



Status Report

Date: 2/17/12

Subcommittee: CSSC

Accomplishments Since Last Report:

The CSSC developed a timeline with key milestones to complete Phase III of the Cohesive Strategy. It is intended to provide the WFEC with a broad overview of the significant actions that will be completed during the next year. A more complete timeline with specific details for each group will be developed over the next few weeks to ensure that everyone is on the same page regarding primary responsibilities, tasks and timelines.

Planned Activities for Next Reporting Period:

The CSSC will be finalizing a draft Action Plan template that will help guide the regions and the CSSC as they develop their respective regional and national Action Plans. The template will be sent to WFEC for comment and concurrence and then forwarded to the RSC Chairs. The CSSC will also begin to develop a Contingency Plan that will include alternative actions that will help us meet our CS commitments (both in terms of timelines and deliverables) and be responsive to any questions we may get from the Hill or others in the event that we experience a bad fire season,. Finally, the CSSC is working on a draft of the “barriers” that inhibit the work of all the partners to address wildland fire risks at the local, regional and national levels.

Issues Identified:

None

WFEC Decisions/Approvals Needed:

Review the broad timeline and approve, or approve with edits, the deadlines, major tasks to be accomplished and deliverables.

References:

Contact Information:

Sandy Cantler 202-205-1512

Kirk Rowdabaugh, Director, Office of Wildland Fire Coordination
WFEC liaison to the CSSC
202-606-3447



Status Report

Date: March 2, 2012

Subcommittee: Western RSC

Accomplishments Since Last Report:

The Western Region continues to have conference calls every two weeks. We have formed a WRSC Communications Group which will focus on immediate successes, stakeholder outreach, and liaison with the National Communications Team, created a communications work group template that coincides with the Western Program of Work. Additionally we have formed a content analysis category list and will begin the process of content analysis of the 65 pages focusing on those comments which will be used immediately with the tradeoff analysis. We have worked with the NSAT on timelines and interaction to begin building the Western Region Risk Analysis. We have solicited names from the WRSC and WG to participate in both the Technical and Strategic Groups.

Planned Activities for Next Reporting Period:

We will complete the content analysis for the comments received which can be transferred to the NSAT for consideration in the tradeoff analysis process. We will complete a draft timeline to merge all WRSC activities with NSAT, Communications Group, dates for interaction, completing the Western Region Risk Analysis and Implementation Plan, this timeline will extend through 12/31/2012. We will complete an updated power point presentation for CS activities to be shared with multiple stakeholders. We will have a tentative list of participants for both the Technical and Strategic Groups/

Issues Identified:

The West request approval in concept of the proposed program of work and it will be important to gain concurrence of the NSAT proposed schedule of interactions.

WFEC Decisions/Approvals Needed:

See above issues.

References:

Western RSC Conference Call Notes and NSAT time lines..

Contact Information:

Joe Stutler, Alan Quan or Joe Freeland



Status Report

Date: 3/2/2012

Subcommittee: NE RSC

Accomplishments Since Last Report:

NERSC had a conference call on Thursday, February 23rd. Discussion topics included identifying any additional barriers than those identified in the Phase II report, further discussion of a contract for communication and outreach, briefing of the results of the WFEC call, review of steps for Phase III and interaction with RSC, and the need for additional working group members. Also, METI provided an updated proposal on 2/20 for the Northeast based on a conference call from 2/16.

Planned Activities for Next Reporting Period:

Another conference call is scheduled for the NERSC on March 8th. Decisions to be made on that call include a near-final roster of working group members and a prioritization of communication needs for the NE. A slightly more detailed communication plan for the NE is being composed.

Issues Identified:

WFEC Decisions/Approvals Needed:

Decision on whether NERSC can move forward on hiring of fulltime coordinator and whether budget has been approved for communication contract.

