

## **CALIFORNIA FUELS COMMITTEE**

### **CHARTER**

**Revised 02/2014**

#### **I. PURPOSE AND OBJECTIVES**

The purpose of the California Fuels Committee (CFC) is to serve as a forum for identifying and recommending possible solutions for fuels and vegetation management issues and their impacts on wildland fire management.

The CFC represents all timbered and chaparral forests within California and strives toward the following objectives:

1. Assess problems encountered at the Forest and District level related to fuels and vegetation management.
2. Recommend solutions to problems encountered by the fuels/vegetation management specialist to encourage effective communication of fire's ecological role, resolve resource conflicts, and provide accurate fire-related information to our publics and decision makers.
3. Maintain a network to encourage technology and information transfer among field units and between field units and the Regional Office.
4. Provide open lines of communication between the Forest Fire Management Officer group (BOD) to ensure consistency in developing or recommending fuels/vegetation management procedures, techniques, direction or policy.

#### **II. PROGRAM OF WORK**

The function of the CFC is to both provide a peer-to peer network for facilitating communication of fuels related issues, as well as to be actively engaged in an approved Program Of Work.

The yearly Program of Work is defined at the fall meeting to coincide with the annual review of the R5 FAM – Strategic Plan. New issues are introduced at that time and any uncompleted issues are redefined as necessary and carried over into the next year's program. The proposed POW for the upcoming year is presented to the BOD at their December meeting. Failing to get approval at the December meeting, the POW will be presented at the next available BOD meeting.

New POW items will be forwarded to the Leadership Committee prior to the Fall CFC meeting. The Leadership Committee will decide, by vote, whether to take on the new POW task, based upon availability of resources or current Committee workload. New POW items will be forwarded to the most appropriate permanent committee (see section III).

New POW items will be presented to the general membership at the Fall CFC meeting. Strategies for completing new POW items will be decided by the permanent committee to which the work item has been allocated.

### **III. CALIFORNIA FUELS COMMITTEE STRUCTURE**

The CFC is made up of representatives from each Forest in California. The CFC reports to the BOD which functions as the liaison between CFC and other resource managers and line officers at the Forest and Regional Office level.

The CFC includes the following members with the following responsibilities:

#### **Chairperson**

The Chairperson is responsible for distributing information to Forest representatives through the CFC network and acts as the liaison with the BOD and the regional Office Fuels Representative on issues affecting fuels/vegetation management. The Chairperson is responsible for scheduling meetings, developing meeting agendas, facilitating meetings and developing required correspondence to meet the CFC objectives. Meeting notes and pertinent CFC correspondence are maintained by the Chairperson as historic documentation to be passed on to the next Chair.

The CFC Chair also serves as the Leadership Committee Chair.

#### **Vice Chair**

The Vice chair serves to support the Chairperson in developing agendas and facilitating CFC meetings, attending other group meetings where CFC representation is required, assists with other duties critical to meeting CFC objectives, and is responsible for the solicitation and collection of CFC Program of Work items.

#### **Operations Committee Chair**

Serves as the Chair for the committee that is tasked with operational fuels management tasks. These would include items such as mechanical reduction and prescribed fire implementation.

This position coordinates with general members who are assigned to POW tasks that have been allocated to the Operations Committee. The Committee Chair is responsible for communicating the progress of task items to the Leadership Committee.

The Operations Committee Chair also serves as a member of the Leadership Committee.

#### **Training Committee Chair**

Serves as the Chair for the committee that is tasked with fuels management training related items. These would include items such as trainee opportunities, course development/refinement, or other such related activities.

This position coordinates with general members who are assigned to POW tasks that have been allocated to the Training Committee. The Committee Chair is responsible for communicating the progress of task items to the Leadership Committee.

The Training Committee Chair also serves as a member of the Leadership Committee.

