



Item: Air Force Community Partnership Initiative – Charter Approval

From: Greg Doyon - City Manager

Initiated By: Malmstrom Air Force Base

Presented By: Greg Doyon – City Manager

Action Requested: Approve Charter between the City of Great Falls, Cascade County, Malmstrom Air Force Base and the Montana Air National Guard to create the Malmstrom Community Partnership Executive Leadership Council

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/reject) the Charter designating the Malmstrom Community Partnership Executive Leadership Council and the Air Force Community Partnership Initiative and authorize Mayor Winters to execute the Charter Agreement.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

Background:

During a Work Session with the City Commission on October 21, 2014, the Commission by consensus authorized the City Manager to explore Public-Public, Public-Private Partnership opportunities with Malmstrom Air Force Base under the Air Force’s community partnership program.

Back in March 20, 2013, representatives from the Montana Defense Alliance (MTDA) met with Ms. Kathy Ferguson, Acting Assistant Secretary of the Air Force for Installations, Environment and Logistics, Headquarters U.S. Air Force. During the meeting she suggested that a letter from the MAFB would assist with approval, planning, and coordinating of a tabletop exercise exploring partnership opportunities.

In April 2013, the city manager made a formal request to the base commander seeking support to conduct a tabletop exercise. On August 26, 2014, the six-month partnership process concluded with a tabletop exercise detailing several partnership opportunities for the MAFB and the community.

One outcome from the tabletop exercise was formalizing the way and manner by which the members consider, review, and implement partnership opportunities. That process is defined in the Charter.

Concurrences: Cascade County Commissioners (approved on December 23, 2014), Malmstrom Air Force Base, Montana Air National Guard.

Fiscal Impact: The Charter does not obligate the City financially in any way; it simply outlines a process for reviewing mutually beneficial partnerships. The Charter specifically states:

“The MCPELC will not maintain its own funds, and it may not commit the funds of its members.”

Attachments/Exhibits: Charter

CHARTER

Malmstrom Community Partnership Executive Leadership Council

Air Force Community Partnership Initiative

PURPOSE

This Charter establishes the Malmstrom Community Partnership Executive Leadership Council (MCPELC) for the purpose of promoting partnerships and collaboration between Malmstrom Air Force Base (MAFB) and Community Partners under the Air Force Community Partnership Initiative.

MISSION

The MCPELC provides an ongoing framework to (1) identify requirements and needs for MAFB and the community partners; (2) develop partnership and collaborative opportunities among the member organizations and with others; (3) support each other's requirements when possible; and (4) address common needs for mutual benefit. The ultimate aim of this effort is to sustain and increase the military value of MAFB and to support the economic vitality and quality of life of the surrounding region.

STRUCTURE

The MCPELC provides strategic level vision, decision-making and oversight in furtherance of this Charter. The MCPELC will set partnership priorities and the ongoing agenda. Council members will have the authority to speak on behalf of their organizations with regard to both potential actions and investment necessary to implement mutually agreed upon partnership opportunities, within the limitations set by law and their governing documents and processes. MCPELC members will serve as senior advisors to the Project Action Teams.

- Project Action Teams are the planning and executing body for the MCPELC. Project Action Teams will address and execute the tactical level activities needed to develop partnerships and supporting courses of action. These working groups are established as required for a limited duration to achieve specific objectives within a specified timeframe. The Project Action Teams (Teams) will be supported by one or more members of the MCPELC who are appointed as senior advisors to advise the Teams on an as-needed basis and provide strategic oversight and accountability.

REPRESENTATION

The MCPELC includes representation from the following organizations:

- Council Co-Chairs (or their delegates)
 - Commander, 341st Missile Wing
 - Mayor, City of Great Falls, Montana

- Assistant Adjutant General, Montana National Guard
- Chairman, Cascade County Commissioners
- Council Representatives (or their delegates)
 - City Manager, City of Great Falls, Montana
 - Commander, 341st Mission Support Group
 - Commander, 341st Medical Group
 - Commander, 120th Airlift Wing, Montana Air National Guard
 - Cascade City-County Health Department
 - Commander, 341st Security Forces Group
 - Staff Judge Advocate, 341st Missile Wing
 - Great Falls City Attorney
 - Cascade County Attorney
 - Staff Judge Advocate, Montana National Guard
 - President, The Great Falls Area Chamber of Commerce
 - Director, Cascade County Public Works
 - Chairman, Montana Defense Alliance
 - Sheriff, Cascade County Sheriff
 - Chief, Great Falls Police Department
 - Chief, City of Great Falls Fire Department
 - President, Great Falls College MSU
 - President, University of Great Falls
 - Airport Director, Great Falls International Airport
 - Chief Administrative Officer, Great Falls Clinic
 - Administrator of External Affairs, Benefits Health System
- Co-Facilitators (or their delegates)
 - Commander, 341st Mission Support Group
 - Commander, 120th Mission Support Group, Montana Air National Guard
 - Director, Cascade County Public Works
 - City Manager, City of Great Falls Montana

