



# Meeting Notes

September 16, 2011

<i>Attendees</i>	
<p><b>Members:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Bill Kaage – NWCG</li> <li><input checked="" type="checkbox"/> Douglas MacDonald – I-Chiefs</li> <li><input type="checkbox"/> Elizabeth Strobridge - NGA</li> <li><input type="checkbox"/> Glenn Gaines - DHS</li> <li><input checked="" type="checkbox"/> Jim Erickson - ITC</li> <li><input checked="" type="checkbox"/> Jim Karels - NASF</li> <li><input checked="" type="checkbox"/> Kirk Rowdabaugh - DOI</li> <li><input checked="" type="checkbox"/> Mary Jacobs – NLC</li> <li><input type="checkbox"/> Ryan Yates – NACo</li> <li><input type="checkbox"/> Tom Harbour – USFS</li> </ul>	<p><b>Support Staff:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Roy Johnson – DFO – OWFC</li> <li><input type="checkbox"/> Shari Shetler – Exec. Sec. – OWFC</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Patti Blankenship – DHS/USFA</li> <li><input checked="" type="checkbox"/> Ann Walker – NGA</li> <li><input checked="" type="checkbox"/> Matt Rollins – NERSC</li> <li><input checked="" type="checkbox"/> Lew Southard – USFS</li> <li><input checked="" type="checkbox"/> Mike Zupko – SERSC</li> <li><input checked="" type="checkbox"/> Caitlyn Pollihan</li> <li><input checked="" type="checkbox"/> Joe Stutler</li> <li><input checked="" type="checkbox"/> Roberta d'Amico</li> <li><input checked="" type="checkbox"/> Gus Smith – OWFC</li> </ul>

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

#	Topic
	<p><b>CS Sub-Committee reports</b></p> <p><u>Key Points:</u></p> <p>CSSC</p> <ul style="list-style-type: none"> <li>• Worked on report format and need decision from WFEC</li> <li>• Worked on presentation format and need decision from WFEC</li> <li>• Planning for face to face meeting September 27-29</li> </ul> <p>WRSC</p> <ul style="list-style-type: none"> <li>• Joe reported that they sent out the Western Regional Assessment on the NEMAC portal</li> <li>• Also sent out a list of actions that can be done without funding</li> <li>• Conference call today</li> <li>• Follow up on 26 September</li> </ul> <p>NERSC</p> <ul style="list-style-type: none"> <li>• Had face-to-face meeting 7-9 September in Milwaukee</li> <li>• Completed list of objectives and alternatives yesterday</li> </ul> <p>3      2<sup>nd</sup> draft Assessment out to RSC today</p> <p>SERSC</p> <ul style="list-style-type: none"> <li>• Met in Asheville 7-8 September agreed to 80% of Assessment</li> <li>• Working on policy opportunities and management scenarios</li> <li>• Doing well and on time to make deadline 30 September</li> </ul> <p>CS-CW</p> <ul style="list-style-type: none"> <li>• Making good progress</li> <li>• Retained a writer/editor for the CSSC working meeting</li> <li>• Working on communication framework (accomplishments, expectations messages)</li> <li>• Working with WFEC to enhance knowledge and understanding of WFEC role in CS, proposal submitted to WFEC this week</li> <li>• Wants to hear concerns from group as well as from RSCs</li> <li>• Will propose a “branding” for Cohesive Strategy</li> <li>• Recommendation to hold off on communicating Phase III messages (finalize at WFEC face to face meeting) Mary to help with this.</li> </ul>



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	<p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><u>Actions:</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
4	<p><b>October Meeting Revised Proposal</b></p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>• Purpose of meeting is final recommendation of Phase II of Cohesive Strategy, and have good communication with groups and public</li> <li>• Recommended participation is chairs of subcommittees, Regions and NSAT, communication working group lead, WFEC members and support staff and advisors.</li> <li>• One day of presentations, two days of deliberations</li> <li>• Mary recommend that “develop” key messages be changed to “finalize”</li> <li>• Communications “Strategy” to be changed to Communications “framework”</li> <li>• Going to need support staff (entire CSSC there as well), facilitator too?</li> <li>• Include the entire CSSC in the proposal instead of just the subcommittee chairs</li> <li>• Kirk suggests CSSC to go last instead of the NSAT on the first day to help synthesize what they’ve heard.</li> <li>• Ask Shari if she will need help to do her job at the meeting.</li> <li>• Concern about only two hours talking about Phase III</li> <li>• Expect public comment would be in person, not phone in.</li> <li>• Want to find out FACA guidelines or requirements for public involvement. Location is the MIB operations center, not big enough for a lot of public(s). If a large group is attending would need a larger venue. Will be more meetings to meet public on CS.</li> <li>• Given economic times, Bill suggested a virtual meeting too (Webinar), Tom Harbour to set the rules of engagement.</li> <li>• Glenn Wants to make sure the US Fire Administration meets its obligation with the organizations it supports. They want to comment.</li> </ul> <p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>• Accept the proposed agenda,</li> <li>• Need clarity on who will attend, Shari has sufficient support staff, materials get out ahead of time, think ahead of time about how you’ll proceed, and that</li> <li>• The meeting will be broadcasted via speakerphone and webinar so virtual public could see the documents and presentations.</li> <li>• No engagement by public until public comment period.</li> </ul> <p><u>Actions:</u></p> <ul style="list-style-type: none"> <li>• Roy to check to see if WFEC can get together at dinner with regard to FACA guidance. Decision</li> <li>• Roy and Kirk to have a list of names of WFEC meeting participants on the E street side of MIB to facilitate getting folks into MIB quickly. Get to MIB at 0730 to get through security.</li> </ul> <p><b>Phase II Report Format and RSC Presentation Format</b></p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>• Concerned about the “brief summary” of the NSAT accomplishments, and not the entire NSAT report.</li> </ul> <p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>• Accept the report and presentation format from CSSC</li> </ul>



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5	<p><b>WFEC Meeting Announcement</b></p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>Propose to do media release (to better inform the public)</li> <li>Kirk concerned that the language in the proposal needs to be improved to reflect the original language from Federal Register</li> </ul> <p><u>Decision:</u></p> <ul style="list-style-type: none"> <li>All concur with Mary's proposal to do additional outreach to public, draft proposal to be compared to Federal Register Announcement to reflect that language. Roy and Roberta to work together to get consistent wording. Would not go out until x # days prior to meeting. Information not the wording would be consistent with CFR. WFEC to accept the concept of the proposal.</li> <li>Proposal was accepted</li> </ul>
7	<p><b>Round Table Discussion</b></p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>Would like to have notes from all the meetings.</li> <li>Not all notes in myfirecommunity.net.</li> <li>Also no decision log.</li> <li>Bill couldn't find several action items that he was charged with.</li> <li>Bill concerned with getting the guide to serious accident investigations (MOU) on interagency relationships.</li> <li>NWCG working on membership and charter.</li> <li>Make sure we're conscious of the actions we've charged ourselves with.</li> </ul> <p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><u>Actions:</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>
8	<p><b>Public Comments</b></p> <p><u>Key Points:</u></p> <p>Anne Walker – are there ways to have CSSC members respond to questions or add detail on WFEC meetings? Anne question of what NSAT is doing and concern. Concerned that the science section would be weak.</p> <p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><u>Actions:</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>
9	<p><b>Closeout</b></p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><u>Actions:</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>
10	The meeting was adjourned at by 11:53 by Tom Harbour