Handbook of Resources for Hosting a Statewide Prescribed Fire Council Conference

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Based on steps taken to organize and implement the First Annual Washington State Prescribed Fire Council Conference
March 6-7, 2012

Funding provided by the Center for Collaborative Conservation
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Overview

Fire has been a formative ecological process in forests, shrublands and grasslands throughout the world for millennia. However, a century of fire suppression and exclusion in many ecosystems throughout the United States has led to altered fuel types and hazardous fuel loads, increasing the risk of high severity wildfire and leading to habitat loss for many rare species. Land managers have identified that carefully applied prescribed fire can be an effective approach for safely reducing fuel loads and restoring native species habitat, however, practitioners still face major challenges with prescribed fire implementation. Sufficient trained resources, supportive air quality regulations and accurate information on fire effects are lacking for many prescribed fire programs throughout the West. Because of this, effective re-introduction of fire requires cross-agency and cross-border collaborations that provide shared resources, mutually beneficial gains in knowledge and a common, powerful voice to garner social and political support.

Statewide Prescribed Fire Councils have developed throughout the U.S. to improve cooperation and coordination between partners so safe and effective prescribed fire can be utilized throughout the states. Twenty-six state councils currently exist, most in the eastern U.S. The newly formed Washington State Prescribed Fire Council (WA PFC) provides an educated, active body to assist fire practitioners, policymakers, regulators and citizens with issues surrounding public safety, liability, ecological restoration and land management, public education and outreach, and air quality regulation. The goal of the WA PFC is to increase the ability of practitioners to utilize safe and effective prescribed fire for restoration and fuel reduction purposes.

The first step in the development of a statewide council is a Prescribed Fire Workshop or Conference to engage all relevant local, state, federal and non-profit partners. This Handbook provides some of the basic tasks, timelines and tools associated with both developing a statewide council and hosting a statewide conference. The materials presented in this Handbook were created for use by the Washington State Prescribed Fire Council’s first conference, which had 130 attendees from 46 different organizations around the state. The focus of the conference was fire management, with the goal of educating, communicating, and soliciting feedback from partners and community members on needs, concerns and successes inherent in prescribed fire application and monitoring.
Developing a Planning Team

Organizing a team of dedicated individuals to plan a conference can be an extremely difficult task. Most folks working in natural resources or fire management are extremely busy with very little time and funding to devote to planning a multi-day event. It’s important to keep the group small enough that communication is clear but large enough to distribute tasks among the group so the burden does not light on just one or two people. The planning team for The WA PFC consisted of five individuals from four different agencies/organizations. Based on this experience, I believe there are three major considerations when developing a planning team for this type of event:

1. **Dedication** – It is extremely important to enlist team members that care deeply about the work and believe in the purpose of the project. This increases the chance that team members will go the extra mile to get the work done and follow through on difficult or time-consuming tasks.

2. **Agency affiliation** – while it may not matter which agency someone works for, it is important to have several different agencies represented on the planning team. Not only does this provide some valuable perspective on various challenges, opportunities and interests that potential conference attendees will have, it also ensures a wider range of available resources for the conference planning process.

3. **Knowledge and experience** – While it’s not vital that every person on the team has experience planning multi-day events, it is important to consider the knowledge and experience each person brings. Whether it’s familiarity with regional topic experts, organizing agendas, or managing budgets, it is valuable to have a wide range of experience represented on the team.
Tasks and Timelines

It is important to set a firm timeline at the beginning of the planning process, with frequent check-ins on progress. This timeline below represents the initial set of tasks with associated dates and responsible team members (names removed) for our conference held on March 6-7, 2012. We held monthly conference calls starting in September 2011 and then switched to weekly calls in January 2012. It’s never too early to start planning!

