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November 17, 2016

TO: COMMISSIONERS, OPERATIONS COMMITTEE,
WORKING TEAMS, COOPERATORS, VENDORS and GUESTS

FROM: TOM PARENT, EXECUTIVE DIRECTOR

SUBJECT: 2017 WINTER TRAINING/AWARENESS MEETING

The annual Winter Training/Awareness Meeting of the Northeastern Forest Fire Protection Compact will be held at the Best Western Merry Manor Inn in South Portland, ME on January 24-26, 2017. The meeting will be two full days preceded by Working Team meetings on Tuesday Jan 24th. An awards dinner banquet is scheduled for the last evening, on Thursday January 26th.

The Operations Committee and all Working Teams will have rooms available to start their meetings at 0800 on Tuesday Jan 24. Anyone attending meetings, including Working Team meetings, needs to register. Please see the registration form included. **All Working Teams should plan to be in session between 0800 and 1000 on January 24th. This time has been reserved for Liaisons to meet with their respective Working Teams. Each Working Team will also be invited to meet with Operations between 1030 and 1230 to review 2017 work plans and go over budget requests.**

The general session will begin at 8:30 AM on Wednesday, January 25th and continue through Thursday, January 26th. Please see the attached agenda for specific programmed events. We have some excellent topics and speakers for the general session. We strongly encourage member attendance in order to make best use of the information for local programs.

The general registration fee for all participants is \$20 per person per day. This year, breakfast is included with the lodging. Anyone wanting a group lunch each day can do so for an additional \$15 per meal as shown on the registration form. Individuals need to Opt in or Opt out with this registration form so that we can commit final guaranteed numbers to the motel. A casual evening awards banquet will be held on Thursday January 26th at a cost of \$35.

Vendors are cordially invited to attend all aspects of the meeting. Ample opportunity will be provided for interaction between attendees and vendors. Vendor registrations will be a flat fee of \$150 per vendor table for the session, plus appropriate registration fees per person per day. Please see details on the registration form attached.

COMPACT MEMBERS....Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, Quebec, New Brunswick, Nova Scotia, Newfoundland & Labrador, Prince Edward Island, US Forest Service, US Fish & Wildlife Service, US National Park Service, FDNY

Hotel and reservation information is as follows:

Best Western Merry Manor Inn, 700 Main Street, South Portland, ME 04106

Tel.: (207) 774-6151 Fax: (207) 871-0537

Room rate - \$79.00 per room per night, plus tax (single or double occupancy)

Tax Rate - 8%

Reservation Method - Individual Reservations (Reference Northeast Compact Group)

Important ! Deadline for hotel reservations and completed registration forms is January 6th.

Meeting Rooms

Rooms will be provided for meetings of the Operations Committee and all Working Teams on January 24th. The Wildwood Ballroom will be set up classroom style for 150 people for January 25-26. The Vendor room, adjacent to the Wildwood Ballroom, will be available for setup starting at 6:00 PM on Tuesday, January 24th.

A social hour along with equipment displays will take place Wednesday, January 25th, starting at 6:00 PM in the vendor display area. The hotel will provide a cash bar. This room will also be used for all breaks. We will likely be in the general meeting room for the banquet on Thursday January 26th.

There will be a poster area set up for display and discussion. A portion of each break will be provided in that area.

Meals

Costs for Working Team members' lodging and meals for Tuesday January 24th will be paid by the Compact. Members with long travel distances are authorized an additional travel day.

Meals will be provided in the restaurant for those registered to do so on all three days, Jan 24, 25 and 26.

The hotel restaurant will be available for meals that are not provided by the Compact. **Note: those not registered to eat meals with the group may find it difficult to eat at the restaurant during the group meals.** Unless communicated to you differently by your agency, charges for meals from the hotel restaurant can be placed on individual rooms. If preferred, there are many local restaurants available.

The Thursday evening banquet will be a dinner buffet with a four item selection at a cost of \$35.00, including tax and gratuity. Dress will be casual.

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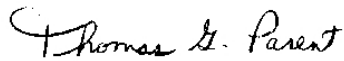
Payment Arrangements

The Compact will pay for any unpaid Compact members' hotel, restaurant, banquet and registration costs at the conclusion of the session. These charges, minus any authorized Working Team costs, will later be invoiced to the member agencies and/or charged to member reserve funds. Additionally, guest speaker costs will be covered based on specific Working Team work plans. **All others are responsible for payment of their own registration fees, lodging and meal costs. Unless other arrangements have been made, registration fees are due with the registration form.**

Enclosed you will find a copy of the proposed agenda along with directions to the conference.

Please forward this memo to anyone that you would like to invite to attend. Please contact me if you have any questions or if you would like to discuss any aspects of the meeting.

Best Regards,



Tom Parent
Executive Director, NFFPC

Directions to the Best Western Merry Manor Inn, 700 Main Street (Route 1), South Portland, ME:

GPS Coordinates: N43.619075 W-70.306395

From Interstate 95, take Exit 45 (South Portland), to US Route 1.
Upon arriving at Route 1 - Main Street, the motel is directly across the street.

From Interstate 295, take Exit 2 to US Route 1, Main Street.

Upon arriving at Route 1 - Main Street, the motel is directly across the street.

Alternatively, you can take exit 3 towards the airport onto Route 9 going East (Route 9 becomes Westbrook Street). Follow for a about a mile until reaching Route 1 (Main Street). Take a right and get into the left lane when feasible. Follow until reaching an Irving gas station which is just before a traffic light. The hotel is on your left just past the Irving Station.

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