

BLM Fire Training Committee

Charter

Introduction

The Bureau of Land Management (BLM) Fire Operations Group (FOG) has approved the formation of a number of committees and workgroups within specific functional areas of the fire management program. One such group is the BLM Fire Training Committee, hereinafter referred to as the Training Committee.

Authority

The Training Committee is formed under the authority of the FOG with the concurrence of the Fire Leadership Team (FLT).

Mission

Provide national leadership in all areas of BLM fire training. Promote and coordinate safe, effective, and efficient training in order to accomplish BLM fire management objectives. This will be done in collaboration with and under the direction of the FOG in coordination with the BLM National Fire Training and Workforce Development Program Manager.

Purpose

The Training Committee will review and evaluate training, qualifications, education, and career development programs in which BLM personnel participate and make recommendation for changes as necessary. The Training Committee will also develop and evaluate proposals for new training and career development programs and courses that may meet the needs of the BLM fire community into the future.

The Training Committee has the following distinct purposes:

- Promote information exchange on training, qualifications, and career development issues among all levels of the BLM wildland fire organization.
- Focus on training needs analysis and prioritization of training development and delivery workloads.
- Conduct “futuring” for the training programs, including the development of strategic plans for training on an agency-specific and interagency basis.
- Create a mechanism for elevating training and qualification issues that require action from the field level to the national level.
- Make recommendations to various NWCG working teams on training and qualifications related issues as appropriate.
- Review all BLM proposals for changes to fire training policy.

Membership

Each BLM state will provide one representative to this committee. This representative should be familiar with and have primary responsibility for fire training issues at the organizational level, whether or not these are collateral duties.

Membership on the Training Committee shall be with the concurrence of the individual’s supervisor. Individual expenses associated with participation shall be funded by the home unit or state.

Training Committee memberships includes:

- The BLM National Fire Training and Workforce Development Program Manager (FA-324) or designee (Co-chair)
- One representative from each BLM state

General Operating Procedures

The Training Committee will operate under the direction of and report to the FOG. Liaison and assistance will be provided by the BLM National Fire Training and Workforce Development Program Manager.

The Training Committee will identify and prioritize training and qualification issues and propose solutions to the FOG. This will be done in an organized and systematic manner.

Task Groups

The Training Committee may assemble task groups. Membership shall be approved by the Training Committee.

The Training Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task, and time line for completion.

A task group will dissolve upon completion of task unless assigned additional work.

Co-chair Selections

The Training Committee will be chaired jointly. One co-chair will be appointed from the FA-324 staff by the FA-320 chief for an indefinite term. The other co-chair will be nominated from and elected by the Training Committee at the start of every other annual fall meeting for a two-year term. When possible, the terms of the two chairs will overlap for continuity.

Training Committee Co-chair Responsibilities

- Implement the BLM Fire Training Committee charter.
- Organize and task Training Committee members to address issues as identified.
- Ensure Training Committee participation with other entities in identifying, addressing, and proposing solutions to issues.
- Convene Training Committee meetings and conference calls.
- Represent the Training Committee at FOG meetings and on conference calls.
- Submit required reports to the FOG.
- Prepare and distribute materials throughout the BLM fire community that promote efficient, safe, effective, and low-cost training. Such materials would also provide information to the field on pertinent training issues.
- Take training and qualification issues forward to other interagency groups, as appropriate.
- Has voting authority only in the event of a tie.

Training Committee Member Responsibilities

- Serve as the Training Committee liaison to state fire programs to identify training, qualification, and career development issues and propose solutions.
- Transfer information from the Training Committee to appropriate state fire program personnel.
- Complete assigned tasks within time frames.

- Represent the Training Committee as assigned.
- Designees from each state should send a substitute representative should the primary representative be unable to attend a meeting or call.

Meetings and Conference Calls

At a minimum, a Training Committee meeting or conference call will be scheduled prior to or concurrent with the fall and spring FOG meetings to emphasize fire training issues and procedures and to identify critical issues for FOG consideration. Other meetings or conference calls may be scheduled as needed.

Reports and Minutes

An annual report of Training Committee accomplishments will be submitted to the FOG at the fall meeting.

Periodic reports, such as task group accomplishments, will be submitted as needed to the FOG.

The Training Committee co-chairs will ensure that meeting/conference call minutes or action items are distributed within 15 working days after the session. Copies will be sent to the FOG co-chairs and the Training Committee members.

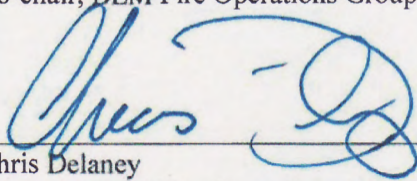
Drafts of reports/issue papers will be circulated to the Training Committee members for comments prior to submission to the FOG co-chairs. In the event that time frames do not allow for circulation of a draft, the Training Committee co-chairs or assigned member will contact as many Training Committee members as possible for input.

Approval

This charter may be revised with approval of the FOG co-chairs and is effective as of the date below.

 _____ 2/18/16
Date

Steve Shaw
Co-chair, BLM Fire Operations Group

 _____ 2/17/2016
Date

Chris Delaney
Co-chair, BLM Fire Operations Group