

WUI Working Team Meeting - MOSI – Tampa, Florida Feb. 6 - 7, 2002

Attendees: WUI WT Members: Don Smith, Pat Durland, John Cochran, Sam Scranton, Joe Stam, Dave Halstead, Janet Anderson-Tyler, Jim Smalley

Facilitator/Note taker: Barbara Kennedy, Nancy Porter

Guests: Dan Bailey, Jim Harrell (FL Dept. of Forestry), Virginia Desautels (FEMA), Judith Leraas-Cook, Michele Steinberg, Nannette McElman (IBHS)

DAY 1

Welcome by MOSI President, Whit Ostrinko & Board member Bob Lang
MOSI's vision "We make a difference in people's lives by making science real to you"

Don Smith, Chair opened meeting.

ISSUES:

- 1. What is the role of the WUI WT regarding the direction and administration of the interagency wildland-urban interface program?**
 - a. How does Working Team (WT) fit in with NWCG**
 - b. Role of WT**
 - c. Is WUI WT the umbrella with Firewise under it or is Firewise the umbrella**
 - d. WT role in decision-making & control**
 - e. WT Charter issues – last Charter signed May 24, 2000**
- 2. Define the budget timeline and committee process.**
- 3. Review the committee make-up & additional needs.**

Issue One:

A. How does the Working Team fit with NWCG?

Discussion:

- NWCG more incidents response-oriented. NWCG is not aware of what WUI does.
- Are we comfortable with relationship or do we want to change it?
- Changes going on in NWCG itself
- NWCG likes having WUIWT at the table.

- Last staff work from NWCG was in 1995 /96. Since then WT has been informing NWCG what they are doing. WT deals with own budget and personnel.
- Is NWCG doing anything we disagree with?
- NWCG is not doing anything in interface.
- We are getting closer to Education Working Team issues with some of the things we are doing with Firewise Pub Ed. Need to make sure there are close ties to Education Working Team to have consistent messages.
- Is it a valuable use of our time?

Decision:

- WUI WT should look for opportunities to tweak relationship with NWCG but not change it.
- Continue with Jim Smalley as liaison to NWCG from WT & with Jim being NFPA rep to NWCG.
- See what happens after changes in NWCG take place then WT could come up with options to present to NWCG.
- Don't ask NWCG to appoint a formal liaison but send request to NWCG to attend June meeting.

B. Role of Working Team

Discussion:

- WT role is to deal with strategic issues, budget, oversight, and development of plan of work.
- Frustration that since its 1985 beginning the mission of WUI Interface Advisory Group has been lost and Firewise has taken over program. There has been a metamorphosis between WUI & Firewise without discussion.
- National Firewise Team has not been clear as to how it works in relation to the WT. Firewise Team is tactical.
- Firewise & WT are not the same. WT should be doing more than Firewise.
- WT has lost control. Group does not approve things any longer. WT has not been in the loop enough.
- Jim has too many hats.

- Need to look at where we are and regroup – identify mission, where does Firewise fit in, is FW freestanding now; to what degree does WT participate in FW.
- Challenge as to how we redeem our responsibility on the WT.
- Gotten away from planning process, development of work plan.
- FW is inclusive; if we get a model FW community we get model codes, ordinances, planning, public education, etc.
- We are effecting change through FW.
- FW is the conduit for everything we are doing now.
- Should we be looking at Firefighter safety, is it part of the mission of this group? Answer was yes, it is in the charter.
- We deal with anything that affects firefighter safety in the interface – Ex, impacted changes in codes & standards, 1051, 299, 1141, 1142.

Decision:

- FW is an element within the umbrella of WUI. FW is doing great but should not be all the WT does. There are other things that tie into Firewise and WUI that we should be looking at.

C. Is Firewise Umbrella or Firewise under umbrella Discussion?

- Firewise is a concept, tool.
- FW workgroup under WT
- Most of the things we want to accomplish right now are under FW umbrella.
- Are there things that can't be under FW?
- Research & development are WT's role – delivery mechanism is FW
- When selling things you need brand name recognition, which FW provides.
- FW is 97-98% of what WT is doing, but WT needs to keep integrity as group to see if anything else may come along.
- WT is management group.
- We may not be meeting the needs of everyone with FW.
- Still need internal education on FW
- WT maintains broad view of interface – Needs to connect what is going on with FW more with WT; need to differentiate between management team & FW team.

- FW embraces everything we deal with whether it is marketed as FW or not is what we need to decide.
- FW is primary tool that delivers WUI WT message

Decision:

- FW is under umbrella of WT
- WT addresses all WUI issues. May need to query audiences and users about how to address their needs.

