

FOREST HEALTH ADVISORY COMMITTEE

CHARTER

Approved November 2023

I. BACKGROUND

Forest health conditions in Washington State have been in decline for decades and the consequences of such conditions have contributed to uncharacteristically severe wildfires and a degradation in ecosystem functions. Wildfire risks have been high statewide, but are particularly acute in eastern Washington. Additional pressures on our forests across the state include insects, disease, drought, invasive species, and human development. Forest conditions are further affected by climate change, past management practices, and a lack of adequate active management. The result has been loss of valuable forest resources and forest ecosystems functions such as clean water, carbon sequestration, fish and wildlife habitat. Without significant intervention this trend will continue.

With this in mind, the 2017 Legislature passed Senate Bill 5546 (codified in part at RCW 76.06.200) establishing a forest health advisory committee to assist the department in the development and implementation of a method ‘to proactively and systematically address the forest health issues facing the state’. The 2020 Legislature passed House Bill 1168, reinforcing the role of Forest Health Advisory Committee (FHAC) and providing further direction to guide agency engagement with the Committee.

II. NAME

This Charter refers to the Forest Health Advisory Committee as “the Committee.”

III. AUTHORITY

RCW 76.06.200(3)(b) creates a Forest Health Advisory Committee, passed into law during the legislative session of 2017.

The Commissioner of Public Lands, Washington State Department of Natural Resources (DNR) chartered the Committee. The Commissioner serves as the state of Washington's lead for all forest health issues under RCW 76.06.150(1).

IV. MISSION

Contribute to the improvement of forest health by providing guidance and advice to the Commissioner of Public Lands on forest health conditions and solutions thereby helping to make Washington forests, regardless of ownership, healthier and more resilient to insects, disease, invasive species, catastrophic wildfire, and other disturbance. Specifically, this committee helps to inform successful implementation of the 20-Year Forest Health Strategic Plan: Eastern Washington and Washington’s Forest Action Plan.

V. VALUE STATEMENT

The Forest Health Advisory Committee, through collaborative leadership, with input from constituent groups, strives to continually improve and maintain the health and resilience of Washington’s forests for current and future generations.

VI. DEFINITION

RCW 76.06.020(6) establishes a definition of “forest health” to mean the condition of a forest being sound in ecological function, sustainable, resilient, and resistant to insects, disease, fire, and other disturbance, and having the capacity to meet landowner objectives.

The 2020 Washington State Forest Action Plan further defines “forest health” as the condition of a forest ecosystem reflecting its ability to sustain characteristic structure, function and processes; resilience to fire, insects, and other disturbance mechanisms; adaptability to changing climate and increased drought stress; and capacity to provide ecosystem services to meet landowner objectives and human needs.

VII. ORGANIZATION

The Staff-Chair, Member-Chair, and committee members represent key groups or constituent entities who are determined as appropriate and appointed by the Commissioner. The Co-Chairs, and Committee members are supported by DNR staff in Forest Resilience Division as well as Executive Management with primary points of contact being the Forest Resilience Division Manager and designee of the Deputy Supervisor for Forest Resilience, Regulation, and Aquatic Resources. In addition, the DNR will provide administrative support providing a staff member to act as Secretary to the Committee.

The Committee provides recommendations to and advises the Commissioner.

The Committee may create Work Groups and Technical Subcommittees, including the creation of Joint Work Groups in partnership with other DNR advisory groups, as necessary in order to further explore, develop or address a specific issue or task. These forums shall be established and guided through the use of a Tasking Memo (Appendix D), approved by the full committee. These Work Groups and Technical Subcommittees will sunset upon completion of their assignment or the project.

The Committee’s calendar of work and operations shall be maintained through the FHAC Annual Work Plan, revisited and updated as needed throughout a given year.

VIII. COMPOSITION

The Committee is composed of members representing specified groups or constituents defined in RCW 76.06.200(3)(b), or as deemed appropriate by the Commissioner and includes the following:

A. Committee Officers

The Committee officers shall be the Staff-Chair, Member-Chair, and Secretary. The Member-Chair is elected from within the committee membership and shall serve a term of one year. The Department of Natural Resources administrative support representative shall serve as the Secretary of the Committee.

B. Committee Members

The Committee will seek to ensure that a balance of geographic representation is achieved in recruiting and nominating members for appointment by the Commissioner. The committee may include, but is not limited to the following members, and all committee members shall strive to represent the viewpoints of the constituent groups and organizations that they represent.

