

**Amador County Wildfire Collaborators (ACWC)
Collaboration Charter V.1**

Drafted By: Amanda Watson 5/18/2026. Adopted by ACWC June 10th, 2026

Purpose of the Collaborators Group

As identified in the 2026 Amador County CWPP, the Amador County Wildfire Collaborators (ACWC) will be a voluntary partnership network made up of agencies, organizations, departments, and community groups working on wildfire resilience across Amador County.

Primary Goals

- Coordinate and support implementation of the Community Wildfire Protection Plan (CWPP).
- Share project updates, funding opportunities, successes, and challenges.
- Foster collaborative development of multi-partner wildfire resilience projects.
 - Develop Project Pipeline and shared monitoring and maintenance vision/goals.
- Provide a mechanism for consistent communication.
- Strengthen relationships between fire personnel, local jurisdictions, and community partners.
- Annual review of CWPP progress through providing annual metrics for success and information on individual organizations' progress towards goals.

Important Clarification: ACWC will not have authority or governance power over any partner group. Participation is collaborative, voluntary, and focused on information sharing and coordination.

Governance: The ACWC will operate as a network-based, collaborative governance model with a non-hierarchical structure. It is not a decision-making body, but rather a partnership that supports, aligns, and enhances the work of its member organizations. The ACWC is intentionally not a formal governing entity, as its purpose is to promote coordination and collaboration without introducing additional bureaucracy that could slow or constrain the efforts of participating partners.

Facilitation: AFSC will serve in the role of coordinator, convener, and facilitator for the ACWC. AFSC will provide assistance in the facilitation of the annual CWPP review.

Key Responsibilities:

- Convening and Coordination
 - Schedule and organize ACWC meetings
 - Develop agendas in collaboration with partners
 - Ensure meetings are productive and inclusive
 - Manage shared documents
- Facilitation of Collaboration
 - Guide discussions to keep them focused and constructive
 - Ensure all partners have an opportunity to contribute
 - Help identify shared priorities and opportunities for alignment

- Communication Management
 - Maintain consistent communication between meetings
 - Share updates, resources, and information across the network
 - Support transparency among partners
 - Maintain active member list
- Support for CWPP Implementation
 - Assist with tracking progress toward CWPP goals
 - Coordinate the annual CWPP review process
 - Help compile partner metrics and project updates
- Support Working Groups
 - Help initiate and coordinate working groups as needed
 - Provide logistical and administrative support
 - Ensure alignment between working groups and broader ACWC goals
- Neutral Leadership
 - Act as a neutral convener rather than a decision-maker
 - Focus on enabling and supporting partner-led efforts

Membership: Membership of the ACWC will be made up of agencies organizations that participate in land stewardship, wildfire preparedness, and wildfire mitigation within Amador County (Exhibit A: List of Member Groups).

Core Responsibilities

- Active Participation
 - Attend ACWC meetings regularly
 - Engage in discussions and collaborative planning
 - Contribute knowledge, perspectives, and expertise
- Information Sharing
 - Provide updates on projects, programs, and activities
 - Share funding opportunities, resources, and tools
 - Communicate successes, challenges, and lessons learned
- Alignment with CWPP Goals
 - Support implementation of the Community Wildfire Protection Plan (CWPP)
 - Align organizational efforts, where feasible, with shared priorities
 - Identify opportunities for collaboration and joint projects
- Collaboration and Coordination
 - Work with other partners to reduce duplication of effort
 - Participate in multi-partner project development
 - Support development of a shared project pipeline
- Participation in Working Groups (Optional)
 - Join voluntary, topic-specific working groups as relevant

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- Contribute skills and expertise to advance specific initiatives
 - Help move collaborative projects forward
- Contribution to Annual Reporting
 - Provide updates or metrics on organizational progress
 - Participate in the annual CWPP review process
 - Help identify gaps, needs, and future priorities
- Upholding Collaborative Principles
 - Members are expected to:
 - Respect the autonomy of all partner organizations
 - Support open, transparent communication
 - Engage in good-faith collaboration
 - Foster a constructive and solutions-oriented environment

Meeting Structure: Meetings are held at least once per year (more often if ACWC deems necessary), strategically scheduled around fire season to ensure local, state, and federal fire personnel can participate. Meeting agendas will be developed by the facilitator (AFSC) in coordination with ACWC members to ensure they reflect shared priorities and current needs. Members are encouraged to propose agenda items in advance, including project updates, funding opportunities, emerging issues, and topics requiring coordination. Agendas will be structured to support the core functions of the ACWC and may include:

- Partner updates on projects, activities, and progress
- Information sharing on funding opportunities, resources, and tools
- Discussion of collaborative opportunities and multi-partner initiatives
- Updates from Working Groups, as applicable
- Planning and coordination related to CWPP implementation and priorities
- Preparation for and input into the annual CWPP review process

Agendas will be distributed in advance of meetings to allow members to prepare and contribute effectively. The facilitator will ensure agendas remain focused, balanced, and aligned with the collaborative purpose of the ACWC while allowing flexibility to address emerging needs or time-sensitive topics.

Task Groups: Task Groups may be established as voluntary, topic-specific subgroups to support collaboration in key action areas identified by ACWC members. These groups are formed on an as-needed basis when partners recognize a shared priority, opportunity, or benefit to working more closely together.

Working Groups operate as informal, partner-driven bodies and are intended to:

- Advance coordination on specific projects or focus areas
- Reduce duplication of effort across organizations
- Strengthen alignment among agencies, organizations, and community partners
- Support implementation of shared goals within the CWPP framework

Participation is voluntary, and Task Groups may evolve or dissolve based on partner interest and ongoing needs.