



DRAFT Version 3.1

Pacific Northwest Wildfire Coordinating Group

Pacific
Northwest
Operations
Committee

2022

CHARTER

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Mission

The Pacific Northwest Operations Committee provides oversight and guidance to interagency incident management and operational activities, acting under the authority of the Pacific Northwest Wildfire Coordinating Group (PNWCG).

Objectives

- Identify issues and make recommendations to, regarding efficiencies related to interagency wildland fire response.
- Complete task orders assigned by PNWCG in an effective and timely manner. Develop and research alternatives and make recommendations for consideration by PNWCG.
- Submit a program of work to PNWCG annually to include planned module certification reviews as per the National Wildfire Coordinating Group (NWCG) guidance.
- Recommend annual selection of Incident Commanders to PNWCG.
- Maintains oversight of the PNW Incident Management Team (IMT) Operating Guideline document and implements the framework of this guidance.
- Promote new practices and procedures which facilitate more effective and/or safe interagency fire operations in the Northwest.

1. Membership

Representatives of the Committee include experienced leadership in fire management from agencies with wildland fire protection responsibilities/resources in the geographic area:

- USDA Forest Service
- 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 Department of Natural Resources
- Washington Fire Chiefs Association (Washington Fire Service)
- Washington State Fire Marshal's Office
- USDA or DOI Agency Administrator – Advisory (non-voting) member*
- NWCC Emergency Operations Manager – Advisory (non-voting) member*

The Committee will coordinate with the following entities:

- PNW IC Council
- PNW Health and Safety Committee
- PNW Aviation Committee
- PNW Incident Business Committee
- PNW Communication, Prevention and Investigation Committee
- PNW Contract Fire Resource Representatives
- PNWCG Liaison, Staff Appointed

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

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

2. Terms

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

3. Officers

Section 3.1 Chair/Vice Chair:

By October 1, a Vice Chair is appointed, serves a one-year term and becomes the Chair in succession. The rotating schedule for chair and vice chair effective 2023 will be as follows: BLM, DNR, FWS, OFS, USFS, WFS, NPS, ODF, and BIA. An individual shall not serve as the chair of more than one PNWCG committee at the same time.

4. Duties of the Officers

Section 4.1 Chair/Vice Chair

- Call for meetings of the Committee
- Preside over meetings of the Committee
- Appoint working groups and representatives as necessary
- Develop and distribute meeting agendas

5. Meetings of the Committee

5.1 Regular Meetings

The Committee will meet at least quarterly. The spring meeting will coincide with the Annual IMT meeting and coordinated with Incident Commanders and agencies.

5.2 Meetings with the Incident Commander (IC) Council:

An annual meeting with the IC council will be held in the fall to review the significant events of the year and discuss actionable items.

5.3 Special Meetings

Special meetings may take place via conference call or other electronic means upon approval from the Chair.

5.4 Notice of Meetings

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

5.5 Quorum

A quorum shall consist of five voting members, representing three or more entities, with at least one representing the Forest Service and one representing a DOI agency. All votes will be by consensus of the group.

5.6 Meeting Notes

The week after a meeting (regular or special), the note taker will electronically distribute the notes to the committee and PNWCG Liaison upon review and approval from the Chair.

6. Annual IMT Process

The Committee is responsible for administration and oversight of the IMT Operating Guideline. The Incident Command Application System (ICAPS) is the application system of choice.

The Committee Chair and Vice will review all IMT evaluations annually and elevate items of significance to the PNWCG Liaison.

The Committee is responsible for reviewing applicants for S-520 (or CIM Training) and making recommendations for priority selection to the Geographic Area Training Representatives (GATR).

To ensure the IMTs receive current and relevant information, the Committee will coordinate the agenda planning for the annual IMT workshop or meeting.

The Committee is responsible for reviewing IC, Deputy IC, and IC trainee applicants and recommending selections to PNWCG.

The Committee provides oversight and assistance to the ICs and Deputies in the selection of Team members. A quorum of Committee representatives will review and approve Team selections at the selection meeting.

The goal is to have IMT roster selections approved, and Team rosters published by March 15 annually.

NOTE: The NW Incident Management Team Operating Guide contains details about the annual IMT workshop, IMT selections and IMT formation.

6.1 ICs and DPICs

- Annually, Primary, Deputy and Trainee ICs are selected.
- Recruitment opens the month of November.
- PNWCG will approve selections per recommendation from the Committee.

6.2 All other IMT positions:

- Each year, command and general staff positions are selected.
- Recruitment for command and general staff coincides with IC recruitment.
- All other staff recruitment should occur in January.

The Incident Commanders will assemble draft rosters by February 30. The Committee will review and approve final rosters in March.

7. Decision Making

Consensus decisions are made by a quorum of participants.