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed by</th>
<th>Responsible team member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve venue</td>
<td>8/1/11</td>
<td></td>
</tr>
<tr>
<td>Draft letter to potential sponsors</td>
<td>10/19/11</td>
<td></td>
</tr>
<tr>
<td>Generate list of potential sponsors</td>
<td>10/19/11</td>
<td></td>
</tr>
<tr>
<td>Send out sponsor letter</td>
<td>10/28/11</td>
<td></td>
</tr>
<tr>
<td>Finalize venue contract</td>
<td>10/21/11</td>
<td></td>
</tr>
<tr>
<td>Finalize catering contract</td>
<td>10/31/11</td>
<td></td>
</tr>
<tr>
<td>Finalize agenda and speakers</td>
<td>11/1/11</td>
<td></td>
</tr>
<tr>
<td>Create registration forms and website for online-registration</td>
<td>11/1/11</td>
<td></td>
</tr>
<tr>
<td>Create flyer for email distribution and posting in regional offices</td>
<td>11/1/11</td>
<td></td>
</tr>
<tr>
<td>Finalize vendor list</td>
<td>11/1/11</td>
<td></td>
</tr>
<tr>
<td>Make arrangements with vendors</td>
<td>11/18/11</td>
<td></td>
</tr>
<tr>
<td>Send out announcement / digital flyer with registration deadline and link to website</td>
<td>11/7/11</td>
<td></td>
</tr>
<tr>
<td>Manage incoming registrations</td>
<td>11/7/11-3/6/11</td>
<td></td>
</tr>
<tr>
<td>Invite poster presenters</td>
<td>11/18/11</td>
<td></td>
</tr>
<tr>
<td>Make travel arrangements for speakers</td>
<td>12/12/11</td>
<td></td>
</tr>
<tr>
<td>Draft program</td>
<td>12/12/11</td>
<td></td>
</tr>
<tr>
<td>Finalize program</td>
<td>2/15/12</td>
<td></td>
</tr>
<tr>
<td>Print program</td>
<td>3/1/12</td>
<td></td>
</tr>
<tr>
<td>Print name tags</td>
<td>3/1/12</td>
<td></td>
</tr>
<tr>
<td>Arrange ‘goodie bags’ for attendees</td>
<td>3/1/12</td>
<td></td>
</tr>
<tr>
<td>Pay venue invoices and honoraria</td>
<td>3/30/12</td>
<td></td>
</tr>
</tbody>
</table>
Developing a Conference Agenda

The conference agenda is one of the first things the planning team needs to work on. This is ultimately what will draw sponsors and attendees to the conference. The agenda should reflect the overall goals of the conference and provide clear information on the who/what/where/when of each item. Because we wanted this conference to be a learning experience for all attendees and a collaborative effort to determine priorities for the Council, we included presentations by regional experts, a panel discussion by representatives from other State Prescribed Fire Councils, break-out sessions for small group discussions, a poster session for state-wide fire research and program information and a working lunch for potential Steering Committee members. We also included a banquet with an entertaining presentation by a local author to provide more opportunities for networking and open discussion. See the final agenda on the next page.
**AGENDA**

**Day 1 - March 6, 2012**

**Role of Fire in WA and Introduction to Prescribed Fire Councils**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-9:00</td>
<td>Registration</td>
<td>Main Lobby, 2nd Floor</td>
</tr>
<tr>
<td>9:00-9:15</td>
<td>Introduction and Welcome</td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>9:15-10:00</td>
<td>Ecological role of fire in WA - <em>Paul Hessburg</em></td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>10:00-10:15</td>
<td>Break with refreshments</td>
<td>Main Lobby, 2nd Floor</td>
</tr>
<tr>
<td>10:15-11:00</td>
<td>Historical role of fire in WA - <em>Tony Harwood</em></td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>What is a prescribed fire council? – <em>L. Keville Larson</em></td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>11:30-1:00</td>
<td>Lunch</td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>1:00-2:10</td>
<td>Panel 1: Prescribed Fire Councils from around the country</td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>2:10-3:00</td>
<td>Panel discussion</td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>3:00-3:15</td>
<td>Break with refreshments</td>
<td>Main Lobby, 2nd Floor</td>
</tr>
<tr>
<td>3:15-5:00</td>
<td>Poster session and vendor displays with cash bar</td>
<td>Main Lobby, 2nd Floor</td>
</tr>
<tr>
<td>5:00-6:00</td>
<td>Evening break</td>
<td></td>
</tr>
<tr>
<td>6:00-8:00</td>
<td>Banquet with Keynote address – <em>Don Gayton</em></td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
</tbody>
</table>

