

**OREGON FIRE CHIEFS ASSOCIATION
REPRESENTATIVE: PNWCG OPERATIONS TRAINING WORKING TEAM**

Representative's Name	Representative's Organization	Representative's Contact Info	Date Appointed	Length of Term
Sam Philips	Oregon Fire Chiefs Association	Hillsboro Fire Department		No terms - as long as appointee is willing to serve and the OFCA so desires

Purpose, Scope and Goals of Committee	<p><i>Scope and Responsibility of Committee:</i></p> <ul style="list-style-type: none"> The mission of this Training Working Team is to provide a coordinated, interagency approach to fire management training in the Pacific Northwest Geographic Area.
Frequency, Format and Location of Meetings	<ul style="list-style-type: none"> The team meetings may be called by the chair or by any four (4) members. Quarterly meetings are desirable but not required. Five (5) members shall constitute a quorum for voting purposes. There shall be two weeks notice of any meeting. Ad-hoc committees may be established by the chair as needs arise. Ad-hoc committees shall not exist longer than one year, but can be re-chartered annually, and are subject to PNMCG review.
Specific Duties of Representative	<ul style="list-style-type: none"> Attend the formal committee meetings in person. Actively participate in and contribute to the function of the committee on behalf of the best interests of the OFCA and its membership. Review relevant materials and complete tasks as assigned by the committee leadership within specified timeframes. Alert the OFCA Board of any emergent issues that may be of interest or concern to the Oregon Chiefs. Submit a written annual report due at Spring Conference <p>In addition to attendance at arranged meetings and the associated travel time, the appointee's typical workload is approximately 10-15 hours during an active cycle.</p>
Standing Expectations of OFCA Board	<p><i>Appointed representatives of the OFCA are expected to:</i></p> <ul style="list-style-type: none"> Demonstrate conduct that is at all times professional and brings credit to the association and its membership. Accept and act upon extemporaneous or ad hoc direction from the OFCA Board in a timely manner and with the same credence afforded the direction received herein. Reflect in their actions adherence to the OFCA's bylaws, policies, and resolutions as well as the following adopted principles: <ul style="list-style-type: none"> ✓ OFCA (and its representatives) will build and maintain relationships with our members, our state associations, and other partner organizations. ✓ OFCA will actively foster communication to enhance these relationships. ✓ OFCA (and its representatives) will endorse, support, and foster legislative and policy development initiatives that will enhance the fire service and advance firefighter, citizen, and community safety. ✓ OFCA (and its representatives) will endorse programs that foster and promote quality improvement and professional development for fire service professionals and agencies. ✓ OFCA (and its representatives) will seek and utilize fire service leaders who

	will professionally and enthusiastically advance the mission, goals and objectives of our organization.
Participation and Reporting Requirements	<p>Committee Participation Requirements: Representatives are expected to attend all meetings. Unexcused absences may result in the termination of appointment.</p> <p>Regular Reporting to the OFCA Board: The representative will maintain regular contact with and provide timely notification of emergent issues to the OFCA Board.</p> <p>Primary OFCA Contact:</p> <p style="padding-left: 40px;">OFCA President 727 Center Street NE Salem, OR 97301</p> <p>Initial and Annual Review of Appointment Document: Initially, upon commencement of the appointment, and prior to December 1st of each year of service on the committee, the representative will review and recommend changes to this document to ensure it accurately reflects the scope and requirements of the positions. The proposed changes will be submitted to the aforementioned OFCA Board for consideration.</p>
Unusual Event Reporting and Review	<p>In the event of unusual circumstances or significant emergent issues, the appointee will immediately contact one of the following for direction (listed in order of priority):</p> <p style="padding-left: 40px;">OFCA President</p> <p style="padding-left: 40px;">OFCA 1st Vice President</p> <p style="padding-left: 40px;">OFCA Executive Director</p> <p>In the unlikely event of conflict or disagreement between the representative's actions or chosen approach and written directives from the OFCA, the matter should be immediately brought to the attention of the OFCA Executive Director and/or Board President for review by the Board at the earliest opportunity.</p>
Expense Reimbursement Policy	Participation on this committee is not funded by OFCA. The representative's agency typically funds reimbursement of expenses.

SIGNATURES:

OFCA Board President

Representative

RESOURCES:

Available at www.ofca.org:

- OFCA Constitution, Bylaws, Policies, and Resolutions

Available at http://nationalfiretraining.net/nw/twt_docs/twt_charter_amended_05-2002.pdf

- Pacific Northwest Wildfire Coordinating Group Training Working Team Charter

CREATED: September, 2007

