

Northern Rockies Coordinating Group Equipment Committee Charter

MISSION STATEMENT

The Northern Rockies Equipment Committee is established under the Northern Rockies Coordinating Group (NRCG) to develop and coordinate equipment standards, policy and procedures within interagency standards. The Equipment committee will coordinate with and advise other NRCG standing committees.

MEMBERSHIP

The equipment committee will be composed of agency representatives (committee members), technical specialists, and an NRCG Director who will serve as a liaison.

(Individuals on the attached list are the current selected committee members.)

Representatives will be selected at the interagency level and will serve for a minimum of three (3) years. Technical specialists will be appointed by equipment committee representatives. A representative and a technical specialist can be the same person.

PURPOSE

1. Provide advice, counsel and a coordinated direction on incident equipment issues to agency contracting officers, incident management teams, and agencies for the NRCG.
2. Develop and implement a standardized equipment inspection program.
 - Equipment inspection forms
 - Equipment Repair forms
 - Equipment certification forms
 - Equipment inspection workshops
3. Periodically review operational equipment practices to eliminate recurring problems.
4. Develop interagency guidelines/procedures for the following issues:
 - Provide equipment classification and payment structure to other NRCG standing committees.
 - Review and/or develop equipment standards for hire, coordinating inspection procedures, training and certification.
 - Annually review private industry standards as they relate to interagency applications.
 - Develop and implement equipment inspection teams.
5. Monitor and remain consistent with NRCG minimum equipment standards.

CHAIRPERSON AND VICE CHAIRPERSON ROLES AND RESPONSIBILITIES

The equipment committee will select a Chairperson and Vice Chairperson from the appointed agency representatives and technical specialists for a one-year term. The Vice Chairperson will succeed the Chairperson at the annual fall meeting and a new Vice Chairperson will be elected.

The Chairperson will be responsible for identifying issues, setting the agenda, scheduling and conducting committee meetings, reporting accomplishments to the NRCG at their semi-annual meetings, participating in NRCG conference calls if requested and coordinating with the NRCG equipment committee liaison.

The Vice Chairperson will assume the duties of the Chairperson during any absence of the Chair. The Vice Chairperson will be responsible for taking the meeting minutes and distributing them to all committee members via mail or electronically.

MEETINGS

The equipment committee will meet semi-annually or as often as deemed necessary to identify and accomplish tasks.

ADOPTION OF POLICY

Each agency representative will be responsible for the agency's review of new policies and/or procedures. Final reports will be presented to the Northern Rockies Coordinating Group (NRCG) for interagency adoption, distribution and inclusion into agency manuals.

Approved: /s/ Tom Boatner
Chair, Northern Rockies Coordinating Group

Date: 11/26/02