

MINNESOTA INCIDENT COMMAND SYSTEM

LOGISTICS WORKING TEAM CHARTER

2024-2026

MISSION STATEMENT

The mission of the MNICS Logistics Working Team is to utilize an interagency forum to provide advice and input on issues pertaining to logistics 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 logistical personnel.
- Recommend and develop standard dispatch and mobilization procedures for logistics positions.
- Represent logistics positions at meetings when requested.
- Facilitate and promote a better understanding of agency specific policies and procedures as they apply to logistical aspects of fire management.
- Present issues to the MNICS Taskforce.
- Promote technology integration into logistical aspects of fire management
- Initiate, coordinate and sponsor logistics training courses, workshops and meetings.

ORGANIZATION

Membership

The MNICS Logistics Working Team (MNICS LWT) will be comprised of selected logistics interested and/or qualified staff and others from within the MNICS agencies.

These individuals are voting members and conduct Working Team business. The MNICS LWT will select a Chairperson and Vice Chairperson from its membership based on a set agency rotation established as an annual task for the working team.

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-Minnesota Department of Natural Resources

1-US Fish & Wildlife Service

1- Bureau of Indian Affairs

1- National Parks Service

1-Taskforce Liaison

The MNICS LWT will also work to include any other cooperating agencies within MNICS

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.

The proposed Working Team Chairperson will have served 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 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 Parks Service
- Homeland Security

If the next representative in rotation 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.

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 serve in an advisory role.

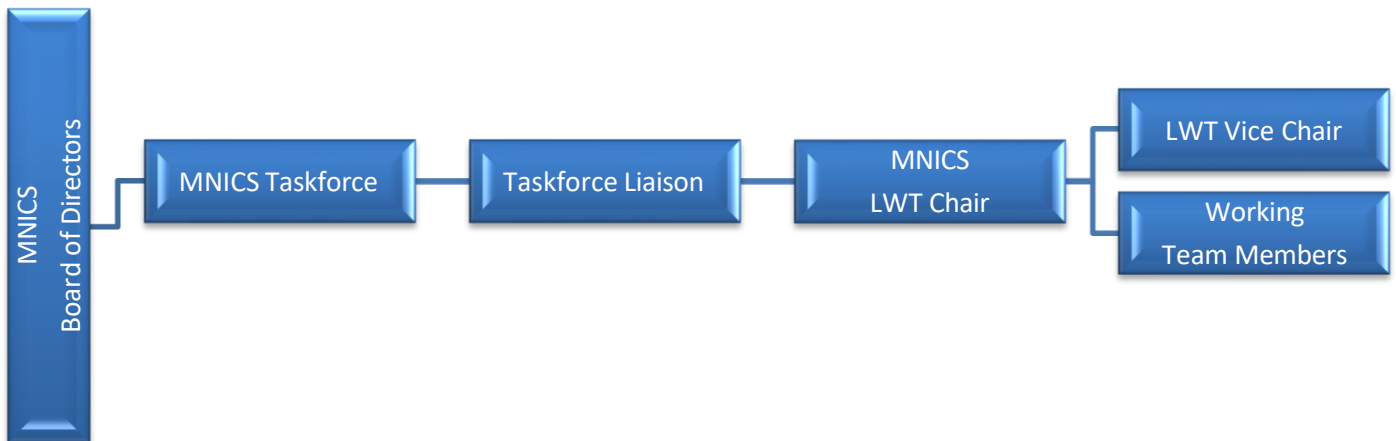
A majority of active committee members must be present, either in-person or teleconference, in order to conduct voting business of the Working Team.

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 (line officers, fire management officers, cache managers, incident management team members, computer system people, incident business management specialists, etc.) through work task orders issued and approved by the MNICS Taskforce.

Structure

The Dispatch Working Team organization chart is as follows:



Responsibilities and Duties

Working Team Members

- Participate in Working Team tasks, sub-committees, and/or ad-hoc groups as assigned by LWT 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.

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 LWT assignments from the MNICS Taskforce.
- Prepare documentation showing progress or completion of LWT assignments.
- Establishes 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 Logistics community on the MNICS.org Logistics Working Team page.

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 and contact lists for Working Team business and information distribution.

Past Chairperson

- Serves 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 Logistics 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 Logistics Course instructors and Cadre members within MNICS
- Identify what logistics training will be held during the current year.
 - Work on development of the bi-annual logistics workshop topics and outline.
- Attend and participate in the MNICS Annual Meeting.

Signatures below indicate that the charter has been reviewed by the Logistics Working Team as well as reviewed and agreed to by the MNICS Taskforce. The Charter will be reviewed every three (3) years with the option to amend as needed.

AMENDMENTS TO WORKING CHARTER

- Vice Chairperson Responsibilities:
 - Will participate on the MNICS Annual Meeting Planning and Implementation committee on all even years of the calendar, along with a nominated member from the Operations, Training, Prevention, Finance, and Incident Management working teams.

Chair, Logistics Working Team

Date

Chair, MNICS Taskforce

Date