

FIRE ENVIRONMENT WORKING TEAM CHARTER

I. BACKGROUND

The Fire Environment Working Team (FENWT) was formed in 2004 to establish an integrated programmatic approach to the activities that were formerly the responsibility of the National Wildfire Coordinating Group's (NWCG) Fire Danger, and Fire Weather Working Teams; and some activities associated with the Training Working Team (Fire Behavior Committee); and to coordinate with Geographic Area Coordination Center Manager's Predictive Services Group, National Interagency Fuels Coordination Group, Wildland Fire Leadership Council's Fire and Air Issues Coordinating Group, and the National Weather Service Corporate Board. The commonality of these groups is that they are focused on measuring and predicting the wildland fire environment.

II. NAME

The name of this Team is Fire Environment Working Team of the NWCG; hereinafter referred to as FENWT.

III. AUTHORITY

FENWT is established pursuant to the Memorandum of Understanding establishing the NWCG and the Interagency Agreement for Meteorological Services.

IV. MISSION

The purpose of FENWT is to provide interagency oversight, strategic direction and vision relating to measuring and predicting the wildland fire environment.

V. GOALS

FENWT goals are:

- To provide leadership in establishing and maintaining consistent nationwide policies, standards, and procedures for related to the wildland fire environment
- To facilitate interdisciplinary coordination efforts between fire weather, fire behavior, fire danger rating, predictive services, and smoke/air quality groups
- To integrate interdisciplinary convergence planning and direction together with the NWCG Enterprise Architecture Strategy
- To ensure the capability to measure, predict and monitor wildland fire environmental conditions
- To provide for the archiving and retrieval of wildland fire environmental information

- To ensure the organizational structure exists to use emerging technologies that further our understanding of the wildland fire environment
- To ensure the wildland fire agencies and the National Weather Service have the capability to predict the future characteristics of the wildland fire environment
- To provide an interagency forum to collect, address, and make recommendations on application, training, and enhancements to the models and systems of the wildland fire environment
- To solicit, assess, and prioritize users needs and provide a forum for input into research priorities
- To implement and support products that meet our users needs
- To coordinate organizational funding and in-kind contributions to wildland fire environment initiatives.

VI. ORGANIZATION

FENWT is under the direction of the National Wildfire Coordinating Group. A member of NWCG is assigned as a liaison for the team's activities.

FENWT is composed of members, administration and strategic partners.

FENWT leadership will consist of a two person executive committee including the chair and vice chair. The chair should be from a national or regional position, recommended by the FENWT membership and appointed by NWCG. FENWT leadership should be evaluated by NWCG according to NWCG practices and protocols.

Standing committees operate under the direction of FENWT. Each standing committee is represented on the FENWT by their respective chair. Standing committees submit budgets/operating plans to FENWT for approval in time to meet NWCG fiscal scheduling. Committee charter, chair and membership are approved by FENWT. Membership will strive to achieve full NWCG agency and NWS representation. Standing committees are: fire weather, fire behavior, and fire danger. Other standing committees or task groups may be organized as needed.

VII. COMPOSITION – The FENWT is composed of members representing specialized interest groups, and administrative personnel.

A. Members

- FENWT Chair
- Fire Weather Committee Chair
- Fire Behavior Committee Chair
- Fire Danger Committee Chair
- National Predictive Services Group Representative
- Fire/Air Issues Coordination Group Representative

- National Interagency Fuels Coordination Group Representative
- National Weather Service Representative
- Eastern states representative
- Western states representative
- Research representative

Members and alternates will be selected by the entity they represent and will serve for a minimum of 2 years. The FENWT requires continuity in representation.

B. Administration

- Chair
- Vice-Chair
- Executive Secretary
- Facilitator
- NWCG Liaison - Wildland Fire Agency Fire Director

C. Strategic Partners

Strategic partners provide products, services, or capabilities to FENWT that are essential to accomplishing its mission. Likewise, FENWT may be identified as a Strategic Partner to another NWCG WT or outside entity.

The addition of strategic partners will be evaluated on a periodic basis and their inclusion will be documented in the FENWT operation plan. Strategic Partner representatives will be selected by the entity they represent.

VIII. RESPONSIBILITIES

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 in conjunction with the facilitator
- Schedules special meetings as needed
- Makes decisions on behalf of the team between team meetings as needed
- Budget allocation – with Committee Chairs

Chair

- Submits a 3 year strategic plan to NWCG 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 team's spokesperson as needed

- Accountable for achieving meeting objectives in conjunction with the facilitator
- Charters standing committees
- 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 team members as vacancies occur
- Strives to achieve NWCG agency representation on FENWT

Vice Chair

- Responsible for tracking on going projects
- Draft annual accomplishment report
- Provides follow up on project assignments to members and/or standing committees 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 team documents to team members and NWCG Webmaster
- Budget tracking process
- Meetings/conference call logistics

Facilitator

- Manages the meeting according to the direction of the chair
- Develops strategies and processes to work through various agenda items
- Follow the meeting schedule according to established timeframes

Members

- Solicit issues and agenda items from the constituents they represent for inclusion in the Team meeting agenda
- Attend and engage in all regularly scheduled meetings/conference calls
 - In the rare occasion that a member cannot attend, an alternate must be identified who will fully represent the absent team member
- Provide background information relating to agenda items to the executive secretary three weeks prior to the scheduled meeting
- Accept and complete work assigned by the chair
- Disseminate information to constituents and agencies

Strategic Partners

- Engage in a partnership with the team
- Provides products, services, and capabilities to FENWT
- From within or outside of the NWCG sphere

- Attend and engage in all regularly scheduled meetings

Subject Matter Experts

- Provide expertise from their subject matter areas to the team as requested

IX. MEETINGS AND REPORTS

A. Meetings/Conference Calls: At least three meetings will be held annually. One of the three meetings will be designated to prepare annual operational plans and to identify areas of investigation. Decisions are made by consensus. A decision model detailing the team decision making process may be developed by FENWT. Topics will be addressed thoroughly from all angles, including those not represented on the team.

B. Reports: Special findings and reports will be appropriately published after being approved by the NWCG. Work plans will be submitted to the NWCG annually. Meeting schedules, financial considerations, recommended areas of investigation, work schedules, and work area descriptions will be submitted with the work plan.

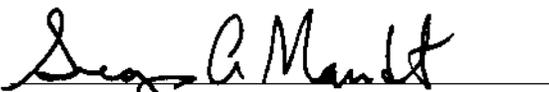
X. APPROVAL

This Charter is effective as of the date of approval by the Chair of the NWCG and the Director, NWS Office of Services. The Charter may be revised upon recommendation of a majority of FENWT members with the concurrence of the signatory parties.



NWCG Chair

10/19/04
Date



Director, NWS Office of Services

10/19/04
Date