

Fire Prevention Education Team (FPET) Subcommittee

Meeting Minutes: 01/21/2021

Attendees

Present: Zach Ellinger (BLM/Co-Chair), Maureen Brooks (USFS), Mark Thibideau (USFS), Karen Curtis (USFS), Jeff Moyer (BIA), Gwen Beavans (CEPC liaison), Deb Fleming (NWCG liaison)

Absent: Fred Turck (NASF/Co-Chair), Jim Funk (Other), Brian Harrison (NWCG Training)

Old Business

- Reviewed the 2021 NFPET Program Plan Draft document that Maureen sent to us on 1-19-2021.
 - Two main topics were timing requirements, scheduling of teams and national coordinator role.
 - The timing has been edited, the schedule has been reviewed and the chairperson of the sub-committee will shadow Maureen to help and step into that role later.
 - We will finalize this document before February 1st.
- Team Leader Guide
 - Bruce Woods (Texas A&M FS) took the lead on IPD document that will affect the guide.
 - Gwen will reach out to Bruce and provide the updated IPD to Zach and Fred for our review and finalization. (attached)
 - Annie/NWCG will post IPD and Team Leader Guidebook to NWCG site when we are finished with the review/update.
 - IPDs are overarching guides and guidebooks are more specific.
 - The IPDs are to be based on action item statements.
 - We can include virtual descriptions in both IPD and Guidebook.
- Priority Trainees
- Brochures

New Business

FEPT Refresher/Webinar

Action Items

- Fred is to send out the email for priority trainee discussion.
- Zach will reach out to Jessie Bender for PETL Guidebook and send to the Subcommittee members the most current version.
- Maureen will follow up with the Symbols Cache for more information on the brochures.
- Maureen and Karen will provide old agenda for the FPET Refresher and we will discuss our roles and responsibilities for delivery next meeting.
- Mark will send an email to Gwen and Annie with our current members/Agency representation.
- Annie will investigate the announcement of the newly formed sub-committee and how we recruit for new members from non-represented NWCG agencies.
- Karen will send out the latest version of the Team Leader guide.

Other Business

- Zach was assigned to discuss the PETL Guide with Jessie Bender and he will do so before next meeting.
- Maureen reached out to the Symbols Cache to discuss the version of the Prevention Team Brochure and is waiting to hear back.
- The FPET Refresher was addressed. We will be discussing the agenda and topics next meeting.

Next Call & Agenda Items

2/18/21 0800 PST

- Implementing NFPET 2021 Program changes
- FPET Refresher/Webinar Planning
- Team Leader Guide edit assignments.