

Fire Prevention Education Team (FPET) Subcommittee

Meeting Minutes: 10/30/2023

Attendees:

- (X) Mark Thibideau – Forest Service – Chairperson
- (X) Zach Ellinger – Bureau of Land Management – Primary Member/Program Manager
- (X) Jeff Moyer – Bureau of Indian Affairs – Primary Member
- () Maureen Brooks – Forest Service – CEPC Liaison
- () Stacey Grimes – Forest Service – Co-Chairperson
- (X) Andy Nesmith – National Association of State Foresters – Primary Member
- () Kate Roesch – National Park Service – Primary Member
- (X) Gwen Beavans – AD Employee – Associate Member
- (X) Sarah Lee – Bureau of Land Management – NWCG Coordinator
- () Katy O’Hara – National Park Service – NWCG Coordinator
- (X) Nick Terrell – Bureau of Land Management – Admin. Support

Also in attendance – Todd Chlanda

Old Business

- Microsoft Teams channel development (Stacey’s task) - The channel is created in the USDA Microsoft workspace. Stacey and Mark as the owners; they will send out invites to the sub-committee members. Question as to whether DOI employees will be able to access.
- Sub-committee leadership is now in possession of an email list of national PETM & PETLs to use for future correspondence with the field.
- Email draft to PETL list for eclipse event team use (Mark & Stacey task) – The eclipse flyer has been created. Mark and Stacey will work the eclipse messaging into an email with the updated team rotation schedule - when the new rotation schedule is developed and disseminated, eclipse flyer will be included.
- Training webinar sessions - Mark has chosen “2023 lessons learned” as first webinar topic. Training webinars will be offered quarterly starting in 4th quarter 2023 (November, date TBD). Webinars will not replace the main FPET webinar but will serve as supplemental training with the goal of more interaction and inclusion with the field. Projected date in November.
- AD Team Leader position description (PD) and casual hire (AD) pay rate (Gwen’s task) - The complexity of PETL position is increasing and there is justification for increasing pay rate of the AD position. Gwen has sent message to chairperson of the Incident Business Committee. Need to wait for reply to determine further action. The pay rate is tied to the PD; unless the PD changes, AD pay rate will not change. Zach motions to review PETL & PETM PDs to confirm that they accurately represent the complexity of the positions. The committee agrees that this is a high priority task.

New Business

- Microsoft form for team rotation schedule.
- 2024 Prevention Team Red Book updates.

Other Business

- NWCG update from Sarah Lee
 - NWCG hiring updates - the last Instructional Systems Specialist vacancy selection announcement pending. Additional Audio/Visual Production Specialist positions will be advertised soon.
 - Sarah Lee has accepted the NWCG Deputy Program Manager position. Next week, Katy O'Hara will transition in as coordinator with oversight for the Community, Education, and Prevention Committee (CEPC) and sub-committees.
 - CEPC in person meeting – highlights from the guest speakers with lessons learned from the Marshall fire in 2021.
- National coordinator update from Zach
 - Last three team mobilizations have been to the Southern Area. Currently there is an order to National Forests in Georgia. Mary Leathers will be up on rotation as the PETL, outreach for PETMs pending.
 - Edits to Red Book and Mob Guide are on the horizon. Zach will send out Mob Guide, Red Book, and program plan for committee members to review for edits.
 - The new prevention team rotation schedule will keep the same timing as the current rotation period (Tuesday – Tuesday) to coincide with the national IMT rotation schedule.
- Round robin discussion
 - Andy/Todd – reminder that 410 & P-310 available in FL next year.
 - Jeff – No report.
 - Gwen – No report.
 - Zach – Red Book edits are due 11/3. Call out to get edits and feedback to Zach by COB on 11/2.
 - Stacey – No report. Will volunteer to work with Gwen on PD/AD pay rate action item for agency representation.
 - Mark – other training offerings:
 - Arcadia, CA (ANF): January 8-12 for PE-301, January 22-26 for P-310.
 - Prescott, AZ: March 11-14 for P-310, March 9-10 for P-101.
 - Florida: April 15-19 for P-410.

Next Call & Agenda Items

November 16th, 2023