

2023 NPC Organizational, Technical, and Meeting Facilitation Services

OUTREACH AND EDUCATION

National Parks Service (NPS) – Department of the Interior (DOI) – Washington, DC



PROJECT DETAILS

DIFFICULTY: Medium

COST: \$70,000 - \$80,000

TIMEFRAME: Twelve (12) Months

DELIVERABLES: 10 Monthly meeting agendas and meeting minutes for two (2) separate NPS Councils, and four (4) week-long meeting agendas and associated facilitation and minutes for two (2) onsite meetings for each Council per year.

CORE COMPETENCIES:

- Meeting Facilitation
- Agenda/Activities Development
- Stakeholder Engagement
- Consensus Building
- Meeting Notes/Minutes

PROJECT TEAM

Vision Planning and Consulting

CLIENT CONTACT

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PROJECT OVERVIEW

VPC was contracted by the National Park Service (NPS) to provide organizational, technical, and meeting facilitation services for two of NPS' Councils: 1) the Safety Leadership Council (SLC), and 2) the National Ranger Council (NRC), which support Visitor and Resource Protection (VRP) Programs.

PROJECT SUMMARY

Safety Leadership Council (SLC)

The (SLC) was formed in 2007 and charged with prioritizing the safety of NPS Employees. The SLC focuses on creating an effective and sustained Safety, Health, and Wellness culture within the Service and champions several service-wide initiatives to improve physical, psychological, and social safety through programs like Operational Leadership and the Employee Wellness Program.

VPC supported the SLC's monthly conference calls by developing and disseminating meeting agendas, facilitating calls, tracking attendance, and producing meeting minutes. VPC also assisted in two 3-day in-person SLC meeting at the Channel Islands in Ventura, CA, and at Rapid City, SD.

For the Channel Islands meeting, VPC assisted with travel logistics, organized meeting activities, kept participants on task and on schedule, and facilitated discussion as the SLC reviewed the new charge memo and formed working groups for those charges. At Rapid City, VPC once again assisted with logistics and activities, but this time provided ample opportunity for the working groups formed six months prior to make valuable progress towards the implementation of their charges while in-person..

National Ranger Council (NRC)

Regional Chief Rangers are charged with administering a wide range of Visitor and Resource Protection (VRP) programs that serve

the public and National Park Service employees. Responsibilities include Law Enforcement programs, Wildland/Structural Fire programs, Emergency Management and Preparedness plans, Aviation, Emergency Medical Systems, Safety, Search and Rescue programs, and other support services. The NRC provides field support through priority setting, best management practices, and information sharing. The NRC core mission is to assist in decreasing operational risk and consistent execution of VRP operations.

VPC supported the National Ranger Council's (NRC) monthly conference calls. VPC coordinated with the Council Co-chairs to draft and disseminate meeting agendas, facilitate the conference calls, and produce meeting minutes for each call.

VPC supported these meetings by: leading and facilitating meetings, tracking attendance, keeping to the time schedule, organizing meeting activities, keeping participants on task, and providing general organizational support for the meetings. VPC also provided consultation on organizational development initiatives and ongoing efforts in the areas of public safety, emergency management, hazard mitigation, and resilience. VPC also supported two four-day, on-site meetings for the NRC, one in Washington DC, and one in Boise, ID. VPC assisted with travel logistics, organizing meeting activities, keeping participants on task and on schedule, and facilitating discussion.