D. WT Role in Decision-making & control Discussion:

- Construct of WT should be strategic not execution. Focus of WT is to identify issues, develop solutions, set direction, budget, and Plan of Work.
- FW staff role to execute strategy.
- Need to do a better job of communicating what is going on with FW.
- When making strategic decisions WT members need to come prepared so info needs to get out in advance.
- Develop operational guidelines to include: Package with budget, work plan, etc.; define WT role with FW; have standard meeting schedule; info out before meeting for decisions.
- If making big changes WT needs time to digest. Need to continue larger strategic view and think outside the box to look ahead.
- Would like FW update report at every WUI WT meeting.
- Jim's role now that FW is up and running should be more strategic than tactical. Jim is FW project Manager. Jim is the one who can implement financial decisions made by the working team and on behalf of its programs.
- When forming a task group WUI WT should look at make-up of task group.

Decision:

- FW updates & accomplishments will be reported to WUI WT by FW team members, other than Jim.
- Change name of National Firewise Team to Firewise Taskforce.

E. Working Team Charter Issues

Discussion & Recommendations:

Working Team Charter is valid – no major amendments or changes are needed.

Recommendation One: Approves the addition of the Strategic issues identification and oversight to the vision and goals.

Motion made to adopt by Jim Smalley, seconded by Dave Halstead- Motion carried.

Recommendation Two: Provide administrative support to meetings of the WUI WT to coordinate records and notes.

Motion made to adopt by John Cochran, seconded by Janet Anderson-Tyler.

Discussion: Is position to be a member of the team or additional member?

Need someone to keep track of agenda items, get agenda out, and take notes.

Need staff support to the WT.

In past has been chair's responsibility.

Motion to amend Recommendation to have note taker provided from Firewise team to take notes and facilitate correspondence, to provide administrative support to meetings of the WT.

Vote – All in favor.

Recommendation Three: Have facilitator at each meeting. Consensus was to keep as is.

Recommendation Four: Add description of the NFPA Agreement/Project Manager to the Notes from this meeting. It does not need to be in the Charter.

NFPA Manager's role is: to insure the WUI Working Team program of work and budget is carried over to the contract/agreement and implemented.

The WUI WT reviews the end of the year accomplishments and approves.

Recommendation Five: That NFPA reviews their NWCG representative to the NWCG parent group, that it be the President of NFPA.

Consensus to postpone and make agenda item for June meeting.

Recommendation Six: That WUI WT representative is not the NWCG liaison to the working team.

Consensus to postpone and make agenda item for June meeting.

Recommendation Seven: Re-affirm the membership of the committee and who votes and does not vote, per the existing charter.

Discussion:

- Do we have everyone at the table we need?
- Vice Chair does not have to automatically move into chair roll.
- Have working agreement of how we do business
- Is there a void to be filled? Non-fire types, other disciplines and will they bring resources to the table.
- Involve stakeholders in the discussion.
- Size of group is very workable now.
- Need active participation of all membership at each meeting. If principle unable to attend they need to designate an alternate.
- Need to look at the breadth of research information out there and need to see what is coming out of research.
- It is prerogative of each agency to name their representative.

Decision: Leave as is and move on. Membership is always open. Janet will approach Dave Cleaves & Jack Cohen to make presentation at June meeting.

Recommendation Eight: *That the Working Team recognizes that WUI is the core program that includes Firewise.*

Recommendation Nine: *That the Working Team agrees to the 3 meeting and program of work and budget process.* Agreement by WT

ISSUE TWO: Define the budget timeline & committee process:

Budget Discussion:

- In agreement process NFPA provides matching share of \$\$ and is audited yearly.
- Further discussed under Charter Issues in Recommendation #Seven.

Working Team Meeting Dates/Locations:

Decision to hold June/Oct/Feb Meetings

June 4-5 Minneapolis, Minnesota at National Wildlife Refuge

October 3-4 Burlington, Vermont

Feb. 26,27, 2003 Tucson, Arizona

ISSUE THREE: Review the Committee make-up & additional needs.

Discussed under Charter Recommendation # Nine.

FIREWISE COMMUNITIES USA UPDATE:

Implementation for Firewise Communities/USA (Fred Allen, Jack Cohen, Judith Leraas-Cook). Task Group report presented by Judith Leraas-Cook

Status Summary:

- 2002 Pilot community visits initiated.
- Invitations issued for March meeting of pilot communities.
- Letters of appreciation sent to all state foresters participating in 2001 pilot.
- Stakeholders will be invited to participate in site visits.

