

Southwest Area Training Committee Charter



Kelly Castillo – SWCG Chairperson

Bureau of Land Management: Arizona, New Mexico

Fish and Wildlife Service, Region 2

Bureau of Indian Affairs: Southwest, Navajo, Western Regions

U.S. Forest Service, Southwest Region

Arizona State Forestry Division

State of New Mexico, Energy, Minerals and Natural Resources Department

I. Mission

The mission of the Southwest Area Training Committee (SWTC) is to efficiently and effectively meet the fire, fire aviation, and incident management training needs of the SWCG signatory agencies. The SWTC shall analyze, coordinate, and ensure communication on various agency and interagency training efforts that contribute to the Southwest interagency training program.

II. Membership Definition

The *2016-2021 Memorandum of Understanding of Operation of the Southwest Coordinating Group (SWCG)* authorizes establishment of committees, such as the Southwest Area Training Committee (SWTC). This charter sets forth the direction from the SWCG to the Southwest Training Committee to ensure effective coordination and planning of training to preform interagency fire and incident management in the Southwest.

III. Goals and Objectives

- Work directly with Zone training representatives and the SWCG committees, providing training leadership and liaison representation as well as ensuring implementation of procedures are complete and within guiding principles; regularly analyze validity and propose adjustments as needed.
- Conduct training needs assessments and analysis with zones to ensure that training meets the highest priority needs. Effectively communicate training needs to the Southwest Geographic Area Training Representative (GATR) to ensure promotion to the national level. This should include coordination with regional training centers and academies as necessary.
- Support the development of Interagency cadres for geographic area 300 and 400 level courses and workshops.
- Coordinate with Arizona and New Mexico Emergency Management to deliver All Hazard Incident Management Classes.
- Maximize workforce development opportunities for career development, organizational succession and Complex Incident Management Teams, including but not limited to the Priority Trainee Program and the course nomination prioritization process.
- Research and implement innovative training programs, technology, and products to maintain currency and effectiveness of course deliveries.

IV. Membership

A. Agency Representation – Individual will be selected by their host agency.

- Arizona Department of Forestry and Fire Management
- Bureau of Indian Affairs – Navajo Region
- Bureau of Indian Affairs – Southwestern Region
- Bureau of Indian Affairs – Western Region
- Bureau of Land Management – Arizona
- Bureau of Land Management – New Mexico
- Fish and Wildlife Service – Region 2
- National Park Service – Intermountain Region
- State of New Mexico – Energy, Minerals and Natural Resources Department
- U.S. Forest Service – Region 3

Voting is by majority with a quorum of a minimum of 5 members.

B. Interagency Zone Training Representatives – are selected from the nine Southwest Area Zones by zone board officials or as defined in their respective charter.

- Albuquerque Zone
- Central West Zone
- Gila Zone
- Northern Arizona Zone
- Pecos Zone
- Santa Fe Zone
- Taos Zone
- White Mountain Zone
- Southeast Zone
- Aggregate Zone

These are non-voting members.

C. Southwest Geographic Area Training Representative (GATR) – is delegated by the Southwest Coordinating Group.

D. Liaisons – are appointees from other formalized Southwest Committees that offer insight into issues and needs within their function.

E. Wildland Fire Learning Portal Ambassadors – are subject matter experts within the Wildland Fire Learning Portal with specific technical expertise that provides information and contribute to the mission of the committee.

V. Roles and Responsibilities

- A. Agency Representative** – Shall be selected by the agency’s representative(s) on the SWCG or designee. They are tasked with improving Southwest training coordination and effectiveness by representing the training needs of their respective agency.

Additional responsibilities:

- Assist with updates to the Annual Operating Plan, Addendum/s, and Charter.
- Assist in reviewing and preparing reports for the SWCG signatories.
- Attend all SWTC meetings, when unable to attend provide an alternate.
- Disseminate information from the SWTC meetings to their agency.
- Serve as a sub-committee leader or member, as required.
- Distribute annual training needs assessment to their agency and compile information for spring meeting.
- Assess and recommend training needs for their agency.
- Assist committee with determining final training nomination priorities.
- Assist committee with determining final course session nomination priorities.

