

MINNESOTA INCIDENT COMMAND SYSTEM CHARTER

I. INTRODUCTION

The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the National Preparedness System (NPS) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks.

The purpose of the NIMS is to provide a common approach for managing incidents. The concepts contained herein provide for a flexible but standardized set of incident management practices with emphasis on common principles, a consistent approach to operational structures and supporting mechanisms, and an integrated approach to resource management.

Incidents typically begin and end locally, and they are managed daily at the lowest possible geographical, organizational, and jurisdictional level. There are other instances where success depends on the involvement of multiple jurisdictions, levels of government, functional agencies, and/or emergency-responder disciplines. These instances necessitate effective and efficient coordination across this broad spectrum of organizations and activities. By using NIMS, communities are part of a comprehensive national approach that improves the effectiveness of emergency management and response personnel across the full spectrum of potential threats and hazards (including natural hazards, terrorist activities, and other human-caused disasters) regardless of size or complexity.

As national guidelines are updated, the Minnesota Incident Command System will follow suit.

II. ADMINISTRATION

Responsibility for administration of the Minnesota Incident Command System (MNICS) will be vested in a Board of Directors. The Board of Directors shall consist of the representatives of the major emergency and fire agencies who are participating in the NIMS effort in Minnesota. The assignment of an alternate to periodically attend for an agency is acceptable. Additional members may be added to the Board as the need arises and approved by all agencies.

To carry out the goals and objectives of MNICS, a decision making process having the following characteristics has been designed for implementing NIMS in Minnesota.

- A. A "Board of Directors" level for policy decisions.
- B. A "Task Force" level which processes information and formulates policy for consideration by the Board of Directors.
- C. A "Working Team" level to perform staff work and carry out the decisions processed at the two upper levels.

It is the responsibility of the Taskforce for the continued implementation of NIMS. Participation in these groups will give all agencies a voice in the implementation of NIMS. In execution of NIMS, most field level issues will be identified by the Working Teams or by the Task Force. Once an

interagency situation which needs resolution arises by any level of the partnership, the situation must be completely defined by the group perceiving the situation, and assigned by either the Task Force or the Board of Directors. The Task Force or Board of Directors may assign the most qualified persons or working team to explore the problem singly, or as a team, and recommend solutions. They will report their findings and recommendations to the Task Force and/or Board of Directors for review. The Task Force or Board of Directors will either make an appropriate decision or return to the team for further consideration.

Approval for some Working Team findings can be accomplished at the Task Force level. For example, certain decisions on NIMS terminology, procedures and field actions may be made. In general, recommendations on operational expenditures within overall budget commitments should be made at the Task Force level for their respective agencies. Policy decisions, fiscal commitments, and long range implementation plans will require the Board of Directors' approval, after which such action will be carried out by the Task Force. Board members agree that agency exceptions to Board decisions may from time to time be necessary and that any such agency exceptions to recommendations of the Task Force or Board level decisions will be confirmed in writing.

The goals and objectives as outlined in the MNICS Master Agreement provide guidelines and direction.

III. Minnesota Incident Command System - Board of Directors

A. MEMBERSHIP

The Board of Directors consists of a representative from the agencies listed below and shall have the needed policy level authority to act for their agency on items brought before the board:

AGENCY	REPRESENTATIVE
Bureau of Indian Affairs	Regional Director
United States Forest Service - Chippewa National Forest	Forest Supervisor
United States Forest Service - Superior National Forest	Forest Supervisor
State of Minnesota, Department of Natural Resources, Division of Forestry	Director
State of Minnesota, Department of Public Safety, Division of Homeland Security & Emergency Management	Director
National Park Service	Voyageurs NP Park Superintendent
United States Fish & Wildlife Service	Regional Director
Northeast Area State & Private Forestry	Area Director

B. GOALS

1. To sustain an active, decisive body that will guide the continuation of NIMS in Minnesota.
2. To provide an agency commitment.
3. To maintain a charter and set policy.
4. To appoint a Task Force composed of representatives of the MNICS and other organizations participating in NIMS in Minnesota.
5. To maintain, and establish new, Working Teams as needed and set objectives for those Teams.
6. To identify barriers to the continuation of NIMS, both interagency and by individual agencies, and act to resolve them.

