

CHARTER

GREAT BASIN DISPATCH STEERING COMMITTEE

MISSION STATEMENT:

The Great Basin Dispatch Steering Committee, a standing committee, is established under the Great Basin Coordinating Group to represent the dispatch and coordination community. It shall provide an interagency approach to dispatch, coordination and fire management issues and concerns.

MEMBERSHIP:

The Geographic Zones of the Great Basin consists of Western Great Basin (Nevada), and Eastern Great Basin (southern Idaho, western Wyoming, Utah, and the Arizona Strip).

Each geographic zone will provide and maintain two or more representatives (dispatchers) for membership on this committee. The Committee shall also include representatives from both Eastern and Western Great Basin Coordination Centers and a representative from the Great Basin Fire Cache. The Great Basin Coordinating Group will assign a Liaison to the committee.

Agencies represented in the Great Basin are:

- Forest Service (Intermountain Region)
- Bureau of Land Management (Idaho, Nevada, Utah, Arizona)
- National Park Service (Intermountain and Pacific West Regions)
- State Agencies (Idaho, Utah and Nevada)
- Bureau of Indian Affairs (Western Region)
- Fish and Wildlife Service (Mountain, Prairie and Pacific Regions)

When vacancies occur, the Dispatch Steering Committee will solicit for nominations from the areas within the geographic zones. The membership selection process will strive to have equal representation from each geographic zone. Individuals interested in membership will submit a nomination to the chair of the Dispatch Steering Committee through their supervisor. The Committee Chair will compile all nominations and submit them to the Committee. The Committee will review nominations and make a recommendation to the Great Basin Coordinating Group for approval. Desired Committee size is 8 to 10 members. The Steering Committee may appoint one or more ad hoc advisors the Committee for assistance with special issues or tasks.

PURPOSE:

1. Identify key dispatch issues and provide recommendations for action or resolution to the Great Basin Coordinating Group.
2. Sponsor and organize the Great Basin Dispatchers' Workshop on a bi-annual basis.
3. Assist other Great Basin Working Committees/Zones with tasks oriented toward the dispatch/fire coordinating community.
4. Provide recommendations to the Great Basin Fire and Aviation Training Committee for dispatch training needs.
5. Annually participates in the revision and updates of the Great Basin Interagency Mobilization Guide.
6. Responsible for the dissemination of information to the field regarding changes to policy and/or procedures affecting dispatch centers.
7. Will provide the GB Coordinating Group with an annual statement of work, projects and accomplishments.

OFFICERS:

The Dispatch Steering Committee will select a Chairperson who will be responsible for scheduling committee meetings, setting the agenda, and reporting accomplishments to the Great Basin Coordinating Group. The Dispatch Steering Committee will select a Vice-Chairperson to assist the Chairperson with duties and assume the duties of the Chairperson during any absence. An Executive Secretary shall be recruited for the Committee and be responsible for minute taking and submission to the Chair for dissemination. Representatives from the Great Basin Coordination Centers shall not become officers of the Committee.

TENURE:

The Chairperson shall have tenure of one year after which the Vice-Chairperson shall assume the Chairperson position and a new Vice-Chairperson will be selected from the Committee membership. It is the goal of the Great Basin Dispatch Steering Committee to rotate the Chairperson position by geographic zone on an annual basis. Dispatch Steering Committee members shall have a minimum three year commitment from their respective agencies for participation on this committee and may serve a maximum of five years with Committee and agency approval for each additional year.

MEETINGS:

The Dispatch Steering Committee will meet as often as deemed necessary to accomplish assigned tasks. Meetings may occur at a physical location or via conference call.

ADOPTION OF POLICY:

Policy recommendations and/or reports by the Dispatch Steering Committee will be presented to the Great Basin Coordinating Group for approval or recommendation of adoption.

REVIEW OF CHARTER:

This Dispatch Steering Committee Charter is a dynamic document and will evolve and change as needed and/or as committee direction dictates.

Chair, Great Basin Coordinating Group

Date