References:

None

Contact Information:

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Proposal

Date: February 24, 2012

Subcommittee: Cohesive Strategy Sub-Committee

Description of Issue or Assignment:

The Cohesive Strategy Sub-Committee (CSSC) has had day-to-day process oversight and guidance responsibilities to the National Science Team and the Regional Strategy Committees (RSCs). Attached are the RSC Programs of Work (POW) for Phase III of the Cohesive Strategy. These POWs illustrate the type of activities the RSCs intends to engage in over the course of the next year in order to fulfill the Wildland Fire Executive Committee's expectations for Phase III.

Discussion of Proposed Recommendation(s):

The CSSC recommends that the WFEC approve the attached RSC POWs. The CSSC has worked with the RSCs to ensure that each POW includes items committed to by the Wildland Fire Leadership Council in Phase I and II of this process and what is needed to complete Phase III. The CSSC additionally recommends that the WFEC allow the POWs to be dynamic, enabling the RSCs to make adjustments, additions, and shifts in priorities as the year progresses. Status updates from the RSCs are provided every two weeks, and any significant change would be discussed with the WFEC if the need arises.

Identify Considerations:

If the WFEC does not support these programs of work as currently drafted, the forward momentum of Phase III is at risk. The RSCs have worked hard to craft these proposed work plans and have begun moving forward on immediate opportunities.

Rationale for Recommendation(s):

The WFEC approval of the RSC POWs will authorize the RSCs to continue to work on Phase III and craft more detailed programs of work and deliverables.

Recommendation(s):

The WFEC approval of the RSC POWs. The POWs will be considered dynamic. The RSCs may make adjustments, additions, and shifts in priorities and will discuss any significant changes if the need arises.

Decision Method used:

- Subcommittee Consensus
- Modified Consensus (explain, i.e. majority, super-majority)
- Chair Decision



Proposal

Contact Information:

Caitlyn Pollihan 720-234-0971

WFEC Decision:

- WFEC Approves
- WFEC Approves with Modifications (not required to resubmit for WFEC approval)
- Need More Information (required to come back to WFEC for approval)
- WFEC Does Not Approve

Roy Johnson, DFO

Date

Notes regarding decision:

Northeast Regional Strategy Committee Proposed Phase III METI Communication and Outreach Support

Outreach and communication efforts during Phase II provided the Northeast Regional Strategy Committee (NRSC) and Working Group (WG) with valuable information used to develop the Northeast Assessment. A combination of the time limits established by the Wildland Fire Leadership Council (WFLC), time of year, and staffing/support constraints limited the NRSC's ability fully engage all stakeholder groups across the Northeast Region. The NRSC recognizes the need to use opportunities during Phase III to strengthen and expand stakeholder engagement and set the stage for successful implementation of the Cohesive Strategy.

Phase III Communication and Outreach Objectives

The NRSC desires to continue an emphasis on stakeholder communication and outreach during Phase III consistent with the national Communications Framework. In addition to the objectives outlined in the national Communications Framework, the METI Communication and Outreach Team recommends the NRSC consider the following Phase III communication and outreach objectives specific to the Northeast Region:

1. Continuing and strengthening a collaborative, rigorous, transparent development path.
2. Providing stakeholders with clear and current information regarding Phase III strategy refinement using multiple media.
3. Identifying key strategy elements requiring trade-off analysis by the NSAT that will inform the NRSC's recommended strategy.
4. Seeking input from stakeholders to develop metrics and performance measures for Cohesive Strategy implementation and applying key metrics associated with successful projects.
5. Using local, regional, and traditional knowledge and insights representing interests and opinions of all NE Region stakeholders to refine the NE Regional strategy assessment.
6. Strengthening understanding and support of recommended NE Region objectives and actions within NRSC member organizations.
7. Identifying and sharing immediate success stories and "ingredients" to success.

The following sections describe the METI Outreach and Communication Team's recommended Phase III communication and outreach outcomes and examples of potential actions that can be taken by the NRSC.

Phase III Communication and Outreach Outcomes and Actions

Working with NRSC and Working Group leadership, members of the METI Outreach and Communications Team will refine the following desired outcomes and preliminary activities for Phase III.

