

Fire Prevention Education Team (FPET) Subcommittee

Meeting Minutes: 03/21/2024

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
- (X) Amanda Scott – Forest Service – CEPC Liaison
- (X) 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
- (_) Katy O'Hara – National Park Service – NWCG Coordinator
- (X) Nick Terrell – Bureau of Land Management – Admin. Support

Also in Attendance: Todd Chlanda

Old Business

- Webinar AAR – Committee members reviewed content shared from March 7th webinar After Action Review (AAR). Improvement points for next webinar include operability of Microsoft applications on the FireNet platform during webinar and filling in known gaps in the FPET email list to include all interested parties.
- 2024 Prevention Team rotation schedule (Stacey & Zach) – 2024 rotation schedule is finalized and passed up to NWCG. It has not yet been posted publicly due to ongoing NWCG website migration. In the meantime, Zach has emailed the schedule to FPET team leaders, team members, known trainees, and regional FPET coordinators.
- Position Description (PD) update (Gwen & Stacey) – Stacey has met with Katy O'Hara and discussed the Incident Performance and Training Modernization (IPTM) review process. As the position stewards for Fire Prevention Education Team Leader (PETL) & Fire Prevention Education Team Member (PETM), the FPETSC will be responsible for selecting the list of Subject Matter Experts (SMEs) to work the IPTM position review scheduled for 2025 and to supply the SME group with guidance for the review. At this point, the committee is weighing whether to initiate a PD re-write now or wait for the IPTM position review in 2025.

New Business

- FPETSC Standard Operating Procedures (SOPs) – Committee/sub-committee SOPs was brought up at the All NWCG meeting in Boise in February. FPETSC does not have an SOP document created and will make this a priority agenda item at the next monthly meeting in April. Initial discussion of Chairperson/Co-chair role period and agency representation was held, members agreed upon two-year period to hold chairperson roles. The FPETSC will discuss creation of an agency rotation table for coverage of chairperson roles at next month's meeting.
- Geographic area FPET coordinator call (Mark) – Regional FPET coordinators have expressed interest in collaborating with the FPETSC on projects and how to stay better informed on committee business. Mark pointed the group to the NWCG webpage where meeting notes are posted.
- Next Learning Environment Webinar – Jeff will host next event. Date and topics to be discussed at next monthly committee meeting.

Other Business

- Community, Education, and Prevention Committee (CEPC) update (Mandy) – Introductions of committee members and welcoming Mandy as CEPC liaison. Most of the work going on in CEPC now

regards position and training redesign. NWCG website updates pending.

- National Update (Zach)
 - The *NWCG Fire Prevention Education Team Host Unit Guide*, PMS-464, and the *NWCG Fire Prevention Education Team Guide*, PMS-474 are published on NWCG website. The field has been referencing and accessing those documents and Zach has received positive feedback.
 - Regional FPET coordinators are relaying that local units are not moving on eclipse event planning for use of FPET teams. Possible procrastination may stem from confusion over whether to order a national team or assign a regional team.
 - Brought up need to develop rotation for National FPET Coordinator role with CEPC. Zach will be specifying roles and responsibilities of the National Coordinator to provide decision support to CEPC.
- Diversifying Membership on FPETSC (All) – Subcommittee members requested to reach out to their respective agencies to outreach for participation and joining the FPETSC monthly meeting - goal of increasing membership on this subcommittee.

Next Call & Agenda Items

April 18th, 2024, 1000 PT.