

SOUTHWEST INCIDENT BUSINESS COMMITTEE CHARTER

Updated April 10, 2023

MISSION STATEMENT

The Southwest Incident Business Committee is established under the Southwest Coordinating Group (SWCG) to develop and coordinate business management policy and procedures within interagency standards, as well as provide an interagency approach to incident business management issues. The Incident Business Committee will coordinate with other Southwest working groups and/or committees.

I. PURPOSE AND INTENT

- Provide advice, counsel, and a coordinated direction on incident business management issues and procedures to SWCG.
- Coordinate and provide input to business practices for wildland fire and other emergency responses.
- Seek efficiencies and solutions to improve and/or enhance current incident business practices/policies.
- Assist SWCG with the management and coordination of SWA Buying Teams; to develop and maintain up to three (3) Buying Teams.
- Develop and provide incident business training opportunities and guidance in coordination with the Southwest Training Committee.

II. SPECIFIC DUTIES

The primary duties of the Committee are as follows:

- Review and make recommendations to the *NWCG Standards for Interagency Incident Business Management (SIIBM)*, AD pay plan, and other policy documents as necessary.
- Review and/or develop standard methods of hiring and coordinating procedures for emergency equipment rental agreements annually to ensure timely and effective incident support for the SWA.
- Maintain the Southwest Incident Business Committee weblink with the most current business practices and guidance.
 - The Southwest Incident Business Committee weblink is located on the Southwest Coordination Center's (SWCC) website.
- Assist in the nomination, selection, and coordination of the SW Interagency Buying Team processes **as delegated** by SWCG.
 - Annually coordinate Southwest Incident Business Committee Buying Team operations for interagency application.
 - Make recommendations to the management and oversight (i.e. develop and maintain *SW Buying Team Guidelines*).
 - The Southwest Incident Business Committee will develop a task group specifically for the coordination of Buying Teams if requested.
- Assist in the recruitment, selection, and coordination of the SW Interagency Purchasing Assistance Team (PAT).
 - Annually recruit members and leaders to support the PAT by sending out a Teams form requesting volunteers.
 - Assemble the team when an incident agency requests procurement support from the PAT
- Provide SW Incident Management Teams updates on *interagency* incident business management through SWCG correspondence and/or presentations at annual SW IMT meetings.

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- Short-term task groups may be stood up as needed to resolve a specific business management issue.
 - The Southwest Incident Business Committee will provide written objectives and timeframes to the task group.
 - A minimum of one business committee member will be assigned to each task group to coordinate the assignment and understand the objectives.

III. MEMBERSHIP

The Southwest Incident Business Committee will be composed of a representative (committee members) from the following federal and state agencies within the Southwest Geographic Area with interest, expertise, and experience in providing and applying Incident Business Management:

US Fish and Wildlife Service - Southwest Region
Bureau of Indian Affairs - Southwest Region
National Park Service - Intermountain Region
Bureau of Land Management – Arizona
Bureau of Land Management - New Mexico
Bureau of Indian Affairs – Western Region
US Forest Service – Southwest Region
Arizona Department of Forestry and Fire Management
Bureau of Indian Affairs - Navajo Region
New Mexico State Forestry Division

Individual nominations to the committee will be made by the respective agencies and will serve a minimum of two (2) years. A quorum of a minimum of five (5) committee members must be present when topics are up for a vote. Every attempt will be made to reach decisions by consensus.

SWCG will provide a liaison to work with the committee.

A SWIBC Secretary will be assigned as an officer and will assist the chair and vice chair as needed.

Ad hoc technical specialists may include the following: Contracting Officer, Contract Equipment Specialist, Training Coordinator, Buying Team Coordinator, Logistics, Operations, and Dispatch. Technical specialists may advise, assist, and help complete tasks assigned to the committee. Assistance from other technical specialists may be requested on an as-needed basis.

IV. OFFICERS' ROLES & RESPONSIBILITIES

Based on the order of agencies listed under Membership, a chair will serve a two-year term. A vice-chair will be the representative from the next agency in line and will assume the chair position as it becomes vacant.

The third agency in the rotation will serve as the secretary and assume the vice chair position when it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice chair to move accordingly.

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CHAIR

- Schedule and conduct committee meetings.
- Work with the Secretary to develop the agenda.
- Ensures that a recorder is available to take and distribute minutes of the meeting if the vice chair is not available.
- Produce annual work plan.
- Identify issues and report accomplishments to the coordinating groups at their semi-annual meetings.

VICE-CHAIR

- Assume the responsibilities of the chair and/or Secretary in their absence or as delegated.
- Work with the chair to accomplish SWIBC tasks and planning.
- Record and distribute the minutes for the monthly and spring/fall meetings or as required.
- Take the roll call at each meeting.

SECRETARY

- Sends out requests for agenda topics before the monthly meetings.
- Coordinates with the chair and prepares the final agenda and emails it to the SWIBC.
- Assists with the agenda for the fall, spring, and IMT meetings.
- Maintains the Teams files and folders.
- Maintains the email address group for the SWIMT and the GACC “All Finance Group”
- Coordinates with the SWCC representative to maintain the most up-to-date documents on the GACC website for incident business.
- Compiles questions from the incident business portion of the website and presents them at the monthly meetings.
- Other duties as assigned.

V. MEETINGS

The Southwest Incident Business Committee will hold monthly, spring, and fall meetings or as deemed necessary to identify and accomplish assigned tasks.

If a voting member cannot attend a meeting, they shall designate an alternate to attend in their absence. The alternate shall act as a voting member. If an alternate is not feasible, the voting member shall notify the chair of the absence.

VI. ADOPTION POLICY

Each agency representative will be responsible for the interpretation of their own agency’s policies and/or procedures.

Final reports of taskings will be presented to the Southwest Coordinating Group.

Chair

Southwest Incident Business
Committee

Date

Chair

Southwest Coordinating Group

Date