Committee membership shall include representation from the following constituent groups, while not exceeding twenty five (25) members, including:

- The Director of State and Private Forestry with **US Forest Service Region 6** or their designee.
- The Director of Conservation for the **Washington Department of Fish and Wildlife** or the director's designee.
- The Lead Agency Forester with **Washington State Parks** or their designee.
- The Executive Director of **Washington State Conservation Commission** or their designee, representing the interests of Conservation Districts.
- The Director of Policy with the **Washington Association of Counties**, or their designee, representing the interests of county and local governments.
- At least three (3) members representing **Washington Tribes**.
- Three (3) members representing **Forest Collaboratives**.
- Two (2) members representing **environmental groups** with an interest in forest health, forest management, and landscape resilience.
- One (1) member representing **forest conservation** with an interest in supporting the preservation and maintenance of forestland and working forest, including preventing the conversion of forest land to non-forest land.
- Two (2) members representing **Small Forest Landowners**.
- Two (2) member representing **Large Private Industrial Landowners**.
- Two (2) members representing **Logging, Milling, and Log Transportation**.
- One (1) member representing **Wildland Fire Response Organizations**.
- One (1) member of the general public representing **community level interests** as they relate to **community wildfire preparedness, forest health** and/or **forest conservation, environmental justice, or human health** associated with forest management, smoke, and/or wildfire.
- One (1) member representing **academic institutions** or academic partners.
- Other interested parties deemed appropriate by the Commissioner.

Current membership can be found in Appendix A, and is updated annually and as changes occur.

C. Strategic Partners

The Commissioner may appoint additional members to the Committee when the Commissioner determines it is appropriate to assist in developing and implementing the Committee's mission.

Additional subject matter expertise may be utilized when it will further the Committee's knowledge or understanding of a specific topic.

D. Work Group and Technical Subcommittee Membership

Work Groups and Technical Subcommittees shall be chaired by existing members of the Committee, with direct support from DNR staff.

As appropriate, additional members or subject matter experts may be nominated to serve on Committee Work Groups or Technical Subcommittees, while not serving as appointed members of the Forest Health Advisory Committee as a whole. Work Group and Technical Subcommittee members may be solicited from among Committee member organizations, or additional external strategic partners and will serve for the duration of that work group.

IX. NOMINATIONS & TERMS

A. Term Length

For all committee appointments, excluding the five (5) standing organizational designee committee positions, initial appointment nominations in 2023 shall indicate a preference for either a two (2), three (3), or four (4) year term to ensure continuity of leadership upon term expiration. Thereafter, each member shall be appointed for a term of three (3) years. Vacancies on the Committee shall be filled in the same manner as the original appointments.

B. Term Limits

For all committee appointments, excluding the five (5) standing organizational designee committee positions, members are eligible for re-appointment following each three year term. Other than those representing a designated agency described, members are limited to serving no more than two (2) consecutive terms. An exception to the two-term rule may be granted at the discretion of the Commissioner.

C. Member-Chair Election Process

The Member-Chair shall be elected from the Committee by majority vote at the winter Committee meeting of each year. Candidates for the Member-Chair position will be nominated at the fall Committee meeting of each year and will assume the role and duties immediately following the winter meeting.

D. Staff Chair Representation

The Staff Chair shall be selected, on a rotational basis, from among the Forest Resilience Division's Assistant Division Managers to support diverse leadership representation from the Division's portfolio of programs. Assistant Division Managers shall rotate after serving two consecutive quarterly meetings. During the transition of Staff Chair, the Forest Resilience Division Manager and designee of the Deputy Supervisor for Forest Resilience, Regulations, and Aquatic Resources shall provide consistent and stable facilitation support and assistance.

E. Committee Membership Nomination Process

Nominations shall be solicited annually each spring, utilizing DNR's normal methods for communication including a DNR press release, appropriate list serves, and social media. DNR shall strive to confirm appointments to ensure participation of new members at the fall Committee meeting. Interested applicants shall be directed to DNR's Boards and Commissions website to complete a general board application and a FHAC-specific Membership. The general application portal will be open to members of the public year-round.

F. Committee Membership Nomination Evaluation Process

The FHAC Nominations Subcommittee shall be responsible for supporting DNR's Boards and Commission's Manager in the routine solicitation of new members.

