

Kristen Miller

Email: kristenmiller121@gmail.com

Phone: (904) 710-5677

Education:

- M.S. Forestry, May 2020 Mississippi State University
- B.S. Forest Recreation, Dec. 2013, University of Wisconsin Stevens Point

Activities:

- **Public Information Officer (PIO1(t))** – on California Interagency Incident Management Team 4. Duties include: serving as deputy PIO, developing and implementing communication strategies, conducting media interviews and tours, managing Iniciweb, Facebook, Twitter, BlogSpot, and Flickr accounts for the incidents, providing photos for media outlets, conducting public meetings and livestreaming them, and attending Command and General Staff meetings
- **Complex Incident Management Course (CIMC) Instructor** – subject matter expert for the PIO function.
- **S-203 Introduction to Incident Information Course Instructor** – lead instructor, unit instructor, subject matter expert
- **M-410 Facilitative Instructor Course Instructor** - subject matter expert
- **Intelligence Coordinator** – at the National Intelligence Coordination Center (NICC) located at the National Interagency Fire Center (NIFC). Duties include: creating the national situation report (IMSR) daily, briefing the National Multi-Agency Coordinator (NMAC) on fire status and resource availability, track teams and crews in ROSS for availability, troubleshoot issues in 209 for geographic areas

Employment:

November 2016 to Present, **Communications and Policy Director**, Northeast-Midwest State Foresters Alliance

- Provide policy and communications guidance and staff support to the Executive Director, Executive Committee, other NMSFA committees, and ad hoc teams
- Develop, and coordinate policy and communications proposals and outreach strategies with the National Association of State Foresters (NASF), Southern Group of State Foresters (SGSF), Council of Western State Foresters (CWSF), and other partners
- Coordinate and lead the name change and rebrand project including drafting the RFP, reviewing the proposals, and managing the project
- Serve as the main staff contact for the NMSFA communications committee
- Maintain and update the NMSFA website
- Maintain NMSFA contacts and relationships with governing bodies, federal agencies, state agencies, interest groups, and other key partners
- Serve as the principal assistant to the Executive Director in designing and implementing strategies for the promotion of NMSFA's activities and interests to internal and external audiences

August 2014 to November 2016, **Fire Program Staff Specialist**, Wisconsin Department of Natural Resources.

- Dual LTE positions: Forest Fire and Law Enforcement Section and IMT Coordinator
- Serve as public information officer for the fire program and command center, respond to incidents and information inquiries quickly while maintaining a positive customer service approach. (24/7 response & nonstandard hours during fire season)
- Represented Section in development of the Department-wide COOP (Continuity Of Operations) plan.
- DNR site administrator for E-Sponder and the Bureau SharePoint sites, created and maintain all sites ensuring accurate and consistent information is posted
- Organize the creation of the Statewide IMT Guidebook and Incident Resource Guide
- Organize and Maintain records for the 92 fire towers statewide
- Provide administrative support for the All-Hazard Complex Incident Management Team

May 2014 to August 2014 **Forest Technician Engine Operator**, USDA Forest Service, Ely MN.

- Serve as a skilled crewmember on an engine
- Work independently or as a part of a team depending on circumstances
- Creatively resolve logistical problems that arise

January 2014 to May 2014, **Graduate Assistant**, Mississippi State University.

- Assist with forest and fire research projects
- Assist with the instruction of undergraduate Forestry and Fire Ecology courses
- Presented poster at International Association of Wildland Fire Conference
- Perform administrative duties including staffing the office of the Forestry Department on campus

August 2011 to December 2013, **Community Advisor**, Hyer Hall, UWSP.

- Promote individual success through community development for 27 residents.
- Responsible for: opening and closing the hall, serving as desk receptionist, programming for student development, advising floor government, providing information on campus and community resources, serving as a contact and referral source for student concerns.

May 2013 to August 2013, **Fire Prevention Technician (GS-5)**, Boise National Forest, Mountain Home Ranger District, Boise, ID.

- Patrolled Ranger District in a brush truck to detect and suppress fires.
- Developed wildland urban interface plan for Boise County as part of internship
- Worked independently, and as a part of a team, as conditions required to suppress wildfires.
- Patrolled and inspected camping and recreation sites and facilities for safety, maintenance, vandalism concerns.
- Established contact with Forest users, visitors, and local residents. Provided information to them regarding fire danger levels and advised them of precautions and restrictions to prevent the occurrence of wildfires.
- Explained and enforced pertinent laws and regulations.
- Developed fire control plans and documents, including pre-suppression, prevention, detection, and suppression tactics and strategies.

June 2011 to June 2013, **Interpretive Ranger (GS-4)**, Necedah National Wildlife Refuge, Necedah WI.

- Provided information to the public about the Refuge and its operation.
- Developed and maintained Facebook page for Refuge including managing image library
- Patrolled the Refuge including camping and recreation facilities for compliance with rules and use permits and to identify safety or maintenance concerns.
- Conducted tours of the Refuge and staffed the Visitor's Center.
- Managed a special project to build interpretive trail and butterfly garden, which included the planning and layout as well as the actual development of the trail, butterfly garden, and gazebo. Supervised the AmeriCorps staff assigned to the trail project.
- Prepared displays, developed trail maps and brochures for Visitor Center and Public Library.
- Opened and closed Visitor Center on weekends and operated the cash register for gift shop and permit sales.