

Western Regional Air Partnership - Fire Emissions Joint Forum

Meeting Announcement and Preliminary Agenda

Location: McMenamins Edgefield, Bed & Breakfast, 2126 SW Halsey, Troutdale, OR 97060

Reservations, Lodging and Meal Plan: The meeting has been set up with a unified meal and lodging rate plan. All reservations will be handled by Deb Kinsley of the Western Governors' Association (**Do not contact the Edgefield facility directly**) 303-623-9378 or dkinsley@westgov.org. Cut-off date for reservations with the WGA is **January 15, 1999**. All payments for the meeting will be handled by the WGA with a receipt for payment provided at the meeting. All payments are due to the WGA (personal or business/agency check payable to Western Governors' Association) by **January 22, 1999**. The payment address is Western Governors' Association, 600 17th Street, Suite 1705 South Tower, Denver, CO 80202-5452.

Cost is \$109 per day which includes a room for one occupant with queen size bed, three meals per day (vouchers provided upon check-in), tax, and all gratuities. Total charges due to the WGA for the two day meeting is \$218. This charge will cover a reception followed by dinner at 7:00 PM on February 3, lodging for February 3, all meals on February 4, lodging on February 4, and breakfast and lunch on February 5. If your travel expenditures are normally fully re-imbursed by the WGA/NTEC, you will only need to make the reservation with the WGA. If you are normally partially re-imbursed for your travel expenses, please make your reservation with WGA and establish the appropriate amount you will need to submit prior to the January 22 payment deadline. If you are not covered under the WRAP travel policy, make your reservations with WGA by 1/15/99 and payment by 1/22/99 as stated above.

An additional occupant in a room is subject to the following charges: additional occupant is \$15 per day and food charge on unified plan is \$66/day. Total bill per day would be \$190 for two occupants with the unified meal plan which needs to be paid in advance to the WGA by the above noted dates.

The website for the McMenamins can provide further information on the facility at www.mcmenamins.com.

Transportation: The facility is located twenty minutes from downtown Portland, five minutes from the Columbia River Gorge National Scenic Area and fifteen minutes from the Portland Airport.

- Shuttle: Blue Star Shuttle Service (503-249-1837) runs every 30 minutes from the airport. Charge is \$18.50 for the first person to the facility location. Additional persons traveling on the same shuttle to the facility will be an added \$3 per person. If possible, please coordinate and carpool/share shuttles.

-Transit: From downtown Portland take the MAX east to Gateway Station, connect with Tri-Met bus #24 (Halsey) east to Edgefield's main entrance.

-Car: Take I-205 south from the airport, then take I-84 east to Exit 16, turn left onto Halsey and

follow around 1/4 mile to Edgefield on the right side.

Logistical Information: Guest messages may be left at 503-669-8610 and faxes may be received at 503-665-4209.

Tentative Agenda

2/3/99 7:00 PM Reception and Dinner at McMenamins Edgefield

2/4/99 0800-1700

- Final closure on Workplan and Subgroups
- Develop task teams
- Identify members of teams/Assign tasks
- Identification of interest groups and cooperating groups per Task 8.1B
 - Identify lists/names in advance of meeting (Pre-meeting task)

2/5/99 0800-1600

- Presentations:
 - 1) Roger Ottmar, Pacific Northwest Experiment Station on Emission Reduction Techniques and Potential for Wildland Fuels
 - 2) Willamette Valley grass-seed burner to be named
 - 3) Doug Fox, TASET Project-Joint Fire Sciences Project
- Task Team Work (Full group and breakout sessions)
 - Identify potential funding sources and cooperators
 - Identify contracting needs, etc...
 - Cooperator discussions (some potential cooperators will be in attendance)

*As always, please plan to attend the full meeting as early departures or late arrivals are disruptive to group progress.

**A more comprehensive agenda will be distributed prior to the session.