



# **MINNESOTA INCIDENT COMMAND SYSTEM OPERATIONS WORKING TEAM CHARTER**

*December 2019*



## **MISSION STATEMENT**

The mission of the MNICS Operations Working Team is to utilize an interagency forum to provide advice and input on issues pertaining to operational areas in support of the policies and procedures of all agencies.

### Goals

- Provide a forum where all field units' concerns are represented.
- Facilitate the exchange of information and ideas on MN fire operations between FMO's/Fire Team Leaders, Areas/Districts, Fire Departments, Law Enforcement, and Forests/Regions within MN.
- Provide support and recommendations to the T2IA crew program and subcommittee.
- Provide support and recommendations to MNICS Incident Management Teams.
- Represent operations at selected meetings that address operational issues.
- Facilitate overview and updates of pertinent, assigned plans, such as; operational plans, Urban Interface Plan, operations portion of MNICS Mobilization Guide, etc.
- Present operational updates/issues to the MNICS Taskforce.
- Promote technology transfer, standardization, and resource sharing within MNICS agencies and cooperators within MN.
- Develop a 4-year plan showing which agency and person will be serving as Chair/Vice Chair.

## **ORGANIZATION**

### Membership

The MNICS Operations Working Team (MNICS OWT) will be comprised of selected operational staff (FMO's, FTL's, and others) from within the MNICS agencies. These individuals are voting members and conduct Working Team business. The MNICS OWT will select a Chairperson and Vice Chairperson from its membership based on a set agency rotation established as an annual task for the working team.

All working team members will serve a minimum of two (2) years, at which time the agency may choose to continue with the current representative or select a new member. Participation of all working team members is critical to getting the work completed assigned to the team. Should individual members find themselves unable to participate due to time requirements, lack of funding or other constraints, the Chair will work with the agency and/or liaison to MNICS Taskforce to find a replacement.

Working Team Representation/Voting Members (**Voting members in bold**)

**1 - US Forest Service, Superior and Chippewa National Forests**

**1 - US Fish & Wildlife Service**

**1 - Minnesota Department of Natural Resources**

**1 - National Parks Service**

**1 - Bureau of Indian Affairs**

**1 - Homeland Security Emergency Management**

1 – MN State Fire Chiefs Association Liaison

1 - Taskforce Liaison/ (advisory role)

**\*Chair/Vice Chair Rotation:** USFS→DOI→MNDNR

Agencies without a Working Team Representative may submit any concerns to the Working Team chair.

Agencies may choose to have additional working team representatives, but in that case 1 member per agency is identified as the voting member. This will help ensure equity in decision making for all agencies.

Any members that are Administratively Determined (AD) may not be voting members.

The proposed Working Team Chairperson will have served on the team for a minimum of one year prior to being selected, preferably in the role of Vice Chairperson. The Working Team Chairperson and Vice Chairperson will serve a 2-year term.

If the next representative in rotation is unable to serve, the agency must make an effort to find a replacement. If that is not possible, the Chair position will move to the subsequent agency representative.

The agency representative following the Chair in the rotation will become the Vice Chair.

The immediate past Chair will be available to the current Vice Chair and Chair for consultation as needed.

The Taskforce Liaison will serve in an advisory role.

A majority of active committee members (or designee) must be present, either in-person or teleconference, in order to conduct voting business of the Working Team.

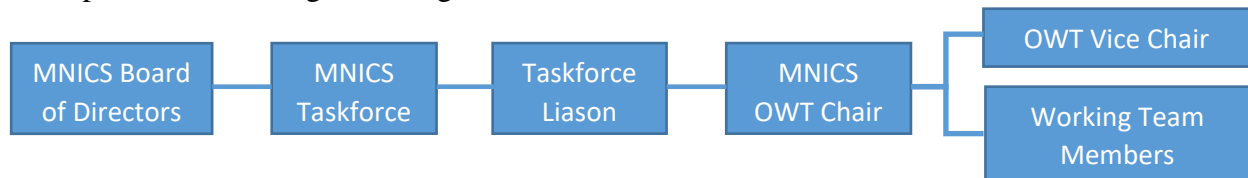
Nominated positions on the Working Team are open for nomination and voting by the working team either in person or teleconference call as needed.

Ad-Hoc task groups may be formed with subject matter experts (line officers, fire management officers, cache managers, incident management team members, computer system people,

incident business management specialists, etc.) through work task orders issued and approved by the MNICS Taskforce.

### Structure

The Operations Working Team organization chart is as follows:



### Responsibilities and Duties

#### Working Team Members

- Attend Working Team meetings and participate in tasks. 60 % participation is required.
- Participate in Working Team tasks, sub-committees, and/or ad-hoc groups as assigned by OWT Chair.
- Serve as Point-of-Contact and liaison for the members' respective agencies.
- Work with the other Working Teams to develop operation strategies and objectives.
- Coordinate the distribution of information regarding the activities and operations of the working team, sub-committees and ad-hoc working teams to the respective agency, their staff, and other interested parties.
- Notify Chairperson if unable to attend a meeting.
- Notify MNICS Taskforce Liaison agency representative if time and/or budget constraints restrict working team participation to find an agency replacement.

#### Chairperson

- 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.
- Receive OWT assignments from the MNICS Taskforce.
- Prepare documentation showing progress or completion of OWT assignments.
- Establishes sub-committees and ad-hoc working groups, as necessary.
- Prepare the article for the Spring Newsletter and MNICS Annual Report.
- Attend or designate a representative to attend identified Taskforce meetings, and provide a report(s) to the Taskforce on the Working Team activities and accomplishments.
- Manage information sharing with the operations community on the MNICS.org Operations Working Team page.

