

SOUTHWEST INCIDENT BUSINESS COMMITTEE CHARTER

MISSION STATEMENT

The Southwest Incident Business Committee is established under the Southwest Coordinating Group to develop and coordinate business management policy and procedures within interagency standards. The Incident Business Committee will coordinate with other Southwest committees. This committee will work independently for each coordinating group.

MEMBERSHIP

The Southwest Incident Business Committee will be composed of a representative from the following agencies:

- Bureau of Land Management-New Mexico
- State of Arizona
- US Forest Service
- Bureau of Indian Affairs-Navajo Region
- State of New Mexico
- US Fish & Wildlife Service
- Bureau of Indian Affairs- Southwest Region
- National Park Service
- Bureau of Land Management-Arizona
- Bureau of Indian Affairs-Western Region

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of two (2) years.

Standing technical specialist will include the following: Contracting Officer, Buying Team Coordinator, Fire Service Organization, 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.

PURPOSE

1. Provide advice, counsel, and a coordinated direction on incident business management issues for the Southwest Coordinating Group. Coordinate business practices for wildland fire and emergency responses.
2. Review operational business management practices to address recurring issues.
3. Develop interagency guidelines/procedures for the following issues:
 - Review and make recommendations on AD pay plan as necessary.
 - Review and/or develop standard methods of hire, coordinating procedures and rental rates for emergency rental agreements annually.
 - Annually coordinate Southwest Incident Business Committee Buying Team operations for interagency application.
 - Develop and implement new business management programs.
 - Set up task groups as needed to resolve business management issues. The Southwest Incident Business Committee will provide written objectives and time frames to the task group. A minimum of one business committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.

OFFICERS ROLES & RESPONSIBILITIES

Based on the order of agencies listed under Membership, a chairperson will be chosen to serve a one-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 chairpersons. He/she will also sign appropriate documents/correspondence. The vice-chair will serve in the absence of the chairperson.

MEETINGS

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

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	Date	Chair, Southwest Coordinating Group	Date