

**CHAPTER 90
CHARTERS**

ROCKY MOUNTAIN COORDINATING GROUP CHARTER (Refer to RMCC Website)

**ROCKY MOUNTAIN COORDINATING GROUP – OPERATIONS COMMITTEE
CHARTER** (Refer to RMCC Website)

CRAIG INTERAGENCY FIRE MANAGEMENT GROUP (CIFMG) CHARTER (Refer to
CRC Website)



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

Revised Consensus Decision Model

January 23, 2014

General:

The consensus process is a proven and effective model for group decision-making. It promotes group problem solving through creative consensus-building, and offers greater opportunities for the best possible agreements than the "majority rules" voting model (win-lose) of more traditional and formal meeting management.

Before the meeting:

The Chair or designated contact for a particular proposal should, when applicable, contact, or make themselves available for contact by, relevant stakeholders in order to devise a preliminary proposal that takes account of the concerns of the group.

Role of the Chair:

Keeps order, keeps the discussion on track, makes sure the discussion focuses on the merits of the arguments being made, and summarizes the tentative agreements reached and tests for overwhelming agreement. The Chair may, at any time, designate a substitute to facilitate the discussion. (Should such a substitution be made, "Facilitator" shall replace "Chair" wherever it appears in this document.)

Meeting Rules:

The Consensus Model shall be the preferred decision-making model for RMCG and is expected to be used by the group to reach the vast majority of decisions. A quorum of 66% (currently nine) of the current RMCG members must be reached before any RMCG business may be conducted.

- A. Someone presents a proposal. It does NOT need to be in the form of a motion, nor seconded for discussion.
- B. The proposal and the pros and cons are discussed.
- C. As a result of the discussion - the more input, the better - the proposal can be modified.
- D. If a general agreement seems to be emerging, the Chair tests for consensus by re-stating the latest version of the proposal to see if everybody agrees.
- E. If anyone dissents, the Chair returns to the discussion to see if the idea/proposal can be further modified in order to make it acceptable to everyone. The Chair shall encourage expression and examination of the concerns of dissenters. The Chair tests for support for modifications. This test could include a "straw vote".
- F. The Business Manager shall record a summary, highlighting points of agreement and disagreement, for each issue discussed. This summary shall become a part of the meeting minutes and be preserved according to the RMCG Records Maintenance Program.
- G. 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% of the quorum members present, either personally or remotely). The decision is "made" when the Chair determines an "overwhelming majority" (75% of the

The Rocky Mountain Coordinating Group includes federal and state agency representatives who are responsible for the communications, coordination and implementation of interagency wildland fire management direction in the Rocky Mountain Area

NORTHWEST COLORADO OPERATIONS COMMITTEE CHARTER

Northwest Colorado Fire and Aviation Management Unit Operations Committee Charter

Introduction

The Northwest Colorado Interagency Fire and Aviation Operations Committee (herein referred to as the Committee) is established under the Charter for the Northwest Colorado Fire and Aviation Management Unit (NWDFFA) Board of Directors. The Committee reports in an interagency advisory capacity to the NWDFFA Board in all aspects of Interagency Fire and Aviation operations, including safety, preparedness, fuels and prescribed fire management, fire qualifications and training.

The Training and Red Card Committee is a sub-committee to the Operations Committee.

Mission Statement

The Committee's mission is to assure field implementation of the Federal Wildland Fire Management Policy with emphasis on **FIREFIGHTER** and **PUBLIC SAFETY**. The Committee will provide advice, counsel, and recommendations for the management of the fire and aviation operations, fuels management, prescribed fire operations and fire use, training and preparedness issues within the NWDFFA.

Membership

The Committee will consist of one voting representative from each Fire Management Zone or their Agency Representative and from the Craig Interagency Dispatch Center. The membership will also include one member from the Northwest Colorado Fire and Aviation Management Board in the role of committee liaison. Each member will have the authority to speak for their organization.

BLM--- Unit AFMO, Program Lead

BLM--- North Zone FOS- Chairman

BLM--- South Zone FMO

NPS--- Dinosaur FMO

USFS--- MRF South Zone FMO

FWS--- Colorado Assistant District FMO

--- Colorado Division of Fire Prevention & Control

BLM--- Dispatch Center Representative

--- Northwest Colorado Fire Management Board Liaison

Responsibilities

- 1) Assure that firefighter and public safety is the first priority on all fire and aviation related actions. Including but not limited to the following:
 - Refresher Training is conducted annually.
 - Work Capacity Tests are administered and documented properly.
 - Assignments are filled with qualified personnel.
 - There is compliance with Agency rules and regulations. (30-Mile, Cramer, etc.)
 - Seasonals and AD's are properly trained and certified prior to issuance of red card.

- Provide a group response to agency specific requests that have interagency implications.
 - Identify fire operations issues, establish priorities, develop alternatives and recommend a unified course of action to the board of directors.
 - Promote the exchange of information among agencies.
 - Oversee fire health and safety issues.
 - Establish uniform, consistent, and cost-effective planning, documentation, and reporting processes in implementing a program.
 - Provide advice, counsel, and recommendations for resolution on prescribed fire and fuels related issues.
 - Develop a coordinated interagency program in prescribed fire planning and implementation
 - Develop recommendations for coordinating smoke management issues within the Unit.
 - Provide technical fire ecology assistance to the various agency information and education programs.
- 2) Provide the Northwest Colorado Fire and Aviation Management Board with a committee recommendation on assigned tasks.
 - 3) Coordinate with other Northwest Colorado Fire and Aviation Management standing committees on issues of mutual interest.
 - 4) The Red Card Committee is a sub-committee to the Operations Committee with the purpose of identifying and coordinating training needs to fill shortage categories in fire suppression, wildland fire use, fuels management and facilitate training assignment opportunities. (See Red Card Committee Charter)
 - 5) Schedule and conduct unit wide readiness and post season reviews, and provide summary report to the Board.
 - 6) Participate as requested in State and/or Regional readiness reviews.

Program Lead

The NWDFFA Assistant Fire Management Officer is the Operations Program lead for the NWDFFA. The Program Lead participates in meetings and represents issues and activity within, or effecting, the Preparedness, Training and Fire Operations Programs as well as Prescribed Fire, Fuels and Fire Use Program. Issues that are unable to be resolved at the Committee level will be elevated to the NWDFFA FMO for resolution.

Chairperson

The Chairperson will be selected from the committee members for a term of one year. The Chairperson is responsible for: calling the meetings, setting agendas and running the meetings. The Chair or in their absence Program Lead will attend one meeting of the NWDFFA Board of Directors annually and present an annual report of the Committee's accomplishments. The Chairperson will assure that: minutes of meetings are taken, edited, filed, and distributed to each

member of the Committee and each member of the Board, and that products from the Committee are reproduced and distributed to agencies.

All Members

All members are responsible for setting the example that firefighter and public safety is first and foremost in all fire operations.

All members are responsible for oversight and reporting upon tasks as assigned.

Give or receive assignments as directed by the Chairperson or Program Lead and review information submitted by other Committee members.

The Committee members serve as a conduit to agency personnel and cooperators, informing its constituents of actions and decisions of the NWDFFA Board of Directors. The Committee is also a conduit to the NWDFFA FMO and Board of Directors in raising issues and concerns for resolution.

Advisory Group

Many outside parties (including non-governmental entities) have an interest in and concern about wildland fire management. Regular and open communication with these groups is important to the success of this program. Therefore, the Committee may periodically form technical advisory group(s) with ad hoc membership from interested and affected parties.

Meetings

The Committee, as determined by the Chairperson, will meet at least two times annually. Meetings may be accomplished through the use of conference calls.

All Committee meetings are open to anyone with an interest. Agencies may send individuals with technical expertise to present specific issues to the Committee.

Tasking

The Committee will provide direction and oversight to any task group(s) created by the Committee by clearly identifying the task to be completed, the scope of the task and the time line for completion. Task group(s) shall sunset upon completion of its task unless additional work is assigned.

NORTHWEST COLORADO REDCARD COMMITTEE CHARTER

TRAINING AND QUALIFICATIONS REVIEW COMMITTEE CHARTER

Purpose

The purpose of the Training Qualifications and Review Committee is to ensure all Fire and RX Fire Qualifications and Training requirements are being met. The committee will develop a Fire Training and Qualifications Plan the BLM will follow to ensure consistency and safety.

Committee Duties

Annually review Fire Training and Qualifications plan.

The Committee will provide oversight for wildland and prescribed fire training and ensure a pool of qualified personnel is maintained within the area.

The Committee ensures that NWCG sponsored courses are taught to improve and strengthen the knowledge, skills and abilities of employees and to foster employee development.

The Committee will determine if each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.

The Committee will recommend the employee for final sign-off of Position Taskbooks to the FMO for signature.

Training Officer Duties

The Training Officer will schedule meetings and notify committee members.

The Training Officer will update and make changes to the charter and plan with input from committee members.

The Training Officer with the help of the committee will monitor interagency training requirements, policies, and needs, and sponsor courses that can be offered locally. Ensure that NWCG courses meet standards as outlined in the Current Field Manager's Course Guide.

The Training Officer will ensure that training nominees meet minimum requirements for attending courses.

The Training Officer will certify that the qualifications generated by IQCS are valid by reviewing the training and experience of each employee.

The Training Officer will review red cards and qualifications to ensure that employees are meeting the requirements of the agency they are employed by: FS-Fire and Aviation

Qualifications Guide, FWS/BLM -310-1, and the Interagency Standards for Fire and Aviation Operations (Red Book).

Committee Meetings

The Committee may convene at the request of the Committee members to review critical needs positions, training, and qualifications. These special sessions will be outside or normal spring and fall review meetings.

Review of task books will take place during the spring and fall meetings. The Training and Qualifications Review Committee can convene if there is a need to review and certify a critical-needs

Task book, or if there is an abundance of task books turned in that need to be reviewed and certified.

Committee Terms and Members

Length of terms for Non-Fire Representative and Captain Level will be 1 year. District Leadership Team and Management Team will select appropriate candidates to participate on the Committee.

The Chairman of the Committee will be the FMO.

Committee Members will consist of the following:

FMO/Committee Chair person – Jim Michels
Assistant Fire Management Officer - Vacant
North Zone Fire Operations Specialist - Vacant
South Zone Fire Management Officer - Kyle Frary
Zone Training Officer – Brandon Voegtle
Refuge Representative - TBA
Aviation Representative - Jim Michels
Dispatch - Nicholas Janota
Fuels Representative - Kyle Frary
Captains Representative - Vacant

The Committee must have the FMO or AFMO and the Zone Training Officer present. There must be a total of seven participants to have a valid quorum.

Northwest Colorado Fire Training and Qualifications Plan

Based on Policy changes to the Training and Qualifications System in the Region and the adoption of Wildland Fire Qualifications Guide (PMS 310-1) by RMCG we need to ensure that a standard program be used by the BLM for the issuing of task books, receiving training, filling trainee fire assignments, and qualifying personnel for positions.

In addition, the Unit must also ensure that a Passion for Safety is followed by every position to ensure public and firefighter safety.

The Training and Qualifications Process for the Unit includes the following areas:

Training Announcements, Nominations and Course Attendance.
Zone Training and Instructor Expectations
Issuing and Completing Task books
Trainee Assignments
Red Card Issuance
Performance Ratings and Qualification Reviews
Training and Qualifications Annual Cycle

The responsibility for the training and qualifications program rest with the Line Officers and their commitment and support will help to make the program a success. Fire is everyone's responsibility and there are various ways off fulfilling that responsibility. Safety is our number one concern and will not be compromised.

TRAINING COURSES DETERMINATION

Tasks - the Training Officer conducts A Training Needs Analysis. The analysis addresses critical position shortage categories, zone needs and employee needs. From this analysis, names and numbers for each potential course are developed. The number of potential trainees determines whether a course will be scheduled or not. Normally this analysis is conducted in January of each year. The Regional program for the next year is determined in March by the various Area Chairpersons.

TRAINING ANNOUNCEMENTS, NOMINATIONS AND COURSE ATTENDANCE

Individuals have the opportunity to submit their names for the offered courses through their supervisors. Once all nominations are submitted, the Training and Qualifications Review Committee along with Supervisors, will decide on priority for attendance. The prioritization process for the Zone IS:

- The individual needs **training for current position**
- The individual needs the training to fill a critical need on the zone, or a **National Incident Management Team**
- The individual needs the **training for career development**
- The individual can contribute to the diversity of the fire organization

Overview - The priority listings are shared with the Rocky Mountain Area (RMA) Geographic Area Training Rep (GATR) and final selection is made there based on the slots available and the original needs analysis. Local and Area Training is handled in a similar fashion with final selection being done by the Area Training Officer. It is extremely important that people are truly available for the training before they are nominated. Cancellations by students should not occur; if a student does need to cancel they must go through the Unit Training Officer.

