

Intermountain Region  
Contract Equipment Committee  
Charter

2014

**Mission Statement**

The Intermountain Region Contract Equipment Committee is established under R4 Fire & Aviation Management (FAM) to develop and coordinate contract equipment standards, policy and procedures. The Committee will coordinate and provide guidance for the fire contract equipment program.

**Membership**

While this will be an Intermountain Region Committee, R2 will be invited to participate as representatives, since many contracts are multi-regional. Representatives from other agencies may be invited to participate as well, as they utilize and assist in execution of contracts.

The Core Committee will be composed of the following R4 personnel:

- Deputy FAM Director
- Incident Business Specialist
- Regional Fire Contracting Officer
- Contracting Technician
- Contract Administrator
- Operations Liaison
- GBCC Representative

Non-Core Representatives:

- R2 Fire Contracting Officer
- R2 FAM Operations Liaison
- Department of Interior Representative (i.e., Incident Business, Operations Liaison)
- Technical Representatives as needed (i.e., Rocky Mountain Coordination Center)

This will be a standing Committee, filled by the incumbents of the positions listed above. Technical specialists will be appointed by Committee representatives on an as needed basis. A representative and technical specialist may be the same person.

**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 (and Rocky Mountain, for multi-regional agreements).
2. Review VIPR Agreements and evaluate input from field users on national specifications. Review and approve Change Requests, and submit to Contract Equipment Task Team (CETT).
3. Develop, implement, and coordinate a standardized contract equipment inspection program.
  - a. Identify preseason 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. Develop guidelines/procedures for the following issues:
  - a. Coordinate contract equipment preseason standards for procurement methods (Incident Blanket Purchase Agreement (IBPA), Incident Only Emergency Equipment Rental Agreement (EERA) or other procurement methods).
  - b. Coordinate equipment hiring standards for Service/Supply Plans.
  - c. Contract equipment inspector program at the local, IMT or administrative level.

**Chairperson and Vice Chairperson roles and responsibilities**

The committee will select a Chairperson and Vice Chairperson from the committee members, representatives and technical specialists for a one-year term.

The Chairperson will be responsible for gathering/identifying issues, setting the agenda, scheduling and conducting committee meetings, and reporting accomplishments to the Regional FAM and AQM Director.

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

**Meetings**

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

Approved: Sue Stewart Date: 3/6/14  
 (R4 FAM Director)

Approved: Camie A. Sonjin Date: 3/6/14  
 (R4 AQM Director)