

Communication, Education, and Prevention Committee (CEPC)

CEPC Conference Call Notes

Logistics

Date: November 30, 2021

Time: 1230 Eastern, 1130 Central, 1030 Mountain, 0930 Pacific

CEPC Members:

Name	Representation	In Attendance (X)
Gwen Beavans	US Forest Service	X
Faith Berry	US Fire Administration – Alternate	X
Carrie Bilbao	NIFC External Affairs	X
Tina Boehle	National Park Service	X
Kari Cobb	US Fish and Wildlife Service	
Deb Fleming	NWCG	
Jerry Hepler	Wildland Fire Investigation Subcommittee	
Doug Hildebrand	National Oceanic and Atmospheric Administration	
Kenny Jaramillo	Bureau of Indian Affairs	X
Terri Jenkins	US Fish and Wildlife Service	
Angie Lane	National Association of State Foresters (Western)	
Teresa Neal	US Fire Administration – Primary	X
Jon Skinner	Bureau of Land Management	X
Candy Stevenson	Public Information Officer Subcommittee	
Erika Stone	Administrative Support	
Fred Turck	National Association of State Foresters (Eastern)	X
Bruce Woods	International Association of Fire Chiefs	X
Shawn Zimmermaker	Wildland Fire Investigation Subcommittee	X

Agenda Topics:

COMMITTEE BUSINESS:

- Chair's update – Tina:
 - Kudoboard for Terri Jenkins retirement
 - New FPET Subcommittee Liaison – Bruce Woods
- NWCG Coordinator remarks and news and update – Deb:
- Fire Prevention Education Team Subcommittee update – Fred/Bruce:
 - Committee has been meeting regularly – reinstatement of training requirements, final touches on some documents (hosting guide), will start digging into list of deployment and ordering process. Maureen Brooks will not be doing this anymore – subcommittee will provide guidance and leadership – Fred, Bruce, Zach – trying to figure out what that looks like. Trying to build depth in program – doing a lot of backfilling last summer. Taking on refresher webinar for delivery – set for May 18 – need agenda & topics. Gwen had conversation with David Burley about AD rates – need to look at PD again for PETL to make sure it meets all the complexities for a PETL. Lends itself to idea that expectation of national team has different level than local team. Still working on schedule. Anticipating budget request.
- Wildland Fire Investigation Subcommittee update – Carrie/Shawn:

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- Working on FI-210 on Learning Portal to use for portions of teaching. FI-310 is planned for 1-2 more beta classes – roll out spring '22. Lots of good feedback from students from first beta course. Will have a couple additional meeting to discuss 210 guidebook. Also decided a much broader scientific manual is required for investigation – several years out, but getting them up and running. Jerry successful in getting an update for Fire Investigation Team Lead. Took Investigator Team Member and updated it to Investigator Team Leader to lead INVF. Put together video for WFSTAR refresher – will be finalized and reviewed. Goes through origin protection checklist. Working with Sheri Ascherfeld on NIFC website page for fire investigation.
- PIO Subcommittee update – Candy:
 - Have had several meetings covering PIO3 taskbook. Will hopefully get something within the next month to CEPC for review. Long document, so will likely be in review through January.

DISCUSSION TOPICS

Topic

- Update from Fire Restriction Task Team (Kenny) – need to get group up and running, initial meeting planned for December. Had SW AAR a few weeks ago.
- Vote on adding course requirements to Prevention Education Team Leader (PETL) and Prevention Education Team Member (PETM) positions based on white paper sent to group on 11/1/2021. – P-310 PETM and P-410 PETL were once course requirements in PMS-310-1. Was removed, rationale may have been due to difficulty in filling positions. Since then have seen decline in skills and abilities of workforce. ICS-100 and ICS-700 and ICS-300 and ICS-700 only requirements for PETM and PETL, respectively. P-310 recently updated; P-410 could use a fresh look eventually. Subcommittee has expressed having P-310 and P-410 courses as required courses are desirable for becoming involved with prevention team. **Approved by committee.**

ACTION ITEMS:

Category	Action Item	By Whom	Current Update
Fire Restrictions	Task team assigned	Tina to Kenny	Team has been created.
Oversight	Update strategic plan and operating procedures for committee.	All	Completed focused session. Final meeting held to address final comments, Members are also welcome to comment and edit prior to this meeting.
Website	Keep tabs on website (committee and subcommittee) and bring up website needs during meetings	Angie Lane	Specific parts of FPET SC that are on the front page need to be moved to the subgroup (FPET) page. Front page is mixed up with what we use to look like before subgroup. Need to look at suffix front page possible duplicated or move to FPET page. Bruce Woods will provide a write up about the success of WPSAPS. Post under WPSAPS section. Bruce to provide not updated yet.

