



INCIDENT OPERATION STANDARDS WORKING TEAM

CHARTER *INCIDENT OPERATIONS STANDARDS WORKING TEAM NATIONAL WILDFIRE COORDINATING GROUP*

I. BACKGROUND

This Team is formed as a Working Team of the National Wildfire Coordinating Group (NWCG) of the United States Department of Agriculture, the United States Department of the Interior and the National Association of State Foresters. The National Wildfire Coordinating Group was formed January 1974 to expand operational cooperation and coordination of the aforementioned. The Team chartered here is one of a number of support teams established by the NWCG to analyze specific problem areas in fire management and recommend solutions.

II. NAME

The name of the team is the Incident Operations Standards Working Team of the National Wildfire Coordinating Group herein referred to as the Team.

III. AUTHORITY

This Team is established pursuant to the Memorandum of Understanding establishing the National Wildfire Coordinating Group, March 16, 1976, signed by the Secretary of Agriculture and the Secretary of the Interior.

IV. PURPOSE

This Team will review, evaluate and make recommendations to the NWCG for issues related to standards in incident operations in the National Interagency Incident Management System (NIIMS).

V. ORGANIZATION

The Team is under the direction of the National Wildfire Coordinating Group. A member of NWCG is assigned liaison responsibility for the Team's activities. It is through this Group member that the Team relates to the Group.

VI. MEMBERSHIP

The number of members of this Working Team shall not exceed twelve (12) including the Chair. The membership shall be invited from organizations having the greatest expertise and interest in the particular subject matter. The term of each Chair will be a minimum of three (3) years, with the term of each Team member being indefinite. Replacement members are selected by the Chair, from a roster supplied by NWCG and approved by the Chair of the NWCG.

VII. CHAIR AUTHORITIES AND RESPONSIBILITIES

The Chair:

- Is authorized to convene meetings and schedule agenda items.
- May make specific work assignments to Team members and/or appoint ad hoc task groups from outside Team membership, to work on specific projects.
- Will distribute copies of the minutes within 30 days after a meeting, according to NWCG procedures.
- Represents the Team in presenting recommendations to the NWCG and, as appropriate, in contacts with outside individuals or groups.
- May recommend to NWCG the need for further resources and authorities as they become evident.
- Will appoint one member of the Team as liaison to the NWCG Training Working Team (TWT).
- Keeps Executive Secretary currently advised as to meeting dates and location.
- Prepares and submits annual budget and accomplishments report to NWCG.

The Team may identify a Vice Chair to carry out the duties of the Chair in that person's absence.

VIII. MEETINGS AND REPORTS

- A. Meetings: At least one annual meeting will be held to prepare operational plans and to identify areas of investigation during the following year. Meetings will be scheduled and agendas will be provided in advance to members of the Team and to the NWCG Liaison. Meeting location and time will be established one year in advance. Additional meetings will be scheduled at the request of NWCG, or as determined by the Chair. Subgroups within or outside the Team membership, on task assignments, may meet at the direction of the Chair. Costs of the meetings will normally be borne by the agencies who sponsor Team membership. Five Team members will normally constitute a quorum, but the Team may meet with fewer members at the discretion of the Group Liaison and concurrence of the NWCG

Chair. The use of alternates is not allowed. Individuals from outside the Team membership, having needed expertise, will be asked to participate when appropriate.

- B. Reports: Special findings and reports will be published as directed by NWCG. Work plans will be submitted to the NWCG Executive Secretary annually. Meeting schedules, financial considerations, recommended areas of work, schedules and work area descriptions will also be submitted with the work plan.
- C. Coordination: Maintain coordination with other NWCG Working Teams on issues of common concern. Attempt to schedule one joint meeting annually with the Training Working Team. Provide direction to the TWT Liaison for the purposes of: coordination of issues, coordinating joint annual meeting with TWT, and providing a representative to attend TWT meetings in lieu of an annual joint meeting. Coordinate and provide information on ICS issues and qualification requirements through the NWCG representative to the NIMS Integration Center. Coordinate with the NWCG Executive Secretary on requests for projects, assignments and other tasks.

IX. OPERATIONAL RESPONSIBILITIES

The Team will develop a plan of action to be approved by NWCG for all aspects of NIIMS to include, but not limited to, the following:

- Incident Command System.
- Qualification and Certification System.
- Supporting Technology System.
- Monitor use (or development) of Incident Command System outside the wildland fire community.
- Operational System Description.
- Fireline Handbook.
- Position Manuals.
- Position Task Books.
- Forms and Forms Manual.

X. APPROVAL

This Charter is effective as of the date of approval by the Chair of the NWCG. The Charter may be revised upon recommendation of a majority of the Team members and with concurrence of the NWCG.

Karl Panchang 9/1/05
Chair, NWCG Date