

CSSC Briefing on Status of National Strategy Report

The CSSC work group tasked with reviewing feedback on the National Strategy Report from the internal agency review met in Washington, DC, August 27-29, 2013. Over 1,000 comments were submitted. All were “triaged” but not all were discussed in depth during this meeting. The emphasis established by the work group was to prioritize discussion by focusing on the more substantive issues raised. Comments specific to a section will be evaluated as that section is undergoing editing.

While many of the suggestions were minor and beneficial, some were contradictory. Several broad themes emerged suggesting the need for considerably reorganizing the report. The work group felt that some of these concerns should be discussed and determined by the CSSC. This feedback is briefly summarized in the items below.

- Reevaluation of expectations regarding the current timeline (a proposed clarification of the timeline will accompany this briefing paper).
- Regarding all feedback:
 - Agency “concurrency” vs. agency submission of feedback received.
 - What information do we make available to whom?
 - How to acknowledge the feedback contributors? (Examples used by WFEC member agencies/orgs?)
- Title and concept of this report – The *National Cohesive Wildland Fire Management Strategy and Risk Analysis – Phase III Report* vs. ??? And “Cohesive Strategy” vs. “National Strategy”?
- In general – need to determine consistent terminology. The following list is *not* all-inclusive:
 - Anthropogenic vs. human-caused
 - Policy options vs. management options
 - Wildfire vs. wildland fire
- Restructuring of Introduction (A) –
 - Purpose of Strategy (of *this* report)
 - Background
 - Collaboration aspect (Communications section information?)

- “Policy options” vs. “management options” – Confirm the correct term per direction from WFEC. And what does this term really mean? It needs to be spelled out definitively in the report (in the Introduction {A} and analysis sections{D}?).
- Communications section (B) – combine with another section? Edits? Move to appendix? Provide as an online/website reference?
- Barriers (in {C})– Keep them in? Take them out? List all? List only the top 11 priority ones? Move them to the appendix? Move them to come after the strategy? Move them to become next steps toward the Action Plan?
- We heard repeatedly that key information does not “pop” in the report.
 - One consideration to address this is to move the conclusions in the analysis section (D) to the front of that section.
 - Discuss adding a subsection to address the “analytical approach” or the “scientific approach” (also need to decide on which terminology to use) – how it was conducted and how it is connected to the management/policy options.
- Appendices – others to add? Moving other document content to the appendices? Make some information available online/on the website instead of as an appendix (i.e., appendix 6)?
- Graphs and maps – which to keep/add/move/delete?
- Reevaluation of structure and format of report to enhance the flow of the information and make sure the key points “pop” and are well articulated. The proposal includes the same topics/general information as in the template submitted by the CSSC and approved by the WFEC, but sections will be rearranged, combined, and/or moved; headings of some sections/subsections will be revised. (A proposed template will accompany this briefing paper.)

National Strategy Report – Proposal for Revised Template

September 4, 2013

Original with suggested modifications:

Executive Summary

- A. Introduction – *Expand*
- B. National Communications and Stakeholder Engagement – *move some content to Introduction; remaining to Appendices*
- C. Regional Context – *incorporate into Introduction*
- D. National Analysis – *rename*
- E. National Strategy
- F. Next Steps – *incorporate into National Strategy section*
- G. Conclusions – *incorporate into National Strategy section*
- H. Appendices

Revised template proposal:

Executive Summary

- A. Introduction
 - Purpose of the strategy (this document)
 - Background of effort
 - Collaboration, coordination, communication
 - Using science to support decision-making
 - Regional context as basis for analysis
- B. Scientific Analysis of Wildland Fire Management Challenges
 - Answer question “Why does fire cause problems nationally?”
 - Decision support tools
 - National priority maps
- C. National Strategy
 - Include national strategic direction (the 25 bullets)
 - Management options
 - Conclusions regarding *the strategy*
 - Next steps

Appendices

Reevaluation of National Strategy Report Timeline Expectations

The following timeline was forwarded by Alan on 07/23/2013. Blue text represents clarification/revisions proposed by the workgroup during Aug 27-29 meeting.

Note - The last column pertaining to the National Action Plan was intentionally omitted from this version.

Wed Sept. 4	CSSC	Report discussed with CSSC & forwarded to WFEC Summary of feedback and proposal for incorporating feedback and reorganization of report. <i>*Need to ask WFEC when they want to receive Publisher version of report complete with pictures.</i>
Fri Sept. 6	WFEC	Results of the Internal Review and Adjustments to Report Recommendations <i>The results of this internal review will be sent to WFEC on Sept 6. (Note – the Sept 6 and Sept 13 WFEC meetings have been combined and rescheduled to Sept 10)</i>
Tues Sept. 10	WFEC - <i>public meeting</i>	Based upon the August 19 public WFEC meeting and the results of the internal agency and organizational review, WFEC will provide to CSSC any final recommendations or edits to the National Report. <i>CSSC propose report edits to WFEC, as based on feedback:</i> <ul style="list-style-type: none"> • Discuss and characterize feedback • Discuss and clarify timeline and expectations
<i>Fri Sept. 20</i>	<i>WFEC meeting cancelled</i>	<i>No WFEC deliverable; CSSC continues to work on report</i>
		<i>Sometime between Sept 20 and Oct 11 need to plan for Pat Goude to conduct final edits and formatting?</i>
Fri Oct. 4	WFEC	
Fri Oct. 11	CSSC	Final Draft National Risk Report to WFEC <i>The CSSC will submit a final draft of the risk analysis report to WFEC on October 11. – clean version (no Track Changes) to be emailed</i>
Tue Oct. 15	CSSC/ RSCs	
Fri Oct. 18	WFEC	WFEC will review , discuss, and submit final edits (<i>identification of fatal flaws</i>) to the National Report <i>Note: this is scheduled to be a formal meeting, not an administrative one</i>
Fri Oct. 25	WFEC	<i>(The special WFEC meeting had been removed from the schedule and timeline.)</i> WFEC public recommendation to WFLC
November	WFLC	Conference call with WFLC members. <i>Update them on key findings from the modeling and discuss apparent tradeoffs. Schedule an in-person meeting for mid-January or February to review and approve final report.</i>



