



## ***ROCKY MOUNTAIN ENGINE OPERATOR COMMITTEE***



### **Rocky Mountain Engine Operator Committee Charter**

**Approved (4/21/10) by the USFS Rocky Mountain Region Fire and Aviation Board**

#### **History:**

The Rocky Mountain Region (Region 2) initially developed engine standards in the early 1990's. These standards were targeted towards both chassis and water handling equipment. These standards were developed for consistency, efficiency, cost effectiveness and safety. In 1994, 1996 and again in 2005, the FMO's and engine supervisors met to validate quality control of the engine program in terms of safety and equipment standards.

In 2009, the Rocky Mountain Engine Operators Committee is expanding on the foundation of this charter built on engine standards, safety and equipment to include: Providing quality training, interagency cooperation, quality mentoring and the promotion of professionalism within the region's engine program.

#### **Authority:**

This charter sets forth guidelines and procedures by which the Rocky Mountain Engine Operators Committee will operate. The committee operates as an appointed group dealing with engine specific issues and as an advocator group for fire equipment and personnel issues to the designee from the Regional Fire Operations group and USFS R2 Fire and Aviation Board. Committee members are selected by each forest.

#### **Purpose:**

The purpose of this committee is to provide leadership, guidance, mentorship, training, professionalism, enhance career development, and to make recommendations to fire management to ensure continuation and enhancement of a safe and professional wildland fire engine program.

#### **Goal:**

Standardized engines, enhanced interagency cooperation, increased professionalism, quality training, course development, provide career development opportunities, become engaged in the facilitative learning analysis (FLA) and accident prevention analysis (APA) processes and be subject matter experts whom advise fire management on engine operator related topics and limit the number of accidents and injuries.



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### **Mission:**

The Rocky Mountain Engine Operator Committee will provide the region with a means of proactive problem and issue resolution; the group will enhance the level of training, knowledge, technical expertise, and professionalism of the engine program in the Rocky Mountain Region. The group will promote safe, effective, and professional operations and enhance interagency cooperation. The committee will strive to ensure consistent adherence to national fire management policies as well as technology transfer and information sharing. The committee will be expected to validate wildland fire engine issues and advise the regional and forest management on policy, direction, coordination and the development of local, regional and national strategies.

### **Objectives:**

To accomplish this mission the committee will be responsible for the following:

- Increase effective communication between field personnel, management (regional and forest), fleet and other committees or peer groups on engine related issues.
- Facilitate the regional operator's mailing list to disseminate relevant information quickly.
- Assist the regional engine academy for example: create/update agenda, recruit technical experts/instructors annually, establish equipment needs/inventory, work within set time frames, insure fleet is operational for the training, and budget to support the team hosting the academy.
- Enhance interagency cooperation.
- Support and develop engine related FLA and APA processes.
- Review, develop and update engine and fire equipment standards.
- Develop, review and maintain a regional engine inventory and replacement spreadsheet.
- Adopt, review, and maintain engine maintenance and inspection standards, performance testing and winterizing requirements.
- Provide recommendations for updating manuals and handbook direction.

### **Meetings:**

The committee will schedule one meeting and/or two conference calls per year. The meeting will be held each year in a centrally located site for ease of travel. These meetings and calls are open to operators, supervisors and other interested parties. Additional conference calls or meetings of the committee may be held as determined by the chair and designee from the Rocky Mountain Fire Operations Group. Any committee member can request additional calls if the need arise through the committee chair.



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### **Organization and procedures:**

#### **I. Membership:**

The following procedures will govern operations of the Rocky Mountain Engine Operators Committee.

- The committee will consist of one member from each Forest / Interagency Fire Management Unit (FMU). Each Forest will internally designate a committee member as their representative to the committee. These individuals are voting members and will conduct committee business. Members will represent their unit on a variety of fire equipment issues and they must be able to disseminate information back to the unit they are representing. These individuals are currently within the ranks of the fire management organization and should be knowledgeable about fire equipment use, capabilities and limitations.
- All committee members will serve a two year term at which time a new member may be selected. The outgoing committee member will be responsible for mentoring the new member. As terms expire, notices will be sent to the units asking for recommendations for replacements to serve on the committee. If a Committee member cannot represent a Forest, the designated Committee member and Chair will work with the Forest Fire Management Officer from the un-represented Forest to provide representation.
- The vice-chairperson shall be selected from within the Committee and serve a minimum two-year term then become the Chair. The chair shall serve a minimum two year term. If the vice chair is unable to fill the position a new chairperson will be selected by vote of the committee.
- All lead positions on the Committee (i.e., chair, vice-chair, secretary) are open for nominations and voting by the Committee body. If for any reason a lead position can no longer serve on the Committee (i.e., new position) the position will be filled at the next Committee meeting or conference call. Each lead position has a two year commitment. .



## **ROCKY MOUNTAIN ENGINE OPERATOR COMMITTEE**



### **Committee Representation should include:**

- Region Fire Operations Group Staff Member
- Region Fleet Representative
- Arapaho – Roosevelt
- Bighorn
- Black Hills
- Grand Mesa, Uncompahgre and Gunnison
- Medicine Bow / Routt
- Nebraska
- Pike San Isabel Cimarron Comanche
- Rio Grande
- San Juan
- Shoshone
- White River

### **Ad Hoc Membership:**

The Committee may appoint *ad hoc* members. These members will serve to meet special needs of the Committee and will be selected on a yearly basis. *Ad hoc* membership may be recruited from, but is not limited to, the following: Technical Specialists (i.e., Forest Fleet Managers, Radio Technicians, and Engineers), Management representation: (FMOs, Zone/District FMOs, AFMOs, etc...), Interagency Cooperators (BLM engine committee chair (Colorado/Wyoming)).

