3-31-2012


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Executive Summary

- Team completed three steward refresher courses
- One basic stewardship class produced 22 new volunteers
- Letter prepared for volunteers’ signature to transfer personal information to State

Summary of Attachments

- Agenda and minutes for January 19 team meeting
- Refresher Class letter to volunteers
- Refresher Class outline

Collaboration with Interagency Team

The Interagency Cultural Site Stewardship Team (ICSST) met twice during the quarter. The first meeting was held on January 19 at the National Park Service conference room in Boulder City (see attached agenda and minutes) to review results of the first Stewardship Refresher Course Training class held the previous day. Those SOUTHERN Nevada Agency Partnership (SNAP) participants present at each refresher class include the Cultural Site Stewardship Program (CSSP) manager, the State Historical Preservation Office Site Stewardship Coordinator, a BLM Law Enforcement Officer, a BLM Safety Officer, and the ICSST lead archaeologist.

The second ICSST meeting was held on March 8 in conjunction with a Cultural Resource Meeting at the Bureau of Reclamation office in Boulder City. Those attending the meeting included Kate Hanson, SNAP Executive Director, Rebecca Palmer, Deputy State Preservation Officer, and Karen de Dufour, SHPO Data Manager.

The SHPO stewardship coordinator originally assigned to manage the state stewardship resigned suddenly in mid-February. Interim manager Samantha Rubinson was appointed until a replacement is chosen. The state is preparing a new stewardship database to accommodate the transition of information...
from CSSP. George Phillips, CSSP manager, asked for a more formal transition plan and suggested preparing a letter for stewards to permit transfer of personal information from CSSP to the State of Nevada.

**Project 1 – Recruitment, Training, and Retention of Volunteer Site Stewards**

**Task 1 – Refine and Maintain a Site Steward Database**

The CSSP stewardship database continues operating as planned and all data is scheduled be turned over to the state of Nevada in 2012 in compliance with ICSST instructions. This will occur when ICSST is made aware that the state stewardship program database currently under construction is ready.

**Task 2 – Recruit additional volunteer cultural site stewards.**

Sixteen new stewards were recruited through “word-of-mouth” referrals and from CSSP Regional Coordinators. An additional 5 volunteers applied for stewardship after Phillips’ presentation on site CSSP at the Jeep Wrangler Club on January 12.

**Task 3 – Deliver, evaluate, and refine basic training classes for volunteer cultural site stewards**

On February 11, a basic site stewardship class was held at the UNLV Paradise Campus. Twenty-two volunteers were trained for a total of 567 trained stewards since program inception as shown in figure 1 below.

![Site Stewardship Growth](image)

**Figure 1** Annual Site Stewardship growth beginning 2004
All training incorporates information updated by SNAP law enforcement and safety teams including notice of transition to the state stewardship system.

**Task 4 – Deliver, evaluate, and refine refresher training for volunteer cultural site stewards.**

CSSP stewards were notified by both letter and email of the requirement to attend refresher classes *(see attached letter and class outline)*. Three classes have been held and approximately one third of all stewards have participated. In addition, five CPR/first aid classes were given for stewards as part of their refresher training requirements. Classes are limited to 15 or 20 volunteers and will continue until all stewards have been certified.

Refresher training class are evaluated by SNAP participants and refined by ICSST members. Documentation, safety, and use of personal vehicles to access sites have been primary topics for refinement.

**Task 5 – Obtain and evaluate feedback from volunteer cultural site stewards about the program and incorporate into program improvements.**

Written evaluations from class participants and reviewed to make improvements and enhance presentations. Original evaluation sheets are collected and maintained by Mark Boatwright, ICSST leader.

**Task 6 – Plan and implement volunteer recognition initiatives and events.**

The Program Manager and Regional Coordinators all maintain active, frequent communication with each steward, especially when site monitoring reports are submitted. Coordinators contact each of the stewards to accompany them to assigned sites at least once each year.

The eighth recognition event for all Clark County stewards and ICSST members will occur in November 2012. Detailed plans will be made this spring. All seven previous events were well-attended and considered highly successful. Stewards are recognized for outstanding service and are presented with plaques, certificates and other awards during an outdoor informal ceremony.

**Project 2: Monitoring of Cultural Resource Sites and Reporting Results**

**Task 1 – Assign, monitor, supervise, and evaluate volunteer site stewards to protect cultural sites on public lands.**

Sixteen stewards from a CSSP basic training class conducted February 11 have been assigned and introduced to new sites. Six volunteers are assigned and will be escorted to sites shortly. Four experienced stewards are being given added monitoring units.

**Task 2 – Report incidents to appropriate agencies.**

Total impacts to sites in Clark County for 2012 are shown in figure 2 below:
CULTURAL SITE IMPACTS
10/1/11 through 3/31/12

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graffiti</td>
<td>9</td>
</tr>
<tr>
<td>OHV Related</td>
<td>13</td>
</tr>
<tr>
<td>Fence Destruction</td>
<td>1</td>
</tr>
<tr>
<td>Vandalism</td>
<td>4</td>
</tr>
<tr>
<td>Sign Destruction</td>
<td>2</td>
</tr>
<tr>
<td>Excess Trash</td>
<td>1</td>
</tr>
<tr>
<td>Potting/Digging</td>
<td>0</td>
</tr>
<tr>
<td>Bullet Damage</td>
<td>1</td>
</tr>
<tr>
<td>Fire Damage</td>
<td>0</td>
</tr>
<tr>
<td>Other Natural Causes</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

Fig. 2 Cultural Site Impacts through 3/31/12

Task 3 – Collect, maintain, and provide longitudinal statistics to federal land managing agencies and create and maintain a central database containing site steward and cultural site monitoring information and statistics from all five agencies.