**Day 2 – March 7, 2012**

**Identifying and Overcoming Impediments to Prescribed Fire**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-9:00</td>
<td>Introduction to day’s events</td>
<td>Main Lobby, 2nd Floor</td>
</tr>
<tr>
<td>9:00-9:45</td>
<td>Climate change and fire: preparing for the future - <em>Dave Peterson</em></td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>9:45-10:45</td>
<td>Panel 2: Diverse perspectives on prescribed fire</td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>10:45-11:30</td>
<td>Panel discussion</td>
<td>Grand Apple North, 2nd Floor</td>
</tr>
<tr>
<td>11:30-1:00</td>
<td>Lunch</td>
<td>Orchard Exbt Hall South, 1st Floor</td>
</tr>
<tr>
<td>1:00-1:30</td>
<td>Introduction to break-out groups</td>
<td>Main Lobby, 2nd Floor</td>
</tr>
<tr>
<td>1:30-3:00</td>
<td>Concurrent break-out sessions</td>
<td>Multiple rooms, 1st &amp; 2nd Floor</td>
</tr>
<tr>
<td>3:00-3:15</td>
<td>Break with refreshments</td>
<td>Main Lobby, 2nd Floor</td>
</tr>
<tr>
<td>3:15-4:00</td>
<td>Wrap-up and next steps</td>
<td>Grand Apple North</td>
</tr>
<tr>
<td>4:00-4:30</td>
<td>Closing speaker – <em>Jerry Franklin</em></td>
<td>Grand Apple North</td>
</tr>
</tbody>
</table>

Thank you to our sponsors!!
Marketing and Outreach

What good is a conference if no one shows up? It is very important to start advertising your event as early as you can. Limited budgets and time make planning difficult so the earlier information gets out to potential attendees and sponsors, the more likely you’ll have good attendance and support. There are several ways to market this type of event to reach a wide range of audiences.

Event Flyer - We were able to get some marketing materials donated by Washington State University Extension office (see flyer on next two pages), which provided a fantastic early advertising opportunity for our event. We sent this out before the agenda was finalized, however, the basic outline and overall goals of the event were clearly presented. This flyer was mailed to all state and federal land management and regulatory agencies in the state, as well as regional and local conservation non-profits, land trusts, tribal groups and private organizations working with prescribed fire.

Website – Most people these days retrieve their news and information online. Therefore, it is vitally important that any new organization has an online presence in the form of a website or blog. We created a website for the WA PFC (www.waprescribedfire.org) and highlighted the conference (with links to registration materials) there. Most attendees used this website to learn more about the Council and the conference details prior to the event.

Email distribution list – Gathering together an email distribution list for conference invitations can be a key part in developing the base attendees. The invitation should include everything that the flyer includes, with a link to the website and registration materials. Additionally, it’s important to encourage invitees to pass along the invitation to other interested parties.

Printed letters – Many people and/or organizations still respond best to printed formal letters. This tends to be the most acceptable format for sponsorship letters. We sent letters to several federal, state and local agencies and organizations requesting sponsorship in the form of funding support and/or conference materials (pens, notebooks, etc).
Prescribed Fire Conference

REGISTRATION FORM

SAVE $15 before January 31, 2012!

- Registration fee is $60 if received by January 31, and $75 afterwards.
- Please return registration form with fee (check made payable to "Fx Fire Conference") by Monday, March 5, to:
  WSU Extension
  400 Washington Street
  Wenatchee, WA 98801
  Phone: (509) 667-6540
- To register online, go to http://county.wsu.edu/chelan-douglas/nrs/forestry/
- Refunds available until the day of the event.

Name: __________________________________________

Agency/Organization: ____________________________

Address: _______________________________________

_________________________________________________

City: ____________________________________________

State: ______ Zip: ________________

Phone: ____________________________

FAX: ____________________________

E-mail: ____________________________

Mobility assistance needed? □ Yes □ No

Persons with a disability requiring special accommodations while participating in this program may call WSU Chelan County Extension, 509-667-6540. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on site.

WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local WSU Extension office.
What is the Fire Council?

The Washington State Prescribed Fire Council is a newly forming, collaborative group that will work to protect, conserve, and expand the responsible use of prescribed fire on the Washington landscape. For this initial meeting, managers, practitioners, researchers, and interested persons are invited to come together and contribute to the formation of the council, which joins over 25 similar councils across North America.

The council will fill an important niche in the state, providing a collective voice for issues relevant to prescribed fire and a formal venue for the mobilization and collaboration of the prescribed fire community.

