



# Meeting Notes

April 1, 2011

| Attendees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Members:</b><br><input checked="" type="checkbox"/> Bill Kaage – NWCG<br><input checked="" type="checkbox"/> Douglas MacDonald – I-Chiefs<br><input checked="" type="checkbox"/> Elizabeth Strobbridge - NGA<br><input checked="" type="checkbox"/> Glenn Gaines - DHS<br><input checked="" type="checkbox"/> Jim Erickson - ITC<br><input checked="" type="checkbox"/> Jim Karels - NASF<br><input checked="" type="checkbox"/> Kirk Rowdabaugh - DOI<br><input checked="" type="checkbox"/> Ryan Yates – NACo<br><input checked="" type="checkbox"/> Tom Harbour – USFS | <b>Support Staff:</b><br><input checked="" type="checkbox"/> Roy Johnson – DFO – OWFC<br><input checked="" type="checkbox"/> Shari Shetler – Exec. Sec. – OWFC<br><b>Other Stakeholders:</b><br><input checked="" type="checkbox"/> Ruth Tiger – Saltman & Stevens, P.C.<br><input checked="" type="checkbox"/> Ann Walker - WGA<br><input checked="" type="checkbox"/> Jenna Sloan - OWFC<br><input checked="" type="checkbox"/> Dan Smith - NASF<br><input checked="" type="checkbox"/> Caitlyn Pollihan – WFLC/CWSF<br><input checked="" type="checkbox"/> Vicki Christiansen - USFS<br><input checked="" type="checkbox"/> Mary Jacobs – Asst. City Manager, Sierra Vista |

| # | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| 1 | <b>Introductions</b><br><br><b>WFEC Charter</b><br><u>Description:</u><br>Review the WFEC Charter to highlight why WFEC was created, authorities, and purpose. Review and agree on business rules and guidelines.<br><br><u>Desired Outcome:</u><br>Agreement on WFEC business rules and guidelines<br><br><u>Key Discussion Points:</u> <ul style="list-style-type: none"> <li>From an NWCG perspective how do we relate to WFEC?               <ul style="list-style-type: none"> <li>Just as WFEC takes direction and guidance from WFLC, NWCG will take direction and guidance from WFEC</li> <li>WFLC directed WFEC, in July 2010, to look at the organization of NWCG</li> <li>The current NWCG charter was signed by the FEC Chair, ITC and NASF</li> <li>Since WFEC is the group that replaced the FEC, WFEC will take on the same responsibilities</li> </ul> </li> </ul>                                                                                              |
| 2 | <ul style="list-style-type: none"> <li>We will work with the FACA Attorney's to clearly define the roles and responsibilities</li> <li>The DFO has to be present for each WFEC meeting</li> <li>However, if a member is absent, as long as there is a balance of participation, the meeting can continue</li> <li>The DFO should participate in every Sub-committee meeting if possible.</li> <li>The charter does not address alternates. There will not be alternates. If there are alternates, those members would have to go through the white house vetting process</li> </ul><br><u>Decisions:</u> <ol style="list-style-type: none"> <li>WFEC will address establishing NWCG as a sub-committee. Some current NWCG business may not be WFEC business.</li> </ol><br><u>Actions:</u> <ol style="list-style-type: none"> <li>NWCG will evaluate its membership to ensure that there is appropriate representation to accomplish its roles and responsibilities.</li> </ol> |