C. OPERATING PROCEDURES

1. The Board of Directors will appoint one of its members to serve as Chair based on the established rotation for the term of two years.
2. The Board will meet at the call of the Chairman. The frequency of meetings and allotted time should be consistent with decisions to be made.
3. Board members will strive for consensus in decision making. Proposed actions will be based upon consideration of common concern for each agency's needs, commitments and capabilities. If needed, decision making will be by majority vote using Roberts' Rules of Order.

D. AUTHORITY

Authority for directing the MNICS NIMS program is vested in the Board of Directors.

- Reciprocal Fire Protection Act of May 27, 1955, (69 Stat. 66; 42 U.S.C. 1856) (Federal Agencies)
- Timber Protection Act of September 20, 1922, 16 U.S.C. 594, 42 U.S.C. Stat. 857
- Economy Act of June 30, 1932, (31 U.S.C., 1535 as amended) (Federal Agencies)
- Disaster Relief Act of May 22, 1974, (42 U.S.C. 5121 as amended) (Federal Agencies)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288) (Federal Agencies)
- Homeland Security Act of 2002 (H.R. 5005-8)
- Homeland Security Presidential Directive-5 (HSPD-5)
- Watershed Restoration and Enhancement Act of 1998, P.L. 105-77 (Federal Agencies)
- National Indian Forest Resources Management Act (P.L. 101-630, Title III) (Interior Agencies)
- Granger-Thye Act of April 24, 1950, (16 U.S.C., Sec 572) (USFS)
- Cooperative Funds and Deposits Act of Dec 12, 1975, (Pub. L. 94-148, 16 U.S.C. 565 a1-a3, as amended by the Consolidated Appropriations Act 2008 P.L. 110-161, Division F, Title IV, Sec 417 and the Omnibus Public Land Management Act, Pub. L. 111-11, Sec. 3001.) (USFS)
- The Taylor Grazing Act of June 28, 1934, (48 Stat. 1269; 43 U.S.C. 315) (BLM, FS)
- Cooperative Forestry Assistance Act of July 1, 1978, as amended (16 U.S.C. 2101) (USFS)
- Cooperative Funds Act of June 30, 1914, (16 U.S.C. 498) (USFS)
- Department of the Interior and Related Agencies Appropriations Act, 1999, as included in P.L. 105-277, section 101(e);
- Federal Land Policy and Management Act of Oct. 21, 1976, (P.L.94-579; 43 U.S.C.)(BLM)
- NPS Organic Act (16 U.S.C.1) (NPS)
- National Wildlife Refuge Administration Act of 1966 (16 U.S.C. 668dd-668ee, 80 Stat.927, as amended) (FWS)
- National Wildlife Refuge System Improvement Act of 1997 (P.L. 105-57) (FWS)
- Interagency Agreement for Fire Management, FS No. 97 SIA-004, Amendment No. 1
- Minnesota Statutes 84.025 subd. 7, 89.01 subd. 4 and 90.041 subd. 1 and 471.59.

IV. MINNESOTA INCIDENT COMMAND SYSTEM - TASK FORCE

A. MEMBERSHIP

The Task Force shall consist of a representative from the agencies listed below who have the authority to speak for their agency, subject to final policy level approval by their department or agency administrator:

- Bureau of Indian Affairs
- United States Forest Service – Chippewa & Superior National Forest
- State of Minnesota, Department of Natural Resources, Division of Forestry
- State of Minnesota, Department of Public Safety, Division of Homeland Security & Emergency Management
- National Park Service
- United States Fish & Wildlife Service

B. GOALS

1. To provide the Board of Directors with studies, statements, and other recommendations for decision making.
2. To implement within their respective agencies agreements which are adopted.
3. To oversee the day-to-day operations, maintenance, and procedural developments of NIMS within their respective agency.

