



Minnesota Incident Command System

Wildfire Prevention Working Team Charter

2020 - 2023

Mission Statement

The mission of the MNICS Wildfire Prevention Working Team is to maintain, grow and leverage interagency communication and coordination to broaden the reach and effectiveness of all agencies' efforts to prevent unwanted wildfire.

Goals

- Facilitate the exchange of information and ideas between agencies.
- Identify opportunities to develop and coordinate timely, appropriate and complementary messaging, events, courses, promotions, advertising, social media, etc.
- Review and discuss burning permits, restrictions and/or other enforcement issues associated with wildfire prevention.
- Provide a forum to represent and discuss field unit concerns.

Organization:

Membership

The MNICS Wildfire Prevention Working Team (WPWT) will include individuals identified by and selected from within MNICS agencies. These individuals will conduct the business of and have the authority and responsibility to vote on issues or items before the WPWT. WPWT leadership will rotate between member agencies based upon an annual rotation. Positions will rotate every year beginning at the MNICS Annual Meeting.

Participation of all agencies is vital to meeting the mission and goals of the WPWT. Members unable to attend are encouraged to send an alternate from their agency or otherwise provide their agency's input to the Chairperson prior to the meeting. If an alternate attends, the named member is responsible to brief the individual prior to the meeting. Should individual members find themselves unable to participate, the Chair will work with the agency and/or liaison to the MNICS Taskforce to identify a replacement.

Working Team Representation/Voting Members/Chair rotation

Year	Chairperson	Vice-Chairperson
2022	US Forest Service	Minnesota DNR
2023	Minnesota DNR	National Park Service
2024	National Park Service	Bureau of Indian Affairs
2025	Bureau of Indian Affairs	US Fish & Wildlife Service
2026	US Fish & Wildlife Service	US Forest Service

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 Taskforce liaison will serve on the WPWT in an advisory role.

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

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 Taskforce and WPWT Chairperson if other duties restrict ability to participate in the WPWT, assist in identification of a replacement member.

Chairperson

- Ensure meetings and conference calls are focused and well facilitated.
- Receive WPWT assignments from the MNICS Taskforce.
- Prepare progress or completion documentation of WPWT assignments.
- Establish sub-committees or ad-hoc groups as necessary.
- Attend or designate a representative to attend identified Taskforce meetings to update/report on the WPWT activities and accomplishments.

Vice-Chairperson

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

Past Chairperson

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

Meetings

The WPWT 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 wildfire prevention efforts or projects.
Annual	Work with MNICS Training Working Team to identify and host/present a wildfire prevention focused educational opportunity at least every other year.
Ongoing	Review WPWT membership; solicit new members as needed.
Ongoing	Assist in identifying or developing prevention course instructors and cadre members.

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

Nicole Selmer, Chair, MNICS Wildfire Prevention Working Team

Date

William Glesener, Chair, MNICS Taskforce

Date