

SOUTHWEST AREA OPERATIONS GROUP

OPERATIONAL PROCEDURES (01-13-10)

These procedures will govern the operations of the Southwest Area Operations Group, hereafter referred to as the “Group”

I. ORGANIZATION

A. Membership:

1. Membership in the Group shall include representatives from the land management agencies identified in the Charter. These individuals are voting members and conduct Group business. When an agency is not represented on the Group, the Group will contact the SWCG to appoint a member.

2. Group Membership:

Membership of the Group shall consist of the following:

- a. Fire management representative(s) from each of the agencies within the Southwest geographic area with interest, expertise or experience in providing or applying Wildland Fire Operations. Current members for 2010 are listed on the Southwest Operations Group page of the Southwest Coordinating Group web site.
- b. Southwest Area Coordinating Group (SWCG) liaison.
Bureau of Land Management: New Mexico: Don Kearney
New Mexico State Forestry Division: Donald Griego
- c. Ad Hoc members and Technical Advisors, as needed.

3. Officers:

- a. The Group Officers shall serve two years and the positions rotate in the fall among the agencies of the Southwest Area. Currently, the rotation is as follows, with the chair appointing a secretary:

Bureau of Land Management New Mexico	Chair	2008 -2010
National Park Service	Vice-Chair	2008 -2010
Bureau of Land Management Arizona		
Bureau of Indian Affairs		
Arizona State Forestry Division		
US Fish and Wildlife Service.		
New Mexico State Forestry Division		
US Forest Service		

- b. The Group shall meet in October along with the IMT IARR and in January for the IMT

Selections. Planned conference calls will be held March 18, 2010, and September 23, 2010, at 10:00 New Mexico time. Other conference calls will be scheduled as needed.

4. Ad Hoc Members and Technical Advisors:

The Group Chair may invite additional non-voting Ad Hoc members and Technical Advisors to serve as needed.

5. Task Groups:

Task Groups will be formed as necessary to work on specific items or tasks identified by the Group. Task Groups will be dissolved when no longer needed.

B. Responsibilities and Duties:

1. Group Members will:

- a. Attend Group meetings and functions or arrange for an alternate.
- b. Participate in Group functions, sub-committee, and working groups, as necessary.
- c. Serve as a point of contact and liaison for the member's agencies.
- d. Coordinate the dissemination of information regarding the activities and operations of the Group, sub-committee, and working groups with respective agency.
- e. Notify chair if unable to attend a meeting or provide agency representative.
- f. Identify agency predictive services issues and concerns in the Southwest Area and make recommendations concerning these to the SWCG through the Group.
- g. Serve as a point-of-contact and liaison between the NWCG Fire Environment Working Team and member agencies.

2. Group Chair will:

- a. Ensure that the Group meetings are scheduled and conducted in an efficient and effective manner.
- b. Approve, authorize, and coordinate Group activities.
- c. Attend or designate a representative to attend the SWCG meeting(s) as needed.
- d. Report Group activities to the SWCG.
- e. The Group chair will ensure that there is clear direction and a lead for each sub-Group and/or working group.

3. Group Vice-Chair will:

- a. Conduct Group business in the absence of the Group chair.

4. Group Secretary will:

- a. Record and distribute meeting minutes.
- b. Maintain record of Group business.

5. Group Ad Hoc Members and Technical Advisors will:

- a. Attend Group meetings or notify the Chair of non-attendance.

- b. Inform Group on policy and procedures specific to their agency or function.
- c. Serve on working groups or sub-Groups, as needed.

6. Working Groups will:

- a. Develop objectives for the specific working group.
- b. Organize and plan activities as necessary.
- c. Implement the actions assigned to the working group.
- d. Report back to the Group chair and the Group on the working group actions.
- e. Research special issues and concerns.
- f. Issue progress reports and apprise chair on activities.
- g. Respond to special requests from the Group.

C. Changes, Amendments, Deletions:

Any part of the Operational Procedures may be changed or amended by a majority decision of the Group. As long as they do not conflict with the charter, any such actions do not require notification and concurrence by the SWCG.

For/As Approved by the Group: *David Bott 1/13/2010*