Status Report

Date: September 3, 2013

Subcommittee/Person: CSSC - Performance Measures Working Group

Background:

The WFEC tasked the CSSC with developing the National Cohesive Strategy. In turn, the CSSC tasked working groups to develop particular sections of the Strategy. One of those working groups was charged with developing National Performance Measures to ensure accountability and show progress in achieving the goals and objectives of the Strategy. Preliminary national measures were developed and shared with WFEC in Spring 2013. WFEC comments were considered and incorporated into the draft measures. The working group also held discussions with the NSAT lead to help ensure the data and modeling and analysis work was reflected in the measures to the greatest extent possible.

Accomplishments since Last Report:

The Performance Measure Working Group has a draft set of long-term outcome measures (3 – 5 years), each with associated intermediate (annual) measures. The working group has also carefully combed through nearly a hundred existing measures from multiple sources to ensure current measures don't already exist that would accomplish the desired outcomes and have include current measures, where appropriate, to reduce the burden on those who have to collect the data and report on the measures. Further, the working group developed a Data Dictionary template that will include information such as alignment to the CS goal, description of the measure, data sources, targets, desired trajectory, etc. for each measure. This is important to ensure common understanding and measurement of each performance across the country.

Planned Activities with Timeline:

The working group will continue to develop a Data Dictionary entry for each proposed performance measure over the next 3 – 4 weeks. They will also share the proposed measures with the CSSC to get their comments on the measures and will then share the revised performance measures with WFEC for comments in mid-October prior to finalizing the measures and drafting the section to be included in the draft National Action Plan in early December.

Issues Identified:

Data gaps and technology limitations prevent some cutting edge performance measures from being fully developed and utilized at this time. However, it is planned that in the future as data and technology improve, performance measures will be updated.



Status Report

WFEC Decisions/Approvals Needed:

None until October

References:

Contact Information:

Sandy Burnett: 202-657-7323 or sandralburnett@fs.fed.us



Status Report

Date: September 10, 2013

Subcommittee/Person: Erik Christiansen, DOI; Bob Sommer, USFS

Background:

The Cohesive Strategy Fuels Critical Success Factors Task Group was created in January to develop recommendations for the WFEC on key things that could be done in the near- and mid-terms to increase fuels treatments across all ownerships.

Accomplishments since Last Report:

A second draft of the Task Group's report was prepared and released for comment in early August to the regional strategy committees and the federal fire management agencies. Edits and comments have been received; the Task Group co-chairs are working through them and creating a final report.

Planned Activities with Timeline:

Evaluate input received; prepare final report for release on approximately September 13, 2013.

Issues Identified:

None

WFEC Decisions/Approvals Needed:

None

References:

None

Contact Information:

Erik Christiansen, DOI Office of Wildland Fire, 208-334-1559
Bob Sommer, USDA Forest Service, 202-205-1486

DRAFT National Action Plan *Template*

07/12/13

I. Executive Summary

II. Introduction

A. Background (*Purpose of this national action plan, FLAME Act summary, Cohesive Strategy vision, guiding principles (listed below) and brief summary of foundational reports, Phase I, II etc*)

- **Guiding Principles**
- **National Cohesive Strategy Goals**

B. National Wildland Fire Management Context (*Briefly describes the current national wildland fire management situation, challenges and issues being addressed by this plan. Suggest this summary be drawn from National Risk and Trade-off Analysis Report and references from Phase 1 and 2*)

C. National Cohesive Strategy Coordination (*Briefly outlines roles of WFLC, WFEC, CSSC, RSCs, etc. in developing and implementing this National Action Plan*)

III. National Goals and Actions

The National Action Plan defines and records the national actions to undertake now and over the course of the next five years to make progress to achieve the three National Goals of the Cohesive Strategy. The outcome and efficiency measures will enable all parties to assess and track progress toward the desired outcomes envisioned within each goal progress within the next five years. Actions will be derived from the following sources:

- *Actions to address tier 1 and tier 2 barriers and critical success factors*
- *Actions in relation to policy options derived from the tradeoff analysis*
- *Actions from regional action plans that are national in scope or common to multiple regions*
- *Overarching Actions (if any emerge from the above sources)*

GOAL 1: Restore and Maintain Landscapes - *Landscapes across all jurisdictions are resilient to fire-related disturbances in accordance with management objectives.*

National Performance Measures: *List under each of the 3 national goals (provided by the PM Group)*

- *outcome measures*

- *efficiency measures*

National Action Xx: *Provide a brief description of each national action. Each of the actions and tasks will have a set of the following parameters completed that outline the details for implementing each action and task (if needed). These parameters include:*

- **Lead:** *Agency or organization*
- **Other Collaborators:** *Agencies and/or organizations involved*
- **Implementation Timeframe:** *Short term (0-2 years); mid-term (2-4 years) or long-term (>4 years).*
- **Tasks:** *(optional) Outline any specific steps that may be needed to complete the action; not all actions will require tasks)*
- **Supplemental Information:** *(Optional) Include any other information that is important to the action, i.e., additional detail about the action, activity tracking*

GOAL 2: Fire Adapted Communities - Human populations and infrastructure can withstand a wildfire without loss of life and property.

