

**Wildland Fire Education Working Team
National Wildfire Coordinating Group**

**Meeting Minutes
May 16-17, 2001
Boise, Idaho**

Members in Attendance: Rick Gibson, Oregon Department of Forestry
Roberta D'Amico, National Park Service
Vi Hillman, Bureau of Land Management
Rick Gale, National Park Service, Team Liason
Maureen Brooks, Maryland Forest Service

Guests: Roger Erb, US Fish and Wildlife Service
Shari Shetler, Bureau of Land Management, IRMWT
Barry Mathias, Bureau of Land Management, IRM-PMO
Deb Epps, Bureau of Land Management, TWT
Pat Durland, Bureau of Land Management
Sue Vap, National Park Service
Don Smurthwaite, Bureau of Land Management

Team Membership: The team discussed membership with Rick Gale and Roger Erb. There are currently vacancies in team representation in the US Forest Service, US Fish and Wildlife Service, Agency Administrator, and, most recently, a state position. It is desirable that the makeup of the team include coverage in both geography and area of expertise. The team requested Mr. Erb solicit a USFWS representative who has an education/communications interest and background.

Action: *WFEWT will request the other vacancies be filled by agencies as soon as feasible via a letter to Mr. Artley.*

Communicator's Guide: The Wildland Fire Communicator's Guide has been completed and the CD version will be available soon. Initial copies of the guide have been sent to individuals within the agencies and to members of the NWCG parent group and working team chairs. The guide and CD will be distributed through the Center of Excellence. The team reviewed the mailing list for shipment of the CD Rom version and the needs of the COE for marketing the printed and CD versions of the guide. The plan for the guide includes periodic updates (beginning in FY 2003), availability on the Electronic Bibliography in a downloadable format, and a gradual transfer from printed material to electronic form. Team members will be the content managers for assigned chapters (topic areas) and are to provide a plan at the next team meeting for their update. The team will develop a schedule for updating the guide (to begin May 2002) at the October meeting.

Action: *Obtain master document from Ohio State University.
Supply CD mailing list to Ohio State University.
Supply COE with information needed for catalog.
Add the Communicators Guide to the Electronic Bibliography*

*Complete content manager assignments.
Develop guide update schedule*

Hotmail Email List: This project has been started and the email listing is complete. The first hotmail was sent regarding the need for information for the report on Fire Prevention Teams. Additional list members were discussed and members will forward the information to the chair. The team decided to add a standard introduction to each hotmail, keep the messages brief and to utilize attachments also in the body of the email when necessary. Additional topics for the near future were decided. Possible items in the future may include minutes and team accomplishments.

Action: *Spring/summer Hotmail topics will include announcing the Communicator's Guide availability on the COE website, the Fire Ecology brochure availability, reminders to utilize the Electronic Bibliography and the team items at PMS and a reminder and invitation one month prior to team meetings of time and location in order for local agencies to attend.*

Electronic Bibliography: The Electronic Bibliography will be updated and expanded by a contractor. The updated version is anticipated to be available on the web page in January 2002 and will include expanded topic areas and downloadable documents. Roberta D'Amico will manage the contract.

Action: *Solicit Request for Proposals from vendors for the project.*

Wildfire Prevention Handbook: This FY 2001 project will update a previously produced product by this team. The team is currently soliciting agencies for assistance in the rewrite of this product. Anticipated availability through the COE is September 2001.

National Messaging Project:

Lifetime Learning Systems
Risk Watch

NWCG Website/Team Site Discussion with IRMWT: The team members discussed the vision for the team portion of the NWCG website with the IRMWT representatives. The discussion included the responsibilities of the IRMWT and identified several issues regarding the site – use, purpose, and potential value to the NWCG parent group and working teams. The WFEWT has a very high interest in the future of this site as several future project plans include its utilization.

Training Working Team: The Training Working Team was represented by Deb Epps. She explained that the TWT is in the process of outlining the revision process for courses and is currently developing a 3-5 year plan for course revisions. WFEWT input was requested regarding the "P" courses within its responsibility. The courses were reviewed and it was decided that the team would make the following budget requests for course revisions: FY2003 - P-110; FY2004 – P-301; and FY 2005 – P-101. The TWT will facilitate the revisions and the WFEWT will provide a technical person(?). Also discussed was the course P-151. This course will be revised by the Fire Investigation

Working Team and a member of the WFEWT will serve as liaison to assist. The team decided to recommend that sponsorship of this course and P-130 be transferred to the Fire Investigation Working Team.

Action: *Chair to write letter to team liaison for transfer of sponsorship of the two courses. Team will prepare budget recommendations for future revisions discussed.*

Future Meetings: October 24-25, 2001 – Luray, Virginia
January 15-16, 2002 – New Orleans, LA
May 14-15, 2002 – Boise, ID
October 8-9, 2002 – Baltimore, MD