

Fire Prevention Education Team (FPET) Subcommittee

Meeting Minutes: 11/19/2020

Attendees

Members: Maureen Brooks (USFS), Mark Thibideau (USFS), Fred Turk (NASF), Jim Funk (Other), Jeff Moyer (BIA)

Others: Gwen Beavans (CEPC liaison), Deb Fleming (NWCG Coordinator)

Old Business

N/A

New Business

Introductions

Overview of the Subcommittee Responsibilities (Deb Fleming)

- Points of contact: Nancy Turner (Webmaster), Jesse Bender (Publications), Brian Harrison (Training)
- Positions assigned
 - None currently, but will be taking over PETM and PETL
- No publications currently assigned (e.g., USFS brochure that will be transitioned to an NWCG publication)
- Resources page are links for non-NWCG materials (e.g., handbook for PETM and PETL)
- Suggested by Deb – assign a webpage lead for the subcommittee
 - Duties update our webpage, which we reviewed and will be live once we have a roster
- Training courses assigned
 - P-310 and P-410
- All NWCG committees and subgroups fall under the NWCG Master Committee Charter
 - We can establish our own chair/vice-chair/co-chair roles and terms to appointments
- Discussed organizational types
 - <https://www.nwcg.gov/organizational-types>
 - Use Task Teams to assist the subcommittee with projects that will have an end date.
- Discussed NWCG membership types
 - <https://www.nwcg.gov/committee-roles-membership-information>
 - Jim will be an Associate Member as he does not represent an NWCG member agency.
- Consensus based organization.
- Tool Box contains templates
 - <https://www.nwcg.gov/correspondence-templates>
- Meeting notes must be 508 compliant and we can have help if needed.
 - Fred will seek a note taker for the group.

Priorities (Gwen Beavans)

- Roster
 - Fred will reach out to Zach to discuss the chair/co-chair
 - Mark will research other required positions
- NFPET Schedule

- Maureen will send out an email to all Team Leads
- Primary and Secondary Teams identified
- Training Priority Plans
- PETL in Good Standing

Things to do (Gwen Beavans)

- PETL Handbook Update
- Training Priority Plan
- Develop/Distribute Host Guide
- FPET Refresher and Host Webinar
- Team Evals and Team Leader Evals
- Look into teams managed nationally

Action Items

- Maureen will send a schedule request to all the team leads.
- Fred will look into the chair and co-chair positions with Zach.
- Fred will reach out for a note taker.
- Maureen will make sure everyone has access to the pinyon folder.

Next Call & Agenda Items

Date for next call: December 2nd, 1100 (Eastern), 0800 (Pacific)