New member applications shall be received by DNR's Boards and Commissions Manager and provided to the FHAC Nominations Subcommittee.

Subcommittee composition shall be selected by the FHAC and shall include at least 4 FHAC members in good standing from at least three constituent categories, DNR's Boards and Commissions Manager, and at least one member of the Forest Resilience Division staff.

The Subcommittee shall be responsible for the following:

- Evaluation of current Committee composition, including existing representation, skillsets, and strengths to illuminate areas of representation and skillset that may be necessary to achieve equity and forward the mission of FHAC;
- Active promotion of vacancies and outreach for new members;
- Provide recommendations for possible areas of emphasis or thinking to the Boards and Commissions Manager, who is ultimately responsible for building the list for consideration by the Commissioner;
- Recommend, if needed, an extension of the nomination and recruitment process to address any seats that may remain vacant after the nomination period due to a lack of interest or applications received;
- Review of all applications for membership;
- Drafting of a process memo that addresses: (1) current committee vacancies, (2) deficiencies, challenges, or opportunities in the new member recruitment process, and (3) final recommendations regarding nominees.

The Subcommittee shall convene at least two weeks prior to solicitation to evaluate Committee needs, and shall reconvene one week after the nomination process closes to review applications.

Final recommendations shall be provided, via the FHAC Member-Chair, to the DNR Boards and Commissions Manager no more than 45 days after the nomination process concludes.

X. RESPONSIBILITIES

A. Staff- Chair

- Provides leadership for the Committee. Includes assigning the Committees' work, monitoring assignments, and guidance to annual planning.
- Facilitates Committee meetings as Chair and the establishment and coordination of work groups and technical subcommittees as they are deemed necessary; moves business actions forward.
- As needed, facilitate consultation between the Committee and relevant local, state and federal agencies and tribes and other interested parties.
- Maintains the FHAC Annual Work Plan (Attachment B)
- Develops and drafts meeting agendas (Attachment C) and identifies key meeting objectives.
- Conducts outreach to committee members to coordinate the development of recommendations and committee work plans, in coordination with the Member-Chair.

B. Member-Chair

- Delivers recommendations in the form of written and oral communications on behalf of the Committee to the Commissioner; serves as the primary spokesperson and voice of the Committee when presenting recommendations to the Commissioner.
- Supports the Staff-Chair in providing leadership for the Committee.
- Assists the Staff-Chair in developing meeting agendas and the Committee's calendar of work.
- Executes the duties of Staff-Chair in their absence, with direct support from DNR Staff.

C. Committee Secretary

- Maintains records of attendance and business conducted at all Committee meetings.
- Make arrangements for Committee meetings.
- Supports the Staff-Chair in the drafting of FHAC agendas and in maintaining the annual Calendar of Work.
- Collates, distributes and posts official meeting packets at least two weeks prior to each standing meeting and at least 48 hours prior to each special/emergency meeting.
- Present in writing minutes of previous meetings to members and the public

D. Committee Staff Support

- Coordinating directly with Committee Chairs, develops and plans meeting agendas and identifies key meeting objectives.
- Conducts outreach to committee members to coordinate the development of recommendations and support delivery of committee annual plan.

E. Committee Members

- Support the Committee's communications and interactions to advise the Commissioner on matters relating to forest health conditions in the state.
- Keep apprised of trends and conditions influencing the health of Washington's forests.
- Identify and/or review recommendations for best management practices to improve or sustain forest health; advise on processes and programs to facilitate development of physical, economic and human infrastructure necessary to establish a sustainable, long-term forest health program.
- Provide creative and proactive solutions to ensure long-term success of the Committee's mission; work to thoroughly understand the context and specifics of an issue and consider a range of alternatives when developing recommendations.
- Provide input and recommendations for the assessment and treatment framework developed pursuant to RCW 76.06.200, and the report by the Department described below.
- Monitor the implementation and effectiveness of the treatments outlined in the department's Assessment and Treatment Framework and Forest Health Tracker.
- Assist with review of periodic revisions to the 20-Year Forest Health Strategic Plan: Eastern Washington and State Forest Action Plan.
- Report Committee activities and dissemination information to constituents and organizations.
- Other duties related to forest health issues in the state as requested by the Commissioner.

