

SOUTHWEST INTERAGENCY HOTSHOT CREW STEERING COMMITTEE CHARTER

(ver. 10-22-08)

CHARTER AUTHORITY

The Southwest Area Interagency Hotshot Crew (IHC) Steering Committee functions as a sub-committee under Southwest Operations Group. These committees are authorized under the 2008-2013 MOU for the Operations of the Southwest Coordinating Group, approved by the Agency Administrators of the SW fire agencies.

MISSION

The Southwest Area IHC Steering Committee will provide the Hotshot crews and Fire Managers a means for interagency communications and feedback, proactive problem and issue resolution. It will promote safe and effective Hotshot operations and will strive to ensure consistent adherence to national operation guidelines and fire management policies. Interagency Hotshot Crews are Type 1 crews identified in the *National Interagency Mobilization Guide* as National Shared Resources.

OBJECTIVES

- Analyze and consolidate issues, opportunities, and concerns. Communicate these to the appropriate management level.
- Provide leadership to SW IHCs with a focus on interagency service and solutions.
- Select and recommend appropriate processes for resolution of issues.
- Provide feedback and recommendations to the SWCG and NMAC on IHC issues through the Operations Group and SWCG.
- Ensure that safety, training, and technical information relevant to the enhancement of the Hotshot organization is disseminated.
- Coordinate dates, agenda, and lists of persons to attend committee meetings and workshops.
- Participate in the certification of new Southwest Area IHCs.
- Participate in the recertification or decertification of established Southwest Area IHC at the request of hosting units.

COMMITTEE COMPOSITION

The Committee will consist of 5 standing members and 5 regional advisors to include the following:

Five Southwest Area Hotshot Superintendents filling the following committee positions, selected by the Hotshot Superintendents in the Region.

- Committee Chair (voting member)
- Committee Deputy Chair (voting member)

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- Crew Representative (Arizona voting member)
 - Crew Representative (BIA voting member)
 - Crew Representative (New Mexico voting member)

Five Southwest Area Regional Advisors representing the following committee positions, selected by the Southwest Area IHC Steering Committee members.

- USFS Regional Operations Lead (non-voting)
- Southwest Coordinating Group Liaison (non-voting)
- District Ranger or Agency Administrator (non-voting)
- Department of the Interior (non-voting)
- Incident Management Team Representative (non-voting)

COMMITTEE ORGANIZATION

CHAIR / DEPUTY CHAIR – To serve a two-year term. Deputy term and responsibilities are the same as the chair, filling in when the Chair is unavailable. If the Chair vacates during the term, the deputy will assume the Chair position through the end of the existing term. Normally the Deputy will follow into the chair position after 2 years, unless the Committee determines otherwise.

It will be the chair's responsibility to: 1) convene and coordinate meetings or conference calls as necessary, 2) to work with the chair of the SW Operations Group as needed, 3) to facilitate the election of committee members, 4) to ensure appropriate IHC representation with various groups and meetings, 5) to objectively represent the IHC community on an interagency basis, 6) to work with the Ops Group Chair to ensure the SWCG/Operations/IHC Committee is kept current with membership and general group business.

CREW REPRESENTATIVES – To serve a two year term, but may serve additional terms if the committee determines appropriate. Terms will be offset so that continuity is provided when representatives are replaced.

REGIONAL ADVISORS – To serve as committee advisors with no term limitations. Provides advice and general direction to the Committee on IHC issues and concerns. Presents issues to and from interagency Fire Management Officers and Managers, or others. Gains understanding and support for implementing issues the Committee deems important.

REPRESENTATIVES ON OTHER GROUPS – The Committee will determine IHC representatives on other committees and groups. These representatives may consist of members, Hotshot Superintendents, or Hotshot Assistant Superintendents delegated by the Committee or the Chair to serve as the IHC representative as needed to groups such as:

- USFS Regional Fire Equipment Committee
- National IHC Steering Committee (4 year term)
- USFS Fire Management Officers
- Southwest Dispatch Steering Committee
- Southwest Incident Management Team Meeting
- Southwest Operations Group

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ELECTION PROCESS

1. Election will be held at the beginning of the annual IHC Workshop. Hotshot Superintendents will make chair and deputy chair nominations. Outgoing chair will facilitate.
2. One representative from each crew (Hotshot Superintendent or Hotshot Captain) will cast one closed ballot per crew. Outgoing chair will tally the votes and announce the new chair and deputy chair.
3. New crew representatives will be elected by their respective area groups as needed.

WORKSHOPS AND COMMITTEE MEETINGS

- Workshops will be held on an annual basis. Attendance will be Hotshot Superintendents, Assistant-Superintendents, and other invited guests as agenda, budget, and other constraints allow.
- A post-fire season "After Action Review" will be held annually in the Fall. Attendance will be Hotshot Superintendents or a crew representative and other invited guests as agenda, budget and other constraints allow.
- Conference Calls will be arranged by the Chair as the need arises.
- Committee meetings will be held at least twice yearly, or more often as necessary.

David J. Fish 10/23/08
Chair, SW IHC Steering Committee Date

David M. Bott 10-22-08
Chair, SW Operations Group Date

Bob Lineback 10-22-08
Chair, Southwest Coordinating Group Date