National Performance Measures: *List under each of the 3 national goals (provided by the PM Group)*

- *outcome measures*
- *efficiency measures*

National Action Xx: *Provide a brief description of each national action. Each of the actions and tasks will have a set of the following parameters completed that outline the details for implementing each action and task (if needed). These parameters include:*

- **Lead:** *Agency or organization*
- **Other Collaborators:** *Agencies and/or organizations involved*
- **Implementation Timeframe:** *Short term (0-2 years); mid-term (2-4 years) or long-term (>4 years).*
- **Tasks:** *(optional) Outline any specific steps that may be needed to complete the action; not all actions will require tasks)*
- **Supplemental Information:** *(Optional) Include any other information that is important to the action, i.e., additional detail about the action, activity tracking*

GOAL 3: Wildfire Response - All jurisdictions participate in making and implementing safe, effective, efficient risk-based wildfire management decisions.

National Performance Measures: *List under each of the 3 national goals (provided by the PM Group)*

- *outcome measures*
- *efficiency measures*

National Action Xx: *Provide a brief description of each national action. Each of the actions and tasks will have a set of the following parameters completed that outline the details for implementing each action and task (if needed). These parameters include:*

Lead: *Agency or organization*

Other Collaborators: *Agencies and/or organizations involved*

Implementation Timeframe: *Short term (0-2 years); mid-term (2-4 years) or long-term (>4 years).*

Tasks: *(optional) Outline any specific steps that may be needed to complete the action; not all actions will require tasks)*

Supplemental Information: *(Optional) Include any other information that is important to the action, i.e., additional detail about the action, activity tracking*

IV. Monitoring and Accountability *(performance measure work group provide this section on how accomplishment reporting will occur, responsibilities and the timeframes involved).*

V. Conclusion

VI. Appendices

Appendix 1: Glossary

Appendix 2: Acronyms

Appendix 3: Useful Links - *to items such as: the complete set of CS reports, the National Trade-off Analysis Report with supporting information, performance measures supporting information, communication materials such stakeholder feedback, CS communication websites, Agency/Partner websites, etc.*

Appendix 4: Committee Membership Rosters



Subcommittee Guidance

Date: August 19, 2013

Name: Western Regional Strategy Committee (WRSC)

This document describes the purpose, membership and responsibilities of the Western Regional Strategy Committee (WRSC), a subcommittee of the Wildland Fire Executive Council (WFEC).

Purpose:

The WRSC was established to support the implementation and coordination of the Western Regional Action Plan as part of the National Cohesive Wildland Fire Management Strategy.

The Administration and Congress have directed the Federal Agencies to work collaboratively with tribal, state, and local governments and with citizens to develop and implement strategies for wildland fire management. The WRSC is a committee established to exchange views, information, and advice relating to the strategic management and implementation of regional wildland fire and land management to include federal, tribal, state, local, and non-governmental organizations programs.

Responsibilities:

The WRSC is made up of federal, state, tribal, local and non-governmental organization representatives and works to facilitate and coordinate the development and implementation of the National Cohesive Wildland Fire Management Strategy – Western Regional Strategy and the Western Regional Action Plan. The Plan will not restrict or direct local authorities and associated collaboratives in their decision-making.

The WRSC will:

- Provide executive leadership, oversight and guidance for implementation of the Western Regional Action Plan
- Provide a forum for members to recommend and guide joint strategic direction on fire and land management activities
- Continue to collaboratively support, recognize and assist the National Cohesive Wildland Fire Management Strategy goals, efforts, and documents.
- Provide a consistent communications with stakeholders and will promote collaboration to enhance local, state, tribal, federal and regional decision-making, while accomplishing the goals of the Cohesive Strategy.
- Provides a forum for discussions with fire and land management agencies and stakeholders regarding fire and land management;

Functions:

The WRSC:

- Develops recommendations on the strategic direction of fire and land management;
- Develops information, products and documents for distribution through its members to their respective organizations supporting the WRSC's agreements on strategic direction and guidance related to fire and land management;
- Deliberates on fire and land management issues with regional significance brought before the WRSC by stakeholders, the Wildland Fire Leadership Council (WFLC) members, the Wildland Fire Executive Committee (WFEC); National Science and Analysis Team and/or science community;
- Determines the appropriate membership on the WRSC and assignments to other regional and national efforts, as well as facilitates an understanding of the governance and oversight roles of wildland fire and land management;
- Collaboratively studies, evaluates, defines, and prioritizes the near-, mid-, and long-term actions and tasks in the Western Regional Action Plan;
- Determines necessary Work Groups to accomplish actions and tasks, being mindful of capacity to adequately staff these groups;
- Determines the appropriate membership on the Work Groups to ensure necessary input is received from land managers, stakeholders, public and regional interests;
- Provides guidance to Work Groups on expectations for conducting outreach and ensuring participation throughout implementation;
- Administers the Coordinator position to implement the Western Regional Action Plan;
- Tracks implementation, establishes timeframes, and ensures completion of the regional recommendations, actions, and tasks;
- Considers how to meet information needs at the appropriate scales and identifies options to increase capacity;
- Provides its work products and recommendations to the WFEC for their deliberations and recommendations to the WFLC;
- Communicates progress and/or issues throughout the process;
- Facilitates a process for reviewing and updating the plan to address changing conditions or other factors.
- Develops progress reports, financial accountability reports, and action plan updates
- Strategizes how to improve the process of developing this Western Regional Action Plan
- Develops a plan and timeline to facilitate the next update of the cohesive Strategy for the West

