

MNICS Finance Working Team Charter

MISSION STATEMENT

The MNICS Finance Working Team mission is to provide an interagency forum to identify and provide recommendations for action or resolution on issues pertaining to incident business functions and mobilization of emergency incident resources in support of the policies and procedures of all agencies.

GOALS

- Provide a forum where all agency concerns are represented.
- Facilitate the exchange of information and ideas on Interagency Incident Business Issues within MNICS.
- Recommend and develop standard Finance and Mobilization procedures.
- Facilitate and promote a better understanding of compact or agency specific policies and procedures.
- Carry forward issues to the Task Force.
- Initiate, coordinate and sponsor Incident Business related training courses, workshops and meetings.

ORGANIZATION

MEMBERSHIP AND REPRESENTATION

The MNICS Incident Business Working Team will be composed of representative(s) from the following agencies.

- **Department of Interior Agencies (BIA, NPS and FWS)**
- **Minnesota DNR**
- **Forest Service (Region 9)**
- **Task Force Liaison**

Work orders will be issued based on feedback or topics from other MNICS Working Teams and the Task Force.

A group of working team members must be present, either in-person or teleconference, in order to conduct business or policy recommendations of the Working Team.

Decision making will be by consensus.

RESPONSIBILITIES AND DUTIES

Working Team Members

- Attend Working Team meetings and functions.
- Participate in Working Team functions, sub-committees, and ad-hoc groups as necessary.
- Serve as Point-of-Contact and liaison for the members' respective agencies or compacts.

- Coordinate dissemination of pertinent Finance information to interested parties.
- Notify Chairperson if unable to attend a meeting or function.

Chairperson

- A chairperson will be chosen to serve a three-year term. Terms will be based on a calendar year.
- Ensure Working Team meetings and conference calls are conducted in a proper and timely manner.
- Establish time and locations for all the Working Team meetings and calls.
- Receives issues and work orders issued by the TASK FORCE
- Establish sub-committees and Ad-hoc working groups, as necessary.
- Coordinate Working Team representation at selected meetings.
- Attend or designate a representative to attend the TASK FORCE board meetings, and provide a report(s) to the Board on the Working Team activities and accomplishments.
- Assemble and prepare all material to be acted upon by the Working Team.
- Responsible for assuring the minutes of the committee meetings are recorded and distributed to Task Force liaison.
- Sign appropriate documents/correspondence.
- Maintain Working Team roster.

Vice-Chairperson

- Serve in the absence of the chairperson.
- Term will be one year at minimum.
- Take minutes of the Working Team meetings.
- Update the MNICS Incident Business webpage.
- Must not be the same Agency as the Chairperson.

MEETINGS

- The Finance Working Team will meet annually at the MNICS meeting. Additional meetings will occur as deemed necessary to identify and accomplish tasks.
- Conference calls can be utilized to keep travel costs at a minimum for ongoing working team tasks.
- All travel and administrative costs for members will be paid for by each member's home unit.

ANNUAL ACTION ITEMS

- Review the Finance Working Team Charter for needed updates.
- Prepare annual Finance updates for TASK FORCE.
- Identify Finance training needs and communicate that to Training Team.
- Review operational business management practices to address recurring problems.
- Provide advice, counsel, and a coordinated direction on incident business management issues for the MNICS Task Force. Coordinate business practices for wildland fire and emergency responses.
- Review Working Team Contact lists for accuracy and updates.

ADOPTION POLICY

The Charter has been reviewed and agreed to by the MNICS Task Force. The Charter will be reviewed every (3) years with the option to amend as needed.

Chairperson, MNICS Finance Working Team

Date

Donna Edelman

2-4-2020