

# Communication, Education, and Prevention Committee (CEPC)

## CEPC Conference Call Agenda

### Logistics

Date: April 8, 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), 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:** Gwen Beavans (USFS), Annie Benoit (NWCG), Carrie Bilbao (NIFC EA), Tina Boehle (NPS), Kenneth Jaramillo (BIA), Angie Lane (NASF), Candy Stevenson (PIO SC), Erika Stone (Administrative Support), Fred Turck (NASF), Bruce Woods (IAFC)

### Agenda Topics:

#### COMMITTEE BUSINESS:

- Chair's update – Tina: No update
- NWCG Coordinator remarks and news and update – Annie:
  - Mike Ellsworth will get in touch with PIO Subcommittee about proceeding with PIOT position.
  - NWCG endorsement update - WPSAPS will follow same process that she had sent to Tina for fire restrictions page: develop purpose, business need and intent. Will send information via an email as well. Then work through coordinator to get it back to Katy O'Hara.
  - New NWCG program manager, Katie Wood, starts April 26.
  - Fire restrictions page - Katy O'Hara had a question on whether we thought this might be a better fit on the NIFC site instead? We have not discussed putting it on that site or if they have the infrastructure in place to build it out.
    - Kenny - updates on SW it's a AGOL site so they would embed the app to their site, if they move that way it would be done like that. More of a link to their site with embedded link to the map.

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- FPET Subcommittee – Gwen/Fred:
  - Annual fire prevention education team refresher will take place, no date announced at this time.
  - Trying to complete IPDs for positions under subcommittee with some urgency. Very close to being done.
  - Update from Tina regarding request for coordinator role within National Interagency Coordination Center (NICC) for FPET coordination through NICC. There was some pushback on this request, will set up call for all parties to discuss.
- Wildland Fire Investigation Subcommittee Report – Carrie:
  - FI110 projects going and reviewing the FI310 course.
  - Final comments submitted for FI110 class, working on revision updates for PMS410 as well.
  - Working with NIFC External Affairs for updates related to fire investigation on fire prevention pages on new NIFC website.
- PIO Subcommittee update – Candy:
  - Workshops the past few weeks working on the next steps for PIO positions. Revising PIO3 taskbook to meet the 3 in the position description. Should have draft soon.
  - Transition regarding PIOFs becoming PIO3s has been previously discussed with Mike Ellsworth.
  - Worked with Annie on trying to ensure position descriptions keeps NWCG standard language for all the four IPDs. A few tweaks to those and PO1 or PO2 not a change in content, by end of this week draft for CEPC to look at for PIO1 and PIO2 descriptions.
    - Question from Bruce: Regarding recommendations for changes in PIO, what subcommittee will take her findings and look at them?
  - IPSC will review them.
  - IMRR group having calls movement technical requirements and it has been led by PIOs in the group. Kari Green is on the subcommittee calls also, not just a PIO effort, it will touch a few different committees.
- S110 update-no update at this time; it took a pause when training delivery tasking to respond to COVID response to training.

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## DISCUSSION TOPICS

### PIO Bulletin Board – Carrie

- On updated NIFC website, good resources for incident PIOs. Updates still needed, a lot of the information on the PIO Bulletin Board may be outdated.
- Plan was to move things to FireNet PIO Toolbox, brought up on IMRR call and requested some volunteers to look at the documents that are outdated or non-compliant. Some documents are agency-specific so some may get sent back for review in a push for 508 compliance.

### Positions needing IPDs

- Not much to update, just waiting on four IPDs from subcommittees.
- If we get the approval for the PIOF3 and the PIOT, will we not put the PIOF?  
If we don't want it then it can go away. Must vet with agencies and support to move forward with PIOT and PIO3. Potential for new mnemonic in the interim and not call it PIOF.

### Fuels and Post-Fire Group

- Tina is part of this but have only one had meeting. Tina recruited for community adaptation and fire prevention and have several SMEs from CEPC. Moving forward, we will hear more about integration and outreach.