Membership:

Membership of the WRSC includes the following:

- U.S. Department of Agriculture
 - U.S. Forest Service – Regional Forester (1)
 - N.R.C.S. – State Conservation Director (1)
 - U.S. Forest Service Research Station Director (1)
- U.S. Department of the Interior
 - Fire/Land Manager, Bureau of Indian Affairs (1)
 - Fire/Land Manager, Bureau of Land Management (1)
 - Fire/Land Manager, Fish and Wildlife Service (1)
 - Fire/Land Manager, National Park Service (1)
- U.S. Department of Homeland Security
 - Representative, U.S. Fire Administration (1)
- U.S. Department of Defense
 - Fire and land management leadership (1)
- Senior Officials
 - State Governor – Western Governors’ Association (1)
 - Representative – Intertribal Timber Council (1)
 - County Commissioner – National Association of Counties (1)
 - Mayor – National League of Cities (1)
 - State Forester Representative – Council of Western State Foresters (1)
 - Conservation District Director – National Association of Conservation Districts (1)
 - Fire Chief – Requested by the International Association of Fire Chiefs (1)
- Non-Governmental Organizations (3)
 - TBD by the WRSC (suggested members can include representatives from the environmental/conservation community, the timber/forest products industry, the insurance industry and the fire code industry.

Members of the WRSC will identify the appropriate staff from the federal, tribal, state, and local government, along with non-governmental organizations to execute the activities described above. The WRSC will actively recruit federal and non-federal entities to contribute to this effort, particularly with respect to identifying other key sectors that are being, or are projected to be, affected by wildland fire and deteriorating landscape conditions. In addition, members will actively seek human and financial resources needed to implement the Western Regional Action Plan.

The WRSC members may delegate their authority to alternates to attend in their absence. The WRSC may engage with other member departments, agencies, and organizations as necessary to fully explore recommendations deliberated upon and within WRSC.

Organization:

The WRSC is a formal subcommittee of the Wildland Fire Executive Council. As such, the WRSC is not subject to FACA charter regulations. The WRSC may establish standing groups, committees, or similar organizations for the development of work products associated with the responsibilities and functions of the subcommittee.

Leadership or co-chair positions of the WRSC may be filled by federal, tribal, and non-federal members.

Governance:

The WRSC is not a national decision making body. All national recommendations intended to result in advice to the Secretaries of Agriculture and Interior must be presented to the full WFEC for consideration.

For a WRSC recommendation to go forward to the Secretaries, a WFEC agenda item request will be sent to the DFO and will include a description of the topic, desired outcome, time needed, and identification of pre-work material/handouts. If the WRSC is seeking agreement and/or approval from WFEC, a proposal using the WFEC proposal template will be included as one of the handouts.

The WRSC may create work groups as necessary to carry out specific activities for the subcommittee. The work groups report directly to the WRSC. All members of the WRSC and work groups will carry out their activities in a coordinated and mutually beneficial manner and will work together to track implementation of the Western Regional Action Plan. The Western Regional Action Plan will not restrict or direct local authorities and associated collaboratives in their decision-making.

Roles and Responsibilities:

Executive Committee (Co-Chairs)

The WRSC will strive for shared leadership by establishing three co-chairs: one federal, one non-federal and one tribal representative, each with a two-year term. These positions will make up the WRSC Executive Committee. The Executive Committee is responsible for attending meetings to discuss and identify regionally significant wildland fire and land management issues and develop documents of support for implementation of the Cohesive Strategy. Additional business protocols may be adopted by the WRSC to facilitate its efficient operation in tracking and implementing the Western Regional Action Plan.

Coordinator

The WRSC acknowledges the need for consistent and continued coordination and communication to implement the Western Regional Action Plan and achieve the goals

of the Cohesive Strategy. The Coordinator will work with the WRSC and the many stakeholder groups to guide implementation activities as identified in the Western Regional Action Plan.

The role of the Coordinator is to facilitate work on the recommended actions of the various entities and agencies engaged in wildland fire and land management in the implementation of the Western Regional Action Plan and increase stakeholder engagement. Among other activities, the Coordinator will lead efforts to educate and inform decision-makers on the work occurring within the region, garner support, and assist in implementing the plan. The WRSC will provide input and guidance to the Coordinator in the strategic and cohesive implementation and integration of the Western Regional Science-based Risk Analysis Report and Western Regional Action Plan.

The WRSC Coordinator position may be hosted by any member organization of the WRSC.

