



# California Fire Alliance

## Process for Charter Membership

### Charter Background

The California Fire Alliance (CFA) Charter addresses group roles and responsibilities as they relate to the implementation of wildland fire protection planning efforts in California. The CFA has no discrete funds or authorities. It represents an interagency forum where members can exchange related program information and integrate efforts which help to address the wildfire problems in California.

Charter members must demonstrate an involvement and dedication to pre-fire management efforts which emphasize any and or all of the following:

- Public and community safety
- Minimize wildfire costs and losses
- Maintains and improves the quality of the environment

### Considerations for Charter Inclusion

Appropriate agencies/organizations will be considered for membership based on their commitment, contribution, and effort to actively support the mission, goals, and strategies of the CFA. The following checklist should be used to assess potential member inclusion.

- Are there any issues that may complicate or preclude proposed membership inclusion?
  - i.e., tribal sovereignty concerns
  - Federal Advisory Committee Act (FACA) issues (does Healthy Forest Restoration Act offer resolution to potential FACA issues pertaining to CFA Charter?)
- Will the prospective member offer an adequate level of commitment to the CFA mission?
  - Leadership support of collaborative/integrated CFA efforts and participation at biannual and or quarterly Leadership meetings.
  - Staff support and participation by implementing integrated efforts as directed by Leadership group and through information sharing and problem solving efforts during staff group meetings (generally meet monthly, but fluctuates as necessary)
- Does the prospective member demonstrate an involvement and dedication to efforts consistent with the CFA mission?
  - Members who provide credibility to the CFA and offer the potential of involvement and dedication to CFA goals and mission will be invited to join
- Are the CFA mission and goals within the prospective member's interest and mandate?

- New member involvement should not result in the misuse of public office for private gain (5 CFR 26350)
- Will CFA members and mission benefit from the inclusion of the prospective member?
  - Same consideration as above under 5 CFR 26350
  - Shared messages and resources may benefit the CFA mission
  - Additional information and collaboration may benefit strategic and integrated efforts of the CFA
  - New members may bring additional constituencies to CFA efforts which could enhance awareness and successful program/project implementation
- Does the prospective member agency/organization exist under an existing member's oversight or jurisdiction?
  - i.e., the State Fire Marshal is under CDF's oversight/agency jurisdiction and would thus be a redundant member.
- Are there existing agreements between current charter members and the prospective member which will assist in collaboration efforts?
  - i.e., MOU for Collaborative Fuels Treatments
  - cooperative training initiatives and education programs

### **Process for Charter Inclusion**

- STEP 1: Prospective members may apply for charter membership or be nominated by existing charter members. Applications and nominations will be collected during quarterly meetings.
- STEP 2: The CFA Staff Group reviews the *Consideration for Charter Inclusion* checklist and presents the prospective member(s) to the Leadership Group on a bi-annual basis.
  - The Leadership Chair will determine if there are any objections by the existing CFA Leadership which may prohibit the prospective member(s) from joining the charter.
- STEP 3: The CFA Leadership Chair provides a letter of invitation to the prospective member(s), on an annual basis, requesting any clarification and response within 45 days of invitation.
- STEP 4: The prospective member(s) provides the Leadership Chair with their written response which clarifies the prospective member's role and commitment to the CFA and response to any appropriate questions listed under the *Consideration for Charter Inclusion*.
- STEP 5: The Leadership Chair provides a subsequent letter to the prospective member which either invites them to a Leadership Group interview or provides reasoning for their non-inclusion to the CFA Charter.
- STEP 6: On an annual basis, the Leadership group will interview prospective members. Approval will be based on consensus<sup>1</sup> which will formalize the prospective member's inclusion to the CFA Charter. Any additional modification or amendment to the Charter will be made, as needed.

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<sup>1</sup> Consensus- approval or the absence of active opposition by CFA Leadership Charter members