



ROCKY MOUNTAIN AREA

ROCKY MOUNTAIN COORDINATING GROUP

OPERATIONS COMMITTEE

CHARTER

2016

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ROCK MOUNTAIN COORDINATING GROUP

EXPECTATIONS

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

- The Committee charter will be reviewed by each new Committee chair and the respective Liaison. Any changes or additions to a Committee charter will be proposed, thru the Liaison, to RMCG for consideration and approval.
- The Committee Chair or representative committee member will attend at least one RMCG meeting annually, preferably the spring 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.
- Each Committee Chair will be responsible for assuring the minutes of the Committee meetings are recorded and available to each RMCG member and other Committee Chairs.
- Each Committee chair will keep an electronic file of committee activities and minutes. The electronic file should be passed on to each new Committee chair as a historic record.
- Each Committee will annually review the Rocky Mountain Area Mobilization Guide (RMG). The Committees will then make recommendations for changes or additions, as needed, to the Rocky Mountain Area Coordination Center (RMACC). Committees and RMC will concur on recommended changes before submitting to RMCG for approval.
- 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.
- Committees have the authority to appoint task groups to assist with issues within the Committee.
- Committees will only make policy, direction or guideline recommendations to RMCG.
- Nominations for RMCG awards shall come from the Committees through the Committee Liaison for RMCG approval. Nominations must be received by RMCG by January 15th to assure approval and presentation at the Spring Fire Management Meeting.
- 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.
- The 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.

ROCKY MOUNTAIN COORDINATING GROUP

OPERATIONS COMMITTEE

CHARTER

Introduction

The Operations Committee (herein referred to as the Ops Committee) is established as a standing committee under the Rocky Mountain Coordinating Group (RMCG). The Ops Committee shall function in an interagency advisory capacity for the RMCG to address the Rocky Mountain Geographic Area's fire operational issues.

Mission Statement

The Ops Committee's mission is to provide advice, counsel, and recommendations for the management of fire operations issues within the Rocky Mountain Area (RMA).

Purpose and Duties

- Provide the RMCG with an Ops Committee recommendation on all assigned tasks.
- Provide a forum for the exchange of ideas relating to fire management operational issues.
- Follow and maintain the expectations of the RMCG.
- Review nominations, prioritize and recommend selections for S-420/520/620 candidates in coordination with the RMCG Training Committee. Candidate recommendations should strive to ensure a continual supply of qualified individuals to accept RMA team assignments in every position.
- Ensure coordination between other affected RMA committees as needed.
- Annually review those portions of the Rocky Mountain Area Interagency Mobilization Guide (RMG) that are within the Ops Committee's scope of oversight, and provide appropriate comments and changes to the Rocky Mountain Area Coordination Center (RMACC). The Ops Committee and RMACC will concur on recommended changes before submitting to RMCG for approval.
- Annually review and coordinate proposed updates to the Rocky Mountain Area Fire Cache (RMK) Operating Plan in coordination with USFS.
- Review and provide information/recommendations on safety issues identified by other standing committees that cannot be resolved within each respective committee.
- Provide recommendations for operational issues in areas such as, but not limited to, air operations, Interagency Hotshot Crews, equipment, technology, weather, efficient utilization of resources within the RMA, safety, and position needs analysis (in conjunction with the Training Committee).
- Coordinate with all RMA Standing Committees on issues of mutual interest.
- Provide oversight for the RMA Interagency Hotshot Crews (IHCs).
 - Meet with the IHCs Representative following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.
- Assist RMCG in providing oversight and management for the Rocky Mountain Incident Management Teams (IMTs):

- Provide recommendations for IMT Incident Commanders (IC) to RMCG each year or when requested.
- Provide recommended IMT rosters to RMCG for approval by February 15 of each year. The qualifications of all recommend IMT members will be verified before submittal to RMCG.
- Assist in the evaluation of IMT performances by reviewing Team Narratives, Agency Administrator Evaluations, and Command and General Staff Evaluations.
- Review unavailability lists for all primary team members and justifications for failure of IMT members to fill positions.
- Meet with the IC's following the fire season to review performance and identify problems requiring RMCG and/or Agency management solutions.
- Review performance problems by team personnel or grievances. Submit any recommendations for actions to RMCG.
- Monitor expected future team position vacancies due to team member length-of-service, transfers, and/or retirements to ensure that a continual supply of qualified individuals are ready to accept RMA team assignments in every position.
- Lead the development and distribution of fall IMT recruitment announcements, vacancy announcements, and application instructions.
- Coordinate with the Incident Command Application (ICAP) program developers and system managers.

