

National Wildfire Coordinating Group

Wildland Fire Education Working Team



NWCG Wildland Fire Education Working Team - May 2-4, 2006 Meeting Notes

Attending: *Bernie Andersen, Maureen Brooks, Roberta D'Amico, Dennis Dupuis, Rick Gibson, Pat McDowell, John Owens, and Germaine White. Guests: Amy Schneider, FH; Bill Sweet USDA-FS via phone; Mike Wallace, NWCG Liaison; Bonnie Bradshaw, NWCG Executive Secretary; Dave Olsen, PAO, Boise NF; Guy Pence, FMO, Boise NF; Dan Bailey, ICC*

Tuesday, May 2, 2006

Topic	Notes (Indicate DECISION / ACTION items in notes.)
Fire Congress Update	<ul style="list-style-type: none"> • Action Item: Robin and John to send out an update of agenda for the Fire Congress by June 30. Forthcoming discussion on funding participants. • Action Item: Team members should make hotel reservations by June 30, 2006. • Action Item: Conference Registration Fees for participants / team members will be funded in this FY. (Robin, John and Maureen to coordinate and finalize by June 30, re: who and what.)
Communicators Guide (Phone conference.)	<ul style="list-style-type: none"> • Amy Schneider, Bernie Andersen, Bill Sweet (May 1, 2006 Outline from Amy sent to team members electronically.) Discuss outline attachment distributed hard copy and sent to members electronically Bernie Andersen – to present update on phone call. • Action item: Send review comments electronically using track changes to Bernie by June 1, 2006. NOTE: Document reviewers need to change the name of the file to include agency representation and the name of individual reviewing. Task group (Bernie Andersen, Bill Sweet, Germaine White) are seeking broad breadth of review comment to address all agencies and various ecosystems – be sure to include samples/case studies in review comments. Samples need to be shared electronically – for example a brochure example needs to be sent in pdf format or graphic. Final product to team members: print ready product and a CD rom. • Action Item: NWCG WFEWT goal to make Communication Guide available on the Symbols Cache. Follow-up: Robin, working with the task group, will check with Symbols cache, re: graphic needs and expected cost. Possible to also include the guide in the PMS catalog, Rick Gibson will work with Robin and the task group. • Action Item: Roberta to send Amy @ FH and Task Group members' copy of S-203 information (either abbreviated information or e-files of course content.) • Action item: Roberta to request Dick Bahr (NWCG WFEWT Liaison to NWCG FUWT.) Roberta to follow-up with Dick Bahr to coordinate response with FUWT.
Bonnie Bradshaw,	<ul style="list-style-type: none"> • Discussed communications between the parent group, the teams and the field. Current position is a

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<p>NWCG Executive Secretary.</p>	<p>contract position, working with and for the Fire Directors on NWCG and NFAEB. (National Fire Aviation and Executive Board.) Addressed getting the organizations caught up and facilitating open communications between the parent group and the working teams.</p> <ul style="list-style-type: none"> • Penny Barrowcliff is the Repository Manager for the Project Management Office. • Send info to: NWCG_Executive_Secretary@nifc.blm.gov • Coordinated webpage updates send to: NWCG_Webmaster@nifc.blm.gov • Working with team members group chair (Maureen) will coordinate information update and distribution with Bonnie as the Executive Secretary. (All information to be reviewed / approved by the chair.)
<p>WFEWT Operating Principles</p>	<ul style="list-style-type: none"> • Action item: Incorporate Bernie's edits, finalize document with May 2006 meeting date. Send final to Maureen for posting on the web and distribution to the team. Complete by end of May 2006 WFEWT meeting.
<p>NWCG Liaison, Mike Wallace</p>	<ul style="list-style-type: none"> • Maureen presented a brief update on projects, training courses, prevention/education teams, the team's commitment to the Fire Congress scheduled for the fall, which the WFEWT is involved in. • NWCG has made the decision that the liaison to the teams will be an active member on the NWCG parent group, versus a designated agency representative. • NWCG meets May 9-11 to revisit and finalize the draft strategy. • NWCG is seeking to bring clarity to the role NWCG is playing, and in that process clarify and define a focus for the working teams. How many groups? Are they tied into the strategic plan? How are they funded? Discussed multiple oversight groups and need for clarification with all groups to build a higher level of efficiency. Feedback included that lines for the various groups need to be further defined, concerns for group think if there is continual overlap. • Do not want to create concern, confusion, and frustration to the working teams. • Intent of the NWCG Strategic Plan – share with the chairs, discuss the future. Not all tasks / work products may fit into the strategies.

