USDA Forest Service

FIRE EQUIPMENT, SERVICES, & SUPPLY ACQUISITION ANALYSIS (FESSAA)

TEAM CHARTER

PURPOSE: The Fire Equipment, Services, and Supply Acquisition Analysis (FESSAA) Team is established to review recommendations and direction that pertain to any aspect of acquisition practices and processes related to incidents as contained in the following:

- *Containing Wildland Fire Cost: Improving Equipment and Services Acquisition*, National Academy of Public Administration (NAPA), September 2003
- *FS Emergency Equipment Rental Agreements*, OIG Audit, July 6, 2005
- Congressional Direction via the FY 2005 Appropriations Bill

DIRECTION AND OVERSIGHT: The Wildland Fire Leadership Council provides overall interagency policy, management and direction for improving the collective acquisition program. The Director of Acquisition Management and Director of Fire and Aviation Management will provide operational direction and approve reccomendations from the FESSAA Team.

GOALS:

- To conduct analyses identifying potential areas for improvement in the acquisition of equipment, services, and supplies for fires/incidents.
- To provide direction, guidance, strategies, policies and final recommendations for national implementation.
- To coordinate and communicate with the Acquisition and Fire interagency staffs to ensure that comprehensive, inclusive, longterm actions are considered and endorsed.
- To identify opportunities to attain a minimum of 10% savings in Acquisition-related activities pertaining to incidents over the next 5 years.

GUIDING PRINCIPLES:

- Support development of method of supply chain strategies
- Strive for efficient and effective fire acquisition operations
- Ensure the efficient delivery of acquisition services
- Promote innovation
- Ensure field and customer participation
- Advance consistency in Acquisition practices

MEMBERSHIP

Team Members:

Procurement Analyst.....	Byron Brown
Procurement Analyst.....	Ron Schilz
Management Analyst.....	Sarah Clore
Management Analyst.....	Cheryl Emch
Management Analyst.....	DT Wells

Team members operate as a self directed team. The Assistant Director for Operations, WO AQM, serves as direct supervisor and provides oversight and direction.

Support Members: Support members exist to provide vital assistance needed on an on-going basis in the areas of system implementation, training, and incident business practices.

EXPECTATIONS OF OTHER REGIONAL/STATION PERSONNEL:

Subject Matter Experts: Specific needs for involvement are addressed through the use of Subject Matter Experts. These needs are dynamic, dependent on the situation, study area, or other finite task identified.

Field Contacts: Each Regional Director of Acquisition Management/Station-equivalent will serve as the primary contact for FESSAA Team activities. Responsibilities of the contact are to serve as the primary communications hub on their unit, surface issues, engage in problem-solving, assess local training needs and provide assistance on special teams.

INTERAGENCY COORDINATION:

FESSAA will routinely communicate with the Office of Wildland Fire Coordination (OWFC), Department of Interior, to keep them apprised of activity, gather input, and discuss joint opportunities.

FOCUS AREAS:

1. Regional and Geographic Area Contracts, including Emergency Equipment Rental Agreements (EERAs)
2. National Contracts
3. Fire Cache

FUNDING: Funding will be requested through WO Business Operations, using Wildland Fire funds.

MEETINGS: The team will meet quarterly for 2-3 days. Conference calls will be held on a regular basis, and other meetings and calls will be arranged as needed.

We, the Undersigned, Agree with and Approve of this Charter

RONALD R. WESTER, Assistant Director of Operations, Acquisition Management — 7/6/2006 Date

RONALD E. HOOPER, Director, Acquisition Management — 7/7/06 Date

T.C. HARBOUR, Director, Fire & Aviation Management — 7/7/06 Date