



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 Area Training Committee

CHARTER

I. Authority

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

II. Mission and Purpose

The mission of the SWATC is to efficiently and effectively meet the fire, fire aviation, and incident management training needs of the SWCG signatory agencies. The SWATC shall analyze, coordinate, and ensure communication on various agency and interagency training efforts that contribute to the SW interagency training program.

III. Goals and Objectives

- Work directly with zone training representatives and 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 Training Area 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, 400 and 500 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 Incident Management Teams, including but not limited to the Priority Trainee Program and the course nomination prioritization process;
- Research and implement innovative training programs and products to maintain currency and effectiveness of course deliveries.

IV. Membership

Voting members of the **SWATC** shall consist of the following:

- Arizona Department of Forestry and Fire Management
- Bureau of Land Management-Arizona & Texas AFB
- Bureau of Land Management-New Mexico
- Bureau of Indian Affairs-Navajo Region
- Bureau of Indian Affairs-Western Region
- Bureau of Indian Affairs-Southwestern Region
- National Park Service
- New Mexico Forestry Division
- US Fish and Wildlife Service
- US Forest Service Region 3

Voting is by majority with a quorum of 5 members.

Non-voting members of the **SWATC** shall consist of the following:

- Southwest Geographic Area Training Representative (GATR)
- SWCG liaison assigned to the committee

The **Southwest Area Training Sub-Committee** shall consist of the Zone Training Representative from the following 9 zones:

- Albuquerque
- Central West
- Gila/Las Cruces
- Northern Arizona
- Pecos
- Santa Fe
- Southeast

- Taos
- White Mountain

Ad Hoc members may be added as needed, or for sub-committees or work groups established for specific tasks developed by the SWATC.

V. Organization

The SWATC shall rotate the Chair and Vice-Chair positions from the membership every 2 years with rotations taking place at the fall meeting on odd numbered years. In order to maintain consistency, the Vice-Chair will assume the Chair roll during the rotation year and the next agency in line will assume the Vice-Chair position. Rotation order can be changed by Committee vote if necessary. The rotation will be as follows:

- Bureau of Land Management-Arizona & Texas AFB
- US Forest Service Region 3
- Bureau of Indian Affairs-Southwestern Region
- Arizona Department of Forestry and Fire Management
- US Fish and Wildlife Service
- Bureau of Land Management-New Mexico
- Bureau of Indian Affairs-Navajo Region
- National Park Service
- New Mexico Forestry Division
- Bureau of Indian Affairs-Western Region

The Southwest Area Training Sub-Committee shall rotate the Chair positions each spring. The rotations will take place at the spring meeting and will be organized in alphabetical order.

VI. Meetings

The SWATC and Southwest Area Training Sub-Committee shall meet each spring and additionally, the SWATC will meet each fall. Monthly conference calls and emails will be facilitated by the SWATC Chair or Vice Chair. The Southwest Area Training Sub-Committee may organize additional meetings to fit their needs.

VII. Member Responsibilities

SWATC Members:

- Attend and participate in all committee meetings, functions and conference calls, or arrange an alternate if unable to participate;
- Serve as point-of-contact and liaison for assigned zones and committees;
- Coordinate dissemination of training information;
- Facilitate training needs assessment data collection;

SWATC Chair:

- Facilitates SWATC meetings, conference calls, agendas, action item log and operating procedures;
- Serves as the central point of contact for the SWATC;
- Coordinates with GATR on the maintenance and accuracy of training committee website, mailing lists, etc.;
- Represents the SWATC with the SWCG liaison and SWCG, as invited, at meetings and calls;
- Establishes Sub-Committees and/or Task Groups, as authorized by the Committee.

SWATC Vice-Chair:

- Assists Chair with responsibilities as needed;
- Conducts committee business in the absence of the Chair;
- Delegates or transcribes notes of meetings and disseminates to the committee for approval; coordinates with SWCC Intelligence Coordinator to post approved notes and committee lists.

Southwest Area Training Sub-Committee Members:

- Facilitate Training Needs Analysis ensuring all agencies and organizations within the zones are equitably represented;
- Facilitate Zone Nomination Priorities for 300/400 level courses;
- Complete Zone Priority Trainee ranking;
- Coordinate 300/400 level courses; identifies and maintains core cadre.

VIII. Charter Revision

- Any part of the SWATC Charter may be changed, amended, or deleted by a majority decision of the Committee at a regular meeting. Any such actions require notification to the zone boards and concurrence by the SWCG.

