

## **CHAPTER 90 – CHARTERS**

### **Contents**

- 90 Rocky Mountain Coordination Group Charter**
  
- 91 Rocky Mountain Coordinating Group - Operations Committee Charter**
  
- 92 Rocky Mountain Training Working Team Charter**
  
- 93 RM/GB Incident Business Committee Charter  
(currently under revision)**
  
- 94 Rocky Mountain Fire Use Committee Charter**
  
  
- 95 Rocky Mountain Dispatch Committee Charter**
  
  
- 96 Rocky Mountain Coordinating Group – Information and Education  
Committee Charter**
  
- 97 Rocky Mountain Coordination Group – Safety Committee**

## ROCKY MOUNTAIN COORDINATING GROUP CHARTER

### Mission Statement

The Rocky Mountain Coordinating Group (RMCG) is established to promote the management of wildland fire and all-risk incidents through interagency cooperation, communication and coordination in the Rocky Mountain Area (RMGA). The RMGA is defined as that area inside the Rocky Mountain Region of the National Forest System boundaries.

### Membership:

The RMCG will be composed of a designee from each of the following agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regions)
- National Park Service (Intermountain and Midwest Regions)
- Fish and Wildlife Service (Mountain-Prairie Region)
- Bureau of Land Management (Colorado and Wyoming State Offices)
- State Forestry (Colorado, Kansas, Nebraska, South Dakota and Wyoming)
- Forest Service (Rocky Mountain Region)

The role of each member is to represent their respective agency administrator in the interpretation of individual agency authorities and application of policy for all aspects of wildland fire and all-risk management. There will be occasions when some agencies are limited statutorily to participate in all risk incidents.

### RMCG Roles and Responsibilities:

1. Provide interagency leadership and coordinate implementation of current policies, directions and standards for wildland fire management and all-risk management activities.
2. Identification and resolution of interagency incident management issues.
3. Request technical advisors to assist in the resolution of issues and/or decisions as needed.
4. Facilitate efficiencies in all incident operations at all levels, including, **but not limited to:**
  - Type I and II Incident Commander and Team approval

- Provide oversight to the Rocky Mountain Area Coordination Center (RMACC)
- Activate the geographic area Multi-Agency Coordination Group (GMAC)
- Provide oversight and approval of the RMGA Mobilization Guide
- Interagency Hotshot Crew (IHC) certification and de-certification
- Rocky Mountain Area Predictive Services

# 91 ROCKY MOUNTAIN COORDINATING GROUP - OPERATIONS COMMITTEE CHARTER

## ROCKY MOUNTAIN COORDINATING GROUP OPERATIONS COMMITTEE CHARTER

### Introduction

The Operations Committee (herein referred to as the Committee) is established as a standing committee under the Rocky Mountain Coordinating Group (RMCG). The Committee shall function in an interagency advisory capacity for the RMCG to address Rocky Mountain Geographic Area's fire operational issues.

### Mission Statement

The Committee's mission is to provide advice, counsel, and recommendations for the management of fire operations issues within the Rocky Mountain Area (RMA).

### Purpose and Duties

- Provide the RMCG with a Committee recommendation on all assigned tasks.
- Provide a forum for the exchange of ideas relating to fire management operational issues.
- Follow and maintain the expectations of the RMCG.
- Review nominations, prioritize and recommend selections for S-420 and all 500/600 level course candidates in coordination with the Geographic Area Training Representative (GATR). Candidate recommendations should ensure a continual supply of qualified individuals to accept RMA team assignments in every position.
- Annually review those portions of the Rocky Mountain Area Interagency Mobilization Guide that are within the Committee's scope of oversight, and provide appropriate comments and changes to the Rocky Mountain Coordination Center (RMCC). The Committee and RMCC will concur on recommended changes before submitting to RMCG for approval.
- Review and provide information/recommendations on safety issues identified by other standing committees that can not be resolved within each respective committee.
- Provide recommendations for operational issues in areas such as, but not limited to air operations, Interagency Hotshot Crews, equipment, technology, weather, efficient utilization of resources within the RMA, safety, and position needs analysis (in conjunction with the Training Committee).
- Coordinate with all RMA Standing Committees on issues of mutual interest.
- Provide oversight and management for the Rocky Mountain Incident Management Teams:
  - Provide recommendations for Wildland Fire and Fire Use Team IC's to RMCG each year or when requested.
  - Provide recommended IMT and Fire Use Team rosters to RMCG for approval by February 15 of each year. The qualifications of all recommended team members will be verified before submittal to RMCG. The Fire Use Team roster will be coordinated with the Fuels and Fire Use Committee.

