

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-420/520/620 candidates in coordination with the RMCG Training Committee. Candidate recommendations should ensure a continual supply of qualified individuals to accept RMA team assignments in every position.
 - Ensure coordination between other RMA committees.
- 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 (RMC). The Committee and RMC will concur on recommended changes before submitting to RMCG for approval.
- Annually review and coordinate proposed updates to the Rocky Mountain Area Fire Cache (RMK) Operating Plan.
- Review and provide information/recommendations on safety issues identified by other standing committees that cannot 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 for the RMA IHCs.
 - Meet with the IHCs Representative following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.
- Assist RMCG in providing oversight and management for the Rocky Mountain Incident Management Teams:
 - Provide recommendations for Incident Management Team IC's to RMCG each year or when requested.

- Provide recommended IMT 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.
- 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 representatives from each of the following agencies:

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

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.

Decision Model:

The Committee will function by consensus and not voting. The Consensus Model http://gacc.nifc.gov/RMC/RMCG_WEB_Postings/Consensus%20Decision%20Model_Final.pdf shall be the preferred decision-making model for the Committee. All Agency Representatives will have a voice in the consensus model. **This does NOT preclude a request to “suspend the rules” and ask for a majority vote to utilize Robert's Rules of Order for part of, or the remainder of the meeting.** The same procedure can be invoked for moving from Robert's Rules to the Consensus Model

Advisory membership will include subject matter experts in the fields of logistics, engines/equipment, safety and aviation as well as the following:

- Rocky Mountain Area Coordination Center (RMC) - Center Manager
- Rocky Mountain Area Incident Commanders and Deputies
- Rocky Mountain Area IHC Representative

The Chairperson of RMCG approved committees may attend the operations committee meetings as the agenda allows. The agenda and minutes will be provided to each RMCG Committee Chairperson.

In addition, RMCG will appoint a liaison to the Committee. The Liaison will represent RMCG during Committee meetings and other correspondence and serve as the main communication link between RMCG and the Committee. The liaison will rotate every 3 years. (the first year beginning January 2011 which is the 3rd year of the team rotation.)

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 will appoint an 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 below, a Chairperson will be appointed for a one-year term.

BLM Wyoming
State of South Dakota
USFS
State of Wyoming
NPS
State of Colorado
FWS
State of Kansas
BLM Colorado
State of Nebraska
BIA

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. The chair will ensure that minutes of meetings are taken, edited, filed and distributed to each Chair of the Standing Committees and each member of the RMCG. Specific responsibilities are outlined 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. The Vice-Chair will also ensure that: minutes of meetings are taken, edited, filed, and distributed to each chair of the Standing Committees and each member of the Rocky Mountain Area Coordinating Group. Specific responsibilities are out lined in the Committee's Operating Guide -"Vice-Chair Responsibilities"

Members:

All members, including 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, webinars, net meetings, etc 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.

Task Groups:

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

Subcommittees:

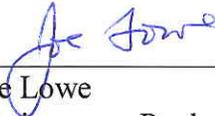
An IMT subcommittee has been established by RMCG.

Conflict of Interest

Committee members are expected to express opinions on different issues based upon their professional knowledge and the interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member are considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole (Conflict of Interest).

Therefore, members are expected to abstain or recuse themselves from any issue in which they have a Conflict of Interest. This would include, but is not limited to, participating in consensus or voting, establishment of an adverse policy, and/or drafting of corrective action regarding 1) any group of which they are a member, including RMA Incident Management Teams, 2) their personal fire qualifications or eligibility to participate in an activity, and/or 3) the qualifications, eligibility or participation of any person with whom they have a close personal relationship.

Members who do not remove themselves from these situations may be required to do so by the majority of the Committee membership.



Joe Lowe
Chairperson, Rocky Mountain Coordinating Group

2-1-11

Date