

Communication, Education, and Prevention Committee (CEPC)

CEPC Conference Call Notes

Logistics

Date: December 10, 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), Doug Hilderbrand (NWS – Associate Member), 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:

Deb Fleming, Gwen Beavans, Tina Boehle, Jerry Hepler, Kenneth Jaramillo, Terri Jenkins, Angie Lane, Teresa Neal, Fred Turck, Erika Stone, Candy Stevenson, Bruce Woods, Carrie Bilbao, Jon Skinner

Guests: Sam Scranton, Jesse Bender

Agenda Topics:

COMMITTEE BUSINESS:

- Chair's update – Tina: Doug Hilderbrand is new associate member from National Weather Service.
- NWCG Coordinator remarks and news and update – Deb: Budget requests due Jan 22nd, 3rd coordinator hired Katy O'Hara, Annual meeting - still to decide if enough topics for meeting or if we will just have another Committee Connections call 2nd week in February, formal invite should be sent soon.
- Wildland Fire Investigation Subcommittee Report – Jerry/Carrie: IPDs are in progress, task books need to be updated as well. Task team will take on those updates. INTM if we change that to INTL we need to go through the request for change process with IPSC. First meeting 12/11/2020. FI-210 first revision meeting 12/2/2020, changes around September for review. FI-110 Instructor-led course is nearing completion; the online course is at 75% completion, will need to seek additional funding - budget request is available for review.
- PIO Subcommittee Update – Candy: Had a meeting, looking at updating information between now and January. Updating media guidance-social media tips. Finalized name of proposed new position

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which is PIOT (T=Technician). Working groups together and proceed with those, prepare for budget requests to update S-203.

- Prevention Subcommittee Update – Gwen: FPETSC has met a few times; primary task to get schedule together. Mob Guide edits are due tomorrow. Roster has been put together and page on NWCG and adding to roster and invite other agencies. Fire prevention team training will be offered virtually in January from SW Area; team leaders and members teaching that.
 - Action Item:
 - Subcommittee member solicitation letter - unsure of if it has gone out- Fred will follow up with this.
- Sam Scranton: Gwen came up with idea for promo video to show to management and user group as to what WPSAPS is all about. Link sent almost final draft, few items to smooth out. Want to roll out through our website with the announcement and host video on NWCG YouTube site. Feedback so far has been positive.
 - Action item:
 - Sam- to make a few lines and run it by the team already working on this. Finalize text on the January 14th meeting and send it out by the 15th and run it by Jesse before it comes to CEPC. For the video: discuss with Nancy and loaded on site and CC Tina.
 - Fred & Gwen work on little bit of write up about “An Ounce of Prevention” video in order to be more cohesive with other video and needs of the page.

DISCUSSION TOPICS

- **Budget Requests:**
 - Committee members rank budget request priorities.
 - Budget requests: \$3,000 for Spanish translation on brochures, Team leader’s standards update \$120,000 (revisions, task books and course), PIO Training \$90,000, FI-110/X-900/X-902 \$15,000 \$20,000, \$10,000.
 - Candy - Update S-203 which was last updated in 2008, as it’s missing technology side; need someone to set up what amounts to video production studio to do the operation briefings and community meetings.
 - Jerry-F110/X900/X-902- F-I110 75% there; last updated in 2005, X-900-2020 power line fires prevention guide was updated.

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- Due January 22 to NWCG – According to Deb- there is no limit on number of budget requests that can be submitted, please rank them and send forward. Typical overall project budget is \$300-\$400K. Funds not granted until Fiscal Year '22 (October 1, 2021), when we have appropriations.
- Action Items:
 - Please review and rank (regardless of dollar amount) by the next meeting January 14. FISC had internally ranked their priorities as 1: FI-110, 2: X-900, and 3: X-902
- **USFS Brochure Adoption by NWCG: Gwen**
 - Outdoor Fire Safety – made in 1950s, updating to full-size brochure with budget request and get it printed; before we go down this path there needs to be commitment to be stored and managed. Symbols Cache used to offer these on an at-cost basis, and good to have there. Unsure if Symbols Cache will need to purchase as they would no longer produce it.
 - Understanding that Great Basin Cache will manage, house and send out. (Provide guidance on purchasing to avoid overstock)
 - Jesse Bender-Yes there is this understanding.
 - Fire Prevention and Education Teams – Just recently printed 11,000 copies through the Symbols Cache; looking into whether it makes sense to print it up again.
 - Action Items:
 - Outdoor Safety brochure - Motion accepted to proceed with move to CEPC oversight. (7 approve)
 - Fire Prevention Education Team brochure - Tabled until January or February for subcommittee-Gwen/Fred carry forward. Proposal to stand down on the fire prevention one, pending the one we have is accurate and then CEPC will vote.

ACTION ITEMS:

Category	Action Item	By Whom	Current Update
WPSAPS	Send out review of prevention software completion and promo YouTube video	Tina on behalf of Sam Scranton	Sam will provide committee with text for review by January 14. Fred & Gwen will develop an Ounce of Prevention text for website.
Digital Library	One Less Spark logo	Fred	
Oversight	Update/Create Bylaws and SOP for committee.	Angie/Teresa/Tina	

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Category	Action Item	By Whom	Current Update
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	For discussion on today's agenda December 2020: Outdoor Safety brochure - Motion accepted to proceed with move to CEPC oversight.
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
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	Done
NFPET / PETL / PETM	Complete review of all documents: <ul style="list-style-type: none"> Recommendations 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	Done
Budget	Budget process email to committee and subcommittees	Tina Boehle	Done
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.

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ORGANIZATIONAL UPDATES

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

BIA (Kenny):

BLM (Jon):

FWS (Terri):

IAFC (Bruce):

NASF (Fred and Angie):

NIFC External Affairs (Carrie): new NIFC website set to role out late January or February 2021 – may need some help with content for the fire prevention page and PIO Bulletin Board

NPS (Tina):

USDA FS (Gwen):

USFA (Teresa):