



Southwestern Area

Wildland Fire Prevention and Information Committee Charter

I. Purpose and Authority

The Southwest Coordinating Group (SWCG) established the Southwest Prevention and Information Committee (SWPIC) to ensure collaboration and cooperation amongst the Federal, State, and Tribal partners within Arizona and New Mexico. Successful implementation of the *Federal Wildland Fire Policy*, the *National Fire Plan*, and the *Cohesive Strategy* are top priorities for the U.S. Department of Agriculture, the Department of the Interior, the State of Arizona, and the State of New Mexico. The SWPIC is committed to collaborative and cooperative approaches and processes to implement common purposes related to wildfire prevention, community wildfire mitigation, and public information.

II. Objectives

- Provide a forum for discussing and making recommendations for resolving issues affecting wildfire prevention, community wildfire mitigation, and public information.
- Provide technical expertise and support to field units.
- Provide unified messages and support to field units for streamlining public education and mitigation efforts.
- Support training courses, workshops, seminars, and symposiums for wildfire prevention, community wildfire mitigation, and public information.

III. Specific Actions

- Establish a recurring conference call schedule and promote additional calls as needed
- Develop and implement an annual work plan.
- Collaboratively develop task groups and assign a lead to each initiative. Include field personnel as necessary to finalize the work plan.
- Update the contact list of internal and external related field personnel for mentorship, participation, and awareness.
- Provide an annual report to the SWCG to track the progress of the committee's activities.

IV. Committee Structure/Membership

- The core membership of the SWPIC shall consist of SWCG member agencies. Each SWCG Member agency/entity will appoint one representative to serve as their primary voting member to the group.
- Zone committee chairs will be non-voting members of the committee, can participate on monthly calls, and attend the annual committee meeting.
- Ad-hoc members may also include interested parties such as: representatives from other SWCG committees, public affairs officers, public information officers, prevention technicians, and other interagency partners. These individuals may participate in task groups, and conference calls, as well as attend SWPIC meetings to help facilitate collaboration and cooperation.
- Monthly conference calls are designed to inspire decisions, foster learning, build relationships, and provide services. These calls serve as forums where issues or topics are communicated to the committee members for discussion. Communication should be facilitated through the committee chair for inclusion on the agenda. The committee may elect to have non-members contribute by raising issues or topics, participating in discussions, and/or providing background information.



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V. Task Groups

Task groups will be identified and created by the SWPIC as needed. Each task group will report regularly as directed to the SWPIC. The SWPIC will appoint a primary member as a liaison to each created subcommittee or task group.

VI. Administration

The SWPIC will hold an annual meeting in person or virtual. Additional conference calls, task group meetings, or events may be organized at the request of any member.

The Chair will be held for one year with a rotation occurring in January. Chair rotation will be as follows:

- AZ DFFM
- USFS
- NM Forestry
- BLM NM
- USFWS
- BIA Southwestern, Western, and Navajo Regions
- BLM AZ
- NPS

The Vice-Chair will be the agency representative following the Chair on the membership list above and will fulfill the duties of the Chair as needed. The Vice-Chair will advance to the Chair after the Chair's term in office.

Costs associated with individual agency travel, per diem, communications, supplies, and equipment will be the responsibility of each agency.

Once approved by the SWCG Chair, this charter is valid until changes, deemed by member agencies, are required. This charter may be terminated at any time by the SWCG.

Recommended by:

Approved by:

Aaron Casem
Chair SWPIC

Kelly Castillo
Chair SWCG