

# Public Information Officer Subcommittee

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## Meeting Minutes: 7/23/2024

### Attendees:

Kerry Greene (USFS – Chair), Catherine Koele (NASF – Vice-Chair), Chris Barth (USFS – Alt. Rep.), Candice Stevenson (NPS – Rep.), Jenner Harsha (USFWS – Rep.)

### Also in Attendance:

Katy O'Hara (NWCG Coordinator), Angie Lane (WA-DNR – CEPC Liaison), Steph Bishop (Associate Member), Michael Johnson (IPTM Lead SME), Kristen Corkins (IPTM Deputy SME)

### Committee Business:

- Regular PIOSC business and pending agenda items were suspended during the month of July to accommodate committee members and Subject Matter Experts (SMEs) working on the Incident Performance and Training Modernization (IPTM) position analysis for Public Information Officer, Technician (PIOT), and Public Information Officer Type 3 (PIO3).
- The IPTM Lead SMEs provided a run-through of the PIOT and PIO3 Position Analysis Recommendations Report (PARR) to the PIOSC. The PARR contains an Executive Summary (position background, current position qualification requirements, and a summary of future qualification recommendations), a rationale for position recommendations, and a PARR summary table. The PARR summary tables are attached to the following pages for reference (PIOT - figure 1, PIO3 – figure 2).
- PIOT PARR summary discussion points:
  - The PIOSC and SME group inquired about changing the PIOT position title in the PARR. The PIOT position is not trained or intended to perform PIO functions without significant supervision – removing the PIO reference will minimize confusion within the Incident Command System (ICS)/National Incident Management System (NIMS). Per NWCG, the name cannot be changed at this time. This item would not be within the scope of the IPTM position analysis. The PIOSC will revisit this item later and outside of the IPTM position review.
  - An online training (OLT) specific to PIO positions in lieu of RT-130, Wildland Fire Safety Training Annual Refresher, was recommended to reduce barriers to qualification (RT-130 is instructor led training [ILT] and only offered on a limited basis). This item cannot be developed as part of the IPTM review. The PIOSC agrees to strike the recommendation to remove RT-130 if language is clear that it is not required for the first year, and only required in subsequent years as a refresher. The PIOSC will revisit this item later and outside the IPTM review.
  - Adding S-110, Basic Wildland Fire Orientation (optional units) was recommended as other training which supports knowledge and skills. Specifically, Unit 3 which is PIO specific.
- PIO3 PARR summary discussion points:
  - The PARR listed recommendations to modify required PIO3 training by increasing the amount of OLT and reducing the amount of ILT. The first recommendation to accomplish

this was to remove the requirement of the ICS-400 course. Per NWCG, this course cannot be removed from required curriculum.

- The S-203, Introduction to Incident Information, course was recommended to be updated with a new OLT unit focused on the “PIO Day in the Life.”
- S-203, Introduction to Incident Information will be revised with consideration given to a blended delivery (some online units). It is strongly recommended to keep in mind that as S-203 is revised, the next level of information officer specific training (i.e., Public Information Officer Complex [PIOC]) will need to be considered. Furthermore, the contract to revise S-203 will most likely not cover development of training for the PIOC position.
- The PIOSC concurred with the recommendation in the PARR to remove the PIOT qualification as a prerequisite requirement for PIO3. In place of the PIOT prerequisite, S-110, Basic Wildland Fire Orientation will be required training.
- The PARR recommended that L-380, Fireline Leadership be removed from the “other training which supports development of knowledge and skills” section of PIO3 training. Per NWCG, L-380 will not be removed from Type 3 Command and General staff positions. The PIOSC agrees that there is a need for stronger leadership training elsewhere in the PIO3 training requirement (possibly in S-203).

**Next Call:** August 22<sup>nd</sup>, 2024 – 1330 ET, 1230 CT, 1130 MT, 1030 PT.

Figure 1 – PIOT PARR

## Position Analysis Recommendations Summary

The table below provides an overall summary of the position analysis recommendations including (1) the recommended/updated position responsibilities, (2) the responsibilities recommended for inclusion in the Next Gen PTB, and (3) the most appropriate modality of training for each responsibility.