Members

WRSC members are expected to attend scheduled meetings and actively participate. Members are encouraged to bring strategic topics requiring intergovernmental coordination before the WRSC and invite interested individuals to present information to help inform the WRSC's deliberations.

Once the members come to agreement on recommendations, the members are strongly encouraged to widely distribute and support those agreements throughout their organizations. WRSC members will support the Coordinator in the sharing and promotion of spokesperson responsibilities with agencies, stakeholder groups and the public.

Work Groups

The WRSC Work Groups support the implementation of regional recommendations, actions, and tasks in the Western Regional Action Plan, such as the Communications Work Group responsible for managing outreach and communication activities. These Work Groups report directly to the WRSC.

Meeting Administration:

Meeting Schedule

Members will be provided with advance notice of meetings and, to the greatest extent possible, will be provided with the agenda and supporting materials in sufficient time to prepare for the meeting.

Decision Making

Decisions will be based on a consensus of those members present. All decisions will be recorded.

Meetings and Records

The WRSC will meet as necessary to conduct business, primarily by conference call or webinar. Meetings shall be open to the public and exchange with individual members of the public in attendance will be encouraged. The WRSC Executive Committee, with the consent of the members present, may declare a portion of the meeting as an “executive session.” An executive session may include routine administrative duties, ministerial tasks, or discussion of highly sensitive or confidential matters.

Operating Rules

The WRSC may adopt any additional operating rules necessary to implement the provisions of this charter.

Approval:

This guidance document takes effect upon the signature of the WFEC DFO and Co-Chairs, and indicates the agreement to work together to accomplish the goals of the Cohesive Strategy, and shall remain in effect for five years from the date of execution.

This guidance document may be terminated by the concurrence of the WFEC and the WRSC with a 60-day written notice to the other members.

The undersigned approve this guidance document:

Ann Walker
WRSC Co-Chair

Date

Tony Harwood
WRSC Co-Chair

Date

Kent Connaughton
WRSC Co-Chair

Date

Tom Harbour
Director, USFS Fire & Aviation
WFEC Co-chair

Date

Jim Douglas
Director, DOI Office of Wildland Fire
WFEC Co-chair

Date

Shari Eckhoff
Senior Advisor, DOI Office of Wildland Fire
WFEC DFO

Date



Subcommittee Guidance

Date: August 21, 2013

Name: Northeast Regional Strategy Committee (NERSC)

This document describes the purpose, membership and responsibilities of the Northeast Regional Strategy Committee (NERSC), a subcommittee of the Wildland Fire Executive Council (WFEC).

Purpose:

The NERSC was established to support the implementation and coordination of the Northeast Regional Action Plan as part of the National Cohesive Wildland Fire Management Strategy.

The Administration and Congress have directed the Federal Agencies to work collaboratively with tribal, state, and local governments and with citizens to develop and implement strategies for wildland fire management. The NERSC is a committee established to exchange views, information, and advice relating to the strategic management and implementation of regional wildland fire and land management to include federal, tribal, state, local, and non-governmental organizations programs.

Responsibilities:

The NERSC is made up of federal, state, tribal, local and non-governmental organization representatives and works to facilitate and coordinate the development and implementation of the National Cohesive Wildland Fire Management Strategy – Northeast Regional Strategy and the Northeast Regional Action Plan. The Plan will not restrict or direct individual member organizations, local authorities and associated entities in their decision-making.

The NERSC will:

- Provide executive leadership, oversight and guidance for implementation of the Northeast Regional Action Plan
- Provide a forum for members to recommend and guide joint strategic direction on fire and land management activities
- Continue to collaboratively support, recognize and assist the National Cohesive Wildland Fire Management Strategy goals, efforts, and documents.
- Provide a consistent communications with stakeholders and will promote collaboration to enhance local, state, tribal, federal and regional decision-making, while accomplishing the goals of the Cohesive Strategy.
- Provides a forum for discussions with fire and land management agencies and stakeholders regarding fire and land management;

Functions:

The NERSC:

- Develops recommendations on the strategic direction of fire and land management;
- Develops information, products and documents for distribution through its members to their respective organizations supporting the NERSC's agreements on strategic direction and guidance related to fire and land management;
- Deliberates on fire and land management issues with regional significance brought before the NERSC;
- Determines the appropriate membership on the NERSC and assignments to other regional and national efforts, as well as facilitates an understanding of the governance and oversight roles of wildland fire and land management;
- Collaboratively studies, evaluates, defines, and prioritizes the near-, mid-, and long-term actions and tasks in the Northeast Regional Action Plan;
- Determines necessary Work Groups to accomplish actions and tasks, being mindful of capacity to adequately staff these groups;
- Determines the appropriate membership on the Work Groups to ensure necessary input is received from land managers, stakeholders, public and regional interests;
- Provides guidance to Work Groups on expectations for conducting outreach and ensuring participation throughout implementation;
- Administers the Coordinator position to implement the Northeast Regional Action Plan;
- Tracks implementation, establishes timeframes, and ensures completion of the regional recommendations, actions, and tasks;
- Considers how to meet information needs at the appropriate scales and identifies options to increase capacity;
- Provides its work products and recommendations to the WFEC for their deliberations and recommendations to the WFLC;
- Communicates progress and/or issues throughout the process;
- Facilitates a process for reviewing and updating the plan to address changing conditions or other factors.
- Develops progress reports, financial accountability reports, and action plan updates
- Strategizes how to improve the process of developing this Northeast Regional Action Plan
- Develops a plan and timeline to facilitate the next update of the cohesive Strategy for the Northeast.

