

Idaho Firewise Executive Director

Scope of Work

February 15, 2010 through August 15, 2010

1. Serve as a member of the Idaho State Fire Plan Working Group.
2. Prepare application to be *submitted to the State of Idaho to incorporate Idaho Firewise as a public entity* working in Idaho and prepare documents for IRS 501 c (3) designation .
3. Contact each County Wildland Fire Working Group, Fire Prevention Co-op, and other local coalitions and organizations in Idaho to share information about Idaho Firewise.
4. Collect information about other local education efforts that are occurring around the State. Get copies of Fire Education Materials and combine them with the materials already assembled and work with Drake Cooper to set up a Clearinghouse of these materials on the idahofirewise.info website.
5. Attend meetings and conferences as determined by the executive board.
6. Work with Drake Cooper and Executive Board to finalize the idahofirewise.info website by April 1, 2010.
7. Send out a quarterly newsletter by email with a link to our website with updates on Idaho Firewise projects and local and statewide education projects from around the State.
8. Schedule and hold quarterly meetings and monthly conference calls with Idaho Firewise Executive Board.
9. Serve on 2010 Idaho Wildland Fire Conference Planning Committee. Conference will be held in October of 2010.

10. Work with Idaho Firewise Executive Board and local co-operators around the State. Identify a list of education materials needed for Idaho and prioritize this list. Begin implementation of top priority projects as determined in agreement by the Executive Board.

For more information regarding Idaho Firewise or this announcement please visit:

<http://www.idahofireplan.org>

Attached you will find the Idaho Firewise Education Committee Charter.

Qualifications must be received by January 8, 2010 to be considered for the position.

Please mail to:
Mid-Snake RC&D Council
1441 Fillmore Street
Twin Falls, ID 83301

REQUEST FOR QUALIFICATIONS

The Idaho Firewise Team and the Mid-Snake Resource Conservation and Development Council (RC&D), is seeking proposals from qualified professionals for the purpose of administering the Idaho State FIREWISE program, managing administration, education and outreach activities, and providing assistance to county fire groups, agencies and local government with their FIREWISE programs. The scope of work for this position will include, but is not limited to the duties listed above. We ask that you submit your qualifications by January 8, 2010. All proposals will be reviewed. Evaluators of the proposals will make a decision by February 1, 2010. For a detailed scope of work and more information on Idaho Firewise, please contact the Mid-Snake RC&D at 208-733-5380 x 105.