- Assist in the evaluation of Team performances by reviewing Team Narratives, Agency Administrator Evaluations, and Command and General Staff Evaluations.
- Review unavailability lists for all primary team members and justifications for failure of IMT members to fill positions.
- Meet with the IC's following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.
- Review performance problems by team personnel or grievances. Submit any recommendations for actions to RMCG.
- Monitor expected future team position vacancies due to team member length-of-service, transfers, and/or retirements to ensure that a continual supply of qualified individuals are ready to accept RMA team assignments in every position.

## **Membership**

The Committee will be comprised of one voting member from each of the following RMA Agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
- Bureau of Land Management (Colorado and Wyoming State Offices)
- Forest Service (Rocky Mountain Region)
- National Park Service (Rocky Mountain Region, Midwest Region)
- Fish and Wildlife Service (Mountain -Prairie Region)
- States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative, however collectively the States will have only one vote.)

Advisory, non-voting membership will include a person from the following:

- Rocky Mountain Area Aviation Committee
- Rocky Mountain Area Coordination Center - Coordination Center Manager
- Rocky Mountain Area Incident Commanders and Deputies
- Rocky Mountain Area Interagency Hotshot Crews
- Rocky Mountain Engine Group
- Rocky Mountain Logistics Group
- Rocky Mountain/Eastern Great Basin Business Management Committee
- Rocky Mountain Area Safety Committee

In Addition, RMCG will appoint a liaison to the Committee as a non-voting member. The Liaison will represent RMCG during Committee meetings and other correspondence and serve as the main communication link between RMCG and the Committee.

The Committee will keep RMCG apprised of the need to replace Committee members. The Committee will make notification through the RMCG Liaison as to the need to appoint or replace members. RMCG will review and approve the appointment of new members based on the recommendations of the affected agency.

The Committee may appoint a non-voting Administrative Assistant in addition to those members/advisors listed above that will be responsible for recording, finalizing and distributing the minutes of all meetings and conference calls. The minutes will be forwarded to the Committee members,

RMCG, and the Chairs of other standing committees. The Administrative Assistant will be responsible for maintaining all files and records related to the work of the Committee. The position will be filled on a voluntary basis by any of the agencies/states represented.

### **Officers**

Based on the order of the Agencies listed above, a Chairperson will be appointed for a one-year term. The Vice-Chairperson will be the representative from the next Agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the Incident Management Team selection meeting in January. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

### **Officer Duties and Responsibilities**

**Chairperson:** Responsible for coordination of all administrative actions and completion of RMCG assigned tasks. Specific responsibilities are out lined in the Committee's Operating Guide -"Chair Responsibilities".

**Vice Chair:** Assume the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the RMCG. Specific responsibilities are out lined in the Committee's Operating Guide -"Vice-Chair Responsibilities"

### **Members:**

All members, including non-voting Advisory members, are expected to participate to the best of their ability to fulfill the mission, duties, and purpose of the Committee and ensure success of fire management activities in the Rocky Mountain Area. The responsibilities of members and advisors are out lined in the Committee's Operating Guide.

### **Meetings**

The Committee will meet as necessary to accomplish its assigned tasks but will meet at least three times annually (Fall, Winter, and Spring). Other meetings, to include task groups and subcommittees, may need to be scheduled to accomplish the mission of the committee. Additional work and/or meetings may be accomplished through the use of conference calls as well as informal face-to-face meetings between the members.

### **Tasking**

The Committee will provide direction and oversight to any task group(s) created by the Committee. All tasks to be completed will be clearly identified, including the scope of the task and the time line for completion. A task group will sunset upon completion of its task unless additional work is assigned by the Committee. Task group membership shall be determined by each individual agency however; the Committee may recommend the involvement of specific subject matter experts or specialists.

### **Subcommittees:**

Subcommittees may be established by the Committee to increase efficiency and defer the workload of the Committee.

**Conflict of Interest**

The interagency makeup and professionalism of the members of the Committee will offset any potential bias of Committee members who are also members of an IMT or any other group. When occasions occur that make it necessary for the Committee to investigate and/or recommend corrective action of an Incident Management Team or individual, a Committee member who is also a member of the IMT in question or who has conflicting interests with an individual in question will abstain or defer from participating in the investigation or drafting of the corrective action.

