



Arizona Department of Forestry and Fire Management
Bureau of Indian Affairs: Navajo, Southwest, Western Region
Bureau of Land Management: Arizona, New Mexico
National Park Service, Intermountain Region
New Mexico Forestry Division
U.S. Fish and Wildlife Service, Southwest Region
U.S. Forest Service, Southwestern Region



Southwest Incident Commander Committee

Southwest Coordinating Group

CHARTER

I. BACKGROUND

The Southwest Coordinating Group (SWCG) has an on-going need to address incident management related issues. SWCG has determined that this need can be supported by formalizing the Type 1 and Type 2 Incident Commanders from the Southwest Area Incident Management Teams.

NAME

By this charter, SWCG establishes and authorizes the Southwest Incident Commander Committee, hereinafter referred to as the SWICC.

II. MISSION

The mission of the SWICC is to serve the SWCG as a body of resident experts, providing advice, and developing recommendations, processes, and procedures to improve the consistency and performance of the Southwest Area Incident Management Team operations.

III. OBJECTIVES

The objectives of the SWICC are as follows, but not limited to:

- a. Serve as a standing advisory committee of practicing experts to provide timely advice to SWCG on all incident management related issues.
- b. Identify, analyze, and develop recommendations, processes, and procedures to resolve incident management related issues as directed by SWCG.

- c. Serve SWCG as a formal source of advice and counsel on the validity and applicability of proposals from other formal groups that have a direct or indirect effect on incident management. Specifically, this Committee will receive direction and report to the SWCG.

IV. **ORGANIZATION**

The SWICC will be comprised of the Incident Commanders, Deputy Incident Commanders, and Trainee Incident Commanders assigned to the SW Type 1 and Type 2 IMT's. At a minimum, a quorum for the SWICAC will consist of three of the five positions listed below:

Voting Membership:

- a. One Incident Commander from each Type 1 IMT
- b. One Incident Commander from each Type 2 IMT

V. **SWICC CHAIR and VICE CHAIR**

The Committee will identify a Chair and Vice Chair and will typically serve a one-year term. A Chair or Vice-Chair may serve longer than one year but will be approved by the Committee. The Chair will notify the SWCG annually of Chair/Vice-Chair selections.

VI. **SWICC AUTHORITIES AND RESPONSIBILITIES**

- a. The SWICC Chair will communicate with SWCG through the liaison.
- b. The SWICC is a standing advisory committee with authority to address issues provided by the SWCG Chair.
- c. SWICC will coordinate through SWCG for the chartering of subordinate groups and assign work on an ad hoc basis to address specific issues identified by SWCG that may require additional expertise and/or in-depth analysis and review.
- d. SWICC may make recommendations for changes in interagency processes and procedures to SWCG.
- e. SWICC will advise and make recommendations to SWCG on issues relating to incident management.
- f. The SWICC is responsible for coordinating the annual Incident Management Team Meeting to include agenda coordination, logistics, and ensuring advance

notice is given to the SWCG Agencies for meeting approval and procurement needs.

VII. **SWICC CHAIR AUTHORITIES AND RESPONSIBILITIES**

- a. Schedule agenda items, convene meetings and conference calls and advise membership of time and location.
- b. Establish, maintain, and distribute meeting agendas and minutes.
- c. Serve as the primary contact between SWICC and SWCG liaison.
- d. Ensure that communications between SWICC and other groups are documented, stored and made available to all SWICC members.

VIII. **MEETINGS and REPORTS**

- a. The SWICC will meet at least once annually in coordination with the SWCG. This meeting can be accomplished in person or remotely using Video Telephone Conference (VTC), Webinar, and/or conference calls. The SWCG will determine the appropriate venue for this meeting.
- b. Conference calls will be conducted as needed.
- c. If required, each agency is responsible for funding their representative's travel to meetings.

IX. **APPROVAL**

- a. The SWICC will review this charter annually and forward to the SWCG Chair for signature.



Chair
Southwest Coordinating Group

01.18.18

Date



Chair
Southwest Incident Commander Committee

01/18/18

Date