F. The Department

- By December 1 of each even-numbered year, the Commissioner (with Committee input) will provide a written report to the appropriate committees of the legislature and OFM on the department's progress in implementing the assessment and treatment framework contained in RCW 76.06.200 and relation to the department's 20-Year Forest Health Strategic Plan: Eastern Washington. The report will include:
 - Recommended barriers to be addressed and alternative strategies to more effectively implement the framework and achieve the treatment goals;
 - An analysis of necessary funding to develop and implement the framework and treatment recommendations in the following biennium;
 - Costs and outcomes of treatments carried out in the preceding biennium;

- The current condition of Washington’s forests. The report will include any potential threats to forest landscapes and the nature, extent, and location of these threats, and recommend strategies to address them.
- Develop and implement assessment and treatment framework described in RCW 76.06.200, and as incorporated in the department’s 20-Year Forest Health Strategic Plan: Eastern Washington.
- Provide staff support for relevant Technical Sub-committees and Workgroups.
- Lead a review in collaboration with the Committee of the charter every 2 years at the start of a new state biennium, and revise as necessary.
- Keep members apprised of and identify opportunities to partner and/or work in concert with the following organizations and committees when in alignment:
 - WADNR Wildland Fire Advisory Committee (WFAC)
 - WA Prescribed Fire Council
 - WA Fire Adapted Community Learning Network
 - WADNR Community Forestry Council (WCFC)
 - WADNR Forest Stewardship Committee

XI. MEETINGS AND GUIDELINES

A. Meetings/Conference Calls

- The Committee will meet at the call of the staff-chair, but will typically meet quarterly.
- Efforts will be made to provide phone or video conferencing for the meeting and comply with the Washington Open Public Meetings Act (RCW 42.30).

B. Operating Guidelines

- The Committee serves under RCW 76.06.200(3)(b) and advises the Commissioner.
- The Committee will not be operational, set policy, or function as a political arm of the agency.
- Committee meeting operations will be governed by Roberts Rules of Order.
- The Committee will endeavor to make recommendations through consensus. If consensus cannot be achieved, a simple majority will rule with any dissent documented in meeting notes.
- The Department will provide Committee members a minimum of 15 days advance notice of meeting place, date, time, and agenda. All effort will be made to provide materials at least five days prior to the meeting.
- The Department will provide note-taking capabilities:
 - Summary notes of committee meetings will record attendance, Committee actions and work assignments.
 - Summaries of previous meetings will be reviewed, amended (as necessary) and approved by the Committee.
 - Meeting preparation may require outside reading or research prior to the meeting.
- Each Committee member is selected for specific talents or credentials. Alternates may attend committee meetings, as the subject matter requires, and with prior communication with the Committee Co-Chairs.
- If the attendance of a committee member is not possible, prior notification to the Committee

Chair or Coordinator is appreciated.

- The state committee meetings will include presentations from partner agencies and organizations. Content will be determined by expressed interest by committee members that request or offer relevant presentations.
- The Staff-Chair will solicit recommendations for New Business to be included for consideration on the agenda of the next meeting.
- The committee will strive to host periodic meetings that are field based to encourage relationship learning, building, and innovation.

XII. COMPENSATION

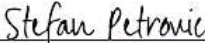
In 2021 the Washington Legislature passed Senate Bill 5793 which works to reduce barriers for low-income individuals and community members with lived experience to participate in the state’s critical task forces and workgroups. Under what is now RCW 43.03.220, any part-time board, commission, Committee, committee or other similar group established by the agency in an advisory, coordinating, or planning capacity function as a Class One Group, which allows stipend compensation to be provided to members that meet specific criteria.

Subject to available funding, the DNR may provide a stipend to individuals who are low income or who have lived experience to support their participation in the group to ensure principles of equity are achieved.

The FHAC shall follow any current or new guidelines issued by the DNR to ensure equity among all advisory boards, committees, and commissions. Requests for compensation evaluation shall be directed to DNR’s Office of Equity and Environmental Justice and shall be evaluated and granted independent of the FHAC.

XIII. APPROVAL

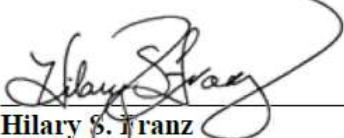
This Charter is effective as of the date of approval by the Boards and Commissions Manager and the Commissioner of Public Lands.



