

SOUTHWEST INCIDENT BUSINESS COMMITTEE CHARTER

Updated June 2016

I. MISSION STATEMENT

The Southwest Incident Business Committee is established under the Southwest Coordinating Group (SWCG) to develop and coordinate business management policy and procedures within interagency standards, as well as provide an interagency approach to incident business management issues. The Incident Business Committee will coordinate with other Southwest working groups and/or committees.

II. PURPOSE AND INTENT

- Provide advice, counsel, and a coordinated direction on incident business management issues and procedures to SWCG.
- Coordinate and provide input to business practices for wildland fire and other emergency responses.
- Seek efficiencies and solutions to improve and/or enhance current incident business practices/policies.
- Assist SWCG with the management and coordination of SWA Buying Teams; with the goal to develop and maintain up to five (5) Buying Teams.
- Develop and provide incident business training opportunities and guidance across the SWA.

III. SPECIFIC DUTIES

Primary duties of the Committee are as follows:

- Review and make recommendations to the *Interagency Incident Business Handbook*, AD pay plan, and other policy documents as necessary.
- Review and/or develop standard methods of hire, coordinating procedures and rental rates for emergency rental agreements annually to ensure timely and effective incident support for the SWA.
- Maintain the Southwest Incident Business Committee weblink with the most current business practices and guidance.
 - The Southwest Incident Business Committee weblink is located on the Southwest Coordination Center's (SWCC) website.
- Assist in the nomination, selection, and coordination of the SW Interagency Buying Team processes as delegated by SWCG.
 - Annually coordinate Southwest Incident Business Committee Buying Team operations for interagency application.
 - Make recommendations to the management and oversight (i.e. develop and maintain *SW Buy Team Guidelines*).
 - The Southwest Incident Business Committee will maintain a taskgroup specific for the coordination of Buying Teams.
- Provide SW Incident Management Teams updates on *interagency* incident business management through SWCG correspondence and/or presentations at annual SW IMT meeting.
- Short-term taskgroups may be stood up as needed to resolve a specific business management issue.
 - The Southwest Incident Business Committee will provide written objectives and timeframes to the taskgroup.
 - A minimum of one business committee member will be assigned to each taskgroup to

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coordinate the assignment and understand the objectives.

- Taskgroups will sunset upon completion of assignments.

IV. MEMBERSHIP

The Southwest Incident Business Committee will be composed of a representative (committee members) from the following federal and state agencies within the Southwest Geographic Area with interest, expertise and experience in providing and applying Incident Business Management:

US Fish and Wildlife Service - Southwest Region
Bureau of Indian Affairs - Southwest Region
National Park Service - Intermountain Region
Bureau of Land Management - Arizona
Bureau of Indian Affairs - Western Region
Bureau of Land Management - New Mexico
Arizona State Forestry Division
US Forest Service – Southwest Region
Bureau of Indian Affairs - Navajo Region
New Mexico State Forestry Division

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of two (2) years. A quorum of a minimum of five (5) committee members must be present when topics are up for vote. Every attempt will be made to reach decisions by consensus.

SWCG will provide a liaison to work with the committee.

Standing technical specialist will include the following: Contracting Officer, Contract Equipment Specialist, Buying Team Coordinator, Logistics, Operations and Dispatch. Technical specialists may advise, assist and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

V. OFFICERS ROLES & RESPONSIBILITIES

Based on the order of agencies listed under Membership, a chairperson will serve a two-year term. A vice-chair will be the representative from the next agency in line, and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

The chairperson's responsibilities include: schedule and conduct committee meetings, develop the agenda, provide a recorder to take and distribute minutes of the meeting, produce annual work plan, identify issues and report accomplishments to the coordinating groups at their semi-annual meetings and /or via conference calls. The chair will be responsible for assuring the minutes of the committee meetings are recorded and mailed to each Southwest Incident Business committee members.

He/she will also sign appropriate documents/correspondence. The vice-chair will serve in the absence of the chairperson.

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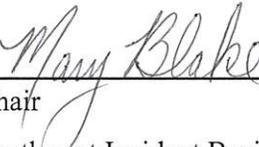
VI. MEETINGS/CONFERENCE CALLS

The Southwest Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish assigned tasks. Conference calls will be held as necessary.

If a voting member cannot attend a meeting, they shall designate an alternate to attend in their absence. The alternate shall act as a voting member. If an alternate is not feasible, the voting member shall notify the Chair of the absence.

VII. ADOPTION POLICY

Each agency representative will be responsible for their agency's review of new policies and/or procedures. Final reports will be presented to the Southwest Coordinating Groups for interagency adoption, distribution, and inclusion into agency manuals.



Chair
Southwest Incident Business
Committee

7/29/16
Date



Chair

7/29/16
Date

Southwest Coordinating Group