#### **Technology Transfer Committee Chair**

Serves as the Chair for the committee that is tasked with the technology transfer of fuels related information. These would include items such as trends in research, modeling, and case studies. This Committee Chair is responsible for arranging guest speakers at CFC meetings. The Tech Transfer Chair is also responsible for assisting the arranging of the field trip during the Spring CFC meeting (see 'Host Forest Concept' below, section V).

This position coordinates with general members who are assigned to POW tasks that have been allocated to the Technology Transfer Committee. The Committee Chair is responsible for communicating the progress of task items to the Leadership Committee.

The Technology Transfer Committee Chair also serves as a member of the Leadership Committee.

#### **Ad Hoc Committee Chair**

Serves as the Chair for the permanent committee that is tasked with accomplishing tasks that do not specifically fall under the purview of another permanent committee. Tasks given to this committee could be short term in duration, such as those that can be completed at a single meeting; or they could be those that fall under another category but that cannot be undertaken due to a lack of available resources.

This position coordinates with general members who are assigned to POW tasks that have been allocated to the Ad Hoc Committee. The Committee Chair is responsible for communicating the progress of task items to the Leadership Committee.

The Operations Committee Chair also serves as a member of the Leadership Committee.

#### **Forest Primary Representatives**

Forest Primary Representatives are the key to the success of CFC. They provide the critical link between the committee and the field-level fuels/vegetation managers. One Forest Representative shall be assigned to represent each Forest in California, and are designated as the "Primary Representative."

Primary Representatives are expected to speak for their Forest on CFC issues. The Primary Representative is expected to communicate with others on their Forest about fuels/vegetation management issues and must be willing to become actively involved with one or more CFC permanent committees to help in meeting committee objectives. Involvement includes soliciting assistance from others on his/her Forest to assist with Program of Work items. The Forest Primary Representative is responsible for disseminating information back to the Forest FMO and to Forest field personnel.

Forest may decide, at their discretion, to assign multiple Primary Representatives. If a Forest assigns more than one primary Representatives, it is expected that all Primary Reps will remain substantially involved in CFC business and meetings.

### Forest Alternate Representatives

When the designated representative cannot attend a meeting, an Alternate will be provided to represent the Forest. Alternate representatives will provide information back to their respective Forests and the Primary Representative.

Alternate representatives do not have inherent voting privileges. However, Alternates can be given written permission from their Forest, on a meeting-by-meeting basis, to come to the meeting with voting privileges.

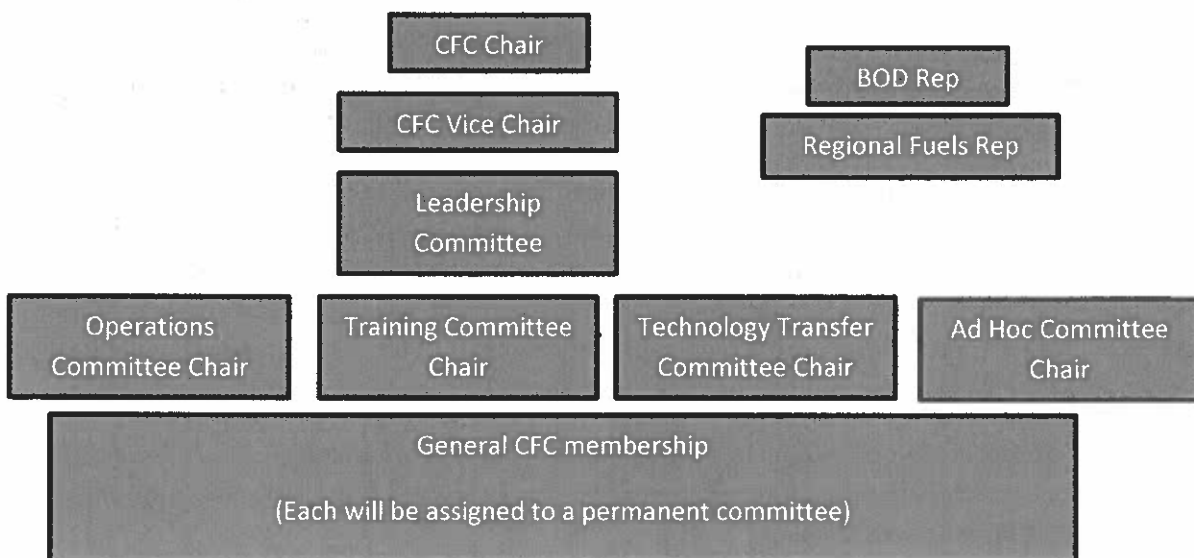
Alternate representatives will not serve as Committee Chairs or be allowed to serve as a CFC rep to a non-CFC committee (such as the Prevention Committee). Alternate representatives will be expected participate on Program of Work items during face to face meetings, including completing any follow up work that was started at a face-face meeting.

