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

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

# **Agenda**

Wednesday December 1, 2021 9:00–10:30 pm PT, 10:00–11:30 am 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_ZGQ4M2U5ZWYtMzk2Zi00NjZmLTk3NDgtMTZlMTk3NjM0ZmZj%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,,121864974#  
Phone Conference ID: 121 864 974#

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=39208)

* **Action Items bolded red**
* **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 – Andrew Daffern, City of Albuquerque Environmental Health
  + Review and approve notes from October 27 meeting
    - **Notes to be posted soon; will table approval until the next scheduled TSC meeting.**
* **WG Status Updates - accomplishments past 9 months & plan next 4 months (20 minutes) - Darla**
  + WG Co-Chairs – FSWG, OGWG, RTOWG, TDWG, RHPWG, & WESTAR/WRAP
    - Progress Update (Board Approved Work Topics, accomplishments past 9 months & plan next 4 months)
      * See slide deck for what WG cochairs covered.
      * **Darla asked for any changes to the WG Status Update PPTs by noon MT, 12/2, in order to incorporate them into the compilation for the WRAP Board Meeting next week.**
      * FSWG: **Tom asked if the cochairs would mind saying a few words on the funding proposal for a conceptual model for long term fire data support at next week’s Fall meeting.**
      * OGWG: **Tom asked for additional explanatory text to be added to the PPT slides in the notes section.**
      * RTOWG: **Tom asked for a screenshot of the IWDW-WAQS website and a list of the cooperating agencies.**
      * TDWG: Comment from Mark: Is there a place for the OGWG to have a coordinating call with the TDWG? Darla suggested that Mark and Amanda reach out directly to Emma and Lori to initiate cross-WG communication.
      * RHPWG: no questions to WG cochairs.
      * WESTAR/WRAP: no questions to Tom.
* **TSC Reviews & WG Preparation for December 9 WRAP Board/TSC Meeting (40 minutes) - Darla**
  + Workplan Scope Review – OGWG, RTOWG, TDWG, RHPWG
    - See meeting links for each final draft workplan scope.
    - Darla: Workplan scopes need to be approved: 1) by consensus in each WG; 2) by consensus by the TSC; and then 3) by the WRAP Board. This means that Workplan scopes will have to come back to the TSC after the 12/9 WRAP Board meeting.
    - OGWG: **Darla: make sure the WG approved workplan is posted for TSC review. TSC will review and approve at the January 2022 meeting.**
    - RTOWG: Darla: what is the status of the workplan scope consideration by the RTOWG? Mike: it was reviewed and approved by consensus. It is posted on the RTOWG webpage. **TSC will review and approve at the January 2022 meeting.**
    - TDWG: The workplan will be reviewed by the WG in February 2022.
    - RHPWG: The workplan scope is consensus approved and is posted on the webpage. **TSC will review and approve at the January 2022 meeting.**
  + Membership Lists update
    - **WG membership lists are approved by the WGs then by the TSC. If you are a WG cochair and you have updated membership lists , please get that to Darla, Julie, and Tom in advance of the January 2022 meeting.**
* **TSC Administrative and Informational Items (15 minutes)**
  + Status Update Board Approval of Organization Documents – Julie
    - (TSC Description) (WRAP Org Structure) – Board approved on 11/3
    - WESTAR-WRAP Joint Operating Agreement, WRAP Strategic Plan, 2014 WRAP Charter – under Board Review
    - The WRAP Documents 2021 Review Sheet has been updated and will be posted on the TSC page for this meeting.
  + IMPROVE Steering Committee, November 9-10, 2021, Virtual, interactive agenda – Tom
    - The IMPROVE Steering Committee is working to incorporate the GAO’s report and feedback into their process. Tom suggests reviewing the Committee Agenda: <http://vista.cira.colostate.edu/Improve/2021-steering-committee-agenda/>
  + Meetings and Conferences – Julie
    - WESTAR/WRAP Fall Business Meeting, Dec. 7-9, 2021, Santa Fe, NM (WRAP Board/TSC meeting of morning of Dec. 9th draft agenda)
    - The TSC worked to update and align the meeting agenda.
      * Darla: each WG should work to keep their updates and workplan scope discussions to no more than 10 minutes.
    - [Healthy Buildings America 2021](https://hb2021-america.org/), Jan. 18-20, Honolulu, HI
    - [HAQAST Meeting](https://haqast.org/haqast-houston/), Jan. 20-21, 2022, Houston, TX
    - [AWMA Air Quality Measurements Conference](https://www.awma.org/measurements), Mar. 8-10, 2022, San Diego, CA
    - WESTAR/WRAP Spring Meeting and WRAP Anniversary Celebration, April 5-7, Park City, UT
    - National Tribal Forum on Air Quality, May 2-5, 2022, Muscogee Nation, OK
    - [Air Sensors International Conference](https://asic.aqrc.ucdavis.edu/), May 11-13, 2022, Pasadena, CA
    - [IAWF Fire and Climate Conference](https://fireandclimateconference.com/pasadena/), May 23-27, 2022, Pasadena, CA
* **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 – **Wednesday, January 26, 2022**, 11:30 PT / 12:30 MT
    - Note taker, John Vimont, NPS – Air Resources Division

# **Call Notetaking Schedule**

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| **Call Date** | **Time (PT)** | **Name** | **Agency** | **Representing** | **Geography** |
| 12/1/2021 | 9:00-10:30am | Andrew Daffern | City of Albuquerque Environmental Health | Local | NM |
| 1/26/2022 | 11:30am – 1pm | John Vimont | NPS - Air Resources Div. | Fed | National |
| 2/23/2022 | 11:30am – 1pm | Rupesh Patel | Pima Co. DEQ | Local | Arizona |
| 3/30/2022 | 11:30am – 1pm | Kris Ray | Confederated Tribes, Colville Reservation | Tribal | Washington |
| 4/27/2022 | 11:30am – 1pm | Phil Allen | Oregon DEQ | State | Oregon |
| 5/25/2022 | 11:30am – 1pm | Bret Anderson | USFS | Fed | National |
| 6/29/2022 | 11:30am – 1pm | Tim Allen | FWS | Fed | National |
| 7/27/2022 | 11:30am – 1pm | Gail Tonnesen | EPA – Region 8 | Fed | Intermountain |
| 8/31/2022 | 11:30am – 1pm | Kirk Baker | EPA OAQPS | Fed | National |
| 9/28/2022 | 11:30am – 1pm | Jason Walker | NW Band, Shoshone Nation - Washakie Reservation | Tribal | Utah/Idaho |
| 10/26/2022 | 11:30am – 1pm | Bob Kotchenruther | EPA Region 10 | Fed | Pacific NW |
| 11/30/2022 | 11:30am – 1pm | Gordon Pierce | Colorado DPHE | State | Colorado |
| 12/28/2022 | 11:30am – 1pm | Andrew Daffern | City of Albuquerque Environmental Health | Local | NM |