*/s/ Lindon Wiebe\_*

March 7, 2005

\_\_\_\_\_  
Lindon Wiebe  
Chairperson, Rocky Mountain Coordinating Group

\_\_\_\_\_  
Date

**92      ROCKY MOUNTAIN TRAINING WORKING TEAM CHARTER**  
**RMCG TRAINING COMMITTEE CHARTER**

**MISSION STATEMENT:**

The RMCG Training Committee is established under the authority of the Rocky Mountain Area Coordination Group (RMCG) to provide a coordinated interagency approach to fire management training in the Rocky Mountain Geographical Area.

**OBJECTIVES:**

1. Provide direction, resources, and monitoring for the implementation of the training standards and components of the NWCG Wildland and Prescribed Fire Qualification Guide, 310-1 and related training documents.
2. Establish and maintain a system of procedures and processes to identify and meet the National and Geographic Area training needs of the member Agencies in a coordinated, efficient, and effective interagency approach.
3. Monitor, and evaluate area training and certify to NWCG Standards.
4. Ensure instructors meet NWCG Standards or their agency equivalents, per the NWCG Field Manger Course Guide.
5. Identify and address issues, concerns, and opportunities related to interagency fire management training.
6. Provide advocacy of new techniques, practices, and procedures, which facilitate more effective training.
7. Develop and implement a procedure to review, evaluate, and revise NWCG training courses and act as a liaison with NWCG Training Working Team.
8. Support interagency area training committees to coordinate and facilitate training objectives and activities at the area level.
9. Develop Memorandum of Understanding, monitor courses, and instructor qualifications for non-agency training providers such as Community Colleges and Private Sector Associations.
10. Submit to RMCG annually an operating plan, operating budget, and accomplishment report.

## **MEMBERSHIP**

The voting members of the training committee will be composed of one representative selected by the dispatch center board of directors from each of the following Zones (Zones designated by Interagency Dispatch Center boundaries). For the purpose of commitment and availability, members should not be primary members on any other RMCG committee and must be able to perform all duties as described under the organization.

Fort Collins  
Pueblo  
Grand Junction  
Craig  
Montrose  
Durango  
Cody  
Casper  
Rawlins  
Northern Great Plains

In addition, other voting members will be the federal agency training specialists and the Colorado, Kansas, Nebraska, South Dakota and Wyoming State Forest Service Training Representatives.

Membership will also include specialized members to assist in an advisory capacity (advisors may also serve as Zone Training Representatives if selected by their respective boards). Recommended members will include the Rocky Mountain Area Training Coordinator/GATR, Colorado Wildfire Academy Coordinator and the Wyoming Fire Academy Coordinator, Regional and/or State Aviation Manager, RMA Prescribed Fire Committee Representative, RMA Operating Committee Representative, RMA Incident Business Management Committee Representative, RMA Dispatch Committee Representative and RMA Prevention and Education Committee Representative. These advisors will not have a voting representation.

One member of the RMCG shall participate as a liaison to the RMTC.

## **ORGANIZATION:**

A member of the RMTC will serve as Chairperson for a period of two years. The RMTC will elect the Chair and a Vice Chair to serve in the absence of the Chair. The Vice-Chair will assume the duties of the Chair at the end of the two year term of the Chair.

Chairperson:

- Responsible for administrative action to ensure mission attainment.
- Assign task groups as needed.
- Conducts Training Committee meetings, develop agenda.
- Acts as the clearing house for the National Training Working Team business and reports.
- Approves meeting notes for distribution; ensures notes are recorded, edited, filed and distributed to the Committee members, Dispatch Centers and each RMCG member.
- Reports to RMCG Liaison on the workings and recommendations of the team.
- As appropriate, represents the Training Committee in Geographic Area level training matters.

Vice-Chair:

- Acts as the chairperson in his/hers absence.
- As assigned, represents the team.

**Members:**

Each member is responsible for representing and maintaining their Zone interests, policies, and procedures as well as resolving issues within the intent of the Training Working Team mission and the RMCG charter. Submit agenda items, attend all meetings and accomplish assigned work. Review all material submitted to the Training Committee. Ensure that Zone personnel are briefed and provide feedback on the Training Committee activities and business.

**Advisors:**

The Rocky Mountain Area Training Coordinator/GATR will serve as a non-voting member of the team. As primary coordinator of the RMA training program, the Coordinator: Administers the training program as identified by the Committee. This includes course scheduling for all 300-400 level courses and coordination, managing the trainee nomination and selection process, and inter-geographic area course coordination.

The Colorado Wildfire Academy and Wyoming Fire Academy coordinators shall serve as non-voting members. They will participate in the Rocky Mountain Area needs analysis process and develop their schedules with recommendation from the Training Committee.

