



# AGENDA

March 2, 2012

Yates Building, McArdle Room (1<sup>st</sup> floor)  
 USDA Forest Service Headquarters  
 1400 Independence Ave. SW  
 Washington, DC 20250  
 10:00 AM – 2:00 PM – Eastern Time

Conference Number: 1-866-675-7534; Passcode: 874608#

*Reminder: Agendas, Notes and Handouts are available at [myfirecommunity.net](http://myfirecommunity.net) – WFEC Neighborhood*

<i>Attendees</i>	
<p><b>Members:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bill Kaage – NWCG</li> <li><input checked="" type="checkbox"/> Douglas MacDonald – I-Chiefs</li> <li><input checked="" type="checkbox"/> Glenn Gaines – DHS/USFA</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 – OWF</li> <li><input checked="" type="checkbox"/> Shari Shetler – Exec. Sec. – OWF</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Caitlyn Pollihan</li> <li><input checked="" type="checkbox"/> Joe Stutler</li> <li><input checked="" type="checkbox"/> Jenna Sloan</li> <li><input type="checkbox"/> Patti Blankenship</li> <li><input checked="" type="checkbox"/> Tom Quigley</li> <li><input checked="" type="checkbox"/> Brad Simpkins</li> <li><input checked="" type="checkbox"/> Mike Zupco</li> <li><input checked="" type="checkbox"/> Sandy Cantler</li> <li><input checked="" type="checkbox"/> Ann Walker</li> <li><input checked="" type="checkbox"/> Danny Lee</li> <li><input checked="" type="checkbox"/> Alan Quan</li> </ul>

#	Topic
1	<b>Welcome/Introductions</b>
2	<p><b>Meeting Objectives &amp; Expectations</b></p> <p><u>Description:</u> Outline the objectives and expectations of this meeting</p> <p><u>Outcome:</u> 1. Understanding what we need to accomplish</p> <p><u>Reference Material:</u> 1. Final Agenda</p> <p><u>Key Points:</u></p> <p><u>Decisions:</u></p> <p><u>Actions:</u></p>
3	<p><b>CS Sub-Committee Status Reports</b></p> <p><u>Description:</u> Sub-Committees will report on the following:</p>



#	Topic
	<ol style="list-style-type: none"> <li>1. Identify actions, milestones and deliverables that were <b>planned</b> to be accomplished since the last status report.</li> <li>2. Report on <b>actual accomplishments</b> during that time period.</li> <li>3. Identify actions, milestones and deliverables planned to <b>be completed</b> between now and the February 3 WFEC meeting.</li> <li>4. Identify any issues or barriers that need to be resolved.</li> <li>5. Identify what, if anything is needed from WFEC.</li> </ol> <p><u>Outcome:</u></p> <ol style="list-style-type: none"> <li>1. Understanding of the activities of each sub-committee.</li> <li>2. Agreement on any modifications to deliverables or timelines</li> <li>3. Identify of next steps to resolve any pending issues and/or barriers</li> </ol> <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> <li>1. CSSC – Status Report</li> <li>2. WRSC – Status Report</li> <li>3. NERSC – Status Report</li> <li>4. SERSC – Status Report - None</li> <li>5. NSAT – Status Report - None</li> <li>6. CS-CW – Status Report – None</li> </ol> <p><u>Key Points:</u></p> <p><b>CSSC</b></p> <ul style="list-style-type: none"> <li>• Congratulations to Dan Smith for taking on the Chairmanship</li> <li>• Got 6 to 7 fairly large activities going on</li> <li>• Finish key milestones – have a good draft</li> <li>• Should have that ready for the next WFEC meeting</li> <li>• Working on the regional action plan and national action plan template</li> <li>• Developing a contingency plan in case of a very active fire season</li> <li>• Started to tackle a consolidated list of key barriers or issues to report back to WFEC for consideration to take some action on or pass up the chain</li> <li>• Revising the CSSC charter and have a subgroup looking at governance prior to the March 14 meeting</li> <li>• One question – what are the expectations of WFEC for material for the April WFLC meeting</li> <li>• Also, refer to the written status report</li> </ul> <p><b>WRSC</b></p> <ul style="list-style-type: none"> <li>• See written status report</li> <li>• Reviewing the 65 pages of comments</li> <li>• Sorted into 4 bins</li> <li>• Soliciting/identifying people to participate on both the technical and strategic group</li> <li>• By Monday or Tuesday, we will have our analysis complete for the bin 1 items</li> <li>• Planning activities with the National Science Team</li> <li>• Putting together a timeline/program of work that takes us through this calendar year</li> <li>• Putting together a more current power point presentation</li> </ul> <p><b>NERSC</b></p> <ul style="list-style-type: none"> <li>• See written status report</li> <li>• Talked about additional barriers</li> <li>• Working on communication and outreach plan – prioritizing our activities</li> <li>• Talked about the steps for phase III and interaction with the science team</li> <li>• Still looking for working group members</li> <li>• Next call is March 8 – hope to have a final roster</li> </ul>



