

Statewide Prescribed Fire Committee Charter

APPROVED BY: _____
Name, Title

DATE: _____

Purpose and Scope of Activity

Purpose Statement:

Function as a self-directed committee to provide the leadership and support necessary to foster a safe and effective prescribed burning program for the purpose of managing fuels or restoring and maintaining sustainable ecosystems.

Focus areas include:

- Employee training and qualifications
- Safety standards
- Coordination and collaboration across divisions, programs and agencies
- Recordkeeping and reporting
- Program standards

Functions and Scope:

- Continually look for opportunities to improve safety on prescribed fires.
- Maximize the learning value of every prescribed fire experience.
- Respond to leadership needs for prescribed fire information.
- Foster communication and collaboration across divisions and fire programs with other agencies and organizations.
- Identify key prescribed fire issues for the agencies to address.
- Draft prescribed fire policies and guidelines for leadership approval, particularly Minnesota Department of Natural Resources (DNR) Operational Order 47 and the Prescribed Burn Handbook.
- Identify opportunities for fire programs to share resources.
- Develop and support ideas for improved training opportunities.
- Ensure employee training records are maintained.
- Develop and support ideas for mentoring trainees.
- Strive for reporting and tracking systems that are adequate and efficient.
- Ensure key messages and action items are communicated back to the leadership within each member's agency, division and the commissioner's office.

Authorization

This Committee is authorized by the: DNR Operations Managers Team.

Membership

- Parks and Trail (PAT) Division Representative
- Fish and Wildlife (FAW) Division Representative
- Ecological and Water Resources (EWR) Division Representative
- Forestry (FOR) Division Representative
- DNR Region 1 (NW) Regional Prescribed Burn Committee Rep
- DNR Region 2 (NE) Regional Prescribed Burn Committee Rep
- DNR Region 3 (Central) Regional Prescribed Burn Committee Rep
- DNR Region 4 (South) Regional Prescribed Burn Committee Rep
- Minnesota Interagency Fire Center (MIFC) Predictive Services Coordinator
- MIFC Advanced Wildland Fire Training Specialist
- Minnesota Department of Transportation (MnDOT) Fire Operations Representative
- At-large members (Safety, Subject Matter Experts as needed)

Roles and Responsibilities

Participation:

Members of the committee should be seasoned employees possessing a wealth of professional knowledge and skills in prescribed burning techniques, wildfire suppression, field resource management, ecosystem requirements, and the organizational structure and policies of their organization.

The committee shall be comprised of 11 voting members, as follows:

- a representative from each MN DNR division directly involved with wildland fire (i.e. PAT, FAW, EWR and FOR),
- a MnDOT representative,
- a regional prescribed burn committee representative from each of the four DNR regions,
- the MIFC Predictive Services Coordinator, and
- the MIFC Advance Training Specialist.

At-large members can be added on a temporary, as needed basis. At-large members will be determined by committee consensus. At-large members can be subject matter experts, a representative from a geographical area of the state or representative a subject area of interest. Terms for at-large members can be flexible and on an as needed basis.

Voting members will serve a minimum term of 2 years. Members may remain on the committee for as long as their leadership deems necessary. If a member is removed from the committee by their leadership, changes division or region, moves to a position that does not work in wildland fire, or resigns, their respective leadership will nominate a replacement.

- Regional committee representatives will be nominated by their respective regional director with the concurrence of the nominee's supervisor. The current committee members will vote to accept the nomination or suggest an alternative.
- Divisional committee representatives will be nominated by their respective divisional director with the concurrence of the nominee's supervisor. The current committee members will vote to accept the nomination or suggest an alternative

If a Committee member fails to attend 2 consecutive meetings, the chair will contact them to determine if they intend to continue or if they want to seek a replacement.

A departing member should endeavor to introduce and orient their replacement to the responsibilities and duties of the committee.

The committee chair will serve for a two-year term. The committee chair will rotate during the annual winter meeting of the year their term expires. The current vice-chair will assume the chair position. The incoming vice-chair is selected from existing committee members. The chair and vice-chair positions will be rotate between MN DNR divisions and MnDOT. The chair and vice chair rotation will be as follows:

Calendar Year	Chair	Vice Chair
24-25	FOR	EWR
26-27	EWR	MnDOT
28-29	MnDOT	FAW
30-31	FAW	PAT
32-33	PAT	FOR

Meeting schedule:

Meetings will be called by the chair and accommodate the schedule of as many committee members as possible. The frequency of these meetings will be determined by the issues needing attention but will take place 2-4 times per year on average.

Meeting agendas, format and facilitation:

The committee chair will schedule meetings and set agendas.

For short check-in meetings, the committee chair will document any action items and distributing them to committee members. For longer meetings with multiple discussion topics, the chair will seek facilitation assistance from outside of the committee if deemed necessary.

Meetings can be in-person or virtual.

Communications:

The Statewide Prescribed Burn Committee Chair will report statewide policy recommendations and informational updates to the Senior Management Team through the Operations Managers Team.

Committee members will solicit feedback from their respective programs, divisions and agencies when necessary and convey those viewpoints to the committee. Members will also need to be a communication link back to their division, keeping divisional leadership and key divisional contacts informed of committee activities.

Committee meeting agendas, meeting notes and other items of interest may be posted on the One Drive at [Meeting Agendas & Minutes](#).

Decision Process

This Committee functions to provide technical and policy support as described in Operational Order 47. Committee actions and decisions include providing recommendations to the Operations Managers Team and the Senior Management Team. All recommendations shall be forwarded by the Chair to the Operations Managers Team for consideration.

The Statewide Prescribed Fire Committee serves primarily as an intra-departmental advisory forum.

The team may provide recommendations on specific topics upon request by the Commissioner's Office, Senior Management Team, Operations Managers Team or the chair.

Recommendations are determined based on informed consent, with the assistance of a facilitator when necessary. The team will strive for full informed consent but may deliver a majority recommendation along with dissenting opinion(s) if consent is not reached.

When a final decision item is before the committee, at least 7 members must be present, or the item will be tabled until the next meeting.

Charter Maintenance

The charter will be reviewed by the committee annually and revised if/as needed.

Amendments to the Charter may be proposed at any meeting of the committee and forwarded by consensus to the Operations Managers Team for approval.