Regional and/or State Aviation Officers, RMA Prescribed Fire Committee Representative, RMA Operating Committee Representative, RMA Incident Business Management Committee Representative, RMA Dispatch Committee Representative, RMA Prevention and Education Committee Representative, Colorado Wildfire Academy Coordinator and the Wyoming Fire Academy Coordinator will attend meetings as non-voting members and provide input on the needs analysis for the coordination of training courses specific to Aviation, Prescribed Fire, Dispatch, Incident Business, Fire Prevention, Operations and RMA position development.

The federal agency training specialists and the Colorado, Kansas, Nebraska, South Dakota and Wyoming State Forest Service Training Representatives shall serve as voting members.

**MEETING:**

Regular Training Committee meetings will be held as deemed needed by the Training Committee Chair. Quarterly meetings are recommended but not required, and can be completed by conference calls. Seven members shall constitute a quorum for voting purposes.

**TASK FORCES:**

Ad-hoc committees may be established as special needs arise. In no case will ad-hoc committees exist longer than one year. Ad-hoc committees can be re-chartered annually and are subject to RMCG review.

## **TRAINING COMMITTEE RESPONSIBILITIES:**

1. Coordinate 300 and 400 level courses for the RMA
2. Coordinate nominations for 500 and 600 level courses
3. Coordinate position needs analysis with the RMCG Operations Committee for National and Area Teams and incorporate those needs into the annual training program.
4. Develop and produce an annual Training Committee work calendar
5. Support RMA, and National Teams in the facilitation of trainees.
6. Identify interagency issues and concerns and recommend policy to steering group.
7. Evaluate and monitor 300 and 400 level courses for quality control (through RMA training Center Course Coordinator who serve as subject matter experts).
8. Verify/monitor instructor qualifications for 300 and 400 level.
9. Maintain instructor catalog.
10. Develop web-based catalog.
11. Manage process for slot allocation for 400-500-600 level courses, with the exception of S-520/S-620. The Training Committee will coordinate with the Operations Committee for prioritization/selection/submission of S-520/620 candidates. The Point of Contact between NARTC and the RMA will be the Ops Committee Chairman for slot allocation and management
12. Approve 300-400 level course scheduling with the exception of S-300, S-330, S-336, S-339, S-390 and I-300 as listed in the RMTC Process/procedure for applying to conduct a 300 – 400 Level NWCG Wildland Fire Training Course.
13. Compile an annual training accomplishment report to be presented to the RMCG.

Approved:

/s/ Rich Homann  
**Rocky Mountain Coordinating Group Chairperson**  
Revised Jan 21, 2004

February 1, 2004  
**Date**

**ROCKY MOUNTAIN WILDFIRE COORDINATING GROUP  
TRAINING WORKING TEAM**

**PROCESS/PROCEDURE FOR APPLYING TO CONDUCT A  
300-400 NWCG WILDLAND FIRE TRAINING COURSE**

National Wildfire Coordinating Group standards delegate 300-400 level course presentation responsibility to the Geographic Area Training Working Teams (reference the National Field Manager's Course Guide). The Geographic Area Training Working Teams are charged with assuring NWCG course and instructor standards are met along with interagency Geographic Area training coordination.

In the Rocky Mountain Area, several of the 300 level sessions have been delegated to the field for presentation. The following 300 level NWCG courses have been delegated to the Rocky Mountain Area Training Units for presentation:

- S-300 Incident Commander, Multi-Resources
- S-330 Task Force/Strike Team Leader
- S-336 Wildland Fire Tactics
- S-339 Division/Group Supervisor
- S-390 Fire Behavior Calculations
- I-300 Intermediate Incident Command System

A Rocky Mountain Area Training Unit desiring to conduct any of the 300-400 level NWCG courses that have not been delegated to the local level for presentation should apply to the Rocky Mountain Area Coordinating Group, Training Committee to present the course in the following manner:

1. Training Unit Chair or a representative from the Training Unit will draft the proposal to conduct the session.

The proposal should include:

- a. Reason the course is needed in that Training Unit (i.e., high student numbers in the local area, the perception that the need is not being met by the RMA schedule, etc.)
  - b. Date(s) course will be offered.
  - c. Proposed cadre.
  - d. Proposed evaluation process.
2. Training Unit Chair or a representative will present the proposal to the Rocky Mountain Wildfire Coordinating Group, Training Committee at their regularly scheduled meetings.