Membership

The Ops Committee will be comprised of representatives from each of the following agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain, and Great Plains Regional Offices)
- Bureau of Land Management Colorado
- Bureau of Land Management Wyoming
- US Fish and Wildlife Service (Mountain-Prairie Region)
- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain Region, Midwest Region)
- Colorado Division of Fire Prevention and Control
- Kansas State Forest Service
- Nebraska State Forest Service/Nebraska Emergency Management Agency
- South Dakota Division of Wildland Fire
- Wyoming State Forestry Division

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed. The members will coordinate recommendations and present them to the RMCG for agency acceptance and implementation.

Additional non-decision-making subject matter experts may also be asked to participate on an as-needed basis. Such invitations must be coordinated through the appropriate delegated RMCG representative(s) and the Chair.

Decision Model:

The Ops Committee will function by consensus and not voting. The current RMCG Consensus Model shall be the preferred decision-making model for the Ops Committee (see Rocky Mountain Operations Committee Guide). All Agency Representatives 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.** The same procedure can be invoked for moving from Robert's Rules to the Consensus Model.

Advisors and Liaisons:

Advisory membership will include subject matter experts in the fields of logistics, engines, equipment and safety as well as the following:

- Rocky Mountain Area Coordination Center (RMAACC) – Deputy Center Manager; and
- Geographic Area Training Representative - GATR
- Rocky Mountain Area Incident Commanders and Deputies; and
- Rocky Mountain Area IHC Representative.

Additionally other standing RMA committees may provide a liaison from their committee to the Ops Committee.

The Chairperson of RMCG approved committees may attend the Ops Committee meetings as the agenda allows. The agenda and minutes will be available to each RMCG Committee Chairperson.

In addition, RMCG will appoint a liaison to the Ops Committee. The Liaison will represent RMCG during Ops Committee meetings and other correspondence, and serve as the main communication link between RMCG and the Ops Committee. The liaison will rotate every 3 years (the first year beginning January 2011 which is the 3rd year of the team rotation) or as needed. (*Colorado BLM, Todd Richardson, started a new rotation in January 2015.*)

The Ops Committee will keep RMCG apprised of the need to replace Ops Committee members. The Ops Committee Chair will make notification through the RMCG Liaison as to the need to appoint or replace members. RMCG will review and approve the appointment of new members based on the recommendations of the affected agency.

The Ops Committee will appoint an Administrative Assistant in addition to those members and advisors listed above that will be responsible for recording, finalizing and distributing the minutes of all meetings and conference calls. The minutes will be forwarded to the Ops Committee members, RMCG, and the Chairs of other standing committees. The Administrative Assistant will be responsible for maintaining all files and records related to the work of the Ops Committee. The position will be filled on a voluntary basis by any of the agencies and states represented.

Operations Committee Officers

Based on the order of the Agencies listed below, a Chairperson will be appointed for a one-year term. Ops Committee Chair rotates following the IMT selection meetings typically held in January. This date allows the Chair person with some experience in the position to complete the team rostering process. The 2015 Chairperson was filled by US Fish and Wildlife Service.

- 2015 FWS
- 2016 State of Kansas
- 2017 BIA
- 2018 State of Nebraska
- 2019 BLM Wyoming
- 2020 State of South Dakota
- 2021 USFS
- 2022 State of Wyoming
- 2023 BLM Colorado
- 2024 NPS
- 2025 State of Colorado

The Vice-Chairperson will be the representative from the next Agency in line, and will assume the Chair position as it becomes vacant. Terms will expire after the Incident Management Team selection meeting in January of each year. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

Officer Duties and Responsibilities

Chairperson: Responsible for coordination of all administrative actions and completion of RMCG assigned tasks. The chair will ensure that minutes of meetings are taken, edited, filed and available to each Chair of the Standing Committees and each member of the RMCG. Specific responsibilities are out lined in the Rocky Mountain Operations Committee's Operating Guide - "Chair Responsibilities."

Vice Chair: Assume the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the RMCG. The Vice-Chair will also ensure that: minutes of meetings are taken, edited, filed, and distributed to each chair of the Standing Committees and each member of the Rocky Mountain Area Coordinating Group. Specific responsibilities are out lined in the Ops Committee's Operating Guide - "Vice-Chair Responsibilities."

2nd Vice Chair: The third person in the Ops Committee agency rotation will assist the vice – chair as needed.

Members

All members, including Advisory members, are expected to participate to the best of their ability to fulfill the mission, duties, and purpose of the Ops Committee and ensure success of fire management activities in the Rocky Mountain Area. The responsibilities of members and advisors are out lined in the Ops Committee's Operating Guide.