Help shape the future of prescribed burning throughout the state of Washington:
- Learn about training, funding, and other opportunities
- Discuss smoke and liability issues affecting prescribed fire use
- Network with other committed practitioners
- Be part of the increasing, national momentum behind prescribed fire councils

WASHINGTON STATE PRESCRIBED FIRE COUNCIL 1ST ANNUAL CONFERENCE

Agenda

DAY ONE: Role of Fire and Prescribed Fire Councils in Washington
- Ecological role of fire in Washington
  Paul Hessburg, USDA-Forest Service—Pacific Northwest Research Station
- Historical role of fire in Washington
  Tony Harwood, Confederated Salish and Kootenai Tribes
- What is a Prescribed Fire Council, anyway?
  Mark Melvin, Coalition of Prescribed Fire Councils
- Panel 1: What can my Prescribed Fire Council do for me?
  Perspectives from around the country
  
  
  Banquet: Keynote address by Don Gayton, Author and ecologist, southern British Columbia

DAY TWO: Identifying and Overcoming Challenges to Prescribed Fire
- Climate change and fire—preparing for the future
  David L. Peterson, Fire and Environmental Research Applications—Pacific Wildland Fire Sciences Lab
- Panel 2: Diverse perspectives on prescribed fire in Washington
  Facilitated break-out sessions on topics that affect YOU: Training, Smoke & Regulatory Issues, Resources & Funding, Liability, Permits
- Closing remarks: Jerry Franklin, University of Washington

Your registration fee also includes catered lunches, the banquet on Day 1, vendor displays, and a poster session featuring fire-related organizations from around the state!

For a full agenda, visit the conference website: www.waprescribedfire.org

Contact Information:
Program Questions:
Lenya Quinn-Davidson, (707) 272-0637
wa.rfirecouncil@gmail.com

Registration Questions:
Andy Perleberg, (509) 667-6540
andyp@wsu.edu

Additional Information
Want to be a sponsor, vendor, or present a poster about your program? Contact
Lenya Quinn-Davidson, (707) 272-0637,
wa.rfirecouncil@gmail.com

Sponsors:
Washington State Prescribed Fire Council
Center for Natural Lands Management
The Nature Conservancy
Fire Learning Network
Coalition of Prescribed Fire Councils
Center for Collaborative Conservation
Cascade Fire Equipment
USDA Forest Service, Okanogan-Wenatchee National Forest
Washington State University Extension
Washington Department of Fish and Wildlife
Conference Registration

Depending on the level of funding available, it may be necessary to charge attendees a registration fee to cover the costs of the conference. If lunches, snacks, coffee and a banquet are included, costs can quickly reach over $100 per person. Sponsorships can help to cut those costs, but, if needed, registration fees can be implemented. We ended up charging $60 per person. Many people commented that this was an extremely reasonable price for all of the food and valuable information they received at the conference. Low registration fees will ensure higher attendance and potentially draw a more diverse audience that might not have the grant or agency funding to cover this type of event.

Registration can be handled internally (by one of the home organizations of the planning team), by a partner university extension office, or by a contractor. Each of these options has pros and cons and likely depends on the funding available for this service and the in-house expertise. There are several tasks associated with managing registrants (processing funds, issuing refunds if necessary, creating name tags, recording names and affiliations) so the less that the planning team has to do, the better. We had these services donated by Washington State University Extension office.

Conference Handouts

It’s important to provide enough background materials to attendees so they all understand the context and purpose of the event. We provided each attendee with a folder containing the agenda, speaker bios, a copy of the WA PFC Mission and Objectives and a conference evaluation form (See examples below). The evaluation form should contain pertinent questions that will provide the answers needed to guide future events. We also provided a set of guidelines for the volunteer facilitators of the break-out sessions (these individuals were approached several weeks before the conference to request their assistance with the break-out sessions).
**Speaker Bios**

**Mike Babler** – Mike is the Fire Initiative Program Manager for The Nature Conservancy of Colorado. Mike came to work at The Nature Conservancy in August 2004. Mike is a "burn boss" meeting both Conservancy and National Wildland Fire Coordination Group standards, and has numerous fire management skills. Since coming to work with the Conservancy, he has been involved in a variety of efforts to increase the use of prescribed fire, and to increase the use of science in land management. Before the Conservancy, Mike worked for the Colorado State Forest Service (CSFS) in Ft. Collins, as a District Forester and at the USAF Academy as the natural resources manager. While with CSFS and USAFA he was involved in all aspects of fire management, including suppression and prescribed fire.