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	<p>SERSC</p> <ul style="list-style-type: none"> <li>• Only additional work – request from the SERSC members for communication members</li> <li>• Small group meeting next meeting – information subgroup – take several items and chart the way forward</li> <li>• Have a short list for the technical and strategic science team membership</li> <li>• Challenges – some agencies have deep resources and some do not – working through some of the organizations on availability of staff support</li> </ul> <p>CS-CW</p> <ul style="list-style-type: none"> <li>• Draft funding request being prepared</li> <li>• Beginning to look at specific tasks for the communication program of work</li> <li>• DOI has been going with a 120 day detail – expect to have a person on board by mid March who can stay on for a year – have the capability to extend beyond that if necessary</li> </ul> <p><u>Decisions:</u> none</p> <p><u>Actions:</u> none</p>
4	<p><b>CS Program of Work for 2012</b></p> <p><u>Description:</u> 1. Presentation of the CS Programs of Work through February 2013</p> <p><u>Outcome:</u> 1. Agreement on Proposal</p> <p><u>Reference Material:</u> 1. Proposal for CS Program of Work 2. RSC Programs of Work Combined</p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>• Reviewed the per-work material: Proposal and combined programs of work</li> <li>• Approval will allow for the continuation of the forward momentum for the RSCs as well as the CSSC</li> <li>• These will continue to be revised and focused</li> <li>• Any significant change will be discussed with the WFEC</li> <li>• Will collectively these get us to the commitments from the Phase II documents and timelines.</li> <li>• Does the sum of these give us a way from getting from here to there?</li> <li>• CSSC will continue to monitor the activities and work with the RSCs to ensure that the deliverables identified are completed</li> <li>• Does Danny/Tom believe the same from their perspective?</li> <li>• The timeline is extremely ambitious – we will do the best we can with the time available.</li> <li>• The time we spend during the interactions will have to be very intense.</li> <li>• We will be challenged to meet all the expectations we have given for ourselves</li> <li>• When we look over all the plans, they appear to be in alignment with what the science team is pursuing</li> <li>• Executing the plan given the realities that we face will be the real challenge</li> <li>• Mary – they need to have this approved to go forward – set the bar a little high and push to achieve it – worst is that we</li> <li>• Jim E. – would assume that this would depend on funding available – DOI and USFS has some financial resources to contribute</li> <li>• Caitlyn – DOI and the USFS will be helping to support staffing as well as some of the outreach/communication needs for each of the regions</li> </ul>



