

ROCKY MOUNTAIN COORDINATING GROUP
INFORMATION AND EDUCATION COMMITTEE CHARTER
Revised February 12, 2014

Mission Statement: The Committee is established under the Rocky Mountain Coordinating Group (RMCG) as an interagency advisory committee that facilitates clear, consistent interagency coordination to address wildfire prevention, information, mitigation and education endeavors.

Objectives:

1. Provide focus and direction, emphasizing the importance of education in the overall wildland fire management programs.
2. Foster interagency cooperation, coordination and communication in the areas of fire prevention, mitigation and public information dissemination.
3. Provide guidance in communication, fire prevention and mitigation as related to wildland fire and community outreach.
4. PIO Subcommittee provides feedback and recommendations to RMCG OPs Committee regarding 420/520 applicants.

Membership: The Committee will be comprised of at least one voting member, and an alternate, representing each of the following Rocky Mountain Area Agencies:

Bureau of Land Management (Colorado and/or Wyoming)
US Forest Service (Rocky Mountain Region)
Bureau of Indian Affairs (Great Plains, Rocky Mountain and Southwest Regions)
National Park Service (Intermountain and Midwest Regions)
U.S. Fish and Wildlife Service (Mountain Prairie Region)
State Agencies in Colorado, Kansas, Nebraska, South Dakota and Wyoming

Agencies may appoint alternate members at any time but only one voice/vote per agency will be recognized.

Advisory Non-voting Members:

Rocky Mountain Area Coordination Center
RMA Fire Prevention and Education Team Coordinator
County/Local Fire Service Entities
RMCG Liaison
Rocky Mountain Region IMT PIO Leads
State Agencies

In addition, other non-voting members are welcome to participate. Examples of such groups/organizations include, Nebraska Partners in Prevention, Firewise Communities USA recognized communities and the Front Range Fuels Treatment Partnership.

Purpose: The Committee will provide advice and counsel, and make recommendations on information and education issues in the Rocky Mountain Area. The Committee will provide RMCG with final recommendations on all assigned projects.

Meetings: The Committee will follow the posted meeting schedule on the RMCG website.

- The annual fall meeting will be in person at a location determined by the Chairperson.
- At least one conference call/meeting per year will seek to invite the Rocky Mountain Area (RMA) Incident Management Team lead Public Information Officers (PIOs) to provide feedback to the committee.
- One conference call/meeting per year will seek to actively review and learn from the previous season's Fire Prevention and Education Team (FPET) and PIO deployments.

Officers: Based on the order of the agencies listed below, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be a representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the annual report is given to RMCG at its January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly.

Kansas Forest Service
US Forest Service
Wyoming State Forestry Division
Bureau of Land Management
Colorado Division of Fire Prevention and Control
National Park Service
Bureau of Indian Affairs
South Dakota Division of Wildland Fire
U.S. Fish and Wildlife Service
Nebraska Emergency Management Agency

Duties and Responsibilities:

Chair:

1. Lead meetings, facilitate conference calls and assign task groups as needed.
2. Maintain the conference call schedule and set location for annual meeting.
3. Request meeting attendance of specially qualified individuals as required.
4. Represent the Committee to the RMCG.

5. Maintain and monitor progress of the Committee Work Plan.

Vice-Chair:

1. Assume the duties and responsibilities of the Chair in the absence of the Chair.
2. Record, edit, file and post notes/minutes and other committee-approved documents to the RMCG website.

All Members:

1. Attend/participate in Committee conference calls and the annual meeting. If a committee member cannot attend a meeting/conference call, they will make an effort to have an alternate participate in their place.
2. Complete and report on projects as assigned.
3. Review information submitted by other Committee members.
4. Serve as a conduit between the Committee and agency personnel and cooperators to inform them of Committee actions, progress and new developments.
5. A Task Group will be maintained annually to oversee the Information and Education Committee's assistance with prioritization of PIO candidates for S 420 and S 520, in cooperation with other applicable RMCG standing committees.
6. In the event an agency representative is unable to actively participate in two or more quarterly conference calls, assigned tasks and/or provide input and support to the Committee within a calendar year, and does not secure a replacement, the Chair or Vice-Chair will notify the corresponding RMCG representative and request a replacement who can actively participate on the Committee.

Task Groups:

Task Groups may be formed to assist in completing assigned tasks. The Task Groups will receive their direction and oversight from the Committee. The Committee will identify the scope of assignments and provide time frames for completion.

A Task Group, upon completion of its task(s), will sunset unless additional work is requested. The Committee may enlist the aid of subject-matter experts as necessary.

Decision Model:

The Committee will function by consensus as outlined in the RMCG Revised Consensus Model dated March 5, 2014, and shall be the preferred decision-making model for the majority of

decisions by the Committee. All Agency Representatives will have a voice in the consensus model.

Use of the Consensus Model does not prevent a request by any member to “suspend the rules” to utilize Robert's Rules of Order for part of, or the remainder of, the meeting. Moving to Robert's Rules of order requires an “overwhelming majority” vote (75 percent of the members present, either personally or remotely). The same procedure can be invoked for moving from Robert's Rules back to the Consensus Model.

Issues and Recommendations:

Issues and recommendations will be presented in the format posted on the RMCG website.

Recommended by:

S/S Jeni A. Lawver
Chair, Information Education Committee

3-05-14
Date

Approved by:

Bon Grub
Chair, Rocky Mountain Coordinating Group

3/24/14
Date