

WFEWT Conference Call Minutes
March 14, 2005

In attendance: Karen Miranda Gleason, Roberta D'Amico, Robin Hanford, John Owens, Maureen Brooks

Agenda items for discussion:

- Both facilitation and the need to review / revise the plan should be on today's phone call.
- Summary Report Messaging Task Group
- Web Page – Communicator's Guide

Meeting facilitation – Maureen provided background on past facilitation of team meetings. There is a need for the next meeting and in the future to resolve how to facilitate our meetings so that we all can participate. In addition we need to determine how we want to update the strategic plan (and how we are going to facilitate the strategic plan.)

Is it worthwhile to have the contractor return to facilitate the meeting for the purposes of updating the strategic plan?

Robin feels like we have a fair amount of updating to do to the plan. The overall objectives are still good but we do need to discuss the next steps with the prevention teams and the social science aspect. Maureen and Roberta will work together to go over the strategic plan and organize the update. They will send materials for review and comment via email.

How do we want to facilitate the meetings?

Karen and John will work together to find a neutral facilitator for the meeting in Boise. We will agree to provide the facilitator a detailed agenda for the meeting.

Maureen – On Boise trip, Maureen should plan to meet with Sam Scranton.

Summary Report for Messaging Task Group – attachment provided. Reviewed the attached document. An issue from the field is that there is confusion on which CD to use and the differences between the two CDs – the Firewise Communications CD and the WFEWT Fire Messaging Project CD. Discussion centered on these CDs, contractor obligations, contractor responsibilities for crediting work, distribution, and content. The WFEWT CD will be targeted for completion and distribution by the next phone call. Both Karen and John will be having meetings the first week of April and would like to preview this

Other issues

The Prevention Education Teams Task Group needs to prepare a update report for the next meeting.

By the May meeting we need to have established a task group on training in order to keep up with our training needs.

Web site – Chapter 6 of the Communicator's Guide is not currently working. Roberta will contact NIFC to fix.

Sue Vap will be retiring July 1.

Next phone call:

Discussion – need to work out the communication process between our team and the WUIWT

Need to get some feedback from SSWG regarding membership on team. Maureen to send email to chairs.

Maureen – send Lew an email regarding the moving of the NPET info to the NWCG website.

May agenda item – Latest edition of Burning Issues will be viewed during the meeting.

Next call is Wednesday, April 13 at 9:00 am MTZ. Roberta will send the call in information.