



## **HAZARDOUS MATERIALS SPECIALIST WORKGROUP CHARTER**

### **MISSION STATEMENT**

The FIRESCOPE Hazardous Materials Specialist Group is formed to develop, provide, and coordinate the information and support necessary to maintain a multi-agency hazardous materials program and all aspects of the implemented design. The Group will strive to produce products utilizing a best practice model, free of political or geographic bias, drawing upon the experience and knowledge gained in the delivery of public service by all members in accordance with all FIRESCOPE policies and procedures.

### **RESPONSIBILITIES**

1. Develop, maintain and gain approval from the Task Force for a “Plan of Work” consistent with the Group’s mission.
2. Collaborate with other members, appropriate stakeholders and subject matter experts on issues related to the “Plan of Work” to insure integration of a broad range of ideas in the final product.
3. Develop and maintain FIRESCOPE documents and products specific to the “Plan of Work.”
4. Present a single document for each “Plan of Work” project representative of group consensus.
5. Maintain an awareness of current and future trends and technology consistent with the Group’s mission.
6. Determine the potential for inter-agency cooperation and operational capabilities representative of the Group’s mission.
7. Review current training, certification, and qualification requirements representative of the Group’s mission.
8. Develop as necessary, or required, position manuals, task books and other documents for use in filling ICS positions related to the Group’s mission.
9. Review and revise documents and ICS structure related to the Group’s mission.
10. Maintain accurate confidential and non-confidential membership rosters for the Group.



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11. Report to the FIRESCOPE Task Force Liaison assigned to the Group.

12. Complete other assignments as deemed appropriate by the Task Force.

### **AD HOC GROUPS**

The Group when appropriate may establish Ad Hoc groups. Ad Hoc Group members shall be from the approved group roster.

### **MEMBERSHIP**

Members will be representative of the California Fire Service and based on the issues identified in the “Plan of Work” and the subsequent level of technical expertise required to ensure statewide representation. Members shall be approved by the FIRESCOPE Task Force and may include, but are not limited to:

- State agencies such as CAL FIRE, CAL OES-Fire and Rescue Division
- Federal agencies
- Local agencies representative of the CAL OES Mutual Aid Regions, cities, counties and rural areas.

Associate advisors may be assigned from interested non-fire service groups to provide technical expertise with the approval of the Task Force

### **OFFICERS**

The only required Officer of the FIRESCOPE Hazardous Materials Specialist Group is the position of Chair. The Group may select a Vice-Chair and Secretary as necessary. All Officers must be active members of the Group. Officers will be selected annually on a calendar year basis, January 1 to December 31.

The Chair will be responsible for managing the Group to accomplish the annual “Plan of Work” in accordance with the FIRESCOPE Decision Process and providing status reports on the Group’s efforts to the designated FIRESCOPE Task Force Liaison.

### **MEETINGS**



## **HAZARDOUS MATERIALS SPECIALIST WORKGROUP**

### **CHARTER**

At least one meeting will be held annually. Additional meetings will be held as necessary to accomplish the goals and objectives of the FIRESCOPE Hazardous Materials Specialist Group "Plan of Work". Meetings will be held so they do not conflict with the Task Force Meetings.