

# **Idaho Lands Resource Coordinating Council**



## **Standard Operating Procedures (SOP)**

## **I. Authority**

Cooperative Forestry Assistance Act (CFAA) of 1978 [16 U.S.C. 2101] as amended. The Idaho Lands Resource Coordinating Council, hereinafter referred to as "ILRCC" or "COUNCIL", is convened at the discretion of the State Forester of the Idaho Department of Lands (IDL), hereinafter referred to as "STATE FORESTER". The State Forester appoints an ILRCC, IDL staff member, hereinafter referred to as "STAFF MEMBER" to coordinate ILRCC business and act as a liaison between ILRCC members and the State Forester. The State Forester appoints a Chairperson and Vice-chairperson, hereinafter referred to as "CHAIR" and "VICE-CHAIR", to serve as primary and secondary leaders of the Council (refer to section 6 for definitions of duties).

## **II. Background and Purpose**

In 2011, an oversight group of representatives from each of Idaho's three programmatic advisory groups (Idaho Forest Stewardship Advisory Committee, Idaho Community Forestry Advisory Council, and Idaho Fire Plan Working Group) reviewed how the groups currently operated and provided recommendations on how the groups might work more cooperatively to address Forest Action Plan priorities. Recognizing substantial overlap among each group's focus, and the great potential to achieve effective statewide program outcomes more strategically, they recommended consolidation of the three advisory groups into a single Idaho Lands Resource Coordinating Council.

The Council, originally comprised of 24 represented interests (increased to 27 as of 2022) from federal, state, local, and non-profit organizations, is key to guiding collaboration and providing an external perspective to assist the IDL in strategically addressing shared priority issues through the State and Private Forestry (S&PF) Programs.

These Standard Operating Procedures (SOP) are a statement of the scope, objectives, duties, and procedures aligned with the operations of the Council. It outlines the objectives of the Council, identifies the membership representation, provides a preliminary delineation of roles and responsibilities, and serves as a reference for continuity for the future of ILRCC.

## **III. Objectives**

Council objectives include, but are not limited to:

- a) Combine local, state, and federal program resources to address forestry/fire concerns collaboratively in priority landscape areas, as identified in Idaho's Forest Action Plan (FAP).
- b) Recognize and support opportunities to work together and leverage limited resources to address multiple critical issues of statewide importance.

## **IV. Council Leadership**

Leadership will be provided by the Staff Member and a Council Chair (refer to Section 6 for complete definitions of duties assigned).

- a) Appointment – The Chair serves a total of a four-year term (two years Vice-Chair followed by two years Chair). Terms will be based on the calendar year (January-December) whereas the Vice-Chair will move into the Chair position effective 1 January following the last meeting of the Chair's final term. A new Vice-Chair will then be appointed. The Chair seat will rotate through each of the three represented S&PF program areas: Fire, Forest Stewardship, and Urban & Community Forestry. The process of seeking nominations and appointment is as follows:

1. Nominations will be sought by the Staff Member and the IDL Program Manager for the appropriate program up next in the rotation. The initial request will be for self-nominations from those members currently representing the specific program (i.e., if Fire is next up in the rotation, the Staff Member, via the Fire Program Manager, will request self-nominations from all current members representing the Fire program on the Council).
  2. Following the receipt of self-nominations, the Staff Member will seek nominations from the remainder of the Council, noting those already nominated. The Council will then have the opportunity to second the existing nominations or nominate another individual from the specific program.
  3. Following the receipt of the nominations, those members nominated and wishing to pursue appointment into the position will submit a letter to the State Forester via the Staff Member. The letter will include 1) Why the member is interested in the appointment; and 2) their contributions over time to accomplishments achieved by the Council. Nominated members will also provide an updated bio (see Attachment A). The Staff Member will forward the letters and bios to the State Forester for final review and appointment.
  4. Upon the State Forester's decision, a letter of appointment (see Attachment B) will be drafted for the appointee. A notification letter(s) of appointment (see Attachment C) will be drafted for those not appointed. All letters will be signed by the State Forester and the Staff Member will send them by mail or electronic means to the associated Council members. The Council will be notified of the appointment via email after a response is received from the appointee noting their receipt and acceptance of appointment.
  5. The new appointee's membership term expiration date will then be adjusted to reflect the commitment of a four-year term.
- b) If a Chair requests to step down from their position prior to the end of their appointed term, the Vice-Chair will transition to the Chair position. If a Vice-Chair requests to step down from their position prior to the end of their appointed term, a new Vice-Chair will be appointed following the process in Section IV.a.1 through 4. The new Vice-Chair's term dates will align with the existing Chair's term.

