

Public Information Officer Subcommittee

Meeting Minutes: 6/27/2024

Attendees:

Kerry Greene (USFS – Chairperson), Catherine Koele (NASF – Vice Chairperson), Candice Stevenson (NPS – Rep.), Sean Collins (IAFC – Rep.), Adrienne Freeman (USFS – Rep.), Jenner Harsha (USFWS – Rep.)

Also in Attendance:

Katy O'Hara (NWCG Coordinator), Steph Bishop (Associate Member), Michael Johnson (IPTM Lead SME), Kristen Corkins (IPTM Deputy SME)

Committee Business:

- The PIOSC May meeting minutes were approved for web posting.

New Business:

- Incident Performance and Training Modernization (IPTM) PIO Position Review – Michael Johnson and Kristen Corkins of the PIO Subject Matter Expert (SME) group attended the meeting to provide an update on the PIO Position Analysis Recommendation Report (PARR):
 - Lead SME's have reviewed the PARR with NWCG Training and discussed edits to the report. The PARR has been passed to the NWCG IPTM contractor for use in developing the Performance Support Package (Incident Position Description, Incident Position Standards, Next Generation Taskbook, training materials) for each position.
 - The NWCG IPTM contractor is scheduled to deliver IPTM Performance Support Package back to the SME's and the position stewards (PIOSC) by July 2nd. Recommendations from the position steward committee will be due back to the NWCG IPTM contractor by July 26th.
 - Committee members agreed to reschedule the normal July PIOSC meeting (originally slated for July 25th) to July 23rd to leave enough time between the monthly meeting and the deadline to submit feedback for the contractor.
- Communication, Education, and Prevention Committee (CEPC) update – no update this meeting.
- NWCG Update (Katy) – The next steps for the IPTM PIO position review will be for the SME group to start working the Incident Position Standards. From this, supplemental training materials will be developed - the field can expect a beta S-203 course in four to six months. NWCG is still receiving feedback about website issues and remedy solutions have been slow to progress. The webmaster position is vacant and the search for detailers continues.
- Incident Management Response Roundtable (IMRR) (Kerry) – Kerry attended last meeting and reported good discussion amongst the field and sharing of current best practices. The next meeting is scheduled for July 17th. Agenda topics include team report-outs, and smoke.
- Agency Updates –
 - BLM – No update.
 - BIA – No update.
 - NPS – Agency has hosted two incidences of S-203, Introduction to Incident Information. NPS plans to keep offering two courses annually.
 - IAFC – No updates.

- USFS – There has been a heavy focus on the Wildfire Crisis Strategy within the agency. This could be a topic for the next Team Lead meeting. PIOSC representatives participated in the Hurricane Sandy/FDNY staff ride beta course run. Training managers are strategizing on ways to provide this staff ride with agency staff instead of contractors.
- NASF – No updates.

Old Business:

- PIOSC Standard Operating Procedures (SOP) Document – Chris developed a draft SOP copy that the PIOSC reviewed and edited. Kerry will complete a final review of this document and then send to Nick (PIOSC Admin. Support) to edit and pass up to Katy O'Hara for finalization and publishing.
- National Lead PIO Teams Channel – The PIOSC discussed the plan to set up quarterly meetings for the new PIO team lead group. This forum will be used to update team leads on IPTM progress, the PIO1 pathway, and other relevant topics. There is question as to whether the meeting audience should be limited to the Complex Incident Management Team (CIMT) level, or to include the Type 3 level. The next meeting will occur sometime after the next Incident Management Response Roundtable (IMRR) call. Kerry will follow up with a date and time.
- InciWeb Subcommittee – Kerry attended the last call but there was low attendance and not much discussion movement. There has been some discussion regarding site formatting and some edits to the pocket organizer have been made.
- S-320 Beta Course— The alpha test of the S-320 course occurred in Sacramento last month administered by the Incident Management Team Course Steering Committee (IMTCSC)— There was some interest in PIO representation at the beta test for S-320 course occurring in September in Wisconsin. UPDATE: Catherine Koele (PIOSC NASF rep) will serve as an instructor for the course along with other members of her home unit agency (state of WI). Catherine has not seen the course materials yet but will report out as she learns more.

Action Items:

- Update to PIO social media guidance (Candice and Catherine).
- Creation of "What Kind of PIO Am I?" document for NWCG web posting (Adrienne).
- NWCG Executive Board tasking: Creation of SOP document for PIOSC. Kerry will approve final draft, Nick will edit and submit to NWCG Coordinator.

Next Call: July 23rd, 2024 – 1330 ET, 1230 CT, 1130 MT, 1030 PT.