

Southwest Area Aviation Committee Charter

MISSION STATEMENT

The Southwest Area Aviation Committee is chartered by the Southwest Coordinating Group (SWCG) to provide a forum to enhance aviation management, safety and communication among the respective federal and state agencies represented by the SWCG.

MEMBERSHIP

The Aviation Committee membership will be composed of a representative from federal and state agencies that have fire suppression responsibilities within the Southwest area.

AGENCIES

Arizona State Forestry Division
New Mexico State Forestry Division
Texas Forest Service
USDA Forest Service
USDI Bureau of Indian Affairs; Navajo, Southwest and Western Regions
USDI Bureau of Land Management, Arizona
USDI Bureau of Land Management, New Mexico
USDI Fish and Wildlife Service
USDI National Park Service
SWCC Liaison (Non-Voting)
SWCG Liaison (Non-Voting)
Regional Aviation Safety Manager (Non-Voting)
Technical Expert, as needed (Non-Voting)

NOMINATIONS

Individual nominations to the working committee will be made by the respective agencies and will serve a minimum of three (3) years.

Technical specialists may be needed to advise, assist, and help complete tasks assigned to the Aviation Committee and are non-voting members.

Technical Specialist

Southwest Coordination Center Aircraft Coordinator (recurring)
Southwest Coordinating Group – Liaison representative (recurring)
Incident Business representative (as requested)
Type 1 and Type 2 Incident Management Team IC representative (as requested)
Southwest Training Group representative (as requested)
GACC Aerial Supervision Representation (as requested)
BLM SEAT Program Manager (as requested)
R-3 Fixed Wing/ Helicopter/UAS Program Specialist (as requested)

Office of Aviation Services representation (as requested)

PURPOSE

The Southwest Aviation Committee will perform the tasks below and additionally may be tasked by the SWCG with individual projects on an annual or special project basis.

1. Annually, as directed by the Southwest Coordination Center (SWCC), review aviation related sections and procedures in the Southwest Area Mobilization Guide, and work with the SWCC Center Manager to update them.
2. Develop recommendations for common aviation standards within the Southwest Geographic Area.
3. Provide aviation expertise and technical advice to SWCG and other SWCG chartered committees to promote safe and efficient use of aviation resources. Coordinate use of aviation assets, when directed by SWCG.
4. Assign a member of the Southwest Area Aviation Committee, or an individual approved by the Committee, to act as SWCG Aviation Duty Officer when the Geographic Area Preparedness Level is at PL-3 or higher.
5. During high levels of aviation activity, request an Aviation Safety and Technical Assistance Team (ASTAT) to provide assistance and review aviation operations on wildland fires.
6. Develop procedures and action items in response to recommendations or issues identified by various reviews or reports (i.e. ASTAT, Fire and Aviation Safety Teams (FAST), SEAT Coordinator, accident investigations, etc.
7. Coordinate aviation training in conjunction with the Southwest Area Training Committee and Geographic Area Training Representative.
8. Carry out other aviation related tasks assigned by SWCG.

OFFICERS ROLES & RESPONSIBILITIES

The Aviation Committee will select a Chairperson and a vice-Chair from the appointed aviation committee, for a two-year term. The vice-Chair will assume the duties of the Chair if the Chairperson is not available or after the Chair's term ends. Each agency is expected to have their committee member participate as Chairperson on a rotation.

The Chair's responsibilities include Schedule and conduct meetings, provide a recorder to take and distribute minutes of the meeting, produce an annual work plan, identify issues, and report accomplishments and recommendations to the Southwest Coordinating Group – Operations Committee.

MEETINGS

Meetings will be conducted monthly or as often as deemed necessary to accomplish completion of the work plan or special projects as assigned. Meetings will be held in person at least once per

year with a tele-conference option available for those that cannot travel. Additional meetings maybe conducted via a tele-conference.

QUORUM AND VOTING

Final decisions will be made through a simple majority vote of members in attendance (In person or tele- conference). Concurrence of the vote is assumed for members not in attendance.

ADOPTION OF POLICY

Final committee reports and recommendations will be presented to the SWCG for final approval.

Recommended by:

Chairperson Southwest Area Aviation Committee:

Approved by:

Chairperson Southwest Coordinating Group: