

Southern Area Dispatch Working Team

Charter

February 15, 2018

Southern Area Dispatch Working Team

To: Southern Area Coordinating Group
From: Southern Area Dispatch Working Team
Date: February 15, 2018

Revision of Dispatch Working Team Charter has been completed for approval by the Southern Area Coordination Group (SACG).

SACG Chairperson

Date

Mission Statement

The Southern Area Dispatch Working Team will be established by the Southern Area Coordinating Group to provide an interagency forum for identification, discussion, and resolution of issues pertaining to dispatching within the Southern Area.

Dispatching refers to the following activities:

- Initial and extended attack dispatching
- Mobilization
- Demobilization
- Coordination
- Intelligence reporting
- Resource tracking
- Prescribed Fire and other agency specific incidents response
- All-Hazard incident response
- Training
- Excellence in Dispatching Award

The Working Team represents the interagency dispatch community in the Southern Area.

PURPOSE, SCOPE, AND AUTHORITY

1. Provide a forum where Southern Area Dispatch issues and concerns are represented,
2. Provide a forum for the exchange of ideas and the development of consistent dispatch business practices.
3. Identify issues, establish Working Team priorities, develop alternatives, and recommend a unified course of action to the Southern Area Coordinating Group (SACG) and respective agency administrators.
4. Staff and direct Working Team task groups.
5. Disseminate issues to the appropriate working team for resolution.
6. Recommend standard dispatch and mobilization procedures.
7. Promote technology transfer and standardization at all levels of dispatching.
8. Facilitate information sharing between dispatchers.
9. Represent the Southern Area dispatch community at selected meetings that address dispatching issues.
10. Promote a better understanding of Agency-specific policies and procedures.
11. Bring forth Southern Area issues to the National level through the Southern Area Coordination Center (SACC) and the SACG.
12. Initiate the Geographical Dispatcher's Award and select winner for the year. This winner will also be the nomination for the National Excellence in Dispatching Award.

MEMBERSHIP

The Southern Area Dispatch Working Team will be comprised of five to seven members representing dispatchers from the unit level to the area coordination center. The Working Team will strive to include as many agencies as possible, based upon interest. SACC will provide a Liaison between the Dispatch Working Team and SACG, this representative will be appointed by the SACC Center Manager, approved by the Southern Area Coordinating Group.

Members will be nominated through their local state coordination center as recommended by their home unit supervisor and recommendations will be made by the Working Team for approval by the SACG.

Minimum tenure for all members will be two years, not to exceed six years, unless withdrawn by the agency or member. The Working Team will elect a chairperson and vice-chair from the Team.

The SACC representative will serve in an advisory role. They will not serve as Chair or vice-chair.

The term for the Chairperson will be two years. The Vice-Chair will rotate into the Chair position after the Chair has served their two-year term. The new Vice-Chair will then be elected by the Working Team.

Sub-Committee task groups can be formed with subject matter experts (line officers, fire management officers, cache managers, incident management team members, information technology, incident business advisors, law enforcement specialists, clerical personnel, etc.) as needed and approved by SACG. Subject matter experts will be invited to attend meetings as issues arise or otherwise needed.

RESPONSIBILITIES AND DUTIES

Chairperson

1. Responsible for administrative action to ensure completion of the Working Teams mission.
2. Establish time and location for all Working Team meetings. Some meetings will be a conference call.
3. Receive issues for study and resolution from the SACG, SACC, or the dispatch community at large.
4. Assign task groups and makes assignments to Working Team members,
5. Approves, authorizes, and coordinates Working Team activities.
6. Represents the Working Team (and dispatch community) to the Southern Area Coordinating Group by attending at least one SACG meeting per year. Ensures the dissemination of Working Team reports and information to the SACG, SACC, and the Southern Area dispatch community.
7. Assembles and prepares all material to be acted upon by the Working Team.
8. Coordinates Working Team representation at selected meetings.

Vice-Chairperson

1. Assumes the duties and responsibilities of the Chairperson during the absence of the Chairperson or at the request of the SACG.
2. Responsible for ensuring Working Team members meeting notes are recorded, edited, filed by the Administration Officer.
3. Monitors Gmail account, and works with Admin Officer to coordinate review on Working Team meeting notes.

Admin

1. Records notes for all Dispatch Working Team meetings, appoints replacement if unavailable.
2. Ensures a summary of notes and other documents are distributed to Working Team members, State Coordination Centers, SACC, and the SACG. Minutes will kept in a folder on the Gmail account, named "Minutes" for everyone to review and access.
3. Compiles issues sent to Gmail account and other means, for the Dispatch Working Team to review quarterly or earlier based upon nature of issue.

All Members

1. Sub-Committee task groups may be formed to assist in completing assigned Working Team tasks.
2. The Working Team will provide direction and oversight to task groups by clearly identifying the task to be completed, the scope, and the product expected of the work group, and a time frame for completion.
3. A Working Team member will participate in the task group as a liaison.
4. Monitor Southern Area DWT Gmail account and coordinating response to inquiries.
5. Participate in Monthly Working team conference calls on the 2nd Wednesday of every month.

MEETINGS

1. The Working Team will meet as needed to accomplish assigned task, with a minimum of two meetings per year, conference calls can be utilized to keep travel cost at a minimum for on-going Working Team tasks. The Team should strive to have at least one face to face meeting per year.
2. The Working Team will make a presentation at the Center Manager's meetings and at the Interagency Coordinator's and Cooperator's Workshops.
3. All travel and administrative costs for members will be paid for by each member's home unit (unless agency funding and travel restrictions necessitate other arrangements).

Annual Action Items

1. Review Charter for needed updates
2. Review Membership; solicit for new members, if needed.
3. Work with Regional Training Officer to establish criteria and priorities and rotational schedule for Southern Area 300 level dispatch courses.
4. Establish criteria and priority for Southern Area D-510 Supervisory Dispatcher nominations.
5. Establish criteria, solicit for nominees and select from nomination for the Geographical Excellence in Dispatching Award. GACC winner will then be the nomination for the National Excellence in Dispatching Award.
6. Southern Area Mobilization Guide updates/suggestions from Coordination Centers/DWT?
7. Any Region 8 mobilization changes i.e rental car agreements, VIPR etc.?

SOUTHERN AREA DISPATCH WORKING TEAM

Applicants Name (print Last, First)

Home Unit

Applicant's office mailing address:

Applicant's contact numbers: Office: Fax:

Cellular: Home: Email:

Statement of Knowledge, Skills, and Abilities – Applicant to address the following: Be specific as to experience or related experience which may show qualifications and currency of experience. (Please use a separate sheet of paper if needed.)

- 1. The ability to professionally lead or function as a member of a diverse team in complex situations and to communicate effectively.
2. Demonstrate knowledge and application of the Southern Area and National Mobilization Guides:

STATEMENT OF COMMITMENT

Upon selection as Dispatch Working Team Member, I Agree:

- To commit for no less than two years as a member of this working Team.
To have the support of my supervisor to accomplish my roles as a member of this Team.
To be an active member and attend at least one face-to-face meeting a year and other meetings by conference call.
To maintain an active commitment and complete all necessary tasks as assigned.
To maintain objectivity and be an advocate for the best interest of the dispatch community.
To maintain commitment to the mission and goals of this working Team and the Working Team Charter.

Signature of Applicant

Date

Signature of Unit FMO/Supervisor/Fire Chief

Date

Signature of State Center Manager

Date