The Rocky Mountain Wildfire Coordinating Group, Training Committee will discuss the proposal with the Training Unit representative when the presentation occurs. Considerations will be:

1. How will the course impact the ensuing season's Geographic Area presentations (will a significant number of students be attending the local offering that may affect the ability to successfully present the Geo. Area presentation?).
2. Is the course being taught to the NWCG standards:
  - a. Course length should match the NWCG curriculum.
  - b. Overall course and unit objectives should be met.
3. Do the Lead and Unit Instructors meet NWCG standards.
4. Assure there is a qualified Evaluator assigned to evaluate the course.
5. Assure that the critiques or the evaluator's summary will be submitted to the Rocky Mountain Training Center for record-keeping and feedback for future courses.

**93 RM/GB INCIDENT BUSINESS COMMITTEE CHARTER**

**Currently under revision.**

**94 ROCKY MOUNTAIN AREA FUELS AND FIRE USE COMMITTEE  
CHARTER**

**04/04/02 Version**

**Rocky Mountain Fire Use Committee Charter**

**Mission Statement:**

The Rocky Mountain Area Fire Use Standing Committee is established under the Rocky Mountain Area Coordinating Group. The mission of the Standing Committee is to foster interagency cooperation in the use of prescribed fire, wildland fire use and fuels treatments to achieve resource management objectives. This mission will be accomplished by providing the following: Program Direction and Implementation, Interagency Coordination and Technical Support.

**Membership:**

The Standing Committee will be comprised of one voting representative from each of the following agencies:

- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain & Midwest Regions)
- Bureau of Land Management (Colorado and Wyoming Offices)
- Bureau of Indian Affairs (Aberdeen, Albuquerque, Billings Areas)
- Fish and Wildlife Service (Mountain and Prairie Region)
- State Forestry (Colorado, Wyoming, Kansas, Nebraska and South Dakota)

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed. The members will coordinate recommendations and present them to the RMCG for agency acceptance and implementation.

**Purpose:**

An integrated interagency effort is required to insure that fuels and fire use programs are implemented in a manner consistent with the National Fire Plan. This will be accomplished through the development of an Annual Action Plan. Items in the plan will deal with the following issues:

➤ **Program Direction and Implementation**

1. Develop a fully integrated program in prescribed fire planning and implementation.

2. Review and coordinate interagency prescribed fire/fuels treatment equipment standards and development for regional and national recommendation.
3. Develop and recommend standard terminology for prescribed fire and wildland fire use.
4. Develop recommendations for resource ordering and tracking, qualifications tracking and dispatch procedures relating to prescribed fire and wildland fire use.
5. Provide input into the RMA Mob Guide.
6. Development and recommend Wildland Fire Use Team configuration and standards.
7. Develop and recommend Wildland Fire Use transition guidelines and criteria.

➤ **Coordination**

1. Coordinate activities with other RMCG Standing Committees.
2. Coordinate spot-weather and smoke management forecast issues from the field units.
3. Identify training needs and coordinate the development of three year training plans for prescribed fire and wildland fire use with the RMCG Training Committee.
4. Develop recommendations for coordinating smoke management issues within the Rocky Mountain Area.
5. Identify and seek resolution to administrative procedures and/or barriers relating to interagency implementation of prescribed fire.
6. Participate with the RMCG Operations Committee in the Wildland Fire Use Team nomination and selection process.
7. Identify and promote the use of various alternative tools and technologies to assist land managers in the treatment of fuels and vegetation.
8. Provide technical fire ecology and wildland fire use assistance to the various agency information and education programs.
9. Provide a forum for the formal and informal exchange of prescribed fire, wildland fire use, fuels management and fire effects information including newsletters and sponsoring workshops, training, symposia, etc.

**Chairperson:**

The Chairperson is responsible for: calling the meeting, setting the agenda, and running the meeting. The term of office is two years, on a calendar year basis (January 1 to December

31). The Chair will also attend one meeting of the Rocky Mountain Area Coordinating Group annually and present an annual report of the Committee's accomplishments.

### **Vice-Chairperson:**

The Vice-Chairperson will assume the duties of the Chairperson during any absence of the Chairperson. The Vice-Chair will also ensure that: minutes of meetings are taken, edited, filed, and distributed to each member of the Standing Committee and each member of the Rocky Mountain Area Coordinating Group and that- products from the Standing Committee are reproduced and distributed to agencies. The term of office is two years, also on a calendar year basis.

The Vice-Chair and Chairperson will determine the extent of support needed at each meeting (e.g., note-taking, recorder, portable computer, visual aids, facilitator, etc.).