**The following are advisors to the CFC:**

### Forest FMO Representative

One representative from the BOD shall be assigned to attend CFC meetings as an advisor and liaison between the BOD and the committee. An alternate FFMO shall be designated as a back-up to attend in the absence of the primary BOD representative.

**Regional Office Fuels Program Representative:** The Regional Office Representative serves in an advisory capacity to CFC by attending the meetings and providing input to the committee on current fuels/vegetation management issues facing the region.



#### **IV. COMMITTEE TENURE AND ELECTIONS**

Elections are held during the Winter CFC meeting. A quorum of 10 Primary Representatives must be present to hold a vote. A simple majority of eligible voters must be met in order to determine an election winner.

##### **Chairperson**

The CFC chair serves a one year term, which starts immediately after the election during the Winter CFC meeting. The CFC Chair is not an elected position.

The CFC chair cannot be elected as Vice Chair until they have been out of office for a minimum of one year.

##### **Vice Chair**

The Vice Chair is elected during the Winter CFC meeting.

This position serves as Vice Chair for one year, starting immediately after the Winter CFC election. The Vice Chair automatically assumes the role of Chairperson the following year when a new Vice Chair is elected.

##### **Permanent Committee Chairpersons**

The Chair positions for the permanent committees are an elected position. Elected Chairs will serve a minimum term of one year, however no maximum term limit exists for the Permanent Committee Chairs.

##### **Forest Primary Representatives**

Primary representatives are selected by their respective Forests. They are expected to serve for a minimum term of two years; however no maximum term exists for a primary representative. Rotation of Forest Representatives will be left to the discretion of the Forest.

##### **Forest FMO Representative**

The Forest FMO Representative is left to discretion of the BOD.

##### **Regional Office Fuels Program Representative**

Permanent tenure, held by the encumbered Assistant Director for Fuels Management.

#### **V. MEETING STRUCTURE AND FREQUENCY**

The CFC holds full committee meetings a minimum of two (2) times per year. The committee's planning year begins with the fall face-to-face meeting (normally November). The winter meeting is held either

over Video Teleconference, or face-to face (January or February); followed by a spring face-to-face meeting (April or May).

The Spring meeting is traditionally held at a field location, and includes a field trip portion to look at a fuels management issue.

A monthly Leadership Committee conference call is to be held on the same schedule as the Region 5 Fuels conference call at 1230. This phone call will be open to all general membership; however the primary purpose of the call is for the Leadership Committee to provide status updates.

To facilitate travel and reduce costs for the majority of committee members, meetings will be held in Sacramento (or another equally centralized location) except when a Host Forest field meeting is planned (see below).

### **Host Forest Concept**

One meeting per year is traditionally organized under the Host Forest Concept. Under this concept, the CFC will travel to a Host Forest to observe fuels and vegetation management projects, issues, or concerns in the field.

The objective of these field meetings is to educate the committee on the wide range of vegetation types and issues found within California to enable CFC to better meet the needs of the field-level Fuels/vegetation management specialist.

The Host Forest will be responsible for planning the field trip, and arranging meeting room/lodging. Local training centers (ie: little Tujunga) or Forest facilities should be utilized whenever possible to minimize travel costs.

