

MEETING ANNOUNCEMENT

Western Regional Air Partnership - Fire Emissions Joint Forum

December 8 - 9, 1998

Meeting Location:

Utah Division of Air Quality

150 N. 1950 West

Salt Lake City, Utah 84114

Room 101 in Building 2 (enter from Northeast side, next to reception)

Lodging:

Holiday Inn Airport

1659 W. North Temple

Salt Lake City, UT 84116

Phone: 801-533-9000, Fax: 801-364-0614

The room block is set up under "Western Regional Air Partnership", and the government rate of \$83 will be offered. The cut off on the room block is November 16, 1998. Free 24-hour airport shuttle service is available by using the courtesy phone at the airport next to baggage claim.

DRAFT AGENDA

Goal: Produce a cohesive Workplan with priorities.

Facilitator: Randy Welsh, Forest Service

Dec. 8 - Utah DAQ

30 min-Introductions

2-3 hrs-SubGroup Reports (4)

1 hr-Identify Issues with Reports

1 hr-Lunch

1 hr-Further Identify Issues with Reports

2 hr-Resolution of Issues (either small group or large group depending on issues and number)

1 hr-Reports and Reintegration of SubGroup Issue Resolution

Evening Session if needed - Utah DAQ

Dec. 9 - Utah DAQ

30 min-Recap Yesterday

1 hr-Flow and logical progression of deliverables, identify concurrent and progressive items (visuals)

1 hr-Develop priorities, sense of responsibility for each item

1 hr-Build a Work Plan document

1 hr-Lunch

2 hr-Finish Work Plan document

1 hr-Assess Implementation Feasibility, Assess Responsibilities, Assign Tasks

30 min-Close-out, round robin, critique

This will be a full two day meeting. Please plan on starting at 0800 on December 8 and completing

at 1700 on December 9. Please attend the full session. Pete Lahm - 602-207-2356.