI does – will have comments down the line ● NACo – defer to the fire chief ● NGA – no concerns at this time ● NLC – complements to the task force for the work that they did on a very comprehensive document – concern with “not playing in the same sandbox nicely” – issue with law enforcement not engaging fully – supports Tom's efforts to have one last go with the USFS – appropriate to get the right people in the room to resolve this issue <p><u>Decisions:</u></p> <ol style="list-style-type: none"> 1. Table until September to give the USFS a chance for internal dialogue 2. WFEC Forward to WFLC in their fall meeting – November 1-2 <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1. Tom Harbour will vet this internally within the USFS 2. Bill Kaage will take the issue back to NWCG -



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	3. NASF and IAFC will provide comments to Bill Kaage 4. Back on agenda for WFEC – September 16 5. Also talked about a November 1, 2 WFLC Meeting
4	<p>CS Sub-Committee reports</p> <p><u>Description:</u> Sub-Committees will report on the following:</p> <ol style="list-style-type: none"> 1. Identify actions, milestones and deliverables that were to be accomplished between the June 3 WFEC meeting and now. 2. Report on actual accomplishments during that time period. 3. Identify actions, milestones and deliverables planned to be completed between now and the July 1 WFEC meeting. 4. Identify any issues or barriers that need to be resolved. 5. Identify what, if anything is needed from WFEC. <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. Understanding of the activities of each sub-committee. 2. Agreement on any modifications to deliverables or timelines 3. Identify of next steps to resolve any pending issues and/or barriers <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. Sub-Committee Status Reports (6/17/2011 and 7/1/2011) <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • Schedule – WFEC liaisons should inform their committees of the schedule • Worked on the Governance tasking • Had a Webinar • Looking at outreach and public involvement for each RSC • Conversation about communication and messaging – looking at a mini-team • Regional Subcommittees are moving along. Using the portal for CRAFT • Finalizing the science team roles and responsibilities to be brought to WFEC at the next meeting • Idea of having a template report for the RSC's to use for bringing forward to WFEC • Will bring template forward for WFEC • Jim – concerned about the communication – need connection between what the CSSC is pursuing and what the RSC • Do we as WFEC want to task the CSSC to develop a communication plan which will be shared with the RSC – product list was developed by Jenna, Alan, Sandy and Kate. There are no resources assigned to develop those things. • Will pursue use of existing communication specialist assigned to FPA dependent upon availability • WRSC working well with their Working Group – nothing more to add to the status report • NESRC had their Working Group meeting earlier this week <ul style="list-style-type: none"> ○ Outreach between July 11 and 18 – available on a website for comment ○ Identified issues – leadership communication with stakeholder groups ○ Identification of communication support ○ Access to science team portals • SERSC <ul style="list-style-type: none"> ○ Workgroup Meets next week in Atlanta ○ Finish outreach on July 22



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	<p><u>Decisions:</u></p> <ul style="list-style-type: none"> Reach out to communication specialist to contribute a couple of weeks to the development of a communication plan Also reach out to NPS communication specialist Bring RSC Report Template to WFEC for review at their July 15 meeting <p><u>Actions:</u> Kirk – reach out for communication specialist support for development of a CS Communication Plan CSSC – bring Regional Report Template to WFEC for review at their July 15 meeting</p>
5	<p>CSSC/NSAT Response to WFEC Tasking – Governance</p> <p><u>Description:</u> The Cohesive Strategy Subcommittee and the National Science Analysis Team were tasked to develop recommendations on the reporting relationship, and roles and responsibilities of the National Science Analysis Team.</p> <p><u>Outcome:</u> 1. Understand and approve the recommendations</p> <p><u>Reference Material:</u> 1. Proposal on CSSC and NSAT Governance</p> <p><u>Key Points:</u> None</p> <p><u>Decisions:</u> Approve the proposal that NSAT is a subcommittee of CSSC</p> <p><u>Actions:</u> CSSC and NSAT owe the WFEC roles and responsibilities by July 15.</p>
6	<p>WFEC Website (forestsandrangelands.gov)</p> <p><u>Description:</u> The forestsandrangelands.gov website has been redesigned. The WFEC information is included on that website and serves as WFEC's public access for agendas, notes, and any other documentation that is available at the meetings. Jenna will review the website and ask for WFEC to decide between some options.</p> <p>We will be setting up a net meeting for this agenda topic so that members that are calling in can see the web pages displayed on their computer.</p> <p><u>Outcome:</u> 1. Agreement on current and planned website enhancements</p> <p><u>Reference Material:</u> 1. WFEC Website Proposal</p> <p><u>Key Points:</u> Reviewed content of the current ForestsAndRangelands website Link to a survey for you or anyone to provide feedback. Trying to improve the navigation and information that is available to the public Jenna Sloan is the point of contact for any of your feedback</p>



