



CWCG Interagency Fire Prevention Committee

CHARTER

November 2022

AUTHORITY

The Interagency Fire Prevention Committee operates as a standing committee under the authority of the California Wildland Fire Coordinating Group (CWCG).

MISSION STATEMENT

The committee provides proactive and consistent interagency coordination to increase agency efficiencies and effectiveness in wildland fire prevention which includes: "Activities directed at reducing the incidence of fires, including education, law enforcement, personal contacts, and reduction of fuel hazards". Glossary of Wildland Fire Terminology – 11-96 NWCG PMS205 NFES1832. In addition to these functions, risk mitigation; information and education; investigations; engineering; and pre-fire planning are also included.

PURPOSE

The Fire Prevention Committee shall review and evaluate engineering, information, education, planning, and enforcement activities with an emphasis on fire prevention. Fire prevention is viewed as the deterrence of the ignition and spread of unwanted, human-caused fires with an emphasis on public and firefighter safety, the associated loss of personal property and damage to the environment. The committee will allow any Department or Agency member to have the opportunity to address issues, concerns, challenges, and propose ideas that increase the effectiveness in the area of fire prevention. The committee will provide the CWCG with an annual work plan and special project proposals, as needed. The work plan will incorporate goals related to the following responsibilities.

RESPONSIBILITIES

Increase the efficiency and effectiveness of agency programs through coordinated wildland fire prevention; hazard reduction and mitigation processes; information and education; planning; implementation and evaluation.

- Coordinate statewide fire prevention, education, engineering, and enforcement efforts.
- Coordinate fire prevention data to support research, planning and future goals.
- Document and disseminate lessons learned in fire prevention.
- Monitor and evaluate fire prevention policies, guidelines, and programs.
- Coordinate efforts with partners and stakeholders (see list of AD Hoc members below) to ensure consistencies and to enhance agency support.
- Increase the effectiveness of public outreach and education through coordinated and consistent statewide wildland fire prevention messages and outreach initiatives.
- Collectively coordinate and sponsor interagency fire prevention training and conferences such as the interagency Fire Academy and the Interagency Prevention Conference.
- Provide guidance and support to regional and National Fire Prevention and Education Teams.

MEMBERSHIP

The committee is composed of CWCG agency representatives and other partners, as appropriate. CWCG representatives have been designated by their agencies to be a representative to the committee and may delegate representation, as appropriate. Fire prevention partners and stakeholders will participate as Ad Hoc, non-voting members or technical advisors to the committee.

CWCG representatives are granted decision making authority for their agency, with respect to the mission of this charter. Decisions will be made by consensus of voting members, although collaborative involvement with prevention partners may be utilized, if the process is appropriate and supported by voting members. The committee may have task groups and ad hoc committees as needed to enhance coordination, workload management, and mission. Task groups will disband upon completion of the work assignment.

CWCG Representatives (voting members)

USDA Forest Service
DOI Bureau of Indian Affairs
DOI Bureau of Land Management
DOI Fish & Wildlife Service
DOI National Park Service
CAL FIRE
Contract County Representative
California Office of Emergency Services

Ad Hoc Members (non-voting members)

CAL Chiefs Fire Prevention Officers
California Fire Alliance
Resource Conservation Districts
California Fire Safe Council
Regional Council of Rural Counties
Native American Fire Professionals and Fire Prevention Committees
Agency Program Experts: Law Enforcement, Fire & Fuels Management, Public Affairs, Recreation, etc.
California Air Resources Board

MEETING MANAGEMENT

Meeting Schedule:

Monthly virtual meetings will be scheduled from 1100-1200 hours on the third Wednesday of each month.

An in-person meeting will be held annually during the California State Fair in Sacramento, CA. This physical meeting will coincide with the Fair's Director's Day.

The meeting schedule will be posted on the CWCG website.

Structure:

- The Chair and Vice-Chair will serve for one year. At the beginning of each year the Vice-Chair will assume the role of the Chair and a new Vice-Chair will be elected by the Committee. The Vice-Chair will act as Chair in the absence of the standing Chair.
- The Chair shall produce an agenda at least one week before the meeting.
- The Chair will guide development of the annual work plan, coordinate identification of committee and partner issues, and report updates and issues to CWCG liaison.

- The Vice-Chair shall produce and distribute minutes to committee members, and post on the Committee's website within two weeks of each meeting.
- All issues presented to the committee shall be in one of two formats - the Issue Paper format or a Vision Scope Statement to be considered by the committee as a basis for a formal Issue Paper. All approved Issue Papers will be carried forward to the CWCG Committee.
- A quorum will constitute a simple majority (51%) of the total membership. Each voting agency will cast one vote by their designated representative.
- Guests may attend meetings to discuss issues related to their programs or agencies. Such participation is in an advisory capacity only; they do not have voting privileges.
- Alternates for current representatives may be designated; standing members will submit the alternate's name to the Chair or Vice Chair prior to the meeting.

Expenses

The costs of salary, travel, per diem, and operating expenses for the members of the committee and task groups will be borne by their respective agencies or through separate interagency agreements, as needed.

CWCG Chairperson – Joe Labak	Date

Vacant	
CWCG Vice Chairperson –	Date