

**CHARTER**  
**THE NATURE CONSERVANCY**  
**FIRE MANAGEMENT ADVISORY TEAM (FMAT)**

**I. BACKGROUND**

In March 2003, the Conservancy adopted wildland fire position qualifications that meet or exceed those described in Wildland and Prescribed Fire Qualification System Guide (PMS 310-1). The Conservancy underwent a transition of personnel into the new system, with a completion date of June 2005. A Training and Qualifications Team (TQT) was formed to provide oversight of the transition, communicate information to field-based personnel, and make recommendations for training guidelines to the Fire Management Director.

In April 2005, the members of the TQT reviewed its Charter and the need to continue beyond the end of the NWCG transition period. The team identified an ongoing need to resolve questions about training and continue its communication role with field staff. The Fire Management Coordinator identified a need for advisement on issues in addition to training and broadened the scope to include topics relative to all Conservancy fire management requirements, guidelines, and procedures.

The Fire Management Advisory Team (FMAT) replaced the Training and Qualifications Team and has been functioning in this expanded advisory and communications role since 2005.

**II. AUTHORITY**

The FMAT is sponsored by the Conservation Risk Officer and is administered by the Director of Fire Management. The FMAT does not set standards but guides on issues and operating procedures related to U.S. fire management and training.

**III. MISSION**

The mission of the FMAT is to enable communication among fire practitioners in the Conservancy and develop recommendations regarding possible changes in Conservancy fire management guidelines, requirements, and procedures.

#### **IV. OBJECTIVES**

The FMAT will:

- Provide communication to and from field personnel, conveying questions, requests, concerns, and information
- Serve as a sounding board on new issues related to requirements, guidelines, and procedures
- Make recommendations to the Fire Management Director on specific issues of concern relative to requirements, guidelines, and procedures
- Advise U.S. fire training staff on regional/local needs and opportunities
- Assist in the monitoring of compliance with TNC standards, in cooperation with Fire Managers and the Fire Management Director
- Evaluate and make recommendations on qualifications of new staff through Qualification Review Committee process
- Assist in the coordination of IQCS implementation
- Evaluate changes to NWCG standards and how TNC implements those changes
- Communicate through Conservancy liaisons with NWCG working teams on fire issues

#### **V. MEMBERSHIP**

The FMAT will consist of at least one representative from each of eight U.S. areas (Figure 1); additional representatives may be appointed for divisions with many fire personnel to maintain effective communication. A liaison to Conservancy legal staff and Operating Unit directors will also be set. An additional liaison to the National Wildfire Coordinating Group working groups may also be appointed. Members will be nominated by outgoing team members or the Fire Management Director and agreed upon by FMAT membership. FMAT members will serve two-year terms and may serve for more than one term. Area representatives for Chair and Vice-Chair positions will be nominated and approved by the team. The Chair will serve for one year. Vice-Chair will serve one year, then serve as Chair the following year.

#### **VI. ROLES AND RESPONSIBILITIES**

The Chair will have the primary responsibility of scheduling, coordinating, facilitating meetings, and communicating relevant information to the organization's fire personnel. The FMAT chair will assign a person responsible for drafting meeting minutes and providing the team minutes for review, approval, and posting. The Chair is responsible for assigning Qualifications Review Teams and ensuring timely progress in those reviews. The Vice-chair will serve as a backup to the Chair for any function as needed.

The immediate Past Chair provides continuity of leadership and support to the current Chair and FMAT. They may provide guidance to the current Chair and perform other duties assigned by the Chair.

## VII. MEETINGS

The FMAT will meet via conference call at least bi-monthly and in-person as opportunities arise, e.g., in conjunction with national meetings. Team members will solicit agenda items from the programs they represent. Non-team members are welcome to participate on calls and provide input, but will not be part of the decision making process. The Chair may appoint small working groups to complete specific tasks; such groups will be noted in the meeting minutes.

## VII. DECISION-MAKING PROCESS

Consensus will be the preferred method for developing recommendations to the Fire Management Director. A quorum is necessary to make a recommendation. A quorum is one more member than 50% of the current FMAT roster. If consensus cannot be reached, the FMAT Chair will decide on recommendations.

## VIII. DURATION

This Charter will be reviewed every three years to review further need for the team and possible modifications to team structure and function.

**Figure 1. Map of U.S. FMAT areas**