Meetings

The Ops Committee shall confer monthly or as necessary to conduct business. At a minimum, two meetings will be held each year: 1 in the fall (October) and 1 in the winter (January). Additional meetings will be held as needed in late fall (November) or the spring (April) to accomplish additional or recurring taskings. Other meetings, to include task groups and subcommittees, may need to be scheduled to accomplish the mission of the Ops Committee. Additional work and/or meetings may be accomplished through the use of conference calls, webinars, net meetings, etc., as well as informal face-to-face meetings between the members.

Tasking

The Ops Committee will provide direction and oversight to any task group(s) created by the Ops Committee. All tasks to be completed will be clearly identified, including the scope of the task and the time line for completion. A task group will sunset upon completion of its task unless additional work is assigned by the Ops Committee. Task group membership shall be determined by each individual agency however, the Ops Committee may recommend the involvement of specific subject matter experts or specialists.

Task Groups

Task Groups may be established by the Ops Committee to increase efficiency and distribute the workload of the Ops Committee.

Subcommittees

An IMT subcommittee has been established by RMCG.

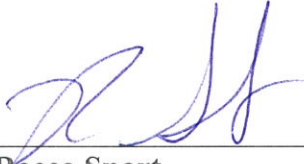
Conflict of Interest

Ops Committee members are expected to express opinions on different issues based upon their professional knowledge and the interests of the Agency 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 (Conflict of Interest).

Therefore, members are expected to abstain or recuse themselves from any issue in which they have a Conflict of Interest. This would include, but is not limited to, participating in consensus or voting, establishment of an adverse policy, and/or drafting of corrective action regarding 1) any group of which they are a member, including RMA Incident Management Teams, 2) their personal fire qualifications or eligibility to participate in an activity, and/or 3) the qualifications, eligibility or participation of any person with whom they have a close personal relationship.

Should the Chair of the Ops Committee be from the same agency as the Chair of the RMCG and a conflict of interest occurs, the Chair of the Ops Committee should recuse themselves and the Vice Chair of the Ops Committee will assume the duties of the Chair and take the lead on addressing the issue or tasking.

Members who do not remove themselves from these situations may be required to do so by the majority of the Ops Committee membership.



Rocco Snart
Chair, Rocky Mountain Coordinating Group

3 March 2016
Date

Attachment 1: 2016 RMA Operations Committee (As of March 2, 2016)

RMA Operations Committee		
Note: Operations Chair rotation will occur following the January IMT presentation meeting with RMCG.		
1) Rodney Redinger Kansas Forest Service 2009 E. Wasp Rd. Hutchinson, KS 67501 rodney2@ksu.edu	2) Richard Gustafson Southern Ute Agency, BIA P.O. Box 315, Ignacio, CO 81137 Richard.Gustafson@bia.gov	3) Earl Imler Nebraska Emergency Management Agency earl.imler@Nebraska.gov
4) Paul Hohn BLM Wyoming 5353 Yellowstone Rd. Cheyenne, WY 82009 phohn@blm.gov	5) Jay Wickham SD Division of Wildland Fire Custer State Park 13329 US Highway 16A Custer, SD 57730 jay.wickham@state.sd.us	6) Troy Hagan US Forest Service 740 Simms St. Golden, CO 80401 thagan@fs.fed.us
7) Dick Terry Wyoming State Forestry Div. PO Box 639 Newcastle, WY 82701 dick.terry@wyo.gov	8) Brian Achziger BLM Colorado 2850 Youngfield St. Lakewood, CO 80215 bachziger@blm.gov	9) David Niemi National Park Service 601 Riverfront Drive Omaha, NE 68102 david_niemi@nps.gov
10) Phillip Daniels Colorado Division of Fire Prevention & Control 2850 Youngfield St. Lakewood, CO 80215 phil.daniels@state.co.us	11) Neal Beetch US Fish & Wildlife Service 2850 Youngfield St. Mail Stop 937 Lakewood, CO. 80215 Neal_Beetch@fws.gov	12) Heath Estey Great Plains, BIA 115 4th Ave SE Aberdeen, SD heath_estey@bia.gov

2016 RMCG Liaison, RMACC, Training Advisory and Administrative Assistant Members		
Todd Richardson (RMCG Liaison) BLM Colorado 2850 Youngfield St. Lakewood, CO 80215 trichardson@blm.gov	Glen Bartter (RMACC) US Forest Service 2850 Youngfield St. Lakewood, CO 80215 gbartter@fs.fed.us	Kim Bang (Geographic Area Training Representative - GATR) BLM – Grand Junction Air Center 2774 Landing View Lane Grand Junction, CO 81506 kbang@blm.gov
Bruce Drapeau <i>Administrative Assistant</i> US Forest Service 2850 Youngfield St Lakewood, CO 80215 bdrapeau@fs.fed.us		