

# Northern Rockies Dispatch Steering Committee Charter

March 2013

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 5-7 dispatchers/managers and one NRCC representative. 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 and Montana State agencies. Committee members have a minimum three year commitment from their respective agencies including costs for time and travel. A Co-chair is selected by the Committee annually and ascends to Chair the next year. The Committee may meet twice/year (Spring Dispatcher's Workshop and Fall Center Manager's 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 Dispatcher's Workshop.
- Provide recommendations to Northern Rockies Training Committee pertaining to dispatch training needs.
- Participate in annual review and 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 Manager's 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 Dispatcher Workshop.
- Assemble and prepare all material to be acted upon by the Committee.
- Coordinate Committee representation at selected meetings.
- One year term, replaced by the Co-Chair annually at the Dispatcher Workshop in March.

### **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.
- One year term that promotes to the Chair annually at the Dispatchers Workshop in March.

### **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 begins and ends on a given year at the annual Dispatchers Workshop in March.
- Any unfinished task orders are expected to be completed by the assigned member even if past their assigned term.

*/s/ Alyssa Stewart*

Chair, March 2013 – March 2014

## Northern Rockies Dispatch Steering Committee Members

Position	Member	Center & Agency	Start Term in March	End Term in March	Remarks
Chair	Alyssa Stewart <a href="mailto:astewart@mt.gov">astewart@mt.gov</a>	MT-HDC MT-DNRC	2013 (member since 2008)	2014	1 year term
Co-Chair*	Amy Lancaster <a href="mailto:alancaster@blm.gov">alancaster@blm.gov</a>	MT-MCC MT-BLM	2013 (member since 2012)	2014	1 year term, promote to chair annually
Member	Amanda Hamman <a href="mailto:ahamman@fs.fed.us">ahamman@fs.fed.us</a>	ID-GVC ID-FS	2011	2014	
Member	Doug Caffee <a href="mailto:dcaffee@blm.gov">dcaffee@blm.gov</a>	MT-DDC MT-BLM	2012	2015	
Member	Cobey Williamson <a href="mailto:cowilliamson@mt.gov">cowilliamson@mt.gov</a>	MT-MDC MT-DNRC	2012	2015	
Member/ NRCC Rep	Barb Whiteman <a href="mailto:bawhiteman@fs.fed.us">bawhiteman@fs.fed.us</a>	MT-NRC MT-BIA	2013	2016	
Member	Beth Palanuik <a href="mailto:bpalanuik@fs.fed.us">bpalanuik@fs.fed.us</a>	ID-CDC ID-IDL	2013	2016	

\*Recruit a new Co-Chair position annually at the Dispatchers Workshop as this position rotates into Chair after one year.