



Forest Service (Southwestern Region)  
Bureau of Indian Affairs (Southwest, Navajo, Western Regions)  
Bureau of Land Management (Arizona, New Mexico)  
Fish and Wildlife Service (Southwest Region)  
National Park Service (Intermountain Region)  
Arizona State Forestry Division  
New Mexico State Forestry

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## Southwest Area Fire Planning Committee

### CHARTER

#### I. Background

The Southwest Coordinating Group (SWCG) was established in a Memorandum of Understanding in 1991 to provide a forum for understanding and implementing interagency policy, direction, and coordination to the Zone Management Groups and to the Southwest Coordination Center (SWCC) for fire and incident management activities.

In 2008, SWCG re-charted the Memorandum of Understanding, which reauthorized the establishment of committees and task groups.

In 2007, the Southwest Area Fire Planning Committee Charter was amended.

#### II. Name

The name of this committee, hereinafter referred to as the Committee, is the Southwest Area Fire Planning Committee of the Southwest Coordinating Group.

#### III. Authority

This committee is created under the authority of the Southwest Coordinating Group. This charter sets forth the guidelines and procedures by which the Southwest Area Fire Planning Committee will operate.

#### IV. Mission Statement

Establish an efficient and effective interagency committee to coordinate interagency fire planning activities including Fire Program Analysis (FPA), Wildland Fire Decision Support System (WFDSS) and other interagency fire planning activities within the Southwest Area.

#### V. Membership

Membership of the Committee shall consist of the following:

A. One representative from each member agency of the Southwest Coordinating Group (SWCG), selected by the agency representative to the SWCG.

B. A SWCG Liaison.

C. Other agency representatives and *Ad hoc* members, as needed.

If a SWCG member agency is not represented by a Committee member, the Committee will work with the agency and/or SWCG liaison to find a candidate. Agencies unwilling or unable to furnish a Committee member may select an existing Committee member to represent their agencies' issues and concerns.

## **VI. Organization**

The Committee shall select the following officers:

A. Committee Chair

B. Vice-Chair

The Committee shall select a Chair and Vice-chair from its membership and they will normally serve for two years in that position. The Vice-Chair will normally follow into the chair position, unless otherwise arranged by the committee. Each position shall rotate through the member agencies of the SWCG. The selection and rotation of officers shall take place at the fall meeting of the year in which the Chair's term expires.

## **VII. Responsibilities & Duties**

### Fire Planning Committee

As an interagency group, the Committee shall coordinate fire planning activities within the Southwest Area. The Committee's responsibilities include:

- Working under the direction of the SWCG.
- Providing periodic reports to the SWCG to keep it informed of the status of fire planning efforts.
- Making recommendations to the SWCG to resolve interagency issues related to fire planning.
- Providing feedback to the national-level fire planning teams as the fire planning modules and materials are being developed and refined.
- Facilitating fire planning training and technology transfer to the Southwest Area units.
- Developing Geographic Area-specific business rules and other guidelines for fire planning.
- Coordinating the implementation of fire planning outputs in accordance with national guidelines and timeframes.
- Obtaining and consolidating fire planning data and submitting it to the national fire planning groups as needed.
- Monitoring the implementation of fire planning results.
- Coordinating other interagency fire planning activities as requested by the SWCG.

### Agency Committee Members

In addition to the group's duties, individual members of the Committee shall serve to represent their respective agencies. As such, the responsibilities for individual Committee members include:

- Working under the direction of the member's national, regional, and/or state agency

offices.

- Serving as point of contact and liaison for the member's agency.
- Coordinating interagency fire planning activities within the member's agency.
- Being familiar with the member's agency policies, guidelines, and practices that pertain to fire planning and sharing that information with the Committee.
- Facilitating agency-specific fire planning training and technology transfer.
- Identifying agency-specific issues, concerns and needs related to fire planning.
- Obtaining and consolidating agency data as needed.
- Attending all Committee meetings and functions, arranging an agency alternate if possible, or notifying the Chair if unable to attend a meeting or function.
- Participating in Committee functions and subcommittees, as necessary.
- Mentoring agency fire planners and supporting their development and training.
- The Chair will ensure that the committee works with SWCC to ensure the Fire Planning Committee web page on the SWCG website is kept current with membership, charter, and pertinent documents.

**VIII. Meetings**

Meetings will be scheduled by the Chairperson. Meetings will be held at least bi-annually, either in person, conference calls or tel-net meetings.

**IX. Approval**

This charter is effective as of the date signed and approved by the SWCG Chairperson. This charter may be amended upon recommendation by quorum vote of the Committee and approval of the SWCG.

  
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Chair, Southwest Coordinating Group

  
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Date