

Communication, Education, and Prevention Committee (CEPC)

CEPC Conference Call Notes

Logistics

Date: November 12, 2020

Time: 15:00 Eastern, 1400 Central, 1300 Mountain, 1200 Pacific

CEPC Members: Gwen Beavans (USFS), Faith Berry (USFA – Alternate), Carrie Bilbao (NIFC EA), Tina Boehle (NPS), Brian Harrison (Training Liaison), Jerry Hepler (Wildland Fire Investigation Subcommittee Chair), Kenny Jaramillo (BIA), Terri Jenkins (FWS), Angie Lane (NASF), Brian Lopez (USFS Liaison), Teresa Neal (USFA), Jon Skinner (BLM), Candy Stevenson (PIO Subcommittee Chair), Erika Stone (Administrative Support), Fred Turck (NASF), Bruce Woods (IAFC)

CEPC Members in Attendance this Call: Gwen Beavans, Carrie Bilbao, Tina Boehle, Deb Fleming, Brian Harrison, Jerry Hepler, Kenny Jaramillo, Angie Lane, Teresa Neal, Jon Skinner, Erika Stone, Fred Turck

Agenda Topics:

COMMITTEE BUSINESS:

- Chair's update – Tina: We have a quorum today.
- NWCG Coordinator remarks and news and update – Deb: NWCG Coordinator Katy O'Hara started Monday succeeding Paul Schlobohm and Marley and taking on those same committees. Quarterly Committee Connections meeting for committee chairs and NWCG staff was held at the beginning of the month. All chairs meeting will be held virtually in February.
- Wildland Fire Investigation Subcommittee Report – Jerry/Carrie: Jerry transitioned in as subcommittee chair in September. WFISC had a conference call on November 9, 2020 and is moving forward on several fronts: FI-110 instructor-led course is in final review. FI-110 online course is approximately 75% complete, but the Canadians, whom were leading the project, ran out of money and the project is currently at a standstill. A NWCG funding request has been submitted to complete FI-110's online course migration. A small group was selected for the PMS 412, Guide to Wildland Fire Origin and Cause revision. The group is led by Vice Chair John Bird. The group is expecting completion by late 2021, drop dead date spring 2022. FI-310's revision has stalled. Chair, Jerry Hepler, has recalled all units to gauge progress and to identify steps needed to complete the revision. Shawn Zimmermaker is taking the lead on IDP drafts for INVf and INTM (which may switch to IMTL). The Powerline Fire Prevention Field guide has been updated and available online: <https://osfm.fire.ca.gov/divisions/wildfire-planning-engineering/wildfire-prevention->

Communication, Education, and Prevention Committee (CEPC)

[engineering/prevention-field-guides/](#) Moving forward, the Powerline Fire Prevention Field guide will be updated as needed and all changes will be tracked. Jerry is working with Deb Fleming to complete the adjudication of WFISC terms for the NWCG Glossary. X-900 & X-902 are on the revision, update and/or online course migration radar.

- PIO Subcommittee Update – Candy on leave, Tina updated CEPC. Due to fire season, PIO subcommittee hasn't had many folks on calls to make progress. Candy did create a budget request which we will review today. NIMS integration Committee is assembling a task team for the Endorsement Implementation Tasking. They will reach out to subcommittee re: PIO3.
- Chair/Vice Chair Vote:
 - Tina to be Committee Chair, all voted, motion passed.
 - Create bylaws and document SOPs for defining terms of time in office so committee members know what they signed up for. Usually when you are vice chair it's two years. then you become chair for 2 years, but CEPC can change that with new bylaws/SOPs.
 - Redefine succession: Proposal: Each position is up for election, severing the succession from vice chair to chair to two standalone position. (6 agree) Motioned passed.
 - Rules for being liaison and chairs of subcommittees?
 - Subcommittees elect their own chair from within the subcommittee members.

DISCUSSION TOPICS

- **Budget Requests:**
 - PIO Subcommittee - [Detailer request](#); [Justification](#)
 - Wildland Fire Investigation Subcommittee – in order of priority: [FI-110, Wildland Fire Observations and Origin Scene Protection for First Responders request](#); [X-900, Investigating Power Line Caused Wildfires request](#); [X-902, Investigating Railroad Caused Wildfires request](#)
 - Due January 22 to NWCG
 - By December meeting, committee members should review what has been sent to CEPC (4 requests so far)
 - At December meeting set prioritization on all of them and whether all should move forward to NWCG
 - Can bring in detailers but not pay salaries of committee members or coordinators.
- **FPET Subcommittee:**

Promoting a better understanding of wildland fire through communication, education, prevention and outreach.