The MCPELC should consist of individuals able to provide strategic guidance, leadership, and advocacy. These individuals, from time to time, will be unable to attend all meetings; therefore, each member may delegate another individual with similar authority from their organization as their representative to the MCPELC. No compensation outside of normal duty pay will be provided for individuals serving on the MCPELC.

SUPPORTING ORGANIZATIONS

The MCPELC and Project Action Teams will coordinate as required with other Federal, state, and local government entities, economic development organizations, academia, and business organizations, including private industry, for their advice, recommendations, and to solicit their planning support and project assistance.

GUIDING PRINCIPLES

- The MCPELC is a voluntary and consensus-based collaborative body. Therefore, except for

additions to or removals from the MCPELC, voting is unnecessary, and will not be required. The MCPELC will not create or maintain official minutes or other organizational records of its activities. Individual MCPELC members may create and maintain their own records; however, these records will not be an official representation of the MCPELC unless agreed upon by all Co-Chairs or their delegates.

- Adjustments to the MCPELC membership are made by consensus of the existing MCPELC Co-Chairs.
- Issues for which consensus cannot be achieved will serve as opportunities to enhance communication and further understand divergent viewpoints.
- The MCPELC, as an organization, will not engage in lobbying or other political activity.
- The MCPELC will not maintain its own funds and it may not commit the funds of its members.
- Participation on the MCPELC will not impede otherwise normal direct communication and other coordination between individual MCPELC members. At no time may MCPELC members disclose or discuss source selection sensitive information for existing or potential government contracts.
- Members of the MCPELC will not task or supervise other members. As required, MCPELC members may serve as advisors to specific Teams, providing strategic direction and clarification to aid in accomplishment of the assigned tasks.
- It is recognized that each MCPELC member may only take actions that are in the best interests of their respective organization, and that any actions of the members will be consistent with that interest. No action will be approved or taken by the MCPELC without the approval and consensus of the Co-Chairs. The MCPELC does not have the authority to require any action or inaction from any of its members.
- No member is authorized to speak for the MCPELC or make any representations to the public, or others, on behalf of either the MCPELC, as an organization, or another individual MCPELC member except as designated by the MCPELC or as required by law or regulation. Internal MCPELC correspondence will not be disclosed to the public without approval of the MCPELC Co-Chairs or unless required by law or regulation.
- MCPELC will only address community partnership opportunities that are permitted by federal and state law. At no time will MCPELC discuss competitive contracts under bid with any member; nor will it serve as a forum to either solicit offers or make proposals except as permitted under federal and state law.
- Projects will be categorized into short, mid and long term timeframes and assigned accordingly as agreed upon by the MCPELC Co-Chairs.

- It is recognized that the Partnership process is flexible and adaptable to the current environment. Participants and ideas/projects may be added or removed from the strategic term priority list at any time by the MCPELC Co-Chairs.
- The MCPELC Charter is subject to changes approved by consensus of the MCPELC Co-Chairs.
- The MCPELC is not an exclusive group and other entities/agencies may request to join the MCPELC, provided that the requesting entity intends to constructively participate in MCPELC processes. Members will be admitted only upon consensus of the existing MCPELC Co-Chairs.
- Charter violations will be addressed in an executive session of the MCPELC by the Co-Chairs, and violating members may be subject to removal of further service on the MCPELC. The MCPELC has no other enforcement powers against its members.

MEETING SCHEDULE AND AGENDA

- The MCPELC will meet quarterly unless convened sooner for a special matter by agreement of the Council members. At least one quarterly meeting will be used for annual project evaluation and to finalize future project execution for the upcoming calendar year.

Meeting location will be determined by consensus of the MCPELC. Meeting host assignment may rotate amongst the Council members as desired, with the meeting host serving as the meeting chair.

SIGNATORY

Signed, this ____ day of _____, 2015

 JOHN T. WILCOX, II, Colonel, USAF
 Malmstrom Air Force Base, Installation Commander

 MICHAEL WINTERS
 Mayor, City of Great Falls

 BILL SALINA
 Chairman, Cascade County Commissioners

 BRYAN P. FOX, Brig. Gen., MTANG
 Assistant Adjutant General – Air,
 Montana National Guard