Membership:

Membership on the NERSC (Total of 16 members) includes the following:

- U.S. Department of Agriculture
 - U.S. Forest Service – the Eastern Regional Fire & Aviation Director, and Northeastern Area Cooperative Fire Management Assistant Director
- U.S. Department of the Interior
 - Fire/Land Manager, Bureau of Indian Affairs
 - Fire/Land Manager, Fish and Wildlife Service
 - Fire/Land Manager, National Park Service
- Senior Officials
 - Representative – Intertribal Timber Council
 - County Commissioner – National Association of Counties (NACO)
 - Mayor – National League of Cities
- State Forester Liaison to NFFS
- Northeast Forest Fire Supervisors (NFFS) Chair (Goal 2 lead)
- Representatives (2) for the Northeast Regional Compacts (one with international members) from the:
 - *Great Lakes Forest Fire Compact*
 - *Big Rivers Forest Fire Compact*
 - *Mid-Atlantic Forest Fire Compact*
 - *Northeastern Forest Fire Protection Compact*
- Eastern Area Coordinating Group Lead (EACG) (Goal 3 lead)
- Fire Chief – from the International Association of Fire Chiefs
- Non-Governmental Organizations
 - The Nature Conservancy (TNC) (Goal 1 lead)
 - National Volunteer Fire Council (NVFC)

These officials may delegate alternates in writing to attend in their absence.

The NERSC may engage with other member departments, agencies, and organizations as necessary to fully explore recommendations deliberated upon and within NERSC.

These include, but are not limited to:

- U.S. Department of Agriculture
 - U.S. Forest Service – Northern Research Station Fire Research Liaison
 - N.R.C.S. – State Conservation Director
- U.S. Department of the Interior
 - US Geological Survey Representative
- U.S. Department of Homeland Security
 - Representative, FEMA
 - Representative, U.S. Fire Administration
- U.S. EPA Regional Liaison
- U.S. Department of Defense
 - Fire and land management leadership

- Association of Prescribed Fire Councils Representative
- Joint Fire Science Consortia
- State Offices of Emergency Management
- NASF Fire Committee
- Fire Adapted Communities Coalition

Members of the NERSC will identify the appropriate staff from the federal, tribal, state, and local government, along with non-governmental organizations to execute the activities described above. The NERSC will actively recruit federal and non-federal entities to contribute to this effort, particularly with respect to identifying other key sectors that are being, or are projected to be, affected by wildland fire and deteriorating landscape conditions. In addition, members will actively seek human and financial resources needed to implement the Northeast Regional Action Plan.

The NERSC members may delegate their authority to alternates to attend in their absence. The NERSC may engage with other member departments, agencies, and organizations as necessary to fully explore recommendations deliberated upon and within NERSC.

Organization:

The NERSC is a formal subcommittee of the Wildland Fire Executive Council. As such, the NERSC is not subject to FACA charter regulations. The NERSC may establish standing groups, committees, or similar organizations for the development of work products associated with the responsibilities and functions of the subcommittee.

Leadership or co-chair positions of the NERSC may be filled by federal, tribal, and non-federal members.

Governance:

The NERSC is not a national decision making body. All national recommendations intended to result in advice to the Secretaries of Agriculture and Interior must be presented to the full WFEC for consideration.

For a NERSC recommendation to go forward to the Secretaries, a WFEC agenda item request will be sent to the DFO and will include a description of the topic, desired outcome, time needed, and identification of pre-work material/handouts. If the NERSC is seeking agreement and/or approval from WFEC, a proposal using the WFEC proposal template will be included as one of the handouts. The NERSC may create work groups as necessary to carry out specific activities for the subcommittee. The work groups report directly to the NERSC.

Roles and Responsibilities:

Executive Committee (Co-Chairs)

The NERSC will strive for shared leadership by establishing three co-chairs: one federal, one non-federal and one tribal representative, each with a two-year term. These positions will make up the NERSC Executive Committee. The Executive Committee is responsible for attending meetings to discuss and identify regionally significant wildland fire and land management issues and develop documents of support for implementation of the Cohesive Strategy. Additional business protocols may be adopted by the NERSC to facilitate its efficient operation in tracking and implementing the Northeast Regional Action Plan.

Coordinator

The NERSC acknowledges the need for consistent and continued coordination and communication to implement the Northeast Regional Action Plan and achieve the goals of the Cohesive Strategy. The Coordinator will work with the NERSC and the many stakeholder groups to guide implementation activities as identified in the Northeast Regional Action Plan.

The role of the Coordinator is to facilitate work on the recommended actions of the various entities and agencies engaged in wildland fire and land management in the implementation of the Northeast Regional Action Plan and increase stakeholder engagement. Among other activities, the Coordinator will lead efforts to educate and inform decision-makers on the work occurring within the region, garner support, and assist in implementing the plan. The NERSC will provide input and guidance to the Coordinator in the strategic and cohesive implementation and integration of the Northeast Regional Risk Analysis Report and Northeast Regional Action Plan.

The NERSC Coordinator position may be hosted by any member organization of the NERSC.

Members

NERSC members are expected to attend scheduled meetings and actively participate. Members are encouraged to bring strategic topics requiring intergovernmental coordination before the NERSC and invite interested individuals to present information to help inform the NERSC's deliberations.

