

NWCG WILDLAND FIRE EDUCATION WORKING TEAM

May 6-8, 2003

Boise, ID

Executive Summary

Attendees:

Bernie Andersen, KY DOF
Tina Boehle, NPS-NIFC
Angie Braun, FWS
Maureen Brooks, MD DNRFS (Chair)
Roberta D'Amico, NPS-NIFC
Dennis Dupuis, BIA-NIFC
Rick Gibson, OR DOF
Robin Hanford, TNC
Vi Hillman, BLM
Lew Southard, FS

Wilma Strohmeier, Facilitator
Lane Schulz, Scribe

Guests:

Noble Dunn, NPS/TWT
Venetia Gempler, NIFC
Maurice Brown, FS
Pete Martin, FS/BLM
Jeannette Hartog, BLM/FS
Allen Deitz, NWCG/IRM-PMO
Barry Mathias, NWCG/IRM-PMO
Janelle Smith, NIFC

Team Handbook

The team handbook was provided to the members. The Team Members list and the Action Item Matrix will be updated as needed. The NWCG roster for the parent group and the WT chairs will be obtained and added.

Action Item – Maureen Brooks will obtain the rosters and provide them to the members for inclusion in the handbook.

Action Item Matrix

The team reviewed the Work Items on the Action Item Matrix. The matrix will be updated to reflect the changes and additions as noted in the team notes for this meeting.

Action Item – Maureen Brooks will update the Action Item Matrix and provide them with the team notes and executive summary for the team.

History of Team Projects

Rick Gibson handed out a draft of the team history. The members reviewed the draft and provided corrections prior to the meeting ending. The draft will be corrected, provided to the members, and added to the team handbook.

Action Item – Rick Gibson will update the team history and provide to the members

Team Items at symbols.gov

The Northeast Interagency Fire Cache is currently distributing the Communicators Guide from their symbols.gov site. The Symbols Program Manager has agreed to distribute reprints of the Weekly Reader product and the brochure *Wildland Fire in the US*. The cache will complete the purchasing of both items. The brochure will be available approximately six weeks after GPO receives it. It will be available in packs of 100. The cache will handle the mailing of the initial marketing supply to people on our fire prevention contacts listing if we supply them with the mailing information. We are in need of the contact listing for the southern and western states. The cache will work with Weekly Reader to obtain the supply of *Living with Wildland Fire*.

Action Item – Bernie Andersen and Rick Gibson to send the contact lists to Maureen Brooks.

Weekly Reader

The Weekly Reader project will also be available at the cache in packets of 50. Weekly Reader has offered to update the fire statistics in the table. Maureen Brooks will arrange with the cache to obtain the Weekly Readers.

Action item: Angie will find updated fire statistics and get them to Weekly Reader.

Electronic Bibliography

The updated version of the electronic bibliography is completed and will be posted on the website. When the new bibliography is posted, a news release will be prepared to notify the contacts that it is available. The team discussed keeping the bibliography updated in a timely way; how to identify additional sites to add on to the bibliography; and how to interact with the website coordinator. There is also a need to measure the use of the bibliography. Dennis Dupuis will continue as team liaison with the website coordinator with the technical support of Tina Boehle and Roberta D'Amico.

Action Item: Roberta D'Amico will prepare a news release to be sent to the key contacts.

NFPET Project

Rick Gibson

The National Fire Prevention and Education Team Project is underway. Two proposals were received for the NFPET coordinator position and are being reviewed by the task group for the team. A selection will be made in June.

NFPET training for new team members occurred this spring in Oregon and the Southeast. The training was well received and was attended by many state agency personnel.

NFPET membership was discussed regarding the issues of the perception of the teams as a closed system and team member availability. It is anticipated that the combination of the addition of the Team Leader and Team Member to 310-1 and the implementation of the ROSS system will aid in resolving these issues. The team also discussed the pay issue for the AD5 Team Leader. The pay rate may cause problems in mobilizing team leaders this summer. It was determined that this issue needs to be resolved at the administrator level.