## Vice Chairperson

- Conducts Working Team business in the absence of the Chair or at the request of the Taskforce.
- Responsible for ensuring the Working Team notes are recorded, edited, filed and distributed to Working Team Members via MNICS.org and emailed to OWT members.
- Maintains Working Team membership roster, compiles operations personnel contact lists for Working Team business and information distribution.

## Past Chairperson

- Serves as a mentor and advisor to the Chair and Vice Chair in an effort to provide continuity to the Working Team.

## Meetings

- The Working Team will meet as needed to accomplish assigned tasks. Conference calls can be utilized to keep costs down and allow for maximum participation.
- All travel and administrative costs for members will be paid for by each member's home unit.

## Annual Action Items

- Review the Operations Working Team Charter for needed updates.
- Review Working Team Membership; solicit for new members if needed. Contact MNICS Taskforce representatives for missing or inactive agency representation.
- Directly support and make recommendations to the T2IA crew program and T2IA crew subcommittee in coordination with MNCC Center Managers.
  - Identify and vet representatives from each MNICS agency for the T2IA crew subcommittee.
  - In coordination with T2IA subcommittee and MNCC Center Managers, facilitate T2IA crew cohesion meeting and fall AAR.
- Attend and participate in the MNICS Annual Meeting.
- Vice chair coordinate with MNICS.org gatekeeper to update OWT page.

## MNICS Operations Working Team Perpetual Calendar

Month	Activity
January	<ul style="list-style-type: none"> <li>• Outreach/Application for MIFC Type 2 IA Crews open</li> </ul>
February	<ul style="list-style-type: none"> <li>• Initial application for MIFC Type 2 IA Crews due (additional apps accepted continually until crew rotations start, in order to capture seasonals and stragglers)</li> </ul>
March	<ul style="list-style-type: none"> <li>• OWT Select new Crew Bosses</li> <li>• Crew Bosses Select Crew Overhead</li> <li>• Annual update to Task Force</li> </ul>
April	<ul style="list-style-type: none"> <li>•</li> </ul>
May	<ul style="list-style-type: none"> <li>• T2IA Crew Cohesion Workshop</li> </ul>
June	<ul style="list-style-type: none"> <li>• All MIFC Type 2 IA Crews show 'Available'</li> </ul>
July	<ul style="list-style-type: none"> <li>•</li> </ul>
August	<ul style="list-style-type: none"> <li>•</li> </ul>
September	<ul style="list-style-type: none"> <li>•</li> </ul>
October	<ul style="list-style-type: none"> <li>• Write annual OWT report due mid-October for MNICS Newsletter</li> <li>• Type 2 IA Crew AAR                             <ul style="list-style-type: none"> <li>◦ Compile Crew Evaluations</li> </ul> </li> </ul>
November	<ul style="list-style-type: none"> <li>• Receive annual assignments from Task Force.</li> <li>• OWT conference call                             <ul style="list-style-type: none"> <li>◦ Compile Crew Evaluations from fire season for MNICS TF</li> <li>◦ November Meeting review</li> <li>◦ Review TF assignments</li> <li>◦ Develop meeting agenda</li> </ul> </li> </ul>
December	<ul style="list-style-type: none"> <li>• MNICS Annual Meeting</li> <li>• Voting members designated</li> <li>• Chair/Vice Chair designated</li> <li>• T2IA Crew Subcommittee designated</li> </ul>

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

Jim Edgar – MN DNR

12/13/19

Chair, Operations Working Team

Date

Chair, MNICS Taskforce

Date

**Chair / Vice Chair Rotation:**

2010 Chair: USFS – S. Teeter	Vice Chair: MNDNR – A. Mielke
2011 Chair: USFS – S. Teeter	Vice Chair: MNDNR – A. Mielke
2012 Chair: MNDNR – A. Mielke	Vice Chair: BIA
2013 Chair: MNDNR – A. Mielke	Vice Chair: NPS – K. Fogelberg
2014 Chair: NPS – K. Fogelberg	Vice Chair: BIA – E. Carlson
2015 Chair: NPS – K. Fogelberg	Vice Chair: BIA – E. Carlson
2016 Chair: BIA – USFS – B. Roy	Vice Chair: USFWS - D. Paulson
2017 Chair: BIA – USFS – B. Roy	Vice Chair: USFWS – D. Paulson
2018 Chair: USFWS – D. Paulson	Vice Chair: MNDNR – J. Edgar
2019 Chair: USFWS – D. Paulson	Vice Chair: MNDNR – J. Edgar
2020 Chair: MNDNR – J. Edgar	Vice Chair: USFS - A. Cook
2021 Chair: MNDNR – J. Edgar	Vice Chair: USFS - A. Cook
2022 Chair: USFS - A. Cook	Vice Chair: DOI -
2023 Chair: USFS - A. Cook	Vice Chair: DOI -
2024 Chair: DOI -	Vice Chair: MNDNR -
2025 Chair: DOI -	Vice Chair: MNDNR -
2026 Chair: MNDNR -	Vice Chair: USFS -
2027 Chair: MNDNR -	Vice Chair: USFS -
2028 Chair: USFS -	Vice Chair: DOI -
2029 Chair: USFS -	Vice Chair: DOI -