



**JOSEPHINE COUNTY INTEGRATED FIRE PLAN  
IMPLEMENTATION PLAN – AUGUST 2005**

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In November of 2004, the Josephine County Board of Commissioners adopted the Josephine County Integrated Fire Plan (JCIFP). The Commissioners, along with the President of the Josephine County Fire Defense Board and the District Forester for Oregon Department of Forestry signed the plan in a Memorandum of Agreement that also recognized the partnerships with all of the fire districts, the Forest Service, Bureau of Land Management and the community organizations that participated in the development of the plan.

Since that time, the committees that formed during the development of the plan have continued to meet and work towards implementing the actions identified in the JCIFP. This implementation plan highlights the organizational structure for the JCIFP committees, as well as other fire-related activities in Southwestern Oregon, the roles and responsibilities of the committees and the strategies for maintaining communication between all of the partners involved with the JCIFP. Specifically, the implementation plan includes the following:

**Organizational Structure**

A diagram of the JCIFP committees, work groups and regional efforts related to wildfire.

**JCIFP Committee Objectives for Implementation**

A summary of the JCIFP Committees and the objectives each committee has in relationship to plan implementation.

**JCIFP Timeline, Committee Roles and Responsibilities**

A timeline of monthly, quarterly and annual meetings, as well as the roles and responsibilities for the committee chairs and recorders

**JCIFP Quarterly Update Form**

A form to be used by each of the Committee Chairs to write a quarterly report on the progress, activities and updates for each group

**JCIFP Website**

The JCIFP website will be managed by Josephine County and include digital copies of the implementation plan, quarterly updates and meeting agendas and minutes, as well as a calendar of meetings and all JCIFP documents.





COMMITTEE ROLES AND RESPONSIBILITIES

Following is a summary of the roles and responsibilities for each of the committees organized through the Josephine County Integrated Fire Plan. Each group includes a listing for the Chair, Recorder, Responsibilities and Meeting Schedule.

| Committee                                | Chair(s)   | Recorder                       | Committee Responsibilities   |
|--|--|--------------------------------|--|
| Emergency Management Board               | Phil Turnbull, Rural/Metro<br>Sara Nicholson, Jo. County | Jenny Rinell, Josephine County | <ul style="list-style-type: none"> <li>• Provide oversight to the JCIFP (monitoring and evaluation)</li> <li>• Review and update the JCIFP action plan annually</li> <li>• Submit annual updates/recommendations to the Josephine County BCC</li> <li>• Invite committee chairs to quarterly EMB meetings for updates (and annual review)</li> <li>• Coordinate implementation and monitoring of JCIFP EM actions</li> <li>• Provide quarterly updates to the JCIFP Administrator</li> </ul>   |
| Education and Outreach                   | Sue Parrish, SFI   | Julia Genre, Forest Service    | <ul style="list-style-type: none"> <li>• Coordinate Wildfire Education and Outreach Campaign</li> <li>• Coordinate implementation and monitoring of JCIFP Education and Outreach actions</li> <li>• Provide quarterly updates to the JCIFP Administrator</li> </ul>  |
| Risk Assessment/Fuels Planning Committee | Tim Gonzales, BLM<br>Gary Gnauck, Applegate Partnership  | Rotating                       | <ul style="list-style-type: none"> <li>• Review changes/update the JCIFP risk assessment annually</li> <li>• Identify/update priorities for hazardous fuels reduction in Josephine County</li> <li>• Maintain an inventory of past, current and future fuels reduction projects on private land (using tracking forms)</li> <li>• Coordinate implementation and monitoring of JCIFP Risk/Fuels actions</li> <li>• Ensure coordination with the following groups: <ul style="list-style-type: none"> <li>o Josephine/Jackson County Fuels Mapping Workgroup</li> <li>o JCIFP Fuels Reduction Implementation Committee</li> <li>o Monitoring Workgroup</li> <li>o Southwest Oregon Fire Management Plan</li> <li>o Regional Biomass Utilization groups</li> <li>o Josephine County Fuels Projects (including those funded by National Fire Plan and Title II)</li> </ul> </li> </ul> |
| Two-County Fuels Mapping Work Group      | Gary Gnauck  |                                | <ul style="list-style-type: none"> <li>• Provide oversight to the administration of the FY 2005 National Fire Plan Grant for fuels mapping.</li> <li>• Provide quarterly updates to the Risk /Fuels Committee</li> </ul>   |
| Monitoring Work Group                    | Charley Martin, BLM Medford District                     | David Wickwire, RRS NF         | <ul style="list-style-type: none"> <li>• Develop standards for tracking and monitoring fuels treatment projects (including defensible space, roads and access, and landscape treatment)</li> <li>• Provide quarterly updates to the JCIFP Risk /Fuels Committee</li> </ul>   |