C. OBJECTIVES

1. Identify areas of concern in interagency coordination.
2. To recommend the assignment, monitoring, establishment and dissolution of working teams as problems are identified, addressed and resolved.
3. To analyze working team reports and forward their recommendations to the Board.
4. To determine geographic and/or jurisdictional areas for implementation and timetables for proceeding.
5. To assist their own and other agencies in the implementation process.

D. OPERATING PROCEDURES

1. A Chair shall be appointed for a two year term beginning at the close of the MNICS Annual Meeting. This appointment shall follow the established rotation.
2. The Task Force shall meet as requested by the Board of Directors or at the request of the Task Force Chair consistent with the work in progress. Meetings are scheduled monthly.
3. The Task Force functions in a working and management capacity, as well as a Multi-Agency Coordinating Group when needed.
4. Decisions on developing issues and recommendations to the Board will be by majority vote; recording one vote per agency. The procedure shall be carried out by Roberts' Rules of Order.
5. A liaison will be assigned from the Task Force to each established working team.
6. The Center Manager, or delegate, will act as the facilitator for the meetings.
7. The MNICS Public Information Officer, or delegate, will act as the note taker for the meetings.

E. AUTHORITY

The Task Force functions both in a management and staff role. In a management role, the Task Force formulates policy for NIMS implementation and prepares "action plans" for the Board of Directors decision. In a staff role, the Task Force assists the Board of Directors in all activities which will lead to an orderly implementation of NIMS.

V. MINNESOTA INCIDENT COMMAND SYSTEM - WORKING TEAMS

A. MEMBERSHIP

The membership of a working team shall be made up of representatives from member agencies who are knowledgeable in this specific discipline and also to assess the effects of the actions under study on their respective agency.

1. Training Working Team
2. Finance Working Team
3. Dispatch Working Team
4. Information Management Working Team
5. Information Technology Working Team
6. Air Operations Working Team
7. Operations Working Team
8. Logistics Working Team
9. Communications Working Team
10. Prevention Working Team
11. Prescribed Fire & Fuels Working Team

B. GOALS

1. To provide the Minnesota NIMS teams with detailed expertise in this specific discipline.
2. To be able to identify and suggest resolutions to agency concerns associated with the varied details of NIMS implementation in Minnesota.

C. OBJECTIVES

1. To conduct studies necessary to ensure the compatibility of NIMS sub-systems, concepts, and principles with agency operations.
2. To prepare a documentation for use within each agency in NIMS concepts and operations.
3. To provide planning, fiscal, and technical information to the Board of Directors and Task Force for use in long range and day-to-day planning for NIMS implementation.
4. Each working team shall develop and establish their own charter tiered off the MNICS Charter.

D. OPERATING PROCEDURES

1. A Chair shall be appointed for a one year term beginning at the close of the MNICS Annual Meeting. This appointment shall follow the established rotation set by the team.
2. The team shall consist of one member from each agency. Informal members are permitted.

3. The team may assign individuals from outside of the team to sit on subcommittees and complete tasks as necessary.
4. Decisions on developing issues and recommendations to the Task Force will be by majority vote; recording one vote per agency. The procedure shall be carried out by Roberts' Rules of Order.
5. The working team shall convene as necessary to accomplish their assignments.
6. Each working team will operate as agreed by its members. They will respond to requests for:
 - a. Technical expertise.
 - b. Fiscal data required for long range planning.
 - c. Planning information required to synchronize the implementation of NIMS between agencies.
 - d. Internal needs of each agency to assure an orderly transition from "status quo" to NIMS.
7. Each working team shall develop and establish their own charter tiered off the MNICS Charter.

E. AUTHORITIES

The working team will operate primarily in a staff role to the Task Force or Board of Directors. Actions taken by the working team will be coordinated through the Task Force Chair to assure that such actions are compatible with the overall NIMS concept.

AGREEMENT

The undersigned, acting as the MINNESOTA INCIDENT COMMAND SYSTEM, BOARD OF DIRECTORS, approve and accept this CHARTER as an instrument to initiate the implementation of the NIMS program in Minnesota. Provided, that nothing herein is intended to require any partner agency to act in any way which is contrary to its legal, fiscal, or policy constraints.

