



# **SOUTHERN AREA COORDINATING GROUP**

## **INTERAGENCY INCIDENT BUSINESS WORKING TEAM CHARTER**

**2024**

## **MISSION STATEMENT**

The Southern Area Incident Business Working Team mission is to provide an interagency forum to identify and provide recommendations for action or resolution on issues pertaining to incident business functions and mobilization of emergency incident resources in support of the policies and procedures of all agencies.

## **GOALS**

- Provide a forum where all agency concerns are represented.
- Facilitate the exchange of information and ideas on Interagency Incident Business Issues within the Southern Area.
- Recommend and develop standard Incident Business Practices and mobilization procedures.
- Facilitate and promote a better understanding of compact or agency specific policies and procedures.
- Carry forward Southern Area issues to the National level.
- Initiate, coordinate and sponsor Incident Business related training courses, workshops and meetings.

## **ORGANIZATION**

### **1. MEMBERSHIP**

A quorum of working team members must be present, either in-person or teleconference, in order to conduct voting business or policy recommendations of the Working Team. Each agency will have one vote.

### **Representation**

The Southern Area Incident Business Working Team will be composed of a representative(s) from the following agencies.

- 2-Forest Service (Regional Incident Business Coordinator and an at-large position)
- 1-Fish and Wildlife Service
- 2-Southern Area States (SE Forest Fire Compact & So. Central Forest Fire Compact)
- 1-Bureau of Indian Affairs
- 1-National Park Service
- 1-Bureau of Land Management
- 1-Federal Contracting Officer

Ad-Hoc task groups can be formed with standing technical specialists. These specialists will include the following: Contracting Officer, Buying Team Coordinator, Logistics, Operations and Dispatch. Technical specialists may advise, assist, and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as needed basis.

These Ad-Hoc Task Groups will be formed through work task orders issued and approved by the Southern Area Coordinating Group (SACG).

Work Task orders will be issued based on feedback or topics from other SA Working Teams, the Incident Business Working Team, or Southern Area Coordinating Group.

## **RESPONSIBILITIES AND DUTIES**

### **Working Team Members**

- Attend all Working Team meetings and functions.
- Participate in Working Team functions, sub-committees, and ad-hoc groups as necessary.
- Serve as Point-of-Contact and liaison for the members' respective agencies or compacts.
- Work with the Working Team to develop operation strategies and objectives.
- Coordinate dissemination of information regarding the activities and operations of the working team, sub-committees, and ad-hoc working teams with respective agency.
- Coordinate dissemination of pertinent Incident Business Practices information to Dispatch Centers and other interested parties.
- Notify Chairperson if unable to attend a meeting or function.

### **CHAIRPERSON / CO-CHAIRPERSON**

- Based on the rotational order of agencies listed below, a chairperson and vice-chairperson will be chosen to serve a two-year term. The Chair will serve as such for those two consecutive years, and the co-Chair will serve as such for the same two consecutive years. (*Next time they serve together, they will switch Chair & Co-Chair roles.*) Rotation is thus: FS & FWS, States & BIA, NPS & BLM. Then at the end of the two years, the next pair of agencies will take over, same set up. The rotation will occur every other January.

## **CHAIRPERSON AND CO-CHAIRPERSON DUTIES**

- Ensure Working Team meetings and conference calls are conducted in a proper and timely manner.
- Establish time and locations for all the Working Team meetings and calls.
- Receives issues and work task orders issued by the SACG, produce annual work plan.
- Establish sub-committees and Ad-hoc working groups, as necessary.
- Approve and ensure the dissemination of Working Team reports and information to the Incident Business Practices/coordination community.
- Coordinate Working Team representation at selected meetings.
- Attend or designate a representative to attend the SACG board meetings, and provide a report(s) to the Board on the Working Team activities and accomplishments.
- Attend or designate a representative to attend the National Incident Business Practices Committee meetings(s) or other Geographic Area Incident Business Practice Workshop as appropriate or as agency budget allows.
- Assemble and prepare all material to be acted upon by the Working Team.
- Responsible for assuring the minutes of this working group are issued timely and provided to all members, as well as to the Southern Area Coordinating Group (via chairperson or assigned rep.)
- Issue official correspondence through the SACG (using SACGs interagency letterhead, and with their Chairperson's signature).

## **2. MEETINGS**

- The Incident Business Working Team will meet virtually monthly. Once a year, will meet in person to issue program of work and/or identify and accomplish specific tasks. This meeting may be concurrent with a SACG meeting, the SA IMT Meeting, an annual Finance Academy, or any other suitable forum that will allow for enhanced networking and or travel efficiencies.
- There is no budget for the Working Team.

## **3. ANNUAL ACTION ITEMS**

- Review the Incident Business Working Team Charter for needed updates.
- Prepare annual incident business practices updates for SACG.
- Review the annual Pay Plan for Emergency Workers and determine need for geographical request for rates on positions not published in the AD pay plan.

- Review operational business management practices to address recurring problems.
- Provide advice, counsel, and a coordinated direction on incident business management issues for the Southern Area Coordinating Group. Coordinate business practices for wildland fire and emergency responses.
- Review Working Team Contact lists for accuracy and updates.

#### **4. ADOPTION POLICY**

Each agency representative will be responsible for their agency's review of new policies and/or procedures. Final reports will be presented to the Southern Area Coordinating Group (SACG) for interagency adoption, distribution, and inclusion into agency manuals. The Charter has been reviewed and agreed to by the Southern Area Coordinating Group. At a minimum, the Charter will be reviewed every (3) years with the option to amend as needed.

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Chairperson, Southern Area Coordinating Group

Date