# **--Technical Steering Committee / Work Group Co-Chairs--**

# **-- Monthly Coordination Meeting --**

# **Agenda**

September 29, 2021 11:30 am – 1:00 pm PT, 12:30 – 2:00 pm MT

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDk2MDMzM2QtYzYyMS00OTQwLWJmNzAtMTNiMzQzMDM5MTA0%40thread.v2/0?context=%7b%22Tid%22%3a%2288193d2b-cf2f-4570-a996-c9c2c176cfb1%22%2c%22Oid%22%3a%220d1aec3f-1a36-4f19-b377-b71870c7ce71%22%7d)

**Or call in (audio only)**

[+1 323-676-6261, 917776494#](tel:+13236766261,,917776494# )   United States, Los Angeles

Phone Conference ID: 917 776 494#

Call materials available on [TSC webpage](http://www.wrapair2.org/TSC.aspx) and [WRAP calendar](http://www.wrapair2.org/calendar/viewitem.jsp?&cal_item_id=39205)

* **Welcome, Roll Call, Agenda Review, Previous Meeting Notes (10 minutes) – Julie**
  + Roll Call & Agenda Review
    - Attendance list to be added by cochairs
  + Notes for this call – Bob Kotchenruther, EPA Region 10
  + Review and approve [notes from August 2 meeting](http://www.wrapair2.org/pdf/TSC-WG_CoChairs_21.08.02_CallNotes.docx)
    - No comments, **Action Item: get comments to TSC cochairs by the end of the week.**
* **Work Group Status Reports (30-35 minutes) – Darla** 
  + WG Co-Chairs – FSWG, OGWG, RTOWG, TDWG, RHPWG, & WESTAR/WRAP
    - Status Updates (RH Workplan) and Progress Updates (Board Approved Work Topics)

[Future project prioritization topics (wrapair2.org)](http://www.wrapair2.org/calendar/attachments/36524/39184/BriefingTableforWRAP2021onwardFutureProjects_Dec1_2020final.docx)

