

# Fire Prevention Education Team (FPET) Subcommittee

## Meeting Minutes: 10/21/2021

### Attendees

**Present:** Zach Ellinger (BLM/Co-Chair), Fred Turck (NASF/Co-Chair), Maureen Brooks (USFS), Mark Thibideau (USFS), Jim Funk (Other), Kate Roesch (NPS), Karen Curtis (USFS), Jeff Moyer (BIA), Gwen Beavans (CEPC liaison), Deb Fleming (NWCG liaison)

**Absent:** Jon Skinner, Chris Derman (NPS), Brian Harrison (NWCG Training), Christine Boehle, Annie Benoit, Holly Miller

### Old Business

The meeting was opened by Zach Ellinger and immediately moved into new business priority topics. Two carry-over items were discussed at the end of the meeting. An announcement from Gwen Beavans that she is retiring the end of December 2021 was met with hearty congratulations and warm wishes.

### New Business

A Mobilization Guide Draft was sent to members. Minor changes were made for review including changes to designated coordinators. Later in the meeting Mark Thibideau mentioned that he understood the CA coordinator would soon be selected which might require an additional change to the document.

A discussion was held on who would be listed as national coordinator. Agreement was reached that Zach would be listed as national coordinator and a phone number would also be listed, so as the coordinator position was being filled by different individuals, a single phone number would reach the position. A need was expressed to specifically outline the roles and responsibilities of the coordinator. It was also pointed out that the coordinator did not have to be a Forest Service employee.

The schedule topic yielded comments:

- The person that coordinates is important, but having the time availability is also a consideration
- A scheduled Team Leader who is not able to fulfill the time slot should work to find a qualified replacement and notify the coordinator of the change, helping relieve the burden on the coordinator.
- A viable and useful tool was the IROQ weekly availability list. Continuance of the list is suggested.
- An addition of a tertiary team to the schedule is not recommended by the committee.

The red book text will be kept the same and submitted. Committee discussed collecting lessons learned, special situations, safety concerns, and other factors that entered into this year's assignments as an addendum document to operations and training - not sure of the format.

### Action Items

Maureen will send the information from this past year as to teams deployed, matrix, host information and procedures used this past season to Zach.

Zach will compile the edits to the Proposal for Training Requirement document and get to members for review and to the parent committee.

### Other Business

Committee discussed the idea of a recommendation that a PIO take the P-310 course with the intent of working on a FPET. It cannot be a requirement. Suggested that conversations with PIO committee be held. A possibility for the committee to consider - Having an individual present at the IMMR group meeting to talk about PIO usage on FPETs and how we can work around some of the issues when IMTs, FPETs and other entities are trying to coordinate messaging, roles, and responsibilities. A tentative decision for Fred Turck to take the lead role in this effort with input from Mark and Zach to identify the mission.

The Proposal for Training Requirements was discussed with favorable response to submit the document after committee suggested edits. Zach went over the priorities for subcommittee accomplishment and the status of tasks, listing the first four.

### Next Call & Agenda Items

The next call will be the regularly scheduled monthly call and time using the same meeting link as this meeting.

Next Meeting Agenda topics:

Discuss sending a letter inviting others to take on the regional coordinator role.

Discuss a subcommittee recommendation to CEPC for replacement of Gwen Beavans current role. Consider other individuals for the task. Assign working groups to tackle/advance the four priority tasks of the subcommittee in an attempt to move along accomplishments and address other pressing issues.