2002 Schedule:

- Hold National meeting of pilot communities, March 27-28th.
- Finalize recognition process and standards – April
- Brief National Association of State Foresters – Summer
- Execute Firewise Communities/USA public relations campaign – July/Aug.
- Complete six Beta tests – September
- Roll out Firewise Communities/USA- Sept. 25th
- Submit final report – 12/31/02

Discussion:

- There will be a March meeting of pilot communities.
- Pilots are each unique.
- Pilots select themselves.
- What does FW mean to the communities. Is it misconstrued (answer was no). Pilots have been limited to interface communities. Assessments have been confined to external.
- An explanation of what FW is could be part of a new homeowner's kit.
- Need to look at how program will work over years.
- Not asking them to develop ordinances but to do a community assessment.
- Need to keep focused on the neighborhood or community. Letting community make that designation.
- Need to develop basic procedures and work towards rollout in Sept.

- Will have one FW staff dedicated to the program.
- AK has partnership between FW & Stewardship/urban & Community Forestry.
- Growth award used to rejuvenate Tree City Program which would be good to look at for FW.
- Keep in mind more than just State Forestry function, involve planning, growth, etc.
- Recommend to State Foresters to form a committee.
- Have big event with State Foresters signing proclamation.
- Rollout at New York Workshop.
- Roll-out at NASF National Meeting.
- Have State Foresters from pilots there.
- After State Foresters buyin make sure involvement of urban foresters & fire managers.
- Go to Fire Chiefs, Fire Supervisors (6/11 Arizona), Western State Fire Managers (4/7), NEMA Conference (9/1 Ashville, NC)

Decision –

Don Smith took to NASF Fire Committee and got a resounding endorsement. Next step to take to NASF. Don Smith will send letter to executive committee of NASF with indication that we are going to the Fire Managers/Supervisors with program and need to workout with the State. Roll out at NASF Fall meeting if possible otherwise use New York workshop.

National Roundtable Report:

- Dan presented package and WT will review and get input back to Dan.
- Roundtable report will go out in the next 10 days. Product will go out under WT chair's signature and include participant bio's, Agency overviews, and highlighted issues.
- Roundtable meeting dealt mainly with Firewise because a lot of the participants were FW stakeholders. Will clarify this in the package.
- Roundtable is a tool to the WT that they can use.

ISSUE: Firewise Trademark Registration

- Trademark has been registered.
- Purpose is so we have unrestricted access to use, so someone else cannot register it.
- Purpose so WUI WT can maintain quality of Firewise.

Decision:

Dave Halstead made motion to keep registered FW trademark.

Sam Scranton seconded.

Vote was all in favor.

Issue: WT needs to identify research needs.

- Need updated report and closure on SIAM as well as financial accounting.
- WT out of SIAM except for reproducing videos when Jack withdrew project at September WT meeting.

Issue: Inaccurate Firewise article in ASLA Magazine Discussion:

- Need to get Landscape architect to write article with real view of Firewise
- Jim is going to send letter to editor correcting misinformation.
- Perhaps invite writer to participate in FW workshop.
- Rebuttal should come from WT chair not NFPA.
- Rebuttal should come from Landscape Architect.

Decision: Jim will send out letter & issues to WT.

Issue: NFPA Forest & Rural Technical Committee should have WT member on it. Jim will send out application to working team.

DAY 2

Presentation to Harvey Ryland of IBHS of signed Monte Dolack canvas for their participation as 1st FW stakeholder. Mr. Ryland said he was very pleased with the partnership, that it was great but he wants it to get even better. Mr. Ryland knows the cost and suffering firsthand from a wildfire. It is important for us to work together to prevent loss of life, homes and businesses to wildfire.

KIOSK

- Was demonstrated to WT.
- Need to look at how we can evaluate.

- Further discussion tabled till June meeting.

SCA Agreement:

- Agreement has been finalized for \$35,000 to use Student Conservation students to disseminate FW information to communities.

Decision:

Dave Halstead made motion to approve SCA project, Janet Anderson-Tyler seconded. Unanimously approved.

MOSI (Museum Of Science & Industry):

- WT had presentation by MOSI staff and tour of facility.
- Disasters exhibit still in conceptual stage and input can be given for development.
- Proposal is to help with design of wildfire component and naming of project. Cost \$100,000.
- MOSI would make wildfire programs and designs available to other museums for use.
- Would need task group to work on MOSI project to develop deliverables.

Decision:

Pat Durland made motion to proceed with funding & task group.

Mosi to provide evaluation with stats on usage and activity.

Dave Halstead seconded and it was unanimous.

Task Group formed to include USFS rep Lou Southard, DOI rep Pat Durland, IBHS rep Nanette McElman, & State of Florida rep to be invited.

Review 2002 Plan of Work (POW)

- FF Safety video – need to tie in with NWCG’s training WT to coordinate message.
- Look at how we roll things out to make best use of them.
- Dave Halstead would like to work on Emergency Management pieces
- Funding level – Where do \$\$ come from.

