



National Fire and Aviation Executive Board

CHARTER NATIONAL PREDICTIVE SERVICE GROUP

I. BACKGROUND

In 2000, the National Fire Plan provided for the development of Predictive Service Units at the Geographic Area Coordination Centers (GACCs) and the National Interagency Coordination Center (NICC) in order to integrate climate, weather, situation, resource status and fuels information into products that will enhance the ability of managers to make sound decisions for both short and long range strategic planning and resource allocation decisions, and ensure the safety of firefighting and emergency personnel. The concept behind this effort was to blend the functions of intelligence, meteorological forecasting and fire analyst capabilities into one cohesive group called “Predictive Services” in order to place emphasis on predictive capability at the Geographic Area and National levels.

To develop a framework and provide leadership for the Predictive Services program, the National Predictive Service Group (NPSG) was formed and chartered under the Geographic Area and National Interagency Coordination Center Managers on December 11, 2002. NPSG, through collaborative leadership, with input from user groups at all levels, strives to continually improve the quality, accuracy, and relevance of decision support products provided through the multi-agency coordination system to fire managers and customers nationwide.

Enhanced decision support and incident prioritization was identified as a priority issue in the Quadrennial Fire and Fuels Review (QFFR), released in June 30, 2005. The QFFR stated:

“The Predictive Services staff at the national and geographic locations should play a much bigger future role in large fire strategy selection and resource allocation. Inputs from these meteorological and fire behavior experts, coupled with topographical and vegetative information, would enable local, geographic, and national managers to make better informed decisions to allocate precious fire resources. These experts will provide information on which fires have the potential to most severely impact communities and critical infrastructure. The availability of centralized real time evaluations would free local fire managers from the time-consuming predictive

assessment and allow them to focus on incident management and public safety. The National Predictive Service Unit should continue to provide NMAC with the information necessary to reinforce portions of the country that are approaching critical fire indices.”

To ensure strong national leadership and advocacy for the Predictive Services program, the National Fire and Aviation Executive Board (NFAEB) agreed to charter NPSG at their November 9, 2005 meeting.

II. NAME

The National Predictive Services Group; hereinafter referred to as NPSG.

III. MISSION

The mission of NPSG is to provide interagency oversight, leadership, strategic direction, and vision to improve the quality, accuracy, and relevance of decision support products and information provided by Predictive Services through the multi-agency coordination system to fire managers and users nationwide.

IV. GOALS

NPSG will collaborate with Area Coordination Center Managers and the Geographic Area Coordination Groups to develop a framework, strategic plan, and operational handbook to meet the following goals:

- Relevant decision support tools are available to support user needs
- The timeliness and effectiveness of fire management decisions are increased through the use of Predictive Services
- Predictive Services actively partners with cooperating agencies, internal programs, academia, research and the private sector
- Organization structure, staffing, technology, and resources are in place to ensure the success of the Predictive Service program

V. ORGANIZATION

NPSG operates under the direction of the National Fire & Aviation Executive Board. A member of NFAEB is assigned as a liaison for the group's activities.

NPSG is composed of members representing specialized groups, and administrative personnel consisting of ten (10) members plus two advisors (NFAEB liaison and NICC Manager). Membership will strive to achieve full National Wildfire Coordinating Group (NWCG) agency and National Weather Service (NWS) representation. Members will serve a minimum of two years to provide continuity in representation. Members representing specific groups will be replaced at the request of that group (i.e. National Association of State Foresters [NASF], Geographic Area Center Managers, Meteorologist and Intelligence Working Groups, NWS, and NFAEB) or when no longer able to serve as a member to NPSG. Field Level Representative candidates will be solicited from external subject matter experts and candidates will be interviewed for

selection by the executive committee. The Field Representative will serve a minimum two year term, which may be extended for an additional two years upon approval by the executive committee. Other subject matter experts may be contacted to assist NPSG as needed.

Standing working groups operate under the direction of NPSG. Each standing working group will be represented on the NPSG. Standing working groups submit charters, operating plans and project proposals to NPSG for approval. Standing working groups are:

- Intelligence Working Group (IWG)
- Meteorological Working Group (MWG)

Note: Other standing working groups or task groups may be organized as needed.

NPSG leadership will consist of a two-person executive committee, including a Chair and Vice-Chair. The Chair and Vice Chair shall hold national or regional-level positions, be recommended by NPSG members, and approved by NFAEB. The Chair and Vice Chair will serve a minimum two (2) year term. At the end of that time, NPSG members will recommend any changes to the Chair and/or Vice Chair positions for the next two (2) year term. There is no limit on the number of terms a Chair or Vice Chair may serve. The retiring Chair or Vice Chair may assume member status after they vacate their executive committee positions. The NFAEB will approve any changes to the executive committee.

