

**National Wildfire Coordinating Group
Wildland Fire Education Working Team
Executive Summary
January 27-28, 2004
Tucson, AZ**

In Attendance:

Maureen Brooks, MD Forest Service
Robin Hanford, The Nature Conservancy
Dennis Dupuis, Bureau of Indian Affairs
Karen Miranda-Gleason, US Fish and Wildlife Service
Vi Hillman, Bureau of Land Management/USFS
Rick Gibson, Oregon Department of Forestry
Bernie Andersen, Kentucky Division of Forestry
Roberta D'Amico, National Park Service
Note taker: Jenn D'Emilio, SCA

Wildland Fire in the United States brochure: The brochure is now available for purchase at Symbols.gov. The brochures are packed in bundles of 100 and cost \$10.00. An announcement was developed and approved and will be sent to agency representatives along with a package of brochures. A GPO publications number needs to be included on the brochure in the next printing.

Project announcements and distribution: The team discussed the process for notifying the field of new products and distribution of new information regarding fire education issues. A distribution list will be developed for future use.

NWCG Brochure and Display: There is a limited supply of the NWCG brochure and it is currently not applicable for the PMS distribution system because it is considered a promotional brochure. It was determined that the brochure is very useful as a companion training tool for NWCG courses. The team decided to contact the Training Working Team to obtain their support for the brochure becoming a training tool. The PMS would then be able to reprint and stock the brochure. The NWCG display was created in 2003 and is housed with the NPS at NIFC. It is available for use but the NPS does not have the funds to pay the shipping costs for its use.

Weekly Reader – Living with wildland fire project: The team has obtained permission from the Symbols cache to store and distribute the product through the cache but not the money to reprint it. It was decided to seek funding from outside sources for the initial stocking of the product at the cache.

Strategic Plan and Action Matrix: The strategic plan was streamlined and the action matrix reformatted into a sortable spread sheet. The team made recommendations to the revised plan and matrix. At the May meeting, the team will conduct a process check on the plan and matrix and revise the team charter.

National Fire Prevention and Education Teams: The team reviewed the progress of the NFPET project. A key issue is the development of training within the contractor's time frame. The WFEWT has also submitted a request to the IOSWT regarding the approval of the positions, task books and qualifications for team leader and specialist. The chair will meet with the IOSWT to formally present the request and draft materials. The team is also awaiting the approval of the position codes (mnemonics) for the WFEWT positions and the update of the mobilization guide.

NWCG Website: The webliography is online and needs to be kept up to date. Discussion included methods for maintaining the system, tracking the usage of the site, and integrating with the Lessons Learned Center. Future development of working team pages on the site was also discussed. It was determined to meet again with the webmaster at the May meeting to update the site usage statistics.

National Wildland Fire Messaging Project: The team received a briefing from the contractor and provided feedback on the proposed messages developed by Fleishman Hillard and the task group. The next step is to finalize the messages and prepare the plan for distribution of the messages to the agency personnel. This will begin the Phase Two of the project. Funding for the second phase has been reduced which may result in a slower implementation of the project. The team decided to seek additional funding from outside NWCG to keep the project on track.

NWCG Fire Prevention and Education Training Evaluation: The field survey was completed in 2003 and the findings were presented at the meeting. One hundred nineteen field personnel from throughout the US responded to the survey. The purpose of the survey was to get a "snapshot" of the field's use of currently available training and the needs that are present. The team will have an in-depth discussion of this evaluation at the May meeting to determine the plan and prioritize the courses that need to be revised or developed.

Future meetings: May 4-6, 2004, Boise, ID
 October 19-21, 2004, TBD

Conference Call: March 16, 2004 – 9:00 am MT