



EASTERN AREA COORDINATING GROUP

DISPATCH WORKING TEAM CHARTER

2010-2012

MISSION STATEMENT

The Eastern Area Dispatch Working Team 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.

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.
- Initiate, coordinate and sponsor dispatcher training courses, workshops and meetings.

ORGANIZATION

1. MEMBERSHIP

The Eastern Area Dispatch Working Team (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 Committee business. The EA DWT will select a Chairperson and Vice-Chairperson from its membership.

- 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. Every 3 years, each position, if needed, will be reviewed for active participation at which time the working team members may decide whether to continue that position.
- The Working Team Chairperson and Vice-Chairperson will have served a minimum of one year on the team prior to being selected.
- The Vice Chair position will move into the Chairperson's position after the Chair has served their 2 year term.
- The Eastern Area Coordination Center representative will serve in an advisory role.
- When filling a DWT vacancy, nominations will be accepted and voted on by the working team members.

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

Participation of all working team members is imperative to getting the work done for the team, should individual members fall short of their responsibilities or are unable to participate due to time requirements, funding etc, the working team will work with the agency and/or liaison to EACG to find a replacement.

Working Team Representation

- 1-Big Rivers Compact
- 1-Bureau of Indian Affairs
- 1-Eastern Area Coordination Center Liaison
- 1-Eastern Area Coordination Group Liaison
- 1-Fish & Wildlife Service (Regions 3 & 5)
- 2-Forest Service (Region 9)
- 1-Great Lakes Compact
- 1-Mid-Atlantic Compact

- 1-National Parks Service (Mid-west and Atlantic Regions)
- 1-Northeastern Forest Fire Protection Compact
- 1- At Large

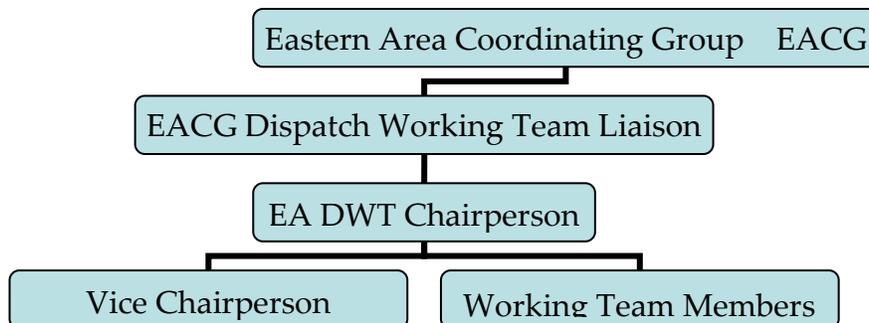
Agencies or Compacts not wanting or unable to furnish a committee member may select an existing committee member to represent their agency's issues and concerns.

Agencies or Compacts may have an alternate working team member designated. This alternate can serve as a substitute to the primary's absence at a scheduled meeting or conference call. This will help ensure full attendance and participation by all agencies and compacts.

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

2. STRUCTURE

The Dispatch Working Team organization chart is as follows:



RESPONSIBILITIES AND DUTIES

Working Team Members

- **Attend all Working Team meetings and functions.**
- **Participate in Working Team functions, sub-committees, ad-hoc groups as necessary.**
- **Serve as Point-of-Contact and liaison for the members' respective agencies or compacts.**
- **Work with the Working Team to develop operation strategies and objectives.**
- **Coordinate dissemination of 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.**
- **Notify EACG agency representative if time and or budget constraints restrict working team participation to find an agency/compact replacement.**

Chairperson

- **Ensure Working Team meetings and conference calls are conducted in a proper and timely manner.**
- **Establish time and locations for all the Working Team meetings and calls.**
- **Receives issues and work task orders issued by 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 board meetings, and provide a report(s) to the Board on the Working Team activities and accomplishments.**

- Attend or designate a representative to attend the National Dispatch Steering Committee meetings(s).
- Assemble and prepare all material to be acted upon by the Working Team.

Vice-Chairperson

- Conducts Working Team business in the absence of the Chairperson or at the request of the EACG.
- Responsible for ensuring the Working Team notes are recorded, edited, filed and distributed to Working Team Members, Dispatch Center Managers, EACC and EACG.
- Maintains Working Team membership roster, compiles dispatcher and Dispatch Center Managers contact lists for Working Team business and information dissemination flow.

3. MEETINGS

- The Working Team will meet as needed to accomplish assigned task. Conference calls can be utilized to keep travel costs at a minimum for ongoing working team tasks.
- All travel and administrative costs for members will be paid for by each member's home unit or compact.

4. ANNUAL ACTION ITEMS

- Review the Dispatch Working Team Charter for needed updates.
- Review Working Team Membership; solicit for new members if needed. Contact EACG representatives for missing agency representation.
- Assist & Develop Dispatch Course instructors and Cadre members within the Eastern Area for future courses.
- Promote, solicit and select annual dispatch recognition (s) for the Eastern Area Coordination agencies at the EACG level.

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

Chairperson, Eastern Area Coordinating Group

Date