### **Advisory Group:**

Many outside parties (including non-governmental entities) have an interest in and concern about the application of prescribed fire, fuels treatments and wildland fire use. Regular and open communication with these groups is important to the success of the fuels and fire use programs. Therefore: the Standing Committee may periodically form technical advisory group(s) with ad hoc membership from interested and affected parties.

### **Task Groups:**

The Committee may also set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidance:

1. The Fuels and Fire Use Standing Committee may define task groups to assist in completing assigned duties.
2. The Fuels and Fire Use Standing Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task and the timeline for completion.
3. A task group, upon completion of its assignment shall sunset unless additional work is assigned.
4. Task group membership shall be selected by the individual agencies however, the Fuels and Fire Use Standing Committee may recommend the involvement of subject matter experts or specialists as described above.

### **Meetings:**

The Standing Committee will meet at least quarterly per year. One meeting will be an annual business meeting for standing members. The advisory group will meet annually, or as needed, with the Standing Committee to discuss common issues. Additional meetings may be held if deemed necessary by committee members. The Chairperson with consensus of the group will establish meeting dates and times. Meeting agendas will be provided in advance to the Committee, advisory group and the Liaison.

**Reports:**

The committee will provide an annual report to RMCG consisting of status from the Annual Action Plan items.

**Finances:**

Costs of the meetings will be borne by the sponsoring agencies.

/s/ Len Dems

04/04/02

Chair: Rocky Mountain Coordinating Group

Date

**ROCKY MOUNTAIN DISPATCH COMMITTEE CHARTER**

**Mission Statement:**

The Rocky Mountain Dispatch Standing Committee (herein referred to as Dispatch Committee) is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency approach to dispatch activities and issues in fire management. The Dispatch Committee represents the dispatch community in the Rocky Mountain Geographic Area (RMA).

**Membership:**

The Dispatch Committee will be comprised of all Dispatch Center Managers and the RMACC Coordinator. Agencies within the RMA that do not have a Center Manager position administered by their agency are assured the opportunity of having a member on the Committee if they choose to do so. Members will serve on the committee as long as they hold the position of Dispatch Center Manager. In rare situations, members may appoint an Acting should they be unavailable to represent their position and Dispatch Center. The Chair and Vice Chair will serve one year terms beginning May 1st. each year. The Vice-Chair will replace the Chair at the end of the Chair's term. The Chair and Vice-Chair shall rotate among the members in the alphabetical sequence of Dispatch Centers and Coordination Center listed below:

Casper

Cody

Craig

Durango

Fort Collins

Grand Junction

Great Plains

Montrose

Pueblo

Rawlins

Rocky Mountain Area Coordination Center

Members are responsible for checking and reporting on projects as assigned. They will give assistance as requested by the Chair or Vice-Chair and review information submitted by other committee members. Members will serve as representatives of the dispatch community and their Dispatch Center to address issues and concerns. Members will serve

as liaisons between the Dispatch Committee and the dispatch community to inform them of committee actions as approved by the RMCG and keep them posted on current progress and new developments.

One member of the RMCG shall act as a liaison to the Dispatch Committee.

**Purpose:**

1. To provide a forum where Rocky Mountain Dispatch issues and concerns are represented; and promote the exchange of ideas and development of consistent dispatch and mobilization procedures.
2. Identify issues, establish Dispatch Committee priorities, develop alternatives and recommend a unified course of action to RMCG and respective agency administrators.
3. Initiate, coordinate and sponsor dispatcher workshops and meetings; staff and direct dispatcher workgroups and task groups.
4. Promote technology transfer and standardization at Dispatch Centers.
5. Facilitate information sharing between dispatchers and their local MAC groups or Advisory Boards and provide for dissemination of pertinent information relative to the dispatch community.
6. Represent the dispatch community at selected meetings that address dispatching issues.
7. Bring forth Rocky Mountain Area issues to the National level through the Rocky Mountain Coordinating Group.
8. The Dispatch Committee will not set policy, direction or guidelines. It may make policy, direction or guideline recommendations to RMCG.
9. Maintain a training cadre from the dispatch community available to present D-3 10 Support Dispatcher and D-311 Initial Attack Dispatcher, when requested by the Training Committee.
10. Participate in the annual review and revision of the Rocky Mountain Area Mobilization Guide. Make recommendations for changes or additions, as needed, to the Rocky Mountain Area Coordination Center (RMC). The Dispatch Committee and RMC will concur on recommended changes before submitting to RMCG for approval.
11. Recommend nominations for RMCG awards through the Committee Liaison for RMCG approval. Nominations will be received by RMCG by January 15 to assure approval and presentation at the Spring Fire Management Meeting.

