MINNESOTA INCIDENT COMMAND SYSTEM

COMMUNICATIONS WORKING TEAM CHARTER

2020-2023

MISSION STATEMENT

The mission of the MNICS Communications Working Team is to utilize an interagency forum to provide advice, input and dissemination of information on issues pertaining to communication functions in support of the policies and procedures of all MNICS partners.

A. GOALS

- Provide a forum where all field units' concerns are represented.
- Facilitate the exchange of information and ideas between MNICS partners.
- Recommend and develop standard frequency plans
- Coordinate programming guidelines.
- Represent communication issues at selected meetings.
- Facilitate and promote a better understanding of national (NIICD) and agency specific policies and procedures.
- Present communication issues to the MNICS Taskforce.
- Initiate, coordinate and sponsor communication training courses, workshops and meetings.
- Ensure Agency agreements and frequency authorizations are in place.

I. ORGANIZATION

A. MEMBERSHIP

The MNICS Communications Working Team (MNICS CWT) will be comprised of selected Communication staff and others from within the MNICS agencies. These individuals are voting members and conduct Working Team business. The MNICS CWT will select a Chairperson and Vice-Chairperson from its membership. The MNICS CWT chairs will be an agency representative.

All working team members will serve a minimum of two (2) years at which time the agency may choose to continue with the current representative or select a new member. Participation of all working team members is critical to getting the work completed that is assigned to the team, should individual members find themselves unable to participate due to time requirements, lack of funding or other constraints, the Chair will work with the agency and/or liaison to MNICS Taskforce to find a replacement.

WORKING TEAM REPRESENTATION/VOTING MEMBERS

1 - US Forest Service, Superior and Chippewa National Forests
1 - MN Department of Natural Resources
1 - US Fish & Wildlife Service
1 - Bureau of Indian Affairs / Tribe
1 - National Park Service
1 - Taskforce Liaison

Agencies without a Working Team Representative may submit any concerns to the Working Team chair.

Agencies may choose to have additional working team representatives, but in that case 1 member per agency is identified as the voting member. This will help ensure equity in decision making for all agencies.

Any members that are Administratively Determined (AD) may not be voting members.

B. CHAIR POSTION ROTATION

The proposed Working Team Chair will have severed on the team for a minimum of one year prior to being selected, preferably in the role of Vice Chairperson. The Working Team Chairperson and Vice Chairperson will serve a 2 year term.

The Chair position will rotate between:

- US Forest Service, Superior and Chippewa National Forest
- Minnesota Department of Natural Resources
- US DOI

If the next representative is unable to serve, the agency must make an effort to find a replacement. If that is not possible the Chair position will move to the subsequent agency representative.

Ideally the agency representative following the Chair win the rotation will become the Vice Chair.

The Taskforce representative will serve in an advisory role/

A majority of active committee members must be present. Either in person or teleconference, in order to conduct voting business of the Working Team.

Nominated positions on the Working Team are open for nomination and voting by the working team either in person or teleconference call as needed.

Ad-Hoc task groups can be formed with subject matter experts through work task orders issued and approved by the MNICS Taskforce.

II. STRUCTURE

The Communications Working Team organization chart is as follows:

RESPONSIBILITIES AND DUTIES

1. Chairperson
    - Ensures Working Team meetings and conference calls are conducted in a proper and timely manner.
    - Establish time and locations for all the Working Team meetings and calls.
    - Receive CWT assignments from the MNICS Taskforce.
    - Prepare documentation showing progress or completion of CWT assignments.
    - Establishes sub-committees and ad-hoc working groups, as necessary.
    - Ensure the article for the MNICS Annual Report is completed.
    - Ensure mid-year report to Taskforce is completed.
    - Attend or designate a representative to attend identified Taskforce meetings and provide a report(s) to the Taskforce on the Working Team activities and accomplishments.
    - Manage information sharing with the communications community on the MNICS.org Communications Working Team page.
2. Vice Chairperson
    - Conducts Working Team business in the absence of the Chair or at the request of the Taskforce.
    - Responsible for ensuring the Working Team notes are recorded, edited, filed and distributed to Working Team Members.
    - Maintains Working Team membership roster, complies communicates working team contact list for Working Team business and information distribution.

3. Working Team Members
    - Participate in Working Team tasks, sub-committees, and/or ad-hoc groups as assigned by Taskforce/Communications Working Team Chair.
    - Serve as Point-of-Contact and liaison for the members' respective agencies.
    - Work with the Working Team to develop operation strategies and objectives.
    - Coordinate the distribution of information regarding the activities and operations of the Working Team, sub-committees and ad-hoc groups to the respective agencies as needed.
    - Notify Chairperson if unable to attend a meeting.
    - Notify MNICS Taskforce Liaison agency representative if time and/or budget constraints restrict Working Team participation to find an agency replacement.
4. Past Chairperson
    - Serve as a mentor and advisor to the Chair and Vice Chair in an effort to provide continuity to the Working Team

A. MEETINGS

1. One meeting will take place annually, typically during the week of the MNICS annual meeting in December.
2. The Working Team will meet as needed to accomplish other assigned tasks. Conference calls can be utilized to keep costs down and allow for maximum participation.
3. All travel and administrative costs for members will be paid for by each member's home unit.

B. ANNUAL ACTION ITEMS

1. Review the Communications Working Team Charter for needed updates.
2. Review Working Team Membership; solicit for new members if needed. Contact MNICS Taskforce representatives for missing or inactive agency representation.
3. Identify what communication training will be held during the current year.
4. Assist in development and identifying Communication course instructors and cadre members with MNICS.
5. Attend, participate and report out at the MNICS Annual Meeting.
6. Present mid-year assignment progress to Taskforce at spring Taskforce meeting.

The Charter has been reviewed and agreed to by the MNICS Taskforce. The Charter will be reviewed every (3) years with the option to amend as needed.

A signature line for the Chair, Working Team and Date

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