

National Wildfire Coordinating Group

Charter

November 19, 2013

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Name

The name of this group is the National Wildfire Coordinating Group, hereinafter referred to as the NWCG.

Purpose

NWCG provides national leadership to develop, maintain, and communicate interagency standards, guidelines, qualifications, training, and other capabilities that enable interoperable operations among federal and non-federal entities. NWCG will facilitate implementation of approved standards, guidelines, qualifications and training.

Functions:

- Develops and proposes standards, guidelines, training, and certification for interagency wildland fire operations.
- Maintains approved standards, guidelines, training, and certification for interagency wildland fire operations.
- Participates in the development of operational standards and procedures for non-fire incident and emergency management to ensure consistency and interoperability.

Membership

Membership on NWCG consists of one representative from:

US Department of Agriculture, Forest Service

- Fire and Aviation Management
- Wildland Fire Management Research, Development, and Application

US Department of the Interior

- Bureau of Indian Affairs
- Bureau of Land Management
- Fish and Wildlife Service
- National Park Service

US Department of Homeland Security

- Federal Emergency Management Agency, US Fire Administration

Non-Federal Entities

- Intertribal Timber Council
- National Association of State Foresters
- International Association of Fire Chiefs

The Director of the Office of Wildland Fire in the Department of the Interior may appoint a representative to serve as an *ex officio* member of the NWCG in order to provide liaison and coordination with respect to development of proposed standards, policies, guidelines, or other materials that may require review or approval before becoming Department of the Interior policy.

Organization

The NWCG will function as a collaborative entity to accomplish its purpose and responsibilities. The NWCG may establish standing and *ad hoc* committees, teams, or other similar groups as necessary. The purpose of any such groups is to develop, propose, and maintain efficient, coordinated standards, guidelines, qualification and training among the federal and non-federal fire management organizations.

The Chair of any committee shall be selected by a vote of the NWCG. Membership shall be invited from member organizations and other organizations having the expertise and interest in the particular subject matter.

Governance

The NWCG is accountable to, and receives direction and guidance from, the Fire Executive Council (through the Fire Management Board), National Associate of State Foresters, and the Intertribal Timber Council and provides recommendations and advice on interagency standards, guidelines, qualifications, training, and other capabilities that enable interoperable operations among federal and non-federal entities. The FEC, FMB, NASF and ITC may adjudicate any issues that cannot be resolved by the NWCG.

Roles and Responsibilities

Chair and Vice-Chair

The Chair of the NWCG will rotate among the members, serving a two year term that begins in January of each even numbered year. The Chair is responsible for scheduling meetings as necessary to carry out the NWCG's responsibilities. Additional business protocols may be adopted by NWCG to facilitate efficient operation.

The Chair may call and conduct meetings, establish subgroups, and submit NWCG recommendations to member agencies and other entities for action, and sign NWCG correspondence. The Chair shall determine meeting agendas, submit necessary briefing papers and reports, and have minutes prepared for each meeting and distributed to the members.

In addition, the Chair may represent NWCG at FEC, NASF, ITC, or other meetings and events as appropriate.

The NWCG may select a Vice-Chair from amongst its members to serve a two year term that begins in January of each even numbered year. The Vice-Chair performs the duties of the Chair when the Chair is not available or as requested by the Chair.

Members

NWCG members are expected to attend meetings and actively participate in the discussions. Members are encouraged to contribute to the development of meeting agendas and are expected to communicate the activities of the NWCG to their organizations. When necessary, members may designate a representative to attend

NWCG meetings on their behalf. Any such representative should be fully cognizant of the functions and activities of the NWCG and have full authority to make decisions on behalf of their principal. Members are encouraged to minimize the use of representatives to ensure consistency and continuity in the business of the NWCG.

Executive Secretary

The Chair may appoint an Executive Secretary to assist in the development of meeting agendas, and meeting logistics. The Executive Secretary will record the proceedings of the NWCG by documenting the decisions and actions. The Executive Secretary is also responsible for distributing and communicating information about NWCG and for keeping and securing permanent records of the meetings.

Meeting Administration

Operating Principles, Guidelines, and Procedures

The NWCG shall have an operating plan to provide protocols and procedures for conducting NWCG business.

Meetings

The NWCG shall meet monthly or as necessary to conduct business. Three times annually, meetings shall focus on standards, guidelines, and training and certification issues in interagency wildland fire operations. The Group shall also meet upon the call of the Chair at a location to be determined by the Chair.

Decision Making

A quorum for conducting business shall be a minimum of two-thirds of the members. Decisions will be based on a consensus of those members present. All decisions will be recorded.

Approval

This Charter is effective on the date of approval of undersigned officials and shall remain in effect until revised or revoked by one or more of those officials.



Co-Chair, Fire Executive Council

11/19/13

Date

Figure 1: Jim Douglas, Co-Chair, Fire Executive Council

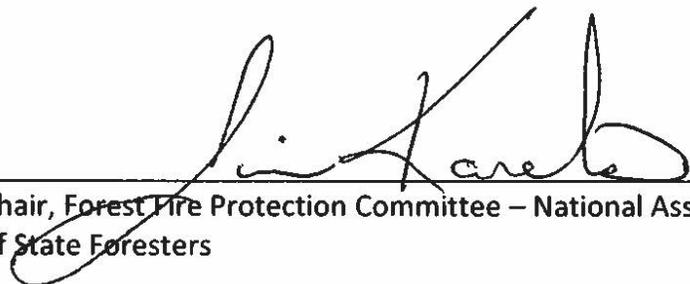


Co-Chair, Fire Executive Council

11/12/13

Date

Figure 2: Dan Olson for Tom Harbour, Co-Chair, Fire Executive Council



Chair, Forest Fire Protection Committee – National Association
of State Foresters

11/19/13
Date

Figure 3: Jim Karels, Chair, Forest Fire Protection Committee – National Association of State Foresters



President, Intertribal Timber Council

12-12-13
Date

Figure 4: Phillip Rigdon, President, Intertribal Timber Council