

**ADMINISTRATIVE PROCEDURES**

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| **80.04 Prescribed Fire Committee** | **Revised April 3, 2023** |

1. PURPOSE

The purpose of the Prescribed Fire Committee is to provide the agency Department Head Council a standing committee focused on addressing prescribed fire related issues and opportunities for improvement.

2. MEMBERSHIP

2.1 The Committee is comprised of members appointed by the Department Head Council. Members will annually elect one member to serve as chair of the Committee.

2.2 The Committee may utilize other subject matter experts within the agency to assist on specific issues under review.

1. COMMITTEE RESPONSIBILITIES

The Committee will:

* 1. Research and analyze prescribed fire related issues or opportunities for improvement.
  2. Develop proposed changes to prescribed fire activities, programs and procedures.
  3. Provide advice and recommendations to the Department Head Council on prescribed fire related matters.
  4. Administer and facilitate a Prescribed Fire Refresher annually.

4. MEETINGS

The Committee will meet as needed. The chair will schedule and facilitate the meetings. The chair will also communicate the Committee recommendations in writing to the Committee members and the Department Head Council.

5. REPORTING RELATIONSHIP

The Committee reports to the Department Head Council.

CONTACT: [Associate Director for Forest Resource Protection](mailto:WMoorehead@tfs.tamu.edu), (979) 458-7344