

# Public Information Officer Subcommittee

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## Meeting Minutes: 3/27/2025

### Attendees:

Kerry Greene (USFS – Chair), Jenner Harsha (USFWS - Rep), Lisa Wilkolak (BLM – Rep.), Sean Collins (IAFC – Rep.), Chris Barth (USFS – Rep.), Elaina LaPaz (BIA – Alternate),

### Also in Attendance:

Angie Lane (WA-DNR – CEPC Liaison), Steph Bishop (Advisor), Sarah Lee (NWCG Coordinator), Brian Harrison (NWCG Training Specialist)

### Committee Business:

- No quorum to approve February meeting notes.
- Communication, Education, and Prevention Committee (CEPC) update –
  - Kerry attended the March CEPC meeting, our request for a change in the modality to add the OLT for S-203 was approved.
  - Starting to work on accomplishment tracking as well as action tracking which will be reporting on the work of sub-committees (last 3 years to current).
- NWCG update –
  - This is Katy O'Hara's last meeting as the NWCG Coordinator overseeing PIOSC.
  - Toni Suminski will be the new point of contact for IPTM Business.
  - Sarah Lee is PIOSC coordinator until another can be hired.
  - Carmen took another position, but Erica Lamb has transferred to Coordinator role.
- Agency updates –
  - BLM – No updates.
  - BIA – Not present.
  - NPS – Not present.
  - IAFC – No updates.
  - USFS – Purchase cards are down, travel requires robust justification, restricted to fire and fire readiness. There has been staffing changes in the FAM Leadership, NIMO program report to Alex Roberston. NIMOs are going to R8 to help with suppression and recovery efforts. Weekly calls with out leadership regarding reductions in workforce.
  - USFWS – Similar hardships, travel process is delaying resources getting out. Renewed interest in getting more collaterals on board, interest in PIO. Interest in offering a S-203 in Boise area.
  - NASF – Not present.
  - IAWF – No update.
- Incident Management Response Roundtable (IMRR) update –
  - IMRR meetings paused in all function areas.
  - Core calls still occur on Tuesdays.
  - Information that is relevant to responds is coming out:
    - Discussion on using existing email list to share information

- PIOSC to host call with team lead PIOs/team PIOS for the purpose of information sharing.
- Folks are dropping from the IMRR team chat, may need a rebuilding phase if and when the calls are reinstated.
- IPTM Updates -
  - Follow up from CEPC – they approved the change of modality for IPTM.
  - CEPC decision is to get work moving. Contractor requested three meetings with SME to discuss OLT unit and ILT development, etc.
  - Rather than a video for the PIO training – OLT was approved that will cover what was to be in the “Day in the Life” video for PIO training.
    - Not tied into Ilt training and eventually on the portal
    - Purpose of OLT is introductory, orienting them to what they do in the position (similar to the “day in the life”)

## New Business:

- NIFC External Affairs can support and produce Day in the Life video
  - Unrelated to IPTM and ICF – however complimentary.
- Concept meeting next week with Rick Gividen regarding using new tools to update the working with the media video from S-203.
  - Working with AI tools to create training videos.
  - ICF not making video in S-203 but will cover material in slides.
  - Discussion to see if material from S-203 about working with the media could be made into a video – would benefit anyone who would be doing interviews with the media.
  - Premise: “how to give effective interviews”
- Yearly review of Position Descriptions and qualifications requirements sheets as per PIOSC SOP.
- Tony (IPTM) tracking changes needed for 310-1. Need to have changes by October. That is why the PIOT to PIO3 pathway has not changed yet. Change will be reflected 2026 310-1.

## Old Business:

- PIOSC organization within the NWCG committee org. chart.
  - *Last meeting discussion points: Selected preferred option of establishing a liaison between PIOSC and Incident Command Subcommittee (ICSC) to improve commo. Chris is drafting White Paper. Request an ICSC chair/rep to sit in on our meeting.*
  - Maybe doesn’t need paper, but coordination is moving slowly right now. Continue to work on it.
- National Lead PIO Teams Channel.
  - With potential change in fire response (resources responding) this year we need to have a discussion with team leads, meeting to be scheduled.
  - Schedule a meeting for IMT PIO leads: April 16 12PT, 1MT, 3ET

- IMT Meetings (Item ties into next item “IMT roster maintenance”)
  - Chris supporting NW IMT meetings – April 15-17 in Spokane, WA (PIOSC/NIMO liaison)  
**VIRTUAL ONLY**
  - Kerry supporting R% Virtual meeting May 14 – **VIRTUAL ONLY**
  - Document any regional meeting/discussion in notes.
  - Lisa: Great Basin was cancelled – April 1<sup>st</sup> – **VIRTUAL ONLY**
  
- IMT Roster Maintenance (PIO Toolbox in FireNet)
  - *Last meeting discussion points: Chris has rosters in Teams > PIO Toolbox > General > Files > Key contacts (not public) > 2025. Working to update – call out to PIOSC to add and validate info.*
  - File is located [here](#). IMT rosters beginning to come in. Spreadsheet is being updated. Please validate.
  - If you have access to rosters please add to toolbox
  - Chris working with NIFC EA on identifying points of contact.
  
- PIOSC representation on the Incident Management Team Course Steering Committee (IMTCSC).
  - Meeting in Boise – April 22-24
  - S-320 Charlie at Truckee Meadows Community College June 3-5
  
- InciWeb Working Group.
  - Kerry is putting the latest into the InciWeb channel for the PIO Toolbox.
  - Scheduled update for March 25<sup>th</sup> was delayed. Expected soon.

## Pending Action Items:

- **Pending Action Item:** Summary of Accomplishments 2024 and Steering Document 2025 (drafted by Lisa W.)
  - Lisa drafted and sent out, no comments on document
  - ACTION: Kerry will get 2024 Accomplishments to Angie/CEPC
  
- **Pending Action Item:** Draft talking points IMT meetings
  - Candice had updated spreadsheets
  - This is an ongoing process, will have more as meetings get scheduled
  - Lessa created a PowerPoint for the talking points.

## Other Information:

**Next Call:** March 27th, 2025 – 1330 ET, 1230 CT, 1130, MT, 1030 PT.