

# **General Task Team Operating Principles**

## **Task Team Procedures for Operation**

### Leadership

- Task Team will be assigned a temporary leader to facilitate initial activities
- Task Team will elect Chair/Co-chairs with at least one leadership person being a FEJF member
- Task Team Chair/Co-chairs:
  - responsible for providing verbal and written report at all FEJF meetings and conference calls (Not To Exceed 1 page)
  - will provide brief monthly activity report to FEJF Co-chairs via e-mail or fax

### Membership and Coordination

- Task Teams are not limited to FEJF members and non-members are encouraged to participate.
- Task Team should assess whether membership will facilitate meeting Task objectives and solicit new members/expertise if needed.
- Task Team should consider if outreach for stakeholder groups that may be critically affected by the products of the team is needed.
- Task Teams should insure representation of both agricultural and wildland sectors when appropriate.
- Task Team activities should be consistent with FEJF Workplan.
- If Task Team finds the FEJF Workplan should be modified, proposals will be raised to the FEJF for resolution.
- If a Task Team or Forum member has intentions of bidding on a proposed RFP, that interest should be announced to the Task Team and raised to the Forum for consideration of conflict of interest as outlined in the WRAP Bylaws.
- Task Teams should coordinate with Public Education and Outreach Task Team for external surveys of information or public workshops.
- Task Teams should coordinate with FEJF Co-chairs when working directly with other WRAP Forums

### Workproducts

- Task Teams are responsible for submitting copies of all work products (membership roster, RFP=s, letters, reports) including drafts to the FEJF Co-chairs on a timely basis.
- Task Teams should use the FEJF Website provided by Air Sciences for posting of products (submit items through FEJF Co-chairs).
- Task Teams should strive for consensus on all work products, however they do not have to meet consensus on work products prior to submission to the FEJF (include dissenting opinions in report to FEJF).
- Stakeholder issues that were unresolved or not represented should be in the FEJF report.
- Task Teams are charged with developing Scopes of Work for submittal to the Western Governors' Association and subsequent incorporation into RFP's.
- A Draft Scope of Work and supporting information (Schedule of Work, Qualifications, etc.) will be generally available for two weeks (target review period) for comment and consensus of the Forum. The

draft will either be directly transmitted to Forum members or posted on the Forum website. The Forum Co-chairs will notify the FEJF via an e-mail notification of the posting.

- Consensus of the Forum at the end of the review period is either by direct e-mail consent or silence which implies consent. If there are substantive issues with the SOW, a Forum member may request a conference call for discussion and resolution.

- Upon submittal of the SOW to the WGA, minor changes of the material will be addressed by the Forum Co-chairs.

- The proposal selection committee will typically include WGA representatives, Forum Co-chairs, Task Team Co-chairs and two Task Team members. No bidder on an RFP may participate in the proposal selection process.

- All final work products will be reviewed and consensus met by the FEJF prior to the public outreach process and before passage to the WRAP.

#### Fiscal Responsibility

- Task Team Co-chairs are responsible for submitting any contract reporting requirements to the FEJF Co-chairs for submittal to WGA COR (Rich Halvey-WGA).

- Task Team will consider budget and fiscal issues outlined in the FEJF Workplan including assessment of Task Team non-Forum member travel costs needed to finish Workplan task.

- Task Team should develop a list of potential funding sources for work products and pursue funding sources/cooperative ventures when possible in coordination with FEJF Co-chairs.

- RFPs that are needed to complete tasks can be developed prior to EPA grant money arrival (Task Teams are encouraged to develop the RFPs as they are a lengthy process (note: 60-90 day process with minimum 30 day CBD notice unless a sole source contract {below \$25,000}).

- Task Teams should note model RFP on [www.wrapair.org](http://www.wrapair.org) site under the Mobile Source Forum (WGA COR needs RFPs to include dates, deliverables, and cost information).