**Jerry Franklin** – Jerry is a professor of Ecosystem Analysis with the College of Forest Resources at the University of Washington. He is sometimes referred to by the media as the "guru of old growth", having over 50 years of experience studying forest stand development, ecosystem structure and function, disturbances and legacies, and harvesting techniques throughout forests of the western United States. Over the years he has served as a leading participant in many major scientific and policy analyses of forestry issues at local, national, and global level and generated over 300 publications. He earned his B.S. and M.S. in Forest Management at Oregon State University, a Ph.D. in Botany and Soils and Washington State University, and an LL.D. at Simon Fraser University.

**Bill Gaines** - Bill is a wildlife ecologist with the Conservation Science Institute, a research organization dedicated to providing conservation science to inform forest management decisions. Prior to this position, Bill spent nearly 30 years working in forest management in eastern Washington with the US Forest Service. During that time he collaborated on forest health assessments, conducted and published research on effects of restoration treatments, including prescribed fire, on wildlife and their habitats, and developed and implemented strategies to restore forest ecosystems. He received a B.S. and M.S. in Biology from Central Washington University and a Ph.D. in Wildlife Science from Univ. of Washington.

**Don Gayton** – Don received his B.S. in Agronomy from Washington State University and an M.S. in Plant ecology from the University of Saskatchewan. As a writer and ecologist, Don’s work combines and explores the intersections of rural life with the ecology and history of the land. Don Gayton’s writing has garnered several awards, including the US National Outdoor Book Award, the Canadian Science Writer’s award, and two shortlistings for the BC Book Awards. He was recently the Roderick Haig-Brown Writer in Residence at the University of Victoria.

**Mark Gray** - Mark is an Assistant Division Manager in the Department of Natural Resources Resource Protection Division located in Olympia, Washington. He is responsible for the department’s community assistance programs including smoke and fuels management, fire prevention, fire district assistance, correctional camps, and the community forestry programs. Mark has served on several fire-related committees, including the NWCG Wildland-Urban Interface Fire Mitigation Committee and the Fire Defense Committee.

**Richy Harrod** - Richy is the Deputy Fire Management Officer for Fuels and Fire Ecology on the Okanogan-Wenatchee National Forest. He has a B.S. in biology and terrestrial ecology, an M.S. in biology (both degrees from Western Washington University) and a Ph.D. in ecosystem sciences from the University of Washington. Richy started his career on the Okanogan National Forest in 1990 as a seasonal botanist and served as the District Plant Ecologist on the Leavenworth Ranger District, Wenatchee National Forest. In 2000, he moved to the fire program in Okanogan-Wenatchee National Forest Headquarters where he presently resides. Richy has been involved in forest and fire restoration planning and research for more than 20 years. He has published 38 research papers and technical reports and given over 50 professional presentations on various fire and forestry topics including fire effects on rare plants, forest restoration, biodiversity, and noxious weed management. Richy has taught college level courses at Wenatchee Valley College and continuing education courses through the North Cascade Institute.

**Tony Harwood** – Tony is currently the Division Manager for Forest Inventory and Planning for the Confederated Salish and Kootenai Tribes. Tony started his forestry/fire management career in 1970. In 1979 he was hired as a Bureau of Indian Affairs Timber Sales Officer and later served as the Salish & Kootenai Tribes Division of Fire Wildland Fuels Specialist then their Fire Program Manager. Tony is very active in fire education and training and maintains suppression and prescribed fire qualifications as an Operations Section Chief (Type 2), Fire Behavior Analyst, and Type 1 Burn Boss.
Paul Hessburg – Paul is currently a research plant pathologist with the Forest Service, Pacific Northwest Research Station in Wenatchee, Washington. He has worked on range and forest ecological studies focused on ecosystem change and vegetation pattern-disturbance process interactions. He led the assessment team of the Eastside Forest Ecosystem Health Assessment and was a landscape ecology team co-lead for the Interior Columbia Basin Ecosystem Management Project. Paul received a B.S. in forestry from the University of Minnesota in 1978 and a Ph.D. in forest pathology from Oregon State University in 1984.

Matt Kadlec – Matt is the Senior Toxicologist for the Washington State Department of Ecology, Air Quality Program in Olympia, Washington. Matt’s work focuses on human health risk assessments of air pollutants, including residential wood smoke and agricultural waste-burning smoke. Matt has 28 years experience in environmental toxicology and chemistry. His specialties are human health and ecological risk assessments. He has done research in mammalian, aquatic animal and plant toxicology. He has a Bachelor of Science in Microbiology, a Ph.D. in Toxicology, and is a Diplomate of the American Board of Toxicology.