- B. Chair** – Is a position from the SWTC membership that rotates every two years. With the rotation taking place at the fall meeting on the even years. In order to maintain consistency, the Vice-Chair will permanently be the Southwest Area GATR. Rotation order can be changed by Committee vote if necessary. The rotation is as follows:

Year	Chair
2024-2026	Arizona Department of Forestry
2026-2028	US Fish and Wildlife Service
2028-2030	BLM – New Mexico
2030-2032	BIA – Navajo Region
2032-2034	National Park Service
2034-2036	New Mexico EMNRD
2036-2038	BIA – Western Region
2038-2040	BLM – Arizona
2040-2042	US Forest Service

The Chair is responsible for scheduling committee meetings, designating a facilitator as needed, setting the agenda, and serving as the representative to the Southwest Coordinating Group (SWCG). The Vice-Chairperson is responsible for all Chairperson duties in the absence of the Chairperson.

C. Interagency Zone Training Representative – Coordinate the operational aspects of the Zone training program and help identify the annual Southwest course schedule. The Zone Training Representative shall not serve as the Chair or GATR during their term. Additional Responsibilities:

- Attend SWTC meetings and disseminates information to their Zone.
- Assess and recommend training needs for their Zone.
- Serve as a sub-committee leader or member, as appropriate.
- Assist Zone in developing and updating Zone Committee AOP or Charter.
- Serve as the Zone chair for duration as outlined in respective Zone AOP.
- Gather and disseminate training-related information and issues from the field and forward to the SWTC.

D. Geographic Area Training Representative (GATR) – Coordinates the flow of nominations for courses external to the Southwest Area. Schedules courses within the Southwest Area. Coordinates with the Southwest Coordination Center (SWCC) on the prioritization of trainees for training assignments. Keeps track of the Priority Trainee Spreadsheet to be used by the SWTC for year-end reports to the SWCG. Additional Responsibilities:

- Attends all GATR meetings. When unable to do so, finds an alternate.
- Provides information on SWTC issues to the GATRs.
- Gathers and disseminates information from the GATRs back to the SWTC.
- Briefs the SWTC on issues that arise which require SWTC decisions and communicates the decisions made back to the GATR group.
- Agency providing GATR will assign an alternate member to represent agency on the SWTC.

E. Liaisons to the SWTC – Include members from other formalized committees within the Southwest Area and other persons that may be appointed by the SWTC as appropriate.

- May attend the SWTC General Membership meetings (not mandatory).
- Disseminate information to their respective committees.
- Serve as sub-committee member, as appropriate.

F. Liaisons from the SWTC – The SWTC will elect a member as a liaison to other formalized Southwest Area Committees as appropriate. NOTE: The SWTC Chairperson will serve as the liaison to the SWCG.

- Attend meetings (as needed) for which they are a liaison or find an alternate.
- Gather and disseminate information from the committee, for which they are a liaison, back to the SWTC.

G. Administrative Aid – Approved by the SWTC Chairperson

- Documents meeting and conference call minutes.
- Updates and disseminates SWTC mailing lists and correspondence.
- Assists in the coordination of logistics for the SWTC meetings.
- Assists in updating the SWTC Charter and other documents as needed.

H. Affiliates – Subject matter experts that provide information to the committee.

- May attend SWTC General Membership meetings (not mandatory).
- Disseminates information to/from their respective groups.

I. Sub-Committees – Sub-committees may be designated by Core Member Approval.

VI. Meeting Schedules

A. The Southwest Training Committee will meet at least twice a year (Spring/Fall). Other meetings/conference calls will be scheduled as needed.

Spring Meeting – Usually held in April of each year. Agenda Topics: Changes or modifications to the Committee Charter; Courses AAR; Training Needs (Systems and Agency required training); Designation of Sub Committees and any new Sub-Committee assignments. Discuss current issues.

