

# Communication, Education, and Prevention Committee (CEPC)

## CEPC Conference Call Notes

### Logistics

**Date:** December 9, 2021

**Time:** 1500 Eastern, 1400 Central, 1300 Mountain, 1200 Pacific

### CEPC Members:

Name	Representation	In Attendance (X)
Gwen Beavans	US Forest Service	X
Faith Berry	US Fire Administration – Alternate	
Carrie Bilbao	NIFC External Affairs	X
Tina Boehle	National Park Service	X
Kari Cobb	US Fish and Wildlife Service	
Deb Fleming	NWCG	X
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)	X
Teresa Neal	US Fire Administration – Primary	X
Jon Skinner	Bureau of Land Management	
Candy Stevenson	Public Information Officer Subcommittee	X
Fred Turck	National Association of State Foresters (Eastern)	X
Bruce Woods	International Association of Fire Chiefs	X
Shawn Zimmermaker	Wildland Fire Investigation Subcommittee	

### Agenda Topics:

#### COMMITTEE BUSINESS:

- Chair's update – Tina:
  - Departure of Erika Stone – Angie will be note taker until we find a replacement.
  - Call for glossary stewardship group – Angie volunteered for whatever is needed. Deadline is January 3, 2022.
- NWCG Coordinator remarks and news and update – Deb:
  - Staffing: making progress on hiring. New Publications staff (2); detailer working on webmaster; 2 USFS training specialists; and 2 vacant instructional designers.
  - Statement of work for potential state – performance-based focused training system (\$25million contract).
  - Endorsements - moving forward on Safety and PIO recommendations – will post endorsements, recognition of prior learning, etc. on website.
- Fire Prevention Education Team Subcommittee update – Fred/Bruce:
  - Bruce – the subcommittee is proposing a budget item, which we talk about later in the agenda.
  - Fred – letter for soliciting for prevention team schedule is moving out, due February 17. Also, seeking topics for May 18, 2022 webinar.

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- Gwen – putting a team in South Carolina from Texas. What is status for vaccinations or accommodation? If you are AD or state employee for federal agency you follow their protocol. We are checking into it. Some State employees don't get hired by federal agencies, but the state they come from gets reimbursed by the federal agency hiring them. This creates problems. Also, what is on website needs updated!
- Wildland Fire Investigation Subcommittee update – Carrie/Shawn:
  - Haven't had a meeting in a couple of months. Will be meeting at end of January.
  - The FI110 class budget of \$15,000 may go over if contract comes in high. If they receive a contract that is over, they could give up another project that was funded to stay within budget.
  - WFSTAR fire refresher video is a precursor to FI110. This has gotten good feedback and response from sub-committee. They have until January 7, 2022 to submit comments.
  - PMS412 Update is taking some time. They think they need 2 documents: pocket guide and "manual".
  - New members have been added to the group.
- PIO Subcommittee update – Candy:
  - Just had a monthly meeting. Last one for the year.
  - PIO3 task book will be going out for review, soon. Candy will provide a summary sheet with the task book.
  - Looking at examining the S203 course – do we need to have a new course entirely, or pull pieces out for a virtual course for the new PIO technician position.
  - USFW rep Pam Bierce is retiring. They will be looking for a replacement – Pam is working with Carrie on the replacement.
- Fire Restrictions Task Team update – Kenny:
  - Needs to stand up a schedule for January.
  - Tina mentioned to Kenny that if he needs extension on tasking, just let her know.
  - Firewise Subcommittee is being disbanded. The work will be absorbed by the main committee – WUI Committee.

## DISCUSSION TOPICS

### Topic

- Committee and subcommittee budget proposals – Finalize proposals and rank for submission to Executive Board
  - CEPC Proposal –
    - P-101 proposal – no means a final product. Just needed to get something submitted as an idea.
    - Looking to do something that takes no more than 4 hours, self-paced, available on the Learning Portal. Fred thinks it can be done cheaper by using one of the contractor's key to the Portal's development.

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- Deb reminded us that we can't create courses in the portal. We need to create courses for the portal! Steer away from doing it in the portal, but say you are going to revise the course for use as a self-paced course. Courses need to be NWCG-certified, so it also needs to go through approval by NWCG as well. There are requirements already in place for 101 courses.
- We can submit the proposal as written, with Gwen's comments. Deb says stay broad.
- The budget request needs to be managed by one of the agencies. Holding place is to put funding with BLM per Deb.
- FPET Subcommittee proposal –
  - Looking for funding to coordinating FPETs and the library.
  - Funding is not going to be available until 2023. FPETs will have to do something different until then.
  - Gwen: scope and efficiency do not match. Pre- and post-season work written so vaguely would make it hard for a contractor to do this work.
  - Does this proposal meet the intent of the funds? Can the funds be used to hire a team? Are you looking for a team or an individual?
  - Send comments back to Zack. Fred, Bruce, and Zach will get together on revisions and then bring back to CEPC. Our meeting is January 13, due to NWCG by Jan 20. Need to receive before January 13 and needs to be near final for our that meeting.
- Send-off for Gwen – retirement is just around the corner! Congratulations to Gwen!!

## 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	<p>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.</p> <p>Bruce Woods will provide a write up about the success of WPSAPS. Post under WPSAPS section. Bruce to provide not updated yet.</p> <p>Nancie Turner (NWCG webmaster) is retiring so we might have to wait on some of these.</p>

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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.
<b>**NEW**</b> 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
PETM/PETL	Positive education requirement for PETM and PETL	Zach Ellinger	Completed - submitted via website after vote to move proposal forward by committee on 11/30/21
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

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NFPET	IPD clean-up and readying for final review	Fred Turck and Zach Ellinger	Completed
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 – <b>Annie to send forward to Nancie</b> <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

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## ORGANIZATIONAL UPDATES

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

**NIFC External Affairs (Carrie):** Lessa Peter is the new public affairs specialist for Bureau of Indian Affairs, Branch of Wildfire Management, and will be working with NIFC external affairs; all agencies working on and/or looking for guidance on new infrastructure bill

**NPS (Tina):** Completed a wide variety success stories for FY'21 and submitted to DOI Office of Wildland Fire