Southwest Area Aviation
Committee Charter

Purpose

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. Committee recommendations and/or findings shall be forwarded to the SWCG for consideration and action, as necessary.

Goals

1. Provide an active forum where aviation managers and users can raise concerns or issues, and develop resolutions regarding the safe and efficient use of aviation resources within the Southwest Geographic Area.
2. Facilitate and promote a better understanding of federal and state aviation policies, protocols and procedures relating to the use of aviation resources.
3. Develop recommendations for common aviation standards within the Southwest Geographic Area.
4. 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.
5. Assign a member of the Southwest Area Aviation Committee to act as SWCG Aviation Duty Officer when the Geographic Area Preparedness Level is at PL-3 or higher.
6. 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. Additionally, any agency represented by the SWCG may request an ASTAT through their committee member. A delegation of authority will be issued to the ASTAT by the SWCG Chair.
7. 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.
8. 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.
9. Annually, by March 15th, update the Southwest SEAT Operations Plan, which is an appendix to the SWCG Handbook.
10. Coordinate aviation training in conjunction with the Southwest Area Training Committee and Geographic Area Training Representative. Encourage the development of qualified personnel to fill critical aviation Incident Command System positions. The committee will review course schedules for the upcoming fiscal year at the fall meeting.
11. Carry out other aviation related tasks assigned by SWCG.
Committee Membership

Each SWCG member agency shall have a representative on the committee. Any agency may choose to have another agency represent it by proxy upon written notification to the committee chair. The committee members will consist of the following:

- Arizona State Forestry Division
- USDI Bureau of Indian Affairs
- USDI Bureau of Land Management, Arizona
- USDI Bureau of Land Management, New Mexico
- USDI Fish and Wildlife Service
- USDA Forest Service
- USDI National Park Service
- New Mexico State Forestry Division
- Texas Forest Service
- SWCG Liaison (Non-Voting)
- SWCC Liaison (Non-Voting)
- Technical Expert, as needed (Non-Voting)

Agencies must notify the committee chair of any changes in membership. The committee shall select a chair who will serve for two calendar years, with the chair changing in the fall of even numbered years. The committee shall select a vice-chair who will succeed the chair. The committee will attempt to rotate the chair through the various agencies, as much as possible. The chair shall work with the vice chair to organize the work of the committee, organize and facilitate meetings and conference calls, maintain a committee mailing list and update the aviation committee webpage on the SWCG website.

Meetings

The committee is authorized to meet as a body or with other aviation related groups, as often as necessary to conduct business. Member agencies are responsible for costs associated with their representative’s attendance at meetings. It is the intention of the SWCG and the aviation committee that meetings are minimized and less costly techniques are used, such as conference calls.

Recommended by: John Selkirk
Southwest Area Aviation Committee Chair
Date: 1/11/12

Approved by: Leon Ben
SWCG Chair
Date: 1/14/12