Stefan Petrovic
DNR Boards and Commissions Manager

11/25/2023

Date



Hilary S. Franz
Commissioner of Public Lands

11/17/2023

Date

Appendix A. Forest Health Advisory Committee Membership

Current membership of the Forest Health Advisory Committee, as of October 1, 2023 is as follows:

NAME	CONSTITUENT GROUP	AFFILIATION	CONTACT INFORMATION
Josh Anderson	Milling and Log Transportation	Vaagen Brothers	janderson@vaagenbros.com
Kevin Arneson	Milling and Log Transportation	Boise Cascade	kevinarneson@bc.com
Darcy Batura	Conservation	The Nature Conservancy	darcy.batura@tnc.org
Jerry Bonagofski	Industrial Harvest	WA Contract Loggers Association	jerryb@loggers.com
Chris Branch	Forest Health Collaborative	North Central WA Forest Health Collaborative	cbranch@co.okanogan.wa.us
David Cass	State Agency - Parks	WA State Parks	David.Cass@parks.wa.gov
Matt Comisky	Industrial Harvest	American Forest Resource Committee	mcomisky@amforest.org
Chad Davis	Federal Agency	US Forest Service, Region 6	chad.davis2@usda.gov
Cody Desautel	Washington Tribes (eastern)	Confederated Tribes of Colville Nation	cody.desautel@colvilletribes.com
Travis Dutton	County and Local Government	WA Association of Counties	tdutton@wsac.org
Dr. Paul Hessburg	Academic Partner	Forest Researcher, PNW Research Station	phessburg@fs.fed.us
Shana Joy	State Agency – SCC	WA State Conservation Commission	SJoy@scc.wa.gov
Cynthia Wilkerson	State Agency - DFW	WA Department of Fish and Wildlife	Cynthia.Wilkerson@dfw.wa.gov
Tiana Luke	Conservation	The Wilderness Society	tiana_luke@tws.org
Elaine O’Neil	Small Forest Landowners	WA Farm Forestry	eoneil@wafarmforestry.com
Janene Ritchie	Forest Health Collaborative	Pinchot Partners	admin@pinchotpartners.org
Jay McLaughlin	Forest Health Collaborative	Mount Adams Resource Stewards/South Gifford Pinchot Collaborative	jay@mtadamsstewards.org
Jim Walkowski	Wildland Fire Response	WA Fire Chiefs Association	jwalkowski@scfd9.org
Dave Wertz	Conservation	Conservation Northwest	dwerntz@conservationnw.org
<i>Lori Reynaud</i>	<i>FHAC Secretary</i>	<i>WA Department of Natural Resources</i>	Lori.Reynaud@dnr.wa.gov
<i>Katie Allen</i>	<i>Deputy Supervisor of Forest Regulation, Resilience, and Aquatics (Staff Support)</i>	<i>WA Department of Natural Resources</i>	katie.allen2@dnr.wa.gov
<i>Jennifer Watkins</i>	<i>Forest Resilience Division Manager (Staff Support)</i>	<i>WA Department of Natural Resources</i>	Jennifer.Watkins@dnr.wa.gov

