



ROCKY MOUNTAIN AREA

ROCKY MOUNTAIN COORDINATING GROUP

DISPATCH COMMITTEE

CHARTER

2020

ROCKY MOUNTAIN COORDINATING GROUP

EXPECTATIONS

Rocky Mountain Coordinating Group (RMCG) Expectations of the Standing Committees:

1. Nominations for RMCG awards shall come from the Committees through the Committee Liaison for RMCG approval. Nominations must be received by RMCG by November 15th to assure approval and presentation at the Spring Fire Management Meeting.
2. Each Committee Chair will be responsible for assuring the minutes of the Committee meetings are recorded and mailed to each RMCG member and other Committee Chairs.
3. The Committee Chair or a representative committee member will attend at least one RMCG meeting annually, preferably the October meeting. At that meeting the chair or representative will present a Committee report, both orally and in writing outlining issues, work accomplished and work planned.
4. Committees have the authority to appoint task groups to assist with issues within the Committee.
5. Committees are not allowed to task each other. If a Committee feels a task is beyond its scope of responsibility the task will go back to the RMCG and RMCG will deal with it appropriately.
6. Committees will actively address tasks submitted by RMCG but should not hesitate to tell RMCG if they feel unable to complete the task for whatever reason.
7. Each Committee chair will keep a records in Firenet RMCG Dispatch Committee Team Drive, of Committee activities and meeting minutes. The notebook should be passed on to each new Committee chair as a historic record.
8. Committees will not set policy, direction or guidelines. Committees may make policy, direction or guideline recommendations to RMCG.
9. Each Committee will keep RMCG apprised of the need to replace Committee members. Committees will make recommendations, thru the Liaison, for selection of new members. RMCG will select new members based on Committee recommendations.
10. The Committee charter will be reviewed by each new Committee chair and respective Liaison. Any changes or additions to a Committee charter will be proposed, thru the Liaison, to RMCG for consideration and approval.
11. Each Committee will annually review the Rocky Mountain Area mobilization Guide (RMAMG). The Committees will then make recommendations for changes or additions, as needed, to the Rocky Mountain Area Coordination Center (RMC). Committees and RMC will concur on recommended changes before submitting to RMCG for approval.

**ROCKY MOUNTAIN COORDINATING GROUP
DISPATCH COMMITTEE
CHARTER**

Introduction

The Dispatch Committee is established as a standing committee under the Rocky Mountain Coordinating Group (RMCG). The Dispatch Committee shall function in an interagency advisory capacity for RMCG to address the Rocky Mountain Geographic Area's dispatch and coordination issues.

Mission Statement

The Dispatch Committee's mission is to provide advice, direction, and recommendations for the management of interagency dispatch centers issues within the Rocky Mountain Area (RMA).

Purpose and Duties

- Provide the RMCG with a Dispatch Committee recommendation on assigned tasks.
- Provide a forum for the exchange of ideas relating to dispatch and coordination issues.
- Follow and maintain the expectations of the RMCG.
- Review nominations, prioritize and recommend selections for D-310/311/312/510 candidates in coordination with the RMCG Training Committee and GATR. Candidate recommendations should emphasize a continued supply of qualified Expanded Dispatch Support Dispatcher (EDSD), Initial Attack Dispatcher (IADP), Aircraft Dispatcher (ACDP), and Expanded Dispatch Supervisory Dispatcher (EDSP) for RMA assignments.
- Determine, coordinate and sponsor dispatcher training courses in cooperation with the RMCG Training Committee and GATR.
- Annually review the Rocky Mountain Area Interagency Mobilization Guide (RMG) and provide appropriate comments and changes to the Documentation committee.
 - The Dispatch Committee will work with the Documentation committee to help reduce duplications of edits.
- Review and provide information/recommendations on initial attack and expanded dispatch related issues that have been brought forth to RMCG or the Dispatch Committee in the form of an issue paper.
 - Ensure coordination through the RMCG Dispatch Committee Liaison between other affected RMA committees as needed.
 - In the event of multiple issue papers, the Dispatch Committee will make a determination on priorities and verify with the RMCG Dispatch Committee Liaison.
- Plan and coordinate RMA Interagency Spring Dispatch Workshop.
 - Develop Agenda including updates from other RMCG Committees.
 - Brief Center Managers/dispatchers on Dispatch Committee's current tasks and recommendations.
- RMA Dispatcher of the Year Award nominations will be collected by the RMCG Dispatch Committee Liaison and submitted to RMCG for nominee selection.
 - The winner will be the RMA nominee for the National Excellence in Dispatching Award.