**Josephine County Integrated Fire Plan  
Committee Timeline, Roles and Responsibilities**

JCIFP Implementation depends on the continued involvement of all partners. The committees, established to help identify goals and objectives for the plan, are the primary means of implementing, evaluating and updating the JCIFP. Following are committee guidelines to help ensure they continue to function.

| Committee/<br>Organization             | Monthly   | Quarterly  | Annually   |
|--|---|--|--|
| JCIFP<br>Administration                | Post meeting minutes and agendas on the JCIFP website ( <i>coordinate w/J. Wegner</i> ) | Consolidate quarterly updates. Work with County webmaster to post on website; send as a pdf attachment to JCIFP member list. ( <i>Langford</i> ) | Facilitate annual review of JCIFP Action Plan ( <i>Sorensen</i> )  |
|  |   | Consolidate meeting log updates – submit to County webmaster for the website quarterly updates. ( <i>Langford</i> )                              | Post update of all action plans to website ( <i>Langford</i> )   |
|  |   | Update JCIFP committee member list – send to committee chairs. ( <i>Langford</i> )   |  |
| Emergency<br>Management<br>Board (EMB) | Develop and send out meeting agendas ( <i>Nicholson/Turnbull</i> )                      | Send invitations to committee chairs for quarterly summits ( <i>Nicholson/Turnbull</i> )   | Facilitate review of JCIFP Action Plan (invite Com. Chairs).<br>Designate someone to write annual review/submit to BCC |
|  | Facilitate meetings ( <i>Nicholson/Turnbull</i> )                                       | Write quarterly JCIFP update for EMB Committee ( <i>Nicholson/Turnbull</i> )   | Facilitate review of EMB action plan ( <i>Nicholson/Turnbull</i> )   |
|  | Take meeting minutes and send to committee ( <i>Rinell</i> )                            | Update and submit committee member list to JCIFP Administrator ( <i>Rinnell</i> )  | Record updates from annual EMB review ( <i>Rinnell</i> )   |
| Education and<br>Outreach (EO)         | Develop and send out meeting agendas ( <i>Parrish</i> )                                 | Write quarterly JCIFP update for Education and Outreach Committee ( <i>Parrish</i> )   | Facilitate annual summer meeting with Jackson and Josephine County partners ( <i>Parrish</i> )                         |
|  | Facilitate meetings ( <i>Parrish</i> )  | Update and submit committee member list to JCIFP Administrator ( <i>Genre</i> )  | Facilitate review of EO action plan ( <i>Parrish</i> )   |
|  | Take meeting minutes and send to committee ( <i>Genre</i> )                             |  | Record updates from annual review. Submit updates to JCIFP Admin. ( <i>Genre</i> )                                     |
| Risk/Fuels                             | Develop and send out meeting agendas ( <i>Gonzales/Gnauck</i> )                         | Write quarterly JCIFP update for Risk/Fuels Committee – get updates from sub groups ( <i>Gonzales/Gnauck</i> )                                   | Facilitate review of Risk/Fuels action plan ( <i>Gonzales/Gnauck</i> )   |
|  | Facilitate meetings ( <i>Gonzales/Gnauck</i> )  | Update and submit committee member list to JCIFP Administrator ( <i>Gonzales/Gnauck</i> )  | Record updates from annual review. Submit updates to JCIFP Administrator   |
|  | Take meeting minutes and send to committee ( <i>rotating</i> )                          |  | ( <i>Gonzales/Gnauck</i> )   |