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	<ul style="list-style-type: none"> <li>• The RSCs will have to work on priorities based on the amount of funding available</li> <li>• Jenna – DOI is covering the Invitation Travel – so USFS will fund different requests from the regions – also looking at the National Communications Group – some groups have specific requests/needs, where others are still developing those needs.</li> <li>• Probably can't satisfy all the requests, but will be able to support the workplans submitted by the RSCs</li> <li>• There will have to be some trade-offs</li> <li>• MAC – we will get the best product we can with what is given to us</li> <li>• Jim K – we will struggle where there isn't federal dollars available – push all the respective members to get involved and stay involved – we need to give them a real reason to be involved – why do we want all of our partners involved</li> <li>• Glenn – be willing to shift dollars when needed – may have to prioritize at some point – looking at if some of the need for the same skill set can be combined</li> <li>• Kirk – no better ideas than what is presented here</li> <li>•</li> </ul> <p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>• Unanimous approval of the proposal as presented and we recommend to WFLC that this be the Programs of Work for the calendar year</li> </ul> <p><u>Actions:</u> Provide a summary of the Programs of Work for WFLC</p>
5	<p><b>Public Comments</b></p> <p>Ann – CS Stakeholder Workshop – March 27 – Official invite            Alan – good            Mike Z – looking forward to look forward with the POW and working closely with CSSC            Brad S – good            Joe S – appreciate the support by CSSC and others including WFEC that are working on the Programs of Work – have a lot of stakeholders that want to engage – immediately jumping to solutions – identifying what the priorities should be – we need to let the interaction with the science team to come up in with information to inform those decisions – need to focus on cohesive strategy behavior. Really trying to focus on the immediate opportunities and successes that are already using the principles of the cohesive strategy.</p> <p>Tom Q – scheduled interactions have been sent out – will send out the dates again for confirmation – want to stay ahead of that</p> <p>Danny L – none            Caitlyn – none            Jenna – WFEC            Roy – March 14 meeting – Ryan has volunteered the NACo conference room. – planning a full day beginning at 0800 and going to 1630 – sent out some pre-work – use the time most productively</p> <p>Mary – none            Jim E – none            Mac – none            Jim K – none</p> <p>Glenn – are we interacting with IBC related to WUI threats – not as WFEC, but as agencies we are. Should have a conversation between Tom, Kirk and Chief Gaines.</p> <p>Kirk -</p>
6	<p><b>Distribute Business Rules for Invitational Travel</b></p> <p><u>Description:</u></p>





#	Topic
	<p>DOI Business Rules for Invitational Travel will be distributed. Jenna will give an overview of what is included.</p> <p><u>Outcome:</u></p> <ol style="list-style-type: none"> <li>1. Understanding of Invitational Travel rules</li> </ol> <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> <li>1. Invitational Business Rules</li> </ol> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>• Reviewed the pre-work</li> <li>• Put these rules so that we don't have to request approval for travel for each trip</li> <li>• Reminded folks to report dates, locations of meetings to Shari</li> <li>• Reminded folks who is covered and for what</li> <li>• Contact for Invitational Travel is Eileen Zahara</li> </ul> <p><u>Decisions:</u></p> <p>None</p> <p><u>Actions:</u></p> <p>None</p>
7	<p><b>Follow-up on Communication Issues</b></p> <p><u>Description:</u></p> <p>Update on current activities and pending decisions</p> <p><u>Outcome:</u></p> <ol style="list-style-type: none"> <li>1. Understanding of Communication activities and issues</li> </ol> <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> <li>1. None</li> </ol> <p><u>Key Points:</u></p> <p>None</p> <p><u>Decisions:</u></p> <p>None</p> <p><u>Actions:</u></p> <p>None</p>
8	<p><b>Identify Follow-up Agenda Items for the March 16 WFEC Meeting</b></p> <ol style="list-style-type: none"> <li>1. Prepare for WFLC meeting – content – who is leading presentations</li> <li>2. Communications</li> </ol>
9	<p><b>Closeout/Open Discussion</b></p> <p><b>What do we want to provide to WFLC</b></p> <ol style="list-style-type: none"> <li>1. Working on the combined Program of Work</li> <li>2. Identifying barriers that are national in scope</li> <li>3. The DOI Bureau reps are very interested in the workload commitments for working on the Comprehensive Strategy – the more we can reflect back to WFLC, the better the questions can be addressed</li> <li>4. Background material as explicit as we can</li> <li>5. Presentation – higher level information</li> <li>6. Be prepared to draw on detailed information to answer the bureau's questions</li> <li>7. Understanding of the Phase II document – should have it back from OMB</li> <li>8. Highlight any changes resulting from the OMB review</li> <li>9. Expectation for Phase III</li> <li>10. Need for WFLC to be thinking strategically after Phase III</li> <li>11. Encourage WFLC to identify what they see occurring after Phase III</li> </ol>