



NATIONAL INTERAGENCY FUELS ACADEMY



PROJECT CHARTER:

GOVERNANCE, ORGANIZATIONAL STRUCTURE AND BUSINESS PROCESSES

June 2023

Purpose:

The purpose of this charter is to document the agreed-upon governance, organizational structures, and processes involved with the delivery of the National Interagency Fuels Academy program.

The National Interagency Fuels Academy Director in coordination with the Chair or Co-Chairs of the Steering Committee are jointly responsible for maintenance of this document and will ensure at a minimum an annual review is completed during a regular meeting.

This is a living document and may be modified any time the Fuels Academy Director, Steering Committee, or leadership from any of the member agencies determines there is a need. Minor edits are reviewed by the Interagency Fuels Academy staff who advises the steering committee, with the steering committee approving the edits. Major changes are proposed by the steering committee with concurrence from the Fuels Academy Director and forwarded to the Management Oversight Board for their approval.

Note: This document reflects the current situation where only Forest Service, and the Bureau of Land Management are participating. It will require modification if other Department of Interior Bureaus elect to participate in the future.

Mission and Objectives:

The National Interagency Fuels Academy delivers a multi-year developmental program that reduces the time to competence and enhances career growth and performance for early-career prescribed fire and fuels specialists.

Governance & Interagency Coordination:

The National Interagency Fuels Academy is authorized by the US Department of Agriculture (USDA) Forest Service (FS) Washington Office, Director of Fire and Aviation Management, and the US Department of Interior (USDOI), Bureau of Land Management (BLM), Assistant Director of Fire and Aviation Management.

For USDA FS, the Assistant Director for Landscapes & Partnerships and the Assistant Director for Workforce Development Training and Education share in the management oversight and administrative responsibilities for USDA FS interests and support of the National Interagency Fuels Academy.

For USDOI BLM, the Fire Planning and Fuels Management Division Chief is responsible for the management oversight and administrative responsibilities for the BLM interests and support of the National Interagency Fuels Academy.

Together, the officials in those positions named above serve as the Management Oversight Board responsible for overall fiscal and administrative oversight for establishing and operating the National Interagency Fuels Academy.

National Interagency Fuels Academy – Management Oversight Board				
Name	Title	Agency	Phone	Email
Clint Cross	Assistant Director, Landscapes and Partnerships	USFS	202-205-0995	clinton.cross@usda.gov
Heath Cota	Acting, Assistant Director, Workforce Development Training and Education	USFS	970-209-2027	heath.cota@usda.gov
Molly Anthony	Division Chief, Fire Planning and Fuels Management, Acting	BLM	208-387-5375	mahony@blm.gov

Steering Committee Co-Chairs and Membership:

The National Interagency Fuels Academy Steering Committee is appointed by and reports to the Management Oversight Board member(s) for the respective agencies (i.e., FS Managers appoint FS members, BLM Managers appoint BLM members). The Steering Committee composition should strive to represent training and fuels expertise as well as agency administrator perspective from a variety of geographic areas. With only two (2) agencies/bureaus the chair will be shared (co-chairs) without term limits, but if three or more agencies/bureaus are participating, a rotating chair/vice chair system with 3-year terms should be instituted.

National Interagency Fuels Academy Steering Committee					
Name	Expertise	Role	Agency	Phone	Email
Frankie Romero	WO Fuels	Co-Chair	USFS	208-630-4685	francisco.romero@usda.gov
Angie Simpson	WO Fuels	Co-Chair	BLM	208-807-1632	ajsimpson@blm.gov
TBD-Schaffler	Regional Fuels	Member	USFS	414-297-3682	Brian.schaffler@usda.gov
Pat Harty	State Fuels	Member	BLM	406-896-2911	wharty@blm.gov
Mark Skudlarek	Training	Member	BLM	208-789-6079	muskudlar@blm.gov
<i>Vacant – Jay W.</i>	NFTC	Member	USFS		
Lisa Renken	Human Resources	Liaison	USFS	480-417-9801	lisa.renken@usda.gov
Heath Cota	Training	Advisor	USFS	208-957-3045	Heath.cota@usda.gov
Pam McDonald	Training	Advisor	BLM	208-608-8144	pmcdonald@blm.gov
<i>TBD</i>	Agency Administrator	Advisor	USDOJ		

The Steering Committee Co-Chairs provide liaison between the National Interagency Fuels Academy and the Management Oversight Board. The Co-Chairs will work with the National Interagency Fuels Academy Director to consider business needs, prioritize topics, schedules meetings, prepare agendas, and provide regular updates on status and business needs to the Management Oversight Board. There are no term limits for committee members, and length of terms for committee members may be negotiated individually with their respective Management Oversight Board member.

Subcommittees, Advisors and Liaisons:

The Steering Committee may establish subcommittees, task teams, work groups, or individuals with specialized expertise to serve as necessary to advise and assist the Steering Committee and National Interagency Fuels Academy Program.

