



Southwest Area Dispatch Operations Committee Charter

Updated March 2023

Background

The Arizona Department of Forestry and Fire Management, Bureau of Indian Affairs, Bureau of Land Management, US Fish and Wildlife Service, US Forest Service, National Park Service, and New Mexico Energy, Minerals, and Natural Resources Department, hereafter referred to as the “Agencies,” established and operated joint interagency Dispatch Centers in the Southwest since 1985. In 1991, the Southwest Coordinating Group authorized the establishment of the Southwest Area Dispatcher Steering Committee and accepted the first Charter. The Southwest Area Dispatcher Steering Committee, hereafter referred to as the “Committee,” was formed. In April of 2014, the Committee name was changed to the Dispatch Operations Committee.

Mission Statement

The mission of the Committee is to provide an interagency forum to identify and resolve issues pertaining to the dispatch coordination function and mobilization of emergency incident resources in support of the policies and procedures of all the agencies.

Goals

The goals of the Committee are to:

- Provide a forum where all field units’ concerns are represented, regardless of agency
- Facilitate information sharing between dispatch offices
- Recommend standard interagency dispatch and mobilization procedures
- Represent dispatchers at selected meetings that address dispatching issues
- Facilitate and promote a better understanding of agency specific policies and procedures
- Carry forward Southwest Area issues to the National level
- Promote technology transfer and standardization of Dispatch Centers
- Initiate, coordinate and sponsor dispatcher training courses and regular meetings

Membership

The Committee is comprised of the Center Managers from each third tier Dispatch Center (12) and the Center Manager of the Southwest Coordination Center (SWCC). These individuals are voting members and conduct Committee business. These Center Managers should work to represent all the agencies in their Zone, not just the specific agency they work for. If an individual agency is not represented by the Center Managers, they may request an official agency representative be placed on the committee through their SWCG representative.

Chair Rotation and Quorum

The chair position will rotate amongst the Center Managers annually. In the event of a Center Manager vacancy, the Committee may elect to modify the rotation and move to the next identified Center Manager in the rotation. The co-chair is the SWCC Center Manager indefinitely. The chair rotation is as follows:

Arizona, Alamogordo, Flagstaff, Albuquerque, Phoenix, Santa Fe, Prescott, Silver City, Springerville, Taos, Tucson, Williams

A sixty percent or greater number of committee members must be present, either in-person or teleconference, to conduct voting business of the Committee. The vote of the Co-Chair will be used to break any tie votes. Participation of all members is imperative to getting the work done for the committee.

Sub-Committees and Working Groups

Sub-Committees and/or Working Groups may be formed by the Committee and the lead assigned by the Committee Chair. These groups will be activated when a special need is required and may consist of subject matter specialists. The duration of a working group is usually a specific, defined time or task period, while Sub-Committees will be formed for more of a permanent need.

Chair/Co-Chair Roles and Responsibilities

- Agenda facilitation and coordination of meeting logistics
- Establish Sub-Committees and/or Working Groups, as necessary
- Oversee nomination and selection process for Southwest Area Excellence in Dispatching Award
- Approve and ensure the dissemination of meeting minutes and action items and information to the dispatch/coordination community
- Coordinate Committee representation at selected meetings
- Attend or designate a representative to attend the National Center Manager's meeting(s) and the annual National Coordinator's Meeting
- Ensure SWCG Dispatch Operations Committee web page is kept up to date

Committee Members

- Participate in Committee meetings and working groups, as necessary
- Serve as Point-of-Contact and liaison for the interagency partners served in that Dispatch Center
- Coordinate dissemination of information regarding the activities and operations of the Committee and Working Groups to respective agencies, Dispatch Centers, and other interested parties.
- Notify Chairperson if unable to attend a meeting or function

The Charter will be reviewed annually, amended as needed, and reviewed by SWCG and re-signed in 5 years if unchanged.

Chair,
Southwest Coordinating Group