CALIFORNIA WILDLAND FIRE COORDINATING GROUP

Training Working Team
CHARTER
4/1/2010

I. MISSION

The California Training Working Team is to provide a coordinated, interagency approach to wildland fire management training throughout the California Geographic Areas.

II. PURPOSE

The purpose of the CA Training Working Team (CA TWT) is to ensure quality interagency fire and aviation management training which meets the needs and direction of the California Wildland Fire Coordinating Group (CWCG). The focus of the group is oversight of fire training and workforce development within the California Geographic Areas.

III. MEMBERSHIP DEFINITION

The CA TWT exists under the authority of the CWCG and will be comprised of a representative from the following federal and state agencies as well as the Geographic Area Training Representatives (GATRs).

A. Committee Representatives

Voting members:

- US Forest Service – Pacific Southwest Region (USFS)
- Bureau of Indian Affairs – Western Region (BIA)
- California Department of Forestry and Fire Protection (CALFIRE)
- Fish and Wildlife Service – Pacific Southwest Region (FWS)
- California Emergency Management Agency – (CALEMA)
- CAL FIRE Contract County Representative
- Bureau of Land Management- CA (BLM)
- National Park Service – Pacific West Regions (NPS)

Non-voting members:

- Northern California Geographic Area Training Representative (ONCC GATR)
- Southern California Geographic Area Training Representative (OSCC GATR)

B. Liaisons are appointees from other formalized CWCG committees that offer insight into issues and needs within their function. CA TWT liaisons are appointed to other formalized CWCG or FIRESCOPE committees to offer insight into issues and needs related to training.

C. **Administrative Assistant** can be appointed by the CA TWT and approved by the CA TWT Chairperson. This person should not be one of the committee members.

D. **Affiliates** are subject matter specialists with specific technical expertise that can provide information and contribute to the mission of this committee.

IV. ROLES AND RESPONSIBILITIES

A. **Committee Representatives** – Shall be selected by the agency's representative(s) on the CWCG or designee. They are tasked with improving California training coordination and effectiveness by representing the training needs of their respective agency. Additional responsibilities:

- Assist with developing a program of work and charter updates.
- Assist in reviewing and preparing reports for CA TWT signatories.
- Attend all CA TWT meetings. When unable to do so, finds a substitute.
- Disseminate information from the CA TWT meetings to their agency.
- Serve as a sub-committee leader or member, as appropriate.
- Assess and recommend training needs for their agency.
- Determines nomination process and priorities for National level and out of Geographic area courses.

B. **Voting Members** - Voting members are committee representatives. There is only one vote per agency. Agencies with multiple representatives will have the agency's representatives on CWCG select a person as their voting member.

A Chair and Vice Chair serve on a one-year rotational basis, and follow the order of the membership roster, above. The Vice Chair will succeed the Chair. In the event a vacancy should occur at either the Chair or Vice Chair positions the rotation order will move up to fill the vacancy.

The Chair is responsible for scheduling committee meetings, designating a facilitator as needed, setting the agendas, and serving as the representative to the California Coordinating Group. The Vice-chairperson is responsible for all chairperson duties in the absence of the Chairperson and will become the Chairperson when the current Chairperson's term ends.

C. **Geographic Area Training Representative (GATR)** - Coordinates the flow of nominations and scheduling courses. The GATR shall not serve as the Chair or Vice-chair of CA TWT during his/her term.

- Attends all GATR meetings. When unable to do so, finds a substitute.
- Provides information on CA TWT issues to the GATRs.
- Gathers and disseminates information from the GATRs back to the CA TWT.

- Briefs the CA TWT on issues that arise which require CA TWT decisions and communicates the CA TWT decisions back to the GATRS.

D. Liaisons to the CA TWT - Include members from other formalized committees within California and other persons that may be appointed by the CWCG as appropriate.

- The CA Operations Committee will provide a liaison to the CA TWT.
- May attend the CA TWT General Membership meetings (not mandatory).
- Disseminate information to their respective committees.
- Serve as sub-committee members, as appropriate.

E. Liaisons from the CA TWT - The CA TWT will elect a member as a liaison to the CA Operations Committee and other formalized California Committees as appropriate. *NOTE: The CA TWT Chairperson can serve as the liaison to the CWCG.*

- Attend meetings (as needed) for which they are a liaison or finds a substitute.
- Gather and disseminate information from the committee, for which they are the liaison, back to the CA TWT.

F. Administrative Assistant – Approved as needed by the CA TWT Chairperson

- Documents meeting & Conference call minutes.
- Updates and disseminates CA TWT mailing lists and correspondence.
- Assists in the coordination of logistics for CA TWT meetings.
- Sends updates to the CA TWT web pages to the Calilfornia Webmaster.
- Assists in updating the Annual Operating Plan and other documents as needed.
- This may be a good opportunity for a unit or local training officer.

G. Sub-Committees – Sub-committees may be designated by Voting Member approval.

V. MEETING SCHEDULES

A. The Committee will meet at least twice a year (Spring/Fall). Other meetings or conference calls will be scheduled as needed.

VI. EXPENSES

The costs of salary, travel, per diem and operating expenses associated with the CA TWT and task group members will be borne by the member's agency. CA TWT will propose funding options for special projects to CWCG.

Kim Zegarra
Chairperson

5/11/10
Date