## **V. Council Membership**

Members will be appointed by the State Forester and will serve for a term of three years. It is the intent of the Council to have balanced representation from among the three S&PF program areas (Fire, Forest Stewardship, and Urban & Community Forestry) and varying geographical regions of the state.



**Table 5.1 – ILRCC Membership Representation and Associated Programs**

<b><i>Agency, Organization or Constituency</i></b>	<b><i>Program</i></b>
State & Private Forestry, Forest Service	All
Bureau of Land Management	Fire
Idaho Association of Counties	Fire
Idaho Emergency Managers Association	Fire
Idaho Office of Emergency Management	Fire
National Forest System, Forest Service	Fire
State Fire Marshal	Fire
Coeur d'Alene Tribe	Stewardship & Fire
Nez Perce Tribe	Stewardship & Fire
Shoshone-Bannock Tribes	Stewardship & Fire
Association of Consulting Foresters	Stewardship
Farm Service Agency (FSA)	Stewardship
Forest Products Industry	Stewardship
Idaho Department of Fish & Game	Stewardship
Idaho Forest Owner's Association	Stewardship
Idaho Tree Farm System	Stewardship
Land Trusts (Nature Conservancy)	Stewardship
Natural Resource Conservation Service	Stewardship
Soil and Water Conservation District	Stewardship
University of Idaho, Extension Forestry	Stewardship
American Planning Association– Idaho Chapter	Urban
Association of Idaho Cities	Urban
City Forester/Parks Director	Urban
Green Industry (Idaho Nursery & Landscape Association)	Urban
Urban Forest Collaboratives	Urban
Urban Forestry – At Large	Urban
Urban Issues (Stormwater, Energy, Health, etc.)	Urban

A roster of Council members (including the Chair and Vice-Chair) will be maintained by the Staff Member and will include the following information: Name, Represented Agency/Organization/Constituency, Title, Email Address, Office/Mobile (optional) Numbers, Term Start/End Dates, Program Representation(s), and Represented Interest (see table 5.1 for established represented interests). This roster will only be made available to ILRCC members and IDL staff. A separate member list will be posted on the IDL ILRCC public facing webpage and will include the following information: Names, Represented Agency/Organization/Constituency, Represented Interest, and Term Expiration Date. Members



are expected to be the liaison between the Council and the organization or constituency they represent.

- a) Member Term Expiration – There is no limit to how many terms a Council member may serve. The State Forester can appoint members for additional terms. If at the end of a term, a Council member does not wish to be re-appointed, the member will notify the Staff Member of their upcoming departure and, if possible, provide a contact for the Staff Member to reach out to regarding a request for nomination to replace the departing member.
- b) New Member Appointment (Existing Represented Interest) – The process for replacing a departing member is as follows:
  1. Nominations will be sought by the Staff Member and the IDL Program Manager for the program(s) the departing member was assigned to. A formal letter of request for nomination will be developed by the Staff Member, signed by the State Forester, and sent via mail or electronic means to the organization(s) or constituency(s) for which the nomination is being sought.
  2. Upon receipt of the nomination, the Staff Member will draft an appointment letter (see Attachment D) for the State Forester's review. The State Forester has the final authority to appoint a new member.
  3. The final signed appointment letter will be scanned and sent to the new member via electronic means. The original signed copy will be scanned, paper filed, and the scanned version filed electronically and maintained at IDL unless otherwise requested by the Council member.
- c) New Member Appointment (New Represented Interests) – If a New Represented Interest is approved, the process for appointing a new member to a new represented interest is as follows:
  1. Nominations for the addition of a new member under a new represented interest will be posed to the ILRCC for feedback and comment. If a member of the Council has previously identified a candidate(s), the individual's name(s) and represented organization(s) or constituency(s) will be provided to the Staff Member who will move the request to the State Forester. Steps in Section V.b.1 through 3 will be followed to complete the appointment process.

