

# **ROCKY MOUNTAIN COORDINATING GROUP GEOSPATIAL TECHNOLOGY COMMITTEE CHARTER**

## **Mission Statement**

The Rocky Mountain Geospatial Technology Committee is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency approach for advice, support, recommendations, and program implementation regarding the use of geospatial data, applications, standards and processes in support of interagency wildland fire management, consistent within the mission of RMCG.

## **Purpose and Duties**

The RMGTC members will utilize their expertise, knowledge, and experience of geospatial components and technologies related to wildland fire business, methods and techniques to:

- Provide a coordinated interagency point of contact for the RMCG regarding the use of geospatial technology in support of wildland fire management.
- Work to ensure coordination with all RMCG Committees, Federal, and State agencies at all levels to provide proper and efficient use of geospatial technology in the support of wildland fire management. Interact with existing technical groups that specialize in areas of geospatial sciences that may influence the use of geospatial components and technologies for wildland fire management.
- Recommend and review interagency standards and processes to ensure that quality geospatial information and tools are available for use in wildland fire management activities.
- Provide awareness and information on the application of geospatial technology in support of wildland fire management.
- Recommend or develop interagency strategies that will promote the use geospatial technology to support the wildland fire community.
- Review new applications of geospatial components and technologies to determine if they address identified wildland fire business needs.
- Provide assistance in the coordination of geospatial training and information sharing.
- Provide coordination and communication concerning geospatial technology between the RMCG and National Wildfire Coordinating Group's Geospatial Task Group.
- Coordinate emerging geospatial tools and data. Create linkages with RMA

Incident Management Teams and local Type 3 teams to assist in the use of geospatial technologies.

## **Membership**

The Committee will be comprised of members from each of the following RMA Agencies:

- Department of Interior
  - Bureau of Indian Affairs
  - Bureau of Land Management
  - National Park Service
  - U.S. Fish and Wildlife Service
  - U.S. Geological Survey
- Department of Agriculture
  - U.S. Forest Service (Rocky Mountain Region)
- States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative or may designate a county person to represent the state)

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

One member of the RMCG shall act as a liaison to the Geospatial Technology Committee.

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

## **Operations and Organization**

**Meetings:** The Geospatial Technology Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year at 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.

**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 Geospatial Technology Committee is to make all decisions and recommendations using 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. If a voting member is unable to attend, they may pass their voting privilege to another person from their agency. Alternatively, voting can be done by email, if a quorum is not available at the time of the meeting.

**Conflict of Interest:** Members are expected to express opinions on different issues based upon their 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 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.

**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 is in appendix. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

## **Duties and Responsibilities**

### **Chair:**

- Convenes meetings and conference calls
- Requests and schedules agenda items for meetings
- Recommends to the RMCG the need for further resources and authorities
- Submits annual work plans and budget requests to the RMCG.
- Assigns work to members for specific projects or tasks.
- Presents or assigns another committee member to give progress reports at RMCG meetings.
- Disseminates pertinent wildland fire or incident related geospatial information to the Committee members and briefs the RMCG as needed or requested.
- Serves as the focal point for collecting and summarizing geospatial issues from the zones. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to NWCG's Geospatial Subcommittee or equivalent.
- 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, the RMCG liaison, and for posting on the web. 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.
- Completes tasks as assigned by the Chair.

**Members:**

Members are expected to actively participate in the Geospatial Technology 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 Geospatial Technology Committee may define task groups to assist in completing projects or review proposed procedures.
- The composition of task groups will represent different geographic and organizational perspectives and may include personnel from a variety of agencies and organizations.
- The Geospatial Technology 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.

**Appendix**

Chair and Vice Chair rotation

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Chair: Rocky Mountain Coordinating Group

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Date