Appendix B. Forest Health Advisory Committee LIVING Annual Plan template

2023 Living Work Plan				
	SPRING - FEBRUARY	SUMMER - MAY	FALL - SEPTEMBER	WINTER - DECEMBER
Regular Meeting	<p><i>Standing Business:</i></p> <ul style="list-style-type: none"> Review & approve prior meeting summary New Member Welcome Annual Work Plan Review <p><i>Action Items:</i></p> <ul style="list-style-type: none"> EJ Work Group Recommendations <p><i>Discussions:</i></p> <ul style="list-style-type: none"> FHAC Charter Revisions WWA Landscape Eval Pilot <p><i>Presentations:</i></p> <ul style="list-style-type: none"> Community Wildfire Defense Grants HB 1168 Joint Workgroup update Leg update: Cascading impacts of wildfire <p><i>Placeholder for 2024</i></p> <ul style="list-style-type: none"> State Forester update FR Program updates: Insects & Disease, Community Resilience 	<p><i>Standing Business:</i></p> <ul style="list-style-type: none"> Review & approve prior meeting summary <p><i>Action Items:</i></p> <ul style="list-style-type: none"> QWRA Joint Workgroup recommendations Environmental Justice draft recommendations FHAC Charter revisions WWA Forest Resilience Strategic Planning workgroup Tasking <p><i>Discussions:</i></p> <ul style="list-style-type: none"> [] <p><i>Presentations:</i></p> <ul style="list-style-type: none"> Deputy Supervisor/DNR update Monitoring WG update FR Program updates: Rx Fire, Certified Burner Program, and Post-Fire Recovery 	<p><i>Standing Business:</i></p> <ul style="list-style-type: none"> Review & approve prior meeting summary Member-Chair Nominations FHAC Charter revisions update <p><i>Action Items:</i></p> <ul style="list-style-type: none"> [] <p><i>Discussions:</i></p> <ul style="list-style-type: none"> [] <p><i>Presentations:</i></p> <ul style="list-style-type: none"> State Forester update Decision Package/Budget update FR Program updates: Service Forestry, UCF, and GNA 	<p><i>Standing Business:</i></p> <ul style="list-style-type: none"> Review & approve prior meeting summary Member-Chair Elections <p><i>Action Items:</i></p> <ul style="list-style-type: none"> [] <p><i>Discussions:</i></p> <ul style="list-style-type: none"> [] <p><i>Presentations:</i></p> <ul style="list-style-type: none"> Deputy Supervisor/DNR update FR Program updates: FH Planning, FH& Fire Science, and Federal Lands NEPA
Work Groups	<p>Jan-Feb: HB 1168 Account Joint Workgroup</p> <p>Quarterly: Monitoring Workgroup</p>	<p>Quarterly: Monitoring Workgroup</p>	<p>May-Dec: WWA Forest Resilience Strategic Planning Workgroup</p> <p>Quarterly: Monitoring Workgroup</p>	<p>May-Dec: WWA Forest Resilience Strategic Planning Workgroup</p> <p>Quarterly: Monitoring Workgroup</p>
Special Meeting	<p><i>March 16, 2023:</i></p> <ul style="list-style-type: none"> HB 1168 Workgroup Recommendations QWRA Joint Workgroup Tasking 		<p><i>Pending date:</i></p> <p>FHAC Charter Revision Approval</p>	

Updated 5.16.2023

Appendix C. FHAC Meeting Agenda Template - Annotated

WASHINGTON DEPARTMENT OF NATURAL RESOURCES
FOREST HEALTH ADVISORY COMMITTEE

Quarterly Committee Meeting

Tuesday, [DATE]
9:00 am to 1:00 pm

Join Zoom Meeting

[LINK]

Meeting ID: [ID] | Passcode: forests
One Tap Mobile: [One-Tap Number] | Dial by Location: [Direct-Dial Number]
Find your local number: [LINK]

Meeting Agenda

All times are estimates to assist in scheduling and may be changed subject to the business of the day and at the Staff-Chair's discretion. The meetings will be recorded.

Public Comment: To participate in public comment please RSVP to Lori.Reynaud@dnr.wa.gov no later than 5:00 pm on Monday, [DATE PRIOR]. Public comment shall be limited to 5 minutes per person – time may be shortened if needed to accommodate all interested parties.

TIME	BUSINESS	MATERIALS
9:00 AM	Call to Order – [NAME], FHAC Chair	
5-10 minutes	Approval of Quarterly Meeting Summary <i>Action Item: Consider approval of [DATE] meeting summary</i> <i>Review prior meeting summary. Accept corrections, move to approve.</i>	[DATE] Summary
10-20 min	Forest Resilience Division Update – Jen Watkins (DNR) <i>Work with Division Manager to identify Division level updates.</i>	
5-15 min	Deputy Supervisor / State Forester Update – [NAME], [TITLE] <i>Alternate based on master schedule.</i>	
5 min or less per comment	Public Comment on FHAC Action Items <i>Work with Secretary to identify if requests for public comment have been made. Covers all Action Items. Written comments may be accepted and included in the meeting summary.</i>	
20-30 min per Action item	Action item title – Presenter name, affiliation <i>Action Item: [describe the general motion or decision being requested]</i> <i>Begin with a brief presentation or recap, review recommendation or action being requested, then open the floor with a motion to accept the recommendation. Once motion is on the floor, discussion regarding the recommendation or action can occur – accept revision motions as needed, then take a final vote. Create a new Table Row for each Action Item.</i>	<i>Include in the packet the accompanying memo and any background information. List each item here.</i>
15 min per item	Presentation or Discussion item title – Presenter name(s), affiliation(s) <i>Often, presentations will occur for collective learning on a forest health topic or the meeting prior to an action taking place to provide adequate time for stakeholders to conduct independent consultation.</i> <i>If this is a Discussion Item, list the preliminary discussion questions to ensure members are prepared to contribute.</i>	<i>Include any printed material or background information in the packet and list here.</i>
5-10 min	Staff and Subcommittee Reports (5-10 min each)	