Out of Region Training should only be used when an agency priority need exists. If a priority need does exist, the nomination will be routed through the Zone Training Officer to the GATR, who will contact the appropriate out of Region Training Center.

The Unit Training Officer distributes the yearly schedule of training courses that will be offered. The Training Officer will ensure that the announcements are shared with all functions in the Unit. The employee needs to notify their supervisor that they wish to be considered for attendance. Upon supervisor approval, the nominations will be turned into the Training Officer to compile the list of training.

The Training and Qualifications Review Committee, along with Supervisors will determine the priority for each nomination. The Training Officer will submit the nominations to the RMA GATR where they are prioritized regionally. The GATR will notify the selected students. Student information and pre-work packages will be mailed directly to the students.

ZONE TRAINING AND INSTRUCTOR EXPECTATIONS

The Training and Qualifications Review Committee would like to emphasize the importance of providing professional, quality training.

The Training and Qualifications Review Committee will ensure that NWCG courses meet standards set forth in the Current Field Manager's Course Guide, and that the course meets the outlined objectives set in the lesson plan.

ISSUING AND COMPLETING TASKBOOKS

Overview - In order to become qualified for ICS Positions. A taskbook must be completed. Taskbooks will be issued by the FMO after the supervisor submits the request. The taskbook will only be issued if the employee meets all the prerequisite experience and training requirements. Once a taskbook has been completed it will be turned into the supervisor for review, once the supervisor reviews the taskbook for completion, they will turn it into the FMO. Completed taskbooks must go through the Red Card Committee.

Tasks - The Training and Qualifications Review Committee will review and evaluate experience types, quality of assignments, task completion, and the individual's knowledge and skills. After review the committee will make a recommendation to either certify the taskbook, or recommend the employee needs additional experience before certification.

The NWDFFA Training and Qualifications Review Committee has recommended criteria for certain Fire position taskbooks, see Appendix C.

Red Cards will be updated annually in the spring. Additional qualifications can only be added through the taskbook process for those positions covered in PMS 310-1, and the FS Fire and Aviation Qualifications Guide. All qualifications must be approved by the Training and Qualifications Review Committee, and submitted to the FMO for final signature.

TASKBOOK CERTIFICATION/FOREST QUALIFICATIONS REVIEW COMMITTEE

Overview - The Training and Qualifications Review Committee Charter outlines Committee members and duties.

Tasks - The NWDFFA Training and Qualifications Review Committee meets at a minimum in the spring, and in the fall. The committee can convene at the request of the committee members to review taskbooks as needed, or when an abundance of taskbooks are turned in for certification. The Committee may also have a critical need or a circumstance that requires the members to review a taskbook outside of the formal meeting.

This process will consist of taskbooks to be individually reviewed by the committee members and each individual will note their review by initialing the cover page. The taskbook will then go to the FMO for certification.

TRAINEE FIRE ASSIGNMENTS

The training and qualifications system is heavily based on performance. Only persons who have been issued a taskbook will be dispatched on trainee assignments. In addition to having a taskbook, a person must also have a red card that indicates that they are a trainee for the position for which they are being dispatched. Once final certification is made on a Task book, the person's name will be removed from the trainee list.

The Zone Training Officer needs to ensure that the Trainee system is accurate and all trainees identified have received taskbooks for their trainee positions. A complete review of the Red Cards needs to be made in the spring and all trainees need to be issued taskbooks. A person can only be a trainee for three years as a maximum. This allows sufficient time for the completion of the taskbook.

Only those individuals who are on the available list will be available for assignments. The preferences for assignments will be as follows.

1. Assignments needed to retain qualifications.
2. Trainee Assignments by priority
3. Others

RED CARD ISSUANCE

Every year new red cards are issued to all employees. Red cards are only valid for one year. Prior to issuance, a review needs to be conducted in order to ensure that a person meets all currency requirements. Currency requirements are that a person must perform in an approved position at least once in a 5-year period, or as stated in the new Red card system. Aviation positions have a 3-year currency requirement. Additional qualifications will only be added to a red card if a taskbook has been completed and certified by the Training and Qualifications Review Committee, and passed on to the FMO for concurrence. Some positions that do not require a taskbook, such as DRIV (Driver) can be awarded, however due to safety the Unit has set minimum requirements.

