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**Pacific Northwest Wildfire Coordinating Group
Northwest Geographic Area Board**

Northwest
Geographic
Area Board

2015

By-Laws
and
Interagency Incident Management Team
Operations Guides

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Section 1: Northwest Geographic Area Board By-Laws

Introduction

The Northwest Geographic Area Board, hereafter referred to as the Board, provides oversight and guidance to the 11 NW Interagency Incident Management Teams (Teams), acting under the authority of the Pacific Northwest Wildfire Coordinating Group (PNWCG). Included are the 2 NW Type 1 teams, the 4 Oregon interagency Type 2 teams, and the 5 Washington interagency Type 2 teams. The Board's principal intent is to provide assistance to the Teams in the form of oversight, guidance, and decision making. The Board will be an advocate of the teams and for the agencies hosting and supporting teams.

Article 1. Voting Membership

Representatives of the Board include individuals from agencies that provide IMT members or may utilize Interagency IMTs in the course of managing incidents:

- USDA Forest Service (two voting members)
- USDI Bureau of Land Management
- USDI Fish and Wildlife Service
- USDI Bureau of Indian Affairs
- USDI National Park Service
- Oregon Department of Forestry
- Oregon Fire Chiefs Association (Oregon Fire Service)
- Washington State Department of Natural Resources (two voting members)
- Washington Fire Service
- Washington State Fire Marshal's Office

The Board will coordinate with the following (non-voting) entities:

- PNW IC Council member
- Oregon State Fire Marshal's Office
- Oregon Emergency Management Services
- Washington Emergency Management Division
- PNWCG Steering Committee (SC) Liaison, Staff Appointed

Representation typically consists of an Agency Administrator or Fire Manager from each member Agency. Individual agency leadership may negotiate joint and/or proxy representation. The Chair will be notified of any proxy situations at the beginning of each meeting/discussion.

Board representatives are responsible for communicating information to their respective Agency Administrators.

Article 2. Mission

The mission of the Board is to coordinate and maintain the Northwest's eleven Interagency Incident Management Teams to manage complex incidents.

Article 3. Roles of the Board

- Establish and maintain a suitable number of Interagency Incident Management Teams (IMT's) in the NW. At the inception of this Board there are eleven standing Interagency Incident Management Teams, nine Type 2 Teams and two Type 1 Teams.
- Ensure IMT's are staffed with qualified team members trained to National Wildfire Coordination Group (PMS 310-1) Standards or equivalent, per PNWCG.
- Coordinate with NWCC and other host dispatch centers to establish and maintain a dispatch process and rotation schedule for the IMT's.
- The Board's intent is to provide support to the IMT's through attendance at in-brief and/or close-out of each assignment.
- Provide operating policy, procedure, and direction to the IMT's
- Provide review and oversight of IMT performance and establish consistent expectations.
- Coordinate with the Incident Business Committee to ensure Interagency Agreements are in place to facilitate effective IMT administration.
- Serve as a liaison between the IMT's, Agency Administrators and leadership.
- Establish and serve as a link between IMT's and PNWCG.
- Assist with succession planning among IMTs, recognizing barriers and developing solutions for Interagency Team participation.
- Engage in national initiatives that support or advance the IMTs.
- Review and approve Incident Commanders, Deputies, and trainees.
- Review and approve selection of team members.

Article 4. Terms

Terms are indefinite and determined by the individual agency/organization for its representatives.

Article 5. Officers

Section 5.1 Chair/Vice Chair:

Chair serves a one-year term. Vice Chair is elected to a one-year term by the Board from its membership. The Vice Chair will advance to the Chair position the following year.

Article 6. Duties of the Officers

Section 6.1 Chair/Vice Chair

- Call for meetings of the Board
- Preside over meetings of the Board
- Appoint committees and representatives as necessary
- Develop and distribute meeting agendas

Article 7. Meetings of the Board

Section 7.1 Regular Meetings

Regular meetings of the Board will be held quarterly. The spring meeting will coincide with the Annual IMT meeting and will be coordinated with the IC's and agencies.

Section 7.1.A Executive Session

To discuss confidential issues the Chair will announce when the Board enters into executive session. Confidential issues will then be discussed with no notes taken.

Section 7.2 Meetings with Individual ICs/DPICs:

Held in the fall, generally in conjunction with the IC Council meeting

Section 7.3 Special Meetings

The Chair, or two members of the Board representing two agencies, may call for a special meeting of the Board. Special meetings may take place via conference call or other electronic means.

Section 7.4 Notice of Meetings

Notice of meetings shall be provided at least seven calendar days prior to the meeting. Special meetings may be called with less notice.

Section 7.5 Quorum

A quorum of the Board shall be defined as at least four voting members, representing three or more entities, with at least one representing the Forest Service, at least one representing WA DNR, and at least one representing DOI. In the event of a tie vote, the Chair or his/her designee will cast the deciding vote.

Section 7.6 Meeting Notes

The day after a meeting (regular or special), the note taker will electronically distribute the rough notes to the Board meeting participants. Review/comments are due back from meeting participants to the note taker within 1 week. Final draft minutes will be

sent by the note taker to the full Board and Incident Commanders. Comments back to the note taker must be received within 1 week. The final notes will be approved at the next regular Board meeting.

Article 8. Annual Team Formation Process

The Board is responsible for administration and oversight of the Team application process. The Incident Command Application System (ICAPS) is the application system of choice until replaced.

The Board is responsible for reviewing and approving Incident Commander (IC), Deputy IC, and IC trainees.

Board representative(s) provide oversight and assistance to the ICs and Deputies in the selection of Team members.. Team selections will be reviewed and approved by a quorum of Board representatives at the selection meeting.

The goal is to have all Team selections approved and Team rosters published by the end of January.

Newly formed Teams assume their responsibilities when approved.

NOTE: Specific details of Team selections and formation can be found in the NW Incident Management Team Operating Guide, when available.

Section 8.1 ICs and DPICs

- Three-year terms of service from ICs and Deputies are preferred. Shorter commitments can be considered.
- Recruitment opens in early November and closes mid-November
- Selections for the following term are made by the end of November

Section 8.2 All other IMT positions:

- Command and general staff hold one year terms of service
- Recruitment opens in early November and closes mid-December

Team selection by the Incident Commanders will be completed, reviewed, and approved by a quorum of the Board's representatives at the selection meeting.

Article 9. Decision Making

Unless provided otherwise by these By-Laws, decisions shall be made with a quorum participating and by a simple majority vote of the members present. This does not preclude the

Board from determining and fixing more stringent decision-making requirements on specific policies or actions it may enact.

Section 9.1 Amendment of By-Laws

Section 9.1.A Proposal for Amendment

Proposal for an amendment of a by-law may be made by a petition of a quorum. Proposals shall be in writing and shall be specific as to the amendment sought.

Section 9.1.B Notice

Proposal for an amendment to a by-law shall be sent to all members of the Board at least 14 calendar days prior to the meeting at which the proposal is to be considered.

Section 9.1.C Approval

Amendments of the by-laws shall require a two-thirds vote of the voting members.

Article 10. Direct Reports to the Board

The Board will provide direct oversight and guidance to the Incident Commander Advisory Council (ICAC). The ICAC Chair will serve as an associate (non-voting) member of the Board. For budgetary support, the ICAC will work directly with the SC.