- 1. Create an effective organizational framework for Northeast Region Phase III outreach and communication efforts.**
 - a) Establish a Communications and Outreach Work Group for the Northeast Region, including the METI Outreach and Communication Team, to serve as a focal point for collaboration and outreach efforts.
 - b) Develop a Northeast Region Outreach and Communication Plan to support the National Communication Framework. The plan should identify opportunities for stakeholder input and include activities through Phase III leading up to and through Strategy implementation (Phase IV?).
- 2. Involve and expand engagement with stakeholders though out the Northeast on an on-going basis using multiple media.**
 - a) Strengthen engagement and relationships with state and local interests during Phase III given the reliance on those groups to achieve strategy Goals within the Northeast.
 - b) Improve elements of the Northeast Assessment by providing opportunity for stakeholder comment, seeking specific input to the Goals, Objectives, Sub-Objectives, Actions and broad policy questions.
 - c) Distribute accurate, timely information regarding Phase III objectives, progress, and participation opportunities using a combination of newsletters and website and social media updates.
- 3. Actively engage with the National Science Advisory Team (NSAT) during the Phase III effort.**
 - a) Establish a communications liaison with the NSAT to inform both the NRSC and stakeholders updated on the purpose of NSAT's efforts, progress, products, and opportunities to provide input.
 - b) Provide input to NSAT regarding key strategy elements warranting trade-off analysis that will inform the NRSC's efforts to refine the strategy and communicate with stakeholders.
 - c) Provide tangible descriptions of Phase III's expected outcomes to the NRSC and stakeholders.
- 4. Identify key strategy elements requiring trade-off analysis by the NSAT to inform NRSC strategy refinement.**
 - a) Review information collected during the outreach area to specifically identify those strategy elements that require trade-off analysis to inform the NRSC during Phase III strategy refinement.
 - b) Strengthen engagement with state and local stakeholders to determine strategy elements that warrant trade-off analysis for strategy refinement and to illuminate implementation actions.
- 5. Identify performance measures or measures of success.**
 - a) Seek ideas on measures of success/performance.
 - b) Identify elements or factors that should drive the investigation of management options and selection of national strategy components.

- 6. Emphasize elements and tools for successful implementation that do not require completion of the National Cohesive Strategy.**
 - a) Identify practices or approaches that are currently achieving desired results and communicate those practices to Northeast stakeholders.
 - b) Identify and describe “ingredients for success,” including performance measures and metrics, which can be shared with those at the operational level focused on accomplishing work on the ground.
 - c) Actively share and expand the application of successful techniques with willing stakeholder groups.
- 7. Facilitate efforts with agencies to streamline processes and increase production by taking full advantage of existing authorities to accomplish goals outlined in the Strategy.**
 - a) Solicit ideas from successful collaborative efforts to cut through process and achieve results.
 - b) Identify perceived and actual procedural barriers to accomplishment of work and provide materials that clarify procedural options and/or identify options to improve procedures.
 - c) Provide tools and materials to assist the NRSC/WG in communicating with stakeholders regarding available procedural options.
- 8. Continue to keep the CSSC, WFEC, and other Regions apprised of Northeast Region communication and outreach efforts. Coordinate Northeast efforts with the national communication framework team.**

Phase III Outreach and Communication Action Plan

The NRSC/WG will develop and implement an action plan to support the Northeast Region Communication Plan with the assistance of an Outreach and Communications Work Group consisting of NRSC/WG representatives and the METI Outreach and Communication Team. The following actions are intended to illustrate the range of actions that could be taken during Phase III within the Northeast Region. These actions build on and support the National Communications Framework. In some instances, actions can achieve more than one of the recommended desired outcomes described above:

A. Develop a Northeastern Region Phase III Outreach and Communication Plan.

- 1) Identify key actions in relation to NSAT's Phase III development timeline and opportunities for NRSC input.
- 2) Establish the Northeast Region Communication and Outreach Work Group.
- 3) Clearly state the relationship of the Work Group's role and charter this effort within the scope of responsibilities for the NRSC.

Timeframe: Develop draft for NRSC review and discussion by mid-February.

B. Provide stakeholders the opportunity to review and comment on the Northeast Assessment using the UNC website and a comment form/written letter option (similar to the Northeast Region's Phase II approach).

