

Kansas Commission on Emergency Planning and Response

Kansas Fire Service Working Group Charter

- A) There shall hereby be established the Kansas Fire Service Working Group (KFSWG) reporting to the Kansas Commission on Emergency Planning and Response (CEPR).
- B) The mission of the KFSWG is to research emerging issues affecting the diverse service delivery of the fire service in Kansas and providing recommendations to the CEPR to address those issues. These issues may include, but are not limited to; mutual aid, resource management notification, technical rescue, EMS, hazardous materials and other response; developing target capabilities; adopting typing and credentialing standards; and encouraging the development of minimum training standards for the Kansas fire service. In addition, the KFSWG would encourage the development of specialized training and resources encompassing the diverse service delivery of the fire service.
- C) The function and duties of the KFSWG shall include, but not be limited to;
 - a) Establish standard typing and credentialing of fire service resources.
 - b) Recommend a single resource management notification system.
 - c) Establish and recommend adoption of minimum training standards for the fire service.
 - d) Educate and promote the listing of deployable resources into the statewide database.
 - e) Develop and promote minimum training standards for the Kansas fire service.
 - f) Develop policies to provide assistance at the State EOC as necessary.
- D) Membership of the KFSWG shall include the following;
 - a) One representative from the Kansas State Association of Fire Chiefs.
 - b) One representative from the Kansas Professional Fire Chiefs.
 - c) One representative from the Kansas State Firefighters Association.
 - d) One representative from the Kansas Council of Firefighters.
 - e) One representative of the Kansas State Fire Marshal's Office.
 - f) One representative from Kansas Division of Emergency Management.
 - g) One representative from Kansas Forest Service.
 - h) One representative from the University of Kansas Fire and Rescue Training Institute.
 - i) One member of the fire service selected at large by the fire service representatives from each of the seven Kansas Homeland Security Regions and not serving as an officer in any of the above organizations.
 - j) Fire service resource subject matter experts (SME) may also be invited to meetings/discussions to advise on a specific topic(s). These SME's shall not be considered "voting members" of the Working Group.
- E) Officers
 - a) Chairperson – Elected annually by the KFSWG. Responsible for calling for and facilitating meetings.
 - b) Vice Chairperson – Elected annually by the KFSWG. Responsible to facilitate meetings in the absence of the Chair.
 - c) Secretary – Appointed by the Chair. Responsible for maintaining list of members, taking and publishing minutes of meetings, and maintaining other documents presented to or developed by the KFSWG.
- F) Meetings – The KFSWG will meet on the call of the Chairperson, but at least quarterly, at a location determined by the Chairperson. Meetings may be held by conference call or electronic media if desired by the Chairperson. Minutes of the KFSWG will be provided electronically to all members of the working group, the Fire Service Representative of the

CEPR and the Statewide Deployable Response Resources Committee prior to the next meeting.

- G) Voting members – shall be the membership outlined in D) a-i).
- H) Quorum – shall be 9 members outlined in D) a-i). A majority vote will be a majority of the voting members present.
- I) The Chairperson may, as necessary, appoint and convene subcommittees to research specific issues and provide recommendations to the group at large.
- J) The KSFWG shall report, at least annually, the activities of the KSFWG to the CEPR membership at large.