Bureau of Indian Affairs

By: **THOMAS REMUS** Digitally signed by THOMAS REMUS
Date: 2017.12.12 11:28:07 -06'00'

Title: Tom Remus, Midwest Regional FMO Date: _____

MN DNR, Division of Forestry

By: _____

Title: Forrest Boe, Director Date: _____

MN DPS, Homeland Security & Emergency Management

By: _____

Title: Joseph Kelly, Director Date: _____

National Park Service

By: _____

Title: Robert DeGross, Superintendent, Voyageurs Park Date: _____

U.S. Fish and Wildlife Service

By: _____

Title: Charles Blair, Chief of Refuge, Region 3 Date: _____

U.S. Forest Service, Chippewa National Forest

By: _____

Title: Darla Lenz, Forest Supervisor Date: _____

U.S. Forest Service, Superior National Forest

By: _____

Title: Connie Cummins, Forest Supervisor Date: _____

AGREEMENT

The undersigned, acting as the MINNESOTA INCIDENT COMMAND SYSTEM, BOARD OF DIRECTORS, approve and accept this CHARTER as an instrument to initiate the implementation of the NIMS program in Minnesota. Provided, that nothing herein is intended to require any partner agency to act in any way which is contrary to its legal, fiscal, or policy constraints.

Bureau of Indian Affairs

By: _____

Title: Tom Remus, Midwest Regional FMO Date: _____

MN DNR, Division of Forestry

By: Forrest Boe

Title: Forrest Boe, Director Date: 12/22/17

MN DPS, Homeland Security & Emergency Management

By: _____

Title: Joseph Kelly, Director Date: _____

National Park Service

By: _____

Title: Robert DeGross, Superintendent, Voyageurs Park Date: _____

U.S. Fish and Wildlife Service

By: _____

Title: Charles Blair, Chief of Refuge, Region 3 Date: _____

U.S. Forest Service, Chippewa National Forest

By: _____

Title: Darla Lenz, Forest Supervisor Date: _____

U.S. Forest Service, Superior National Forest

By: _____

Title: Connie Cummins, Forest Supervisor Date: _____

AGREEMENT

The undersigned, acting as the MINNESOTA INCIDENT COMMAND SYSTEM, BOARD OF DIRECTORS, approve and accept this CHARTER as an instrument to initiate the implementation of the NIMS program in Minnesota. Provided, that nothing herein is intended to require any partner agency to act in any way which is contrary to its legal, fiscal, or policy constraints.

Bureau of Indian Affairs

By: _____

Title: Tom Remus, Midwest Regional FMO Date: _____

MN DNR, Division of Forestry

By: _____

Title: Forrest Boe, Director Date: _____

MN DPS, Homeland Security & Emergency Management

By:  _____

Title: Joseph Kelly, Director Date: 1/8/2018

National Park Service

By: _____

Title: Robert DeGross, Superintendent, Voyageurs Park Date: _____

U.S. Fish and Wildlife Service

By: _____

Title: Charles Blair, Chief of Refuge, Region 3 Date: _____

U.S. Forest Service, Chippewa National Forest

By: _____

Title: Darla Lenz, Forest Supervisor Date: _____

U.S. Forest Service, Superior National Forest

By: _____

Title: Connie Cummins, Forest Supervisor Date: _____

AGREEMENT

The undersigned, acting as the MINNESOTA INCIDENT COMMAND SYSTEM, BOARD OF DIRECTORS, approve and accept this CHARTER as an instrument to initiate the implementation of the NIMS program in Minnesota. Provided, that nothing herein is intended to require any partner agency to act in any way which is contrary to its legal, fiscal, or policy constraints.