**Officer Duties and Responsibilities:**

**Chairperson:**

1. Responsible for administrative actions to ensure mission attainment is established for the committee and assign task groups.
2. Establish the time and place for all committee meetings.
3. Request attendance of specially qualified individuals for any committee meeting as required.

4. Represents the Dispatch Committee with the RMCG and will attend at least one RMCG meeting per year. At the meeting the Chair or representative will present a Committee report, both orally and in writing outlining issues, work accomplishments and planned work.
5. Assemble, correlate and otherwise prepare all material to be acted upon by the committee. The Chairperson will be the central focal point for collecting and summarizing all issue papers submitted by the dispatch community and to be acted upon by the Dispatch Committee.
6. Maintain a notebook of activities and meeting minutes. The notebook will be passed on to each new Committee Chair as an historic record.

**Vice-Chairperson:**

1. Responsible for administrative actions to ensure mission attainment is established for the committee and assign task groups.
2. Responsible for ensuring Committee notes are recorded, edited, filed and distributed to the Dispatch Committee members, Dispatch Centers, and each of the RMCG members.

**Meetings:**

The Dispatch Committee will meet as often as necessary to accomplish assigned tasks, but should meet twice a year as a minimum.

Costs for time and travel will be borne by the member agency.

Dispatch Committee (Center Managers only) meetings will be held twice a year, Spring and Fall. Dispatch Meetings and workshops (or portions thereof) will be designated Open or Closed.

Beginning in 2004:

The Spring Dispatch Committee meeting will coincide with the RMA Spring Fire meeting. Dispatch Committee will meet briefly prior to the general session, then meet again at the end of the general session.

If it is determined by the Dispatch Committee that a RMA Dispatcher workshop (open to all dispatchers) should occur it will be at this time.

The Fall Dispatch Committee meetings will be held the week before Thanksgiving.

**Task Groups:**

Task groups will operate under the following guidance:

1. The Dispatch Committee may define a group to assist in completing tasks.
2. The Dispatch Committee will provide direction and oversight to the task groups by clearly identifying the task to be completed, the scope of the task and the time line for completion.

3. A task group, upon completion of its task(s), shall sunset unless additional work is assigned.

Task group membership shall be selected with the goal of interagency participation; involving personnel with expertise in the subject matter.

A Dispatch Committee member will participate on each task group as a liaison.

The Dispatch Committee cannot task other RMCG Committees. If it is felt a task is beyond the Dispatch Committees scope of responsibility the task will go back to the RMCG and RMCG will deal with it appropriately.

/s/ Rich Homann

January 22, 2004

Rich Homann Chairperson

Date

Rocky Mountain Coordinating Group

**96 Rocky Mountain Coordinating Group – Information and Education  
Committee Charter**

**ROCKY MOUNTAIN COORDINATING GROUP**

**INFORMATION AND EDUCATION COMMITTEE CHARTER**

**Mission Statement**

The Rocky Mountain Information and Education Standing Committee is established under the Rocky Mountain Coordinating Group (RMCG) as an interagency advisory committee to make recommendations on improvement of the Information/Education function on Wildland/Urban Interface incidents in the Rocky Mountain Area.

**Membership**

The Information and Education Committee will be comprised of at least one person representing each of the following Rocky Mountain Area Agencies:

- Bureau of Land Management (Colorado and Wyoming)
- Forest Service (Rocky Mountain Region)
- Bureau of Indian Affairs (Aberdeen, Albuquerque and Billings Areas)
- National Park Service (Rocky Mountain Region)
- Fish and Wildlife Service (Mountain and Prairie Region)
- State Forestry (Colorado, Wyoming, South Dakota, Kansas, and Nebraska)
- County/Local Fire Service Entities
- RMCG Liaison

**Purpose**

Fire Information workload exceeds the Fire Information capacity in Wildland Urban Interface incidents. The Committee will provide advice, counsel, and make recommendations for improvement of the Information and Education function on Wildland/Urban Interface incident management in the Rocky Mountain Area. The committee will provide RMCG with final recommendations on all assigned projects.

The Committee will have a Fire Information Workshop, involving Fire Information Officers as well as Unit Information Officers. The workshop will be coordinated through RMCG. An action plan will be developed based on workshop outcomes and RMCG direction.

