Minnesota Incident Command System (MNICS) Training Working Team Charter

December 2020

Mission:

Provide the leadership and support necessary to foster a multi-agency training program for wildfire, prescribed fire, Incident Command System and dispatch to serve the needs of wildfire and emergency response agencies in Minnesota.

Outputs:

The MNICS Training Working Team will provide services to:

- The MNICS Task Force
- Minnesota Interagency Fire Center
- Individual MNICS agencies (MN Department of Natural Resources, Superior National Forest, Chippewa National Forest, Voyageurs National Park, US Fish and Wildlife, Bureau of Indian Affairs, MN Department of Public Safety and Division of Homeland Security and Emergency Management)
- Ad Hoc members such as The Nature Conservancy, rural fire departments and Minnesota State Colleges and Universities

The MNICS Training Working Team will:

- Develop a two-year training plan based on MNICS agency needs.
- Assign each agency a minimum of one course to present per year that will help to meet the training needs of the MNICS agencies. Recognize one agency may not have the instructors or student numbers to present a course by itself, but that MNICS agencies working together have a better chance.
- Develop relationships with new partners (such as community colleges) to deliver training as per National Wildfire Coordinating Group standards.
- Communicate planned and delivered training to member agencies and the Task Force.
- Deliver high quality NWCG courses
- Provide professional and knowledgeable instructors

Levels of Authority:

Working Team sponsor: *The sponsor for the MNICS Training Working Team is the MNICS Task Force.*

Progress Reports: *Meeting notes will be sent to the Training Working Teams designated Task Force representative. The Task Force representative to the Working Team and/or the Working Team chair will bring specific issues that the Training Working Team needs addressed by the Task Force to the monthly Task Force meeting.*

Measures of Success:

The Working Team will be meeting the needs of their customers when:
-MNICS Task Force work assignments for the Training Working Team are successfully completed.
-Agencies are able to accomplish their training targets.

Structure:

Working Team membership: *The Training Working Team shall be comprised of a minimum of one member from each of the MNICS agencies.*

Subject matter experts: *Subject matter experts may be needed to aid discussions on training needs for aviation, dispatch, logistics, prescribed fire, prevention, information, intelligence, technology support/GIS, communications, or finance. The chair of the respective working team or MNCC dispatch shall be contacted when the need arises.*

Work Expectations:

Each agency is responsible for coordinating a minimum of 1 course per year, which is open to students from all MNICS agencies. Coordination will be handled by the agency representative to the Training Working Team or their designee.

Working Team members will handle or delegate their normal workload by:
-Negotiating with their supervisors to adjust work priorities that will accommodate Working Team demands. Work demands are expected to be a minimum 3 meetings and 3 preparation days for most members.

Duration:

Membership term: *Members will serve on the Working Team until their respective agency deems it necessary to have a change in membership.*

Resigning from the Working Team: *Members finding it necessary to resign should notify their agency representative to the MNICS Task Force. The Working Team will work with the departing member to select a replacement or alternate based on the time remaining in their term. The departing member should endeavor to introduce and orient their replacement.*

Budget:

-No Working Team budget exists.
-Higher level courses which may be more costly to administer should have a budget proposal developed for review by the MNICS Task Force. Agencies may elect to have a tuition fee imposed or to help pay for travel expenses of out of state instructors.

Leadership:

Selection of Working Team leadership and tenure:
-The chair will be rotated between member agency representatives every two years.
-New chairs will take over at the MNICS Annual Meeting.
-The vice-chair or chair elect will serve as recording secretary for the Working Team.

Year	Chair	Vice Chair
2019-2020	USDA Forest Service	HSEM
2021-2022	HSEM	National Park Service
2023-2024	National Park Service	MN DNR, Division of Forestry
2025-2026	MN DNR, Division of Forestry	Bureau of Indian Affairs
2027-2028	Bureau of Indian Affairs	U.S. Fish and Wildlife Service
2029-2030	U.S. Fish and Wildlife Service	USDA Forest Service

Documentation of Efforts:

Preparation of documents and recording:
-Documentation of Working Team activities and discussions will be necessary.
-Various documents will need to be written and updated. Items such as calendars, course announcements, procedures, memos, etc. will be completed by members of the Working Team.

Distribution of documents:
-Documentation of Working Team activities will be distributed to members and the MNICS Task Force.
-Course announcements will be distributed by Working Team members to their respective agencies.
-Documents that are prepared by Working Team members will be distributed based on the content and needs of the issue they respond to.

Logistics:

Scheduling meetings:
-Meetings or conference calls (web meetings) will be facilitated by the chair making a concerted effort to accommodate the schedule of as many Working Team members as possible. The frequency of these meetings or conference calls will be determined by the issues needing attention but will take place 3-4 times per year on average.
-Meeting times will be adjusted to accommodate the membership and availability of the subject matter experts needed to make progress on the issues at hand.
-The presence of a Task Force representative at each Training Working Team meeting is desirable.

Ground Rules:

1) The Working Team will make decisions based on consensus and will strive to reach consensus within the group (meaning all members support or decline to oppose a decision). Failing this, they may choose to refer the question to their sponsoring body.

2) Members that are unable to attend a meeting are encouraged to send an alternate from their agency or they are encouraged to provide their agency's input to the chair prior to the meeting. If an alternate is sent to the meeting the named member must take the responsibility to brief that individual so they can be a productive participant.

3) It will be the responsibility of individual members to bring themselves up to date after an absence by contacting their alternate, the chair or another member.

4) If a Working Team member fails to attend 2 consecutive meetings, the chair will contact them and determine if they intend to continue or if they want to seek a replacement.

5) Meetings will begin with introductions, members highlighting successes experienced since the last meeting and a review of the agenda for additions or changes.

6) Members will support team progress by completing assignments by the determined deadline and coming to meetings prepared.

7) The Working Team will find productive roles for all members.

8) Meetings and conference calls will go beyond the scheduled adjournment with the consensus of the team.

9) A preliminary agenda and date for the next meeting or conference call will be developed at the end of each meeting.