

Great Basin Contract Equipment Committee Charter

Authority:

The Great Basin Contract Equipment Committee, herein after referred to as the (GBCEC), is chartered under the authority of the Great Basin Incident Business Committee (GBIBC).

Mission Statement:

The GBCEC develops and coordinates contract equipment standards, policies and procedures, and provides programmatic guidance for the fire equipment contracted through the VIPR program.

Membership:

This Great Basin Committee, will be made up of representatives from the Department of Interior Agencies Bureau of Land Management (BLM), National Park Service (NPS), Bureau of Indian Affairs (BIA), United States Fish and Wildlife (USFWS), States within the Great Basin (Utah, Idaho, Nevada), and United State Forest Service (USFS), Great Basin Coordination Center; other agencies and Subject Matter Experts (SME) may be invited to participate, as they utilize these contracts.

The Core Committee members will be composed of the following Great Basin personnel:

- USFS Deputy Director – Coordinating Group Liaison to GBCEC
- USFS Incident Business Specialist
- USFS Regional Fire Contracting Officer
- USFS Regional Fire Contract Specialist
- USFS Operations Liaison
- GBCC Representative
- Department of Interior (i.e. Incident Business, or Operations Liaison)
- State Representative (i.e. Incident Business or Operations Liaison)

Non-Core Representatives:

- Subject Matter Expert as needed

Subject Matter Expert(s) will be requested by Committee representative to advise, assist and complete tasks on an as needed basis.

Purpose:

1. Provide advice, council and coordinated direction involving contract equipment issues to agency contracting officers, procurement specialists, incident management teams and agencies within the Great Basin.
2. Review VIPR Agreements and evaluate input from field users on national specifications. Review and approve Change Requests, and submit to USFS Contract Equipment Task Team (CETT).
3. Coordinates and maintains a standardized contract equipment inspection program.
 - a. Identify pre-award equipment inspection needs.
 - b. Maintain equipment compliance inspection checklists.
 - c. Coordinates equipment compliance inspection program.
 - d. Assist in organizing local equipment inspection training.

- 4. Coordinate closely with Regional Contracting Officer and Contract Administrator.
 - a. Periodically review operational contract equipment practices to eliminate recurring problems/issues.
 - b. Provide input regarding VIPR specification changes or clarification needs.

- 5. Standards of Behavior for GBCEC committee members
 - a. GBCEC members are expected to express opinions on different issues based upon their professional knowledge and the interests of the Agency or committee they represent. The overall objective is to find workable solutions to contract equipment issues. Each member agrees to seek solutions for the good of the order and to support recommendations made by the GBCEC.

 - b. Members agree to a standard of professional conduct, which includes completing work assignments on schedule, notifying the Chair if circumstances make that difficult, and being a fully engaged committee member.

Chairperson and Vice Chairperson Roles and Responsibilities

The GBCEC will be permanently chaired by the USFS Intermountain Region, Regional Fire Contract Specialist. The Vice-Chair will be nominated and voted for from within other membership of the GBCEC for a two-year term.

The Chairperson will be responsibilities include: Schedule and conduct committee meetings, develop the agenda, produce annual work plan (action items), identify issues, and report accomplishments to the GBCG at their semi-annual meetings and/or conference calls.

The chairperson will be responsible for meeting notes, facilitation, meeting locations and format.

The Vice Chairperson will assume the duties of the Chairperson during any absence of the Chair. The Vice Chair will be responsible for arranging meeting minutes and distribution to all committee members.

Meetings

The Committee will meet semi-annually, or as often as deemed necessary, to identify and accomplish tasks via in person meetings, or other means as needed.

Approval

Approved: _____
(Chair – Great Basin Coordinating Group)

Date: _____

Approved: _____
(R4 FAM Deputy Director)

Date: _____