

Northern Rockies Dispatch Steering Committee Charter

October 2018

The Northern Rockies Dispatch Steering Committee (Committee) is a working group established to represent the interagency dispatch and coordination community. The Committee works under an established Charter developed by the dispatch community which identified the purpose and goals of the organization. The Northern Rockies Coordinator (Coordinator) provides oversight to the Committee. The Committee acts as a focal point to identify and resolve issues and concerns of the dispatch community.

The Committee consists of 5-10 dispatchers/managers, one NRCC representative, and one NRCG liaison. Liaisons from any other NRCG committees (i.e. incident business, operations, etc.) will be accepted. Committee members may be from any interagency partners who participate in the Northern Rockies dispatch system. Interagency cooperators include the BIA, BLM, FWS, NPS, USFS and Idaho, North Dakota, and Montana State agencies. Committee members have a minimum four year commitment from their respective agencies including costs for time and travel. A Co-chair is selected by the Committee every other year and ascends to Chair after a two year term as co-chair. The Committee may meet twice/year (Spring Dispatchers' Workshop and Fall Center Managers' meeting) and as often as necessary to accomplish identified tasks. Conference calls are the preferred method for additional meetings.

Purpose:

- Promote safety and well-being for all personnel influenced by the dispatch community.
- Identify key dispatch issues and provide recommendations for action or resolution to the NR Coordinator.
- Assist the NRCG working groups with tasks oriented toward the dispatch/fire coordinating community.
- Coordinate and organize the annual NR Dispatch Workshop.
- Provide recommendations to Northern Rockies Training Committee pertaining to dispatch training needs.
- Participate in the annual review and provide input to the Northern Rockies Mobilization Guide.
- Provide for coordination, standardization and promotion of dispatch policies, procedures and more efficient business practices.
- Disseminate to the field any changes to policy and procedures which affect the dispatch community.

Recommendations and reports by the Committee are presented to the NR Coordinator for review and concurrence prior to adoption and dissemination to the field. This Committee may establish task groups (subject matter experts) outside its membership to assist in completing identified tasks. The Committee may provide direction and oversight, as needed, to task groups through project completion.

The Charter will be reviewed annually at the Fall Center Managers' Meeting.

Roles and Responsibilities:

Committee Chair

- Responsible for administrative action to ensure completion of the Committee tasks.
- Establish time and location of all Committee meetings.
- Receive issues for study and resolution from the NR Coordination group. Obtain clear identification of the task to be completed, the scope and product to be delivered, and a timeframe for completion.
- Assign workgroups and make assignments to Committee members, and ensure the dissemination of Committee reports and information to the dispatch community.
- Coordinate Committee activities including the annual Northern Rockies Dispatch Workshop.
- Assemble and prepare all material to be acted upon by the Committee.
- Coordinate Committee representation at selected meetings.
- Two year term. Replaced by the Co-Chair at the completion of the Spring Dispatch Workshop.

Committee Co-Chair

- Assume the roles and responsibilities of the Chair during their absence.
- Responsible for ensuring Committee meeting notes are recorded, edited, filed, and distributed to Committee members and dispatch centers.
- Two year term. Once the two years have been served as co-chair, individual becomes Chair at the completion of the Spring Dispatch Workshop.

Steering Committee Members

- Responsible for overall Committee activities and assigned projects. Serve as a representative to the dispatch community to address issues and concerns.
- Serve as a liaison between the Committee and the dispatch community, and keep dispatchers informed of the committee actions and projects.
- Each member's term is a minimum of four years with the option to extend if requested. The term will begin and end on a given year at the Spring Dispatch Workshop.
- Any unfinished task orders are expected to be completed by the assigned member even if past their assigned term.

/s/ Jamey Graham

Chair, April 2018 – Spring 2020

Northern Rockies Dispatch Steering Committee Members

Position	Member	Center & Agency	Start Term in Spring	End Term in Spring	Remarks
Chair	Jamey Graham jngraham@fs.fed.us	MT-KDC USFS	2018	2020	Member since 2015
Co-chair*	David Lee dclee@blm.gov	MT-MCC BLM	2018	2020	4 year term, promote to Chair year in 2020
Member	Gary Weber gaweber@fs.fed.us	ID-CDC IDL	2017	2019	
Member	Mark Conway mconway@fs.fed.us	MT-GDC USFS	2014	2020	Extending tour
Member	Marti Dahlin mardell_dahlin@fws.gov	ND-NDC FWS	2015	2019	
Member	Jay McAllister jmcallis@blm.gov	MT-LEC BLM	2015	2019	
Member	Gaylen Yeates gyeates@fs.fed.us	MT-BZC USFS	2016	2020	
NRCC Representative	David Walks david.walks@bia.gov	MT-NRC DNRC	2018	2022	
Member /Past Chair Emeritus	Mark Decaria madecaria@fs.fed.us	ID-GVC USFS	2018	2018	Past chair. Member since 2015
NRCC Coordinator	Kathy Pipkin kpipkin@fs.fed.us	MT-NRC USFS			Incumbent of the NRCC Center Manager Position
NRCG Liaison	Vern Burdick sheriff1@mtintouch.net	NRCG Member			Appointed by NRCG
NRCG Business Rep	Sarah Lee sjlee@blm.gov	NRCG Business Rep			Appointed by Business Committee

*Recruit a new Co-Chair position every other year at the Dispatchers Workshop as this position rotates into Chair after two years as co-chair.