Fall Meeting – Usually held in October of each year, prior to the GATR Fall Meeting.

B. Sub-Committee meetings are scheduled on an as needed basis.

VII. Operating Procedures

A. Order of Business

1. Roll call.
2. Review minutes of the preceding meeting.
3. Reports of committee.
4. Report out from Training Officers.
5. Unfinished business.
6. New business.
7. Bin items.
8. Adjournment.

B. Sub-Committee Designation

As needed, sub-committee are formed with Core Member approval.

C. Funding

Cost of per diem, wages, and travel to and from meetings will be borne by the offices that provide committee membership (at all levels) or technical specialist.

D. Documentation and Records Management

The SWTC reviews requests for the local sponsorship of all 300 level and above courses for the purposes of oversight and coordination of course presentation to meet the needs of the units in the Southwest. Requests generally occur under two sets of circumstances:

1. A unit, based on identified need, will issue a request to conduct a 300 level or above course locally during the next training season through their zone representative. This method best facilitates the coordination of all aspects of course scheduling and delivery.
2. Occurs after the Southwest training calendar is set at the spring SWTC meeting local area determines that in order to meet the local needs, additional delivery locally will be needed.

If a local unit wishes to sponsor one of these courses, they must complete the required form (Appendix C) and submit it to the SWTC Committee Chairperson through their local training officer/representative to their Zone Representative on the SWTC. The SWTC will review the request and decide and submit that decision back through the appropriate Zone Representative.

VIII. Duration and Updates

Any part of the Southwest Training Committee Charter may be changed, amended, or deleted by a major decision of the Committee at a regular meeting. Any such actions require notification to the Zone Boards and concurrence by the SWCG.

IX. Appendices

Appendix A – Southwest Training Needs Analysis Process

Appendix B – 300-400 Level Course Facilitation Request Form

Appendix A

(Page has intentionally been left blank to evaluate the old and new business practices.)

Appendix B

SOUTHWEST AREA MULTI-AGENCY COORDINATING GROUP TRAINING COMMITTEE

PROCESS/PROCEDURE FOR APPLYING TO DELIVER 300/400 LEVEL NWCG TRAINING CURRICULUM

National Wildfire Coordinating Group standards delegate 300/400 level course delivery responsibility to the Geographic Area Training Committees (reference the National Field Manger's Course Guide). The Geographic Area Training Committees are charged with assuring NWCG course and instructor standards are met along with interagency geographic area coordination.

A Unit within the Southwest desiring to deliver a 300 level or above NWCG course locally, must submit a completed request to their respective Southwest Zone Training Representative in the following manner:

1. Local training unit representative will complete and submit a **Course Request for 300 and 400 Level NWCG Curriculum Form** to their Zone Representative.
2. The Zone Representative will ensure completeness, approve or forward to the Southwest Training Committee (SWTC) Chair for approval.
3. The SWTC will forward the request to members of the SWTC.
4. Members will review and respond to the SWTC Chair with their decision.
5. The SWTC Chair will forward decision to the respective Zone Representative.
6. The Zone Representative will forward response to the local unit requestor.
7. All approved requests will be sent with an NWCG Course Coordinator's Guide.

Course Request for 300 and 400 level NWCG curriculum.

This form must be submitted through your Southwest Zone Training Representative.

Course Name:

Course Dates:		
Alternate Dates:		
Class Location:		
Number of Students:	Course:	Open Closed

Lead Instructor:
Instructor Qualifications:
Unit Instructors and Qualifications:

Facility Location:
Traditional or Virtual or Combo:

Will you need help from the Southwest Area? Yes _____ No _____ If Yes Explain:

Reason for putting on this class:
Forest or District:
Address:
Contact Name:
Phone Number:
Email Address:

Decision Record:

Approved (include comments)

Disapprove (include comments)

Agency Training Specialist

Zone Training Representative

Southwest Geographic Training Representative