

CHARTER
DISPATCH COMMITTEE
(Of the National Wildfire Coordinating Group's
Training Working Team)

1. Background

In 1984, the National Coordinators established a committee to address the lack of adequate training for dispatchers. In 1991, this committee acquired status with the National Wildfire Coordinating Group under the direction of the Training Working Team. This committee continues to work for the Training Working Team with input from the National Coordinators to ensure the continued quality of dispatcher training.

2. Name

The name of this group is the Dispatch Committee, a committee assigned to and managed by the NWCG Training Working Team, hereinafter referred as the Committee and the Team, respectively.

3. Authority

The Committee is established pursuant to the charter authority granted to the Team by the parent National Wildfire Coordinating Group, in turn through the respective member agencies. The Committee has the authority to execute an annual work plan approved by the Team.

The Committee will exist until terminated by the Team. An assessment of needs for the Committee will be made annually to the Team.

4. Purpose

The purpose of the Committee is to provide leadership and continuity in interagency dispatch training from a national perspective. This includes the support of the Team in the development and maintenance of dispatcher training courses.

All coordination with other working teams will be channeled through the Team.

5. Membership

The number of members will not exceed eight. Members will be highly skilled in dispatch and coordination, knowledgeable about developing training courses, interagency in composition, and geographically representative of the country. In addition to NWCG member agencies, membership should include representation from the National Interagency Coordination Center (NICC) in Boise, Idaho.

The Committee operates under the direction of the Team. The Team Chair will assign a member to be liaison to the Committee. The Committee will recommend membership to the Team. The Team will select all members and the Chairperson. The Committee will select the vice-Chair.

6. Organization

The Committee Chair is authorized to convene meetings at such times and places as deemed necessary by the Committee. Meetings will be held to the minimum number necessary to accomplish the purposes of the Committee and the Team.

The Dispatch Training Committee may have sub-committees, assigned to specific tasks, at the direction of the Committee Chair.

7. Meetings

Meetings will be scheduled as needed and agendas provided to the Committee members and Team liaison in advance.

Costs for time and travel will be borne by the sponsoring agency, except State personnel who will be funded by the Team's budget. Costs other than the above will be borne by the Team's budget.

8. Responsibilities and Documentation

The Committee will prepare an annual work plan by September 1. This work plan will describe projects to be completed, time frames, and required budget. The Team will review and approve this work plan. The work plan will support and be in concert with the scheduled curriculum revision and development projects at the direction of the Team.

An annual written report will be submitted to the Team by May 1. This report will contain information on completion and progress of work items and Committee actions as a result of the assignments in the annual work plan.

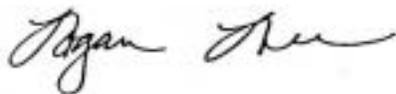
The Committee Chair shall provide the Team liaison with progress updates in a timely manner for presentation at each regularly scheduled Team meeting. Accurate minutes of each Committee meeting will be provided to the Team's liaison.

9. Items not Covered

Procedures not covered in this charter will default to the Charter of the Team.

10. Charter Changes

Proposed changes to this charter will be submitted to the Team for discussion at a regularly scheduled Team meeting. The Team's response to the charter changes will occur at the next regularly scheduled Team meeting.



December 10, 2002

Chair, Training Working Team

Date