Responsibility	PTB	OLT	ILT	OJT	Job Aids
<b>Prepare and Mobilize</b>					
Gather critical information pertinent to the assignment.	No	S-110		X	X
Ensure individual readiness.	No	X		X	X
Travel to and check in at assignment.	No	S-110		X	X
Obtain briefing from incident supervisor.	No	X		X	X
<b>Perform Public Information Officer, Technician-Specific Duties</b>					
Support the implementation of information strategy.	No	X		X	X
Support office operations, community relations, media relations, and digital operations.	No	X		X	X
Foster and maintain positive relationships	No	X		X	
<b>Manage Risk</b>					
Demonstrate safety and a healthy work environment.	No	X		X	
<b>Document</b>					
Complete all administrative tasks and documentation in an accurate and timely manner.	No	S-110		X	X
<b>Demobilize</b>					
Prepare for demobilization.	No	S-110		X	

These recommendations are supported by the quantitative analysis that was conducted based on responses to the Difficulty, Importance, Frequency, + Prior Experience (DIF+P) Survey as described in Appendix D – DIF+P Survey Results. The recommendations were then further refined based on type of learning and level of learning needed and validated by SMEs.

Figure 2 – PIO3 PARR (continued on following page)

## Position Analysis Recommendations Summary

The table below provides an overall summary of the position analysis recommendations including (1) the recommended/updated position responsibilities, (2) the responsibilities recommended for inclusion in the Next Gen PTB, and (3) the most appropriate modality of training for each responsibility.

Responsibility	PTB	OLT	ILT	OJT	Job Aids
<b>Prepare and Mobilize</b>					
Gather critical information pertinent to the assignment.	Yes	S-110	S-203	X	X
Ensure individual readiness.	No	X	S-203	X	X
Travel to and check in at assignment.	No	S-110 S-203	S-203	X	X
<b>Build the Team</b>					
Obtain briefing from Incident Commander (IC), outgoing Public Information Officer (PIO), and/or host agency(s) public affairs officer(s).	Yes	S-129 S-130, 190	S-203	X	X
Establish information function team, develop operations, and establish communications with assigned resources.	Yes	L-180	S-203	X	X
Establish workspace.	Yes	X	S-203	X	X
<b>Supervise and Direct Work Assignments</b>					
Supervise and manage assigned resources.	Yes	L-180	S-203	X	X
Provide clear and direct leader's intent.	Yes	L-180	S-203	X	X
Support, mentor, and train assigned resources.	Yes	L-180 S-129	S-203	X	X
<b>Perform Command and General (C&amp;G) Staff Responsibilities</b>					
Establish cohesiveness with Incident Command System (ICS) and C&G staff.	Yes	L-180	S-203 ICS-300	X	X
<b>Perform Public Information Officer, Type 3-Specific Duties</b>					
Develop information strategy.	Yes	X	S-203	X	X

Responsibility	PTB	OLT	ILT	OJT	Job Aids
Implement information strategy.	Yes	X	S-203	X	X
Manage and coordinate office operations.	Yes	X	S-203	X	X
Manage and coordinate community relations.	Yes	X	S-203	X	X
Manage and facilitate media relations.	Yes	X	S-203	X	X
Manage and coordinate digital operations.	Yes	IS-29 IS-42	S-203	X	X
Develop plans to prepare for and respond to special situations.	Yes	X	S-203	X	X
Foster and maintain positive relationships.	Yes	L-280	S-203	X	
<b>Manage Risk</b>					
Foster and demonstrate a culture of safety and provide a healthy work environment.	Yes	X	S-203	X	X
<b>Document</b>					
Manage all administrative tasks and documentation.	Yes	X	S-203	X	X
<b>Demobilize</b>					
Prepare for and implement demobilization.	Yes	S-110	S-203	X	

These recommendations are supported by the quantitative analysis that was conducted based on responses to the Difficulty, Importance, Frequency, + Prior Experience (DIF+P) Survey as described in Appendix D – DIF+P Survey Results. The recommendations were then further refined based on type of learning and level of learning needed and validated by SMEs.