- Assist as requested/needed with preparedness reviews of RMA interagency dispatch centers.

Membership

The Dispatch Committee decision-making members will be comprised of one representative from each interagency dispatch center, and Rocky Mountain Coordination Center. Members are expected to commit for no less than two years. The Dispatch Committee will make notification through the RMCG Dispatch Committee Liaison when members are replaced.

Non-decision making members will include Rocky Mountain Cache and RMCG Dispatch Committee Liaison. Additional non-decision making subject matter experts may be asked to participate on an as needed basis. These members are expected to commit for no less than two years.

The members will coordinate recommendations and present them to their RMCG Dispatch Committee Liaison for acceptance and implementation. Dispatch Committee representatives will be responsible for ensuring their respective dispatch center staff are informed on discussions, tasking's, and RMCG decisions.

Refer to Appendix A - Dispatch Committee Membership

Advisors and Liaisons

The Dispatch Committee will at a minimum provide the following RMCG sub-committee's with representation:

- Training Committee
- Incident Business Committee
- Operations Committee
- Aviation Committee

RMCG will appoint a liaison to the Dispatch Committee. The RMCG Dispatch Committee Liaison will represent RMCG during Dispatch Committee meetings, other correspondence, and serve as the main communication link between RMCG and the Dispatch Committee.

Officer Duties and Responsibilities

Chair: The term for Chair will be one year, but may be extended based upon individual circumstances and agreed by committee members. At the end of the Chair's term or if the position becomes vacant, the sitting Vice-Chair will assume the Chair position. Responsibilities for the Chair include:

- Disseminates pertinent dispatch and coordination information to the Committee members and briefs the RMCG and/or other RMCG sub-committees as needed or requested.
- Serves as the focal point for collecting and summarizing issues pertaining to the RMA coordination and dispatch centers. Issues that cannot be resolved at the geographic level and require national resolution will be elevated with an issue paper thru the RMCG Dispatch Committee Liaison.
- Responsible for the coordination and completion of RMCG assigned tasks.
- Ensure that meeting minutes are taken, edited, posted and distributed to Dispatch Committee members, RMCG Liaison, RMA dispatchers, and other Dispatch Committee advisors/liaisons/representatives as needed or requested.

Vice-Chair:

- Assumes the duties and responsibilities of the Chair during their absence for all meetings and conference calls.
- Coordinates dispatcher training/workshops with the GATR and Training Committee.
- Ensure that meeting minutes are taken, edited, posted and distributed to Dispatch Committee members, RMCG Liaison, RMA dispatchers, and other Dispatch Committee advisors/liaisons/representatives as needed or requested.
- Coordinates with the RMCG Business Manager to ensure RMCG Dispatch Committee web page content is current.

Members

All members, including advisory subject matter experts, are expected to participate to the best of their ability to fulfill the mission, duties, and purpose of the Dispatch Committee.

- Represent the interest of the dispatch community
- Keep informed on issues and concerns
- Attend meetings
- Provide expertise, discussion, and feedback
- Complete RMCG assigned tasks in a professional and timely manner

Decision Model

The Dispatch Committee shall make all recommendations using the current RMCG Consensus Model located at <http://gacc.nifc.gov/rmcc/administrative/rmcg/ConsensusModel.pdf> All Dispatch Committee Membership will have a voice in the Consensus Model. **This does NOT preclude a request to “suspend the rules” and ask for a majority vote to utilize Robert’s Rules of Order for part of, or the remainder of the meeting.** Moving to Robert’s Rules of Order requires an “overwhelming majority” vote (75% of the members must be present; either in person or remotely). The same procedure can be invoked for moving from Robert’s Rules to the Consensus Model.

Tasking

The Dispatch Committee shall receive written direction from RMCG, through an issue paper, on any taskings for the Dispatch Committee. All tasks to be completed will be clearly identified, including the scope of the task and the time line for completion. Task group membership shall be determined by the Dispatch Committee and may include the involvement of subject matter experts or specialists. The Dispatch Committee will not task other RMCG Committees to accomplish work. However, RMCG may assign other RMCG Committees to coordinate with the Dispatch Committee in order to complete the assigned task. The Dispatch Committee may task itself with issues as appropriate with committee concurrence and vetted through the RMCG Dispatch Committee Liaison.