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			Nancie Turner (NWCG webmaster) is retiring so we might have to wait on some of these.
Website	Check the <u>committee roster</u> for accuracy	All	Ongoing Members should look at by Nov strategy meeting
WPSAPS	Put WPSAPS as prevention course in Learning Portal; reach out to Sam Scranton with process needed	Kenny	Needs to be created in Wildland Fire Learning Portal. Fred had been putting course content into the portal. Nothing new, started a skeleton and waiting on Sam still collecting material to go into the course content.
NEW Oversight	Develop "training plan" for CEPC Courses	All	Develop a task group with members from various subgroups. Minimally CEPC would need to manage P-301, P101. Decide if we need a 200-level course.

COMPLETED ACTION ITEMS:

Category	Action Item	By Whom	Current Update
Website	Review fire Prevention NIFC page and provide suggested edits to Carrie. OK to have explanations about difference of NWCG and NIFC and same resources on each page since some people don't got to each site.	ALL	Completed
Fire Restrictions	Reach out to Data Management Committee (Rochelle Pederson) - Katy O'Hara is coordinator regarding data standards and schemas for fire restriction maps and GIS layers.	Tina	Tina, Kenny, Faith, Carrie, and Vaughn Cork (WA DNR) met with Emmy Harbo in late June. Forming task team for this effort – needs tasking and verification that the right people are on the task team.
Fire Restrictions	Send links to fire restriction pages / maps that we want linked via NIFC website to Tina. Fred will compile and send to Tina for state pages.	All	Kenny sent Tina and Sheri Ascherfeld list on 5/27/21. Sheri successfully integrated the Southwest fire prevention map into the NIFC website test environment. Sheri would like to have GACCs post fire restriction map products for the GACC on their own websites and then NIFC would link to the GACC page. Needs further follow-up to connect to GACCs about this request
Website	Outdoor Fire Safety brochure	Gwen Beavans	Completed by USFS – announcement released by Gwen July 2, 2021.
Strategic Planning	Answer Doodle Poll about dedicated session for strategic planning somewhere between September and October.	All	Completed – scheduled for October 5-7.
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	No conflicts. Task completed
NFPET	IPD clean-up and readying for final review	Fred Turck and Zach Ellinger	Completed

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Wildfire Restrictions Website	Kenny to follow up with committee after his call regarding how others are approaching not having this website available anymore.	Kenny	Completed
NIFC Website	Invite Sheri Ascherfeld to May meeting re: ability to integrate fire restrictions into NIFC website	Tina	Completed Note – yes it is possible and Sheri is willing to do this.
Digital Library / Website	Add restricted page on digital library page to include all of these SOPs and rewrites for our review.	Nancie Turner	Completed
Budget	Budget process email to committee and subcommittees	Tina Boehle	Completed
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	Completed
Digital Library	One Less Spark logo	Fred	Completed
Digital Library	Get more reviewers for documents, left open for now.	Bruce Woods, Angie Lane, Zack Ellinger, and Carrie Bilbao	Completed 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	Completed – Annie to send forward to Nancie <u>Rewrite website page for Digital Library introduction and Section 508 compliance in 2020 Virtual Face-to-Face Action Items</u>
Digital Library	Internal SOP draft writing	Gwen Beavans and Carrie Bilbao	Completed <u>Draft internal SOP for Digital Library in 2020 Virtual Face-to-Face Action Items</u>
NFPET / PETL / PETM	Complete review of all documents: <u>Recommendations_WO NFPETs V8 CEPC reviewed 9-30-20.xlsx</u> <u>PETL IDP CEPC reviewed 10-1-20 pre-final.docx</u> <u>PETM_IPD_09-30-20_CEPC reviewed.docx</u>	All	Completed
Website	Add “upcoming training” link and post trainings on that page. Keep off of main page.	Fred	Completed - 2/23/21 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	Completed

ORGANIZATIONAL UPDATES

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

BIA (Kenny): Working on standard PDs for Prevention PDs – classified and rewritten. Working on Prevention Report for FY’21 and success stories.

BLM (Jon):

FWS (Kari):

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IAFC (Bruce):

NASF (Fred): The Southern Area went to PL2. North Carolina put on state-wide burn ban yesterday. SC, NC, VA all extremely dry. Virginia Interagency Fire Academy - May 23 - opportunity to teach prevention course if there's interest.

NIFC External Affairs (Carrie):

NOAA (Doug):

NPS (Tina):

USDA FS (Gwen): Gwen's job being advertised tomorrow.

USFA (Teresa):