Site monitoring activities are kept in compliance with agency instructions and are provided upon request. Annual reports were submitted to each agency as required through September 30, 2011.

Project 3: Community Outreach and Education

Task 1 – Inform the community about the Cultural Site Stewardship Program and their opportunity to get personally involved in protecting public lands.

As mentioned above, Phillips gave a power point presentation on the CSSP to 52 members of the Las Vegas Jeep Wrangler Club in Henderson, Nevada on January 12. Five members were recruited and were trained in the February 11 basic training class.

Task 2 – Educate the public about the need to protect cultural sites, increase public awareness of the significance and value of heritage resources, and educate the public about proper site etiquette in accordance with existing state and federal laws enacted for historical preservation.

On January 25, Phillips led 11 members of the National Wilderness Stewardship into the Pinto Wilderness area of Nevada to demonstrate procedures followed by cultural site stewards.

Submitted by:

Margaret N. Rees, Ph.D.
Executive Director, Public Lands Institute

March 31, 2012
1. Review minutes of 10.20.11 meeting

2. CSSP update
   Regional Coordinators
   Recognition event
   Other

3. Recognition Picnic

4. Classes
   Basic class scheduled for 2.11.12
   Future basic class(es)
   Refresher Class results for 1/18/12
   Future Refresher Classes – 1/26/12 IA office
  2/18/12 (?) Mesquite

5. Forest Service data transfer

6. “To do” List for preparation to state transition

7. Other
ICSST MEETING NOTES
January 19, 2012
Interagency Office

Present: George Phillips  Sali Underwood  Steve Daron  Elaine Holmes
         Kelly Turner  Mark Boatwright  Harry Konwin

Absent: Kathleen Sprowl, Mark Slaughter, Dena Sedar

Meeting began – 10:00 a.m.

1. Minutes of 10/20/11 meeting: Minutes were reviewed and approved.

2. CSSP Update: As the new ICSST lead, Mark Boatwright said he would conduct meetings according to Parliamentary Rules. The substance of this meeting would be concerned with the first Refresher Class conducted on January 18, 2012.
   a. There is confusion with the Safety Presentation in which the CD presented by Brad Milam refers to “employees” rather than “volunteers.” Brad will change the CD.
   b. Mark presented 3 forms that must be signed by each volunteer at the meeting; New Volunteer Agreement, Job Description, and Risk Management Assessment. The Safety Power Point should explain all forms.
   c. The term, “Injury Compensation” should be used rather than “Workers’ Comp.”
   d. Team members discussed using “SNAP” on those forms to indicate all agencies, not just the BLM. Discussion ensued to decide if the BLM Volunteer Agreement should be given out to stewards who volunteer for other agencies.
   e. Sali expressed concern that the Job Description should be active from the time of signature and date. She wanted more emphasis that the data collected is federally owned and must be returned.
   f. Mark stressed that “if stewards want to continue the program, they must sign the new paperwork.
   g. Kelly wanted class evaluations turned back for feedback in the future. She wanted to clarify that firearms cannot be carried into a site or even left in a vehicle. The team decided that firearms should not be a part of monitoring and should not be transported in the steward’s vehicle while monitoring.

3. Classes: The 2nd refresher class will be Thursday, Jan. 26 at the IA office beginning 1 pm. Mark, Harry, Kelly, Sali, George, Chris Allen and Brad Milam will attend. The first of two basic stewardship classes will be held at the Paradise Campus on Saturday, February 11. We are expecting more than 20 participants. The 3rd refresher class will occur at Mesquite whenever a venue can be arranged.

4. Forest Service: As directed, all USFS data was given to Kelly on Friday, December 16. Hard copies of all files and a disk with database information were included. George has not informed the stewards in response to Kelly’s memo that letters and emails will be sent out by the USFS.

5. Steve suggested having the next ICSST Meeting after the Cultural Committee Meeting on Thursday, February 16. More information will follow.

Meeting terminated at 11:55 am.
Greetings to all Clark County Stewards,

For the last seven years, the Cultural Site Stewardship Program has been a continual process of sustained growth and rigorous site monitoring. The exceptional success of this program belongs to you, the steward.

Most recently, an abundance of both subtle and not-so-subtle changes have occurred that demand our attention. The executive board of southern Nevada’s federal land-managing agencies has asked our team to prepare required meetings to update all stewards in areas of safety, law enforcement, operations, and upcoming changes. Our Interagency Cultural Advisory Team and I agree. Like my unpacking an old suitcase – a lot of stuff is outdated and needs upgrading. Even my wife won’t repack it until it’s refreshed. In the same way, the executive board determined that this information is pressing enough to require that our stewards be made aware.

Shortly, I will send a list of meeting schedules and locations. Each meeting will last approximately 4 1/2 hours and will be conducted by law enforcement personnel, archaeologists and safety officers. We ask that you choose one meeting that best fits your schedule and RSVP to me by phone or e-mail shown on the list which will be provided shortly. We realize this is a significant time commitment but have found no better way to present the information concretely. Since we are must include every steward, we appreciate your participation and look forward to seeing you.

Best Regards,

George W. Phillips
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OUTLINE FOR STEWARDSHIP REFRESHER CLASSES

1. Introduction
2. Purpose and Outline of class
3. Status and Accomplishments
4. Safety
5. Law Enforcement
6. Future Operation
7. Close