

# Eastern Area Coordinating Group

## Training Working Team Charter

2020-2023



### MISSION:

The Eastern Area Training Working Team (TWT) provides coordinated direction, and an interagency forum for identification, discussion and resolution of issues pertaining to wildland fire training and qualification opportunities within the Eastern Geographic Area.

### AUTHORITY:

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

### PURPOSE and SCOPE:

- Develop interagency guidelines and procedures as tasked by EACG
- Facilitate EA training needs analysis for 200, 300 and 400 level courses and identify courses, hosting locations, and dates to meet EA training needs.
- Facilitate the annual development of-the EA Priority Trainee List and update to the Priority Training Program guide.
- Facilitate communication between EA cooperators on training issues.
- Share information on 100-200 level courses through Compact websites.
- Voice EA training needs at the national levels regarding training issues such as: course development needs and qualifications/standards development and timing of courses being offered.
- Coordinate with EACG Operations Working Team (EA OWT) to provide training of current and potential Eastern Area Incident Management Teams (EA IMT).
- Provide training management decision and annual work plan guidance for the Eastern Area Geographic Area Training Representative.
- Ensure all Eastern Area Interagency Fire Training 200 level and above courses are submitted to the EA GATR to be posted on Learning Management Systems Portal and that each Compact has them updated on their websites.
- Ensure all Eastern Area Interagency Fire Training 300 level and above courses are submitted to the EA GATR to be posted to the LMS portal.
- The EA TWT will deal with issues authorized by the EACG and/or NFFFS that address area-wide issues or national issues that affect the EA. Training Working Team recommendations will be presented to the EACG for approval.



## *EACG Training Working Team Charter*

### **MEMBERSHIP:**

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

WT members shall include:

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

TWT membership shall be appointed by the representing agency. The TWT may request one or more ad hoc advisors to the TWT 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:**

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

### **OFFICERS:**

The TWT will select a Chairperson and a Vice-Chairperson following assigned agency chart at below which time the host agency or compact may choose to continue with the current representative or select a new member. 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:**

Participation of all Training Working Team Members is imperative for task completion and overall representation of the Eastern Area training community. Should a team member fall short of their responsibilities or are unable to participate due to time requirements, funding, etc., the member should recruit his/her replacement. If a departing member is having trouble finding a replacement, he/she should work with his/her EACG agency/compact representative and/or the EA TWT Chair.

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### CHAIRPERSON:

1. Responsible for administrative action to ensure completion of the TWT 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 TWT and attends EACG meetings at their request.
6. Coordinates the flow of information between the EACG, NFFS, and EA TWT.
7. Reports to EACG and NFFS on the status of task assignments, other EA TWT projects or training issues/concerns from both the EA TWT membership and national levels.
8. Attend or designate a representative to attend the EACG and NFFS annual meetings and quarterly conference calls and provide a report(s) to the EACG Board on the Working Team activities and accomplishments.
9. Maintains regular contact with the EA GATR to ensure currency of program emphasis and priorities.
10. Hosts quarterly conference calls and calls as needed with EA TWT and ensures that meetings and conference calls are conducted in a proper and timely manner. Additionally, attend monthly NFFS monthly calls as requested.
11. Coordinate Working Team representation at selected meetings.
12. Establish sub-committees and ad-hoc working groups, and provides direction, oversight, product delivery expectations, and timeframes for completion. If necessary, will provide assignments to EA TWT members.
13. Establishes time and location for all face-to-face EA TWT meetings.
14. Approve and ensure that meeting minutes, annual reports, briefing papers and training information are disseminated to EA TWT members, the EACG and NFFS, and the EA training community as appropriate.
15. Maintain the current mailing list and list of agencies, compact, and state Points of Contact (POCs).

### 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 TWT members. Assumes the responsibilities and duties of the Chair in his/her absence.
3. Responsible for ensuring that EA TWT meeting minutes and conference call notes are recorded, edited, filed and distributed to EA TWT members

### GEOGRAPHIC AREA TRAINING REPRESENTATIVE (GATR)

1. The GATR is selected by the EACG, NFFS, and/or Boards of Directors, to provide cost effective and efficient interagency wildland fire management training responsive to the needs and direction of the Eastern Area and in support of the National training effort. The GATR performs as a training specialist within the Eastern Area (source: National GATR Operations Plan).

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2. The Eastern Area Geographic Area Training Representative (GATR) position is filled by one of the 2 USFS Regional Training and Workforce Development Specialists for the Eastern Region.
3. Maintains regular contact with the EA TWT Chair to communicate national or geographic training issues, EA Priority Trainee program problems and accomplishments, etc. that may need to be shared with or addressed by the EA TWT.
4. Ensures that the Eastern Area Interagency Fire Training is updated and maintained on the Eastern Area Geographic Link in the Learning Management Systems (LMS) Portal.
5. Facilitate nomination process for national training for National Wildfire Coordinating Group (NWCG) courses at the 300 level and above for out of area, RX, and other miscellaneous courses
6. The GATR will develop and send a report on the Priority Trainee Program to the EACG annually.
7. Disseminate training information to EA TWT members for them to share the information with their respective agency, compact, and/or state.
8. The GATR may be appointed to vote for the USFS if the other USFS Regional Training and Workforce Development Specialist has selected the GATR as a proxy.
9. Report to the annual EACG and NFFS meetings.