DAWG: Update of Glossary Terms

- The Data Administration Working group took on glossary term management project a year and a half ago. The team reviewed the assigned glossary terms and provided feedback. A revised listing was provided to the team for review. The discussion included a concern that the legality of the definitions needs to be addressed and cited and the issue of whether the team should review for accuracy other terms than those assigned.

Action item. Team Members: Send any glossary changes to Dennis Dupuis by May 15.

NWCG Exhibit

A contractor is working on a 10'x10' collapsible NWCG exhibit for the international conference in Australia. Cooperation/Support/History of NWCG are the themes of the exhibit. Ed Brunson will watch over the exhibit at the conference.

WFEWT Interaction with Other Teams

Bernie Andersen reviewed the available NWCG working team documents (strategic plans and/or budgets) to find areas where we may cooperate with other teams on projects. Copies of budgets or strategic plans for seven of the teams (WFIWT, FEWT, FWWT, IOSWT, PMSWT, TWT and WUIWT) were not available for review. This is an ongoing effort to identify teams with mutual interests.

Action Item. Maureen: Obtain list of working team/advisory group/task team heads, as well as team annual reports and team budgets.

Action Item. Maureen: Write chairs of the different teams to update them on team projects.

Review of Team Products

Copies of almost all team products that are available at the cache were displayed at the meeting for team members to examine. It is the responsibility of the team to keep the materials up to date and notify the caches when the materials are obsolete. The team needs to establish a plan for keeping the materials current.

Action Item. Team: Develop a plan for keeping the cache materials current.

Training: Review TWT Update Schedule

Noble Dunn from the TWT joined the meeting to review the TWT update schedule for team training products. Previously the WFEWT provided a training revision schedule to the TWT although no team products currently appear on the schedule. Noble Dunn will assist the team in accomplishing this. He updated the team on the process for new course development and course revisions. Discussion included the use of on line information for pre-course work to target and shorten actual seat time in courses; the use of issue papers to recommend new courses; the validity of the current training available and the use of the NFPET member course in fire prevention training; and the use of modules in some of the courses. He will also assist and provide guidance on course development and task book review for the new positions under the NFPET.

Action item: Maureen Brooks to provide the revision proposal to Noble Dunn after the team discussion.

National Fire Messaging Project

Handout: Draft WFEWT Public Education Communication Plan, April 2, 2003.

Venetia Gempler, NIFC, presented the draft WFEWT Public Education Communication Plan and discussion followed. The interagency plan reflects a change of paradigm from reactive to proactive via education and prevention. The first education effort must be internal. The Communicators' Guide may be a good foundation for that internal delivery. The process needs to include agency personnel outside of the fire organization.

Action Item: Add this Public Education Communication Plan information to the Communicators Guide. Determine how to market it.

Sign Issue

Handouts: Fire Prevention Signs & Posters--Task Force Report & Recommendations
Fire Prevention and Education Signs & Posters -- Task Force Recommendations
Task Force Proposed Fire Prevention Poster Revisions and Additions
USDI BLM Wildfire Prevention Sign Guide

PRD Prevention Sign Inventory
(Handouts will also be distributed electronically)

The presentation of the Task Force on Fire Prevention and Education Signs and Posters reviewed current inadequacies of the wildfire prevention and education poster programs. The goal of the Task Force is “To develop an interagency sign and poster program for fire prevention and education to be used more effectively and efficiently on a variety of public lands nationally.” Proposed recommendations to achieve this goal were presented, including the addition of a Wildfire Prevention Sign Guide to the series of NWCG Wildfire Prevention Guides. These recommendations are listed in the Signs and Posters Task Force Recommendations document. Further detail is in the Proposed Fire Prevention Poster Revisions and Additions document. The group discussed the flexibility of guidelines, the Unicorn catalog, ordering, and other related issues. The Task Force seeks sponsorship and funding from the WFEWT. The WFEWT will discuss the proposal at the strategic planning meeting.

Action Item: The WT will discuss the Sign Guide proposal and prioritize it, then respond to this task force with a decision.

Introduction of NWCG IRM-PMO

Handouts: IRM- PMO Brochure

Copies of the PMO PowerPoint Presentation

NWCG IRM-PMO Summary Sheet with location and contact information

Allen Deitz, presented a Power Point introduction to the NWCG IRM-PMO. The presentation covered the mission, function, staff roles, products and services of the IRM-PMO.

