

MINNESOTA INCIDENT COMMAND SYSTEM

DISPATCH WORKING TEAM CHARTER

2021-2024

MISSION STATEMENT

The mission of the MNICS Dispatch Working Team is to utilize an interagency forum to provide advice and input on issues pertaining to dispatch functions in support of the policies and procedures of all agencies.

Goals

- Provide a forum where all field units' concerns are represented.
- Facilitate the exchange of information and ideas between dispatchers.
- Recommend and develop standard dispatch and mobilization procedures.
- Represent dispatchers at selected meetings that address dispatching issues.
- Facilitate and promote a better understanding of compact or agency specific policies and procedures.
- Present local center issues to the MNICS Taskforce.
- Promote technology transfer and standardization at Dispatch Centers.
- Initiate, coordinate and sponsor dispatcher training courses, workshops and meetings.

ORGANIZATION

Membership

The MNICS Dispatch Working Team (MNICS DWT) will be comprised of selected dispatch staff and others from within the MNICS agencies. These individuals are voting members and conduct Working Team business. The MNICS DWT will select a Chairperson and Vice-Chairperson from its membership based on a set agency rotation.

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 completing work 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-Minnesota Department of Natural Resources
1-US Fish & Wildlife Service
1- Bureau of Indian Affairs
1- National Parks Service
*1-Taskforce Liaison**
*1-MNCC Representative**

** Non-voting members*

Agencies may have multiple working team representatives, but only 1 representative serves as the voting member. This ensures equity in decision making for all agencies. Administratively Determined (AD) members may not be voting members.

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

Leadership

The Chair position will rotate in the following order:

- US Forest Service, Superior and Chippewa National Forests
- Minnesota Department of Natural Resources
- US Fish & Wildlife Service
- Bureau of Indian Affairs
- National Park Service

Chairs will preferably have served on the Working Team for a minimum of one year prior to being selected. Experience as a working team member or Vice Chair will be accepted as prior experience. The Working Team Chairperson and Vice Chairperson will serve a 2-year term.

If a Chair is unable to serve or the agency position is vacant, the Chair position will move to the next representative in rotation. The agency representative following the Chair in the rotation will become the Vice Chair. The immediate past Chair will be available to the current Vice Chair and Chair for consultation as needed.

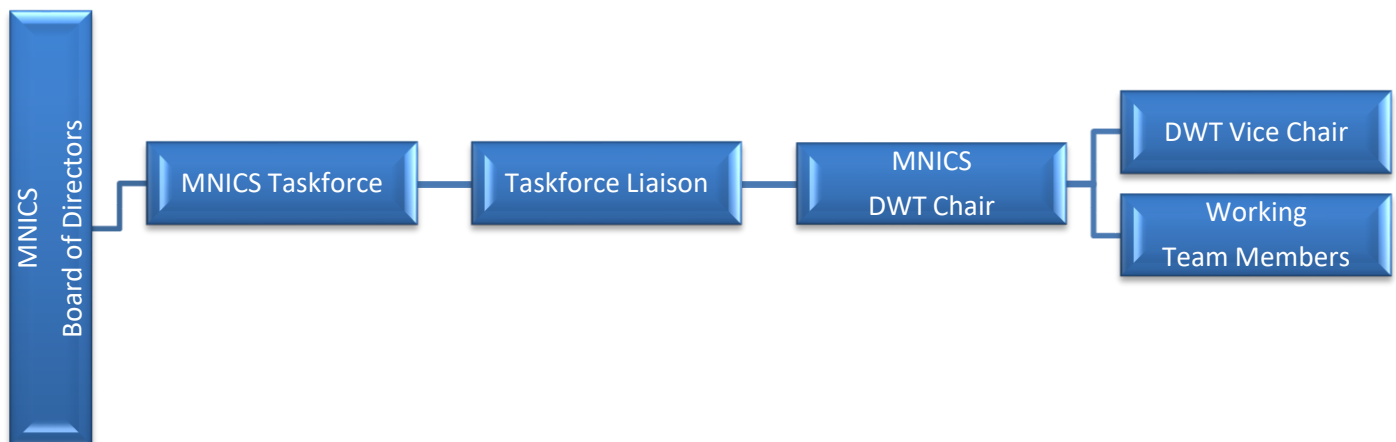
The Taskforce Liaison will act to relay WT information, issues and requests to the MNICS Taskforce.

A majority of active voting committee members must be present either in-person, by teleconference or by virtual meeting platform, in order to conduct voting business of the Working Team.

Ad-Hoc groups can be formed to assist the Working Team complete assignments that require subject matter experts (line officers, fire management officers, cache managers, incident management team members, computer system people, incident business management specialists, etc.). The formation of an Ad-Hoc group will be approved by the Taskforce.

Organization

The Dispatch Working Team organization chart is as follows:



Responsibilities and Duties

Working Team Members

- Attend Working Team meetings and participate in tasks. 60% participation is required.
- Participate in Working Team tasks, sub-committees, and/or ad-hoc groups as assigned by DWT 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 working teams to the respective agency as needed.
- Coordinate the distribution of pertinent dispatch information to agency dispatch staff and other interested parties.
- 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/compact replacement.
- Maintain documents in the MNICS Dispatch Working Team Channel. (Microsoft Teams)

Chairperson

- Ensure 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 DWT assignments from the MNICS Taskforce.
- Prepare documentation showing progress or completion of DWT assignments.
- Establish sub-committees and ad-hoc working groups, as necessary.
- Prepare the article for the Spring Newsletter and MNICS Annual Report.
- 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 dispatch community on the MNICS.org Dispatch Working Team page.
- Maintain documents in the MNICS Dispatch Working Team Channel. (Microsoft Teams)

Vice Chairperson

- Conduct 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.
- Maintain Working Team membership roster.
- Maintain documents in the MNICS Dispatch Working Team Channel. (Microsoft Teams)

Past Chairperson

- Serve as a mentor and advisor to the Chair and Vice Chair in an effort to provide continuity to the Working Team.

Meetings

- The Working Team will meet as needed to accomplish assigned tasks. Conference calls can be utilized to keep costs down and allow for maximum participation.
- All travel and administrative costs for members will be paid for by each member's home unit.

Annual Action Items

- Review the Dispatch Working Team Charter for needed updates.
- Review Working Team Membership; solicit for new members if needed. Contact MNICS Taskforce representatives for missing or inactive agency representation.
- Assist in developing and identifying Dispatch Course instructors and Cadre members within MNICS.
- Identify needed dispatch training
- Attend and participate in the MNICS Annual Meeting.

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

Chair, Dispatch Working Team	Date
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MNICS Taskforce Representative	Date
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