Local Forest FMO'S, line officers and resource specialists should be encouraged to attend these meetings. The Technology Transfer Chair will liaison with Host Forest, and be responsible for assisting with the arrangement of the field trip portion of the spring meeting.

### **Revision History**

This Charter was approved by the R5 BOD on February 6, 2014. The previous update was in Spring, 2012.



The Official CFC Emblem





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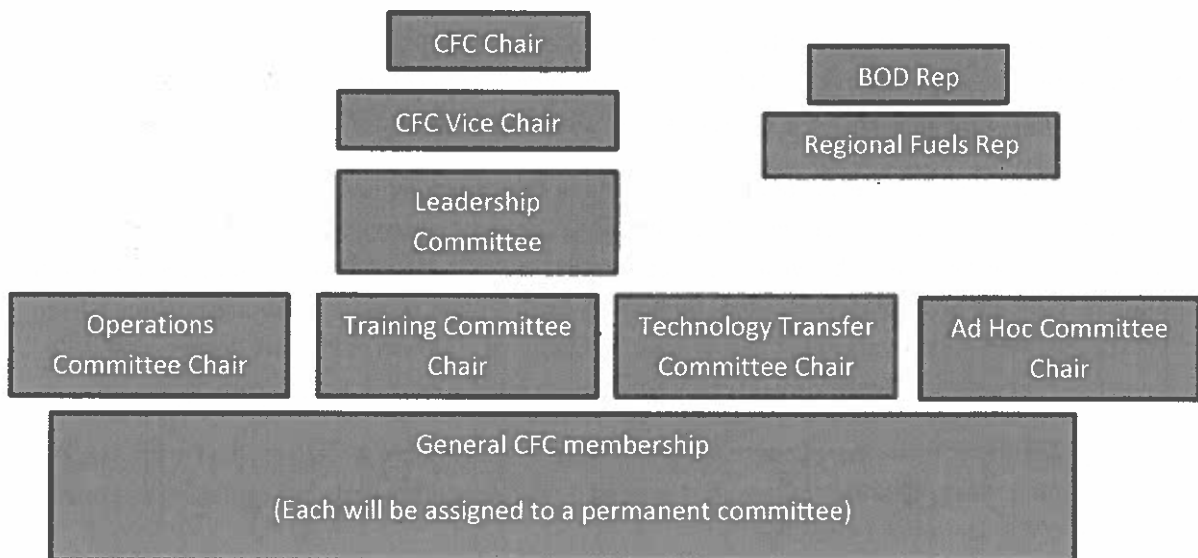
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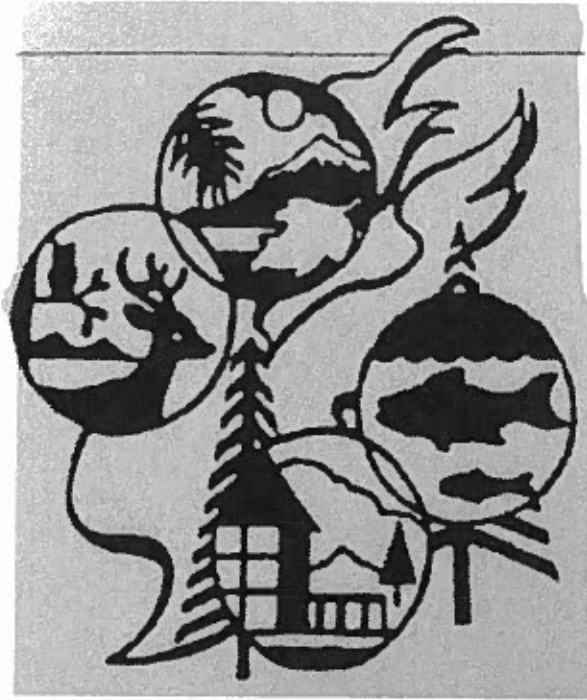
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