IRM- PMO uses Enterprise Architecture to:

- Get a picture of the business areas’ automated systems and put them together into a single blueprint of how the business is supported by and uses IT.
- Manage an inventory of wildland fire applications.
- Establish a data management strategy.
- Provide a repository of project deliverables. This is especially helpful in an interagency environment (because no agency “owns” the projects so may not save them), as well as when individuals who worked on projects move on.

NWCG Website Discussion

Allen Deitz is working with IRMWT to establish the purpose and goal of the NWCG website and has a proposal to resolve that at their next meeting. The parent group will decide the purpose of the website based on the IRMWT recommendations. The WFEWT discussed the team’s vision of the website. WFEWT has internal and external customers. The team would like to open up the site to increase understanding of NWCG. The website is the obvious means to provide information. Our goal is to have all our publications on the website. We also want to put our web address on all our print publications as a marketing tool. Some of the needs of the team were highlighted: feedback on the site (numbers, quality); updating the web pages and the bibliography; use of the site to provide information for the NFPET; use of the site to archive NWCG information, meeting minutes, etc.; and consistent organization of the site.

The team liaison for the web site is Dennis Dupuis with the technical assistance of Roberta D’Amico and Tina Boehle.

Incident Web Sites

Janelle Smith, NIFC, presented the plan that has been developed to address the situation of specific web sites for fire incidents. The plan provides a framework and templates with a

consistent look and feel so that the incident teams will be able to use their data in the template. The template can be expanded to accommodate spatial data and can be revised as needed. The public will value the consistency in the web pages as the incident teams change. The URL will be in the NIFC domain: wildfires.NIFC.gov. This year the site will support only Type 1 and 2 incidents.

Training needs

Extended discussion took place regarding the training needs in the field. The team discussed current courses and their use; the need to provide course work for NFPET; and plans to gather field input for the prevention/mitigation courses. After discussion of training needs, the team ultimately decided to go through the process of creating and certifying two new courses, and to get other courses onto the TWT revision schedule. It was noted that S-203 and S-403 contain overlapping materials and suggested that these courses be revise in tandem. Vi Hillman will conduct a field assessment of the prevention/mitigation training needs that will be included in the revisions of P101, P110 and P301. Two new courses for NFPET Leader and NFPET Member are needed to complete the approved plan. Specific training in conflict management and collaboration and coordination is needed for the team leader training.

The needs for new and revised trainings are listed in three categories below. All trainings should include the elements of fuels management and leadership.

1. NFPET Teams. Create two new courses based on the existing ad hoc courses:
 - o Team Member
 - o Team Leader
2. General Prevention/Mitigation. These courses will be revised based on field input:
 - o P-101
 - o P-110
 - o P-301
3. Information. Course revisions:
 - o S-203
 - o S-403

Action Item: Vi Hillman will prepare draft of a questionnaire to this team for input before sending it out to the field.

Action item: Rick Gibson and Lew Southard: Develop an issue paper to submit for new Team Member and Team Leader courses to be considered at next TWT meeting.

Action Item: Include Deb Epps and Don Johnson in the team mailing.

Parent Group Presentation

Maureen Brooks will have up to an hour and a half to present at the NWCG May 13, 2003 meeting. The team discussed the information to include in the presentation. Some of the issues included: Contracting/project funding; NWCG web page; vacant team positions; and the need for an annual meeting of the working team/task group/advisory group chairs.

Strategic Planning Session

The team reviewed the mission, values and organization of the WFEWT Strategic Plan, as well as the organization of the plan. The team agreed that all are still appropriate. The group then went through the goals and action plans to update, revise and add to them as necessary. These changes will be reflected in the updated Strategic Plan that will be mailed to the team members. Detailed discussion can be found in the Strategic Planning Meeting Notes.

FUTURE MEETING DATES

- Phone conference between meetings: July 14 at 1pm MST.
- October 21 - 24, 2003 in Lexington, KY, Tuesday noon through Friday noon. This will be a joint meeting with WUIWT.
- January 27 - 29, 2004 in Phoenix
- May 4 - 6, 2004 in Boise