## **VI. Duties**

The following clauses outline duties assigned to members of ILRCC:

- a) All Council Members (IDL Staff and ILRCC Appointed Members):
  1. Assist the State Forester with multi-objective strategic planning through prioritization and implementation of the FAP. The overarching objective should be "Healthy Forests for all Idahoans." The Council will also participate in the development of partner entity statewide plans.
  2. Facilitate sound land management across all land ownerships through enhanced interaction between communities, private landowners, and local, state, and federal agencies and related interest groups. Clarify roles of partners and collaborative groups.
  3. Assist the State Forester in reviewing policy issues. Develop position

papers in collaboration with relevant constituencies and interest groups.

4. Identify and coordinate funding opportunities to strategically address FAP objectives. Coordinate S&PF competitive grants, National Fire Plan grants, Forest Health grants, and other non- S&PF funding opportunities. Include partner/stakeholder involvement and leverage.
5. Advise the State Forester on use of non-grant base level program funds.
6. Provide oversight for Idaho Forest Legacy Program.
7. Attend/participate in regularly scheduled meetings.

b) Council Chair:

1. Represent the Council and coordinate with the Staff Member for meeting agenda development and business-related issues.
2. Serve as the lead for all meetings and associated activities (site visits, gatherings, etc.). If the Chair cannot be present, the Vice-Chair assumes this duty.

c) Staff Member (duties may be further delegated to additional IDL staff at the discretion of the Staff Member):

1. Serve as the point of contact for IDL and the State Forester with regards to ILRCC business outlined in this SOP
2. Conduct Council secretarial business to include but not limited to; coordination of leadership and member appointment, membership roster maintenance, meeting agenda development, meeting minutes, meeting travel arrangements, ILRCC webpage and secure portal maintenance (alongside IDL Public Information Officers), and record keeping as it relates to Council business outlined in this SOP.
3. Program Contacts are established for representative programs (membership management and information dissemination purposes).

## **VII. Conducting Council Business**

The following clauses outline formal business conduct for the Council:

- a) Scheduled Meetings: The Council will hold a minimum of two meetings per calendar year (January – December). Special (additional) meetings may be convened at the discretion of the State Forester via the Staff Member and in cooperation with Council Leadership. Council meetings are open to the public. Notice for regular bi-annual meetings shall be provided to all members at least ten working days prior to the meeting. Notice for special meetings shall be provided at least five working days prior to the meeting. Notices shall include the time, place and objective of the meeting, and the means available to join the meeting electronically.
- b) Approval of the meeting minutes will be sought by the Chair at the regularly scheduled meeting following that meeting for which the minutes were developed. After final approval, minutes will be posted to the ILRCC public facing webpage.
- c) The minimum number of members present to conduct the business of the Council shall be no less than half of the currently filled represented interests present. This will be achieved by primary Members being physically present at a



site or joined electronically.

1. Example: If there are 22 represented interests and only 20 are filled at the time of the meeting, the minimum number of members present must be no less than 10.
- d) Voting on Regular Business: The voting process is meant to be informal and will be conducted at the current Chair's discretion (thumbs up/down, "I, 2nd, 3rd", etc.). All votes provided by the Council will be considered "votes for recommendation" to be presented to the State Forester for final consideration and approval. Each primary Council member shall have one vote.
- e) Changes to the SOP: Changes to this SOP will be presented to the Council with a request for a "vote for recommendation" to be presented to the State Forester. The Council will be provided the suggested changes with no less than 10 days to review and provide comment. Voting will take place at a regular or special meeting, or via electronic means (email, doodle poll, etc.) as deemed appropriate by the State Forester, Staff Member and Chair.

#### **VIII. Maintenance**

This SOP is to be reviewed annually by the Staff Member in coordination with Council Leadership. A complete review and update will be conducted no less than once every five years. Any necessary updates will be brought to the attention of the Council via the Staff Member to be discussed and implemented following protocols outlined in Section VII.e.

#### **IX. Approval of SOP**

This SOP is hereby adopted upon the last date signed by the authorizing representatives below. This SOP may be signed in counterparts.

**AGREED: ILRCC**

**AGREED: Idaho Dept of Lands**

 7/25/22

 7/13/22

Authorized ILRCC Signature

IDL Authorized Signature

Mike Wolcott - Chair

Craig Foss – State Forester

Print Name/Title

Print Name/Title

Date

Date

#### **Attachments:**

- A) Council Member Bio - Template
- B) Council Leadership Letter of Appointment - Template
- C) Council Leadership Selection Notification - Template
- D) Council Member Letter of Appointment - Template