#### **TEAM MEMBERS:**

1. Responsible for reporting to the TWT on assigned tasks.
2. Assist Chairperson or Vice-Chairperson as requested.
3. Serve as a representative of the TWT community to address issues and concerns.
4. Attend all Working Team meetings, conference calls, and functions.
5. Participate in Working Team functions, sub-committees, and/or ad-hoc groups as necessary.
6. Serve as Point of Contact and liaison for members' respective agency or compact.
7. Coordinate with other EA Working Teams to develop operation strategies and objectives.
8. Disseminate information regarding the activities and operations of the Working Team, sub-committees, and ad-hoc working teams with respective agency, compact, and/or state.
9. Coordinate dissemination of pertinent training information to all agencies, local units and other interested parties.
10. Notify Chair if unable to attend a meeting or function. A proxy can be identified. If a proxy is sent on behalf of the member, the member must inform the chair.

#### Office Terms:\*

The Working Team Chair should have served on the team for a minimum of one year prior to being selected, preferably in the role of Vice Chair. The Working Team Chair and the Vice Chair will serve a 1-year term. The rotation of Chair and Vice Chair will occur at the end of the EACG Winter Meeting.

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The Chair position will rotate in the following order:

<b>YEAR</b>	<b>CHAIR</b>	<b>VICE-CHAIR</b>
2020	Bureau of Indian Affairs	Big Rivers Compact
2021	Big Rivers Compact	National Park Service
2022	National Park Service	Mid-Atlantic Compact
2023	Mid-Atlantic Compact	Fish and Wildlife Service
2024	Fish and Wildlife Service	Northeastern Forest Fire Protection Commission
2025	Northeastern Forest Fire Protection Commission	Forest Service
2026	Forest Service	Bureau of Land Management

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

If the next representative is unable to serve, the Chair position will move to the subsequent agency representative. The immediate chair that has stepped down will become past chair to aid in a smooth transition. The next agency representative in the rotation will become the Vice Chair.

The Eastern Area Coordination Center representative and The Eastern Area Coordinating Group liaison will serve in an advisory role and will not hold the Chair or Vice-Chair position.

### **OPERATING PROCEDURES:**

1. Decision Making: Each organizational member shall have an equal voice in resolving issues before the Training Working Team. TWT 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.
2. Eastern Area Training Working Team decisions will be made by consensus of EA TWT members during scheduled meetings or conference calls via in-person, electronic message, or by proxy through another EA TWT agency member. If consensus is not reached a 2/3 majority vote of the EA TWT members See the EACG Charter more information.

### **Voting Member**

- Big Rivers Compact
- Great Lakes Compact
- Mid-Atlantic Compact
- Northeastern Forest Fire Protection Compact
- Bureau of Indian Affairs
- Bureau of Land Management
- Fish & Wildlife Service

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- Forest Service
- National Parks Service

**Non-Voting Member**

- Eastern Area Coordinating Group Liaison
- Eastern Geographic Area Training representative (GATR)

Agencies or Compacts whom are unable or not wanting to furnish an EA TWT member may select an existing committee member to act as a proxy to represent their agency's issues and concerns.

Ad-Hoc task groups can be formed with subject matter experts through work task orders issued and approved by the EACG.

**ADOPTION OF POLICY:**

Policy recommendations and/or reports by the Training 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:**

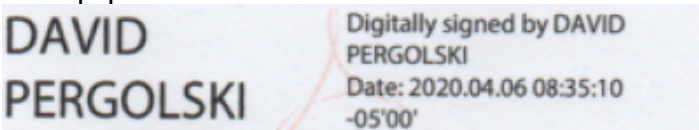
The TWT will meet annually, at a minimum. Additional meetings or conference calls will be organized as needed.

The Working Team will participate in quarterly conference calls to accomplish assigned tasks. Other conference calls will be facilitated as needed to address ongoing Working Team tasks. Members will meet annually during the EACG Winter Meeting. Additionally, the EA TWT will have face to face meetings as needed at the annual NFFS Meeting. All travel and administrative costs for members will be paid by each member's home unit.

The EA TWT Chair and GATR will attend the annual NFFS meeting to represent the EA TWT and report out on current tasks with the NFFS.

**REVIEW OF CHARTER:**

The Training Working Team Charter is a working document and will evolve and be updated as needed. The TWT Charter will be reviewed every three (3) years with the option to amend as



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Training Working Team, Chair

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Date

*EACG Training Working Team Charter*

*Jammy Justice* *Lars Lund NFFS Chair*

Northeast Forest Fire Supervisors Committee, Representative

*April 10, 2020*

Date

Thomas Brady

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Eatern Area Coordinating Group, Chair

Date