National Firewise Task Group Role & Contact Information:

Name		Office Phone	Cell Phone
Jim Smalley	Co-Coordinator	(617) 984-7483	(781) 367-4447
Dan Bailey	Co-Coordinator	(406) 329-3933	(406) 370 –1751
Nancy Porter	Planning & Pub Ed	(916) 353-1308	(916) 799-4722*
Michele Steinberg	Community Support	(617) 984-7487	
Judith Leraas Cook	Web Master/FW USA	(703) 370-3141	
Linda Coyle	Administrative	(617) 984-7486	
Kathy Murphy	Administrative	(617) 984-7494	
Ken Tremblay	Writer/Editor	(617) 984-7491	
Ron Montague	GIS Coordinator	Firewise2000@aol.com	
Anna Ferguson	Web Tech. Support	absolut@donet.com	
Glenda Wallace	Marketing/Media	gswrite@aol.com	(406) 722-5397

Firewise Project Areas of Responsibility:

Jim Smalley – Co-Coordinator; Workshops & Special projects
 Dan Bailey – Co-Coordinator; Workshops, Media campaign, Stakeholders, special projects.
 Nancy Porter – Planning & Public Education & Information Coordinator; Workshops, Public education program, special projects.
 Michele Steinberg- Community Support Program Coordinator.
 Judith Leraas Cook – Web Master & Firewise USA Recognition Program
 Linda Coyle - Administrative Secretary
 Kathy Murphy – Administrative Secretary
 Ken Tremblay – Writer/Editor; Project Newsletter & Wildfire News & Notes/Resource Library Database
 Ron Montague – GIS Coordinator; ArcView Communities
 Anna Ferguson – Web Technical Support
 Glenda Wallace – Marketing & Media Support

Janet Anderson-Tyler has accepted a new position. Lou Southard will be filling her position on WT until position is filled.

Roundtable Report Presentation (Dan):

- Does WT want to use Roundtable group as Advisory Group?

- Another source to gain info on what's out there.
- Could hold joint stakeholder/roundtable meeting.
- Diverse group provides check and balances to WT.
- Need to provide input back to Roundtable about what is coming out of WT group and get feedback from Roundtable.
- Consensus from Roundtable participants is that they would like to meet again, perhaps once a year.

Decision:

- To follow-up- with another Roundtable and break into focus groups to discuss specific topics.
- To send letter and Roundtable report back to Roundtable participants within the next 10 days.

Program Evaluation Discussion:

- Need to fine-tune proposal. Looking at measuring effectiveness of program, where we may be weak and are our methods valid.
- FS and DOI are creating performance standards for National Fire Plan and Firewise is included.
- Need goals and measurements to see if hitting the mark, community capacity.
- May need to invest in formal study on this issue.

Decision:

Proposal to be presented to WT at June meeting.

Annual Report Discussion:

- Question was do we have one, do we need it, format. Answer was we do not have annual report.
- It may not be an annual report we need but team should do a status report, maybe every 3 years.
- Report should happen when working on an issue to report what is going on and evaluation of effectiveness.
- Need complete document with WT charter, mission, goals, etc. for reference.
- Doing project reporting and evaluation takes time and \$\$ away from getting projects done.
- Need to have binder with all basic info for WT members, especially for new people coming on Team.

Decision:

John Cochran & Mary Corso will study further and send out outline of what should be included in report.

Jim will develop prototype from outline for June meeting.

Florida Firewise Report by Dave Halstead:

- 640 people have been put through Florida's one-day Firewise workshops to date.
- By the end of 2002 Florida should have trained 1,000 people in Firewise.
- Best Management Practices for Florida are being developed and include Firewise concepts, Land use planning, and mitigation measures.
- City of Wellington received a grant to develop mitigation plans.
- Working on Risk-Education home to include all perils. Would like to get Kiosk for this facility to open in 1 year.
- Contractor's Blueprint for Safety was done through a grant by Florida Alliance for Safe Homes. This program is going National and becoming Federal Alliance for Safe Homes.

Chair/Vice Chair Election:

Chair & Vice Chair is set up on rotation basis between Federal/NASF/Associations

Dave Halstead was unanimously voted in as Chair

Sam Scranton was unanimously voted in as Vice Chair

Letter will be sent from Jim to W.Craig Fugate, Director of Emergency Management to request Dave's participation.

Award presented to Don Smith for serving as chair of WT from 2000 – 2002.

Agenda set for June meeting and WT will receive agenda and materials by May 10th.

Continued with future scenarios doing a 360 analysis. Jim will work with Al Hyde to finalize this information.

