

Communication, Education, and Prevention Committee (CEPC)

CEPC Conference Call Notes

Logistics

Date: March 11, 2021

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 Hildebrand (NOAA), Kenny Jaramillo (BIA), Terri Jenkins (FWS), Angie Lane (NASF), 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: Not captured

Agenda Topics:

COMMITTEE BUSINESS:

- **Chair's update – Tina:** Four of the six budget requests have moved to the Executive Committee
- NWCG Coordinator remarks and news and update – Annie: Prices going up on Cache items, they're whittling down inventory, so training materials will be more costly. Developing fillable PDF of final evaluation record and final evaluator sheet. Can comment on what was evaluated. Will be part of future PTBs.
- **Wildland Fire Investigation Subcommittee Report – Jerry or Carrie:** IPDs internal ended March 5, moving comments forward, FI-110 internal comments will end March 12. Getting site developed for FI-310
- **PIO Subcommittee update – Candy:** Meeting with Annie today and tomorrow to finish up finalizing the four PIO IPDs. They're not changing much from the last iteration, just making sure we're not differing from the NWCG standard language where we need it.
 - We plan to finalize the IPDs and the qual sheets to put in the RFQ for the PIO3 and PIOT the week of March 22. CEPC will be able to review next week as soon as I can get everything together and approved by PIOSC.
 - The next steps will be to review the PIO task books and write a transition plan for the new positions. We will work on these products next week in workshops.
 - FireNet SOPs

FPET Subcommittee update: FPET voted to move coordinator role discussion to Tina; cadre for next FPET training will be led by team on rotation; refresher training not scheduled yet.

DISCUSSION TOPICS

Complex Incident Management – Jesse Bender (20 minutes) - [Storymap](#). Recommendation – bring everyone to an equal scale – not the same as everyone getting T1 quals. Need to create an environment where we just have a team and we go into a complex incident and manage it.

Communication, Education, and Prevention Committee (CEPC)

- Equitability
- Simplified workforce model
- Streamlining, including T3 IMTs

Updates to positions and IPDs will be needed so everyone is qual'ed to one standard.
E.g. PIO 1 and PIO 2 will be combined.

Charter and Operating Principles

Fire Restrictions Website Update - These are the initial steps to follow when the times comes to propose development of the National Fire Restrictions page.

1. You'll need to develop the purpose/business need and intent for the NFR page (see the Idea stage of the WFIT Application Life Cycle - <https://sites.google.com/a/firenet.gov/wfit/it-projects/wfit-life-cycle>)
2. Once that is complete, work with your coordinator to get it to Katie O'Hara, NWCG's rep to the WFIT Program Board. She can present it to the board and there will be further guidance after that.

Other news and/or updates: None

ACTION ITEMS:

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	No password, linked from FPET Digital Library; Sent verbiage to Nancie Turner on 2/25/2021
NFPET	Completion of NFPET Leader Handbook	FPET Subcommittee	Priority #1
NFPET	Training hosts and coordinators; work needing to be done	FPET Subcommittee	Priority #4
NFPET	Lay groundwork for changing qualifications and training for PETL and PETM	FPET Subcommittee	Not tasked yet. FPET subcommittee needs to contact IPSC for change request to 310-1
NFPET	NICC coordinator for FPETs – position funding, how to establish	FPET subcommittee vice chair and Gwen Beavans	In progress. Tina emailed Ken Schmid for follow-up 2/17/21
NFPET	IPD clean-up and readying for final review	Fred Turck and Zach Ellinger	In progress
Oversight	Update/Create Bylaws and SOP for committee.	Angie/Teresa/Tina	2/17/21 update: Tina sent tracked changes on charter to Angie & Teresa. They will complete tracked changes and we will send forward to Gwen for a looksee. Tina to look @ strategic plan and discuss on monthly meeting in March '21
Wildfire Restrictions Website	Kenny to follow up with committee after his call regarding how others are approaching not having this website available anymore.	Kenny	3/8/21 update from Annie: These are the initial steps to follow when the times comes to propose development of the National Fire Restrictions page. 1. You'll need to develop the purpose/business need and intent for the NFR page (see the Idea

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

Communication, Education, and Prevention Committee (CEPC)

			<p>stage of the WFIT Application Life Cycle - https://sites.google.com/a/firenet.gov/wfit/it-projects/wfit-life-cycle)</p> <p>2. Once that is complete, work with your coordinator to get it to Katie O'Hara, NWCG's rep to the WFIT Program Board. She can present it to the board and there will be further guidance after that.</p> <p>2/11/21 update: Kenny moves forward with his group to take needed action and get up and running.</p>
WPSAPS	Put WPSAPS as prevention course in Learning Portal; reach out to Sam Scranton with process needed	Kenny	3/11/21 - Fred working to put training in the portal; Kenny will check about status in getting to the GATR
Website	Keep tabs on website (committee and subcommittee) and bring up website needs during meetings	Angie Lane	Ongoing
Website	Check the committee roster for accuracy	All	Ongoing

COMPLETED ACTION ITEMS:

Category	Action Item	By Whom	Current Update
Budget	Budget process email to committee and subcommittees	Tina Boehle	Done
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
Digital Library	One Less Spark logo	Fred	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.
Digital Library / Website	Draft a rewriting on the website page for introduction and 508 compliant.	Fred Turck	Done – Annie to send forward to Nancie 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
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	Done
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	Done – USFS will publish
Website	Add “upcoming training” link and post trainings on that page. Keep off of main page.	Fred	Done - 2/23/21 2/17/21 update: WPSAPS video is posted; Fred

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

Communication, Education, and Prevention Committee (CEPC)

			will work directly with Nancie Turner on sending upcoming WPSAPS trainings to Nancie; Kenny to assist.
WPSAPS	Send out review of prevention software completion and promo YouTube video	Tina on behalf of Sam Scranton	Done

ORGANIZATIONAL UPDATES

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

BIA (Kenny): Preparing for upcoming WPSAPS trainings March 23-25 and also April 27-29, 2021. Working on getting BIA Agency standard PD's for prevention approved. Fire activity slowly starting to pick up in the SW.

BLM (Jon):

FWS (Terri):

IAFC (Bruce):

NASF (Fred and Angie):

NIFC External Affairs (Carrie):

NOAA (Doug):

NPS (Tina):

USDA FS (Gwen):

USFA (Teresa): On vaccination deployment through FEMA