

National Wildfire Coordinating Group
Wildland Fire Education Working Team
Executive Summary
May 4-6, 2004
Boise, ID

Team Members in Attendance:

Maureen Brooks, MD Forest Service
Bernie Andersen, Kentucky Division of Forestry
Roberta D'Amico, National Park Service
Dennis Dupuis, Bureau of Indian Affairs
Rick Gibson, Oregon Department of Forestry
Robin Hanford, The Nature Conservancy
Vi Hillman, Bureau of Land Management/ USFS
Lew Southard, US Forest Service
Note Taker: Jenna Messmer, SCA

Guests in Attendance:

Jeannette Hartog, Bureau of Land Management/ USFS
Pete Martin, Independent Contractor
Noble Dunn, National Park Service
Sue Vap, National Park Service Fire Director
Steve Harbert, FPA
Andy Reid, FPA
Barry Mathias, NWCG IRM Program Manager
Nancy DeLong, ROSS
Allen Deitz, NWCG Webmaster
Rick Jensen, IQCS
George Conley, IQCS
John Owens, Bureau of Land Management
Wilma Stroheier, Facilitator

Day One:

The **National Training Proposal** makes specific recommendations based on the comments involving all agencies and received from the field. It has been recognized that there is a need for the development or updating of prevention training courses to adequately meet the needs prevention programs. The three levels of prevention training recommended for development or updating are: Introduction, Intermediate, and Advanced. Development may involve making including existing course numbers and updating course content, creating new course numbers, and/or the development of online options in addition to classroom trainings for introductory courses. Associated actions items have been assigned and are included in the Action Matrix.

The **Wildland Fire Prevention Education Team's Strategic Action Plan** was distributed, discussed, and asked to be reviewed individually by all members. The

document presented a discussion of prevention team ordering, basic structure, and success in effectiveness. The basic team is: a team leader, public affairs member, and prevention member. Team Leaders and Team Members should all bring certain skills to the assignments which have been developed at team member and leader trainings. If the team members' skills are not adequate to address specific problems, additional specialized technical members may have to be ordered.

The **Wildland Fire Prevention Team Video Project** currently has a first draft of a preliminary script which was submitted for first reviews. The product of the project will be a Beta tape. The task group will review and may endorse the video once it is created. The task group will assist in the reviewing process and development of the tape. The tape may be reproduced for distribution as appropriate. The project continues to be worked on and does not have a confirmed date of completion.

The **Fleishman-Hillard Project** leads provided an update of project status and draft materials for review by the group. The plan for a method of distribution is in an established draft. An introduction was provided for Phase 2 of the project. The first priority audience is the internal audience. Each implementation action for Phase 2 was discussed and the task group provided insight and input for each action. It is recommended that the task group supplement the distribution process by including sending out an electronic announcement once the transmittal memo and Phase 1 of the project is approved.

1. Some more ideas discussed for incorporating the fire messages into programs and materials and the projected plan for distribution included:
 - Present the project and fire messages at meetings, conferences, etc.:
 - Highlighted in electronic announcement that Roberta normally sends out.
 - Presented by FS in their annual Fire Operations Plan and Communications Guide
 - Presented to the Utah Fire Commutations Committee
 - Send to Don Artley who can get it through the NASF Fire Committee
 - Present at the BLM's a large annual public affairs meeting
 - Send to Anne Jeffreys who is involved with a monthly conference call with nationwide BLM public affairs personnel.
 - Present to the Conservation Education People
 - Give to the GACs because they usually have a large public affairs section
 - Post on myfirecommunities.net which is part of the lessons learned website and will have a chat board.
 - Post this information on a wide array of websites, including but not limited to: www.smokey.com , www.nationalincidentinformation.com (?), all fifty state websites, etc.
 - Put links in email press release and send to the "hotmail list" or email list of appropriate people.
 - Karen has expressed some interest and will also be a great contact for getting to people in the Fish and Wildlife Service.

All members of the task group team offered the program leads support by providing input and review throughout the distribution and implementation process.

The progress of the **Poster and Sign Guide Project** was presented by Peter Martin and Jeanette Hartog. The Sign Guide will provide information and guidance for agencies to use to create signs which will comply to the standards of each individual agency. There is an idea of taking Pete's Powerpoint on Sign Plans and turning it into a short online course as well. It would be ideal to produce products in all applicable medias (online courses, books, electronic CDs, in-person trainings, downloadable document guides, etc.) to ensure that this information is distributed as widely as possible. A progress report was distributed to the group, and the task group decided to send out an electronic announcement about the project. The announcement will include information about Sign and Poster Plans and Guides and how to order signs from Unicor. The NPS supports all the efforts of the NWCG task group, but they have an Identity Program and Policies which will limit how this project will be utilized within the NPS.

On the topic of the **Distribution System of Team Products**, the current method of distribution and communication was examined. Currently, information is shared electronically by the group by an email message to a core group of contacts, who then use their mailing lists to send out the information even further, who then use their mailing lists to disseminate further, etc. In an effort to improve the effectiveness of communication and information sharing, the task group needs to document their methods. It was also identified that another key way the task group reaches its audience is directly through trainings, local workshops, etc.

Day Two:

Allen Deitz presented a monitoring report on the use of the **NWCG Website**. Alan explained how often WFEWT pages were being "hit" or viewed and provided for open discussion on how to improve the usability of the site. Some suggestions became assigned tasks such as attaching a list of generic key words so the page will come up when it is searched on Google, and maintaining the website but checking and updating the links. See the Action Matrix for other actions associated with the NWCG website.

