



Minnesota Incident Command System

Prescribed Fire & Fuels Working Team Charter

2020 - 2023

Mission, Goals & Objectives

Mission Statement

The mission of the MNICS Prescribed Fire and Fuels Working Team (PFFWT) is to coordinate interagency efforts to reduce the risks of wildfire to communities while conserving and restoring natural communities and associated native species.

The Prescribed Fire and Fuels Working Team (PFFWT) was established to provide a basis for cooperation among wildland fire agencies and organizations in the State of Minnesota on all aspects of prescribed fire and wildland fire use, and to facilitate the cooperative use of fire related resources for prescribed fires and wildland fire use within the State of Minnesota.

Goals & Objectives

- Continually look for opportunities to improve safety on prescribed fire and wildland fire use management.
- Facilitate the exchange of information and ideas between agencies.
- Provide a forum to represent and discuss field unit concerns.
- Enable coordinated and effective fuels management.
- Work to minimize negative impacts of wildland/urban fire events.
- Support maintenance and restoration of healthy vegetative communities.
- Development of coordinated interagency and DNR prescribed fire and wildland fire use management.
- Facilitate the efficient use of fire personnel, equipment, and supplies to meet prescribed fire and wildland fire use goals.
- Foster the use of prescribed fire in wildfire risk mitigation.
- Ensure coordinated implementation of the Minnesota Smoke Management Plan.
- Ensure coordinated implementation of the Minnesota Fire Danger Operating Plan.

Organization:

Membership

The MNICS Prescribed Fire and Fuels Working Team (PFFWT) will include individuals from within MNICS agencies and non-MNICS agencies or organizations (ad-hoc members). Members identified by and selected from within signatories to the Minnesota Master Agreement will conduct the business of and have the authority and responsibility to vote on issues or items before the PFFWT. PFFWT leadership will rotate between signatory agencies based upon an annual rotation (below) beginning at the conclusion of the Annual Working Team Meeting in December.

Agencies and organizations not signatories to the Master Agreement may attend and participate in PFFWT meetings or discussions as ad-hoc members. If these organizations are signatories to the product or agreement being discussed (i.e. Smoke Management Plan, Weather Annual Operating Plan, Fire Danger Operating Plan), they will have the authority and responsibility to vote on these issues. Participation of all agencies is vital to meeting the mission and goals of the PFFWT.

Members unable to attend will send an alternate from their agency whenever possible or otherwise provide their agency's input to the Chairperson prior to the meeting. The named member is responsible to brief the alternate prior to the meeting. Should individual members find themselves unable to maintain participation in the PFFWT, the Chair will work with the agency and/or liaison to the MNICS Task Force to identify a replacement.

Working Team Representation/Voting Members/Chair rotation

Year	Chairperson	Vice-Chairperson
2020	Minnesota DNR	National Park Service
2021	National Park Service	US Forest Service
2022	US Forest Service	Bureau of Indian Affairs
2023	Bureau of Indian Affairs	US Fish & Wildlife Service
2024	US Fish & Wildlife Service	Minnesota DNR

Agencies without a working team representative may submit concerns to the current chairperson.

Agencies may choose to have additional working team representatives, but in that case, a single member will be identified as the voting member to ensure equity in decision-making.

A MNICS Task Force liaison will serve on the PFFWT in an advisory role.

A majority of active committee members must attend, in-person or via teleconference, to conduct voting business of the PFFWT.

Structure:

Organization Chart



Responsibilities and Duties

Working Team Members

- Share experience, accomplishments, opinions and ideas.
- Ask for help when needed, offer help when able.
- Attend and participate in working team meetings, tasks, sub-committees, ad-hoc groups and coordinated events.
- Serve as a source of information and point of contact for the members' respective agency and agency public information officers.
- Notify Chairperson if unable to attend a meeting.
- Notify agency representative on MNICS Task Force and PFFWT Chairperson if other duties restrict ability to participate in the PFFWT, assist in identification of a replacement member.
- Ad hoc or non-voting members can provide input on consensus items.

Chairperson

- Ensure meetings and conference calls are focused and well facilitated.
- Receive PFFWT assignments from the MNICS Task Force.
- Prepare progress or completion documentation of PFFWT accomplishments and assignments.
- Prepare and deliver report during annual MNICS meeting.
- Establish sub-committees or ad-hoc groups as necessary.
- Attend or designate a representative to attend identified Task Force meetings to update/report on the PFFWT activities and accomplishments.
- Provide report/presentation during annual MNICS meeting.

Vice-Chairperson

- Conduct PFFWT business in the absence of the Chair or at the request of the Task Force.
- Ensure the PFFWT meeting notes are recorded, edited, filed and distributed to PFFWT members.
- Maintain, update and distribute current PFFWT membership roster.

Past Chairperson

- Serve as a mentor for the Chairperson and Vice-Chairperson to promote working team continuity.

Meetings

The PFFWT will meet at least once per calendar year during the Annual MNICS Meeting. Other meetings may be called as needed (in-person or conference calls) to conduct working team business or coordinate events and projects.

Travel and administrative costs for members will be paid by each member's respective agency.

Action Items

Frequency	Action Item
Annual	Identify opportunities for interagency efforts or projects.
Annual	Coordinate with MNICS Training Working Team to identify/host/present prescribed fire educational opportunities.
Ongoing	Review PFFWT membership; solicit new members as needed.
Ongoing	Assist in identifying or developing course instructors and cadre members.
Annual	Review Smoke Management Plan and Weather AOP.
Annual	Review Fire Danger Operating Plan
Annual	Review Air Quality Report

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



Chair, MNICS Prescribed Fire and Fuels Working Team

4/3/2020

Date

Chair, MNICS Task Force

Date