

CHARTER

EASTERN AREA TRAINING WORKING TEAM

MISSION STATEMENT:

The Eastern Area Training Working Team (TWT) is a standing committee jointly established under the Northeastern Area Association of State Foresters' Northeast Forest Fire Supervisors Committee (NFFS) and the Eastern Area Coordinating Group (EACG) to provide coordinated direction for wildland fire management training. The TWT provides an interagency forum for identification, discussion and resolution of issues pertaining to wildland fire training and qualification opportunities within the Eastern Area (EA).

PURPOSE, SCOPE AND AUTHORITY:

The TWT operates under the enabling authorities of the NFFS and EACG. The federal agencies participate under the Joint Powers Agreement of 1982 and the Cooperative Forestry Assistance Act of 1978. Each state has individual authorities that enable participation. (See the EACG Charter for additional details)

1. Address training issues as assigned by NFFS and/or EACG, including:
 - a. Facilitate communication with adjacent Geographic Area Coordination Groups (GACG's) and the national fire organizations
 - b. The working team will select one of its members to serve as the EA Geographic Area Training Representative (GATR)
 - c. Nomination process for national training for National Wildfire Coordinating Group (NWCG) courses at the 300 level and above
 - d. Annual development of Priority Trainee Listings, to aid in securing training assignments to ensure qualifications
 - e. Coordinate with EACG Operations WT to provide training of potential EA IMT Team members
 - f. Provide annual work plan guidance for USFS Northeast Area Training Officer, for NFFS goals
 - g. Facilitate EA training needs analysis for 200, 300, and 400 level courses
 - h. Voice EA training needs at the national level regarding training issues such as: course development, needs and qualifications/standards development
 - i. Provide a forum for interagency discussion of training issues and recommend solutions
 - j. Facilitate communication between EA cooperators on training issues
 - k. Provide training management decision guidance to the GATR

2. The TWT will deal with issues authorized by the NFFS and/or EACG that address area-wide issues or national issues that affect the EA.

MEMBERSHIP:

Each compact and federal agency within the EA may provide representation on the TWT. The TWT will also include one liaison from EACG. Each compact may have an additional member to attend the TWT's two annual meetings. When voting issues arise, each compact and federal agency will have one vote. Due to the U.S. Forest Service – Eastern Region and Northeastern Area State & Private Forestry having different missions, each representative will have a vote.

Agencies and organizations represented with the EA TWT:

- Big Rivers Fire Management Compact (Missouri, Iowa, Illinois, Indiana)
- Bureau of Indian Affairs (Mid-West Regional and Eastern Regional Office)
- Fish and Wildlife Service (Region 3 and Region 5)
- Forest Service - National Forest System, Eastern Region
- Forest Service - Northeastern Area, State & Private Forestry
- Great Lakes Forest Fire Compact (Wisconsin, Michigan, Minnesota, Ontario, Manitoba)
- Mid-Atlantic Interstate Forest Fire Protection Compact (Ohio, Pennsylvania, Maryland, Delaware, New Jersey, West Virginia, Virginia)
- National Park Service (National Capital Regional Office, Northeast Area Regional Office, and Midwest Regional Office)
- Northeast Forest Fire Protection Commission (Maine, Vermont, New Hampshire, Connecticut, New York, Massachusetts, Rhode Island, Quebec, New Brunswick, Nova Scotia, Newfoundland/Labrador)

The TWT may appoint ad hoc advisors or work groups for assistance with special issues or tasks. All travel and administrative costs for members will be paid for by each member's home unit or compact as so designated.

TENURE:

TWT members will have a minimum of a two year commitment from their respective agencies/compact for participation.

OFFICERS:

The TWT will select a Chair and a Vice-Chair from among the TWT membership. The EACG liaison cannot be an officer.

1. The tenure for the Chair and Vice-Chair is two years.

2. The Chair and Vice-Chair will be selected during even years at the winter meeting.
3. A new Chair or Vice-Chair will be selected from the TWT membership, when the posts are vacated by agency or organization staffing activity, during the officer's term.

RESPONSIBILITIES AND DUTIES:

CHAIR:

1. Responsible for administrative action to ensure completion of the TWT mission.
2. Receives issues for study and resolution from the NFFS and/or EACG with clear identification of the tasks to be completed and the proposed due date.
3. Informs the NFFS and EACG of training issues and concerns from both the membership and national levels.
4. Assigns ad hoc work groups and makes assignments to TWT members.
5. Ensures dissemination of TWT minutes, reports and training information to the NFFS, EACG, and the EA training community.
6. Approves, authorizes and coordinates team activities.
7. Represents the TWT and training community at the NFFS and EACG, as needed.
8. Assembles and prepares all material to be acted upon by the TWT.
9. Maintains regular contact with GATR to ensure currency of program emphasis and priorities.

VICE-CHAIR:

1. Assumes the duties and responsibilities of the Chair during their absence.
2. Responsible for ensuring TWT meeting minutes and conference call notes are recorded, edited, filed and distributed to TWT members.
3. Establishes time and location for all TWT meetings.

GEOGRAPHIC AREA TRAINING REPRESENTATIVE:

1. The GATR will be selected by the TWT from among its members.
2. The tenure of the GATR is two years.
3. The GATR will be selected on even years during the Winter Meeting.
4. A new GATR will be selected from the TWT membership, when the post is vacated by agency or organization staffing activity, during the GATR's term.

TEAM MEMBERS:

1. Responsible for checking and reporting on assigned projects.
2. Assist Chairperson or Vice-Chairperson as assigned.
3. Review information submitted by other TWT members.
4. Serve as a representative of the training community to address issues and concerns.

5. Serve as liaison between the TWT and their appointing body.
6. Team members will require an agency commitment of time for each member to accept work assignments developed by the team in furtherance of the TWT mission.

DECISIONS:

Decisions will be made by consensus of those TWT Members present during scheduled meetings/calls via in-person, electronic, or proxy.

WORK GROUPS:

1. Ad hoc work groups may be formed to assist in completing TWT tasks.
2. The TWT will assign tasks to individuals or work groups and provide direction, oversight, expected product and a defined time frame for completion.

MEETINGS:

1. The TWT will meet as needed to accomplish assigned tasks, including at minimum: a meeting during the winter of each year and a meeting before the annual NFFS meeting.
2. Virtual conferencing (calls, video conferencing, etc.) and electronic communication will be used as appropriate to minimize costs.

ADOPTION OF POLICY:

Products, recommendations or reports by the TWT will be presented to NFFS and the EACG.

REVIEW OF CHARTER:

The TWT Charter is a working document and will evolve and change as needed.

~|S|~ Glen Stratton
EACG Chairperson

07/10/15

~|S|~ David Celino
NFFS Chairperson

02/17/16
Date