* + - See slide deck for what WG cochairs covered.
    - FSWG: no questions to WG cochairs.
    - OGWG: WG Co-chairs plan to use MS Teams for meetings and documents. Reach out to co-chairs if you have trouble accessing the Teams channel. Darla – not all states use Teams as primary tool, so suggests to also post to WRAP web page for transparency. Amanda – they will use Teams for working drafts, but will post all finals to WRAP web page at a minimum.
    - RTOWG: no questions to WG cochairs.
    - TDWG: For the last question on slide, this is an **Action Item, for tribes to submit updates or changes to the smoke management plans layer information on the WRAP map.** Tom will receive and collect the info., coordinate with FSWG, and work with ARS to make map revisions along with the other WESTAR/WRAP website work being conducted.
    - RHPWG: no questions to WG cochairs.
  + Tom on WESTAR/WRAP progress update. See linked document on future project prioritization. Tom walked through the items on the table. Darla – we need thoughts from TSC members on this. Idea is to update this table on a monthly basis. Question to Tom, what is a good timeframe for feedback on this. WRAP board meeting is in a week. **Action Item: Reply by Monday to correct any items of for feedback.**
  + WG Preparation for December 9 WRAP Board/TSC Meeting (Darla)
    - Developing workplan scopes. **Action Item for WG co-chairs – for next TSC, bring a draft workplan scope.**
    - Work group updates during meeting. In preparation for this (**Action Item**): **for the Nov 23 TSC – WG updates to include previous 9 months of accomplishments and outlook for the next 4 months.**
    - **Action item:** **Each WG needs to update list of members and advisors, new members to be approved by TSC, and post it to the respective WRAP web page for your WG.**
* **TSC Administrative and Informational Items (40 minutes)**
  + TSC Approval of Final updates to 4 organization documents – Julie
    - ([TSC Description](http://www.wrapair2.org/pdf/FINAL%20DRAFT%20UPDATES%20to%20TSC%20Description%202017%20Update%202018-2019%20Workplan._17Sept2021.docx)) ([WRAP Org Structure](http://www.wrapair2.org/pdf/FINAL%20DRAFT%20UPDATES%20to%20WRAP%20Organizational%20Structure._17Sept2021.docx)) ([WG Guidance – Comm./Coord.](http://www.wrapair2.org/pdf/FINAL%20DRAFT%20UPDATES%20to%20WRAP%20Work%20Group%20Guidance.CommunicationCoordination8.1.18final._17Sept2021.docx))([WG Guidance Info Sharing](http://www.wrapair2.org/pdf/FINAL%20DRAFT%20UPDATES%20to%20WorkGroupGuidanceInfoDissem%20Sharing_approved%20by%20consensus31Oct2018._17Sept2021.docx))
      * WRAP Org Structure document: Some additional comments came in. Julie highlights just the most recent changes. Changes approved by consensus.
      * TSC Description: Changes approved by consensus.
      * WG Guidance Info Sharing: Changes approved by consensus.
      * WG Guidance: No edits, incorporated changes approved by consensus.
      * WRAP Org Structure and TSC Description final drafts will be presented to WRAP Board next week for review and approval. Final TSC-approved WG Guidance docs will be presented to WRAP Board.
    - For list of all WRAP organizational documents, the status of the updates, and the links to the original versions see [2021 Review Summary](https://www.wrapair2.org/pdf/2021%20Review%20of%20WRAP%20Documents%20for%20Potential%20Revision.Summary%20Table.27June2021v2.xlsx)
  + Meetings and Conferences
    - AWMA Specialty Conference, [Atmospheric Optics: Aerosols, Visibility, and the Radiative Balance](https://www.awma.org/visibility), October 5-8, 2021, Bryce Canyon, UT
      * Unfortunately, no remote participation option.
    - [NADP Fall Meeting and Scientific Symposium](http://nadp.slh.wisc.edu/nadp2021/default.asp), October 25-29, 2021, Virtual
    - IMPROVE Steering Committee, November 9-10, 2021, Virtual
    - WESTAR/WRAP Fall Business Meeting, Dec. 7-9, 2021, Santa Fe, NM (WRAP Board/TSC meeting of morning of Dec. 9th draft agenda)
      * In person, but will have remote access. Format as usual.
* **Next Steps and Wrap up (5 minutes) – Darla** 
  + Review next steps and action items from call
    - See red highlighted **Action Items** above.
  + Next call date – October 27, 2021, 11:30-1:00 PT / 12:30-2:00 MT
    - Note taker, Gordon Pierce, Colorado DPHE
  + Change to November call date – Tuesday, November 23, 2021, 11:30 PT / 12:30 MT
  + No call December 29

# **Call Notetaking Schedule**

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| --- | --- | --- | --- | --- | --- |
| **Call Date** | **Time (PT)** | **Name** | **Agency** | **Representing** | **Geography** |
| 9/29/2021 | 11:30am – 1pm | Bob Kotchenruther | EPA Region 10 | Fed | Pacific NW |
| 10/27/2021 | 11:30am – 1pm | Gordon Pierce | Colorado DPHE | State | Colorado |
| 11/23/2021 | 11:30am – 1pm | Andrew Daffern | City of Albuqerque Environmental Health | Local | NM |
| 1/26/2022 | 11:30am – 1pm | Melissa Hovey | BLM National Operations Center | Fed | National |
| 2/23/2022 | 11:30am – 1pm | John Vimont | NPS - Air Resources Div. | Fed | National |
| 3/30/2022 | 11:30am – 1pm | Rupesh Patel | Pima Co. DEQ | Local | Arizona |
| 4/27/2022 | 11:30am – 1pm | Kris Ray | Confederated Tribes, Colville Reservation | Tribal | Washington |
| 5/25/2022 | 11:30am – 1pm | Phil Allen | Oregon DEQ | State | Oregon |
| 6/29/2022 | 11:30am – 1pm | Bret Anderson | USFS | Fed | National |
| 7/27/2022 | 11:30am – 1pm | Tim Allen | FWS | Fed | National |
| 8/31/2022 | 11:30am – 1pm | Gail Tonnesen | EPA – Region 8 | Fed | Intermountain |
| 9/28/2022 | 11:30am – 1pm | Kirk Baker | EPA OAQPS | Fed | National |
| 10/26/2022 | 11:30am – 1pm | Jason Walker | NW Band, Shoshone Nation - Washakie Reservation | Tribal | Utah/Idaho |