L. Keville Larson: L. Keville Larson is Chairman of Larson & McGowin, Inc. a forestry consulting firm with offices in several Southern States and headquartered in Mobile, Alabama. He has been associated with the firm since 1961. Born in New York City in 1937, he graduated from Stanford University (1959) and Yale School of Forestry (1961). He is a registered forester in Alabama and Mississippi and has served as an officer or board member for a number of forestry organizations including Chairman of the Association of Consulting Foresters, Forest Landowners Association, Alabama Forestry Association and Forest Industries Committee for Timber Valuation and Taxation. In 2000 he was the F. K. Weyerhaeuser Fellow at Yale School of Forestry and Environmental Studies. He is a Fellow of the Society of American Foresters and a SAF Certified Forester and is currently a member of the Board of Forest History Society and the Coalition of Prescribed Fire Councils. Keville is married and has two children who are sixth generation Alabama landowners. He has been an advocate for private owners and a long time proponent of prescribed burning and management of natural stands, and currently works on several longleaf tracts in South Alabama and Mississippi for his family.

Rosi Mulholland: Rosi is the Fire Coordinator for the Florida Park Service. The Florida Park Service (FPS) manages over 270,000 acres of fire-dependent habitats scattered over 160 individual parks. In addition to having an active prescribed burning program statewide, the Florida Park Service is also an important partner to the Florida Forest Service, assisting with interagency training, cooperative burning, and wildfire response during extended wildfire seasons. Rosi has been associated with the FPS since 1984 when she was hired as a district biologist in the Central Florida area. On a statewide basis, Rosi currently coordinates fire policy, fire standards, fire data tracking, statewide responses to requests for assistance, fire training, and engine construction projects. She has been an active member of the Central Florida Prescribed Fire Council Steering Committee since 1990 and is currently the Council’s treasurer. Rosi is a long-time proponent of interagency cooperation, an advocate for burning in the wildland urban interface, and a firm believer in frequent burning. Rosi holds wildlife degrees from the University of Maine and the University of Florida and is a Certified Wildlife Biologist. Rosi credits the Florida Park Service with affording her the opportunity to learn the art of applying fire and allowing her to improve her fire application skills, a process that still continues.

Roger Ottmar – Roger is a Research Forester with the Fire and Environmental Research Applications Team, Pacific Northwest Research Station at the Pacific Wildland Fire Sciences Laboratory located in Seattle, Washington. He has been involved with fuels, fire, and smoke related research for over 33 years and is leading efforts to continue the development of 1) a natural fuels photo series; 2) fuel consumption and emission production models by combustion phase and fuelbed layer for forested and non-forested fuel types across North America; and 3) a system to characterize fuelbeds.

David Peterson – David is a Team Leader and Biological Scientist for the USDA Forest Service’s Pacific Northwest Research Station Fire Laboratory in Seattle as well as a professor of Forest Ecology for the University of Washington’s College of Forest Resources. His work with the USDA Forest Service includes being a Synthesis and Integration leader, developing products and information to assist fire managers within the United States. David is also a principal investigator for CLIMET (Climate-Landscape Interactions on a Mountain Ecosystem Transect) and the Western Mountain Initiative (WMI). David directs the Fire and Mountain Ecology (FAME) Lab at the University of Washington, where he oversees the work of graduate students, postdocs, and professional staff.
Mission

The mission of the Washington State Prescribed Fire Council is to protect, conserve, and expand the safe use of prescribed fire on the Washington landscape to meet both public and private management objectives.

Objectives

The Washington State Prescribed Fire Council will serve as a venue for land managers and others concerned about prescribed fire so they may work together to:

a) Promote public understanding of the benefits of prescribed fire and the role of fire in Washington ecosystems.

b) Protect the ability to use prescribed fire as a land management tool.

c) Develop expertise in prescribed fire by sharing technical and ecological information.

d) Promote safety, training, and research in the art and science of prescribed fire.

e) Aid in developing policy and regulations at the national, state, and local levels as they relate to prescribed fire in Washington.
# Conference Evaluation Form

1. **What were your favorite conference sessions? Please check sessions and/or comment below.**

