

Eastern Area Coordinating Group

Operations Working Team Charter

2022

MISSION:

The Eastern Area Operations Working Team (OWT) provides coordinated direction, and an interagency forum for identification, discussion and resolution of issues pertaining to wildland fire and other emergency management operations within the Eastern Geographic Area.

AUTHORITY:

The Eastern Area Operations Working Team (OWT), a standing committee, is established under the Eastern Area Coordinating Group (EACG).

PURPOSE and SCOPE:

1. Develop interagency guidelines and procedures as tasked by EACG
 - Recruit and screen applications for the Eastern Area Incident Management Teams.
 - Review applications for out of region Incident Management Team participation.
 - Develop and review standard operating procedures for Eastern Area Incident Management Teams.
2. Provide oversight and annual review of the following Eastern Area Resources at the direction of EACG:
 - Eastern Area Incident Management Teams
 - Eastern Area Interagency Hotshot Crew (IHC)
 - Eastern Area Wildland Fire Modules
3. Provide a forum where wildland fire and emergency management operations issues and concerns are addressed, and recommendations are elevated to EACG for action.
4. Disseminate information pertinent to inter-agency cooperators regarding:
 - Eastern Area Incident Management Teams
 - Eastern Area Interagency Hotshot Crew (IHC)
 - Eastern Area Wildland Fire Modules
5. Assist other EACG working teams or agencies where coordination and standardization of operations is needed.
6. Promote Eastern Area operations issues to EACG for elevation to the National Level.

MEMBERSHIP:

Each compact and federal agency within the Eastern Area will provide and maintain one representative for membership on the OWT. The OWT will also include one representative from the Eastern Area Coordinating Group (EACG).



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OWT members shall include:

- Bureau of Indian Affairs (Midwest Region and Eastern Region)
- Mid-Atlantic Interstate Forest Fire Protection Compact
- Fish and Wildlife Service (Region 3 and Region 5)
- Northeast Forest Fire Protection Compact
- Forest Service, Eastern Region
- Great Lakes Forest Fire Compact
- National Park Service (National Capital Regional Office, Northeast Area Regional Office, and Midwest Regional Office)
- Big Rivers Forest Fire Management Compact
- EACG Liaison

OWT membership shall be appointed by the representing agency. The OWT may request one or more ad hoc advisors to the OWT for assistance with special issues or tasks. All travel and administrative costs for members will be paid for by each member's home unit or representing agency.

TENURE:

OWT members shall have a minimum of a two-year commitment from their respective agencies for participation on this team.

OFFICERS:

The OWT will select a Chairperson and a Vice-Chairperson. Representatives from EACG will not become officers of the WT. The tenure for both the Chairperson and the Vice-Chairperson is one year. The Vice-Chairperson will rotate into the Chairperson position whenever the Chairperson position is vacant.

RESPONSIBILITIES AND DUTIES:

CHAIRPERSON:

1. Responsible for administrative action to ensure completion of the OWT mission.
2. Ensures times and locations are established for meetings.
3. Receives task orders from EACG and ensures that tasks are assigned for timely completion.
4. Forward Eastern Area issues to EACG.
5. Represents the OWT and attends EACG meetings at their request.
6. Ensures dissemination of OWT reports, findings, and resolutions to EACG and or appropriate parties.
7. Coordinates OWT representation at selected meetings.

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VICE CHAIRPERSON:

1. Assumes the duties and responsibilities of the Chairperson during their absence.
2. Responsible for ensuring meeting notes are recorded, edited, filed, and distributed to OWT members.
3. Maintain OWT tasking/decision Log
4. Updates TEAMS (or current electronic file sharing platform) channel with OWT documents.

TEAM MEMBERS:

1. Responsible for reporting to the OWT on assigned tasks.
2. Assist Chairperson or Vice-Chairperson as requested.
3. Serve as a representative of the OWT community to address issues and concerns.
4. Serve as a liaison between the OWT and operations community.
5. Assembles and prepares material to be acted upon by the OWT.
6. If a team member is unable to attend a scheduled OWT meeting, that the team member shall make arrangements through appropriate procedure to ensure that an alternate representative is able to attend the scheduled meeting.

Office Terms: *

YEAR	CHAIR	VICE-CHAIR
2011	FS S&PF	BIA
2012	FS S&PF	BIA
2013	BIA	FWS
2014	BIA	FWS
2015	FWS	Mid-Atlantic
2016	Mid Atlantic	Great Lakes
2017	Great Lakes	FS
2018	FS	Northeast
2019	Big Rivers	Northeast
2020	National Park Service	FWS
2021	National Park Service	Big Rivers
2022	Big Rivers	BIA
2023	BIA	Mid-Atlantic
2024	Mid-Atlantic	FWS
2025	FWS	Northeast
2026	Northeast	FS
2027	FS	Great Lakes
2028	Great Lakes	National Park Service

*Rotation is subject to change with approval of a majority of OWT members. Rotational changes will not require a resigning of current Charter.

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OPERATING PROCEDURES:

Decision Making: Each organizational member shall have an equal voice in resolving issues before the Operations Working Team. OWT prefers to make decisions by consensus. Consensus is defined as the willingness to support and follow a course of action even though an individual member does not believe it to be the best.

ADOPTION OF POLICY:

Policy recommendations and/or reports by the Operations Working Team will be presented to the Eastern Area Coordinating Group for approval or recommendation for adoption. All policy or direction statements will be signed and distributed by the EACG Chair.

MEETINGS:

The OWT will meet annually, at a minimum. Monthly conference calls will be organized as needed.

REVIEW OF CHARTER:

The Operations Working Team Charter is a working document and will evolve and be updated as needed.

EACG Chair

Date