Once the members come to agreement on recommendations, the members are strongly encouraged to widely distribute and support those agreements throughout their organizations. NERSC members will support the Coordinator in the sharing and promotion of spokesperson responsibilities with agencies, stakeholder groups and the public.

Work Groups

In order to more efficiently and effectively focus on the Cohesive Strategy goals, it is envisioned that the NE RSC will form three goal-focused work groups with subject matter experts led by the identified organization leads in the membership list above to focus on implementing actions and tasks associated with each Cohesive Strategy goal. These work groups will interact and receive guidance from the full RSC on a regular basis through their designated leads. Except for the work group lead, the members may be different individuals from representative organizations. The full RSC will retain responsibility for addressing the Overarching actions and tasks, and routinely coordinating with each of the work groups.

The NERSC Work Groups support the implementation of regional recommendations, actions, and tasks in the Northeast Regional Action Plan, such as the Communications Work Group responsible for managing outreach and communication activities. These Work Groups report directly to the NERSC.

Meeting Administration:

Meeting Schedule

The NERSC will meet as necessary to conduct business. Members will be provided with advance notice of meetings and, to the greatest extent possible, will be provided with the agenda and supporting materials in sufficient time to prepare for the meeting.

Decision Making

Decisions will be based on a consensus of those members present. All decisions will be recorded.

Operating Rules

The NERSC may adopt any additional operating rules necessary to implement the provisions of this guidance.

Approval:

This guidance document takes effect upon the signature of the WFEC DFO and Co-Chairs, and indicates the agreement to work together to accomplish the goals of the Cohesive Strategy, and shall remain in effect for five years from the date of execution.

This guidance document may be terminated by the concurrence of the WFEC and the NERSC with a 60-day written notice to the other members.

The undersigned approve this guidance document:

Brad Simpkins
Interim Director, New Hampshire
Division of Forests and Lands
NERSC Chair

Date

Tom Harbour
Director, USFS Fire & Aviation
WFEC Co-chair

Date

Jim Douglas
Director, DOI Office of Wildland Fire
WFEC Co-chair

Date

Shari Eckhoff
Senior Advisor, DOI Office of Wildland Fire
WFEC DFO

Date



Subcommittee Guidance

Date: August 19, 2013

Name: Southern Regional Strategy Committee (SRSC)

This document describes the purpose, membership and responsibilities of the Southern Regional Strategy Committee (SRSC), a subcommittee of the Wildland Fire Executive Council (WFEC).

Purpose:

The SRSC was established to support the implementation and coordination of the Southern Regional Action Plan as part of the National Cohesive Wildland Fire Management Strategy.

The Administration and Congress have directed the Federal Agencies to work collaboratively with tribal, state, and local governments and with citizens to develop and implement strategies for wildland fire management. The SRSC is a committee established to exchange views, information, and advice relating to the strategic management and implementation of regional wildland fire and land management to include federal, tribal, state, local, and non-governmental organizations programs.

Responsibilities:

The SRSC is made up of federal, state, tribal, local and non-governmental organization representatives and works to facilitate and coordinate the development and implementation of the National Cohesive Wildland Fire Management Strategy – Southern Regional Strategy and the Southern Regional Action Plan. The Plan will not restrict or direct local authorities and associated collaboratives in their decision-making.

The SRSC will:

- Provide executive leadership, oversight and guidance for implementation of the Southern Regional Action Plan
- Provide a forum for members to recommend and guide joint strategic direction on fire and land management activities
- Continue to collaboratively support, recognize and assist the National Cohesive Wildland Fire Management Strategy goals, efforts, and documents.
- Provide a consistent communications with stakeholders and will promote collaboration to enhance local, state, tribal, federal and regional decision-making, while accomplishing the goals of the Cohesive Strategy.
- Provides a forum for discussions with fire and land management agencies and stakeholders regarding fire and land management;

Functions:

The SRSC:

- Develops recommendations on the strategic direction of fire and land management;
- Develops information, products and documents for distribution through its members to their respective organizations supporting the SRSC's agreements on strategic direction and guidance related to fire and land management;
- Deliberates on fire and land management issues with regional significance brought before the SRSC;
- Determines the appropriate membership on the SRSC and assignments to other regional and national efforts, as well as facilitates an understanding of the governance and oversight roles of wildland fire and land management;
- Collaboratively studies, evaluates, defines, and prioritizes the near-, mid-, and long-term actions and tasks in the Southern Regional Action Plan;
- Determines necessary Work Groups to accomplish actions and tasks, being mindful of capacity to adequately staff these groups;
- Determines the appropriate membership on the Work Groups to ensure necessary input is received from land managers, stakeholders, public and regional interests;
- Provides guidance to Work Groups on expectations for conducting outreach and ensuring participation throughout implementation;
- Administers the Lead position to implement the Southern Regional Action Plan;
- Tracks implementation, establishes timeframes, and ensures completion of the regional recommendations, actions, and tasks;
- Considers how to meet information needs at the appropriate scales and identifies options to increase capacity;
- Provides its work products and recommendations to the WFEC for their deliberations and recommendations to the WFLC;
- Communicates progress and/or issues throughout the process;
- Facilitates a process for reviewing and updating the plan to address changing conditions or other factors.
- Develops progress reports, financial accountability reports, and action plan updates
- Strategizes how to improve the process of developing this Southern Regional Action Plan
- Develops a plan and timeline to facilitate the next update of the cohesive Strategy for the South