During the annual red card review and approval by the FMO (or AFMO in FMO's Absence), the red card files will be reviewed to ensure that currency requirements have been met and that taskbooks have been completed for any added qualifications.

The Training Officer will maintain the incident qualifications system. When the Work Capacity Test Sheets have been received, and the individuals have attended the annual fire refresher

training, the Training Officer will print the incident qualifications cards, have them signed by the FMO or AFMO in FMO's absence, and they will be distributed to individuals.

PERFORMANCE RATINGS AND QUALIFICATIONS REVIEWS

Overview - Accurate and timely performance ratings are required for all above and below average performance, for position currency, for all trainee assignments and/or when requested by the employee. Below average performance, needs to be dealt with immediately. Corrective action must be identified and documented by the FMO and the employee's immediate supervisor. Persons who have received below average performance ratings will not be dispatched until after the performance issue is dealt with. Depending on the corrective action, the red card qualification may be lowered, dropped or identified as a training need.

All performance ratings need to be reviewed by the FMO or AFMO and below average ratings need to be dealt with immediately. Persons will not be dispatched until after the rating has been discussed and corrective action identified. If changes in the red card qualifications need to be done, the Training Officer needs to be notified. Employees upon return from an incident need to inform their Zone FMO if they have received a below average rating.

TRAINING AND QUALIFICATIONS ANNUAL CYCLE

The majority of National, Regional, and Area Training occur during the winter months with local training occurring in the month of June. The majority of fire trainees' assignments occur during the months of Jul-Oct. Taskbooks are issued year round.

RM/GB INCIDENT BUSINESS COMMITTEE CHARTER Refer to RMG Ch 90**NORTHWEST COLORADO INCIDENT BUSINESS COMMITTEE CHARTER**
Most recent approved version at time of publication on 5/12/11

Northwest Colorado Fire and Aviation Management Unit Fire Business Committee Charter

MISSION STATEMENT

The Northwest Colorado Fire and Aviation Management Unit (NWDFFA) Business Committee is established under the NWDFFA Board of Directors to develop and advance interagency fire business management activities.

MEMBERSHIP

The NWDFFA Business Committee will be composed of the following individuals:

The Fire Business Program Lead

A representative from the NWDFFA Board of Directors,

Representatives from each of the following agencies:

Bureau of Land Management

Fish and Wildlife Service

National Park Service

Technical specialists and subject matter experts will consist of federally warranted Contracting Officers, red carded Incident Business Advisors, red carded Finance Section Chiefs, red carded Buying Team members, and a representative from Craig Interagency Dispatch.

PURPOSE

1. Provide advice, counsel, and a coordinated direction on business management issues for the NWDFFA.
2. Review operational business management practices to address recurring problems.
3. Develop interagency operating procedures.
4. Identify the process for and assure the development of the service and supply plan.
5. Develop and implement the process for administrative support of initial attack through type 3 fires.
6. Identify and clarify issues, and propose resolutions to the NWDFFA Board
7. Set up task groups as needed to resolve business management issues. The NWDFFA Fire Business Committee will provide written objectives and time frames to the task group. A minimum of one Fire Business Committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.
8. Elevate issues to the Board of Directors that the committee cannot resolve.

COMMITTEE CHAIRPERSON

The NWDFFA Fire Business Specialist is the Fire Business Program Lead and will serve as the permanent Chairperson of the Committee. The Chairperson will manage the Committee meetings which includes setting meeting time and place, developing the agenda and ensuring that a facilitator and note taker is provided. The Chairperson will represent the Committee at Board of Directors meetings.

MEETINGS

The Fire Business Committee will meet each spring and fall and as often as deemed necessary to identify and accomplish tasks.

ADOPTION POLICY

Each agency representative will be responsible to provide their agency's fire business policies and/or procedures to the Committee. Recommendations will be presented to the NWDFFA Board for approval and interagency adoption.

ROCKY MOUNTAIN COORDINATING GROUP AVIATION COMMITTEE

CHARTER Refer to RMCC Website

ROCKY MOUNTAIN NFDRS COMMITTEE CHARTER Refer to RMCC Website