

# Public Information Officer Subcommittee

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## Meeting Minutes: 4/24/2025

### Attendees:

Kerry Greene (USFS – Chair), Catherine Koele (NASF – Vice Chair), Candace Stevenson (NPS- Rep), Lessa Peter (BIA – Rep), Jenner Harsha (USFWS - Rep), Sean Collins (IAFC – Rep.), Chris Barth (USFS – Rep.)

### Also in Attendance:

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

### Committee Business:

- The PIOSC February and March meeting minutes were approved for web posting.
- Agency updates –
  - BLM – Not present
  - BIA – Provided a subcommittee update to the Alaska and Southwest Region at their team meetings. Also presented to the prevention teams under her program area.
  - NPS – Did have an S-203 course at the end of March. Most who signed up were able to attend since NPD approved the training. There was a total of 17 attendees (NPS, State, BLM). NPA had their webinar – no fire communications folks have been affected by the impacts. There are a total of 1300 NPS personnel who are gone, unknown how that will affect in collateral duties to others.
  - IAFC – No updates.
  - USFS – S-203 course held in March (USFS, NPS, and State) with a good cadre. This cadre could be a good fit for the Alpha Test. There was a request for a course to be held in Boise. USFS has lost a large amount of personnel – some being in the communications branch. Michelle Burnett is retiring, and Kerry will be on detail as Fire Chemicals Branch Chief.
  - USFWS – No updates – unable to get enough attendees to host a S-203 course. Has a list of names to try next year.
  - NASF – WI is hosting the Northeast-Midwest State Foresters Alliance meeting in June. Good collaboration among fire chiefs within the states.
- Communication, Education, and Prevention Committee (CEPC) update –
  - Had a meeting in April – Still encouraged with all the work that is happening. Having the subcommittee chairs, a part of the meeting was appreciated.
  - Lost the VP. Mandy Scott (USFS) is now the Vice Chair and the annual CEPC Meeting will be held October 14-17, half days and virtual.
  - Looking forward to seeing the Alpha testing for the S-203 course. Did host a S-203 course and the class was filled with non-traditional PIO attendees. The State of WA has a large hands-on approach, and those local government representatives were in the course. The course did not go as well as expected, due to many attendees being non-fire personnel who had issues with the older material utilized. Even though the cadre attempted to add

as much real-life experience as possible. Look forward to the new S-203 material for future courses.

- NWCG update –
  - Staffing adjustments continue to occur.
    - Erica is the coordinator behind Carmen.
    - Chelsea McKinney will be joining the group from BLM as Publications Manager.
    - No one is dedicated to publications at this time. Did get some detailers in to assist for the next 90-120 days.
    - Toni will come in as Training Manager and there is a detailer coming in to cover her duties. He will look at how to evaluate what we have done and where we go.
    - Teams issues have been resolved for now.
    - DOI is planning to consolidate common service from HR, IT, and Communications. While this will affect the communication program's lead position it should not affect the NWCG training program, however, not 100% sure.
- Incident Management Response Roundtable (IMRR) update –
  - IMRR meetings paused in all function areas.
    - No updates – calls still paused. Still have core calls weekly and sharing information with their functional units.
    - Need to move forward with the National PIO Lead group meeting.
- IPTM Updates -
  - Bi-weekly calls occurring and exciting to not be able to see the new slides and materials occurring with the S-203 course. Working to meet the August roll out for the instructor leads training.
  - Continuing to build upon scenarios for the S-203 training – it will be like walking through a real type 3 incident.
  - Was it mentioned that S-320 is not required to open a PIO3 task book? It has been confirmed S-320 is not required to open the book.
  - Going back to a 3tier IMT – meeting to start the analyses.
  - Is there a process where we need to determine when the Alpha testing for S-203 will occur? SMEs will be a part of it.
  - Day in Life video is off the PIOSC plate and NIFC EA in cooperation with NWCG will be handling. There was 45 min given to do the video which will be a part of the 30-hour S-203 requirement. SME workgroup will write the script for the video and have someone who is going on assignment play out the script. Candice does have the format for the scripts; each page has a minute. Similar to the video BLM did about First Fire Assignment.
    - Candice will provide PIOSC draft script once SMEs have it completed

## New Business:

- National Lead PIO Teams Meeting was tentative for April 16<sup>th</sup> but that date has passed. Looking for additional dates, possible Mid-May possible 21<sup>st</sup> at 1130am. Wanting to have the key leads a part of the meeting,
  - Strategic overview to present this meeting?
    - Proposed Agenda Items:

- Update from committee
- Have conversation about communications methods that is occurring – what will be used to communicate on incidents.
- What is PIOSC being asked to do?

## Old Business:

- PIO social media guidance:
  - Format had to be changed to make table 508 complaint.
  - This was approved and Candice sent to Sarah to post on the PIOSC web page.
- PIOSC organization with in the NWCG committee reorganization.
  - Chris will reach out to CEPC for coordination.
- IMT Meetings (Item ties into next item “IMT roster maintenance”)
  - Chris supporting NWIMT meetings–April 15<sup>th</sup> **VIRTUAL ONLY**
    - Short meeting about an hour long–Carol Connell gave updates; coordination center gave updates. Talked about the changing communication tools and the environment of communication.
    - Effort to move to standard template which has occurred in the NW area.
  - Kerry supporting Virtual meeting May 14 **VIRTUAL ONLY**
  - Candice supporting the SE Meeting:
    - Occurred in February–no questions or confusion on the PIO graphic or positions. Candice will continue to communicate with the area and send updates.
  - Lisa: Great Basin was canceled–April 1<sup>st</sup> **VIRTUAL ONLY**
- IMT Roster Maintenance (PIO Toolbox in FireNet)
  - File is located [here](#). IMT rosters are beginning to come in. Spreadsheet is being updated. Please validate.
  - Chris working with NIFCEA on identifying points of contact.
- PIOSC representation on the Incident Management Team Course Steering Committee (IMTCSC).
  - Meeting in Boise – April 22-24
    - Chris reported out – meeting occurred all week to start developing the course. S-320 will be led by the hosting folks. Will be true delivery similar to S-520/CIMC. Intention is to see where it fits with positions – it is visioned that anyone wanting to open a complex task book will need to take this course. Looking at it to build and develop skills.
  - S-320 Charlie test at Truckee Meadows Community College June 3-5.
- InciWeb Working Group.
  - Kerry is putting the latest into the InciWeb channel for the PIO Toolbox.

- Still meeting and collecting input from the field on the spreadsheet. The issues are being reviewed, and some are elevated to the developer who has been receptive.

## Pending Action Items:

- **Pending Action Item:** Script for Day in the Life video
  - Candace will send an email out to those interested in helping as well as the SMEs.
- **Pending Action Item:** When will the Alpha Testing occur?
  - Kerry or Catherine will coordinate with Brian.
- **Pending Action Item:** IMT Lead Meeting
  - Kerry will send emails to the leads.
  - PIOOSC needs to submit agenda items.
  - Kerry, Chris, and Steph to focus on this meeting.
- **Pending Action Item:** PIOOSC organization within NWCG Committee Org Chart
  - Chris will reach out to the ICSC for liaison on this.
- **Pending Action Item:** AK IMT Meeting
  - Leesa to report out.
- **Pending Action Item:** Great Basin IMT Meeting
  - Lisa to report out.

## Other Information:

**Next Call:** May 22nd, 2025 – 1330 ET, 1230 CT, 1130, MT, 1030 PT.