- 1) Analyze comments to provide the NRSC a portrait of stakeholder response.
- 2) Sustain and expand stakeholder engagement established in Phase II.
- 3) Identify additional improvements to the Northeast Assessment.
- 4) Identify potential performance metrics or factors that should drive investigation of management options by the NSAT (e.g., number of established collaborative groups, local fire department "readiness status", acres of fire resilient acres treated or maintained, number of fire adapted communities added, number of communities meeting FireWise standards, etc.)

Timeframe: Comment period open in February, with Content Analysis and summaries presented to the NRSC at key Phase III decision points.

C. Assess NRSC/WG member perspectives regarding collaborative engagement and support within the communities they represent.

- 1) Identify sub-regions and communities of interest that require engagement, and develop plans to expand stakeholder understanding and buy-in within those sub-regions/stakeholder groups, including internal to the federal, state, and local agencies involved in the Cohesive Strategy effort.
- 2) Interview and compile an assessment of the "strength" of NRSC/WG connections to stakeholder communities of interest at the sub-regional scale.
- 3) Assist NRSC/WG members assigned to pursue stakeholder engagement with these groups by providing communication tools and outreach materials.

Timeframe: Begin interviews in February and present to the NRSC in March. NRSC engagement with communities of interest will begin in March, with ongoing emphasis on strengthening and building relationships throughout Phase III.

D. Identify stakeholder groups that were not effectively engaged in Phase II, and expand outreach to connect with these groups.

- 1) Based on the Phase II Content Analysis and discussion with the NRSC, identify sub-regions and communities of interest not engaged (e.g., some environmental groups and organizations, and urban stakeholders)
- 2) Develop tactics and best methods for attracting and retaining these groups' attentions. Stimulate understanding of and buy-in to the Northeast Assessment and the Cohesive Strategy.

Timeframe: Beginning in mid to late March and continuing throughout Phase III.

E. Use diverse media to sustain and expand stakeholder outreach and communication.

- 1) Create the social connection and traction needed for successful collaborative foundation in the Northeast during strategy implementation.
- 2) Use these communication methods to enhance the human dimension or "face" of the NRSC by filling in the picture of who we are, what we are doing and why.
- 3) Expand and enhance communication outreach networks using methods and messages optimized for multiple communication media, leveraging current media to appeal to targeted sets of constituents by location, culture, and other pertinent factors. One targeted audience may be those who were not contacted at all during Phase II.
- 4) NRSC/WG members interact in public mediated settings by blogging, podcasting, using social media and other forms of interactive engagement to add value to the Northeast effort in a format accessible to and used by the majority of stakeholders and citizens, including those not engaged in Phase II.

Timeframe: Beginning in February and continuing throughout Phase III.

Southern Regional Strategy Committee - Cohesive Strategy
FINAL DRAFT WORK PLAN (02-15-12)

1. Develop an Outreach and Communications Strategy
 - a. Engage stakeholders in the process and build stakeholder group – develop interaction process to fully represent all lands
 1. Follow up with past stakeholders on status and develop input mechanism
 2. Identify groups currently not engaged to become part of input mechanism
 - b. Build communications strategy regionally and leverage agency/RSC member expertise and connections
 1. Develop an internal communications mechanism to ensure all agency and organizational levels are aware of CS and opportunities for action
 2. Develop an external communications mechanism through creation of a communications sub-committee and utilization of existing communications frameworks in each agency/organization
 - c. Determine extent of external support (i.e. Regional contractor(s) with local contacts and knowledge of Southern issues and/or METI)
2. Refine and Enhance Alternatives from Southern Phase II report , if necessary
3. Identify Key Issues, Opportunities (short-term, mid-term and long-term)
 - a. Identify existing efforts that support implementation of key issues and opportunities
 - b. Further develop immediate opportunities (short-term) and construct implementation timeline
 - c. Prioritize key issues and associated activities, including alternatives
 1. Evaluate key authorizations and determine methodology for effectively utilizing (or overcoming) action based on existing authorities
 2. Research inherent hurdles to implementation of opportunities and actions on all lands.
 3. Develop activities for implementation of mid-term and long-term strategies
 - d. Continue tracking and sharing (communications and outreach) successful accomplishments across all lands
 - e. Define role for the Southern Working Group in implementation of strategies and actions on all lands
4. Engage Science Team to Adjust and Update Current Southern Strategy and Management Scenario Implementation
 - a. Develop PIII feedback process with science team to minimize time requirement of RSC and WG members

