

Smoke Management Advisory Committee Charter

Authority: ORS - 477.552 - .558

Mission/Vision Statement: To assist and advise the State Forester, or designated representative, in the development and implementation of the Smoke Management program.

Purpose/Objectives:

- Evaluate needs of landowners/managers to ensure adequate opportunities are provided to accomplish the amount of prescribed burning needed.
- Advise Oregon Department of Forestry on matters to ensure public health is protected from smoke from wildfire and prescribed burning.
- Evaluate the consequences when the amount of prescribed burning does not accomplish the needs of landowners.
- Advise the Oregon Department of Forestry to ensure program fees are sufficient to cover program needs.

Organization: Five-member committee including:

- Appointed by the State Forester:
 - One representative from industrial forestland owners
 - One representative from non-industrial forest landowners
 - One representative for the public
- Additional invited Members:
 - One representative from the Forest Service
 - One representative from the Bureau of Land Management
- Agency Staff ex officio support:
 - ODF "Mitigation Program Manager" serves as Secretary
 - DEQ will assign an air quality representative
 - OHA will assign a public health representative

Committee members serve a two-year term; Term may be renewed.

Responsibilities/Duties:

The committee may organize in this fashion:

- Chair: responsible for providing leadership to the committee, including ensuring each meeting is planned effectively by collaboratively developing an agenda, meeting facilitation to effectively follow agenda and timeline, ensuring participation of committee members and provides direction in setting the course of the committee priorities.
- Vice Chair: Serves as Chair in the absence of the Chair and assists the Chair as necessary during meetings or in other committee capacities.

Committee positions are elected by the membership to serve a two-year term.

Committee members: Take responsibility to gather the viewpoints of the constituents which they represent and bring these viewpoints to the committee; be informed on all committee business; listen carefully to information presented; provide relevant information, comments and guidance; work with other members; and help develop recommendations. May serve on assigned sub-committees.

Agency Staff:

- Secretary: Serves as the committee's liaison to the Board of Forestry and day-to-day administrator of the Smoke Management Program. Ensures meeting administration is handled including: place, accommodations, agenda, and relevant information is provided to committee members and the Chair. Ensures meeting notes are documented and accurate, follows up on tasks and task administration, and ensures timely and effective correspondence is disseminated to committee members and other stakeholders between meeting periods.
- DEQ & OHA Representatives: Provide technical and policy information and guidance, consistent with DEQ and OHA statutory authority as joint partners of the Oregon Smoke Management Plan.

Meetings:

A minimum of twice a year in late January/early February and late June/early July, following the fall and spring burn seasons. Additional meetings may be held as necessary.

- At a minimum topics will include:
 - Status of seasonal prescribed burning – what was needed vs what was accomplished
 - Report of seasonal smoke intrusions and NAAQS exceedances
 - Financial report including program fund balance, expenses and projections
 - Status and trends of emission reductions due to emissions reduction techniques
 - Status and/or progress of implementation plan tasks from the previous program review
 - Any other relevant subjects relating to program operations, including any public outreach and education efforts
 - Update on public health resilience and social license
 - Updates on recent or forthcoming rulemaking or legislation involving or impacting the Smoke Management Program
- The committee may provide advice on how program funds are allocated.
- Up to two public comment periods will be made available during each meeting.

Operating Procedures:

Meeting organization: The Chair in consultation with the Secretary and committee members will develop a meeting agenda consistent with the “Meetings” section above and disseminate to committee members, staff, agency Public Information Officer, and other interested stakeholders. Meetings will normally be held in either the Santiam or Tillamook Room at Oregon Department of Forestry headquarters in Salem with a virtual attendance option available. The Chair will facilitate the meeting introducing each agenda item and keeping order for gaining input in each subject area. The Chair and Secretary will ensure the public meeting process will be adhered to.

Task Groups: The Committee may assign task groups or sub-committees as necessary to provide for a more concentrated effort or lengthy discussion to form an opinion or develop a recommendation.

Working guidelines:

- Committee members and staff commit to participate actively and strive to attend all meetings.
- Committee members will gather and bring forward the concerns and viewpoints of the groups which they each represent.
- Members will foster collaborative discussion by: (1) Listening actively and demonstrate that you understand. (2) Making clear if you are speaking for yourself or the group you represent. (3) Respecting the difference between fact and opinion. (4) Remaining focused on the agenda objectives and refraining from pursuing additional issues and objectives.
- Members will be respectful of a diversity of opinion and allow for an open, constructive dialogue.
- Members will be sensitive to time constraints and keep remarks concise and to the point.
- Members will strive to seek a range of information sources, recognizing that good information is needed for good decisions.

Committee Recommendation Development:

A quorum for conducting business will consist of three out of the five committee members present or participating virtually. Methods of attendance may include in-person, phone, webinar or other audio/visual media.

Committee members will seek consensus on all recommendations given to the agency. If consensus is not possible then all viewpoints will be clearly articulated and represented in any recommendation.