   **Day 1 – March 6, 2012**
   - [ ] Ecological role of fire in WA (P. Hessburg)
   - [ ] Historical role of fire in WA (T. Harwood)
   - [ ] What is a prescribed fire council? (K. Larson)
   - [ ] Panel 1: Prescribed fire councils from around the US
   - [ ] Poster session
   - [ ] Evening banquet with keynote speaker (D. Gayton)

   **Day 2 – March 7, 2012**
   - [ ] Climate change and fire (D. Peterson)
   - [ ] Panel 2: Diverse perspectives on Rx fire
   - [ ] Breakout sessions: Obstacles to Rx fire
   - [ ] Closing remarks (J. Franklin)

   

2. **Was the material presented at the conference useful to you? Please check a box and/or explain below.**

   - [ ] Yes, very useful
   - [ ] Somewhat useful
   - [ ] Not useful (please explain below)

3. **What topics would you like to see addressed at future conferences? Check boxes and/or explain below.**

   - [ ] Air quality issues/regulations
   - [ ] Training
   - [ ] Communications/outreach/education
   - [ ] Cultural resources
   - [ ] Rx fire research
   - [ ] Rx fire effects
   - [ ] Case studies/lessons learned
   - [ ] Funding
   - [ ] Other (explain below)

4. **Do you have suggestions for improving future conferences?**

   

5. **General comments (meeting location, food, etc.)**

   

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*Thank you for your feedback - We look forward to seeing you next time!*
GUIDELINES FOR FACILITATORS
Thank you for agreeing to facilitate a breakout session!

The goal of this session is to identify the major challenges and issues associated with prescribed fire in Washington, and to discuss the potential role of the Washington State Prescribed Fire Council in addressing those challenges. The issues identified in today’s breakout sessions will guide the future efforts of the Council, providing topics for research and management presentations at upcoming meetings and areas of emphasis for Council sub-committees and campaigns.

INSTRUCTIONS:

1. Conference participants will break into 8 groups, based on the numbers printed on their name tags.
2. Gather your breakout session members in a quiet, comfortable spot where everyone can see and hear each other well. The moderator will help locate suitable spots for each group.
3. Identify someone in the group to take notes on your group’s flip chart.
4. Give the group a quick overview of the goals of the session, using the information provided above.
5. Give each person in the group a couple minutes to do the following (30min):
   a. Do a brief introduction (name, organization/agency, relationship to prescribed fire)
   b. Identify their biggest challenge surrounding prescribed fire. (Responses will likely vary, depending on the relationship of each person to prescribed fire. For instance, a researcher may identify funding as their major challenge to understanding Rx fire effects and ecology, whereas a practitioner will struggle more with regulations and burn windows.)
6. Make sure the note-taker is writing down each of the challenges identified by participants.
7. After everyone has spoken, discuss the list with the group and collectively identify the top 3-5 challenges on the list (20-30min).
8. Using what participants have learned about Rx fire councils over the last 2 days, discuss the ways that the Council may approach or address the issues on the list. Questions for discussion could include the following (30min):
   a. How do you see the Council being useful for the WA prescribed fire community?
   b. What issues should the Council work on?
   c. If there’s time: What barriers or challenges might the Council face when addressing these issues? How might we overcome those barriers?
9. Before rejoining the larger group, identify someone from the group to report back on your group’s top issues and ideas.

THANK YOU!
Post-event Follow up

Just because the event is over, it doesn’t mean that the work is done! There are several items to complete promptly after everyone goes home satisfied and inspired to make a difference!

**Bills** – There will almost certainly be bills associated with the venue, travel reimbursements and/or honoraria for speakers and any contracts utilized for the event. It is important to balance the books and pay these bills as soon as possible after the event to avoid any confusion and bad blood.

**Thank you letters** – Letters (either printed and mailed or emailed) to the invited speakers, panelists, volunteers, sponsors and attendees should all be sent within a week of the event. This keeps the event fresh in everyone’s mind and provides recognition of the time, money and energy everyone gave to make it a success.

**Follow-up deliverables** – Any promised deliverables generated at the conference (outcomes from break-out sessions, posted presentations, attendee contact list) should be sent out to targeted individuals within two weeks of the conference. Most of these items could also be posted on the Council website for others to access.

GOOD LUCK! This is a large undertaking but can be an excellent way to generate support and energy for a powerful, collaborative organization devoted to safe and effective use of prescribed fire in your state. If you have any questions or comments about this process please contact:

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