

Idaho State Fire Plan Working Group Charter

July 2007

Background

The Idaho State Fire Plan Working Group was initially chartered and described in the Idaho Statewide Implementation Strategy for the National Fire Plan signed by Idaho's Governor and agency executives July 26, 2002. This excerpt from the Idaho Strategy provided a general mission statement for the group:

(from page 5): Idaho State Fire Plan Working Group

This group will disseminate information; provide oversight and prioritization; and accomplish additional tasks as the group deems necessary to facilitate the implementation of the National Fire Plan within Idaho. This group will also be available for advice and counsel to the County Wildland Fire Interagency Groups.

Purpose of this document

The Working Group has met on numerous occasions since July 2002. At the October 8 & 9, 2003 meeting in Coeur d'Alene, it was decided that more clarity in purpose and branching is needed. This effort provides a refined view of our purpose, sub-committees, and tasks.

Idaho State Fire Plan Working Group Mission

Collaboration

- Collaborate to ensure that the National Fire Plan and its related initiatives benefit Idaho's communities and ecosystems at risk.
- Promote and ensure collaboration among all participating entities to the fullest extent possible.
- Work with County governments to ensure that the Counties' interests and needs are taken into account when funding National Fire Plan projects.

Membership

- The Working Group consists of individuals designated by their agencies and/or organizations in Idaho that have a role in implementation of the National Fire Plan.
- Membership has been and will remain dynamic. At present, the group consists of these agencies and organizations:
 - Idaho Department of Lands/ US Forest Service National Fire Plan Coordinator (Chair)
 - Idaho Fire Chiefs Association
 - State Fire Marshal
 - Idaho Association of Counties
 - Bureau of Land Management
 - US Forest Service
 - Bureau of Indian Affairs - Regional
 - Coeur d'Alene Tribe

- Nez Perce Tribe
- Shoshone-Bannock Tribe
- Idaho Department of Commerce
- US Fish and Wildlife Service
- Governor's Office
- Bureau of Homeland Security
- Federal Emergency Management Agency
- Resource Conservation and Development Coordinators
- National Park Service
- Idaho Emergency Management Association

Roles, Responsibilities and Tasks

- The Idaho National Fire Plan Coordinator will provide overall leadership and coordination of the Working Group. Decisions and management of the Working Group meetings and activities will be the shared responsibility of members of the Working Group.
- Idaho Department of Lands will provide support to the Working Group with some administrative and facilitation assistance.
- Implement the National Fire Plan and related initiatives by assisting County Wildland Fire Interagency Working Groups.
- Commission technical studies to provide a scientific and objective basis for project prioritization.
- Recommend to the agency executives project priorities, in a coordinated fashion, across ownerships, jurisdictions and program areas.
- Create sub-groups or committees as needed.
- Communicate accomplishments within and amongst the agencies.

Meetings Management

- The Working Group will meet at least three times a year as follows:
 - Winter (January)
 - Spring (June)
 - Fall (September/October)
- The chair is responsible to arrange meeting dates and call for agenda items. As requested, members will assist with these duties.
- On a rotating basis, Working Group members will arrange for meeting facilities and note takers.
- Any briefing materials and pre-work relating to meeting agenda items will be sent to members at least 10 days in advance of meetings.
- Members will forward meeting notes to agency executives and field offices to ensure information sharing.

Decision Making

- The preference is to reach consensus.

Committees

- The working group will decide on an ad hoc basis what committees are needed and how to staff them. Working Group members are expected to staff committees in their areas of expertise.