

# **SOUTHWEST AREA COMMUNICATIONS COMMITTEE CHARTER**

## **Purpose**

The Southwest Area Communications Committee is chartered by the Southwest Coordination Group (SWCG) to provide an interagency forum to enhance the safety and effectiveness of wildland fire radio communications within the Southwest area and SWCG member agencies.

## **I. Authority**

This group is chartered by the Southwest Coordinating Group (SWCG), and will be a committee under the SWCG. This charter sets forth guidelines and procedures by which the SW Area Communications Committee shall operate.

## **II. Mission Statement**

“Working together to enhance quality radio communications and interoperability for safe and efficient interagency wildland fire related operations within the Southwest Geographic Area.”

## **III. Objectives**

- Consistently promote safe and effective radio communications for wildland fire emergency responders.
- Coordinate and distribute authorized SWCG member agency and other operational radio frequency information which will serve as the official interagency list of authorized radio frequency information for various SWCG manuals and mobilization guides.
- Assist in the coordination of technical assistance as needed for studies, projects and reviews.
- Promote radio user awareness training and education.
- Foster interoperability between participating agencies of the SWCG.
- Provide an active forum where agencies can raise concerns or issues and provide an interagency technical coordination & focal point to the SWCG-regarding the various interagency radio communications issues within the Southwest Area.

## **IV. Membership**

Membership of the Committee may consist of:

A. Communication representative(s) from the following agencies within the Southwest Geographic Area with interest, expertise or experience in Wildland Fire Communications:

- Arizona State Forestry Division

- Bureau of Land Management-New Mexico
- Bureau of Land Management-Arizona
- Bureau of Indian Affairs- Western Region
- Bureau of Indian Affairs-Southwest Region
- Bureau of Indian Affairs-Navajo Region
- National Park Service- AZ & NM and/or regional
- New Mexico State Forestry Division
- US Fish and Wildlife Service- AZ- NM and or regional
- US Forest Service-AZ & NM and/or regional

- B. Southwest Area Coordinating Group (SWCG) Liaison
- C. Southwest Coordination Center (SWCC) Representative (advisor and non- voting)
- D. Southwest Aviation Committee liaison
- E. Other representative member agencies of the SWCG may involve a representative if available. Other ad hoc members or consultants will be consulted as needed during the team's evaluation. These could include individuals with expertise in Dispatch Operations, Procurement, Facilities Engineering, Health and Safety, and GSA.

Agencies are to notify the Committee Chairperson no later than December 31<sup>st</sup> of each year, with the name of their representatives to the Committee and the Chair will ensure the members names are posted on the SWCC website.

## **V. Officers**

The Committee is composed of the following officers:

- A. Chair
- B. Vice Chair (Vice Chair will take over role if Chair is vacant)
- C. Secretary (Secretary will be appointed by Chair)

The Officers shall serve a term of two years and the positions will rotate among the agencies. The rotation order may be changed by Committee vote if necessary. The rotation is currently in the order of Committee representatives, section IV(A), above. The Chair has responsibility for facilitating meetings and business of the Committee.

## **VI. Key Responsibilities and Duties**

The-Committee may receive action items or tasks from two sources; the SWCG or self-generated by members of the Committee. Responsibilities of the SWCG Communications Committee are:

- A. Advise the SWCG on area-specific interagency actions concerning communications issues and concerns.
- B. Promote and coordinate standards for interagency communications.
- C. Interface with other interagency, local and national communications groups as necessary.

- D. Coordinate and promote research and development related to enhanced interagency communication.
- E. Provide advocacy of new techniques, practices, and procedures which facilitate effective and safe interagency communications in the Southwest.
- F. Coordination and tasking as directed by the SWCG.
- G. Provide interagency technical assistance to member agencies as needed.
- H. Identify and assist with the coordination and development of interagency resolutions for communications issues and concerns and to address specific radio communications issues within the Southwest Area.
- I. The Committee may set-up task groups or request specialists to assist on specific assignments. Task groups and their memberships will require prior approval of SWCG.

**VII. Meetings**

The Committee shall conduct a minimum of two meetings a year; these meetings will be in spring and fall. Meetings are open to interested parties within the wildland fire management community. Additional conference calls/meetings will be arranged as needed. Four Committee members from differing agencies shall constitute a voting quorum. Voting by correspondence is permissible if topics are referred to the members by the Chair. A Committee member can request additional meetings or teleconferences if the need should arise. Selection of the next administration will be done at the last fall meeting on the 2<sup>nd</sup> year of the prior administration.

**VIII. Special Circumstances**

This Charter and the standing SW Area Communications Committee shall remain in effect until amended by the Committee or by the SWCG. Additional operational procedures shall be promulgated by the Communications Committee as needed.

Recommended By: \_\_\_\_\_ /S/ January 26, 2015 (On file) \_\_\_\_\_ Date: \_\_\_\_\_  
 Scott Harness  
 SWArea Communications Committee Chair

Approved By: \_\_\_\_\_ /S/ January 26, 2015 (On file) \_\_\_\_\_ Date: \_\_\_\_\_  
 Cal Pino  
 SWCG Chair