SOUTHWEST OPERATIONS COMMITTEE

OPERATIONAL PROCEDURES (10/16)

These procedures will govern the operations of the Southwest Operations Committee, hereafter referred to as the "Committee"

I. ORGANIZATION

A. Membership:

1. Committee Membership:

Membership of the Committee shall consist of the following:

a. Fire management representative(s) from each of the agencies within the Southwest geographic area with interest, expertise or experience in providing or applying Wildland Fire Operations. Current members are listed below and on the Southwest Operations Committee page of the Southwest Coordinating Group web site.

b. Current Southwest Area Coordinating Group (SWCG) liaisons – Hector Madrid, BLM-NM and Donald Griego, New Mexico State Forestry Division

c. Ad Hoc members, Task Group Representatives and Technical Advisors, as needed.

When a member agency is not represented, the Committee Chairman will contact the Southwest Coordinating Group Board to appoint a member.

2. Officers:

a. The Committee Officers shall serve two years and the positions rotate in the fall among the agencies of the Southwest Area. Currently, the rotation is as follows:

New Mexico State Forestry Division	Greg Valdez	Chair 10/1/2016
Bureau of Indian Affairs Western Region	Duane Chapman	Co-Chair 10/1/2016
US Forest Service Southwest Region	Rich Nieto	
Bureau of Indian Affairs Southwest Region	John Cervantes	
Bureau of Land Management New Mexico	Eric Walker	
National Park Service Intermountain	Dan Pearson	

Bureau of Land Management Arizona	Mike Spilde
Arizona Department of Forestry and Fire Management	Byron Kimball
Bureau of Indian Affairs Navajo Region	Johnson Benallie
US Fish and Wildlife Service Southwest	Butch Wilson

b. The Committee shall meet in October along with the IMT AAR and in January for the IMT selections. Planned conference calls will be held in March, and September. Additional conference calls will be scheduled as needed.
c. The Committee will work with the Geographic Area Training Representative to review and recommend potential applicants for S-420 and S-520 course to SWCG.
d. The Committee will work with the Geographic Area Training Representative to review and prioritize Southwest Geographic Area priority trainee list for SWCC.

3. Ad Hoc Members and Technical Advisors:

The Committee Chair may invite additional non-voting Ad Hoc members and Technical Advisors to serve as needed.

4. Task Groups:

Task Groups will be formed as necessary to work on specific items or tasks identified by the Group. Task Groups will be dissolved when no longer needed.

B. Responsibilities and Duties:

1. Committee Members will:

a. Attend Committee meetings and functions or arrange for an alternate.
b. Participate in Committee functions, sub-committees, and task groups, as necessary.
c. Serve as a point of contact and liaison for the member's agency.
d. Coordinate the dissemination of information regarding the activities and operations of the Committee, sub-committees, and task groups with respective agency.
e. Notify chair if unable to attend a meeting or provide agency representative.
f. Identify agency predictive services issues and concerns in the Southwest Area and make recommendations concerning these to the SWCG.

2. Committee Chair will:

a. Ensure that the Committee meetings are scheduled and conducted in an efficient and effective manner.
b. Approve, authorize, and coordinate Committee activities.
c. Attend or designate a representative to attend the SWCG meeting(s) as needed.
d. Report Committee activities to the SWCG.
e. The Committee chair will ensure that there is clear direction and a lead for each Task Group.

3. Committee Vice-Chair will:

a. Conduct Committee business in the absence of the Committee chair.

4. Committee Ad Hoc Members and Technical Advisors will:

   a. Attend Committee meetings or notify the Chair of non-attendance.
   b. Inform Committee on policy and procedures specific to their agency or function.
   c. Serve on Task Groups, as needed.

5. Task Groups will:

   a. Research special issues and concerns.
   b. Develop objectives for the specific Task Group.
   c. Organize and plan activities as necessary.
   d. Implement the actions assigned to the Task Group.
   e. Report back to the Committee chair and the Committee on the Task Group actions.
   f. Research special issues and concerns.
   g. Issue progress reports and report to chair on activities.
   h. Respond to special requests from the Committee.

C. Changes, Amendments, Deletions:

Any part of the Operational Procedures may be changed or amended by a majority decision of the Committee. As long as they do not conflict with the charter, any such actions do not require notification and concurrence by the SWCG.

For/As Approved by the Committee:

Greg Valdez, Chair SW Operations Committee
10/21/2016