

Public Information Officer Subcommittee

Meeting Minutes: 6/27/2019

Attendees:

Robyn Broyles (BIA), Rudy Evenson (BLM), Candice Stevenson (FWS), Jan Lemons (NPS), Sean Collins (IAFC), Kerry Greene (USFS)

Also in Attendance:

Deb Fleming (NWCG Coordinator), Tina Boehle (CEPC Coordinator), LeighAnne Squires-Kazimir (NIFC)

Old Business

1. Roll Call/Self Check-in
2. Decision making process requires a quorum of 2/3rds, (5 people)
 - Approval of previous meeting minutes. Candice moved to approve, Robyn seconded. These are for June 6. Candice moved to approve May notes and Robyn seconded.
3. Deb update on OTC. No OTC update at this time, but she did discuss the social media document. She discussed posting the document with Sean but still needs to confirm if we have a final draft and have we reviewed Jesse's publication comments; Sean recommends putting doc up for review and comment. Deb now needs to know which one is final. Candice, Robyn, and Catherine were working on it; Candice wanted to confirm with the rest of the group which version is final. The file is in Taskings -Social Media-Working Documents - Working chart. Deb offered to post that draft for review and comment. Robyn recommended posting the doc with a caveat describing the scope of the product so that we don't get a bunch of input that is beyond that. Deb noted that it can be posted on the web but that subcommittee members would need to publicize it. Deb suggested that Sean sends out one canned email to advertise it. Rudy supported having one email to distribute to solicit comments. Candice also suggested having the solicitation posted along with the document. Deb agreed to post it with a notice that it is draft, and to make sure the links work, probably as a .pdf. Sean will draft a solicitation note and send to Deb, and that will be posted with the document on the web site. Subcommittee members will also distribute the solicitation note to their networks as well. Deb is off the week of July 1, so this will probably be the week of July 8. Comments should be sent to agency rep on the subcommittee.
4. PIO Incident Organizer. Tina had discussed with CEPC and Michelle Fidler about PIOSC adopting the organizer as a standard NWCG product. Both the Committee and Michelle agreed to develop this as a 508-compliant document. Candice brought up questions from the last call to be addressed: Who will make this 508-compliant? Also PIOSC should have opportunity to review docs we adopt. What about process of adopting PMS number--will this allow us to keep the doc updated? Will we need to update annually? Deb noted from a publications perspective it would be difficult to update every year, so the product should be focused on standards and changeable info should be taken out. We could then post a doc on the web for the changeable info, like contacts. If PIOSC decides to own the document, then PIOSC would be responsible for editing and updating; but NIFC pubs (Jesse) could make it 508 compliant, get PMS number, etc. Kerry noted that the organizer currently seems to address "holes" in the training, and if the training is developed in the future that might cover some of this content. Deb noted that training goes to standards, rather than containing standards; this doc might be some of the standards. Tina noted that she thinks of the organizer as "one-stop shopping" for pieces you need to do the job. Rudy noted that sounds like standards. Candice described the incident organizer as a pocket guide rather than a

handbook. If we pull out the things that change, would we still have a useful document? Jan Lemons offered to take on the work of editing the doc with Michelle Fidler and Jesse and LeighAnne. Deb noted there is also an incident commander's organizer (PMS206). Sean moved for the subcommittee to accept the task and Robyn seconded.

5. Continuing report from Working Meeting Assignments on T2 and T1 IPD's. Sean thanked Robyn for pulling the tables together into a single coherent document. Candice noted on the previous call it was proposed to have detailed discussions on the IPDs on separate calls. Sean summarized progress that we might still need something for T1, and there were some unassigned blocks. But a lot seems to have been done already. Rudy noted that he does not have additional input on his assigned blocks (duties and responsibilities) and put some input on the media block. Sean asked if PIO1 and PIO2 are complete? Candice noted that in consolidating the tables, she said there needed to be a review for redundancy across the tables and is not sure that review is complete. The group agreed that PIOF and PIO3 are complete. After some discussion, it was proposed to finalize the consolidated difference table and turn that over to LeighAnne as the final product, and she will produce the actual IPDs. Robyn's concern was the lack of info for the T1s. It was suggested to first finish the difference table and then decide later, possibly during the comment and review period, how to distinguish between T1 and T2, to decide whether to continue working on a 4-tier qual or make it a 3- or 2-tier qual. Sean agreed to work on a statement about how we see the T1 and T2 being different. Sean asked the subcommittee to send him an email with their views on the topic. Everyone is asked to review the final difference table, make sure their sections are good, and send Sean their thoughts on T1 vs. T2 by July 11.

New Business

With no new business, discussion continued regarding the IPDs.

Action Items

1. Rudy will take approved notes and create meeting minutes for the May 23 and June 6 calls.
2. Sean will draft a note soliciting input about the social media product and send it to Deb to be posted on the web site along with the draft social media product itself. The note should describe the scope of the product (so we don't get comments that go beyond that) and instruct respondents to send suggestions and edits to their agency rep on the PIOSC. Deb will produce a 508-compliant .pdf of the social media product and post it along with Sean's note. All members of the PIOSC will also distribute Sean's note within their own agencies to solicit input on the product.
3. Jan will work with Michelle Fidler, Jesse and LeighAnne to edit the PIO Organizer into 2 separate sections of "evergreen" information versus information that needs to be updated annually. The "evergreen" section will be developed as a PIOSC publication. Jesse and LeighAnne will help from the publication side in obtaining a PMS number, building a 508 compliant document, etc.
4. All will review the compiled difference table document in the Position Descriptions - PD Tables folder on the sharedrive, and provide individual edits by July 11. At that time, Sean will hand over the table to LeighAnne for editing into individual IPDs and additional review and editing. Everyone is also asked to email Sean their input on the differences between the T1 and T2 qual by July 11 so that he can submit a separate letter on that topic along with the IPD table.

Other Business/Agenda Items for Next Call

Date for next calls:

July 25, 2 pm Eastern, 1 pm Central, noon Mountain, 11 Pacific.