

CALIFORNIA FIRE PREVENTION and
EDUCATION/MITIGATION COMMITTEE CHARTER

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**REGION 5 FIRE PREVENTION and
EDUCATION/MITIGATION
COMMITTEE**

USDA Forest Service, Pacific Southwest Region

CHARTER

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Committee Chairperson

Date: 6/11/10

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Division Chief

Date: 5/27/10

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Date: 05.19.10

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A. Purpose and Objectives

The California Fire Prevention and Education/Mitigation Committee (CFPEMC) was established to help coordinate and support fire prevention efforts throughout California. The CFPEMC provides the primary direction for fire prevention in Region 5 of the USDA Forest Service. The CFPEMC carries out work assignments through subcommittees and subject matter specialists. Specific objectives are as follows:

1. Provide a common network for information exchange among units, subunits, and all cooperating agencies.
2. Promote and support the development of new and innovative approaches to fire prevention.
3. Assist in providing future region wide fire prevention direction.
4. Provide opportunities to coordinate prevention programs and special activities.
5. Define training needs and opportunities.
6. Develop and maintain interagency coordination.

B. Committee Structure

1. **Membership shall include those listed in Appendix 1.**
2. **Voting Members**
 - a. One Representative or one designated Alternate from each National Forest in Region 5.
 - b. Committee Vice Chairperson (except when acting as Chairperson).
3. **Non-voting Members**
 - a. One Public Affairs Representative.
 - b. One Law Enforcement Representative.
 - c. One California Fuels Committee Representative.
 - d. One San Dimas Technology and Development Representative.
 - e. One Division Chief's Steering Committee Representative.
 - f. One Regional Dispatcher Committee Representative.
 - g. CFPEMC Chairperson.
 - h. CFPEMC Vice Chairperson (when acting as Chairperson).

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4. Committee Chairperson Roles and Responsibilities

- a. Serve a two year term and cannot be a Forest Representative or Alternate.
- b. Schedule CFPEMC meetings and teleconferences.
- c. Develop CFPEMC meeting agendas.
- d. Approve and distribute CFPEMC meeting notes.
- e. Maintain CFPEMC correspondence.
- f. Invite non-voting members to meetings and teleconferences.

5. Vice Chairperson Roles and Responsibilities

- a. Serve a two year term.
- b. Assist the Chairperson with duties as needed in the absence of the Chairperson.
- c. If Vice Chairperson becomes Chairperson, they can not be a Forest Representative or Alternate.
- d. Gather information for individual forest year-end accomplishment reports.

6. Forest Representatives/Alternant Representatives Roles and Responsibilities

- a. Each Forest will have one Representative and one Alternate Representative.
- b. The Forest Fire Management Officer or their designee will designate the Forest Representative and Alternate Representative by submitting the Approval Form (Appendix 2).
- c. The designated Representatives will elect Chairperson and Vice Chairperson every two years and they can be from the same Forest.
- d. The designate the Forest Representative or Alternate Representative will participate in CFPEMC projects, discussions and decisions, serve as the primary communication link between the CFPEMC and the individual forest fire prevention organizations.

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Decision Making

- a. A majority vote by membership shall decide on all proposals presented to the CFPEMC with only one vote per forest.
- b. Nine voting members must present to form a quorum.
- c. The Chairperson shall present CFPEMC approved proposals to the Region 5 Fire and Aviation Divisions Chief Steering Committee.
- d. The Division Chief Prevention Representative will then take the proposal to the Management Board of Directors (BOD) Liaison to the CFPEMC, as appropriate for approval at the required level.

Committee Activities

The CFPEMC shall:

1. Meet a minimum of twice each calendar year.
2. Have conference calls quarterly, or as needed.
3. Develop a Project Work Plans.
4. Provide assistance for fire prevention events and activities.
5. Share cooperators and regional and national information, ideas, and resources to accomplish specific fire prevention goals.
6. Report on the activities of the CFPEMC to the BOD, Regional Office, and the Region 5 Chief Officers Groups.