



EASTERN AREA COORDINATING GROUP

INCIDENT BUSINESS WORKING TEAM CHARTER

2010

MISSION STATEMENT

The Eastern Area Incident Business Practices Working Team mission is to provide an interagency forum to identify and provide recommendations for action or resolution on issues pertaining to incident business functions and mobilization of emergency incident resources in support of the policies and procedures of all agencies.

GOALS

- Provide a forum where all agency concerns are represented.
- Facilitate the exchange of information and ideas on Interagency Incident Business Issues within the Eastern Area.
- Recommend and develop standard Incident Business Practices and mobilization procedures.
- Facilitate and promote a better understanding of compact or agency specific policies and procedures.
- Carry forward Eastern Area issues to the National level.
- Initiate, coordinate and sponsor Incident Business related training courses, workshops and meetings.

ORGANIZATION

1. MEMBERSHIP

A quorum of working team members must be present, either in-person or teleconference, in order to conduct voting business or policy recommendations of the Working Team.

Representation

The Eastern Area Incident Business Working Team will be composed of a representative(s) from the following agencies.

1-Department of Interior Agencies (BIA, NPS and FWS)

1-Eastern Area States

1-Forest Service (Region 9)

1-Northeast Area State & Private Emergency Preparedness Specialist

Ad-Hoc task groups can be formed with standing technical specialists.

These specialists will include the following: Contracting Officer, 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.

These Ad-Hoc Task Groups will be formed through work task orders issued and approved by the Eastern Area Coordinating Group (EACG).

Work Task orders will be issued based on feedback or topics from other EA Working Teams, the Incident Business Working Team or Eastern Area Coordinating Group.

RESPONSIBILITIES AND DUTIES

Working Team Members

- Attend all Working Team meetings and functions.
- Participate in Working Team functions, sub-committees, and ad-hoc groups as necessary.
- Serve as Point-of-Contact and liaison for the members' respective agencies or compacts.
- Work with the Working Team to develop operation strategies and objectives.
- Coordinate dissemination of information regarding the activities and operations of the working team, sub-committees and ad-hoc working teams with respective agency.
- Coordinate dissemination of pertinent Incident Business Practices information to Dispatch Centers and other interested parties.
- Notify Chairperson if unable to attend a meeting or function.

Chairperson

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.

- Ensure Working Team meetings and conference calls are conducted in a proper and timely manner.
- Establish time and locations for all the Working Team meetings and calls.
- Receives issues and work task orders issued by the EACG, produce annual work plan.
- Establish sub-committees and Ad-hoc working groups, as necessary.
- Approve and ensure the dissemination of Working Team reports and information to the Incident Business Practices/coordination community.
- Coordinate Working Team representation at selected meetings.
- Attend or designate a representative to attend the EACG board meetings, and provide a report(s) to the Board on the Working Team activities and accomplishments.
- Attend or designate a representative to attend the National Incident Business Practices Committee meetings(s) or other Geographic Area Incident Business Practice Workshop as appropriate or as agency budget allows.
- Assemble and prepare all material to be acted upon by the Working Team.
- Responsible for assuring the minutes of the committee meetings are recorded and mailed to Eastern Area Coordinating Group chairperson. He/she will also sign appropriate documents/correspondence.

Vice-Chairperson

- Serve in the absence of the chairperson.

2. MEETINGS

- The Incident Business Committee will meet semi-annually or as deemed necessary to identify and accomplish tasks. One of the semi-annual meetings will be in conjunction with the Eastern Area Coordinating Group.

- Conference calls can be utilized to keep travel costs at a minimum for ongoing working team tasks.
- There is no budget for the Working Team.

3. ANNUAL ACTION ITEMS

- Review the Incident Business Working Team Charter for needed updates.
- Prepare annual (Spring) incident business practices updates for EACG.
- Review the annual Pay Plan for Emergency Workers and determine need for geographical request for rates on positions not published in the AD pay plan.
- Review operational business management practices to address recurring problems.
- Provide advice, counsel, and a coordinated direction on incident business management issues for the Eastern Area Coordinating Group. Coordinate business practices for wildland fire and emergency responses.
- Review Working Team Contact lists for accuracy and updates.

4. 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 Eastern Area Coordinating Group (EACG) for interagency adoption, distribution, and inclusion into agency manuals.

The Charter has been reviewed and agreed to by the Eastern Area Coordinating Group. The Charter will be reviewed every (3) years with the option to amend as needed.

Chairperson, Eastern Area Coordinating Group

Date