



Meeting Notes

July 15, 2011

Attendees	
Members: <input checked="" type="checkbox"/> Bill Kaage – NWCG <input checked="" type="checkbox"/> Douglas MacDonald – I-Chiefs <input type="checkbox"/> Elizabeth Strobridge - NGA <input checked="" 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 type="checkbox"/> Ryan Yates – NACo <input type="checkbox"/> Tom Harbour – USFS	Support Staff: <input checked="" type="checkbox"/> Roy Johnson – DFO – OWFC <input checked="" type="checkbox"/> Shari Shetler – Exec. Sec. – OWFC Others: <input checked="" type="checkbox"/> Patti Blankenship – DHS/USFA <input checked="" type="checkbox"/> Ann Walker - NGA <input checked="" type="checkbox"/> Matt Rollins - NERSC <input checked="" type="checkbox"/> Lew Southard - USFS <input checked="" type="checkbox"/> Mike Zupko - SERSC <input type="checkbox"/> <input type="checkbox"/>

Meeting was called to order at 10:00 by Roy Johnson, DFO

#	Topic
3	<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 August 6 WFEC meeting. 4. Identify any issues or barriers that need to be resolved. 5. Identify what, if anything is needed from WFEC. <p><u>Desired 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 <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • CSSC <ul style="list-style-type: none"> ○ Discussed the Communication Strategy – see agenda topic 5 for details ○ See CSSC Status Report ○ Also included in the handouts is a short status report from the NSAT • WRSC <ul style="list-style-type: none"> ○ West is heavily engaged ○ Will close the outreach effort on August 8 ○ The Working Group will meet for 2 ½ days beginning on August 15 ○ The RSC will meet for 2 ½ days beginning at noon on August 17 ○ See WRSC status report • NERSC <ul style="list-style-type: none"> ○ Highlighted activities from status report ○ See NERSC status report ○ The NWRSC also submitted a very first internal document related to the



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	<p>documentation for Phase 2. This information will be moved into the final agreed upon Phase 2 Report format</p> <ul style="list-style-type: none"> ○ Issue identified: Need to engage a professional editor ○ This issue is being forwarded to the communication staff to bring a proposal to the WFEC's August 5 meeting (see item # 5) <ul style="list-style-type: none"> ● SERSC <ul style="list-style-type: none"> ○ Reviewed accomplishments and planned activities ○ See SERSC status report <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></p> <p>Kirk – reach out for communication specialist support for development of a CS Communication Plan</p> <p>CSSC – bring Regional Report Template to WFEC for review at their July 15 meeting</p>
4	<p>Regional Strategy Report Format</p> <p><u>Description:</u></p> <p>WFEC will be presented with the proposed format that the Regional Strategy Committees will use for their Cohesive Strategy Phase 2 deliverables</p> <p><u>Desired Outcome:</u></p> <p>Agreement on Phase 2 deliverable format</p> <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. Regional Strategy Report Format 2. Proposal for acceptance of the format <p><u>Key Points:</u></p> <p>The deliverables should be reviewed in light of being able to answer a few key questions:</p> <ol style="list-style-type: none"> 1. Does it clearly give WFEC and CSSC the information we need for the final report? 2. Does it clearly provide the information necessary to make Phase 3 successful? 3. Does it clearly give WFEC what was considered and the rationale for the recommendations being developed to be forwarded to WFLC and the Secretaries of the Interior and Agriculture? 4. Does it support the ability of the communication staff to develop other material that speaks to the different audiences such as Congress and OMB, WFLC, Public, Interagency Fire Community and program leadership? <p><u>Decisions:</u></p> <ol style="list-style-type: none"> 1. The proposed format will be sent to the RSCs and NSAT for their review and comment. 2. The results will be presented at the August 5 WFEC meeting <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1. CSSC will send out proposed format to RSCs and NSAT and modify template as needed 2. CSSC will bring the template back to WFEC for approval at the August 5 meeting



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5	<p>Cohesive Strategy Communications Support</p> <p><u>Description:</u> WFEC began to address Communication for the Cohesive Strategy at their last meeting. There was concern about what the CSSC is pursuing and how it related to what the RSCs are doing. There were no resources assigned to execute any of the products identified by the coordinators. The decision at that time was to reach out for communication specialist support for development of a CS Communication Plan.</p> <p><u>Desired Outcome:</u></p> <ol style="list-style-type: none"> 1. Agreement on who, what, and when – see proposal <p><u>Reference Material:</u> Proposal on Communication Support</p> <p><u>Key Points:</u> The Communication staff will provide support directly to WFEC See proposal for additional information</p> <p><u>Decisions:</u></p> <ol style="list-style-type: none"> 1. Identify and task a staff for communication support 2. Mary Jacobs will be the WFEC liaison 3. Patti Blankenship – USFA will participate 4. The assigned staff will reach out to other organizations for support <p><u>Actions:</u></p> <ol style="list-style-type: none"> 1. Develop a tasking for the communication staff to develop a communication strategy for the Cohesive Strategy activities 2. Task the communication staff to develop a proposal for accomplishing the editing and finalization of the Phase 2 deliverables. <ol style="list-style-type: none"> a. Options could include in-house capability, contract, enterprise services
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></p> <ol style="list-style-type: none"> 1. Understanding of activities within the members' organizations. <p><u>Reference Material:</u></p> <ol style="list-style-type: none"> 1. Each member prepare a paragraph or two to address their organization's relevant activities, issues, etc <p><u>Key Points:</u> Glenn Gaines:</p> <ul style="list-style-type: none"> • Spent some time on the Los Conches Fire with the Area Command Team • He was very impressed with the operation and especially with their sensitivity to the Pueblos and Native Americans • He will draft a report and send to Shari for distribution • He thanked the USFS and other cooperators for being such great hosts



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	<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> 2. 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>
9	<p>Closeout</p> <p><u>Description:</u> 1. Review the outcomes of this meeting 2. Review decision and actions 3. Identify potential agenda items for July 15</p> <p><u>Desired Outcome:</u> 1. Agreement on decisions and actions 2. Agreement on focus for next meeting</p> <p><u>Key Points:</u> Reviewed action items Set dates for face to face meeting in October in DC</p> <p><u>Decisions:</u> None</p> <p><u>Actions:</u> None</p>
10	The meeting was adjourned at 11:00 by Kirk Rowdabaugh, WFEC Acting Chair