Bureau of Indian Affairs

By: _____

Title: Tom Remus, Midwest Regional FMO Date: _____

MN DNR, Division of Forestry

By: _____


Title: Forrest Boe, Director Date: _____

MN DPS, Homeland Security & Emergency Management

By: _____

Title: Joseph Kelly, Director Date: _____

National Park Service

By:  _____

Title: Robert DeGross, Superintendent, Voyageurs Park Date: 12/12/2017

U.S. Fish and Wildlife Service

By: _____

Title: Charles Blair, Chief of Refuge, Region 3 Date: _____

U.S. Forest Service, Chippewa National Forest

By: _____

Title: Darla Lenz, Forest Supervisor Date: _____

U.S. Forest Service, Superior National Forest

By: _____

Title: Connie Cummins, Forest Supervisor Date: _____

AGREEMENT

The undersigned, acting as the MINNESOTA INCIDENT COMMAND SYSTEM, BOARD OF DIRECTORS, approve and accept this CHARTER as an instrument to initiate the implementation of the NIMS program in Minnesota. Provided, that nothing herein is intended to require any partner agency to act in any way which is contrary to its legal, fiscal, or policy constraints.

Bureau of Indian Affairs

By: _____

Title: Tom Remus, Midwest Regional FMO

Date: _____

MN DNR, Division of Forestry

By: _____

Title: Forrest Boe, Director

Date: _____

MN DPS, Homeland Security & Emergency Management

By: _____

Title: Joseph Kelly, Director

Date: _____

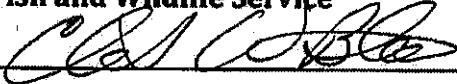
National Park Service

By: _____

Title: Robert DeGross, Superintendent, Voyageurs Park

Date: _____

U.S. Fish and Wildlife Service

By:  _____

Title: Charles Blair, Chief of Refuge, Region 3

Date: 12-12-2017

U.S. Forest Service, Chippewa National Forest

By: _____

Title: Darla Lenz, Forest Supervisor

Date: _____

U.S. Forest Service, Superior National Forest

By: _____

Title: Connie Cummins, Forest Supervisor

Date: _____

AGREEMENT

The undersigned, acting as the MINNESOTA INCIDENT COMMAND SYSTEM, BOARD OF DIRECTORS, approve and accept this CHARTER as an instrument to initiate the implementation of the NIMS program in Minnesota. Provided, that nothing herein is intended to require any partner agency to act in any way which is contrary to its legal, fiscal, or policy constraints.

Bureau of Indian Affairs

By: _____

Title: Tom Remus, Midwest Regional FMO

Date: _____

MN DNR, Division of Forestry

By: _____

Title: Forrest Boe, Director

Date: _____

MN DPS, Homeland Security & Emergency Management

By: _____

Title: Joseph Kelly, Director

Date: _____

National Park Service

By: _____

Title: Robert DeGross, Superintendent, Voyageurs Park

Date: _____

U.S. Fish and Wildlife Service

By: _____

Title: Charles Blair, Chief of Refuge, Region 3

Date: _____

U.S. Forest Service, Chippewa National Forest

By: Darla Lenz

Title: Darla Lenz, Forest Supervisor

Date: 1/3/2018

U.S. Forest Service, Superior National Forest

By: _____

Title: Connie Cummins, Forest Supervisor

Date: _____

AGREEMENT

The undersigned, acting as the MINNESOTA INCIDENT COMMAND SYSTEM, BOARD OF DIRECTORS, approve and accept this CHARTER as an instrument to initiate the implementation of the NIMS program in Minnesota. Provided, that nothing herein is intended to require any partner agency to act in any way which is contrary to its legal, fiscal, or policy constraints.

Bureau of Indian Affairs

By: _____

Title: Tom Remus, Midwest Regional FMO Date: _____

MN DNR, Division of Forestry

By: _____

Title: Forrest Boe, Director Date: _____

MN DPS, Homeland Security & Emergency Management

By: _____

Title: Joseph Kelly, Director Date: _____

National Park Service

By: _____

Title: Robert DeGross, Superintendent, Voyageurs Park Date: _____

U.S. Fish and Wildlife Service

By: _____

Title: Charles Blair, Chief of Refuge, Region 3 Date: _____

U.S. Forest Service, Chippewa National Forest

By: _____

Title: Darla Lenz, Forest Supervisor Date: _____

U.S. Forest Service, Superior National Forest

By: Connie Cummins

Title: Connie Cummins, Forest Supervisor Date: 12-20-17