Eastern Area Coordinating Group

Wildfire Prevention Working Team Charter

YEAR
2022

MISSION:
The Eastern Area Fire Prevention Working Team (FPWT) provides coordinated direction, and an interagency forum for identification, discussion and resolution of challenges pertaining to wildfire prevention, education, law enforcement, and communication within the Eastern Geographic Area.

AUTHORITY:
The Eastern Area Fire Prevention Working Team (FPWT), a standing committee, is established under the Eastern Area Coordinating Group (EACG).

PURPOSE:
- Develop interagency guidelines and recommendations as tasked by EACG Steering Committee.
- Provide focus and direction, emphasizing the importance of education in the overall wildland fire management programs.
  a. Facilitate fire prevention efforts that reduce loss and suppression costs.
  b. Support and enhance relationships with national, state, regional, tribal and local partners.
  c. Support the efforts of public information officers and law enforcement.
- Foster interagency cooperation, coordination and communication in the areas of prevention, investigation/law enforcement, and public information dissemination.
  a. Promote training and standards in coordination with the EACG Steering Committee and the Training WT.
  b. Facilitate information among prevention, information and investigation/law enforcement officers within the region.
  c. Provide support to other WT and perform tasks as assigned by the EACG Steering Committee.
- Provide expertise in communication, prevention and investigation as related to wildland fire and community outreach.
  a. Work to reduce the incidence of unwanted human-caused wildfires by advocating personal responsibility.
EACG Wildfire Fire Prevention Working Team Charter

- Provide a forum for discussing and making recommendations for resolving issues affecting prevention, mitigation, education, and information.
- Identify procedures to assist units and eliminate ongoing and potential duplication of efforts.
- Provide technical expertise and support to the field units.
- Encourage partner agencies to “speak with one voice”.

SCOPE:
The opportunity to influence wildfire prevention practitioners, land managers, leadership, and the general public across the eastern area.

MEMBERSHIP:
Each compact and federal agency within the Eastern Area will provide and maintain one representative for membership on the WPWT. The WPWT 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

WPWT membership shall be appointed by the representing agency. The WPWT may request one or more ad hoc advisors to the WPWT 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:
WPWT members shall have a minimum of a two-year commitment from their respective agencies for participation on this team.

OFFICERS:
The WPWT 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 WPWT’s 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 WPWT at EACG meetings, providing report-out. May function in representative role in other meetings as requested.
6. Ensure meeting notes are taken and distributed.
7. Assemble, correlate, and otherwise prepare all material to be acted upon by the WT.
8. Provide an annual report to EACG.

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 WPWT members.
3. Act as a clearing house for progress reports, recommendations, and information on WT activities. Record, edit, file and distribute committee meeting notes.

TEAM MEMBERS Expectations:
1. Responsible for reporting to the WPWT on assigned tasks.
2. Assist Chairperson or Vice-Chairperson as requested.
3. Serve as a representative of the WPWT community to address issues and concerns.
4. Responsible for active participation in committee meetings and projects.
5. Responsible for developing and reporting on projects as assigned.
6. Give assistance, as requested by the Chairperson or Vice-Chairperson and review information submitted by other group members.
7. Serve as a conduit between the WT and respective agency’s wildfire prevention committee (staff) by sharing communications, success stories, and new ideas.

Current Members:

*Dennis Fiore*, U.S. Forest Service, Region 9 Representative  dennis.fiore@usda.gov

*Catherine Koele*, Wisconsin Department of Natural Resources, Great Lakes Forest Fire Compact Representative Catherine.Koele@wisconsin.gov

*Jeremy Bennett*, Bureau of Indian Affairs, Mid-west and Eastern Regions Representative jeremy.bennett@bia.gov

*Ethan Ready*, U.S. Forest Service, Northeastern Forest Fire Protection Compact Representative ethan.ready@usda.gov

*Gail Kantak*, Iowa Department of Natural Resources, Big Rivers Forest Fire Management Compact Representative and EACG Liaison Gail.Kantak@dnr.iowa.gov

*Russ Langford*, US Fish and Wildlife Service Region 3, 4, POC russ_langford@fws.gov
Office Terms: *

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

OPERATING PROCEDURES:
1. Decision Making: Each organizational member shall have an equal voice in resolving issues before the Wildfire Prevention Working Team. WPWT prefers to make decisions by simple majority. Simple majority is defined as majority rules process.
2. Formal communications to partners and agencies represented by EACG will be vetted by the Steering Committee prior to distribution.
3. Virtual meeting platform will utilize MS Team, and any pertinent documents will be collaboratively created/edited/stored using Box cloud services.

ADOPTION OF POLICY:
Policy recommendations and/or reports by the Wildfire Prevention 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 WPWT will meet in person, annually and virtually quarterly. Additional meetings may be required based on needs.

REVIEW OF CHARTER:
The Wildfire Prevention Working Team Charter is a dynamic document which will evolve and need to be updated annually.

EACG Chair

03/17/2022

Date