

Fire Management Board

Charter

Name

The name of this group is the Fire Management Board, hereinafter referred to as FMB or the Board.

Purpose

The Fire Management Board provides a mechanism for coordinated and integrated federal wildland fire program management and implementation. The Board, taking strategic policy and program direction from the Fire Executive Council, directs, coordinates and oversees the development and implementation of federal wildland fire policy and programs to provide consistent and cost-effective program management.

Responsibilities

The Board is accountable for and has the authority to:

- Coordinate federal program management and oversight

Functions

The Board is responsible for and has the authority to:

- Provide common, integrated implementation strategies, approaches, programs, and oversight for implementing federal wildland fire policies
- Provide federal wildland fire program strategy, policy, budget and program recommendations to the Fire Executive Council
- Provide recommendations on information and technology requirements, priorities, and investments to the Wildland Fire Information and Technology Executive Board
- Provide recommendations on science and research requirements and priorities necessary to support wildland fire program management activities
- Identify requirements and recommend priorities for standards necessary to ensure interoperability of intergovernmental wildland fire activities and operations
- Consult with our non-federal partners
- Develop recommendations for interagency wildland fire administrative/business support needs

Membership

Membership on the Board is comprised of:

- U.S. Department of Agriculture
 - US Forest Service Fire and Aviation Management Assistant Directors (3)
- U.S. Department of the Interior
 - Deputy Director, Office of Wildland Fire
 - Deputy Director, Office of Aviation Services
 - BIA Fire Director
 - BLM Fire Director
 - FWS Fire Director
 - NPS Fire Director

- From the U.S. Department of Homeland Security, Federal Emergency Management Agency
 - Wildfire Program Manager, U.S. Fire Administration

Organization

The Board will function as a management board to accomplish its purposes and responsibilities. The Board may establish standing and *ad hoc* committees, teams, or other similar groups as necessary. The purpose of any such groups is to provide efficient, coordinated program management and policy implementation among the federal fire management organizations.

Governance

The FMB is accountable to and provides policy, program, and budget advice and recommendations to Fire Executive Council (FEC). The FMB receives direction and strategic guidance from the FEC. The FEC adjudicates any issues that cannot be resolved by the FMB.

The FMB may provide federal requirements and priorities for standards necessary to ensure interoperability of intergovernmental wildland fire activities and operations to the National Wildland Coordinating Group.

Roles and Responsibilities

Chair and Vice-Chair

The Chair of the FMB will rotate among the members, serving a two year term that begins in January of each year. The Chair is responsible for scheduling meetings as necessary to carry out the Board's responsibilities.

The Chair is responsible for scheduling meetings, setting the agenda, and performing other functions as necessary to accomplish the purpose and responsibilities of the Council.

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

Members

Board members are expected to attend meetings and actively participate in the discussions and are encouraged to contribute to the development of meeting agendas. Members are expected to communicate the activities of the FMB to their organizations. When necessary, members may designate a representative to attend FMB meetings on their behalf. Any such representative should be fully cognizant of the functions and activities of the FMB 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 FMB.

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 Council by documenting the decisions and actions. The Executive Secretary is also responsible for distributing and communicating information about the FMB and for keeping and securing permanent records of the meetings.

Meeting Administration

Meeting Scheduling

Members will be provided with advance notice of meetings and, to the greatest extent possible, will be provided with the agenda and supporting materials in sufficient time to prepare for the meeting.

Decision Making

A quorum must be present for all FMB decisions. A quorum constitutes the Chair, or Vice-Chair, and at least five other members. Decisions will be based on a consensus of those members present. All decisions will be recorded.

Meetings and Records

The Board will meet as necessary to perform its functions. Records of meetings, including agendas, materials, and decisions will be kept and made generally available.

Operating Rules

The Council may adopt any additional operating rules necessary to implement the provisions of this charter.

Approval

This charter takes effect upon the signatures of the Chair of the Fire Executive Council.



Co-Chair, Fire Executive Council

11/19/13

Date



Co-Chair, Fire Executive Council

11/19/13

Date