

# Public Information Officer Subcommittee

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## Meeting Minutes: 11/21/2024

### Attendees:

Kerry Greene (USFS – Chair), Candice Stevenson (NPS Rep.), Lessa Peter (BIA – Rep.), Jenner Harsha (USFWS Rep.), Sean Collins (IAFC Rep.), Chris Barth (USFS Rep.)

### Also in Attendance:

Katy O'Hara (NWCG Coordinator)

### Committee Business:

- The PIOSC September and October 2024 meeting notes were approved for web posting.
- Communication, Education, and Prevention Committee (CEPC) update – No update this meeting.
- NWCG update (Katy) – Discussion of upcoming December NWCG Executive Board session and February 2025 annual NWCG meeting. Annual meeting will be virtual this year to encourage attendance of all Committee and Subcommittee Chairpersons.
- Agency updates –
  - NPS – Jim Schultz is in a new position organized underneath the Fire Director. Will be dealing with all-hazard and wildland fire.
  - USFS – Sarah Fisher is the new Fire Director. S-520, Advanced Incident Management sessions will be held in early December and mid-January.
- Incident Management Response Roundtable (IMRR) update – Meetings are on hold till January 15<sup>th</sup>, 2025. New meeting invitations have been emailed.

### New Business:

- Incident Performance and Training Modernization (IPTM) position review updates:
  - Kerry attended recent Subject Matter Expert (SME) meetings where the group reviewed a summary table for the S-203, Introduction to Incident Information course revision.
  - Kerry helped the SME group identify relevant items and gaps. Most notably, leadership and digital content creation and management were topics missing from the course revision.
  - Learned that the NWCG Executive Board has amended decision to not include Federal Emergency Management Agency (FEMA) courses in required training curriculum for NWCG positions. In other words, FEMA courses can now be included as required or recommended training. With this new information, the PIOSC will re-examine inclusion of PIO specific FEMA training.
- Yearly review of Position Descriptions (PDs) and Qualifications Requirement Sheets for steward positions per PIOSC Standard Operating Procedure (SOP):
  - The PIOSC reviewed documents for the Public Information Officer Complex (PIOC) position. Public Information Officer Technician (PIOT) and Public Information Officer Type 3 (PIO3) are under IPTM review and new products are not yet available to review for currency.
  - **Action Items** (for all PIOSC members) –

- Review PIOC Incident Position Description and compare to other Complex Command and General Staff (C&G) positions for alignment.
- Review PIOC Qualification Requirements.
- Validate that ICS-400, Advanced Incident Command System for Complex Incidents needs to be required training for PIOC.
- Review pathways to PIOC qualification and compare with other C&G positions.
- Review the Position Analysis Recommendation Report (PARR) with the caveat of being able to now require FEMA courses.
- PIOSC Representation at Annual Incident Management Team (IMT) Meetings – The PIOSC discussed having representatives attend annual IMT meetings this year to provide the Geographic Areas with current information on PIOSC business.

## Old Business:

- PIOSC Reorganization in NWCG Committee Structure – The PIOSC furthered discussion of potential options to improve the flow of information and coordination between the Incident Command Subcommittee (ICSC) and the PIOSC. Chris will continue drafting “white paper” to present to CEPC which outlines potential options and the need for change.
- National Lead PIO Teams Channel – The PIOSC is planning a spring meeting with national PIO Team Leads. Chris has a spreadsheet going with the 2025 roster and will continue to update it as responses from the field come in.
- InciWeb Working Group updates – Kevin Abel has joined the working group. The large update to the platform mentioned in the September PIOSC meeting has not yet been released. There is a spreadsheet now located in FireNet where the field can submit issues and developers can track.
- **Pending Action Item:** PIOSC Standard Operating Procedure (SOP) Document – The SOPs are finalized and available to members in Teams. The SOPs are not yet posted to the NWCG website.
- **Pending Action Item:** “What Kind of PIO am I?” Document – Jenner will work on updating the document and Kerry will obtain the working filed from Adrienne Freeman (previous member).
- **Pending Action Item:** Update to PIO Social Media Guidance – Candice and Catherine will have draft material for the PIOSC at the Jan. 2025 meeting.

## Action Items

- All members – Review PIOC documents (outlined above) to fulfill SOP annual review criteria.
- Chris – Draft “white paper” for CEPC outlining need for change in coordination with ICSC.
- Jenner (and Kerry) – Develop updated “What Kind of PIO am I?” document for web posting.
- Candice and Catherine – Draft an updated PIO Social Media guidance to discuss at the January PIOSC meeting.

**Next Call:** January 23<sup>rd</sup>, 2024 – 1330 ET, 1230 CT, 1130 MT, 1030 PT.