

SOUTHERN AREA COORDINATING GROUP

**WILDLAND FIRE PREVENTION, PREVENTION EDUCATION, AND
WILDFIRE HAZARD MITIGATION
WORKING TEAM
CHARTER**

Mission Statement

The Southern Area Wildland Fire Prevention, Prevention Education, and Wildfire Hazard Mitigation Working Team (hereinafter referred to as the Team) is established under the Southern Area Coordinating Group to foster interagency leadership and coordination of fire prevention, prevention education, and mitigation programs and activities. Such activities should be done in accordance with local, state, and national priorities within the *National Cohesive Wildland Fire Management Strategy*.

Purpose

1. Provide advice, council, and coordinated direction on fire prevention, education, and mitigation issues in the Southern Area and encourage partner agencies to “speak with one voice” in coordinated wildfire prevention related public information and education efforts.
2. Coordinate the dissemination of prevention and mitigation messages. Education activities should include cause focused prevention messaging, wildfire hazards within the structure ignition zone, and addressing risks from severe fires in WUI communities.
3. Facilitate interagency cooperation and collaboration while planning and implementing prevention, education, and mitigation initiatives.
4. Coordinate interagency fire prevention, education, and mitigation workshops and coordinate and advise the Southern Area Training Working Team on prevention and mitigation training needs.
5. Work to reduce the incidence of unwanted human-caused wildfires by advocating personal responsibility.
6. Provide a forum for discussing and making recommendations for resolving issues affecting prevention, mitigation, education, and information.
7. Identify procedures to assist units and eliminate ongoing and potential duplication of efforts.
8. Provide guidance and recommendations in the development of Fire Prevention and Education (FPET) Team personnel.

Specific Actions

1. Develop an annual work plan for approval by the SACG.
2. Develop task groups to include field personnel as needed to implement annual work plan
3. Maintain contact list of prevention, education, and mitigation personnel in all agencies represented. This list should include current and potential Fire Prevention and Education Team (FPET) personnel.
4. Provide an annual report to the SACG to track the progress of the Team's activities.

Administration

The Southern Area Wildfire Prevention, Prevention Education and Wildfire Hazard Mitigation Working Team (to be referred to as the PMWT) will elect a Chairperson and Vice Chairperson for a two-year term. Terms will be on a federal fiscal year basis (October 1 to September 31); at the end of the federal fiscal year, the Vice Chairperson will automatically become the new Chair and a new Vice Chair will be elected.

The Vice Chair will assume the duties of the Chair when the Chair is absent.

Membership

The PMWT will be made up of one voting member from the following units at a minimum and representatives from other State Forestry Agencies, National Forests, and Federal unit will be invited to be part of the working team.

- States' South Central Compact
- States' Southeastern Compact
- National Park Service
- U. S. Fish and Wildlife Service
- Bureau of Indian Affairs
- USDA Forest Service

The Team will be assigned a liaison from the Southern Area Coordinating Group.

Duties and Responsibilities:

Chair:

1. Lead meetings, facilitate conference calls and assign task groups as needed.
2. Maintain the conference call schedule and set location for annual meeting.
3. Request meeting attendance of specially qualified individuals as required.
4. Represent the Team to the SACG.
5. Maintain and monitor progress of the Team Work Plan.
6. Ensure meeting notes are taken and distributed.

Vice-Chair:

1. Assume the duties and responsibilities of the Chair in the absence of the Chair.
2. Record, edit, file, and post notes/minutes and other Team-approved documents to the SACG website.

All Members:

1. Attend/participate in Team conference calls and the annual meeting. If a Team member cannot attend a meeting/conference call; they will try to have an alternate participate in their place.
2. Complete and report on projects as assigned.
3. Review information submitted by other Team members.
4. Serves as a conduit between the Working Team and respective agency personnel to inform them of working team actions and keep them posted on current progress and new developments.

Task Groups

Task Groups may be formed to assist in completing assigned tasks. The Task Groups will receive their direction and oversight from the Team. The Team will identify the scope of assignments and provide time frames for completion.

A Task Group, upon completion of its task(s), will sunset unless additional work is requested. The Team may enlist the aid of subject-matter experts as necessary.

Meeting Protocols

The Team will plan to hold at a minimum one in-person meeting annually. Additionally, conference calls will be scheduled quarterly at a minimum and will be coordinated by the Chair or Vice-Chair.

Two thirds of the voting members must be present for the Team to have a quorum, and all members will have the opportunity to be heard during decision making.

Costs associated with individual agency travel, per diem, communications, supplies, and equipment will be the responsibility of each agency.

Once approved by the SACG Chair, this charter is valid until member agencies agree a new charter needs to be prepared. This charter may be terminated at any time.

Approved by:

Jason Demas, Chair
Southern Area Coordinating Group

Date