each	<ul style="list-style-type: none"> • [GROUP NAME] <p>This section is for brief standing updates, such as workgroup updates or other general Forest Resilience program updates.</p>	
10-15 min	<p>BREAK</p> <p>Provide about halfway through the meeting.</p>	
1:00 PM	<p>Adjourn</p> <p>Adjourning the meeting is an official business action. Provide any final Chair comments, then request a motion to adjourn.</p>	

Future FHAC Meetings

Regular Meetings: Quarterly - February, May, September and December

Special Meetings:

Rotational Updates: Specific occurrences subject to change

DNR Leadership: State Forester - February & September; Deputy Supervisor – May & December

DNR Programs: Federal Lands, Post-fire Recovery, Prescribed Fire, Service Forestry, Strategic Science & Planning, Urban and Community Forestry

Partners: Organizations and topics to be identified in meeting agenda preparation

Check the FHAC Website for latest information: <http://www.dnr.wa.gov/ForestHealthAdvisoryCmte>

Contact Committee Secretary: Lori Reynaud (Lori.Reynaud@dnr.wa.gov)

Appendix D. FHAC Tasking Memo Template

To: [NAME], Staff-Chair, Forest Health Advisory Committee (FHAC)
[NAME], Member-Chair, Forest Health Advisory Committee (FHAC)

CC: FHAC Committee Members
List relevant leadership contacts that should be made aware of the tasking. Often includes the Division Manager and Strategic Advisor

From: *Source of tasking memo – often this is the Deputy Supervisor, Division Manager, or Commissioner*

Date: [DATE ISSUED]

Subject: Tasking Memo for [PURPOSE]

Attachments: *List any relevant attachments*

Title: [Name of the Workgroup]

Requested By: [Name, title, and affiliation of person(s) requesting the task]

Task Leaders: [DNR STAFF LEAD – this is the individual who is responsible for convening the work group, managing the schedule, and ensuring the products are completed by the workgroup in a timely manner.]

1. **Overview:** Specific topics of the Forest Health Advisory Committee (FHAC) may benefit from more focused, small group discussion. A Work Group is proposed to complete [Describe Task]. The purpose of this document is to provide an overview of the objectives, work products, and timeline for the Work Group. Any work products, recommendations, or other input will be communicated to the full FHAC for approval before being finalized for review by the Commissioner of Public Lands and the Washington Department of Natural Resources (DNR) leadership.
2. **Intent:** The intent of this task is to engage the FHAC to provide recommendations to [WHO] concerning [WHAT].
3. **Background:** *See* [Relevant attachment with background information]
4. **Purpose:** [Describe the purpose behind engaging the FHAC on the specific topic of interest. List the specific actions being requested.]
5. **Task Description:** [Very specifically, list the expected work of the Workgroup, any sequencing required, and the specific deliverables or suit of recommendations to be produced.]
6. **Timeline:** [clearly identify the timeline for workgroup operations. Include any major milestones that need to be accomplished]
7. **Assigned to:** For consideration by the full FHAC, with specific elements of the task and first draft deliverables to be completed by the assigned Work Group. The entire FHAC shall be included in making key decisions and approval of final products.
8. **Work Group Composition and Expectations:** The Work Group shall be comprised of [WHO – members of the FHAC? Other experts? Specific Stakeholder groups? Identify the categories of representation.], with initial solicitation occurring at the [MEETING DATE]; requests to participate are due no later than [DEADLINE]. The Work Group shall convene with an introductory meeting on [DATE] with a frequency of [MEETING FREQUENCY].
9. **Products to be generated:** [WHAT specifically is the Work Group being asked to produce? Often it is a report or memo providing analysis and recommendations on the identified topic.]
10. **Final Disposition:** [WHO will receive the final product once approved by FHAC and HOW will the final product be used.].
11. **Due Date:** [DATE of final product deadline – at least 2 ½ weeks prior to the FHAC meeting in which consideration by the full committee will occur]; [DATE of any interim products or deadlines]