



EASTERN AREA COORDINATING GROUP

DISPATCH WORKING TEAM CHARTER

2021-2024

MISSION STATEMENT

The Eastern Area Dispatch Working Team (EA DWT) mission is to provide an interagency forum to identify and provide recommendations for action or resolution on issues pertaining to dispatch functions and mobilization of emergency incident resources in support of the policies and procedures of all agencies. The EA DWT was established under the Eastern Area Coordinating Group (EACG) to represent and provide support for the Geographic Area's interagency dispatch community.

GOALS

- Provide a forum where all field units' concerns are represented.
- Facilitate the exchange of information and ideas between dispatchers and dispatch centers.
- Recommend and develop standard dispatch and mobilization procedures.
- Represent dispatchers at selected meetings that address dispatching issues.
- Facilitate and promote a better understanding of compact or agency specific policies and procedures.
- Carry forward Eastern Area issues to the National level thru the Eastern Area Coordinating Group (EACG) and the Eastern Area Coordination Center (EACC).
- Promote technology transfer and standardization at Dispatch Centers.

ORGANIZATION

Membership

The EA DWT will be comprised of agency selected Fire Dispatchers, Coordinators, and others from within the EA Dispatch/Coordination community. These individuals are voting members and conduct Working Team business. The EA Coordinating Group Liaison is a non-voting member. The EA DWT will select a Chairperson and Vice-Chairperson from its membership and rotate the position bi-annually (please see section below for Chair rotation order). The Team will also select a Secretary from its membership and rotate the position bi-annually (please see section below for rotation order) to record conference calls and in-person meeting minutes.

All working team members will serve a minimum of two (2) years at which time the host agency may choose to continue with the current representative or select a new member.

Working Team Representation

- 1-Big Rivers Compact
- 1-Bureau of Indian Affairs
- 1-Fish & Wildlife Service (Interior Regions 1 & 3)
- 1-Forest Service NF (Region 9)
- 1-Great Lakes Compact
- 1-Mid-Atlantic Compact
- 1-National Parks Service (Interior Regions 1 & 3)
- 1-Northeastern Forest Fire Protection Compact

1-Eastern Area Coordination Center Liaison

1-Eastern Area Coordinating Group Liaison

Agencies or Compacts not wanting to or unable to furnish a committee member may select an existing committee member to represent their agency's issues and concerns.

Ad-Hoc task groups can be formed with subject matter experts (line officers, fire management officers, cache managers, incident management team members, information technology specialists, incident business management specialists, etc.) through work task orders issued and approved by the Eastern Area Coordinating Group (EACG).

Roles and Responsibilities

Participation of all Working Team Members is imperative for task completion and overall representation of the Eastern Area dispatch community. Should a team member fall short of their responsibilities or are unable to participate due to time requirements, funding, etc., the member should recruit his/her replacement. If a departing member is having trouble finding a replacement, he/she should work with his/her EACG agency/compact representative and/or the EA DWT Chair.

A majority of active committee members must be present, either in-person or teleconference, in order to conduct voting business of the Working Team.

Working Team Members

- Attend all Working Team meetings, conference calls, and functions.
- Participate in Working Team functions, sub-committees, and/or ad-hoc groups as necessary.
- Serve as Point of Contact and liaison for members' respective agency or compact.
- Coordinate with other EA Working Teams to develop operation strategies and objectives.
- Disseminate information regarding the activities and operations of the Working Team, sub-committees, and ad-hoc working teams with respective agency.
- Coordinate dissemination of pertinent dispatch information to Dispatch Centers and other interested parties.
- Notify Chairperson if unable to attend a meeting or function.

Chair

- Receives tasks from EACG and coordinates the completion with EA DWT Members.
- Responsible for administrative action to ensure completion of task assignments.
- Reports to EACG the status of task assignments and other DWT projects.
- Coordinates the flow of information between the EACG and the EA DWT.
- Hosts monthly conference calls with EA DWT and ensures that meetings and conference calls are conducted in a proper and timely manner.
- Serves as a member of the Eastern Area Interagency Dispatch Working Team Committee.
- Ensures that meeting minutes are disseminated to DWT members and the EACG.
- Establish sub-committees and ad-hoc working groups, as necessary.
- Approve and ensure the dissemination of Working Team reports and information to the

dispatch/coordination community.

- Coordinate Working Team representation at selected meetings.
- Attend or designate a representative to attend the EACG annual meetings, monthly conference calls, and provide report(s) to the EACG Board on the Working Team activities and accomplishments.

The proposed Working Team Chairperson will have served on the team for a minimum of one year prior to being selected, preferably in the role of Vice Chairperson. The Working Team Chairperson will serve a 2 year term.

