

AVIATION RISK MANAGEMENT SUBCOMMITTEE INTERNAL STANDARD OPERATING PROCEDURES

(Revised April 2024)

Purpose:

The purpose of these SOPs is to establish internal protocols and procedures for the Aviation Risk Management Subcommittee (ARMS).

The ARMS operates under the authority of the National Wildfire Coordination Group (NWCG) Executive Board and NWCG Master Charter.

The chair is responsible for maintenance of this document and will ensure, at a minimum, an annual review is completed during a scheduled meeting. This is a living document and may be modified any time the committee, support staff, and/or primary member determines a need. All edits are approved by the chair prior to a document update.

Mission and Objectives:

The authoritative source for the ARMS mission and objectives is the NWCG website:

<https://www.nwcg.gov/committee/aviation-risk-management-subcommittee>

The mission statement and primary objectives will be reviewed annually at the January meeting.

Membership Management:

Membership on ARMS consists of one representative from:

- United States Forest Service
- Bureau of Land Management
- National Park Service
- State representation
- Office of Aviation Services

If a primary member is unable to attend a scheduled meeting, an alternate member should be identified by the primary member to serve in their absence. Alternate members will be empowered with full membership authority during any time they are identified/called upon to act in this capacity.

Chair and Vice-Chair:

The chair will serve a two-year term that begins in October of each odd numbered year. The chair is responsible for scheduling meetings as necessary to carry out the ARMS business and responsibilities. The chair may call and conduct meetings, establish subgroups, and submit committee/subgroup recommendations to other NWCG subgroups and the NWCG Executive Board (via NWCG coordinator) and sign ARMS correspondence. The chair shall determine meeting agendas, submit necessary briefing papers and reports, and have minutes prepared for each meeting and distributed to the members. In addition, the chair may represent the ARMS at NWCG Executive Board meetings, other NWCG subgroup meetings, or other meetings and events as appropriate.

The ARMS will also designate a vice-chair from amongst its members to serve a two-year term that begins in October of each odd numbered year. The vice-chair performs the duties of the chair when the chair is not available or as requested by the chair.

The chair and vice-chair will rotate among the member agencies every two years in the following order:

- United States Forest Service
- Bureau of Land Management
- National Park Service
- State representation

If an agency representative is unable to serve in the chair position, that agency is responsible to find an alternate to serve as chair. The selected individual must be able to carry out all responsibilities required of the chair position.

Decision Making:

A quorum for conducting business shall be a minimum of 3 members. Decisions will be based on a consensus of those members present. All decisions will be recorded in the meeting minutes. All member entities speak with one voice in the consensus model; internal agency or organization differences should be resolved outside of meetings.

Meetings:

The ARMS should meet monthly or as necessary to conduct business. The ARMS may also meet upon request of the chair at a location to be determined by the chair.

Agenda items will be submitted to the chair by the ARMS members. A written agenda will be provided to the ARMS members, alternates, and advisors/liaisons at least 5 days prior to the meeting. The NWCG coordinator can be involved based on needs. Agenda items will be prioritized prior to the start of each meeting and additional items may be added by consensus of the ARMS.

Meeting minutes will be taken by the Vice Chair and will be finalized within one week of the meeting and distributed to the ARMS members for review/comment. Notes will be finalized at the beginning of the next scheduled meeting and sent to the NWCG coordinator for review and posting. Minutes will be made 508 accessible prior to sending to NWCG coordinator.

Publications:

NWCG Aviation Mishap Response Guide and Checklist (PMS 503): Review annually to determine if there is a need for updates. Comments may be submitted to ARMS representative for revisions from other committees.

NWCG Aviation Risk Management Workbook (PMS 530-1): Comments may be submitted to ARMS representative for revisions from other committees. When updates are submitted, they will be reviewed by ARMS. If accepted, they will be presented to NIAC for acceptance. Once approved by NIAC they will be updated on the NWCG website.

NWCG Standards for Aviation Risk Management (PMS 530): Review every 2 years to determine if there is a need for updates.

Additional Operating Procedures / Process:

TBD