Membership:

The membership should include but is not limited to representatives from:

- U.S. Department of Agriculture
 - U.S. Forest Service – Regional Forester (1)
 - U.S. Forest Service Research - Station Director (1)
- U.S. Department of the Interior
 - Bureau of Indian Affairs (1)
 - Fish and Wildlife Service (1)
 - National Park Service (1)
 - U.S. Geological Service (1)
- U.S. Department of Defense
 - Fire and land management leadership (1)
- Senior Officials
 - State Governor – Southern Governors' Association (1)
 - Representative – Intertribal Timber Council (1)
 - State Forester Representative – Southern Group of State Foresters (1)
 - Fire Chief – Requested by the International Association of Fire Chiefs (1)
- At-Large Agencies/Organizations (2)
 - TBD (*NRCS, NACD, USFA, NLC, NACO*)
- Non-Governmental Organizations (2)
 - TBD (*TNC, Jones Center, Tall Timbers, FLA, ACF*).

Members of the SRSC will identify the appropriate staff from the federal, tribal, state, and local government, along with non-governmental organizations to execute the activities described above. The SRSC will actively recruit federal and non-federal entities to contribute to this effort, particularly with respect to identifying other key sectors that are being, or are projected to be, affected by wildland fire and deteriorating landscape conditions. In addition, members will actively seek human and financial resources needed to implement the Southern Regional Action Plan.

The SRSC members may delegate their authority to alternates to attend in their absence. The SRSC may engage with other member departments, agencies, and organizations as necessary to fully explore recommendations deliberated upon and within SRSC.

Organization:

The SRSC is a formal subcommittee of the Wildland Fire Executive Council. As such, the SRSC is not subject to FACA charter regulations. The SRSC may establish standing groups, committees, or similar organizations for the development of work products associated with the responsibilities and functions of the subcommittee.

Leadership or co-chair positions of the SRSC may be filled by federal, tribal, and non-federal members.

Governance:

The SRSC is not a national decision making body. All national recommendations intended to result in advice to the Secretaries of Agriculture and Interior must be presented to the full WFEC for consideration. For a SRSC recommendation to go forward to the Secretaries, a WFEC agenda item request will be sent to the DFO and will include a description of the topic, desired outcome, time needed, and identification of pre-work material/handouts. If the SRSC is seeking agreement and/or approval from WFEC, a proposal using the WFEC proposal template will be included as one of the handouts.

The SRSC may create work groups as necessary to carry out specific activities for the subcommittee. The work groups report directly to the SRSC.

Roles and Responsibilities:

Regional Lead

The SRSC acknowledges the need for consistent and continued coordination and communication to implement the Plan and achieve the goals of the Cohesive Strategy. The Regional Lead will work with the SRSC and the many stakeholder groups to guide implementation activities as identified in the Plan. The role of the Lead is to provide leadership to the regional cohesive strategy effort, represent the South on various leadership groups, serve as a regional voice nationally in pertinent fire discussions, spearhead the RSC on those tasks identified for RSC lead in the Plan, enhance partnerships working to implement and coordinate with the RSC members on implementation tasks and the overall goals of the Cohesive Strategy. The regional lead will continue to serve as the co-chair of the RSC. The Southern Governors' Association will continue, pursuant to grant funds, to host the regional lead position.

Members

SRSC members are expected to attend scheduled meetings and actively participate. Members are encouraged to bring strategic topics requiring intergovernmental coordination before the SRSC and invite interested individuals to present information to help inform the SRSC's deliberations.

Once the members come to agreement on recommendations, the members are strongly encouraged to widely distribute and support those agreements throughout their organizations. SRSC members will support the Lead in the sharing and promotion of spokesperson responsibilities with agencies, stakeholder groups and the public.

Work Groups

The SRSC Work Groups support the implementation of regional recommendations, actions, and tasks in the Southern Regional Action Plan, such as the Communications Work Group responsible for managing outreach and communication activities. These Work Groups report directly to the SRSC.

Meeting Administration:

Meeting Schedule

Members will be provided with advance notice of meetings and, to the greatest extent possible, will be provided with the agenda and supporting materials in sufficient time to prepare for the meeting.

Decision Making

Decisions will be based on a consensus of those members present. All decisions will be recorded.

Meetings and Records

The SRSC will meet as necessary to conduct business, primarily by conference call or webinar. Meetings shall be open to the public and exchange with individual members of the public in attendance will be encouraged.

Operating Rules

The SRSC may adopt any additional operating rules necessary to implement the provisions of this charter.

Approval:

This guidance document takes effect upon the signature of the WFEC DFO and Co-Chairs, and indicates the agreement to work together to accomplish the goals of the Cohesive Strategy, and shall remain in effect for five years from the date of execution.

This guidance document may be terminated by the concurrence of the WFEC and the SRSC with a 60-day written notice to the other members.

The undersigned approve this guidance document:

Mike Zupko
SRSC Chair

Date

Liz Agpaoa
SRSC Co-Chair

Date

Tom Harbour
Director, USFS Fire & Aviation
WFEC Co-chair

Date

Jim Douglas
Director, DOI Office of Wildland Fire
WFEC Co-chair

Date

Shari Eckhoff
Senior Advisor, DOI Office of Wildland Fire
WFEC DFO

Date