

Interagency Fire Program Management Group

CHARTER

1. **Authority**

The Interagency Fire Program Management Group (IFPM Group) is established pursuant to the authorities granted in the federal Fire Management Board (FMB) Charter.

2. **Mission**

The IFPM Group will monitor the overall program and make recommendations to FMB on modifications to the IFPM Standard and supporting documentation as needed.

3. **Purpose**

The purpose of the IFPM Group is to develop, maintain, and implement Interagency Fire Program Management Qualifications Standards for key fire management positions utilized by the federal land management agencies.

The IFPM Group is authorized to convene meetings and schedule agenda items. The Task Group is also authorized to make contacts, negotiate work assignments, and make commitments on behalf of the Task Group.

4. **Membership**

Primary (decision-making) IFPM Group membership will include a Fire Management and Human Resources Management subject matter expert from each of the five federal fire agencies. The FMB will approve the IFPM Group membership. The term of the appointment will be 2 years and may be extended at the discretion of the FMB. Every 2 years, the IFPM Group will select a Chair from its primary members for concurrence by FMB.

Associate (advisory) members, including Department level Human Resource Management staff, may be added with FMB approval.

5. **Operating Procedures**

a. **General**

The Task Group has the following authorities and responsibilities:

Ad hoc Groups - The IFPM Group may form ad hoc groups as needed to deal with specific tasks or long-term issues. The ad hoc groups will be composed of a leader and members who are subject matter experts. The ad hoc group will provide recommendations to the parent IFPM Group.

Resolve issues – Unresolved issues will be elevated with an issue statement and recommendations to the FMB.

Quorum/Consensus - Eight (8) members shall constitute a quorum for consensus purposes. If consensus cannot be reached, the alternative positions will be presented to the FMB for final decision.

b. Duties of the Chair

The IFPM Group chair has the following authorities and responsibilities:

- Is authorized to convene meetings and schedule agenda items. Keeps membership advised to meeting dates and locations.
- Serves as a clearinghouse for progress reports, recommendations, and committee activities; maintains records and distribution of meeting notes.
- Ensures the IFPM Group is properly represented when presenting recommendations to FMB and in contacts with other organizations and individuals as necessary.
- Provides implementation updates to the FMB.
- Ensures maintenance of the IFPM website.

6. Meetings

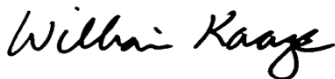
Meetings and conference calls will be held as needed in locations designated by the chair. Every effort will be made to minimize cost.

7. Deliverables

The IFPM Group is primarily responsible for:

- Maintenance of Interagency Fire Program Management Qualification Standards (Qualification Standards) for key fire program positions.
- Ensure consistent interagency application of the Qualification Standards.
- Integrate Qualification Standards into agency workforce development and succession planning efforts.
- Establish and maintain a process for reporting issues and concerns related to the maintenance of the Qualification Standards.
- Communicate with fire management and human resources management staff on Qualification Standards utilizing the IFPM website, status reports, FAQ's and decision papers.
- Coordinate with the Incident Qualification and Certification (IQCS) Change Management Board to maintain the qualification requirements for key fire management positions in IQCS for tracking and reporting purposes.
- Coordinate with the interagency classification group on the development and maintenance of interagency standard position descriptions for key fire management positions.
- Collect data, develop reports and present findings to FMB as requested.

Approved



William Kaage, Chair
Fire Management Board

20 February 2015

Date