

## Fire Prevention Education Team (FPET) Subcommittee

Meeting Minutes: 02/15/2024

### 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
- ( ) Amanda Scott – Forest Service – CEPC Liaison
- (X) Stacey Grimes – Forest Service – Co-Chairperson
- ( ) Andy Nesmith – National Association of State Foresters – Primary Member
- (X) Kate Roesch – National Park Service – Primary Member
- ( ) Gwen Beavans – AD Employee – Associate Member
- ( ) Katy O'Hara – National Park Service – NWCG Coordinator
- ( ) Nick Terrell – Bureau of Land Management – Admin. Support

Also in Attendance: Todd Chlanda

### Old Business

- Webinar scheduled for March 7<sup>th</sup>, 2024 at 10 PT.
  - Topics and presenters – New Expectations (Zach), Spreadsheet (Stacey), File Structure (Stacey), Illness Protocol (Stacey), NFPET Schedule (Zach), Host Unit Guide (Mark), Team Leader Guide (Mark), Report Styles (Andy), Field Maps (Jen/Ben), Replacement PETL for Schedule Responsibility (Zach).
  - Invite dissemination – Mark will send invite to field (Zach will provide a copy of last year's invitation).
  - FPETSC will meet again on 2/26 at 1000 PT to finalize all webinar details.
- 2024 Prevention Team rotation schedule (Stacey & Zach's task) – Zach will finalize the rotation schedule today and pass up to NWCG for publication. Mark or Stacey will send the schedule to the field on the PETL email list.
- Position Description (PD) updates (Gwen & Stacey's task) – Stacey will be meeting with Katy O'Hara on Feb. 23 to discuss PETL & PETM position descriptions.

### New Business

- Learning Environment AAR – Received feedback that the AAR was beneficial. FPETSC will need to check email list for next event to make sure all participants have notification to attend. Recommendations to make next event 90 minutes in length setting aside the last 30 minutes for Q&A.
- National Mobilization Guide Update – Kept same language for FPET content.

### Other Business

- FPETSC discussed that revised Public Information Officer related training course (S-203) will potentially have an FPET unit included.

### Next Call & Agenda Items

March 15<sup>th</sup>, 2024 1000 PT.