A. Members

- Geographic Area Center Manager
- Geographic Area Coordination Group Representative
- Meteorologist Working Group Representative
- Intelligence Working Group Representative
- National Fire Weather Program Manager
- NICC Intelligence Coordinator
- NICC Fire Analyst
- State/NASF Representative
- Field Level Representative
- National Weather Service Representative

B. Administration

- Chair (from member list above)
- Vice-Chair (from member list above)
- NFAEB Liaison (Wildland Fire Agency Fire Director)
- Note taker at meetings (as needed)
- Facilitator (as needed)

C. Strategic Partners

Strategic partners, such as Geographic Area Center Managers and Coordinating Groups, will provide advice, products, services, or capabilities to NPSG that are essential to accomplishing its mission. Likewise, NPSG may be identified as a

Strategic Partner to another NWCG WT or outside entity (e.g. FENWT).

The addition of strategic partners will be evaluated on a periodic basis and their inclusion will be documented in the NPSG operation plan. Strategic Partner representatives will be selected by the entity they represent.

VI. AUTHORITIES AND RESPONSIBILITIES

Executive Committee

- Draft program of work and any budget requests for approval
- Develops agenda for regularly scheduled meetings
- Schedules special meetings as needed
- Makes decisions on behalf of NPSG between meetings as needed
- Charters Standing Working Groups
- Submits an annual project status and accomplishments report to the NFAEB. Once approved, these reports will be posted on the NPSG Website.

Chair:

- Submits a 5 year Strategic Plan and Operations Handbook to NFAEB
- Represents NPSG in presenting recommendations or issues to the NFAEB.
- Serves as NPSG spokesperson when it is deemed appropriate - especially with outside individuals or groups.
- Presides over the meetings.
- Recommends the need for further resources and authority when it becomes evident.
- Assigns work for special projects or assignments.
- Selects ad hoc subject matter experts to assist in issue resolution.
- Solicits replacement team members as vacancies occur
- Prepares and signs correspondence approved by the members.

Vice Chair/Secretary:

- Responsible for tracking on-going projects and the development and implementation of NPSG procedures.
- Provides follow-up on projects assigned to members and/or working groups to ensure timely completion.
- Documents all meeting agreements in the form of minutes or delegates this function.
- Maintains a permanent file of NPSG activities.
- Sends meeting announcements, agenda items, etc., to NPSG members and others as needed.
- Draft annual accomplishment report
- Acts in the capacity of the chair in the absence of the chair

VII. MEETINGS AND REPORTS

A. Meetings/Conference Calls: Two to three meetings will be held annually. One of the annual meetings will be designated to review the program of work, review project

proposals, and make budgetary decisions. Decisions are made by consensus. A decision model detailing the team decision making process may be developed by NPSG. Topics will be addressed thoroughly from all angles, including those not represented on the team.

B. Reports: Special findings and reports will be appropriately published after being approved by the NFAEB. Accomplishment reports will be submitted to the NFAEB annually. Meeting schedules, financial considerations, recommended areas of investigation, work schedules, and work area descriptions will be submitted with the annual report.

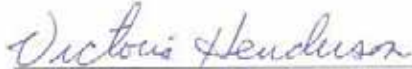
When appropriate, video conference calls may be used in lieu of meetings to minimize travel expenditures.


An agenda will be distributed to all NPSG members two weeks prior to the scheduled meeting. Minutes of the meetings will be kept and distributed to NPSG members after the meetings.

Travel expenses are the responsibility of NPSG members (except when assistance is required by State or non-Federal representatives, stakeholders, or subject matter experts).

VIII. APPROVAL

This Charter is effective as of the date of approval by the NFAEB. The Charter may be revised upon recommendation of a majority of NPSG members with the concurrence of the NFAEB.


for Marc Rounsaville
USDA – Forest Service
Deputy Director of Fire and Aviation
Management
4-10-06
Date


Brian McManus
U. S. Fish and Wildlife Service
Director (Acting)
4-10-06
Date


Lyle Carlile
Bureau of Indian Affairs
Fire Director
4/10/06
Date


Timothy M. Murphy
Bureau of Land Management
Fire and Aviation
Director (Acting)
4/9/2006
Date


for Edy Williams-Rhodes
National Park Service
Chief, Division of Fire and Aviation
Management
4-10-06
Date


Don Artley
National Association of
State Foresters
Fire Director
4/10/06
Date