

# Fire Prevention Education Team (FPET) Subcommittee

---

## Meeting Minutes: 12/17/2020

### Attendees

**Members:** Maureen Brooks (USFS), Mark Thibideau (USFS), Fred Turck (NASF), Jim Funk (Other), Zach Ellinger (BLM), Karen Curtis (USFS), Jeff Moyer (BIA) and Brian Harrison (BLM)

**Others:** Gwen Beavans USFS/ (CEPC liaison), Deb Fleming (NWCG liaison)

### Old Business

- Priority Trainees
  - After reviewing input from some coordination centers and discussion among the group the following was decided:
    - We would promote PETL and PETM trainees to work thru their training officer to get their names listed on the Priority Training List. This probably will require an application process specific to their Geographical Area Coordination Center. In addition, the sub-committee would maintain a list of those individuals who have notified us that they have been placed as a priority trainee. The committee would promote the use of trainees thru the Team Leaders especially those on the upcoming “schedule” and take every opportunity to promote the importance of trainees to build program capacity.
- Roster and Mob Guide
  - Maureen provided the two documents she produced.
    - The 2021 roster is complete with no openings.
    - It was decided to remove the reference to virtual assignments as it was discussed that pandemic conditions are different everywhere and evolving. The determination of the type of assignment (all virtual, in-person or hybrid) would be made in conjunction with the needs of the requesting agency.
    - The Mobilization Guide update was approved with minor edits. It was decided that Zach and Fred would be noted as the alternative contacts for Maureen.
- Committee Tasking’s (spreadsheet)
  - Time ran short and we only addressed the Edits to the Team Leader Handbook
    - Gwen Beavans noted that the CEPC recently developed a list of budget requests, including a Team Leader Training and Standards and Updates noting, that there might be some overlap. Further discussion noted that IF this budget request were approved by NWCG it would not be avail till this time next year.
    - Since there has been a tremendous amount of work already done in revising the Team Leader Guide, we decided to finish this project first.

### New Business

- Brochures
  - Two brochures were shared for discussion
    - Outdoor Fire Safety
      - Originally designed by USFS, talked about having this as a NWCG publication falling under this committee. However, it was noted by Gwen that there is still

discussion as to this remaining a USFS publication. Any further discussion on this was put on hold.

- National Fire Prevention Education Teams
  - There were plans for this committee to update the current publication. However, it was noted that a significant supply still existed, and we needed to evaluate before moving on with plans for revision.

## Action Items

- Priority Trainees
  - Fred to draft email to current Team Leaders outlining the importance of using trainees and suggestions for requesting and implementation. Fred to send to Zach and after review send to committee for comment prior to distribution.
  - Need to establish internal process to collect and maintain the “list”. Who/Where
- Roster/Mob Guide
  - Maureen to send both of these on.
- PETL Guide
  - Karen Curtis to send the most recent edit of the Guide to committee for review, then Zach will get with Jessie Bender (NWCG Training) to solicit help and guidance.
- Brochures
  - National Fire Prevention Education Teams
    - Maureen will check with the cache to determine exactly how many and of what edition are still on the shelf. Once we know the numbers we will reevaluate.

## Other Business

- Karen will investigate Firenet functionality
  - Specifically, 2021 reference link for Firenet
- Fred will reach out for a notetaker.
- On page 6 add Firenet and assignment tracking list
  - Team documents, digital library information with procedures as examples.
- Develop/Distribute Host Guide
- FPET Refresher and Host Webinar
- Team Evals and Team Leader Evals

## Next Call & Agenda Items

Date for next call: January 21<sup>st</sup>, 1100 (Eastern), 0800 (Pacific)

Agenda Items:

- Follow-up on action items
- Additions, PLEASE submit to both Zach and Fred any suggestions for agenda items