A presentation was given on **Fire Program Analysis (FPA)** by Steve Habert and Andy Reid. The question posed to the group was "how can the success of the prevention program be measured". The task group will assist in implementing FPA into the fire prevention and education programs. Dennis and Lew will serve as the WFEWT's leads for the Phase 2 Advisory Group. It is also recommended that feedback from all members be provided to their FPA agency and task group leads.

Information and a project update on the **National Interagency Resource Ordering and Status System (ROSS)** was presented by Nancy DeLong. Members were directed to www.ross.nwcg.gov for more information.

Rick Jensen and George Conley presented information on **Incident Qualifications and Certification System (IQCS)**. This project is NWCG sponsored and will involve the support of all agencies. Individual training classes, courses, and curriculums will be able to be created through this database, but they all must be approved through specific processes. <http://IQCS.NWCG.gov> provides more information on IQCS.

Three CD-ROMs, developed for the state of Kentucky as **New Firewise and Fire Prevention Products**, were presented by Bernie Andersen. He explained the details of the how the state was able to contract, fund, and produce the materials. In summary, National Fire Plan (NFP) funding was used to contract ITM to produce each of the CD-ROMs so they were able to be tailored to Kentucky.

Subject Matter Experts (SME) nominations are needed by June 15, 2004 for the revision of S-203. Field testers are also needed. The sending agency must be able to pay for the travel, per diem, and salary and the nominee's supervisors must concur. The group will take the responsibility to assist in providing for an appropriate applicant pool by encouraging nominees to apply. A list of WFEWT recommended nominees will be sent to the selection committee. An email will also be sent by Maureen asking that the S-203 course reviewers also look at S-403.

Review the **Team Charter's** draft revisions. It is agreed that the team will read over, provide input, and submit reviews back to Rick by May 31, 2004.

The task group analyzed and discussed the **Wildland Fire Education Working Team Products**. The follow list provides the agreed status of each product:

1. **P-101** Revisions made. Part of Prevention and Education Series.
2. **P-110** Transferred to WUI team. Needs to be removed from website.
3. **P-301** Revisions made. Part of the Prevention and Education Series.
4. **S-203** Revisions made in 2005.
5. **S-403** Keep it as a WFEWT product. Recommend for revision in 2006.
6. **Communicator's Guide**
Revise in 2005
7. **PMS 462, 458, 457, 459, and 463**
Review by WFEWT in 2005 to determine if revisions should be planned.
8. **PMS 912** a review, recommendation, and report by Rick Gibson will be provided at October meeting.
9. **PMS 915** a review, recommendation, and report by Roberta D'Amico will be provided at October meeting.
10. **PMS 917** a review, recommendation, and report by Dennis Dupuis will be provided at October meeting.
11. **PMS 919** Remove
12. **PMS 920** Remove

PMS 451,452,453,454,455 and 456 are all recommended for revisions for 2005. Each member of the task group will review and submit their recommendations, comments, and suggestions to the lead assigned to each of these courses. Each lead will then compile and present a summary of the comments on their assigned course to the group at the October meeting.

Day Three:

The objectives of the discussion, facilitated by Wilma Strohmeier, of the **Review and Update of the WFEWT Strategic Plan** included:

- Identify what has changed in our situation and how we can leverage it to accomplish our work
- Celebrate our successes
- Be sure we have a recording/monitoring system that is easy to manage

The task group successfully read through the WFEWT Strategic Plan and associated Action Matrix. Updates and revisions were made to both and will be distributed after the meeting. See the WFEWT Strategic Plan and Action Matrix for revisions.

After Action Review

What was Planned: A 3 day facilitated working meeting with agenda and speakers

What Happened: The meeting was successful at covering all items on agenda plus the impromptu items. The task group heard from various speakers, had discussions, reviewed current products, assigned actions for improvement, and made appropriate decisions and revisions.

Why did it Happen that Way: There was a Facilitator and notetaker who kept the group on the tasks at hand. The location was convenient and central and allowed for guest speakers.

What to Sustain:

- a Facilitator
- An agenda to which must be followed
- The speakers were well informed and presented information that was relevant to our objectives as an NWCG working team. They spoke to topics that were of high interest to our group.
- There was a good turn-out in the members who were able to attend.
- There was a designated notetaker.

What can be Improved:

- Need to start the meetings on-time.
- Brief the facilitator (Wilma) about the discussions from the previous days. The group needed to fill her in as they went because some decisions were made earlier in the week and Wilma was not aware of them. If possible, provide her with notes from the previous days before she gets to the meeting.
- At times it was hard for the note taker to document decisions because of the multi-facilitated discussions. It may have been easier to have the note taker do

some facilitation of discussion by asking questions like “So it is decided that...” or “Rick will be responsible to do ... by October 25, correct?”

Proposal for October Meeting-

- October 19-23 travel days 18 and 24 if needed.
- Jenna, Robin, and Roberta will provide a cost comparison for a meeting in either Sequoia NP and Yosemite NP.
- Possibly travel on Sunday and go to both parks as well as Sequoia National Forest. This will provide an excellent opportunity for the team to see the Fire Education and Prevention Programs in each NP and NF.
- Rick may drive down.
- The agenda for the meeting will include: Prepare the budget