



NPS Short-Haul Working Team (NPSSHWT) Business Rules

Purpose

With the formation of the Interagency Helicopter Short-Haul Unit (IHSU) under NWCG in 2019, the NPS will meet as a working team to inform decision making at the Unit level.

The working team (WT) serves as a body of helicopter short-haul subject matter experts to enhance safety, consistency, operational effectiveness, and efficiency in helicopter short-haul operations and procedures. The responsibilities of the WT include:

- Reviewing, and revising as needed, the National Park Service Short-haul Operations Plan
- Identifying, discussing, and evaluating best practices and lessons learned with regard to field operations (procedures, equipment, standards, and safety)
- Providing guidance for the development of new short-haul programs
- Requesting funding for and facilitating program reviews and quality assurance

Membership

Working team membership will consist of representatives from all active NPS short-haul programs as well as a non-voting representative from DOI Office of Aviation Services (OAS). When matters requiring a vote are addressed within the WT, each program may cast one vote. Seventy percent (70%) of voting members in attendance shall constitute a quorum. A simple majority vote of the quorum is required for a standing decision to be made by the WT. Voting members may designate a proxy vote provided they notify the Chair or Co-Chair prior to the vote.

The Co-Chair is selected by the voting members of the WT for a term of two years as prescribed above. At the end of their two-year term, the Co-Chair becomes the Chair and a new Co-Chair is selected. The Chair is not directly selected by the WT unless circumstances dictate a vote as determined by the WT. The Co-chair will assume duties of the Chair in his/her absence.

Responsibilities of the Chair and Co-Chair include:

- Ensuring the responsibilities of the WT are met
- Delegating tasks, assigning task teams, and ensuring completion of tasks
- Compiling short-haul training and operational statistics for an annual report to be submitted to the IHOpS Chair through the IHSU Chair

- Coordinating and facilitating the annual WT meeting

Interagency Short-Haul Unit representation:

- The WT Chair and Co-chair, along with a third WT member, will represent the WT and serve as voting members on the IHSU.
- Every other selected Co-Chair (starting in November 2021) will also serve as the respective Co-Chair and Chair on the IHSU during their terms on the WT.
- The third WT member (ISHU Voting Member) will be selected annually on a rotating basis. Programs will designate their representative. In November 2019, MORA holds this position. Representation will progress alphabetically by park designator (MORA, NOCA, SEKI, YELL, YOSE, DENA, GRCA, GRTE, MEVE) each year thereafter.

Technical advisors may be added as associate members with WT approval.

Organization

The WT will meet at least once annually, or as often as necessary to accomplish assigned tasks. This may be in conjunction with the IHSU meeting.

The WT may create task groups.

Cooperation and Coordination

The WT will work with all other working teams identified under the HSHU (i.e. the USFS Emergency Medical Short-Haul Operations Working Team) to ensure coordination, collaboration and information sharing.

Approval

The Chair is responsible for approving the business rules and any subsequent revisions after annual review by the WT.

X

Larissa Perez
NPSSHWT Chair