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	<p>Success stories should be open to our non-federal partners WFEC members are welcome to identify “other links” that you might want to include on that website Where the regional committees information resides will be addressed as part of the overall communication plan</p> <p><u>Decisions:</u> WFEC concurs with the proposed way forward to address changes with the ForestAndRangelands website</p> <p><u>Actions:</u> None</p>
7	<p>Round Table Discussion</p> <p><u>Description:</u> WFEC members have the opportunity to share information with the committee and identify issues that may result in potential future agenda items.</p> <p><u>Outcome:</u> 1. Understanding of activities within the members’ organizations.</p> <p><u>Reference Material:</u> 1. Each member prepare a paragraph or two to address their organization’s relevant activities, issues, etc</p> <p><u>Key Points:</u> Express appreciation to all the folks that are involved. Fire season is affecting our ability to stay fully engaged New appreciation and commitment to fully participate</p> <p><u>Decisions:</u> None</p> <p><u>Actions:</u> None</p>
8	<p>Public Comments</p> <p><u>Description:</u> Time for WFEC to hear from the public. Specific topics to be determined</p> <p><u>Outcome:</u> 1. Awareness of public opinions related to WFEC activities</p> <p><u>Reference Material:</u> 1. TBD</p> <p><u>Key Points:</u> None</p> <p><u>Decisions:</u> None</p> <p><u>Actions:</u> None</p>



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9	<p>Closeout</p> <p><u>Description:</u></p> <ol style="list-style-type: none"> 1. Review the outcomes of this meeting 2. Review decision and actions 3. Identify potential agenda items for July 15 <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. Agreement on decisions and actions 2. Agreement on focus for next meeting <p><u>Key Points:</u></p> <p>CS documents due on 9/30</p> <p>CS coordinators pull documents together on Oct 3-5 and distribute to WFEC COB 10/5</p> <p>WFEC meet to Review and deliberate on Oct 11 (0800)-13 (1700) – invite committee chairs</p> <p>Give feedback to RSCs and NSAT to be finalized by COB Oct 21</p> <p>WFEC meet again on Oct 28 to finalize our recommendation to WFLC</p> <p>WFLC – Nov 17-18 – Week of 11/14</p> <p>Science committee report will be due at the same time which will influence Phase 3</p> <p><u>Decisions:</u></p> <p>See above dates</p> <p><u>Actions:</u></p> <p>None</p>
10	<p>The meeting was adjourned at 11:58 by Tom Harbour, WFEC Chair</p>

Note:
Subsequent to the July 1 meeting, the WFEC and WFLC dates have changed as follows:

Date	What
September 30	Phase 2 CS deliverables are due from the RSCs
October 3-5	CSSC and RSC coordinators pull documents together and develop package to go to WFEC
October 5	COB – Phase 2 Documents delivered to WFEC
October 11-13	WFEC meets to review and deliberate the Phase 2 deliverables. Questions are answered and modifications to the documents identified.
October 14-20	CSSC and RSCs make any necessary modifications and begin to prepare for presentations to WFLC
October 21	Final Phase 2 Deliverables completed and sent to WFEC
October 25	Phase 2 Deliverables submitted to WFLC
October 28	WFEC meets to work through WFLC presentation and make additional assignments
November 4	Final preparation for WFLC meeting
November 9-10	WFLC meets to review and approve Phase 2 Deliverables and the Way Forward for Phase 3