

# National Wildfire Coordinating Group

Wildland Fire Education Working Team



## NWCG Wildland Fire Education Working Team – Final Meeting Notes (11/9/07) October 23-25 2007 - Jacksonville, Florida

**Participants:** Maureen Brooks, Roberta D’Amico, Rick Gibson, Robin Hanford, Catherine J. Hibbard, John Owens, and Germaine White. **Absent:** Bernie Andersen (fire season conflict), Pat McDowell (travel concerns). Leslie Fitzwater stepped down.

**Guest:** Helene Cleveland

Topic / Presenter(s)	Discussion / Decision / Action Items
Round Robin – Member Updates	<ul style="list-style-type: none"> <li>Investigate replacement for Leslie. (<b>Action item:</b> Follow-up: Maureen.)</li> <li>Rick retires June 30, 2008. Discussion for a western states rep replacement ensued. (<b>Action item:</b> follow-up for replacements by Maureen/Rick.)</li> </ul>
Zach Prusak, The Nature Conservancy 222 South Westmonte Drive, Suite 300 Altamonte Springs, FL 32714-4269 Phone: 407-466-5851 Email: <a href="mailto:zprusak@tnc.org">zprusak@tnc.org</a>	<ul style="list-style-type: none"> <li>Zach’s PowerPoint to be distributed to team members via public FTP site. (Action item: Robin to distribute.)</li> </ul>
Jim Burkhart, Refuge Ranger Okefenokee NWR Route 2 Box 3330 Folkston, GA 31537 Phone: 912-496-7366 ext. 233 Email: <a href="mailto:james_burkhart@fws.gov">james_burkhart@fws.gov</a>	<ul style="list-style-type: none"> <li>Field trip - Okefenokee National Wildlife Refuge facilitated by Catherine Hibbard. Overview of refuge and the fire presented by George Constantino, Refuge Manager. On-site visit hosted by Jim Burkhart.</li> </ul>
Update from Mike Wallace	<ul style="list-style-type: none"> <li>Mike’s presentation / PowerPoint to be distributed to team members via public FTP site. (Robin to distribute.)</li> </ul> <p>Q/A with Mike:</p> <ul style="list-style-type: none"> <li>Budget FY08 &amp; 09: January prepare / May submit.</li> <li>January NWCB parent group meeting / possible request for chairs go participate. Week of January 28, in Boise, Id.</li> <li>Discussion how best to provide support – whether it is hiring FTE’s or contracting to support the organization. NWCG to tier teams into three large groups: Program management; Operations; Supporting and Enabling with an FTE dedicated to</li> </ul>

