

# **Interagency Ground Ignition Task Group Charter**

## **November 2006**

### **Mission Statement**

The primary mission of the Ground Ignition Task Group is to promote the safety and well being of all personnel involved in ground ignition operations and provide for cost effective fire management. The Task Group provides technical and operational guidance to the Fire Equipment Working Team (FEWT) in order to establish standards and guidelines for the Wildland and Prescribed Fire community.

### **Background**

This task group is formed under the direction of the Fire Equipment Working Team a working team of the National Wildfire Coordinating Group (NWCG) of the United States Departments of Agriculture and the Interior and the National Association of State Foresters. The task group is established by the FEWT to analyze ground ignition system problem areas and recommend solutions.

### **I. Purpose/Objectives**

- A. Review and evaluate interagency ground ignition operations, training, equipment, and management issues.
  - 1. Determine whether or where problems exist.
  - 2. Disseminate recommended actions to National, Regional, State, and agency managers.
  - 3. Share information and technology between participants, other task groups and Wildfire/Prescribed Fire community.
  - 4. Review and recommend approval of new and existing ground ignition equipment, accessories and modifications.
  - 5. Recommend minimum equipment specifications and standards.
  - 6. Provide guidance for oversight of Contractor and Agency ground ignition equipment and procedural compliance.
- B. Solicit and report concerns of field managers with Ground Ignition operations, personnel qualifications, performance, and equipment. Distribute personnel qualification, performance, and equipment information to the field.
- C. Based on input from the field and safety/regulatory compliance concerns, identify training needs, and develop courses for ground ignition workshops and for use in the field by ground ignition personnel.
- D. Provide a framework within which Agencies, States, Counties, and Vendors can acquire specific guidance, i.e.: Interagency Ground Ignition Guide.

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### **II. Task Group Composition**

This task group is made up of representatives from land management agencies to include: USFS, BIA, BLM, USFWS, NPS, and States. The number of permanent members shall be limited to 2 representatives from each agency and the National Association of State Foresters. Additional subject matter experts and technical specialists/advisors may be requested as needed by the group. The terms for each representative shall be indefinite with a minimum commitment of 3 years.

- A. The chair shall be selected by the FEWT. The co-chair shall be selected from the task group.
- B. Attendance of non-participating agencies not represented in the task group will be requested as needed.
- C. This task group will meet or confer at a minimum of every 12 months. Additional meetings shall be scheduled as required. Attendance should be limited to designated representatives and invited guests.
- D. A quorum will consist of 70% of voting Task Group members with majority consensus. An alternate representing a Task Group member will have voting privileges. Consensus and voting decisions will be documented and maintained.
- E. Minutes (including recommendations, concerns and Task Group tasks) will be submitted to task group members and the FEWT chair within 30 days.

### **III. Expected outcome**

The expected outcome shall be reports and recommendations forwarded to the FEWT, outlining discussions and identifying those issues which are interagency in nature and require joint resolution by directors and concerned agencies.

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### **IV. Sub-Groups**

- A. The Task Group may assemble sub groups. Membership shall be approved by the Task Group.
- B. The Task Group will provide direction and oversight to the sub group by clearly identifying the task to be completed, the scope of the task and time line for completion.
- C. Individual agencies may request additional involvement of subject matter experts or specialists.
- D. A sub group will dissolve upon completion of task unless assigned additional work.

### **V. Chair Responsibilities**

- A. Facilitate the time and place for all group meetings and conference calls.
- B. Request attendance of guest participants. Coordinate guest participation and attendance timeframes.
- C. Ensure Task Group tasks are completed.
- D. Monitor progress of sub groups and ensure assignments are completed.
- E. Represent the Task Group at the FEWT Committee meetings.
- F. Assure meeting notes, decisions and information are disseminated to the Task Group, FEWT Chair and other individuals as applicable, (e.g. Wildfire/Prescribed Fire community).

### **VI. Co-Chair Responsibilities:**

- A. Assume duties of the Chair in their absence.
- B. Assure minutes, decisions and voting results are recorded for all meetings and conference calls.
- C. Assemble, correlate, and prepare all material to be acted upon by the Task Group.
- D. Coordinate with the Chair for delegation of work assignments.

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**VII. Charter Approval**

Prepared By:

*/S/ Wesley Throop*

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Task Group Chair

11/20/2006

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Date

Approved By:

*/S/ Tory Henderson*

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FEWT Chair

11/21/2006

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Date