

AZPFC NAZ TREX Working Group meeting

8-26-14 0900 NAU rm. 35

Members present: Mark Shiery (AZPFC)– IC, Neil Chapman (TNC) – FIN, Blair Foust (TNC) - LOGS, Brandon Oberhardt (KNF) - Coord., Holly Krake (KNF) – PIO, Jim Pond – PLANS, Bruce Greco (AZPFC), Karen Malis-Clark (PIO), Barb Satink-Wolfson (SWFSC), Walker Chancellor (ERI)

1. Functional updates:

- a. OPS – burn site shape files being provided and placed on vicinity map, gathering burn plans
 1. Agreements from FS agencies still being finalized (Vic)
- b. LOGS – porta johns contracted, acquiring cache of misc. supplies (batteries, water, files, etc.)
 1. Eric True (HFD) will perform communications to clone radios and oversee PFAC radio cache – Jim P.
 2. develop daily meal list indicating who is authorized to eat (30 person capacity daily)
- c. PLANS – IAP parts (generic) complete, check-in form near finalized, create daily schedule of known events with assistance of PIO's
- d. PIO – Festival of Science, staffing, plan
 1. need key contact information to Holly
 2. Festival of Science – Sat. field trip primary site Linwood with alternate of Ft. Valley or Gus Pearson
- e. FIN: participant payment procedure in place with TNC collecting fees
- f. IC:
 1. reviewed t-shirt design (changed some wording), need sizes from participants, IMT members and supporters (ordering 3 doz.)
 2. discussed TNC participant release form – edit with agency names and determine if USFS, State and FFD agencies wants to be included
 3. participation list to be finalized and distributed
 4. discussed 1st day orientation agenda (Mark will create and submit for review), also discussed name tags with lanyards.
 5. discussed TREX Event packet and what to go in – Walker and Mark will create master list and gather info (suggestion include fuel type description, area fire history, participant and IMT contact lists, vicinity map)
 6. providing TREX updates on AZPFC website – work with Heath to develop

Tasks:

1. LOGS (Walker/Blair): assign rooms to participants, develop daily meal list
2. PIO (Holly/Karen) – finalize Fest. of Science plan, work with Plans on daily calendar

3. OPS (Jeff) – continue to collect burn unit info and plans (include pile burn opportunities in case of inclement weather)
4. PLANS (Jim) – create generic IAP forms and collect burn plan info as it comes in from Jeff, work with PIO's and other members on daily calendar
5. FIN – (Neil) finalize agreement with Babbitt Ranches
4. IC (Mark) – edit TNC release form and distribute to participants, work with Walker on orientation packet and agenda, provide Heath with updates for AZPFC website, finalize t-shirt design with Heath and submit to vendor with sizes, edit participant list and distribute, send follow up letter to participants discussing – t-shirt sizes, travel, go-no/go, participant list, tent vs. bldg. sleeping, etc.
5. ALL – Please let me know of any items we are missing that you may think of

IMT Members please provide your T-shirt sizes if you haven't already submitted!

Next TREX Working Group Meeting: Sept. 8, 2014 @ 0900 in room 035 at School of Forestry Bldg. We will have a Call In Number on the Agenda when it is sent out. (contact Mark Shiery 928-699-5683 if you need a Parking Pass – vehicle make and Lic. #)