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# Pacific Northwest Wildfire Coordinating Group

## Committee Authorization and Charter

### **Authorization:**

PNWCG is established pursuant to the Master Cooperative Wildland Fire Management and Stafford Act Response Agreement. PNWCG is chartered by their respective agency executives and provides the following charter and designates the new liaisons and a modified committee structure.

### **Mission Statement:**

The Committees are established to further interagency coordination of wildland fire and fuels management for local, tribal, state and federal agencies to enhance firefighter safety and protect life, property, and natural resources:

- Provide a coordinated and effective interagency approach to fire management activities in the Pacific Northwest.
- Serve as an interagency venue for exchanging ideas and providing feedback to PNWCG.
- Develop, communicate and monitor interagency standards and best practices in alignment with the PNWCG mission;
- Provide coordination and support for implementation of the National Fire Plan (State and Regional coordination) and the Cohesive Strategy.

### **Objectives:**

1. Emphasize mission over agency.
2. Act in the interests of all agencies to foster full partnership, trust, and mutual assistance among the wildland fire protection entities.
3. Committees will be self-directed:
  - a. identify and develop interagency issues requiring resolution;
  - b. establish priorities and develop an annual program of work;
  - c. coordinate with other PNWCG committees as necessary;
  - d. provide regular updates to PNWCG.
4. Coordinate and maintain communication with PNWCG Liaisons:
  - a. Provide input and feedback to PNWCG decision-making;
  - b. Collaboratively staff interagency issues to determine appropriate actions;
  - c. Actively partner in assembling and assigning task forces to accomplish PNWCG taskings.

### **Organization:**

Committees are organized within specific PNWCG Functional Areas. Each Functional Area is assigned at least one PNWCG member as a Liaison. The Liaison acts as a communication link to PNWCG, provides guidance and ensures PNWCG intent is being met, and assists the Committees in the performance of their mission. The role and responsibility of a PNWCG Liaison can be referenced in the PNWCG Charter and Working Guidelines. The table below depicts the PNWCG Functional Areas and the Liaisons and Committees assigned to each:

<b>Functional Area</b>	<b>Liaisons</b>	<b>Committees</b>
Aviation	BLM, Jeff Fedrizzi	Aviation
Incident Business	NPS, Christie Neill	Incident Business
Integrated Resources	TBD	Fuels, GIS, CPI
Operations	BLM/FS Bobbie Scopa, DOI Brian Gales	Operations, Training, NW Center Managers
Safety	OFS, Mark Havener	Safety and Health
NW Geoboard	WA DNR, Albert Kassel, FS David Summer	Incident Commanders

Each Committee will select a Chair and Vice-Chair from the membership. It is recommended a member should be on the Committee for at least a year before being considered for the Chair/Vice-Chair position. Tenure for Chair/Vice-Chair service will be set by the Committee membership in coordination with the Functional Area Liaison. Successional management should be emphasized to ensure program continuity and transitioning knowledge as Chairs/Vice-Chairs rotate. Terms of service for Committee Chairs should begin at or by February 1, annually. The exception to the above is the Chair for Incident Business will be the FS/BLM Incident Business Specialist.

The Committee Chair is responsible for calling meetings, setting agendas, and coordinating with the Functional Area Liaison(s). The Chair assures that necessary reporting and tasking are submitted and meeting agenda/notes are prepared for each meeting and posted on the Committee Web Page. The Vice-Chair assumes the duties of the Chair in the Chair's absence.

#### **Membership:**

Representation may be comprised of subject-matter experts representing PNWCG member Agencies. Additional or associate members may be added as appropriate.

To ensure active participation and to manage scheduling and work priorities, an agency may appoint a member of another agency as a proxy. If an agency member decides to permanently appoint a proxy in order to serve a higher agency interest on another Committee, the proxy and a specific agency point-of-contact will be designated in a letter to the Committee Chair and attached as an appendix to the Committee governing documents.

Member accountability for all actions contributes to excellence. Members shall insure that Committee decisions and actions respect and enfranchise agency interests; they are expected to inform their appropriate agency contacts or representatives of Committee activities and developments.

#### **Responsibilities:**

Governance—Committees will document internal processes and protocols specific to their subject-matter area within a Committee Statement of Intent. This will include membership interactions, meeting schedules and

formal interaction with other Functional Area Committees and their PNWCG Liaison. This document is internal to the Committee and does not require PNWCG approval.

Committee submits issue papers with proposed recommendations thru their PNWCG Liaison for PNWCG consideration and approval.

Reporting—PNWCG meets on the third Wednesday of each month. Committee Chairs may provide monthly updates as appropriate either in person or through their PNWCG Liaison(s). Annual accomplishments and issues for PNWCG will be prepared for the February PNWCG Committee Workshop.

**Approval:**

This Charter is effective as of the date of approval by the Chair of PNWCG and remains in effect until rescinded.

/s/ Nancy Hirsch  
PNWCG Chair