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<p><b>UPDATES:</b> <b>Training</b></p> <p><b>Bin item related to training</b> (Catherine)</p> <p><b>Communicator's Guide</b></p>	<p>each group.</p> <ul style="list-style-type: none"><li>• One more block – organizational / administrative support for the parent team and the teams chairs.</li><li>• Possible future scope for WFEWT – include communications emphasis.</li><li>• Need to define the process – i.e. Communications Plan for NWCG for parent group and working teams and within our agencies.</li><li>• Next steps – NWCG needs to communicate to the field the information discussed in the October meeting.</li><li>• NWCG Communication Plan – <b>Action item:</b> Maureen, Roberta and Don Smurthwaite (NIFC EA) to discuss the week of 10/29.</li></ul> <p><b>P-101:</b> <i>Fire Prevention, Education I.</i> Course is available and relatively inexpensive to purchase. Available through the cache.</p> <p><b>P-310:</b> <i>Fire Prevention, Education Team Member.</i> Available through the cache.</p> <p><b>P-410:</b> <i>Fire Prevention, Education Team Leader.</i> Team Leader: Final mock-ups sent to NIFC training group. (LaMar St. John, approximately 4 weeks to finalize). Team leader handbook (to be re-titled guide) will be available separately and you can buy it through the course.</p> <p><b>P-301:</b> <i>Fire Prevention, Education II, Program Planning.</i> Main contractor is the Pinchot Institute who has hired two sub-contractors, Bill Sweet and Jim Funk. Maureen and the task group met with the contractors on Monday 10/22 and the meeting was very successful. Product completions is scheduled for spring of 2009.</p> <p><b>S-203/403:</b> Revised S-203 course is still not available. S-403 course is scheduled for revision. (<b>Action item:</b> Maureen to check with Deb Epps on status of both courses.)</p> <p>Discussed discrepancy in required/recommended training for PIOF / PIOF 1&amp;2 and Task books. (<b>Action item:</b> Maureen to contact IOSWT regarding 310-1 protocol.)</p> <ul style="list-style-type: none"><li>• Receiving good feedback on the guide. Still waiting for the information to be updated on Symbols.gov website.</li><li>• Documentation of distribution of Communicator's Guide. (<b>Action item:</b> Robin to</li></ul>
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<p><b>Fire Management Today</b> (Catherine)</p> <p><b>Glossary Update</b> (Pat)</p> <p><b>Messaging Memo</b> (Roberta)</p> <p><b>Fire Occurrence Reporting System</b> (John represents WFEWT)</p> <p><b>G3T2</b> (Robin)</p> <p><b>Product List</b> (Robin / Roberta)</p>	<p>complete the documentation. Provide an update of the distribution info to Robin by 10/31/2008. By November WFEWT phone call, Robin will have info updated.)</p> <ul style="list-style-type: none"><li>• Posting the Communicator's Guide on the web – team agreed to have the guide posted on the web. (<b>Action item:</b> Roberta to contact Jennifer Smith, NIFC EA to have the CG posted with information on how to purchase the document.)</li><li>• New DEADLINES. There is now a May 2008 deadline, which means team assignments are due to Catherine by the end of February. (<b>Action item:</b> Catherine to distribute assignments / deadlines to team by e-mail by 11/15/07.)</li><li>• New NWCG contact for Glossary project, Pat will contact the new representative. Working with John Owens, Pat will follow-up with the WFEWT on the process, deadlines and possible new words. (<b>Action item:</b> Pat / John will provide an update on the November phone call.)</li><li>• In the spring of '08, team will need to revisit the NWCG memo in light of potential changes / implementation of Appropriate Management Response. (<b>Action item:</b> At Review status of policy and potentially resend message memo in spring '08.)</li><li>• Seeking one data base with similar criteria for all agencies to report status of fire incidents. FORS is the assigned group developing this criteria, John is on the group and has been tasked with the Fire Cause List. Tier 1 (general or statistical cause) terms shared with group. Tier 2 terms are forthcoming.</li><li>• Sub-groups: RFP to pick a vendor to carry out outreach surveys; funded \$210,000 from FS for the roadmap; (<b>Action item:</b> Team members to supply to Robin "test" questions for the public.)</li><li>• Draft product distributed; send out draft Iris Velez, Deb Bruyere, Bob Bernher. Include Guide information. (<b>Action item:</b> Send comments to Robin by 10/31/07.)</li></ul>
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<p><b>Prevention Team Update</b> (Rick / Maureen)</p>	<ul style="list-style-type: none"><li>• Maureen passed around a copy of an article from the August 2007 Wildland Firefighter 2007 magazine titled <i>“Learn About the Burn, 2 Organizations offer community education on fire prevention”</i> by Jane Jerrard. (Page 15 of the August issue,)</li><li>• Discussed the “maturing” of the Prevention Teams. (<b>Action items:</b> Maureen to solicit comments from the regional coordinators by November 15. Rick Gibson to solicit feedback from Bill Fletcher at NICC November 30. Mobilization plan and information for Mob Guide need to be completed by January 8.)</li></ul>
<p><b>Prevention Task Books (PETL/PETM)</b></p>	<ul style="list-style-type: none"><li>• Rick will consolidate and submit comments received on the task books.</li></ul>
<p><b>NWCG WFEWT - Draft of revised Strategic Plan / Operating Plan</b> (Catherine, John, Pat)</p>	<ul style="list-style-type: none"><li>• Discussed crosswalk of WFEWT and NWCG strategic plan. (<b>Action items:</b> Take 7/16 WFEWT version of strategic plan and develop an informational piece to relate to NWCG plan. Due date: mid-December. Maureen will discuss strategic planning process with Mike Wallace by late November.)</li></ul>
<p><b>FY’08 WFEWT Work Planning</b></p>	<ul style="list-style-type: none"><li>• Identify Guides that were incorporated into Communicator’s Guide. (<b>Action Item:</b> Robin to complete by November 26 phone call.)</li><li>• Compete WFEWT Strategic Plan</li><li>• Communications Plan – NWCG (<i>Address: “assist other working teams of the NWCG in developing projects and training courses in public affairs and communications so that wildland fire messages are clear, consistent, credible and coordinated – not just during a fire but at all times.”</i>)</li><li>• Communicator’s Guide</li><li>• Training guides</li><li>• Fire Prevention Teams</li><li>• Fire Management Today</li><li>• Complete P-301</li><li>• Participate in G3T2 workgroup.</li><li>• Potential conference participation</li><li>• Administrative tasks – procedural for team functioning.</li></ul>

