

## **NBTT Management & Content Team Meeting**

March 8/9, 2001 Meeting  
Cheyenne, Wyoming

Attendees: Carl Gossard, Darla Potter, Pete Lahm, Sam Sandberg, Mike Ziolk, Jim Russell, Mark Fitch, Rebecca Reynolds

### **Assignments & Timeline for the Policy**

March 12 Darla (& Pete) e-mail to NBTT/FEJF regarding impending review of Policy for 1 week starting March 22

Policy due COB Wednesday, March 14

Pete – will do 1, 2, 3 and also linkage to FEJF

Carl – 4, 5 & Category 1,2,3 within Policy 6

Darla – Purpose, Scope & Applicability, 6, 7, 8

Mark – 9, 10

Mark – review EPA Interim Wildland Air Quality Policy & AAQTF for linkage and conflicts to the policy

Rebecca & Darla compile/edit above due back to Mgt/Content COB Friday, March 16  
Darla put Policy in Legal Format Structure (if she can figure out how to without hand writing each line number in the margin)

March 20 Mgt/Content Team Conference Call to finalize the Draft Policy

9:00 am Pac / 10:00 am Mtn

Carl will set up a bridge line for a 2 hour call and e-mail details to the Mgt/Content Team

March 22 Send Final Policy to NBTT/FEJF to review

March 30 COB Comments due from NBTT/FEJF due to Darla

Darla circulate comments as received to the Mgt/Content Team

April 2 Mgt/Content Team Conference Call to discuss comments from the NBTT/FEJF and Finalize the Policy

### **Participant Follow-Up Assignments**

Darla – call Bob Raisch about the MT Deputy Director

Darla – e-mail Colleen Cripps/Ron King for final decision

Darla – e-mail Jim Hubbard re Paige Lewis supporting another State Forester participant

Jim & Mike – Wood Product Industry representative

Carl – chase down nominations & associated contact information for  
USFS/FAM Assistant Director

Tim Hartzel, DOI

Pete – will talk to the following people about the following items

Tribal Representatives  
Additional Environmental Representative (Vickie?)

### **Other Assignments**

Pete – forward SS Wkshp Interim Report to FEJF – also available on FEJF website  
Pete – Ed Fox / Dick Hayslip regarding sponsoring of registration social on evening of May 1 (\$25 bartender fee, \$300 munchies)  
Rebecca – Workshop Objective revise e-mail to Mgt/Content Team  
Darla – revise March 19 letter (logistics, agenda, PM Wkshp participants)  
Mgt/Content Team – review/comment on Tree Guide so that it can be finalized for posting  
Darla – make sure all SS Wkshp material are posted on the website (including white papers)  
Carl, Pete, Darla, Rebecca – prepare talking points for PM Wkshp

### **PRE-WORK PACKAGE ITEMS**

Letter –  
    reconfirmation of participation RSVP by April 13  
    including rules/guidelines/expectations  
    invite written comments that outline concerns to the implementation of the draft  
Policy due by April 20  
Logistics/Agenda  
Policy w/ Tree  
PM Wkshp Participant List  
SS Wkshp Part List  
FEJF Storyline  
Interim Report SS Wkshp

### **Rules, guideline, expectations for PM Wkshp**

Come prepared in letter:

- Fully understand policy
- Identify the implications of the policy implementation (concerns, barriers/obstacles)
- know their stakeholder viewpoint
- pending changes in associated policy/rules/regulations/etc. for their stakeholder group
- to interact with other Policy Makers
- to work toward convergence and consensus
- workshop participants must have a vested interest in developing the policy
- negotiated changes will be the workshop format not voting
- supplemental written material should be provided by April 20 to the NBTT (stakeholder information that you wish to have conveyed at the workshop)
- invite written comments which outline concerns to the implementation of the draft Policy due by April 20
- dynamic between Policy Makers / Concerned Stakeholders

- Facilitated/Moderated meeting
- Roles for Policy Makers / Concerned Stakeholders
- Look back at SS Wkshp material to see if anything can be pulled forward to this
- Direct to NBTT / SS Wkshp Participants for questions
- Policy – entire package, Policy statement – a portion of the policy (in background of Policy – check on this!)
- What is consensus for the purpose of this workshop – WRAP policy bylaws
- Process to NBTT/FEJF/AMRF/WRAP – final revisions can be and will be made at the NBTT & FEJF level

### **On – Site Workshop Materials**

Name Tags (PM, Concerned, NBTT – different color participants vs NBTT)

Table Tents

Agenda

Policy w/ revised tree

List of Participants

Handout of Policy Statements in Large Print

Ground rules & WRAP Policy bylaws on consensus

FEJF/NBTT list

Any written comments/materials received by April 20 in the back of the room

Not the Interim Report (NBTT Resource Team bring some extra copies to hand out at end of day if needed)

### **On-the-Wall Materials**

Revised Tree poster (4 – front/back on each side – ask Sam like before for SS Wkshp)

### **Workshop Structure Needs for NBTT Resource Team**

Use screen for 1<sup>st</sup> two presentations then not for rest of day.

Carl/Darla keep capture on point. Written notes or use laptop to supplement Rebecca's flip chart notes.