IX: Appendices

- A. SWATC Membership
- B. SWATC Sub-Committee Membership
- C. Zone and SWCG Committee Liaisons

Approved by:



Chair, Southwest Area Training Committee

4/8/19

Date

Approved by:

DALE
GLENMORE

Chair, Southwest Coordinating Group

Digitally signed by DALE
GLENMORE
Date: 2019.04.08 15:47:31
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Date

Appendix A: Southwest Area Training Committee (SWATC) Membership

Arizona Department of Fire and Forestry Management (DFFM)	Susan Burger, Training Specialist	623-474-1451 sburger@dffm.az.gov
BIA Southwest Region	David Garcia, Regional Fire Operations Specialist	505-563-3378 david.garcia@bia.gov
BIA Navajo Region	Pat Willetto, Training Specialist	928-729-7379 patrick.willetto@bia.gov
BIA Western Region	Leander Real-Bird, Regional AFMO	602-363-1168 leander.realbird@bia.gov
BLM Arizona & West Texas	Koreena Haynes, State Fire Training & Recruitment Officer	602-417-9436 khaynes@blm.gov
BLM New Mexico	Teresa Rigby, State Fire Mitigation & Education Specialist	505-954-2256 trigby@blm.gov
New Mexico State Forestry	Brian Filip, Fire Staff	505-660-5705 brian.filip@state.nm.us
NPS	Stephen Grater, Saguaro NP AFMO	520-668-4954 stephen_grater@nps.gov
USFS Southwest Region	Kevin Ditmanson, DETAILED Regional Workforce Development Specialist	505-842-3461 kevinditmanson@fs.fed.us
USFWS	Thad Herzberger, Regional Fuels & Operations Specialist	505-248-7463 thad_herzberger@fws.gov
USFS Geographical Area Training Representative	Jake Nuttall, Regional Workforce Development & Training Specialist	505-842-3281 jnuttall@fs.fed.us
SWCG Liaison	Kelly Castillo, State FMO, BLM Arizona	602-417-9550 kcastill@blm.gov
Note taker	Cindy Matthews, Airtanker Base Manager/Prescott NF Training Rep	928-777-5690 cindymatthews@fs.fed.us

Appendix B: Southwest Area Training Committee (SWATC) Sub-Committee Membership

Albuquerque Zone, NM Chair: Jay Mickey (FWS-OK-WMR)	Ken Watkins, Supervisory Forestry Technician – Cibola NF	505-854-2281 kwatkins@fs.fed.us
Central West Zone, AZ Chair: Fritz Mueller (BLM-AZ-PHD)	Aaron Kendall, Tonto NF Training Officer Koreena Haynes, BLM AZ Training Officer	480-457-1573 amkendall@fs.fed.us 602-417-9436 khaynes@blm.gov
Gila Zone, NM Chair: Doug Boykin (NM-N3S)	Glenda Womack, Gila NF Training Officer	575-388-8362 grwomack@fs.fed.us
Northern Arizona Zone, AZ Chair: Jason Clawson (USFS-AZ-KNF)	Jeff Walther, Center Manager – Flagstaff Dispatch Patrick Willetto, Supervisory Forestry Technician – Navajo Fire	928-527-3554 jrwalther@fs.fed.us 928-729-7379 patrick.willetto@bia.gov
Pecos Zone, NM Chair: Ryan Whiteaker (USFS-NM-LNF)	Tiffany Fralie, Assistant Center Manager – Alamogordo Dispatch	575-439-6003 tfralie@blm.gov tfralie@fs.fed.us
Southeast Zone, AZ Chair: Steve Millert (AZ-A3S)	Giselle Koehn, Coronado NF Training Officer	520-202-2704 gkoehn01@fs.fed.us
Santa Fe Zone, NM Chair: Manuel L'Esperance (DOD)	Vacant Santa Fe National Forest rep: Renee Isackson, Center Manager – Santa Fe Dispatch	 505-438-5601 gisackson@fs.fed.us
Taos Zone, NM Chair: Gene Manwell (BIA-NM-JIA)	Loren Suazo, FMO – Northern Pueblos Agency	505-927-0952 loren.suazo@bia.gov
White Mountain Zone, NM Chair: Thomas Skinner (BIA-AZ-FTA)	Rita Booth, Dispatch and Fire Training Coordinator – Show Low Dispatch Varnell Gatewood, Training Specialist – Ft. Apache Agency	928-333-6228 rbooth@fs.fed.us 928-338-5481 Varnell.gatewood@bia.gov
Arizona Wildfire Academy	Tony Sciacca, Executive Director	928-713-9803 tony@azwildfireacademy.org
Sierra Blanca Wildfire Academy	Tye Bryson, Pecos Zone FMO	575-361-5960 tbryson@blm.gov

Appendix C: Zone and SWCG Committee Liaisons

SWCG Committee	Chair	SWATC Liaison
AICG	None	None
Aviation	Dave Underwood	Ryan Myers
CISM	Kenan Jaycox	Koreena Haynes
Communications	Scott Harness	None
Decision Support		None
Dispatch Operations	Renee Isaakson	Thad Herzberger
IC		None
Incident Business		Koreena Haynes
Information/Prevention	Wendy Mason	Teresa Rigby
NM Fuels		None
Operations	Leander Real-Bird	Leander Real-Bird

Zone	Training Representative	SWATC Liaison
Central West	Aaron Kendall	Koreena Haynes
Northern Arizona	Ana Campbell	Koreena Haynes
Southeast	Giselle Koehn	Stephen Grater
White Mountains	Rita Booth	Leander Real-Bird
Albuquerque	Ken Watkins	Thad Herzberger
Gila/Las Cruces	Glenda Womack	Ryan Myers
Pecos	Tiffany Fralie	Brian Filips & Ryan Myers
Santa Fe	Tracy Allen	David Garcia
Taos	Loren Suazo	Teresa Rigby