

**NWCG Wildland Fire Education Working Team Meeting
October 22-24, 2003
Lexington, KY**

Executive Summary

Attendees:

Bernie Anderson, KY DOF
Maureen Brooks, MD DNRFS (Chair)
Ed Brunson, TNC
Roberta D'Amico, NPS-NIFC
Dennis Dupuis, BIA-NIFC
Rick Gibson, OR DOF
Robin Hanford, TNC
Lew Southard, FS
Sue Vap, NWCG Liaison
Wilma Strohmeier, Facilitator
Lane Schulz, Scribe

Guests:

Jeannette Hartog, BLM/FS
Punky McClellan, Firehouse
Ken Fields, Fleishman Hillard
Amy Schneider, Fleishman Hillard
Leah MacSword, State Forester, Kentucky
Rex Mann, US Forest Service

Wednesday, October 22, 2003

Final Accomplishment and Budget Report for 2003

- The total WFEWT 2003 budget was \$247,000. The team accomplished the work plan except for the printing of the brochure and the reprint of the Weekly Reader (\$15,000) because the funding was utilized for fire suppression costs.
- Closer reporting of state travel accounting is needed in FY 2004.

NFPET Update

- The contractor, The Firehouse, McClellan presented a National Fire Prevention Education Coordination FY 2003 Report to the working team. The full PowerPoint presentation is available by contacting the chair of the WFEWT. Discussion included utilization of the teams in 2003, field review of team activity, training update, mnemonics update and action items, qualifications and 310-1, website issues, mobilization and coordination with assigned unit, and critical issues facing the full implementation of the NFPET into the system of qualifications and ordering (namely the pay rate for the AD5 as it relates to hiring NFPET Team Leaders), and connecting the Lessons Learned Center with the issues the NFPET works with.
 - The web site for the NFPET is: www.firepreventionteams.us

Thursday October 23, 2003

Discussion of TNC Membership/Participation

Robin Hanford was accepted as the official representative from The Nature Conservancy. It was also decided that TNC will become a full member of the working team rather than an associate member.

Fire Prevention Training Questionnaire

The prevention training questionnaire was distributed during the fire season. The deadline has been extended to the end of November to obtain more response. A full report of the results and discussion on future prevention training development will take place at the January meeting. The liaison from the Training Working Team will be asked to participate in the discussion.

Other Training Issues

The update schedule from the TWT was reviewed. Discussion on P-110, Inspecting Fire Prone Property concluded that the course be transferred to the Wildland Urban Interface Working Team. While the material is prevention oriented, it is clearly focused in their topic area.

Review of Proposals Received

- The WFEWT received three proposals that were referred from the WUIWT.
 - Request from Three Forest Interpretive Association for an outreach play “On Fire.”
 - Images in Motion proposal for \$20,000 for puppet and clowning show.
 - World Forestry Center proposal for a permanent exhibit in or near Portland OR.

The WFEWT discussed the merits of each project. The team is unable to fund any of the projects in this fiscal year. The chair will reply to each of the proposals.

Messaging Task Group Project Presentation

Fleishman Hillard has been contracted to develop and implement a communications plan that will communicate the national fire use messages to the public and service personnel. FH presented the communications plan covering the objectives, audiences, and strategies of the project and the team agreed to continue with the project. It was also agreed that the team would arrange for joint presentations regarding the project at key workshops and meetings throughout the US. The messaging products from this portion of the project will be available in March 2004.

Discussion of *Keeper of the Flame* Video

The WUIWT has contacted the WFEWT to review and provide feedback on the video – Keeper of the Flame. The team agreed to review the video and requested more information on the background, goals and target audience. The WUIWT agreed to send the video to team members.

Team Performance Critique and strategic planning review

The team completed a performance critique before reviewing the strategic plan and items in process. The team accepted the plan as written with no changes to the goals with a suggestion to organize the plan in such a way as to make it easier to use as a working document. This new format to be discussed during the phone conference. The strategic planning document is available upon request to the chair.

Friday October 24, 2003

Task Group Protocol/Guidelines

A discussion of task group functions and requirements was held. At issue was clarifying the protocol for how the task groups work, including how they make decisions and communications

within the team. The following was decided relating to the task groups: each task group will have a charter document; and for communications:

- Task group members are required to read and comment on their task group's documents.
- Other working team members have the option to do so.
- Final drafts of task group documents should be sent to entire working team for comment before final send out.

The NFPET task group will prepare a charter document and submit at the January meeting.

Incident Team Website Review

- The websites developed and used by incident teams issue was discussed as a follow up to the May 2003 meeting when Janelle Smith, NIFC, briefed the WFEWT on her work with developing a template for the incident teams to use. Several incident team sites were developed over the summer. Information was not available as to how many took advantage of the materials prepared by NIFC. Issues related to the sites that were discussed included: the need to put up the sites with concurrence of the host unit and to transfer the management of the site to the host unit after the incident.
- The WFEWT discussed whether this issue resides within NWCG or the National MAC Group. Guidance on this issue will be requested.

Review 2004 FY Budget and Develop Work Plan

The FY 2004 Budget submittal was reviewed. The final FY 2004 budget will be forwarded to team members when it is received. The team drafted its budget strategy for FY 2005-2007. The work on this submittal will be discussed on 11/17/03 and a final submittal will be completed by December 1, 2003.

Budget Drafts

	FY 2005	
State Travel	\$ 20,000	
Facilitation	\$ 2,500	
NFPET training	\$106,000	
Nat Fire Messaging Project Deliverables	\$130,000	
Weekly Reader	\$115,000	
Training Guide Update (6)	\$ 30,000	
Baseline Assessment	\$125,000	
	FY 2006	FY 2007
State Travel	\$ 20,000	\$ 25,000
Facilitation	\$ 3,000	\$ 3,500
Nat Fire Messaging Project	\$140,000	\$150,000
Nat Fire Messaging Project Deliverables	\$120,000	\$130,000
Training Guide Update (6)	\$ 30,000	
Prevention Training Development (Basic/Int/Adv)	\$ 25,000	\$ 25,000

Conference Call

- The team's next conference call was scheduled for November 17, 2003 at 11am PST/12noon MST/2pm EST.

Future Meeting Schedule

- January 27-28, 2004 in Tucson, AZ
- May 5-6, 2004 in Boise, ID
- October 19-21, 2004 in Fresno, CA