

ROCKY MOUNTAIN COORDINATING GROUP AVIATION COMMITTEE CHARTER

Mission Statement

The mission of the Rocky Mountain Coordinating Group Aviation Committee (RMCGAC) is to provide consistent aviation expertise and guidance to aviation managers, coordinators, and users within the Rocky Mountain Geographic Area.

Purpose and Duties

The group will be tasked by the RMCG with individual projects on an annual basis. Projects may be identified and brought forward to the RMCG by any of the established committees or groups within the Rocky Mountain Area (RMA).

The overall direction from RMCG to the working committee is as follows:

1. Provide advice, counsel, and recommendations for coordinated direction on aviation operational issues for the RMA.
2. Provide a forum for the exchange of ideas relating to aviation operational issues.
3. Coordinate with other RMCG working committees as appropriate and necessary (See “Committee Coordination” for additional information).
4. Develop, to the extent possible, a common RMA approach and input to national interagency aviation issues.
5. Provide annual aviation input and review of the Rocky Mountain Area Interagency Incident Mobilization Guide.

Membership

A small group of aviation managers will be represented on the RMCGAC (an agency may agree to representation by another agency). There is a need for the group to be relatively small in order to be effective and accomplish tasks in a timely manner. All of the agencies within the Rocky Mountain Area will have the opportunity to make comments and changes to the products provided by this group.

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
Bureau of Land Management (Colorado and Wyoming)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain Region)
Fish and Wildlife Service (Mountain -Prairie Region)

States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative.)

Liaison from the Rocky Mountain Coordinating Group

Liaison from the Rocky Mountain Coordination Center

USFS Rocky Mountain Regional Helicopter Specialist

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee.

Operations and Organization

Meetings: The Aviation Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Committee Coordination: The Aviation Committee will at a minimum provide the following groups with representation at every meeting:

RMCG Operations Committee

RMCG Training Committee

In addition, every effort will be made to schedule RMCG Aviation Committee meetings concurrent and co-located with the RMCG Operations Committee Meetings due to the necessity of close interagency coordination on specific operational issues.

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the Aviation Committee is to make all decisions and recommendations with a consensus-based approach using the model displayed on the RMCG website. This model does allow for decision-making by majority vote in rare events.

Conflict of Interest: Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the interagency aviation community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: A Chair and Vice-Chair will provide leadership for the Committee. The term for Chair is one year; however the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be: USFS, BLM, BIA, NPS, State and FWS. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities

Chair:

- Serves as the primary contact for the National Interagency Aviation Council (NIAC) in the role of the Geographic Area Lead for the Rocky Mountain Area.
- Disseminates pertinent aviation information to the Committee members and briefs the RMCG as needed or requested.
- Is responsible for sharing information with the RMCG Operations Committee speaking in one voice for the geographic area agencies.
- Serves as the focal point for collecting and summarizing aviation issues from the zones. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to NIAC.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members, and the RMCG liaison. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Functions as the Chair for all conference calls or meetings in the absence of the Chair.

Members: Members are expected to actively participate in the Aviation Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner.

Task Groups: The Committee cannot task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. These groups will operate under the following guidelines:

- The Aviation Committee may define task groups to assist in completing projects or review proposed procedures.

- The Aviation Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

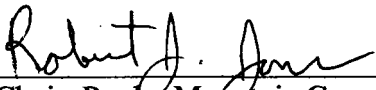
The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices

I. Current members



Chair: Rocky Mountain Coordinating Group



Date