

EDUCATION WORKING TEAM TELEPHONE CONFERENCE
July 14, 2003

PARTICIPANTS:

Dennis Dupuis, Robin Hanford, Bernie Andersen, Roberta D'Amico, Maureen Brooks, Rick Gibson, Angie Braun, Vi Hillman, Lew Southard, Wilma Strohmeier

AGENDA

- Strategic Plan Assignment Updates
- Current Action Item Matrix Updates

PROCEEDINGS

General

- Discussed current Preparedness Level and its impact on team members.
- Bernie's staff updated availability information using IQCS and accessed information about personnel availability.

STRATEGIC PLAN UPDATES

Mission Goal 1, Objective 1D, Strategy 1.D.1 (pg. 19)

Angie submitted final drafts of checklist for administration and management of Projects, with incorporated comments.

Decision: Take "draft" off and send out today. (Angie)

Mission Goal 1, Objective 1E, Strategy 1.E1 (pg. 20)

Tory Majors wrote the process and Roberta sent it out for comments as well as sharing it with someone in her office.

Decision: Will finalize within two weeks and distribute by 7-31-03.

Mission Goal 2, Objective 2A, Strategy 2.A.1 (pg. 24)

Dennis—assembled ad hoc group to work with Fleishman-Hilliard (FH) through NEPA grant. Have had two discussions and FH is preparing a work plan for incorporating into NEPA grant. They are looking at the team's history to determine whether it is

appropriate for them to work with us, and will send their prospectus. Maureen will distribute to group when received.

Robin—group is focusing on the Working Team's goal and coordinating with all other message groups out there. FH tries to keep bringing the group back to Firewise because of their experience with it. FH wants a small group to work with on this project. Reference the file with communication from Robin regarding the grant process.

Maureen asked when we need to contact Firewise and other groups.

Decision: Dennis will coordinate with WUI team and coordinate the project plans and actions with Ed from Firewise.

Need to clarify who audience for our message is at next meeting with Fleishman / Hilliard. They seem to be more comfortable with external public than internal audience.

The team has around \$ 85,000 to allocate to this effort. – NEPA has agreed to run the project through their grant program again as they did with the weekly reader. When reach agreement with all parties, Forest Service will transfer money to NEPA.

Mission Goal 3 (pg. 28)

Lew, Rick, Angie H met with contractor last week. Reviewed Mission Goal 3 Strategic Plan. Discussed specifics and addressed questions regarding various issues. Identified some things that hadn't been addressed (eg. Policy if people repeatedly decline to be assigned, etc.)

Turnover of the responsibility for the plan to Harry R. "Punky" McClellan. contractor will happen 7-15-03. At the working team's direction, a steering group consisting of Rick, Lew, Jeanette and several others will be created to assist the contractor with technical questions, oversee implementation and resolve issues. The contractor plans to accomplish everything he is assigned for FY 2003 in the next 90 days. 1st item is private website to house team lists. Availability can be updated on it until we get tied in with National Dispatch System and ROSS (for this summer). (Will transition to government website eventually.) Need to call Punky at firehouse in California to get team dispatched. Jeanette and Punky will notify all interested parties of this process. Rick and Lew will be responsible to keep the working team informed.

Regarding the AD rate for team -- may change title to something like chief to more clearly align with wage rate they ought to be getting.

Mission Goal 4, Objective 4A, Strategy 4.A.1

Bibliography (Dennis) (pg. 36)

Dennis met with Allen who has concerns with product as presented. The concerns were shared with Tina and Tina is addressing them. Hoping to use SCA to get bibliography posted in next two weeks (by 7-31-03). Kudos to Allen and Dennis.

Mission Goal 4, Objective 4A, Strategy 4.A.2

Brochure (Maureen) (pg. 36)

Got the brochure all way to cache only to discover one photo was backwards. Couldn't be fixed at cache, was sent back to artist. Will be returned to cache as soon as corrected. Don Smirthwait is taking care of that. Symbols.gov logo will be added for ordering more. Cache will distribute to contact list; need list from Maureen and Rick. Maureen will incorporate all lists into file and send to cache with letter to be sent to recipients re: what this is and how it can be used.

Mission Goal 4, Objective 4A, Strategy 4.A.3

Weekly Reader (Angie) (pg. 37)

Angie updated statistics in the reader and they are going to cache.

Mission Goal 4, Objective 4B, Strategy 4.B.1 (pg. 38)

Decision: Will have work session at October meeting to come up with maintenance process. (2 hours?)

Mission Goal 4, Objective 4B, Strategy 4.B.2 (Vi) (pg. 40)

On schedule.

Need team to give regional / field people heads up regarding survey. Will have each agency rep on team pass it on via email, get feedback and pass on to Vi. BLM people are aware already. Let them know feedback is important. Vi will consolidate and report results.

Mission Goal 4, Objective 4C, Strategy 4.C.2 (pg. 42)

Decision: Maureen has product list, will update, compare to Rick's history and send out to everyone. Can relate appropriate websites and keep updated. Roberta volunteered SCA to get websites or source addresses. (Oct. action item)

Contact—Ed and Robin will help find and recruit contact.

ACTION ITEM MATRIX UPDATES

- Roberta – NWCG exhibit is going well.
- After tomorrow Maureen will get “that letter” to Roberta.
- Everyone received training issue paper format outline.
- Maureen will weed out action items that are SP duplicates by next week.
- Item 102 – Dennis has information, will report by October meeting.
- Item 103 – Maureen will contact Noble and email everyone.
- Draft of these meeting notes will be distributed to all within two weeks by Wilma.

Miscellaneous

- Angie – have replacement in mind, but won’t know for two weeks. Looking at part-time employment for Angie in a different capacity.

Next Meeting

- October meeting – scheduled for **1 pm on October 21 to noon on October 24. Kentucky – place to be announced.** Bernie pretty sure has located a motel – will give them Maureen’s name. Will email information to Maureen when he has it.

Bernie – Still need to know what day we need Rex Mann, Homeland Security. WUI working team chair doesn’t want to go past AM of Wednesday. Dave Halstead from Florida MEMA is chair of the group. Maureen will develop agenda for joint meeting with him. Will schedule for 1:00 Tuesday, 21st. Only need big meeting room for Wednesday AM.