Refer to Appendix B – Issue Paper

Conflict of Interest

Dispatch Committee members are expected to express opinions on different issues based upon their professional knowledge and the interests of the dispatch center they represent. However, biased opinions concerning issues which may affect the personal interests of the member are considered unprofessional and may conflict with the best interests of the interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Reports

The Dispatch Committee Chair, or designee, will provide an annual written report and attend the Fall RMCG and RMA Center Managers Meetings. The written report will include the following:

- The committee's activities and accomplishments in the previous year
- Planned program of work for the coming year
- Challenges or obstacles hindering progress toward committee goals or mission
- Changes in leadership and/or membership
- Requests for assistance or guidance from RMCG
- Status updates and/or closeout for any outstanding committee taskings

Refer to Appendix C – RMCG Committee Report-Outs

Meetings

The Dispatch Committee will convene to accomplish assigned tasks or resolve issues at a minimum of two meetings a year: 1 in the fall to close out the fire season (October/November) and 1 in the spring to address the upcoming fire season (April). Meetings should coincide with the Fall Center Managers Meeting and the Spring Dispatch Workshop. Meetings are open to all interested parties. Conference calls will be conducted as needed.

Finances

The sponsoring home unit/agency will be responsible for covering all costs associated with Dispatch Committee travel expenses, meetings, activities and/or other operations.

APPROVED

Chair, Rocky Mountain Coordinating Group

Date

APPENDIX A

Dispatch Committee Members

Voting Members

Member	Agency	Position	Dispatch Center	Chair Rotation
Lindsey Burkett	USFS	Lead IA	Durango Dispatch	2020
Cindy French	USFS	Assistant Center Manager	Pueblo Dispatch	2021
Josh Schake	USFS	Assistant Center Manager	Casper Dispatch	2022
Leith McAuley	USFS	Assitant Center Manager	Great Plains Dispatch	2023
Darrell Barlow	BLM	Center Manager	Grand Junction Dispatch	2024
Glenn Bartter	USFS	GACC Deputy Center Manager	RMACC	2025
Katie Williamson	BLM	Center Manager	Cody Dispatch	2026
Laura Megel	BLM	Acting Center Manager	Montrose Dispatch	2027
Tracey Kern	USFS	Center Manager	Fort Collins Dispatch	2028
Eddie Cunningham	USFS	Assistant Center Manager	Craig Dispatch	2029

Non-Voting Members

Member	Agency	Position
Jay Esperance	SD WFD	RMCG Liaison
Anthony Schultz	WY WFD	RMCG Liaison
Marcus Medina	USFS	RMK Cache Manager

RMCG Sub-Committee Representative's

Representative	RMCG Committee
Steve Ellis	Training Committee
Brooke Malcolm	Incident Business Committee
Kevin Grant	Operations Committee
Amy Baldauf	Aviation Committee

APPENDIX B

ISSUE PAPER

Prepared for: Rocky Mountain Coordinating Group

Submitted: _____, 20

Title:

Issue:

Background/Status:

Recommendation:

Contact: (Includes name, phone number, electronic address)

ACTION TAKEN

(Circle One)

APPROVED / APPROVED AS MODIFIED BELOW / REJECTED / DEFERRED UNTIL:

Date

/S/
Rocky Mountain Coordinating Group

Explanation: (if needed)

APPENDIX C

RMCG Committee Report-Outs Preferred Format and Content

The RMCG Business Manager and/or Committee Liaisons will initiate contact with the Committee Chairs for the purpose of scheduling report-outs on the Winter Meeting agenda. This contact will include dates & times available, special requirements, and availability of audiovisual and remote meeting technology.

PowerPoint or other digital presentations are acceptable, but not required. Any handouts or presentations must be sent electronically to the Business Manager no later than two days prior to the start of the meeting.

The presenter should plan to bring enough copies of handouts for twenty people, unless otherwise instructed by the Business Manager. If the presenter will not be attending in person, arrangements must be made in advance for the Business Manager to prepare copies of handouts.

The committee's report-out should include, but is not limited to:

1. The committee's activities and accomplishments in the previous year;
2. Planned program of work for the coming year;
3. Challenges or obstacles hindering progress toward committee goals or mission;
4. Changes in leadership and/or membership;
5. Requests for assistance or guidance from RMCG;
6. Status updates and/or closeout for any outstanding committee taskings.