

**GREAT BASIN COORDINATING GROUP
CHARTER**

January 1, 2010

Authorization:

The Great Basin Coordinating Group (GBCG) members are authorized by each of their respective agency administrators and work under the various Master Cooperative Fire Protection Agreements in place for each state in the Great Basin.

Mission Statement:

The Great Basin Coordinating Group (GBCG) is established to further interagency cooperation, communications and coordination, and to implement interagency fire management direction in the Great Basin Geographic Area.

Purpose:

1. Provide interagency leadership and coordinated implementation of fire management policies, directions and standards.
2. Foster partnership, trust, and mutual assistance among the wildland fire management entities.
3. Establish committees/task groups/teams to address area wide issues.
4. Serve as geographic area clearing house and forum for the identification of interagency fire management issues and their solutions, such as:

To support and promote:

- Firefighter and Public Safety
- Ecosystem Management
- Wildland/urban/rural interface
- Prevention and education
- Fuels and resource management
- Fire Management Planning and Fire Program Analysis

Provide input to geographic area interagency safety training programs, as needed

Provide oversight to National training nominations, at a minimum to 520/620

Establish committees/task groups/teams to address area wide issues.

5. Facilitate efficiencies in all incident operations at all levels, including:

Selection and management of incident management teams

- National Type I Teams, Great Basin Type II
- Nominates area command team candidates
- Provide oversight to area coordination centers

- Establish the geographic area multi-agency coordination group (MAC)
 - Provide oversight and approval of geographic area mobilization guide
6. Recommend a unified course of action to geographic agency administrators in order to promote safety and provide oversight in all aspects of fire and incident management. Policy recommendations which require changes, modifications, or costs will be reviewed and approved by agency administrators before implementation.
 7. Serve as a geographical focal point for requests for interagency action to and from national and local level.
 8. Establish the geographic area multi-agency coordination group, consistent with GBCG MAC guidelines.
 9. Provide oversight to the Great Basin Coordination Centers (Western and Eastern) and the Great Basin Mobilization Guide.

Membership:

The Coordinating Group will be composed of the lead fire manager or his/her designee from each of the following agencies:

- Forest Service (Intermountain Region)
- National Park Service (Intermountain and Pacific West Regions)
- Bureau of Land Management (Arizona, Idaho, Utah and Nevada Offices)
- Bureau of Indian Affairs (Western Region)
- Fish and Wildlife Service (Pacific Southwest, Pacific Northwest & Mountain Prairie Regions)
- Idaho Department of Lands
- Nevada Division of Forestry
- Utah Division of Forestry, Fire and State Lands

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed. The members will coordinate recommendations for agency acceptance and implementation.

A representative from both Great Basin Coordination Centers will serve as technical advisor to this group.

Chair and Vice Chair:

A Chairperson and Vice Chairperson will be nominated and agreed upon by the CG members using a majority vote process. Voting will be completed by a single vote from each agency (NPS, FWS, BLM, USFS, and each state representative. Nominations and voting will be held during the Fall meeting. Terms will be based on a calendar year with a desired two year term unless otherwise agreed upon by the CG. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

Executive Assistance:

To maintain continuity in the operation and logistics of the GBCG, it is desirable to have a permanent person be selected from the area fire community who can assist with note taking, distribution of notes and correspondence to the members and other designated recipients. Costs for the assistance will be borne by the supplying agency.

Meetings:

The GBCG will have up to three regular meetings per year; typically fall and spring. A third meeting may be held as determined by members. The spring meeting should be coordinated with an Area or Incident Management Team meetings if possible. Regular meetings for the coming year will be scheduled at the fall meeting.

Hosting of meetings should rotate among the GBCG membership. The host will be responsible for hotel and meeting room space, and any costs incurred for the meeting room arrangements.

Additional meetings may be called as needed by the chairperson, with agenda and location agreed upon by the membership.

The chairperson may also use conference calls.

Agendas and action items requiring GBCG decisions are to be distributed to the membership prior to each meeting.

Permanent Standing Committees:

Specific interagency Standing Committees (here-in-after referred to as Committees) may be formed to deal with various topics. All requests for specific project work to be assigned to and accomplished by a standing committee will be submitted through the GBCG. The GBCG will identify issues and concerns of mutual interest and make assignments to specific committees. The GBCG will provide direction, oversight, and GBCG meeting action items to the Chairperson of each committee.

Each Committee will have a charter with a mission and a purpose statement. Committee charters will be reviewed by the chair and approved by the GBCG and are an appendix to this charter.

The following is a list of Committees:

1. Training
2. Operations
3. Incident Business (shared with Rocky Mtn and Great Basin Areas)
4. [Prevention/Mitigation/Education](#)
5. Fire Planning/Fire Program Analysis
6. Critical Incident Stress Management
7. Dispatch Steering Committee

The Committees will elect a Chairperson. Minutes of meetings or key decisions and actions items will be documented and distributed. Committee Chairpersons or their representatives will attend and report during at least one annual GBCG meetings. The Committees may define task groups which may have one or more responsibilities or tasks. The group, upon completion of its task, shall sunset unless an additional tasks are assigned.

The GBCG will designate one of its members as Liaison to each Committee. The role of the liaison is to attend at least one meeting annually to provide guidance and support to the Chair as needed and to assist with elevating issues to the Coordinating Group.

Expenses:

Except as outlined above for hosting meetings, the costs of salary, travel, per diem, and operating expenses for the GBCG Committee, and Task Group members will be borne by the member's agency.

The GBCG will determine how to cover costs of special projects.

Adoption of Policy:

It is important that GBCG recommendations receive formal agency review, acceptance and distribution for implementation. Operational changes which do not include policy changes or costs may be implemented directly through their appropriate channels. Items which require policy changes or modifications, or costs will be approved by agency administrators.

Appendix:

- Training Committee Charter
- Operations Committee Charter
- Incident Fire Business Management Committee Charter
- Prevention/Mitigation/Education Committee Charter
- Fire Planning/Fire Planning Analysis Charter
- Critical Incident Stress Management Charter

Signatures by Agency:

Regional Forester, USDA Forest Service, Intermountain Region

Date

Regional Director, National Park Service, Pacific West Region

Date

Regional Director, National Park Service, Intermountain Region

Date

State Director, USDI Bureau of Land Management, Idaho

Date

State Forester, Utah, Division of Forestry, Fire and State Lands

Date

Regional Director, USDI Fish and Wildlife Service, Pacific Region

Date

Regional Director, USDI Fish and Wildlife Service, Mountain Prairie Region

Date

Manager, USDI Fish and Wildlife Service, Pacific Southwest Region

Date

State Director, USDI Bureau of Land Management, Utah

Date

State Forester/Fire Warden, Nevada, Division of Forestry, Fire and State Lands

Date

State Director, USDI Bureau of Land Management, Nevada

Date

State Director, USDI Bureau of Land Management, Arizona

Date

State Forester, Idaho, Department of Lands

Date

Regional Director, USDI Bureau of Indian Affairs, Western Region

Date