### **Subcommittees/Working Groups:**

Subcommittees and working groups will be formed as necessary to work on specific items or tasks identified by the committee and report to the Committee Chair. Subcommittees are ongoing functions of the Committee. Working groups will be dissolved when no longer needed as decided by the Committee. The Committee Chair will insure there is a lead for each subcommittee and/or working group.

## **II. RESPONSIBILITIES/DUTIES/ETHICS**

### **Professional Ethics:**

The Rocky Mountain Region takes great pride in the leadership role that our fire programs provide for the agency and the entire wildland fire community. All members of the Rocky Mountain Region engine programs will provide safe professional service through leadership, integrity and commitment.

### **Professionalism:**

The Rocky Mountain engine group will provide highly qualified and efficient individuals within the engine ranks. Each individual will be highly competent in the position they hold, and they strive to develop the skills and abilities to perform additional positions which are sequential in their career.



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### **Leadership:**

Highly skilled and qualified individuals will provide leadership at all levels of the engine program, both on and off the fire line. They will make decisions in a timely manner and provide guidance and support to subordinates and superiors. They will utilize their training and past experiences to move the organizational goals forward and mentor future leaders within the engine ranks and the fire organization.

### **Integrity:**

Every engine operator will perform their job with a sense of duty, honor and respect. They will make the right choice, even if it is not the most popular choice. They will lead by example, support the organization, and set the precedence for future leaders to follow.

### **Commitment:**

Rocky Mountain Region engine operators will be a reliable resource for their crew, district and the agency. They will meet the challenges and expectations set before them in a safe and effective manner.

### **Responsibilities/Duties:**

#### **A. Chair:**

- Ensure Committee conference calls/meetings are scheduled, conducted, and documented.
- Make assignments, provide oversight, and coordinate committee activities.
- Establish subcommittees and/or working groups, as necessary.
- Provide reports and attend, or designate a representative to attend, the Rocky Mountain Region Forest Fire Management Officer's Meeting(s) as needed.
- Report on Committee progress and issues to the Regional Office Fire Operations Group Representative.
- Facilitate decisions made by the Fire Operations Group and the Forest Fire Management Officers on recommendations from the committee.
- Immediately address equipment safety issues brought to the attention of the Committee, ensure safety net is implemented, and make suggestions on improvement to management (forest/regional).
- Represent the Rocky Mountain Region engine operators in the National Engine Operator Steering Committee as official designee.
- Coordinate on FLA and APA processes.

#### **B. Vice-Chair:**

- Conducts Committee business in the absence of the Committee Chair.
- Assists the Committee Chair as requested by the Chair
- Will become the Chair of the committee if Chair vacates or after two year commitment.
- Insure the Website is maintained on a regular basis.
- Maintain the regional operator list.



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### **C. Secretary:**

- Take minutes during committee meetings, distribute to committee members, and post to website.
- Maintain records
- Distribute the meeting agenda.
- Will become the Co-Chair of the committee if Co- Chair vacates or after two year commitment.
- Maintain current committee contact information (phone numbers and e-mail).

### **D. Committee Members:**

- Attend all Committee conference calls, meetings, and functions.
- Participate in Committee functions, subcommittees, and working groups, as necessary.
- Serve as point of contact and liaison for member's respective Forest/FMU.
- Coordinate dissemination of information regarding activities and operations of the Committee.
- Notify Chair if unable to attend a meeting or function.
- Identify user/operator concerns and safety issues in the Region and work on projects to resolve or correct issues. Work jointly to make recommendations on equipment decisions to the regional fire operations representative and the Forest Fire Management Officers.
- Review contract specifications and work with contracting officers on modifications to specifications with equipment contracts.
- Notify vice chair of changes to regional operator list.

### **E. Ad hoc committee members:**

- Attend Committee meetings as needed.
- Advises Committee on policy and procedures specific to their agency or functional area.

### **F. Working Groups:**

- Research special issues and concerns
- Issue progress reports and informs chair of findings
- Responds to special requests from the committee.
- Working group will terminated after completion of task or tasks



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### **III. Updates to management and charter:**

Updates to the charter will be reviewed at the yearly fall meeting/conference call and updated before the spring conference call. The most current version of the charter will be posted on the RMACC website under the engine committee link.

The Rocky Mountain Region Engine Committee will keep the Regional Fire Operations Group Representative and the Forest Fire Management Officers informed on committee activities and accomplishments.

- Sharing of experience – review of past season and lessons learned
- Advances in technology
- Safety issues and recommendations
- Changes or additions of equipment specifications or standards
- Update committee contact lists
- Working group status/updates
- Engine Academy updates

### **CHANGES, AMENDMENTS, DELETIONS:**

Any part of the Charter may be changed or amended by a majority decision of the Rocky Mountain Engine Operator Committee at a regular meeting. Any such actions require notification to and concurrence by the Regional Fire Operations Group Representative and must gain final approval from the Fire and Aviation Board. This charter and committee shall remain in effect until dissolved by the Fire and Aviation Board.

*\*The Rocky Mountain Region Fire and Aviation Board Supported this Charter for the Rocky Mountain Engine Operator Committee as of April 21, 2010*