- b. Strategize how input from science team will impact current proposed management scenarios
 - c. Determine role of stakeholders in science team process
 - d. Develop final southern cohesive strategy implementation framework regionally and by agency/member group
 - e. Develop performance measures for tracking success
 - f. Encourage Science Team to use existing reports, data , studies and systems in their analysis (SWRA, State Assessments, Fire in the South, Forest Futures, etc.).
5. Develop Implementation Strategy (regional “action plan” per CSSC notes)and Roles and Responsibilities with Science Team Informed Management Scenarios (post trade-off analysis – phase III and following)

**Western Region
Program of Work
2012**

It is clear from the completion of the Phase II report, the efforts of Communications Framework and the National Science Team there are high expectations of the respective Regional Strategy Committees and Work Group to stay engaged, active and continue to contribute to the overall completion of the Cohesive Strategy through Phase III and beyond. Accordingly, the Western Region proposes the following Program of Work for 2012 which mirrors the commitments made during the Phase II Next Steps for Cohesive Strategy.

The major program items are identified as follows:

1. Identify specific regional alternatives and display in a Western Region Phase III Report. Specific tasks will include:
 - a. Face to face meetings with NSAT, RSC, Work Group, and experts/highly qualified practitioners in specific fields needed to supplement and/or fill gaps in the range of expertise and experience already within the NSAT, RCS, and Work Group to review results of tradeoff analysis
 - b. Drafting, vetting and completion of the Phase III report from the west, will include conference calls, regional dialogues (using teleconferences and other interactive means), and at least 2 face to face meetings of the West and submission by September 2012,
2. Continue and expand outreach within the region utilizing the communications framework to gain participation that we may have missed in Phase II.
 - Create a Communications Strategy Work Group within the Region to implement a communication and outreach strategy which is consistent with the Communications Framework This group will coordinate closely with the National Communication group. Specific tasks would include forming a 5-7 person work group, supplemented with non-RSC/WG expertise and capacity, as needed, with the necessary skills to implement the National Communications Framework Strategy stylized for the West.
 - Continue to share the Regional Assessment, exchange new information in an effort to better understand the complexities and challenges that exist within the West. Specific task would also include categorizing the received comments into the five bins or silo's and providing feedback to the stakeholders.
 - Expand outreach efforts to identify additional stakeholders to involve now and in the future within all of the affected communities of place and interest. The Communications Strategy Work Group would lead this effort with assistance from agencies/interest represented by the RSC membership.
 - Continue the monthly updates to stakeholders or more frequently if significant turning points are identified. This would be accomplished by either the Western Lead or in conjunction with the Communications Strategy Work Group.

