

**Fire Behavior Committee Charter
Fire Environment Working Team
National Wildfire Coordinating Group**

I. Background

A Fire Behavior Committee was formed about 1990 to develop and maintain the interagency fire behavior curricular. After completion of new courses, the committee was sunsetted in 1998. During subsequent years, new technology and fire behavior information continued to emerge. Eventually the need for course revision and new course development became so important that reestablishing of the committee was necessary.

The Fire Behavior Committee was rechartered in 2000 by the Training Working Team (TWT) to provide recommendations and advice to the TWT on fire behavior issues. In 2005 the FBC was placed under the Fire Environment Working Team (FENWT).

II. Name

The Fire Behavior Committee of FENWT; hereafter referred to as the FBC.

III. Authority

This Committee is established pursuant to the charter authority granted to the Fire Environment Working Team by NWCG through the Memorandum of Understanding establishing the NWCG and the Interagency Agreement for Meteorological Services. The FBC has the authority to develop and execute an annual program of work as approved by FENWT.

IV. Purpose

To support FENWT in advancing the mission of NWCG in providing leadership in establishing and maintaining consistent nationwide standards and procedures for wildland fire behavior assessment.

The objectives of the FBC are:

1. Advocate and influence advancements in the science and application of wildland fire behavior assessment.
2. Facilitate consistent and standardized use of wildland fire behavior assessment information to support management decisions made by wildland fire agencies in fire prevention, preparedness, suppression, fire use activities, and enhancing firefighter safety.
3. Provide leadership and technical expertise to support development, implementation, and maintenance of NWCG wildland fire behavior curriculum, learning tools, training, position standards and certification.
4. Provide an interagency forum to collect, address, and communicate among users, research and development, systems support and education community.

V. Membership

The FBC shall consist of seven (7) members representing NWCG agencies and the National Weather Service.

- Chairperson
- Qualified Fire Behavior Analyst or Long-term Analyst
- Wildland Fire Behavior Research Representative
- National Weather Service qualified Incident Meteorologist
- Predictive Services Representative
- State Representative
- S-590 Wildland Fire Behavior Interpretation Chair or Steering Committee Member

All members will be highly skilled in wildland fire behavior and knowledgeable about developing training programs.

The FBC will task workgroups to address the wildland fire behavior curriculum and other issues as necessary. Technical specialists and subject matter experts may be used as needed.

VI. Organization

The FBC is under the direction of the FENWT. The Chair of the FBC is a member of the FENWT and serves as the liaison to this parent working team. FBC leadership shall consist of a chair appointed by the FENWT and a vice-chair/secretary. Membership will strive to achieve full NWCG agency and NWS representation.

VII. Cooperation and Coordination

It is one of the FBC's objectives to reflect a spirit of cooperation and coordination with other committees and teams especially on projects where cooperative input is required.

FBC activities, products, projects, or recommendations that may affect another FENWT committee or NWCG working team shall be coordinated with FENWT and the committee affected. The concurrence of that committee will be evident and documented prior to presentation to FENWT for approval or implementation.

VIII. Meetings

Regular FBC meetings will be held at least every six months, at a time and place determined by the members. It is expected that meetings will be held to the minimum necessary to accomplish the defined purposes of the FBC. Teleconference or other remote meetings may be held as needed.

Agenda and briefing papers will be distributed to all FBC members approximately two (2) weeks prior to scheduled meetings. Minutes of the meetings will be forwarded to the FENWT Executive Secretary and made available electronically.

Costs for time and travel will be borne by the FBC members' federal agencies. Cost of the meeting facilities and travel expenses for state representatives will be appropriated for in the FBC's Budget.

Members or pre-identified proxies are expected to attend all biannual meetings and scheduled teleconferences. Membership may be terminated from the FBC if absent for two consecutive meetings or teleconferences.

IX. Responsibility

Executive Committee (Chair, Vice-Chair and Executive Secretary)

- Drafts program of work and budget proposals
- Adjust annual work schedule and/or team organization based on the NWCG-approved budget.
- Sets agenda for regularly scheduled meetings and schedules special meetings as needed
- Makes decisions on behalf of the FBC between meetings as needed

Chair

- Submits a 3 year strategic plan to FENWT Executive Secretary
- Submits an annual strategic plan update each year according to NWCG guidance
- Submits annual accomplishment report each year according to NWCG guidance
- Serves as the committee's spokesperson as needed
- Accountable for achieving meeting objectives
- Charters workgroups
- Assigns work for special projects or assignments
- Selects ad hoc subject matter experts to assist in issue resolution
- Prepares and signs correspondence approved by the members
- Solicits replacement committee members as vacancies occur
- Strives to achieve NWCG agency representation on FBC

Vice Chair

- Responsible for tracking on going projects
- Draft annual accomplishment report
- Provides follow up on project assignments to members and/or workgroups to ensure timely completion
- Acts in the capacity of the chair in the absence of the chair

Executive Secretary

- Accountable for documenting meeting proceedings and decisions in accordance with NWCG standards and guidelines
- Maintains a permanent file of the group activity
- Distributes documents to committee members and NWCG Webmaster
- Budget tracking process
- Meetings/conference call logistics

Members

- Solicit issues and agenda items from the constituents they represent for inclusion in the committee meeting agenda
- Attend and engage in all regularly scheduled meetings/conference calls
- Provide background information relating to agenda items to the executive secretary prior to the scheduled meeting

- Accept and complete work assigned by the chair
- Disseminate information to constituents and agencies

X. Reports and Meeting Notes

Written annual reports are made to FENWT chair. Verbatim minutes are not necessary, but an accurate summary of the actions taken at each meeting is required. Sufficient records should be kept to analyze the performance of the FBC and to keep the FBC on task and progressing toward its goal. FBC budget requests and strategic planning need to coincide with NWCG's mission. These need to be submitted as necessary to ensure that the FBC is fulfilling its' mission and meeting FBC objectives. Any special reports or findings will be appropriately published after being approved and funded by NWCG.

XI. Charter Amendments

Proposed changes to this Charter will be submitted to the chair who shall determine if the changes are appropriate and necessary. If they are deemed appropriate and necessary, the revised Charter will be brought to the FBC for concurrence. If affirmed, the modification will be forwarded to the Chair, FENWT, for approval. All modifications to this Charter will be filed as supplements to the original Charter.

XII. Charter Approval

This Fire Behavior Committee Charter is effective on the date of signature by the FENWT Chair. Charter revisions are made on the recommendation by the FBC and with the concurrence of the FENWT Chair.



FENWT Chair

June 15, 2005

Date