## ACTION ITEMS:

Category	Action Item	By Whom	Current Update
NIFC Website	Invite Sheri Ascherfeld to May meeting re: ability to integrate fire restrictions into NIFC website	Tina	
Website	Socialize with other committees whether there are any projects underway that would be conflict with fire restrictions clearinghouse – Geospatial Subcommittee, Fire Reporting Group under Data Management Committee, Fire Danger Subcommittee	Fred – for Geospatial Annie – for Fire Danger Subcommittee and Fire Reporting Group	
Digital Library / Website	Add restricted page on digital library page to include all of these SOPs and rewrites for our review.	Nancie Turner	Sent to Nancie Turner on 2/25/2021, waiting for edits from Jesse Bender and then she will send to Nancie for posting
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

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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	Didn't discuss at last month's meeting; will add on next agenda. Tina will send out a poll for a dedicated session.  Bylaws part of plan or kept separate? Look at the rules and regs on NWCG site. Separate document if there is any difference at all, very loose on roles and rotation also.
Website	Keep tabs on website (committee and subcommittee) and bring up website needs during meetings	Angie Lane	Ongoing
Website	Check the <a href="#">committee roster</a> for accuracy	All	Ongoing
Wildfire Restrictions Website	Kenny to follow up with committee after his call regarding how others are approaching not having this website available anymore.	Kenny	2/11/21 update: Kenny moves forward with his group to take needed action and get up and running.  Annie checking on next steps for where we need to go next. Expected by autumn.
WPSAPS	Put WPSAPS as prevention course in Learning Portal; reach out to Sam Scranton with process needed	Kenny	

## COMPLETED ACTION ITEMS:

Budget	Budget process email to committee and subcommittees	Tina Boehle	<b>Done</b>
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	<b>Done</b>
Digital Library	One Less Spark logo	Fred	<b>Done</b>
Digital Library	Get more reviewers for documents, left open for now.	Bruce Woods, Angie Lane, Zack Ellinger, and Carrie Bilbao	<b>Done</b> 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	<b>Done – Annie to send forward to Nancie</b> <a href="#">Rewrite website page for Digital Library introduction and Section 508 compliance in 2020 Virtual Face-to-Face Action Items</a>
Digital Library	Internal SOP draft writing	Gwen Beavans and Carrie Bilbao	<b>Done</b> <a href="#">Draft internal SOP for Digital Library in 2020 Virtual Face-to-Face Action Items</a>
NFPET / PETL / PETM	Complete review of all documents: <ul style="list-style-type: none"> <li><a href="#">Recomendations WO NFPETs V8 CEPC reviewed 9-30-20.xlsx</a></li> <li><a href="#">PETL IDP CEPC reviewed 10-1-20 pre-final.docx</a></li> </ul>	All	<b>Done</b>

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	<a href="#">PETM_IPD_09-30-20_CEPC_reviewed.docx</a>		
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	<b>Done – USFS will publish</b>
Website	Add “upcoming training” link and post trainings on that page. Keep off of main page.	Fred	<b>Done - 2/23/21</b> 2/17/21 update: WPSAPS video is posted; Fred 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	<b>Done</b>

## ORGANIZATIONAL UPDATES

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

**BIA (Kenny):**

**BLM (Jon):**

**FWS (Terri):**

**IAFC (Bruce):** Virtual wildfire prevention summit [www.wildfirepreventionsummit.com](http://www.wildfirepreventionsummit.com) is free and focused on roadside and utility wildfire starts. Will May, located in Boise, is stepping away, and Eric Litsenberg will take his place.

**NASF (Fred and Angie):** Angie will be helping with virtual S-203 May 3-7

**NIFC External Affairs (Carrie):**

**NOAA (Doug):**

**NPS (Tina):**

**USDA FS (Gwen):**

**USFA (Teresa):**

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