

**NBTT Management Team
Conference Call Notes
8/23/00**

Participants: Carl Gossard, Darla Potter, Mike Ziolko, Rebecca Reynolds

**NEXT CONFERENCE CALL: 8/29/00 2:00 p.m. PST, 3:00 p.m. MST
Call in Number: 208 947-4002 (Carl to confirm this!!)**

I. Classification Method – Jim/Mike

Jim and Mike met with Sandberg to discuss his method, and they revised it to a two-dimensional matrix: ignition source x objectives.

Assignment: Mike & Jim put together a one-pager describing their thought process in getting from where the group was on this in June to where we are today, as well as a draft of their recommendations for how to present this at the Senior Staffers Workshop.

Due: Email to Mngmt. Team prior to next conference call for their review

II. Workshop Objectives – Jim

Jim sent a revision of workshop objectives to Darla. It was unclear as to whether those revisions were ones that should be forwarded to the NBTT in Boise. If so, the Mngmt Team would like to review a revised draft on the next conf call.

Assignment: Jim email Mngmt Team the revised objectives for review on next conf call.

Due: Prior to 8/29 call

III. Review Assumptions – Darla

Darla received feedback from Mark and from Rebecca and will make changes for the group to review.

Assignment: Darla revise assumptions; email to Mngmt Team for discussion on next conf call

Due: 8/28/00

IV. Workshop Agenda (Staffers)– Jim/Rebecca

Rebecca has reviewed the draft Jim sent and needs to speak with Jim on it. Due to his involvement with fire, this has not yet happened.

Assignment: Rebecca & Jim discuss and prepare a draft agenda for the next conf call.

Due: 8/28/00

V. Keynotes – Rebecca

Mngmt Team felt that both Workshops should have keynote speakers, and the group agreed that we need to start working on it now so that invitations can be sent out in a timely manner. Either Colorado's Governor or a WRAP governor were suggested for the Policy Makers Workshop.

Assignment: Mngmt Team members will forward keynote suggestions for both the Policy Maker workshop and the Staffer Workshop to Rebecca for review on the next conf call.

Due: 8/28/00

VI. Workshop Logistics

A) R. Reynolds Contract – Carl

Carl has sent a draft of the scope of work to all Mngmt Team members, received and revised based on Darla's input. Group discussed needing FEJF approval.

Assignment: Carl will check with Pete L. as to how to do the FEJF approval, and will get a revised draft of the scope of work to all Mngmt Team members. Carl will also look into a vehicle for payment for Rebecca until the new WGA contract is approved.

Due: 8/23/00

B) Site Update – Shelley

Shelley sent email re: October site being reserved at the same location in Denver as the January Workshop (Holiday Inn Denver Southeast). Darla reminded all that we cannot confirm this reservation until after the NBTT approves it in Boise on the 5th.

Assignment: Rebecca add this item to Boise agenda.

Due: 8/23/00

C) Placeholder – Carl

Pete emailed Carl a sample; it had a registration tear-off included. Carl wanted to know if the group wanted to include a reply in our placeholder. Group decided no, it was premature to do so. The placeholder will be for BOTH workshops so as to show the process of what NBTT has planned.

Assignment: Carl will develop a draft of the placeholder for Mngmt Team to review on the next conf call; then will get to Pete for FEJF review/approval. Carl will also develop a hard copy from the Mngt Team's input next week for the NBTT to review in Boise. (Rebecca add to agenda.)

Due: 8/28/00

D. Invitees – Darla

Darla sent out email last week to all NBTT requesting that suggested invitees be sent to her for compilation prior to the Boise meeting. To date she has not received anything. Group expressed concern about the difficulty in getting people's attention who are involved with fire. Concern was also expressed over the urgent need for an invitee list to be developed and reviewed by NBTT and FEJF if this is to proceed in a timely fashion.

Assignment: Rebecca will re-send Darla's request stressing the urgency of people's responses prior to the Boise mtg.

Due: 8/24/00

VII. September 5th Meeting In Boise – Rebecca

Question was raised shall we proceed with the 9/5 meeting in light of all the fire activity? Darla expressed concern that if we do not meet as planned, we will fall behind in accomplishing tasks in preparation for the January Workshop. All concurred. Carl, Darla and Rebecca all are confirmed to be at the 9/5 meeting. A “ Plan B” was discussed: to make a conference line available in the meeting room as a fall back for those who cannot make it in person. Agreed not to mention this fall-back yet, so as not to discourage in-person attendance.

Assignments: Rebecca will contact Deb Kinsley at WGA (since Shelley is on a fire) to arrange for a phone set-up in the meeting room between 1:00 p.m. – 6:00 p.m., and inquire as to how to arrange for payment. Carl will set up the conf call line and call-in number. Discuss on next conf call.

Due: 8/28/00

VIII. Boise (9/5) Agenda – Rebecca

Group reviewed and approved agenda draft with revisions made on the call today.

Assignment: Rebecca will email to entire Mngmt Team for comment & then email to NBTT.

Due: 8/25/00