Communication, Education, and Prevention Committee (CEPC)

- Everyone pick top 5 priorities by COB Tuesday 11/17/20; review spreadsheet quarterly for new priorities or priorities moving up.
- P-310 meeting tomorrow to discuss minor changes.
- **Prevention Software Completion Announcement and Promo Video:**
 - Nearing completion, Tina send request through Deb.
 - Review send out prior to December meeting if done.
- **One Less Spark Logo in Digital Library:** Background: Deb Fleming asked Jesse Bender about the status and she replied *"Fred was going to get with Gwen H, Nancie, and I to talk about it."* We may need to briefly discuss and close the loop on this one.
 - Fred will touch base with Jesse.
- **USFS Brochures:** Gwen's POC has been out of the office for a while; no update on this. Table this until next month.
- **Action Items from Today's Meeting**
 - **Angie/Teresa/Tina:** Update/Create Bylaws and SOP for committee.
 - **All:** Review what has been sent in, bring your priorities to December meeting.
 - **All:** Review FPET spreadsheet and select your top 5 by 11/17/20. Document this on spreadsheet.
 - **Tina:** Send out review of software completion and YouTube video prior to December meeting if done.
 - **Fred:** Regroup on One Less Spark logo with Jesse.
 - **Reviewers for documents:** Once Nancie Turner gets the OK she will reach out to poster and CC reviewer. (with regards to digital library, there is a procedure for posting and reviewing.)
 - Gwen finalize and send to Nancy and ping her get together with the reviewers for training, after first of year.

Action Items from F2F:

Category	Action Item	By Whom	Current Update
Digital Library	Get more reviewers for documents, left open for now.	Bruce Woods, Angie Lane, Zack Ellinger, and Carrie Bilbao	Done Review documents from 10/2020 – 09/2021. New reviewers will be selected on same schedule as leadership.

Communication, Education, and Prevention Committee (CEPC)

Category	Action Item	By Whom	Current Update
Digital Library / Website	Draft a rewriting on the website page for introduction and 508 compliant.	Fred Turck	Done Rewrite website page for Digital Library introduction and Section 508 compliance in 2020 Virtual Face-to-Face Action Items
Digital Library	Internal SOP draft writing	Gwen Beavans and Carrie Bilbao	Done Draft internal SOP for Digital Library in 2020 Virtual Face-to-Face Action Items
Digital Library / Website	Add restricted page on digital library page to include all of these SOPs and rewrites for our review.	Nancie Turner	
NFPET	Completion of NFPET Leader Handbook	FPET Subcommittee (not tasked yet)	
NFPET	Training hosts and coordinators; work needing to be done	FPET Subcommittee (not tasked yet)	
NFPET	Lay groundwork for changing qualifications and training for PETL and PETM	FPET Subcommittee (not tasked yet)	
NFPET	NICC coordinator for FPETs – position funding, how to establish	FPET subcommittee vice chair and Gwen Beavans	
Website	Keep tabs on website (committee and subcommittee) and bring up website needs during meetings	Angie Lane	
Website	Check the committee roster for accuracy	All	
Website	IPD clean-up and readying for final review	Fred Turck and Bruce Woods	
Website / Budget	Take USFS brochure with a USFS document number on it and have it converted to an NWCG publication. The decision was to either put the video and brochure on the USFS page and NWCG CEPC links to it, or it gets the NWCG logo and posted on NWCG CEPC site.	Gwen Beavans	Gwen will be touching base with her POC tomorrow (11/13/20)
Budget	Put together budget proposal for 120-day detailer to revise P-410 and help subcommittee develop standards and job aids for PETM and PETL	Bruce Woods to work with Deb Fleming	
Budget	Budget process email to committee and subcommittees	Tina Boehle	Done
NFPET / PETL / PETM	Complete review of all documents: <ul style="list-style-type: none"> Recomendations WO NFPETs V8 CEPC reviewed 9-30-20.xlsx PETL IDP CEPC reviewed 10-1-20 pre-final.docx PETM IPD 09-30-20 CEPC reviewed.docx 	All	

Communication, Education, and Prevention Committee (CEPC)

ORGANIZATIONAL UPDATES

To be submitted in writing – can be covered if there is enough time

BIA (Kenny): Working on reviewing and editing annual accomplishment reports from the agency programs. Continued testing of the WPSAPS software and updating of the associated guides.

NASF (Fred and Angie):

- Western States – haven't had any meetings in the last month and a half. No real update, other than California and Colorado are nearing the end of any major activity associated with large wildfires they are dealing with from early and late fall.

NIFC External Affairs (Carrie): Working on year end reports and legislative requests. The Prevention and Education page for the new NIFC website is still under construction.

NPS (Tina): Working on success stories for Office of Wildland Fire (DOI) for year-end report.

USDA FS (Gwen): The Forest Service has announced the retirement of John Phipps, our deputy Chief of State and Private Forestry. The Forest Service has written a national Fire Prevention Strategy and will be presenting that to FS leadership for review and comment. Karen Curtiss is the detailer in behind Zach Ellinger for the vice-Leschak position, National Community Wildfire Mitigation Program manager.