

Wildland Fire Learning Portal Governance Board

Charter

I. Purpose and Mission

This Charter establishes and provides direction for the Wildland Fire Learning Portal (WFLP) Governance Board. The WFLP Governance Board provides national level oversight and long-term strategic direction of the WFLP by ensuring all stakeholders interests are represented. Below are the primary objectives:

- Establishes, maintains, and enforces WFLP business processes for the development, implementation, maintenance of the WFLP, and guides the integration requirements between the software and the application.
- Ensures the WFLP accurately reflects the business requirements of the user community.
 - Reviews and approve modifications to the WFLP and ensures agency and stakeholder interests are met and based on a demonstrated business need.
 - Approves the business direction of the WFLP and serves as the primary source of change.
- Approves change requests where the level of effort is greater than 16-staff hours or impacts the business process of agencies.
- Review and approve all modifications that may affect the user community or that may have a major effect the applications security or the learners' capabilities, such as a learners' inability to complete a course due to specific hardware needs.

II. Authorities

The WFLP Governance Board is chartered under the National Wildfire Coordinating Group (NWCG) Executive Board. It is granted the capacity from the NWCG Executive Board to make decisions within the parameters defined in the WFLP mission statement. Significant changes to the WFLP application will be briefed and approved by the NWCG Executive Board.

III. Membership

Primary members are voting members; advisory or other ad-hoc members are non-voting. International Association of Fire Chiefs (IAFC) has two representatives, they will consolidate their vote during the decision making process.

Primary membership will consist of one member from:

- US Forest Service (USFS)
- Bureau of Indian Affairs (BIA)
- Bureau of Land Management(BLM)
- Fish and Wildlife Service (FWS)
- National Park Service (NPS)
- National Association of State Foresters(NASF)
- International Association of Fire Chiefs (IAFC)-2
- United States Fire Administration (USFA)

Advisory Membership will consist of one member from:

- National Wildfire Coordinating Group Staff (NWCG)
- Training and Delivery Committee (TDC)
- Geographic Area Training Representative (GATR)
- WFLP Program Manager
- Wildland Fire Information and Technology (WFIT)
- NWCG Executive Board liaison
- Wildland Fire Management Research, Development and Application (WFM-RDA)
- Other advisory members may be included at the request of the primary members

Membership duties (both Primary and Advisory):

- Members will be appointed by their agency.
- Members will be present on calls or have a delegate available.
- Members will assist with taskings and sub-taskings if requested.
- All members will review their specific agency requests prior to bringing them to the Board for consideration.

IV. WFLP Chair and Vice Chair:

The WFLP Governance Board will select a Chair from among the membership. The Chair will be reviewed and approved by the NWCG Executive Board to serve a two-year term. The WFLP Governance Board may select a Vice-Chair from among its members to serve a two-year term.

The Chair is responsible for:

- Scheduling, organizing, and facilitating all meetings and conference calls.
- Dissemination of notes to Board members and other stakeholders as appropriate.
- Serve as the single point of contact to the NWCG Executive Board and for all business-related questions.
- Ensuring a Request for Change (RFC) process is established, accessible, and the guidance for handling them is well-defined and efficient.
- Responsible for assisting the board to reach a consensus on requested project workloads and prioritization.
- Maintaining contact with the appropriate business stewards, application manager, WFIT advisors to ensure any technology-related roadblocks, which fall under the direction of the WFLP Governance Board purview, are solved as expediently as possible.
- Assign taskings, as approved by the NWCG Executive Board, and as necessary, to various committees to validate or assist with WFLP processes.

The Vice-Chair is responsible for:

- Performing the duties of the Chair when the Chair is not available or as requested by the Chair.

The Chair and Vice-Chair will rotate among the member agencies every two years in the following order:

Chair	Year/January 1	Vice Chair	Year/January 1
BIA	2022-2025	NPS	2023-2025
NPS	2025-2027	BLM	2025-2027
BLM	2027-2029	NASF	2027-2029
NASF	2029-2031	USFS	2029-2031
USFS	2031-2033	IAFC	2031-2033
IAFC	2033-2035	FWS	2033-2035
FWS	2035-2037	USFA	2035-2037
USFA	2037-2039	BIA	2037-2039

V. Decision making Process:

Decisions will be made utilizing a quorum, consisting of two-thirds of the primary members. Consensus votes by primary members will move forward any decisions related to application management, RFC, WFLP strategic direction, funding requests, and all other pertinent WFLP management processes.

When decisions are unable to be made at the WFLP Governance Board level the Chair or designated representative will be responsible to remediate the stalemate by presenting and requesting a decision at the NWCG Executive Board level.

VI. Meetings and Conference Calls:

The WFLP Governance Board will meet monthly. Generally, on the third Monday of each month unless other arrangements are made.

Charter maintenance

The charter is reviewed annually by the NWCG Executive Board, updated as necessary, and effective until terminated.

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Shane McDonald
Chair, NWCG Executive Board