

# Bureau of Land Management Hotshot Superintendents Committee

## Charter

### Introduction

The National Operations Committee (NOC) by charter is empowered to form committees that will aid the NOC in addressing specific areas of bureauwide concern found in the fire management program. This document charters the Bureau of Land Management Hotshot Superintendents Committee as one of these committees.

### Authority

The Bureau of Land Management Hotshot Superintendents Committee (BLMHSC) is chartered under the authority of the NOC, with the concurrence of the Fire Leadership Team (FLT).

### Mission

The BLM Hotshot Superintendents Committee (BLMHSC) will provide the BLM IHC community a conduit for consistent information flow between state and national fire operations programs, local fire managers, and local agency administrators. The BLMHSC will ensure adherence to agency policies thru peer interaction and provide a forum for proactive issue resolution. The BLMHSC will provide a central contact point for individuals to aid agency working groups with subject matter specialists for identified tasks.

### Purpose

- Represent the BLM Interagency Hotshot Crew (IHC) programs in all areas of fire operations and incident management to the NOC.
- Identify fire operations issues and recommend solutions to the NOC.
- Address fire operations issues identified by other agencies IHC's and Incident Management Teams and recommend solutions to these issues.
- Aid the NOC with requested staff work on issues related to the expertise of this committee.
- Assign members to task groups that will, when requested, assist in BLM and interagency training committees/cadres and equipment development and testing.
- Work in conjunction with the other NOC chartered sub-committees to supply consolidated responses to requested inquiries.

### Membership

The voting membership will consist of the superintendent from each of the BLM IHC programs that are identified in the National Mobilization Guide. During a committee vote, should a superintendent from any crew not be present, the crew is allowed one vote by their designated acting.

## Standard Operating Procedures

### General Operations

- The BLMHSC operates under the direction of and reports to the NOC
- Staff members from the Fire Operations Group (FA-320) will assist the BLMHSC membership in a, non-voting, advisor position. The BLMHSC chair will coordinate with the designated NOC and FA-320 advisors on information transfer, issue identification, proposed issue resolution, and other fire operational issues as identified by the NOC.

- The BLMHSC will work with as well as inform and coordinate their efforts with the other NOC sub-committees on identified issues.
- The BLMHSC will interact with the other fire management disciplines (Prescribe Fire, International Operations etc.) as requested by the NOC.
- The BLMHSC will coordinate their efforts and work with other agencies IHC programs and inform the NOC of any developments pertinent to their planning process.

## **Chair and Vice-chair**

### **Selection**

- The BLMHSC chair will be elected, by a closed ballot, to a two-year term by the voting members of the BLMHSC. This term can be extended by one year if approved by the voting members of the BLMHSC.

### **Chair Duties**

- Implement the BLMHSC Charter.
- Convene meetings and conference calls in compliance with the charter and as needed.
- In cooperation with the NOC and FA-320, define projects and tasks to be addressed by the BLMHSC.
- Delegate BLMHSC members and task BLMHSC groups to projects assigned to or initiated by the BLMHSC.
- Ensure minutes from the BLMHSC meeting are distributed within 15 workdays of the meeting adjournment.
- Represent, or designate a representative, for the BLMHSC at NOC meetings and conference calls.
- Submit an annual report at the spring NOC meeting of the yearly BLMHSC accomplishments and status of any ongoing tasks related to the NOC.
- Coordinate committee efforts with and represents the BLMHSC to other agencies IHC committees.
- Serves as the BLM representative to the National Interagency Hotshot Crew Steering Committee.

### **Vice-Chair Duties**

- Serves as the acting in the Chair's absence.
- Assists the chair in carrying out the duties of the BLMHSC.

### **Member Duties**

- Keep their local unit supervisors apprised of all BLMHSC activities and projects.
- Complete assigned tasks within time frames.
- Represent BLMHSC at other committee meetings, when so assigned.
- Have a designated representative at meeting to vote and act in the members' stead.

## **Advisors**

### **Selection**

- Advisors are non-voting members of the BLMHSC.
- The NOC and FA-320 advisors are appointed by the NOC and FA-320.
- Additional advisors can be selected by the voting members of the BLMHSC to aid the committee in areas of specific need.

### **Duties**

- Give advice and direction to the BLMHSC on which operational issues and concerns have the highest priority and greatest agency interest.
- Presents issues from the BLMHSC to their management groups for consideration and review.
- Counsel the BLMHSC on the best method of presenting their concerns and issues to management.
- Work to support the BLMHSC in the implementation of the committees' issues and concerns.

### **Meetings**

An annual workshop will be scheduled in the fall. This meeting will:

- Set task groups to address issues surfaced during the field season.
- Complete the tasks given this committee by the NOC.
- Share SOP's for operational issues.
- Receive training in items of common need.

### **Reports and Minutes**

An annual report of BLMHSC accomplishments will be submitted at the spring NOC meeting.

Periodic reports, such as task group accomplishments, will be submitted as needed to the NOC.

Meeting and conference call minutes will be distributed within 15 working days of adjournment. Copies will be sent to the membership and the NOC and FA-320 advisors.

Drafts of reports/issue papers will be circulated to the BLMHSC membership for comments before presentation to the NOC/FA-320. In the event timeframes do not allow for circulation of a draft, the BLMHSC chair or designee will contact as many BLMHSC as practical for input. This input will be documented and made part of the file.

### **Approval**

This charter is effective on the date of approval by the chair of the NOC. The charter may be revised upon direction or approval from the NOC.

Doug Waggoner  
Chair, National Operations Committee

Date