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<p><b>Bin items:</b></p>	<ul style="list-style-type: none"> <li>• Discussion on “Firewise teams” and/or incident assistance for Firewise.</li> <li>• AD (administratively determined) pay plan needs to cover prevention team needs. <b>Action item:</b> John Owens to touch base with Amy Kishpaugh, leader for casual pay task group.</li> <li>• Complete thank you’s (Zach, George, Jim)</li> <li>•</li> </ul>
<p><b>Calendar Schedule Items:</b></p>	<ul style="list-style-type: none"> <li>• November WFEWT phone call, Monday, November 26, 2008 @ 1100 hrs MT</li> <li>• December WFEWT phone call, Monday, December 10, 2008 @ 1100 hrs MT</li> <li>• NWCG parent group meeting scheduled January 29-31, 2008, Boise, Idaho.</li> <li>• WFEWT will meet the week of January 28, in Boise, Idaho.</li> <li>• WFEWT spring meeting: week of April 21, meeting in Portland, Oregon. (Visit Tilamuk and World Forestry Center.)</li> <li>• WFEWT fall meeting: Action item: DECIDE dates on the next phone call.</li> <li>• Informational: The ‘88 Fires: Yellowstone and Beyond is scheduled for September 7-13, 2008 in Jackson Hole, Wyoming.</li> <li>• Informational: Backyards and Beyond, November 6-8, 2008.</li> </ul>
<p><b>After Action Review of Meeting</b></p>	<ul style="list-style-type: none"> <li>• What was planned / happened? Accomplished – yes.</li> <li>• Why did it happen? Rotating facilitation was positive, rotate facilitation in ½ day segments, be sure to not have speaker / facilitator be the same person. Discussed differences between NWCG teams and processes/procedures. Remember to post ground rules at meetings which direct team to “self-facilitate.”</li> <li>• What can be sustained? What can we improve? Remember to post ground rules. Educational field trips valuable. On future field trips, provided hosts with more information about WFEWT and ask field units what else we can do for the field – are we serving the field? <b>Action item:</b> Roberta to draft template letters on WFEWT products and services to promote the team as on-going process. Meeting planning – use the meeting planner and seek to have local support is available.</li> <li>• Inform group members of travel times earlier so cheaper flights can be obtained.</li> </ul>

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### ACTION ITEMS:

- **Action item:** Maureen to investigate replacement for Leslie/Rick.
- **Action item:** NWCG Communication Plan - Maureen, Roberta and Don Smuthwaite (NIFC EA) to discuss the week of 10/29.
- **Action item:** Maureen to check with Deb Epps on status of S-203/403.
- **Action item:** Maureen to contact IOSWT regarding 310-1 protocol.
- **Action item:** Communicator's Guide:
  - Robin to complete the documentation of distribution of Communicator's Guide by 10/31/2008.
  - Roberta to contact Jennifer Smith, NIFC EA to have the CG posted with information on how to purchase the document.
- **Action item:** Glossary: Pat / John will provide an update on the November phone call.
- **Action item:** Team members to supply to Robin "test" questions for the public. (Re: G3T2.)
- **Action item:** Fire Management Today - Catherine to distribute assignments / deadlines to team by e-mail by 11/15/07.
- **Action item:** Messaging Memo - review status of policy and potentially resend message memo in spring '08.
- **Action item:** Product list: send comments to Robin by 10/31/07.
- **Action items:** Prevention teams: Maureen to solicit comments from the regional coordinators by November 15. Rick Gibson to solicit feedback from Bill Fletcher at NICC November 30. Mobilization plan and information for Mob Guide need to be completed by January 8.
- **Action items:** Strategic Plan - Take 7/16 WFEWT version of strategic plan and develop an informational piece to relate to NWCG plan. Due date: mid-December. Maureen will discuss strategic planning process with Mike Wallace by late November.
- **Action Item:** Robin to Identify guides that were Communicator's Guide by November 26 phone call.
- **Action item:** AD hires for prevention teams - John Owens to touch base with Amy Kishpaugh, leader for casual pay task group.
- **Action item:** Roberta to draft template letters on WFEWT products and services to promote the team as on-going process.

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