## **Meetings**

The Information and Education Committee will meet as often as necessary to accomplish tasks, but should meet twice a year as a minimum, one being the annual spring meeting where the Chair and Vice Chair will be named for the upcoming year.

## **Officers**

The Information and Education Committee will rotate a Chairperson and Vice-Chairperson for one year terms with the option to serve consecutive terms. The first Officers will be elected, then the rotation will follow the membership section of this document. The Vice Chairperson shall advance to the position of Chairperson after completion of the term or upon vacancy of the Chairperson.

### **Officer Duties and Responsibilities**

#### **Chairperson**

1. Responsible for administrative action to ensure mission attainment is established for the committee, and assign task groups or sub-committees as needed.
2. Establish the time and place for all committee meetings.
3. Request attendance of specially qualified individuals for any committee meeting as required.
4. Represents the Information and Education Committee in dealings with the RMCG and will attend at least one RMCG meeting per year.
5. Prepare and assemble all material to be acted upon by the committee.

#### **Vice-Chairperson**

1. Assume the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the RMCG.
2. Acts as a clearing house for progress reports, recommendations, and information regarding Committee activities. Records, edits, files and distributes Committee meeting notes to Committee members, other RMCG Committee Chairs, and RMCG members.

#### **All Members**

1. Responsible for checking and reporting upon projects as assigned.

2. Complete assignments as requested by the Chairperson or Vice-Chairperson and review information submitted by other committee members.
3. Serve as a conduit between the Information and Education Committee and agency personnel to inform them of committee actions as approved by RMCG and keep them posted on current progress and new developments.
4. Adhere to RMCG expectations.

**Task Groups**

Task groups may be formed to assist in completing assigned tasks. The Task Groups will receive their direction and oversight from the Information and Education Committee, which will provide clear instructions, identify the scope of assignments, and provide time frames for completion.

A Task Group, upon completion of its task(s), shall sunset unless additional work is requested. The Task Group's core membership shall be selected by individual agencies. The Information and Education Committee may however, enlist the aid of subject matter experts or specialists as necessary.

/s/ Bob Jacob  
Chairperson  
Rocky Mountain Coordinating Group

10/18/01  
Date

## **97 Rocky Mountain Coordination Group – Safety Committee**

### **Rocky Mountain Coordination Group Safety Committee**

#### **Mission Statement:**

The Rocky Mountain Safety Committee is established under the Rocky Mountain Coordinating Group (RMCG) to identify interagency standards for safety teams (i.e., FAST, STAT, etc.) in the Rocky Mountain Geographical Area.

#### **Objectives:**

- Provide information and recommendations to the Rocky Mountain Coordinating Group;
- Develop reporting requirements for Safety Teams;
- Establish training procedures for Safety Team members;
- Develop serious accident reporting policies;
- Develop a procedure for investigating safety problems;
- Establish a method to communicate safety problems with field personnel;
- Identify follow up procedures for items identified in safety summaries, ensuring that these items are mitigated.

#### **Membership:**

The Committee will be made up of representatives from the interagency community. Committee members will include technical experts from the following subject areas:

- Operations;
- Aviation;
- Dispatch;
- Safety;
- Program management.

Individuals on the committee will serve a minimum of three (3) years. This will help ensure continuity in development of Safety Team standards. A member of the Rocky Mountain Coordinating Group will act as a liaison to the Safety Committee.

#### **Officers Roles and Responsibilities**

At the beginning of each year a Chairperson and Vice-Chairperson will be chosen to serve a one-year term. The Vice-Chairperson will represent the Chair in his or her absence or will assume the Chair position should the Chair position become vacant. This will be an interim position filled until the calendar year election.

The Chairperson's responsibilities include scheduling and conducting of committee meetings, developing the agenda, providing a recorder to take and distribute meeting minutes, establish an annual work plan providing guidance in the development of reports to the RMCG, and ensuring that reports are completed and distributed to the RMCG members on a semi-annual basis.

The Chairperson will also be the point of contact for the committee, as well as the signatory on all committee documents.

**Meetings:**

The Safety Committee will meet on a quarterly basis, or as often as deemed necessary to accomplish identified tasks. Meetings may be accomplished through the use of the conference calls as well as face-to-face meetings. A quorum for voting purposes will consist of four (4) members.

**Task Forces:**

Should the need arise, ad hoc committees may be established. These task forces will normally sunset after one year; however, they may be extended by a majority vote of the Safety Committee.

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John Glenn  
Chairperson  
Rocky Mountain Coordinating Group

\_\_\_\_\_  
01/26/04  
Date