



Meeting Notes

September 2, 2011

Attendees	
Members: <input checked="" type="checkbox"/> Bill Kaage – NWCG <input checked="" type="checkbox"/> Douglas MacDonald – I-Chiefs <input checked="" type="checkbox"/> Elizabeth Strobbridge - 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	Support Staff: <input type="checkbox"/> Roy Johnson – DFO – OWFC <input checked="" type="checkbox"/> Shari Shetler – Alternate DFO – OWFC Others: <input checked="" type="checkbox"/> Patti Blankenship – DHS/USFA <input checked="" type="checkbox"/> Ann Walker – WGA <input checked="" type="checkbox"/> Roberta D’Amico – NPS <input type="checkbox"/>

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

#	Topic
1	Meeting was called to order at 10:00 by Tom Harbour, WFEC Chair
2	Meeting Objectives & Expectations <u>Description:</u> Outline the objectives and expectations of this meeting. <u>Outcome:</u> 1. Understanding of what we need to accomplish today <u>Reference Material:</u> 1. Final Agenda <u>Key Points:</u> <ul style="list-style-type: none"> • None <u>Decisions:</u> None <u>Actions:</u> None
3	CS Sub-Committee reports <u>Description:</u> Sub-Committees will report on the following: 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. <u>Outcome:</u> 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 4. Approval of the CSSC Roles and Responsibilities <u>Reference Material:</u> 1. Sub-Committee Status Reports <u>Key Points:</u> <ul style="list-style-type: none"> • West – Joe Stutler



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	<ul style="list-style-type: none"> ○ Revised the western template ○ 6 different subgroups working on sections ○ Turn those around and have a conference call on the 16th ○ RSC to finalize document on 9/27 ○ Will have an executive summary to highlight the 5 or 6 big items ○ On track for the end of September ○ Cover letter for WFEC to sign in transmitting draft documents to WFLC ○ Will document our outreach within the regional strategy report ● Northeast – big item – feeling a little behind schedule <ul style="list-style-type: none"> ○ Met Tuesday and Wednesday and took the list of brainstorm of objectives and actions from the meeting in July and filled in the objectives hierarchy ○ Have a meeting next week for the NE-RSC to create alternative ○ Next week will review the list of objectives and develop the alternatives and work on the timeline for completion by September 30 ● SE – Jim Karels <ul style="list-style-type: none"> ○ Completed the draft report – Jim has it in hand ○ The RSC will meet in Asheville to finalize the report on September 7 and 8 ○ Anticipate meeting the deadlines ● Is everyone clear on the development of alternatives? <ul style="list-style-type: none"> ○ Alternatives as described in the template – calling them management scenarios – looking at how the one in the west would merge with the one in the southeast ○ Looking forward to Phase 3 ○ NE is comfortable as it relates to the CRAFT process ● CS-CW <ul style="list-style-type: none"> ○ Pulled together team members ○ Calls with WFEC members ○ Feeling that we are behind in the communication piece – we will catch up ○ Need appropriate outreach for Phase 3 ○ Starting development of key messages ○ Revised tasking and ready for formal approval today <p><u>Decisions:</u></p> <ul style="list-style-type: none"> ● <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1. Update roles and responsibilities document and send to Shari for the record
4	<p>Cohesive Strategy Communication Task Group – Status Report</p> <p><u>Description:</u> Update on the progress on action items assigned at the August 5, WFEC meeting. These include:</p> <ol style="list-style-type: none"> 1. Address the Western Region’s communication concerns 2. Identify key questions and develop answers 3. Identify the support needs to finalize the report to WFEC <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. Understanding of accomplishments to date and remaining workload and timeframes <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. Status Report <p><u>Key Points:</u></p>



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	<ul style="list-style-type: none"> • Good two weeks – will report format cover the <p><u>Decisions:</u></p> <ul style="list-style-type: none"> • None <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1. Deliverable for next meeting will be a proposal on how to enhance the knowledge and understanding of WFEC's role in the Cohesive Strategy 2. We will look into the use of the phone bridge to accommodate two lines – one for the members and one for the public
5	<p>CS Communication Strategy Framework</p> <p><u>Description:</u> The tasking for the development of the communication strategy framework will be presented for concurrence.</p> <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. Approved tasking which includes deliverables and timeline. <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. Communication Strategy Communication Strategy Framework proposal <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • Made recommended changes • Request formal approval <p><u>Decisions:</u></p> <ol style="list-style-type: none"> 1. Approve Framework <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1.
6	<p>CSSC – Final Report Outline</p> <p><u>Description:</u></p> <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. . <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. None <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • <p><u>Decisions:</u></p> <ol style="list-style-type: none"> 1. Tentative approval with potential modifications <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1. See notes on the proposal
7	<p>October Meeting</p> <p><u>Description:</u></p> <p>.</p> <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. Understanding of current Activities <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. None <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • Members to be briefed on the Phase 2 deliverables • Identify issues and deliberate • Formulate recommendations to go forward to WFLC • Meeting in Washington, DC in the IOS



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	<ul style="list-style-type: none"> • <p><u>Decisions:</u> 1. None</p> <p><u>Actions:</u> 1. None</p>
7	<p>Quarterly Meetings</p> <p><u>Description:</u> .</p> <p><u>Outcome:</u> 1. Understanding of current Activities</p> <p><u>Reference Material:</u> 1. None</p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • Need for face-to-face meetings in addition to the webinars • Important to have those public regional contacts <p><u>Decisions:</u> 1.</p> <p><u>Actions:</u> 1. None</p>
8	<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></p> <ul style="list-style-type: none"> • Beth – None • Bill – on vacation next week – meeting on 9/16 • Ryan – none • Jim E – none • Mac – none • Jim K – none • Kirk – none • Tom – none • <p><u>Decisions:</u> None</p> <p><u>Actions:</u> None</p>
9	<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></p>



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	<p>1. TBD</p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • Caitlyn – CSSC meeting at the end of September – really come out with a solid draft of Phase 2 – when looking at agenda – time for CSSC to walk through draft • CSSC members – agendas – • Roberta – encourage everyone on WFEC to continue to communicate internally and push information down within your organization • The firefighters were aware of the cohesive strategy and it was because it was important to their supervisors • Brought up the press-release that mirrors the information that is published in the federal register • Continue to be cognizant and respectful of the FACA requirements <p><u>Decisions:</u> None</p> <p><u>Actions:</u> None</p>
10	<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 September 16 4. Schedule an administrative meeting to discuss the October face to face WFEC meeting. <p><u>Outcome:</u></p> <ol style="list-style-type: none"> 1. Agreement on decisions and actions 2. Agreement on focus for next meeting 3. Agreement on date for administrative meeting
11	The meeting was adjourned at xxxx by Tom Harbour, WFEC Chair.