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| # | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 3 | <p><b>FACA and Ethics</b></p> <p><u>Description:</u><br/>Briefing on the requirements and restrictions related to the Federal Advisory Committee Act and related ethics regulations.</p> <p><u>Desired Outcome:</u></p> <ol style="list-style-type: none"> <li>1. Understanding of requirements, restrictions, and responsibilities of WFEC as a FACA-chartered group.</li> <li>2. Understanding of requirements, restrictions, and responsibilities of WFEC's members as members of a FACA-chartered group.</li> </ol> <p><u>Key Discussion Points:</u><br/>The DOI FACA Attorney (Cindy Cafaro) and Ethics (Kim Hintz) provided the following information to address the members' roles and responsibilities as they serve on the FACA committee.</p> <ul style="list-style-type: none"> <li>• Kim <ul style="list-style-type: none"> <li>o Everyone has been designated as a representative</li> <li>o You are here representing a particular bias</li> <li>o Refer back to the charter - #13</li> <li>o You cannot participate in specific contracts that you have a direct financial interest in that comes before the committee (as a member of the committee)</li> <li>o This does not apply to the overall discussions related to allocation of government funds at the high level</li> </ul> </li> <li>• Cindy <ul style="list-style-type: none"> <li>o Review of why FACA was passed</li> <li>o Provides for public participation</li> <li>o When does FACA apply <ul style="list-style-type: none"> <li>▪ Establish manage or control a group that gives advice to the federal government</li> <li>▪ Advisory</li> <li>▪ Government is not necessarily committed to using the advice</li> <li>▪ Discretionary committee established by the two secretaries. There is a cap on the number of FACA committees. This points to how important this group is.</li> </ul> </li> <li>o Public comments are up to the DFO to manage the time</li> <li>o DFO – Roy will call and be present for all WFEC meetings</li> <li>o FACA groups automatically terminate at 2 years unless the committee's charter is renewed</li> <li>o FACA sub-committees <ul style="list-style-type: none"> <li>▪ Not advising the government – it is advising WFEC</li> <li>▪ The sub-committees do not have to have charters, balance of membership, etc. because they are not a FACA group</li> <li>▪ Does not have to be made up of WFEC members</li> <li>▪ Ideas for sub-committees need to go to the DFO from WFEC</li> </ul> </li> <li>o Public availability of FACA Committee and subcommittee records</li> <li>o The public can request any of the documents, presentations, etc. from WFEC</li> <li>o Keep your committee business separate from your other business</li> <li>o Be cautious of reply-all – may be interpreted as having a WFEC meeting</li> </ul> </li> <li>• Any additional questions, send those on to Roy, as the DFO, who will touch base with either Kim and/or Cindy</li> <li>• Question from Bill – If a sub-committee provides a report to WFEC, does it need to be posted?</li> </ul> |



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|   | <ul style="list-style-type: none"> <li>o Remember, the sub-committees are not FACA groups</li> <li>o Their internal business does not have to be made public – only those documents that are forwarded to WFEC</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4 | <p><b>Cohesive Strategy</b></p> <p><u>Description:</u><br/>Briefing on the accomplishments to date on the Cohesive Strategy. Identification of sub-committees, their roles and responsibilities, and how they relate to WFEC.</p> <p><u>Desired Outcome:</u></p> <ol style="list-style-type: none"> <li>1. Understanding of the status of the development and implementation of the Cohesive Strategy.</li> <li>2. Agreement on roles and responsibilities.</li> <li>3. Agreement on deliverables and milestones.</li> <li>4. Establishment of Cohesive Strategy Committees</li> </ol> <p><u>Key Discussion Points:</u></p> <ul style="list-style-type: none"> <li>• Reviewed the documentations</li> <li>• Reviewed the approach to the development of the Cohesive Strategy</li> <li>• Talked about the comprehensive approach and inclusiveness of this national effort</li> <li>• Vicki reviewed the membership list of WFLC and the CSOC</li> <li>• Reviewed the governance slide - #21</li> <li>• Each region will develop the qualitative analysis – Phase II</li> <li>• This approach was approved by WFLC earlier at their March 10, 2011 meeting</li> <li>• Deliverable for Phase II is September 30, 2011</li> <li>• The regional sub-committees will appoint working groups to get the work done for the regional strategy committees</li> <li>• Referring to slides 15 – 17             <ul style="list-style-type: none"> <li>o Breakout of three regions: Northeast, Southeast, West</li> <li>o A great deal of self-determinations</li> <li>o They can sub-divide if necessary</li> <li>o All lands – all hands to wildland fire</li> <li>o Look to Roy for the appointment of the Regional Strategy Committees</li> <li>o Anticipating having three separate meetings – probably in May</li> <li>o Need to have a WFEC member participate on each of those Committees</li> <li>o Is there a need for a Cohesive Strategy Committee that remains as a sub-committee of WFEC                     <ul style="list-style-type: none"> <li>▪ All of the documents that we are looking at were developed by the CSOC Light</li> <li>▪ WFEC can't meet without 15 days notice published in the federal register</li> <li>▪ The sub-committee can and will be much more timely and flexible</li> </ul> </li> <li>o Scheduling is an issue – a single member of WFEC may not always be able to attend a subcommittee meeting.</li> </ul> </li> <li>• How will we include the National Science Team – WFEC or CSSC</li> <li>• Bill – concerned that we are standing up a committee before we know what they will be doing</li> <li>• Mac – no question that we need that type of structure – day to day work and interface with the Regional Strategy Committees</li> <li>• Caitlyn – her perspective from past and current participation is that we definitely need something</li> <li>• Caitlyn – always talk about the CSSC as a group of subject matter experts that could work with all of the regional</li> </ul> |