- Continue engagement with CSSC, WFEC, NST, Communications Group and WFLC with our efforts, along with the other regions.
3. Continue to identify immediate opportunities,
 - Create sub-regions, or organize around the three overarching goals, or utilize existing organizations i.e. State Foresters/Regional Foresters, NGO's, Fire Chiefs to specifically "take on an issue" and either resolve or develop a path for resolution on an objective, sub-objective or activity that can be achieved during the short term. Use this premise to staff out those regional and national elements of the action plan that can be developed regardless of the development of alternatives and a trade- off analysis.
 - Through regional dialogues and other means, identify groups and individuals that have demonstrated "on the ground" success along the lines of the three goals and recruit them to provide lessons learned for others.
 - Use the RSC, Work Group as well as groups and individuals that have demonstrated "on the ground" success along the lines of the three goals to expand on and develop application recommendations for regional alternatives and action plans.
 4. Complete Regional and National Science-based Risk Analysis Reports, and
 - Review and build on the portfolio of actions and activities identified in Phase II.
 - Engage the Science Team to provide feedback to the linkage development from the Western Assessment actions to contributing risk factors of the three goals for the trade-off analysis as the analysis is being developed; the time frame will be from March thru May, 2012.
 - Coordinate closely with the NSAT on the development of regional alternatives, this is envisioned to be an iterative process over the course of May through July of 2012.
 - Use the RSC, the Work Group, as well as groups and individuals that have demonstrated "on the ground" success along the lines of the three goals to engage in interactive steps between the region and NSAT in alternative development and trade- off analysis model validation.
 5. Complete regional action plans and assist with the national action plan
 - In 2012 this will largely take the form of development of recommended solutions or implementation tasks for those actions within the purview of the RSC, those actions that are national in scope would be prioritized by the CSSC and staff work on the development of tasks related to the solutions would require participation from Regional Committee participants. In 2013 the regions will need to complete the action plans to reflect the overall progress thus far and reflect the trade- off analysis exercise to the degree practical.

Department of the Interior (DOI) Office of Wildland Fire Business Rules for Invitational Travel

Purpose

The following business rules are in place to ensure accountability in complying with the DOI's obligation to support non-federal invitational travel for meetings of the Wildland Fire Executive Council (WFEC), West Regional Strategy Subcommittee (RSC), Northeast RSC, Southeast RSC and Cohesive Strategy Subcommittee (CSSC), as required by the Federal Advisory Committee Act (FACA). DOI has streamlined travel approval by maintaining a list of preapproved travelers and a list of preapproved meetings. As a result, travelers are not required to request approval for individual trips if the traveler/meeting meets the following criteria.

Approved Travelers

The official non-federal members of the WFEC, each RSC, and the CSSC are covered for invitational travel. The Invitational Travel Coordinator, Eileen Zahara, maintains an official listing of the members of the WFEC and its Subcommittees. If membership of any committee officially changes, it is the responsibility of the Committee's Chair to inform Eileen of the change. Alternates are not covered, even if they are attending on behalf of the official member. Working group members are not covered. Federal members of the WFEC, Subcommittees, or working groups are not covered.

Approved WFEC Meetings

Each of the regularly scheduled WFEC meetings on the 1st and 3rd Friday of each month is covered for WFEC members to attend, should they choose to do so; however this business is typically covered via conference call if members are not in DC. If any additional meetings of the WFEC members are scheduled, they will also be covered for the WFEC members to attend. If requested to attend by the WFEC, an RSC member would also be covered in attending a WFEC meeting. The WFEC Executive Secretary, Shari Eckhoff, is responsible for providing a list of all meeting dates and locations planned for the WFEC through February 2013 by February 29, 2012. Any updates on additional or canceled meetings must be sent to Eileen Zahara at least 1 month in advance (or as soon as the information as known). An official list will be maintained by Eileen Zahara.

Approved RSC and CSSC Subcommittee Meetings

In-person meetings of the WFEC Subcommittees- CSSC and each RSC- are covered as official meetings. To be an official meeting, the meeting must be of the members of the RSC. Recognizing that the Working Group meetings are often combined with or synonymous to an RSC meeting, attendance of an RSC member would also be covered for those instances. The business rules do not cover an RSC member's attendance to a meeting of another group even if it is on behalf of the RSC and/or RSC business (see below for additional travel requests). The Coordination Lead is responsible for providing a list of all meeting dates and locations planned through February 2013 by February 29, 2012. Any updates on additional or canceled meetings must be sent to Eileen Zahara at least 1 month in advance (or as soon as the information as known). An official list will be maintained by Eileen Zahara.

Travel Requests

Travel requests for person(s) and/or trips not covered by the business rules can be made to Sandra Cantler (scantler@fs.fed.us) and Jenna Sloan (Jenna_Sloan@ios.doi.gov). Limited funding may be available and requests will be considered on a case-by-case basis.

Invitational Travel Coordinator and Contact for Travel Assistance: Eileen Zahara, eileen_zahara@ios.doi.gov or 208-334-1560