Wednesday, May 3, 2006

Topic	Notes (Indicate DECISION / ACTION items in notes.)
<p>Training Updates (P-101, P-301, S-203, P-310, P-</p>	<ul style="list-style-type: none"> • Dan Bailey, Wildland Fire Programs was introduced. • John presented an update on the alpha course for P101. The P101 course has greatly improved

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410.)	<p>with each iteration. The beta test is scheduled for May at the Training Academy in Utah. Discussion followed regarding the possibility of a second beta test.</p> <ul style="list-style-type: none"> • FYI - Roberta informed the WFEWT that the NPS has scheduled a COTR course for June in Boise. • P301 course is scheduled for the week of May 8th in Boise. • Roberta presented an update for S 203. The S 203 alpha test will be held this month at the Training Academy in Utah May 15-19th. The course has been condensed and streamlined. Ann Jeffery is the lead instructor and the contract officer for S 203. • PMS 915 was briefly discussed. There was some consideration regarding content quality and course update. • Maureen distributed a Statement of Work for course revisions - P301 RFP for discussion. • Action item: Maureen, Pat, Robin, Rick and John will serve on the P301 group. They will review and revise the Statement of Work – P301, then send the WT an electronic copy of the RFP and request comments by June 1. • Action item: P301 group will determine availability of contractors that might be available to bid on the RFP. • Action item: Roberta and Rick will send a “What’s New” announcement regarding P 310 (PETM) by June 1. • Maureen provided an update on PETL – P410, to be completed by fall of 2006. • Action item: Maureen will contact Deb Epps and TWT regarding the revision of S 403 –when it will be scheduled. • WFEWT was briefly updated regarding competency based education. Competencies and tasks outline in the Position Task Book (PTB) system need to be consistent. Rick and Maureen have reviewed the course competencies for PETM and PETL. • Action item: Maureen will follow up with the Training Team regarding the NWCG brochure by July 1. WFEWT will review and update the NWCG brochure at the end of the fiscal year. • Action item: Robin will follow up with the Symbols Cache regarding the NWCG Brochure by June 1. • Maureen provided updates regarding availability and distribution of WT materials at the Great Basin Cache and the Symbols Cache. • Action item: Roberta will send an announcement for Wildland Fire Brochure by June 1.
Prevention Education	<ul style="list-style-type: none"> • Action item: Maureen will contact Lew regarding the Prevention/Education webpage status.

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Team Updates	<ul style="list-style-type: none"> • Action item: Rick will prepare a draft PETM & PETL PD for team review by July 15. Task book and competencies for positions will be considered in draft preparation.
Roster Update	<ul style="list-style-type: none"> • Action item: Maureen will send webmaster and WT updated roster by June 1. • Action item: Maureen will update resource advisor list by June 1.
Training WT issues	<ul style="list-style-type: none"> • WFEWT determined there was no overlap between incident operations and training working teams. The WFEWT's interest in this issue is IOF training and prevention courses may need to be revised to include IS-700 & IS-800.
International Code Council, Dan Bailey, Dir. Wildland Fire Programs	<ul style="list-style-type: none"> • Dan Bailey presented an introduction to the International Code Council. ICC would like to assist in building improved communications between local, state, regional and federal fire managers. ICC also invites a WFEWT rep. to participate in the Fireside 20/20 project at the Fireside Chats and Fireside Summits. • Action item: Maureen will send Dan Bailey a request for NACO CD's for the WFEWT.
Prevention Team mobilization	<ul style="list-style-type: none"> • Discussed the regional issues of PET mobilization.
Boise National Forest, Dave Olson, PAO & Guy Pence, FMO	<ul style="list-style-type: none"> • Shared smoke brochure, prescribed fire spring & fall burning 2006 booklet, Fire Use 2006 summary direct mailer, Wildland Fire Use brochure, also placed a Prescribed Burning display ad in the big game, turkey hunt season and regulations. Filmed 5 minutes of prescribed burn for TV to be used on future TV news programs. Direct contact, website and hotline for prevention information. Discussed homework strategies in preparation for media contacts. • Rick recommended the WT produces and distributes a "Did You Know" annually.
Summary & Planning	<ul style="list-style-type: none"> • Bin Items: Fire Congress meeting, Communicator's Guide, Brainstorm common points on NWCG Strategic Plan, Natural Inquirer, Future meetings, conference calls, AAR, Prevention Tips, 8:45 am net meeting, 1 pm FH