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|   | <ul style="list-style-type: none"> <li>Need to clarify new channels of communications</li> <li>Caitlyn – This structure may also clear up the communications and roles and responsibilities</li> <li>The regional sub-committees roles and responsibilities have already been developed</li> <li>Subject matter, logistical support, process of inclusiveness, etc. – clearing house of the science committee</li> <li>CSSC takes the responsibility to diffuse, forward the appropriate science input to the regional strategy committees.</li> <li>Glenn Gaines recommended looking at the following groups for the working groups               <ul style="list-style-type: none"> <li>State Fire Marshals</li> <li>State Fire Training folks</li> </ul> </li> </ul> <p><u>Decisions:</u></p> <ol style="list-style-type: none"> <li>Adopt three Regional Sub-Committees</li> <li>Adopt a Cohesive Strategy Sub-Committee with the National Science Team working through the Cohesive Strategy Sub-Committee</li> <li>Will designate two WFEC members to participate on each of the Regional Strategy Committee</li> </ol> <p><u>Actions:</u></p> <ol style="list-style-type: none"> <li>Add the members of WFEC to the Doodle Poll - Jenna</li> <li>Draw a new Governance Diagram for CS- Jenna</li> <li>Jenna will develop the role of the CSSC - Jenna</li> <li>Appoint sub-committees – Roy               <ol style="list-style-type: none"> <li>Assign membership</li> <li>At least 2 members of the WFEC will be assigned to each of the sub-committees</li> </ol> </li> <li>Review the Regional Sub Committees membership and get additional nominations to Roy, Sandy, Jenna and Kate</li> <li>Provide nominations for the CSSC to Roy by April 14</li> </ol> |
| 5 | <p><b>WFEC Meetings</b></p> <p><u>Key Discussion Points:</u></p> <ul style="list-style-type: none"> <li>Will make these meetings one hour later</li> <li>Keep the first Friday of each month</li> <li>How do we utilize technology to facilitate our meetings?               <ul style="list-style-type: none"> <li>Members may be able to participate via teleconference as well as the sub-committee members</li> <li>AND a phone line available for public participation</li> <li>We can find a federal office where our WFEC members can find VTC capability</li> </ul> </li> <li>Need to clarify who is talking when we are using teleconference capability</li> <li>How do we deal with other work in addition to the Cohesive Strategy?               <ul style="list-style-type: none"> <li>Set up other sub-committees if necessary</li> <li>Our recommendations go to the Secretaries through WFLC</li> </ul> </li> </ul> <p><u>Decisions:</u></p> <ol style="list-style-type: none"> <li>Change time to one hour later (10 – 12 ET)</li> <li>Stay with first Friday of the month</li> <li>Look into use of alternate technologies</li> </ol> <p><u>Actions:</u></p> <ol style="list-style-type: none"> <li>Must re-publish the meeting notice in the Federal Register 15 days prior to the next meeting . Roy</li> <li>Look at alternate meeting location and use of VTC and separate phone line for public to listen</li> </ol>                                                                                                                                                                                                                                                                                                                              |



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|   | and provide comments – Roy and Shari                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6 | <b>Round Robin</b> <ul style="list-style-type: none"> <li>Glenn Gaines – spending more time developing virtual classes</li> <li>Ryan Yates – Looking forward to the Regional Steering Committee Meetings in May – NACo has a conference the third week in May – would be a problem to have the regional meetings – The county commissioners would not be available.</li> <li>Jim Karels – Improve the ability to hear and interact will help</li> <li>Jim Erickson – none</li> <li>Bill Kaage – March NWCG monthly meeting – <ul style="list-style-type: none"> <li>Approved the final version of the Interagency Safety Accident Investigation Guide – working on rolling that forward – bureaus may choose to use this outside of fire</li> <li>FEMA's National Integration Center – working with them extensively on All Hazard issues</li> <li>Putting together a task group to look at NWCG membership given its charter and MOU <ul style="list-style-type: none"> <li>Kirk – clarified that NWCG membership does not have to reflect the membership of WFEC</li> <li>Bill – issue is using some identified criteria for membership inclusion</li> </ul> </li> </ul> </li> <li>MAC – Thanks to the Secretaries for recognizing the need for having this committee. Thanks to DOI for pursuing the FACA chartering. We need to review the requests from WFLC and pursue those that we should be responsible for</li> <li>Kirk – For the non-federal partners – we have some money available for phase II of the Cohesive Strategy. We can use some of those funds to support travel to these meetings if that is what is keeping you from attending in person</li> </ul> |
| 7 | <b>Public Comment</b> <ul style="list-style-type: none"> <li>Ruth Tiger – wanted to make sure that the agendas and notes are posted on a public website. Response: <a href="http://www.forestandrangeland.gov">www.forestandrangeland.gov</a></li> <li>Mary Jacobs – excited about future participation and those issues dealing with local government</li> <li>Dan Smith – good to see things moving forward – lots of work between now and September</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |