

Operations Working Team Charter

Mission

To provide a coordinated interagency approach to operational activities of all hazard incident management in Oregon and Washington.

Objectives

Identify issues and recommend pro-active solutions to potential problems related to interagency fire pre-suppression and suppression programs.

Deal with tasks assigned by the Steering Committee in an effective and timely manner.

Develop recommendations for consideration and/or concurrence by the Steering Committee.

Develop alternative solutions for issues taken to the Steering Committee for approval and/or concurrence.

Submit an operating plan and accomplishment report to PNWCG annually.

Maintain open communication through liaison with other PNWCG Working Teams to achieve consistency.

Provide advocacy of new techniques, practices, and procedures which facilitate more effective and/or safe interagency fire operations in the northwest.

Serve as the Geographic Board for the Type I Interagency Incident Management Teams for the Northwest Area providing managerial guidance and oversight.

Serve as a focal point for addressing Incident Command System issues.

Serve as a focal point for addressing all hazard management issues within the Pacific Northwest Geographic Area.

Membership

The Operations Group will be composed of one representative from each of the following agencies: US Department of Agriculture - Forest Service, US Department of Interior - Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, National Park Service, Oregon Department of

Forestry, Washington Department of Natural Resources, Oregon Fire Services, and the Washington Fire Services. Non-voting members may be added to provide temporary or permanent service dependant on group consensus. Representatives from other Emergency Services agencies may be invited to participate in group meetings as needed. Each agency representative will be responsible to ensure that respective agency policy and procedures are maintained and the appropriate fire managers are briefed on workings of the group.

Officers

The Operations Committee Chairperson will rotate annually. The serving of a second consecutive year as chairperson will be at the mutual option of the OWT and the chairperson. The Vice-Chairperson shall advance to the position of Chairperson after completion of term or upon vacancy of the Chairperson.

The rotating schedule for chair and vice chair will be as follows: BIA, BLM, OFS, DNR, ODF, FWS, WFS, FS, and NPS.

Officer Duties and Responsibilities

Chairperson

- Responsible for administrative action to ensure mission attainment established for the committee; assign task groups as needed.
- Establish the time and place for all committee meetings.
- Request attendance of specially qualified individuals for any committee meeting.
- Represents the Operations Group in dealings with the Steering Committee.
- Assemble, correlate, and otherwise prepare all material to be acted upon by the committee.

Vice-Chairperson

- Assume the duties and responsibilities of the chairperson during the absence of the Chairperson or at the request of the chairperson of the Steering Committee.
- Acts as a clearing house for progress reports, recommendations, and information on committee activities. Records, edits, files and distributes committee meeting notes.
- Will insure that this charter is reviewed every two years by selected members of the OWT.

All Members

Responsible for checking and reporting upon projects as assigned.

Give assistance, as requested by the Chairperson or Vice-Chairperson, and review information submitted by other group members.

Serves as a conduit between the Operations Group and agency personnel to inform them of group action and keep them posted on current progress and new developments.

Responsible for fostering interagency cooperation.

Meetings

Regular committee meetings will be held at least quarterly or more frequently if deemed necessary. All meetings will be facilitated.

Five group members shall constitute a voting quorum. Voting by correspondence or by conference call is permissible if subjects are referred to the members by the Chairperson.

Subcommittees

Ad-hoc committees may be established as special needs arise and are recognized to add value in issue identification and resolution. In no case will ad-hoc committees exist longer than one year. Ad-hoc committees can be re-chartered annually and are subject to PNWCG review.

Passed by PNWCG Membership:

____/s/____ Ken Snell _____ 6/4/2010 _____

Chairperson, PNWCG Date