The Chair position will rotate in the following order:

- Fish & Wildlife Service (Interior Regions 1 & 3)
- Forest Service (Region 9)
- Northeastern Forest Fire Protection Compact
- Great Lakes Compact
- National Parks Service (Interior Regions 1 & 3)
- Bureau of Indian Affairs
- Big Rivers Compact
- Mid-Atlantic Compact

If the next representative is unable to serve, the Chair position will move to the subsequent agency representative. The immediate Chair that has stepped down will become Past Chair to aid in a smooth transition. The next agency representative in the rotation will become the Vice Chair.

The Eastern Area Coordination Center representative and The Eastern Area Coordinating Group liaison will serve in an advisory role and will not hold the Chair or Vice-Chair position.

Vice Chair

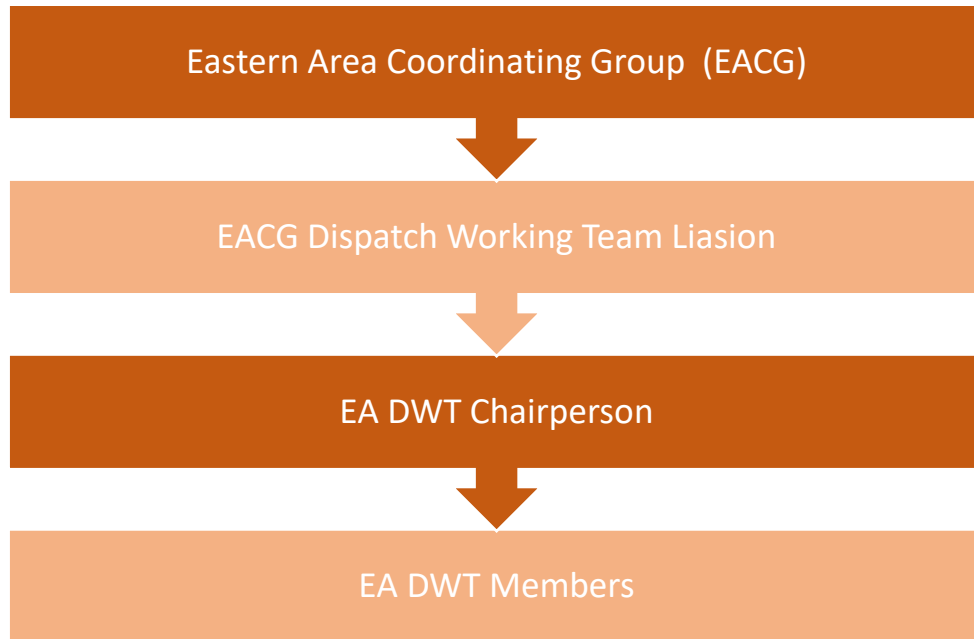
- Assumes the responsibilities and duties of the Chair in his/her absence.

Secretary

- Record conference call and in-person meeting minutes.
- Disseminate meeting minutes to DWT members and EACG administrative personnel for distribution to the EACG.
- The Working Team Secretary will serve a two year term and will be in the third position of the rotation of seats.

STRUCTURE

The Dispatch Working Team organization chart is as follows:



PURPOSE AND DUTIES

- Respond to EACG task items by providing recommended resolutions to current issues within the dispatch community.
- Review Working Team Membership and solicit for new members if needed.
- Provide Dispatch Course instructors and Cadre members within the Eastern Area for future courses.
- Solicit for and select the annual Eastern Area Excellence in Dispatch Award recipient and forward to the Eastern Area Center Manager for submission as the National Excellence in Dispatch Eastern Area nominee.
- Organize and host IROC Practice Sessions for Eastern Area Dispatch Centers each spring and fall.
- Report annual accomplishments to the EACG.
- Assists the EACG working groups with tasks oriented toward the dispatch community.
- Maintain the Eastern Area Interagency Dispatch Team Committee – a sub-committee of the Working Team established to administer the EA Interagency Dispatch Team(s).
- Initiate, coordinate, and sponsor dispatcher training courses, workshops, and meetings.

MEETINGS

The Working Team will participate in monthly conference calls to accomplish assigned tasks. Other conference calls will be facilitated as needed to address ongoing Working Team tasks. Members will meet annually during the EACG Winter Meeting. All travel and administrative costs for members will be paid by each member's home unit.

The Charter has been reviewed and agreed to by the Eastern Area Coordinating Group. The Charter will be reviewed every three (3) years with the option to amend as needed.

Chairperson, Eastern Area Coordinating Group

Date