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

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

*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.