

NWCG Education Working Team
 January 28-30, 2003
 Meeting Notes

Meeting attended by: Team members Maureen Brooks, Angie Braun, Lew Southard, Vi Hillman, Rick Gibson, Bernie Andersen, Robin Hanford, Dennis Dupuis. Linda Langner (Forest Service Social Sciences Research Person) was invited to advise the group on research activities.

Wilma Strohmeier facilitator.

JANUARY 28, 29, 30, 2003 AGENDA

Meeting Objectives

- To review progress and celebrate successes
- To review and refine results of strategic planning in 2002
- To complete and prioritize the plan
- To develop tactical (action) plans
- To identify the roles and responsibilities of team members in achieving the plan
- To continue building a high performance team

Agenda

Day	AGENDA ITEM
Tues AM and PM	Welcome and Introductions
	Establish meeting objectives, review agenda, confirm meeting management tools and protocols
	FY2003 project update: <ul style="list-style-type: none"> ▪ Review Action Item Matrix - Team ▪ Wildland Fire in America Brochure – Maureen Brooks ▪ Electronic Bibliography – Roberta D’Amico ▪ National Fire Prevention and Education Teams project – Rick Gibson <ul style="list-style-type: none"> - review task books - review status of coordinator - review work plan/determine immediate work needs and assign ▪ Review team powerpoint program – Bernie Andersen ▪ DAWG – update of glossary of terms – Dennis Dupuis ▪ NWCG Web page Debrief Celebrate successes
Tues PM and Wednesday AM	New Business/ plan and review <ul style="list-style-type: none"> • Team membership • NWCG display – Roberta • Sign issue paper • National Fire Messaging Project • Incident Web Sites/ proposal • Review future meeting dates
Wednesday PM and Thursday	Review and refine results of strategic planning in 2003 <ul style="list-style-type: none"> ▪ Review the plan as completed to date ▪ Complete the plan <ol style="list-style-type: none"> 1. Review and complete the action plans 2. Identify critical issues 3. Implementation Concepts 4. Develop monitoring and feedback mechanisms

	Evaluate team performance
	Identify Next Steps
	Adjourn

Business meeting notes:

National Fire Prevention and Education Teams Project Status – Lew and Rick

Rick wrote the job description and Lew reviewed it and added the work to be done to form the statement of work for the NFPET Program Coordinator position. Decided to make the position a contracted one in order to have more control. Will be posted on the “grants and agreements” web site. Will likely be advertised by the first part of Feb with response requested by 3-1-03. Lew will advise team when posted so they can encourage interested people to respond.

Robin will post the RFP on the Nature Conservancy listserv.

As contract officer, Lew will put together a team to review responses and make a decision by the end of March. Will confer with team if run into significant issues.

Would like to have someone on board no later then the 1st of June – earlier if possible. Maureen will notify everyone who needs to know when the person starts to work.

The project has a \$106,000 budget, \$60,000 of which is earmarked for the contract with \$46,000 for the purchase of products. Concern was expressed that 60K might not be enough to attract a quality person. When the proposals come in it may be necessary to adjust the contract budget.

Team Powerpoint - Bernie

Reviewed powerpoint developed by Bernie and identified update and revisions to be made. Maureen has the team logo. She will mail it to Bernie for inclusion. Bernie will make corrections and email to team.

DAWG – Dennis

Dennis distributed the glossary and the team sent feedback. Have 6 – 9 responses that have been sent to Judy. The glossary team will identify who has responsibility for what terms. 90% of the “Smokey the Bear” definition was removed.

NWCG Web Page –Dennis

Shari Shetler will get a team together to review issues with the web page. Dennis will be the liaison to that group from this team. Dennis indicated he may need help from other team members.

AD (Administratively Determine) Rates Input

Need to be sure rates are competitive. Competitive rates for an AD 5 are \$27.00 to \$29. Submitted feedback to the ICBMP team chair – no response yet. Maureen and Lew will follow up with Tony.

Social Sciences Task Group – Linda Langner

The Social Science and Fire Management group has 6 people. They focus on the communication between Social Science and the scientists and use their influence to bring resources to bear on the projects that will benefit fire.

The FSSTG meeting summary distributed identifies the history, purpose and other pertinent information about the group. They are trying to get their arms around existing research – mostly from agencies. The task group is not sure how they can help this team.

Team Membership - Maureen

The team wants to increase its membership with representatives from areas that are important to its success.

Wayne Powell, head of the education of FEMA advised we may have someone on board at the May meeting, depending how things shake out with an imminent merger.

Talked with Dave Cleaves regarding a research position. Barbara McDonald's name keeps coming up, but Maureen hasn't made a contact yet. Linda L. suggested Ed Brunson.

No progress on the NFPA person. Lew will make some contacts and pass the information on to Maureen.

Denis questioned whether all team members should have backups. Decided that although there is no need at this time, it is a good idea for everyone to begin to mentor their replacement.

Display – Roberta

Roberta has been assigned the responsibility for developing a display to be used at the international meeting in Australia. The team will provide help if needed.

Signs Task Force Recommendations

Decided to table the issue until Lew has a chance to do some background work in advance of the May meeting. Will invite a sign person (Mr. Brown and a Task Force person to the May meeting.)

National Fire Messaging Project

Updated and refined with the update of the Strategic Plan. The questions to be asked when developing and implementing the messaging project are:

- What does the public listen to and why?
- Where / who are the leverage points?
- What are the “teachable moments”?
- What is / are our major message(s)/theme(s)?
- Where does our message fit in the larger “healthy ecosystems” message?

Incident Web Sites Proposal

When a fire team goes in, it puts up a web site. Frequently when they leave and a new team comes in or when the incident is over the web site is no longer supported. The questions raised are: What should be on those web sites and what should they contain? What should be left and what should stay behind and for how long? Maureen has asked Janelle to prepare a proposal to address these concerns for consideration at the May meeting.

Wildland Fire in America Brochure

Initial distribution:

States (through website) 50,000

By team members:

FEWL 8,000

FS 10,000

BIA 7,000
 BLM 8,000
 TNC 1,000

Cache to Deb, number depending on how many can be stocked

Strategic Plan Update

The remainder of the meeting was devoted to updating the Strategic Plan. The results of the update will be published under separate cover.

Issue Bin Items

√	Coordination with the “National Fire Prevention Group” and other groups that can leverage our message
√	Identify “placeholder” projects for future sponsorship
√	Method / plan for keeping bibliography updated
√	May need contract specialist to sit in on our meetings
√	Need a succinct summary of team products / services / accomplishments

√ = resolved

Next Steps:

What	Who	When
Identify and recruit research person for team	Maureen	
Identify how meeting expenses are budgeted and paid. Adjust budget accordingly	Maureen	
Get team feedback to the glossary emailed to the team 1-31-03	Team	End of next week
Develop list of team products / accomplishments and put in team handbook	Rick	May meeting
Send copies of other working team’s plans to team	Maureen	Next week
Find and summarize items of impact to this team and advise members	Bernie	May meeting
Work with the cache to order more weekly readers	Maureen	2-14-03
Notify team when WR’s are available form cache	Maureen	TBD
Email revised plan to team members	Wilma	2-07-03
Send task books to Jeanette for review and feedback	Lou	