

Fire Prevention Education Team (FPET) Subcommittee

Meeting Minutes: 08/21/2025

Attendees:

- Mark Thibideau — Forest Service — Chairperson
- Zach Ellinger — Bureau of Land Management — Primary Member / Program Manager
- Jeff Moyer — Bureau of Indian Affairs — Primary Member
- Melissa Jenkins — Forest Service — CEPC Liaison
- Stacey Grimes — Forest Service — Co-Chairperson
- Andy Nesmith — National Association of State Foresters — Primary Member
- Kate Roesch — National Park Service — Primary Member
- Gwen Beavans — AD Employee — Associate Member
- Sarah Lee — Bureau of Land Management — NWCG Coordinator
- Todd Chlanda — National Association of State Foresters
- Darci Drinkwater — Admin. Support

Old Business

- FireNet Briefing Paper – Requesting FireNet sites for each National Fire Prevention & Education Team (NFPET) assignment – Incorporating details regarding file structure, SOPs, and access protocols (FPET, Public Information Officer [PIO], and guests).
 - Once completed, Grimes will send out to committee members to review, then to Jenkins through Community Education and Prevention Committee (CEPC).
 - Concerns from FireNet due to their ability to support the workload. Clarification needed on the average number of incidents per year.
- Challenge Coin – Grimes will send design files to Ellinger for potential modifications to the background color to make the fire emblem stand out.

New Business

- Standard Operating Procedures (SOPs) – Need to develop committee SOPs.
 - Drinkwater will provide samples of SOPs from other NWCG committees to Grimes.
- NWCG Reorganization – NWCG is restructuring committees.
 - Concerns raised on how to effectively share information within the new committee structure.

Other Business

- NWCG Update - None

Decisions/Action Items

- Drinkwater will provide samples of NWCG Committee SOP template to Grimes.
- Grimes will send out FireNet Briefing paper once completed for review.
- Grimes will send challenge coin design files to Ellinger.

Next Call & Agenda Items

- September 18, 11:00 PT