Subcommittees:

The Curriculum Subcommittee is the primary group established to develop and deliver learning as part of the academy. The subcommittee's role is to establish curriculum, identify and recruit instructors, and facilitate instruction delivery. As a three-year developmental program, the cadre needed to deliver instruction will vary by subject matter for each year. As such, the Curriculum Subcommittee is charged with recruiting and maintaining a cadre of instructors to deliver each year's content, which may require the coordination and maintenance of more than one cadre of instructors (i.e., Year 1 Cadre, Year 2 Cadre, and Year 3 Cadre). Membership on the Curriculum Subcommittee is by appointment by the Steering Committee.

Advisors:

Individuals or groups may be sought out as appropriate to provide advice to the Steering Committee on specific issues or topics. The following are examples of personnel with applicable expertise to serve in an advisory capacity:

- Robert Trincado – Prescribed Fire Training Center, Director
- Wildland Fire Apprentice Program – Matt Ziegler, Director
- Others as deemed necessary.

Liaisons:

Liaisons may be sought out as appropriate to provide a point of contact to programs or functions critical to the success of the Fuels Academy. The following are examples of personnel that serve in a liaison capacity to assist the Fuels Academy fulfil its function:

- Lisa Renken – USFS FAM/HRM Liaison; assists USFS with recruitment and hiring associated with the academy.

Decision Making:

Quorums and Temporary Membership:

At a minimum, the Chair (or one of two Co-Chairs) plus more than 50% of the full voting membership of the steering committee must be in attendance to validate decisions that require a vote. For example, with two Co-Chairs and 4 members, a minimum of four (4) (1 Co-Chair + 3 members) is required to form a quorum.

Steering Committee members that are unable to attend calls, meetings or other functions may assign an alternate of their choosing to temporarily serve in their absence. Temporary alternate members will

be empowered with full membership authority (voting) during any time-period they are identified/called upon to act as a Steering Committee member.

Decisions having to do with budgetary, staffing, or personnel matters are made by the Management Oversight Board under advisement from the Steering Committee. The Steering Committee is expected to offer up recommendations to the Board, but ultimately it is the Board working through agency executives that must approve commitment of resources (funding and staffing) for their respective agencies. All decisions and recommendations made by the Steering Committee will be recorded in the meeting notes.

Meetings:

The National Interagency Fuels Academy Steering Committee shall meet in-person or remotely to conduct business monthly or as often as deemed appropriate by the Director and Co-Chairs. At each meeting the Academy Director will provide a status update and will present the Steering Committee with any policy, funding, or other business needs that require action from either the Steering Committee or Management Oversight Board.

Agenda items will be submitted to the Co-Chairs and Fuels Academy Director by Steering Committee members, advisors, or liaisons. Written agendas will be provided to members, alternates, advisors, and liaisons at least three days prior to the regular and non-urgent meetings.

Meeting minutes will be taken by the academy staff and will be finalized within one week of the meeting/call and distributed to the Steering Committee members for review. Notes will be approved at the beginning of the next scheduled call and approved notes archived by the academy staff.

National Interagency Fuels Academy Operations and Staffing:

The National Interagency Fuels Academy will operate under the umbrella of the National Fire Training Centers which also oversees the Prescribed Fire Training Center (PFTC), National Advanced Fire and Resource Institute (NAFRI) and the Wildland Firefighter Apprentice Program (WFAP). The staff structure that administers and operates the Fuels Academy are shown below:

National Interagency Fuels Academy – Operational Structure					
Name	Title	Agency	Role	Phone	Email
Vacant Vice - Jay	Director, National Fire Training Centers	USFS	2nd Level Supervisor		
Stew Richter	NAFRI Director	USFS	1st Level Supervisor for Fuels Academy Director	202-841-8807	Stewart.richter@usda.gov
Tim Yurkiewicz	Fuels Academy Director (Working within PFTC organization)	USFS	NTE/PFT	520-799-8743	Timothy.yurkiewicz@usda.gov

Vacant (vice Yurkiewicz)	Fuels/Fire Ecology Training Coordinator - NAFRI	USFS	PFT *		
TBD	Fuels Academy - Training Specialist	USFS	PFT *		
TBD	Fuels Academy - Training Specialist	BLM	PFT *		
TBD	Administrative Support – PFTC/Fuels Academy	USFS	PFT *		
TBD	Logistical Support	Agency Dependent	Detailers or Contracts		

**Note: Several existing and proposed positions would support the Fuels Academy as well as provide support to other aspects of the National Fire Training Centers (e.g., PFTC, WFAP, NAFRI)*

Approvals:

This charter is effective as of the date of signature. By signing the signatories indicate their agreement, support, and commitment to the project. This charter may be amended upon recommendation of the Steering Committee and Fuels Academy Director with concurrence of the Management Oversight Board.

Approved By:

JEROME PEREZ

Digitally signed by JEROME PEREZ
Date: 2023.06.12 19:12:18 -04'00'

Jerome Perez
Director – USDA FS WO-FAM

6/12/2023

Date

Grant Beebe
BLM Assistant Director, Fire and Aviation

Date