

NORTHERN ROCKIES COORDINATING GROUP

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TASK GROUP CHARTER

Mission:

The Federal Wildland Fire Management policy has many *Guiding Principles and Policies*, among them are:

- ~ Fire management plans and activities are based upon the best available science.
- ~ Federal, State, Tribal and local interagency coordination and cooperation are essential.
- ~ Standardization of policies and procedures among Federal agencies is an ongoing objective.

The Federal Wildland Fire Management policy applies them in terms of: Safety, Planning, Wildland Fire, Fire Use, Preparedness, Suppression, Prevention, Protection Priorities, Interagency Cooperation, Standardization, Economic Efficiency, Wildland/Urban Interface and Administrator and Employee Roles.

Within the Northern Rockies Area, the Northern Rockies Coordinating Group recognizes the necessity to mainstream GIS and other data technologies into the daily operating systems of all Fire Management activities to support the intentions of the Federal Wildland Fire Management policy.

The NRCG GIS Task Group has been established to:

1. Facilitate interagency coordination of the development and distribution of spatial data libraries.
2. Prioritize and work toward the creation of data sets that support the functions of implementing Fire Management.
3. Design, develop and distribute mapping products and systems to support existing objectives.
4. Apply the use of GIS on web pages to facilitate communications with the public, media & among cooperating agencies.
5. Educate the workforce of all agencies in the application and use of Geospatial Technologies.

Membership:

This Task Group will be composed of Agency Representatives (committee members), Technical Specialists, and an NRCG Director who will serve as a liaison to the NRCG Board of Directors. Configuration of membership can change. New members may be added by quorum vote. When participant leaves, they must help facilitate appointment of new agency representative.

Agency representatives will be selected by the participating agencies and will serve for a minimum of 2 years. Technical Specialists will be appointed, as needed, by the GIS Committee; and will serve on an ad hoc basis for a maximum of 1 year. The selection of the participants and technical specialists will be subject to approval by the Board of Directors.

The Task Group may set up sub-committees to assist as needed. Any sub-committee so established will work under the direction of the committee, and upon completion of its task, will sunset unless additional duties are assigned.

Purpose:

The Task Group will assist the NRCG Board of Directors in promoting and coordinating the efforts of all member agencies engaged in the establishment, application, distribution and education of GIS and related technologies at all levels within the business of Fire Management and toward all objectives of implementation.

Officers' Roles and Responsibilities:

The GIS Task Group will select a Chairperson and Vice Chairperson from the appointed participants for a 2-year term.

The GIS Task Group will develop an annual work plan and budget for each operating year.

The Chairperson will be responsible for identifying issues, setting the agenda, scheduling and conducting committee meetings and reporting accomplishments to the NRCG at their semiannual meetings and/or via NRCG conference calls and coordinate with other NRCG standing committees.

The Vice Chairperson will assume the duties of the Chairperson during any absence of the Chairperson. The Vice Chairperson will be responsible for taking the meeting minutes and distributing them to all committee members and the NRCG Executive Secretary. The Vice Chairperson may arrange for a scribe to handle committee minutes. Vice Chairperson has first right of refusal for replacement of Chairperson.

Members are responsible for accomplishing work assigned, attending meetings; participate in the review of material submitted to the Task Group. Members must ensure that agency personnel are briefed on the GIS Task Group activities and business. Each member is responsible for representing their agencies interests in matters brought before the Task Group. This charter may be amended by quorum vote of the Task Group and approval of NRCG Board of Directors.

Meetings:

Meetings will be scheduled by the Chairperson or as directed by the Board of Directors.

Meetings will be held quarterly; either in person, conference calls or tel-net meetings.

The GIS Committee may engage the NRCG Board of Directors by developing a proposal of direction and procedures for their consideration and guidance.

/s/ Tom Boatner

5-21-01

Chairman
Northern Rockies Coordinating Group

Date