

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

I. Background

The National Fire Danger Rating System (NFDRS) has existed as the national system for rating fire danger since 1972. It was developed by USDA-Forest Service Research and is supported by that agency's Division of Fire and Aviation Management. Over the period since initial release, numerous modifications and enhancements have been suggested to improve the function and application of the system resulting in revisions in 1978 and 1988. In 1988 the USDA-FS, Director of Fire and Aviation Management, established an interagency advisory group to oversee the application and use of the NFDRS. This group was known as the National Advisory Group for Fire Danger Rating (NAGFDR). In 1995 to facilitate the national application of fire danger rating and to ensure that notification of modifications were communicated to all wildland fire agencies, NAGFDR was placed under the joint jurisdiction of the Director of Fire and Aviation Management and the National Wildfire Coordinating Group (NWCG). In 1999, NAGFDR was designated as the NWCG Fire Danger Working Team (FDWT) solely under their jurisdiction. In 2005, the FDWT was replaced by the Fire Danger Committee under the Fire Environment Working Team (FENWT).

II. Name

The Fire Danger Committee of FENWT; hereinafter referred to as the Committee.

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 Committee 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 policies, standards, and procedures for wildland fire management. The Committee's specific focus is Fire Danger Rating.

The objectives of the Committee are:

- Advocate and direct advancements in the science and application of fire danger rating to support the vision statement which describes NFDRS as a trusted and robust decision support tool.
- Facilitate consistent and standardized use of fire danger information to support management decisions made by wildland fire agencies in fire prevention, preparedness, suppression, fire use activities, and enhancing firefighter safety.
- Provide leadership and technical expertise to support development and implementation of NFDRS curriculum and training courses.
- Provide an interagency forum to collect, address, and make recommendations on applications, training, and enhancements for NFDRS.
- Provide coordinated leadership for the interagency community using NFDRS in addressing issues such as system application, quality and standards of inputs and outputs, information flow and access, operational continuity, training, problem identification and technological advancements.
- Provide and facilitate communication among users, research and development, and systems support.

V. Membership

Committee membership shall consist of NFDRS practitioners, specialists and program managers from NWCG agencies and NWS. Technical specialists and subject matter experts may be used as needed. Replacement members are selected by the Chair and approved by Fire Environment Working Team.

VI. Organization

The Committee is under the direction of FENWT. The Chair of the Committee is a member of FENWT and serves as the liaison to this parent working team. Committee leadership shall consist of a chair appointed by FENWT and a vice-chair/secretary.

VII. Cooperation and Coordination

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

Committee 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 Committee 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 Committee. Conference calls or other remote meetings may be held as needed.

Agenda and briefing papers will be distributed to all Committee members two (2) weeks prior to scheduled meetings. Minutes of the meetings will be forwarded to the FENWT Executive Secretary and posted on the Committee's website in a timely manner.

Cost of the meeting facilities and travel expenses for state representatives will be appropriated for in the Committee's Budget.

IX. Responsibility

Chair:

- Represents the Committee as a member of FENWT.
- Serves as Committee spoke person when it is deemed appropriate especially with outside individuals or groups.
- Ensures members know their roles and responsibilities the committee and their constituency.
- Convenes meetings at such times and places as deemed necessary by the Committee or FENWT.
- Presides over the meetings.
- Recommends the need for further resources and authority when it becomes evident.
- Creates and assigns work to subgroups as deemed necessary by the committee.
- Selects ad hoc subject matter experts to assist in issue resolution.
- Prepares and signs correspondence approved by the committee.
- Drafts program of work and budget proposals for FENWT approval.
- Sets agenda for regularly scheduled meetings.
- Schedules special meetings as needed.
- Every August 1<sup>st</sup> submits an annual project status and accomplishment report to FENWT.

Vice-Chair/Secretary:

- Is responsible for the tracking of all on-going projects and the development and implementation of Committee procedures.

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- Provides follow-up on assigned projects to ensure timely completion.
- Documents all meeting agreements in the form of minutes.
- Maintains the permanent file of Committee activities.
- Sends meeting announcements, agenda items, etc., to membership and other interested parties.
- Distributes meeting minutes to FENWT.

Members and technical advisors:

- Solicit issues or agenda items from the constituents they represent for inclusion in the Committee meeting agendas.
- Attend all regularly scheduled meetings.
- Represent fire danger rating for your constituency
- Provide to the chair, three weeks prior to the next scheduled meeting, any briefing papers concerning issues to be included on the upcoming meeting's agenda.
- Report team activities and developments to constituents according to the communication plan.

Subject Matter Experts:

- Assemble data or other information requested by the chair into written documents (if warranted) for presentation and peer review by the Committee.

X. Reports and Minutes

Written annual reports are made to FENWT. 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 Committee and to keep the Committee on task and progressing toward its goal. Committee budget requests and strategic planning need to coincide with NWCG's mission. These need to be submitted as necessary to ensure that the Committee is fulfilling its' mission and meeting Committee 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 Committee 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 Danger Committee Charter is effective on the date of signature by the FENWT Chair. Charter revisions are made on the recommendation by the Committee and with the concurrence of the FENWT Chair.

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FENWT Chair

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Date