
Outfitters and Guides Administrators Workshop **Quality Inn, Missoula** **Agenda**

Workshop Objectives are to increase participants understanding of:

- Needs Assessments, determining carrying capacity, the allocation process.
- The prospectus, evaluation and application process, including NEPA requirements.
- Key components of special use permit files, including operating plans and itineraries.
- Performance ratings, permit actions, appeal processes.
- Billing, permits, and other SUDS components
- Use of fees; FLREA

Monday, December 5

1:00 p.m.	Introductions, workshop objectives Regional and National Updates	Chris Ryan Maureen McBrien
1:30 p.m.	Getting Started <ul style="list-style-type: none">▪ Needs Assessments▪ Determining the Extent Necessary in Wilderness▪ Carrying Capacity and Allocations	Heather Berg Doug Gober Alan Campbell Diane Hitchings
3:30 p.m.	Break	
3:45 p.m.	NEPA CEs, EAs, Concise EAs	Joan Dickerson
4:45 p.m.	Wrapup of the day	

Tuesday, December 6

8:00 a.m.	Determining the Need for a Special Use Permit Outfitters and Guides/Rec Event/Outfitting out of a Resort	Diane Hitchings
8:30 a.m.	Application Process Unsolicited Proposals; Screening criteria	Diane Hitchings
9:00 a.m.	Solicited Proposals; the prospectus process	Carol Hennessey Mary Laws
10:00 a.m.	Break	



10:15 a.m.	Permits Forms, authorities, multi-forest permits	Mike Heilman/ Gene Hardin
11:00 a.m.	Key components of a permit file; permit, operating plans, camp management plans, itinerary, insurance	Gordon Ash
11:30 a.m.	Lunch	
12:45 p.m.	Questions on key components of the permit file	Gordon Ash
1:15 p.m.	Public Liability Insurance Indemnification Liability Waivers Acknowledgement of Risk Policy Review process	Mike Heilman
3:00 p.m.	Break	
3:15 p.m.	Management of Use <ul style="list-style-type: none"> ▪ Temporary, Priority, Use of Pools ▪ Approved vs. Actual ▪ Reduction of Use ▪ Camps and Assigned Sites 	Chris Ryan/ Frank /Cifala
4:30 p.m.	Wrap up of the day	

Wednesday, December 7

8:00 a.m.	Change in Ownership	Gene Hardin/ Carol Hennessey
9:00 a.m.	Permit Administration <ul style="list-style-type: none"> ▪ Camp Inspections ▪ Performance ratings ▪ Permit Actions (probation, suspension, revocation) ▪ Appeals and litigation 	Kraig Lang/ Alan Campbell
10:00 a.m.	Break	
10:15 a.m.	Questions on Permit Administration	Chris Ryan
11:00 a.m.	Civil Right Compliance Reviews	Margie Irvine

11:30 a.m.	Lunch	
12:45 p.m.	Enforcement	Patrick Finnegan Gail Keith
1:45 p.m.	Working with the State Licensing Boards	Wayne Johnston-MT Jake Howard-ID
3:00 p.m.	Break	
3:15 p.m.	Partners Panel—	Ralph Cahoon Marty Smith Mac Minard
4:45 p.m.	Wrapup of the day	

Thursday, December 8th

8:00 a.m.	Fee Schedule Options Calculating and Re-evaluating Flat Fees	Chris Ryan Bill Fansler
9:30 a.m.	Break	
9:45 a.m.	Billing SUDS FLREA Accountability and audits (Kevin Sweeney)	Linda King Roylene Gaul Terry Knupp Joni Packard
11:00 a.m.	Review BIN items/Any unanswered questions?	
11:30 a.m.	Wrapup of Workshop	