Thursday, May 4, 2006

Topic	Notes (Indicate DECISION / ACTION items in notes.)
Communicators Guide – broad review	<ul style="list-style-type: none"> • The team conducted a broad/overall review of the draft of the communicator's Guide to identify the items that FH needs to address now. These items will be transmitted via conference call at 1pm today. • Action Item: Team to complete in-depth review of the draft and send comments to Bernie by June 1

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Net Meeting On-Line Training Session	<ul style="list-style-type: none"> The team attended a Net Meeting on-line training session in order to use Net Meeting for conference calling and meeting agenda items.
NWCG WFEWT Strategic Plan	<ul style="list-style-type: none"> Discuss how WFEWT can support NWCG Strategic Plan efforts and further define how the team can assist the overall interagency fire management effort. Discussion – deferred action until NWCG establishes overarching strategic plan.
Fire Congress – cont'd Nov. 13-17, 2006	<ul style="list-style-type: none"> Identified the projected costs for travel and registration for the Fire Congress. The WFEWT will pay for speaker and some member registrations with the FY06 budget. Action Item: Maureen (with Robin) will facilitate the registrations and logistic arrangements with speakers by June 15. There will be a team meeting during the conference with time allowed for attending the Congress. The WFEWT would like to exhibit at the Congress in addition to sponsoring the educational session. Action Item: Maureen will write a letter to the NWCG Chair informing the parent group of the project and seeking approval to exhibit at the Congress. Meeting logistics and arrangements for team will be discussed via conference call over the summer.
NWCG Strategic Plan	<ul style="list-style-type: none"> Discussed the role of the WFEWT under the NWCG Strategic Plan Support the communications goal by developing and implementing a communications and education plan for NWCG and the working teams Support the standard and guidelines goal – Prevention and Education Teams, Information Officer – training courses Support the qualifications goal – Prevention and Education Teams, Information Officer Educating the public and agencies on the role of fire, wildland fire use, prescribed fire messages supports the National Fire Plan and the training, certification and qualifications of the personnel that serve in these programs. The WFEWT supports the core functions of NWCG but has developed over time to include functions that support the evolving national fire policy at the advice and direction of the NWCG parent group.
Prevention Tips	<ul style="list-style-type: none"> Discussed the appropriate placement of the Prevention Tips. It appears the tips may be best located with the Prevention Education Team materials when those pages are transferred.
The Natural Inquirer	<ul style="list-style-type: none"> A second fire related issue of the Natural Inquirer is being developed. John will coordinate the effort to assist the editorial staff of the Natural Inquirer Action Item: John will send background information to the team members who will provide topics back to John.

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<p>Info on upcoming meetings/phone calls</p>	<ul style="list-style-type: none"> • Upcoming Meetings – November 13-17, 2006 – San Diego, CA – in conjunction with the Fire Congress; January 23-25, 2007 - Portland, OR but may possibly be replaced by a net meeting; May 22-24, 2007 – Montana; October 23-25, 2007 – Maryland • Conference Calls – June 1, 2007 at noon Mountain Time Zone – 1 hour
<p>After Action Review of Meeting</p>	<ul style="list-style-type: none"> • Location – typical advantages and disadvantages of the Boise location • What was planned? Open agenda to resolve bin items – may have been too much • What actually happened? Addressed the agenda and bin items. However, because of the nature of some of the agenda items, it was hard to prepare for the meeting. We should have asked Lew to report in on the web transition for FPET. All the handout materials were provided ahead of time in one email rather than coming from multiple team members. Facility was good. Good to have the draft minutes to review.
<p>Miscellaneous Items</p>	<ul style="list-style-type: none"> • Action Item: The WFEWT Accomplishment Report for FY 2006 will be due September 15. This report will be prepared by Maureen and Roberta and emailed to the team for comment by Sept. 1. • Action Item: Rick and Bernie to update travel costs and send to Maureen • Action Item: Roberta and John will work with the NIFC site to update the Prevention and Education materials available on the website. • The new Burning Issues CD has been completed and is available through Project Learning Tree workshops.