



**Bureau of Land Management: Arizona, New Mexico
Fish and Wildlife Service, Region 2
Bureau of Indian Affairs: Southwest, Navajo, Western Regions
National Park Service: Intermountain Region
U. S. Forest Service, Southwestern Region
Arizona State Forestry Division
New Mexico State Forestry**

SOUTHWEST AREA TRAINING COMMITTEE CHARTER (Final)

I. Authority

The *2008-2013 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 Southwest Area Training Committee to ensure effective coordination and planning of training to perform interagency fire and incident management in the Southwest.

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

- Conduct training needs assessments and analyses with SW zones and agencies to ensure that training is meeting their highest priority needs.
- Effectively communicate SW training issues with the Southwest Geographic Training Area Representative (GATR), to ensure Southwest needs are promoted at the national level. This should include SW coordination with the National Advance Fire Resource Institute (NAFRI) and other national and regional training centers as necessary.
- Coordinate with various state centered training efforts, such as the Arizona Wildfire Academy, the Texas Wildfire Training Academies, etc. and ensure that these offerings are well distributed to other SW agencies.
- Coordinate with the Southwest Operations Group and SW Interagency Incident Management Teams (IMTs) to ensure that training and recruitment for IMT shortage positions is emphasized.

- Facilitate announcement and review of S-520 & 620, S-580, and S-590 applications, providing timely prioritized recommendations to SWCG for nomination decisions.

IV. **Membership**

Membership of the SWATC shall consist of the following:

- A. One representative/training coordinator from each SW zone.
- B. The Southwest Geographic Area Training Representative, (GATR).
- C. The SWCG liaison assigned to the committee.
- D. Each SWCG signatory agency may have one training coordinator/specialist or other representative. Zone representatives may fill the role of agency representative.
- E. *Ad Hoc* members may be added as needed, or for sub-committees or work groups established for specific tasks developed by SWATC. An example might be a person from the Aviation Committee, since the SW is chronically short of IMT level aviation positions.

V. **Organization**

The Committee shall select a chair and vice-chair from the membership. The Committee will rotate the chair between agencies. The rotation and selection of officers will take place at the fall meeting on odd numbered years.

- A. Committee Chair—rotated every 2 years. The Vice-Chair will follow and replace the Chair.
- B. Vice-Chair--rotated every 2 years through the agencies.

VI. **Meetings**

The Committee shall meet twice yearly. These meetings will be in spring and fall. Additional work of the committee may also be carried out by conference call and email, as facilitated by the Chair.

VII. **Member Responsibilities**

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 the interagency partners in the zone if a zone representative, or the agency, if an agency representative.
- Coordinate dissemination of training information in the zone or agency represented.

Chair:

- Sets the time and place of meetings and conference calls.
- Facilitates meetings, conference calls, and member interactions.
- Serves as the central point of contact for the SWATC.
- Shall ensure that a training committee representative attends the annual SW IMT selection meeting in January to be informed on the SW IMT shortage positions.
- Coordinates with GATR on the maintenance and accuracy of training committee website, mailing lists, etc.
- Interacts with the SWCG liaison and SWCG as necessary. Updates SWCG at least three times per year.
- Ensures that action items are developed and followed through on by the committee.
- Works with the SW GATR on joint issues.
- Works with the committee to establish, maintain and update the operating procedures of the committee.
- Works closely with the GATR and SWCG on the recruitment letter for S-420, S-520 courses annually.
- Establishes Sub-Committees and/or Task Groups, as authorized by the Committee.
- Ensures that interagency trainings are posted on the website in a timely manner
- Works with Vice-Chair on coverage and ensures a good transition of duties.

Vice-Chair:

- Conducts Committee business in the absence of the Chair.
- Prepares to assume role of chair on next rotation.

Approved by:

/S/ Donald Griego

Chair, Southwest Coordinating Group

07/06/2009

Date