



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

I. Background

Wildland fire protection has been provided by federal and state land management agencies for nearly a century. The National Weather Service (NWS) has provided fire weather services to the Wildland Fire Agencies (WFA) since 1914. Following issuance of the National Fire Plan in 2000, Geographic Area Fire Weather meteorologists began to manage the WFA fire weather program. The fire weather program is very broad in scope and the Wildland Fire Agencies, National Weather Service and Predictive Services collaborate to manage their individual programs to meet the goals and objectives of each individual program. The Predictive Services program was established at the National and Geographic Area Coordination Centers to have Geographic Area Fire Weather meteorologists integrate fire weather, fire danger, and fuels information into products and services that assist the WFA's in planning, prioritization and resource allocation. Interagency coordination of fire weather, fuels and fire danger information will provide the highest quality WFA weather support possible for firefighter safety and efficient resource management. The *Interagency Agreement for Meteorological Services* provides broad federal guidance for provision of fire weather products and services. The Fire Weather Committee (FWC) is chartered by the National Wildfire Coordinating Group's (NWCG) Fire Environment Working Team (FENWT) to provide recommendations, advice and leadership on fire weather program management.

II. Name

The name of this group is the Fire Weather Committee; hereinafter referred to as the FWC.

III. Authority

The FWC is established pursuant to the charter authority granted to the FENWT by NWCG through the Memorandum of Understanding establishing NWCG and the *Interagency Agreement for Meteorological Services*. The FWC has the authority to develop and execute an annual program of work as approved by the FENWT.

IV. Purpose

To support FENWT in advancing the mission of NWCG in providing leadership in establishing and maintaining consistent nationwide standards, policies and procedures for fire weather operations and support. This will ensure that the wildland fire community receives the best weather support possible.

V. Membership

A non-voting Chair FENWT Liaison.

The voting membership shall be comprised of 9 members:

- State Fire Weather Program Representatives (2)
- NWS NCEP/OST Representative
- NWS National Fire Weather Program Manager
- Wildland Fire Agency Atmospheric Research Representative
- WFA Fire Operations Representatives (2)
- NIFC National Fire Weather Program Manager
- Fire Weather Academia Research Representative

Short duration task groups may be organized as needed. Task groups will submit budgets and operating plans to FENWT for approval in time to meet NWCG fiscal scheduling. Technical specialists and subject matter experts may be used as needed.

VI. Organization

The FWC operates under the direction of the FENWT. The Chair of the FWC is a member of the FENWT and serves as the liaison to this parent working team. FWC leadership shall consist of a chair appointed by FENWT and a vice-chair/secretary. Membership will strive to achieve NWCG agency and NWS representation. Leadership and membership will be evaluated every two years.

VII. Cooperation and Coordination

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

FWC 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 FWC meetings should be held at least twice annually 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 FWC. Teleconferences or other remote meetings may be held as needed, or in lieu of regular meetings. Members or pre-identified proxies are expected to attend all biannual meetings and scheduled teleconferences. Decisions will be made by consensus of the committee membership.

Agenda and briefing papers will be distributed to all FWC members two (2) weeks prior to scheduled meeting. 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 FWC members' federal agencies. Travel expenses for state or academic representation on the committee will be appropriated for in the FWC's budget.

IX. Responsibility

Chair:

- Represents the FWC in presenting recommendations to FENWT.
- Serves as FWC spokesperson when it is deemed appropriate especially with outside individuals or groups.
- Convenes and facilitates meetings at such times and places as deemed necessary by the FWC or FENWT.
- Sets agenda for regularly scheduled meetings.
- Accountable for achieving meeting objectives.
- Recommends the need for further resources (i.e. Subject Matter Experts) and authority when it becomes evident.
- Assigns work for special projects or assignments.
- Prepares and signs correspondence approved by the members.
- Serves as liaison to FENWT.
- Submits a multi-year strategic plan to FENWT Executive Secretary
- Annually updates the strategic plan including a program of work and budget proposals for FENWT review and approval.
- Every September 1st submits an annual project status and accomplishment report to FENWT.
- Solicits replacement committee members as vacancies occur.
- Strives to achieve NWCG agency and NWS representation on FWC.

Vice Chair:

- Responsible for tracking on going projects
- Draft annual project status and 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
- Meetings/conference call logistics

Executive Secretary:

- Accountable for documenting meeting proceedings and decisions in accordance with NWCG standards and guidelines
- Maintains a permanent file of the group activities
- Distributes team documents to committee members and electronic media centers
- Budget tracking process

Members:

- Solicit issues or agenda items from the constituents they represent for inclusion in the committee meeting agenda.
- Represent fire weather for your constituency.
- Attend and engage in all regularly scheduled meetings/conference calls.
- Provides to all members copies of any briefing papers concerning issues to be included on the upcoming meeting's agenda.
- Report team activities and developments to constituents and agencies.

Subject Matter Experts:

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

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 FWC and to keep the FWC on Fire Weather Committee task and progressing toward its goal. FWC budget requests and strategic planning need to coincide with NWCG's mission. These need to be submitted as necessary to ensure that the FWC is fulfilling its' mission and meeting FENWT objectives. Any special reports or findings will be appropriately published after being approved and funded by NWCG.

XII. 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 FWC 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 and included in the FENWT Operating Principles document.

XII. Charter Approval

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

| /S/ Paul Schlobohm

September 7, 2007

FENWT Chair

Date