

NRCG Prevention & Education
Meeting Notes – February 23, 2005
Bozeman, MT

Attendee	Agency
Jamie Rosdahl	DNRC – SWLO
Pat Cross	DNRC
Joe Elrod	Park Co. RFD #1
Lisa Osborn	FS – Custer NF
Terina Mullen	BLM – BFO
Marianne Baumberger	FS – Gallatin NF
Tim Sayles	Missoula RFD
Kari Vannice	FS – Gallatin NF
Sandy Groth	FS – Idaho

Workshop

Speakers

- Get biographies and spreadsheet from speakers to **PAT AND TERINA**. Pat will monitor, and Terina will compile biographies for the registration packets.
- Back-up speakers: Canadians agreed to be ready. Terina will make contact with them to double-check this. Others include Marianne (ed/interp), Pat (media) and Terina/Mike (fire trailer).

Registration Packets

- Sandy has lanyards and name tag holders for use.
- Will have printed name tags with color-coded dots for groups. Terina will print. Joe will purchase colored dots (5).
- Sandy will set up the folders and get information to Joe to purchase.
- Will plan to put together 130 packets, which will include the following items: pencils (Pat), keychains (Pat), notepads (Sandy), signs (Pat), Chamber/museum information (Terina/Marianne), evals/critiques (Terina/Jamie), schedule (Terina), speaker bio's (Terina), L&C information (Terina), Welcome statement (Jamie), Idea Box entry forms (Jamie), participant list (Terina), attendance certificate (Pat), website address to access the plans (NRCG – Jamie, KMG – Pat).
- Pat will bring receipt book for registration table.
- Will assemble the packets on **Monday at 1000** in the “command room.”
- Pat will talk to Vickie about setting up a “confirmation” screen on the webpage (for when people register).

- Will not have a registration deadline. Only deadline is for room reservations (4/1).
- Scholarship recipients will need confirmation that they received one. **Vickie** to work on getting them a letter. Scholarship covers the registration fee (which covers Wed dinner and Thurs lunch) and room rates for Tues and Wed. We will cap the scholarships at 30.

Fire Message CD

- This has been scrapped!
- Will put the 5 finished plans on the web (NRCCG and KMG).
- **Lisa** will be making a CD for each group. It will include the plan outline, facilitator notes and SME knowledge base.
- **Mike (and Terina)** will put together a document to “prep” the SMEs. They need to know what to bring with them, etc. This will be sent out for comment from the group by **March 3rd**.
- SME and facilitator meeting on **Monday night at 1900**.
- We will cover expenses for SME and facilitators, if their agency cannot pay. We will need to send them an email or make contact and let them know.

Brochure/Agenda word-smithing

- Group worked on expanding the agenda to put into a brochure, which will be posted on the website and sent out in future email reminders.
- **Terina** will put into brochure form and send out to group. Feedback to her by Friday afternoon. She will send out the email reminder next Monday the 28th.

Idea Box/Door Prizes

- **Terina** will construct the idea box. **Jamie** is making the “ballots.”
- Committee members should try to get at least one nice item for a door prize. The usual (coffee mugs, t-shirts, etc.) are also needed.
- **Terina** will “solicit” for door prizes in the email reminders.

Media coverage

- **Kari** will work to get some media coverage for the workshop.

FD newsletters

- **Pat** will send information to the “Daily Latest” and Fire Rescue newsletter.

Break-out Sessions

- Need to identify and confirm SMEs and facilitators for the 5 groups by **March 15th**.
- **Terina/Cathy** will be the overall coordinator for the break-out sessions.

- **Get geographic areas to Terina for maps** to be made for the groups. Other information for inclusion on the maps: transportation, recreation, water, vegetation types, town sites, contour/topo.

Event Area	Facilitator	Subject Matter Expert
Three Forks	Jeanette Turk	Ray Heagney
Lolo		Steve Zachry
GF/Fort Benton	Cathy Scofield	Linda Williams
Missouri River Breaks	Shannon Downey	Mark Schafer
Pompey's Pillar	Al Murphy	Dena Lang

Daily workshop critiques and final evaluation

- **Daily chairperson** will mention daily critiques, which will be on different colored paper for each day (in registration packet). **Jamie** is making them.
- Final evaluation for the end of the workshop. We will go over these following the luncheon.

NRCG committee meeting

- Post-workshop meeting after the luncheon. **Make reservations for Thursday night.**
- Normal committee meeting on **Friday from 0830-1230**. Get agenda items to Jamie.