

ROCKY MOUNTAIN COORDINATING GROUP NFDRS COMMITTEE CHARTER

Mission Statement

The Rocky Mountain NFDRS Committee is established under the Rocky Mountain Coordinating Group (RMCG) to provide interagency advice, recommendations, support and program implementation for the National Fire Danger Rating System (NFDRS). This oversight includes support to systems which provide the information and data storage necessary for NFDRS to function, including Remote Automated Weather Systems (RAWS) and the Weather Information Management System (WIMS).

Purpose and Duties

- Prepare an overarching, geographic area-wide strategic plan to integrate and coordinate inter-agency operation, use, and maintenance of RAWS/WIMS/NFDRS systems. This strategic plan will guide RMA NFDRS efforts for the future and ensure highest quality system outputs.
- Coordinate and facilitate RAWS/WIMS/NFDRS maintenance/operations with the responsible agencies in the RMA to improve standardization and efficiencies between agencies.
- Assist responsible agencies/units in Fire Danger Rating Plan development and monitoring Plan effectiveness.
- Monitor and provide for a system of program checks to improve quality control and identify problems and recommend solutions/improvements.
- Ensure system improvement needs are known by responsible agencies.
- Assist responsible agencies in facilitating RAWS efficiencies, ensuring timely repairs, and following established protocols, including bringing new stations on-line and/or relocating them.
- Assist responsible agencies in facilitating WIMS/NFDRS efficiencies, ensuring timely/correct data entry and correct system settings.
- Assist agencies/units in providing training to improve knowledge and skills relating to RAWS, WIMS, and/or NFDRS.

Membership

The Committee will be comprised of one member from each of the following RMA Agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
- Bureau of Land Management (Colorado, Wyoming and Montana/Dakotas State Offices)

- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain Region, Midwest Region)
- Fish and Wildlife Service (Mountain -Prairie Region)
- States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative.)

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency fire program managers and administrators are informed.

One member of the RMCG shall act as a liaison to the NFDRS Committee.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee.

Operations and Organization

Meetings: The NFDRS Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire/incident managers and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the NFDRS Committee is to make all decisions and recommendations using a consensus-based approach using the model displayed on the RMCG website. This model does allow for decision-making by majority vote in rare events.

Conflict of Interest: Members are expected to express opinions on different issues based upon their professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a "Conflict of Interest" that is considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: A Chair and Vice-Chair will provide leadership for the Committee. The term for Chair is one year; however the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be: USFS, BLM, BIA, NPS, FWS, State(s). If the states

collectively have more than one member, they should space their places in the Chair rotation to ensure an efficient mix between state and federal representation.

Duties and Responsibilities

Chair:

- Disseminates pertinent RAWS/WIMS/NFDRS information to committee members and briefs the RMCG as needed or requested.
- Is responsible for sharing RAWS/WIMS/NFDRS information within the RMA, speaking in one voice for the geographic area agencies.
- Serves as the focal point for collecting and summarizing RAWS/WIMS/NFDRS issues from the zones. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to the national RAWS depot or NWCG through RMCG.
- Coordinates with, acts as primary contact, or serves as the Geographic Area Lead on national committee/working groups as needed to ensure representation for the RMA.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members and the RMCG liaison. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Coordinates RAWS/WIMS/NFDRS training/workshops with the Training Committee, keeping records for the geographic area.
- Directs and facilitates conference calls and/or meetings.
- Functions as the Chair for any committee business in the absence of the Chair.

Members:

Members are expected to actively participate in the NFDRS Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner.

Task Groups:

The NFDRS Committee will not task other RMCG committees to accomplish work (this can only be done by RMCG), but it may set up internal task groups and/or assign specialists to assist as needed. If established, these groups will operate under the following guidelines:

- The NFDRS Committee may define task groups to assist in completing projects or review proposed procedures.
- The NFDRS Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the representative agencies.

Attachments

Documents outlining organizational and/or operational details of the NFDRS committee which may need to be updated periodically but do not change the general structure, purpose or duties of the committee are included with this document as Attachments. Changes to Attachments may occur without requiring re-approval of this Charter.



Chair: Rocky Mountain Coordinating Group



Date

Attachments

1. Current members
2. Chair Rotation Listing
3. Standard Operating Procedures

Current members (Jan 25, 2013):

- BIA, John Barborinas
- NPS, Nate Williamson
- CO BLM, Gwenan Poirier
- FWS, Rich Sterry
- USFS, Flint Cheney
- WY State, Nick Williams
- WY BLM, Sherrill King
- CO State, Rocco Snart
- SD State, Jay Wickham
- NE State, TBD
- SME (advisor), TBD
- RMCG Liaison, Dave Carter

Chair Rotation

2013 USFS
2014 CO State
2015 BLM
2016 WY State
2017 BIA
2018 SD State
2019 NPS
2020 NE State
2021 FWS