

National Wildfire Coordinating Group

Wildland Fire Education Working Team



NWCG Wildland Fire Education Working Team
Meeting Minutes Boise, Idaho
May 10-12, 2005 (Tuesday – Thursday)

Day/Time: TUESDAY, MAY 10, 2005

Topic	Notes
Status of team chair, members, and parent group liaison.	Maureen Brooks will continue to serve on the team as the Forest Service representative and chair. Lew Southard will serve as the liaison to the team for the WUIWT. The team would like to pursue the addition of a member representing the social sciences, maintain three state representatives on the team, and consider inviting a US Fire Administration representative to the October meeting. Dennis Dupuis will be replaced by Germaine White at the October meeting. Dennis will stay on as the fuels representative to the Fire Messaging Task Group.
Prevention Training	Discussion centered around the revision of the prevention course, P101. The preliminary work is in progress. The team will develop a revised white paper on training to present to the Training Working Team and the Training Development Group that includes P101 and P301. The team agreed to fund the revision of P101 in the amount of \$40,000. John Owens will serve as liaison to the SME group for P101.
***Review of Guide Books	Per discussion at October 2004 meeting and notes sent out by Bernie and Bill Sweet.
Fire Messaging Task Group	The task group has concluded the second phase of the project. The Fire Messaging CD's will be stocked at the Minnesota cache. In the interim, CD requests should be sent to Kate Eirecksson.
Team Distribution Plan	<p>The team met with Allen Dietz regarding the distribution of products. The team will need to add the products which are being distributed by the Minnesota Fire Cache to the Publications Management System. Maureen Brooks and Rick Gibson will do this assignment.</p> <p>The team also discussed the proposed Team Distribution Plan. The draft plan will be available for discussion for the next conference call but will be in accordance with any NWCG policies, be feasible, reliable and responsive to recipient/user needs and equitable. Karen Miranda-Gleason will forward the draft to team</p>

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	members.
Burning Issues CD Info and Update – John Owens	Burning Issues has been upgraded and the newest version will be released in the fall (DVD).
Initial discussion of priorities for close out of FY05	The remaining funds will be utilized on funding the following projects: Revision of P101; stocking of items in the Minnesota Cache; Prevention Guides revision and the revision of the Communicator's Guide.

WEDNESDAY, MAY 11, 2005

Topic	Notes
NWCG WUI Working Team	Sam Scranton and Jim Smalley met with the group to provide an update on the WUIWT. There will be another Firewise Conference in 2006. The WFEWT and WUIWT will be planning a joint meeting in the winter.
Fire Environment Working Team	Paul Scholbohm, WEWT Chair, provided the team with an update of the organizational format for the restructured Fire Environment Working Team. FEWT utilizes a set of operating principles that the WFEWT will consider for possible implementation.
NWCG Training Update	The team met with Deb Epps to discuss training issues. WFEWT will revise the training proposal and submit to the TWT for P101 and P301. To address the problem of the training courses being outdated, the team will also pursue a training equivalent for the P101 course while it is being revised (Mitigation University) via making the recommendation to each agency.
Fire Program Analysis	Lou Ballard and Venetia Gempler provided an update to the team on FPA.
National Fire Prevention and Education Teams Update	The final six months of the contract is underway as is the full integration of the mobilization and dispatch of the NFPET into the nationwide process. There will be ten standing teams this summer for dispatch on a rotation basis. The GACCs and NICC will be notified about the standing teams. Team leaders will be responsible for organizing the teams and identifying members/substitutes. The contractor will facilitate the dispatch this year but the WFEWT will take this up in the future. Final report will need to be made to the NWCG. Future actions include: need to rework the prevention team reference in the mobilization guide; to discuss a name change of NFPET's; preparation of a "DID YOU KNOW" for the NFEPTs. The team leader course will be beta tested in FY06. Team member will be tested in June 2005.
Sign Guide	Changes submitted have been incorporated into the sign guide. A publications

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announcement will be done when the guide is available.

THURSDAY, MAY 12, 2005

Topic	Notes
<p>Finalize Work plan for FY05-06, distribute and balance workload among team members.</p>	<p>FY '05 Funding Priorities Money to Place Items in MN Cache: Making a Difference: \$7500 WF Natural Process Info Sheet: \$4750 Fire Messaging CD: \$1500</p> <p>Priority Number 1—P101. \$40,000 from WFEWT and additional funding +/- \$20,000 from USFS Objective: Certify P101 by spring '07. Rick, Robin volunteer for Training Task Group with John as lead.</p> <p>Priority number 2—Reference Guides. \$56,250 from WFEWT By September 1, 2006</p> <p>Bernie volunteers to lead with help from Bill Sweet, Karen, Maureen, and Dennis, with help from Lew.</p> <p>FY '06 Priority: P301.</p>
<p>Finalize follow-up and assignments, due dates, next phone call and logistics for next meeting.</p>	<p>General Item</p> <ol style="list-style-type: none"> 1. Roberta will send thank you notes to speakers. 2. Update electronic bibliography—Roberta by end of May. 3. Next Conference Call—9am Mountain Time, June 27. 4. Maureen will contact PLT about coming to fall meeting. 5. Submit revised charter for approval 6. Next meeting: Oklahoma City, October 17-21. Dennis, Pat McDowell, and Maureen will do logistics. 7. Joint WUI/WFEWT meeting in February in Tampa, FL 8. Update/supplement team handbook with appropriate sections of FENWT

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	<p>and IRM operating principles.</p> <p>Action Item Matrix</p> <ol style="list-style-type: none">1. Quarterly updates on action item matrix.2. Leads get action updates to Kate for maintenance.3. Add reference number in first column and update reference numbers annually.4. Other columns to include: date added, date amended, due date, comments column with items such as when completed or budget status.5. Completed items removed to historical action item matrix annually.
Standards and Training - NIFC	Work with Lamar to create model contract to develop/certify training products.— Communications Guide Update Work Group