

NWCG INCIDENT REPORTING SUBCOMMITTEE INTERNAL STANDARD OPERATING PROCEDURES

(Revised 6/29/2026) update/remove all red text

Purpose

The purpose of these standard operating procedures (SOP) is to establish internal protocols and procedures for the Incident Reporting Subcommittee (IRSC). IRSC is positioned under the Integration Management Committee (IMC) and operates under the authority of the National Wildfire Coordination Group (NWCG) Executive Board and NWCG Master Charter.

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

Mission and Objectives

The authoritative source for the IRSC mission and objectives is the NWCG website at <https://www.nwcg.gov/committee/incident-reporting-subcommittee>.

The mission statement and primary objectives will be reviewed annually at the (insert month) meeting.

Membership Management

Membership can consist of representatives (one primary and one alternate) from any NWCG primary and associate agencies, except for the National Association of State Foresters who can have up to three primary members. IRSC members include:

- Department of the Interior
- Department of War
- National Association of State Foresters
- United States Forest Service

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 have full primary membership authority whenever they are called upon to serve in that role.

Subgroups, Liaisons, Advisors

Subgroups

The IRSC has the following subgroups:

- None

The subcommittee may establish units, task teams, or assign individuals as necessary to advise and assist the work of the IRSC. These will typically have a set expiration date. Units and task teams will not be tracked on the NWCG website.

Refer to <https://www.nwcg.gov/committee-roles-and-membership-information> for additional information on roles and membership information.

Management Committee Liaisons

All management committees have assigned management committee liaisons to each of their subcommittees. These assignments will rotate as necessary. Their current chair and vice-chair will not typically serve in these management committee liaison roles. These management committee liaisons are listed on the subcommittee rosters. It is the responsibility of the subcommittee to ensure the assigned management committee liaison is invited to meetings and kept well informed of subcommittee business.

Subcommittee Liaisons and Advisors

Liaisons and advisors may be assigned based on need. Neither liaisons nor advisors will be tracked on the roster.

Liaisons participate in discussions but are not engaged in consensus decisions. Liaisons coordinate the flow of information between the subcommittee and a stakeholder. List any non-NWCG names and agencies or groups represented by the liaisons as well as a brief description of necessity (e.g., FEMA Representative – all-hazards guidance and coordination).

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Advisors participate in topic related discussions based on their area of expertise but are not engaged in consensus decisions. Advisors may or may not be from an NWCG member agency. List names and areas of expertise represented by the advisors as well as a brief description of necessity.

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Support Staff

The support staff position provides administrative and technical support to the subcommittee and will be tracked on the roster if a dedicated individual is assigned. The term of service should be staggered from the chair rotation to ensure continuity of internal processes.

Support staff responsibilities include but are not limited to:

- Attend all subcommittee calls or meetings and document with official meeting notes and action log.
- Assist the chair with the development of meeting agendas and invitations.
- Provide subcommittee webpage updates to the NWCG coordinator.
- Maintain and archive all IRSC correspondence and provide appropriate documents (e.g., minutes, memos) to the NWCG coordinator.
- Disseminate correspondence to all members.
- Assist with all meeting logistics.

Chair and Vice-Chair

The chair will serve a two-year term that begins in February of each even numbered year. The chair is responsible for scheduling meetings as necessary to carry out subcommittee business and responsibilities. The chair may call and conduct meetings, submit subcommittee recommendations to other NWCG subgroups and the IMC. All correspondence will be approved and signed at the management committee level. 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 subcommittee at management committee meetings or other NWCG meetings and events as appropriate.

IRSC will designate a vice-chair from amongst its primary members to serve a two-year term that begins in February of each even 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 in the following order (the initial chair and vice-chair will serve 7/2026-1/2028 and then the two-year rotations will begin):

- Department of the Interior (chair 7/2026-1/2028) (vice-chair 2/2032-1/2034)
- National Association of State Foresters (chair 2/2028-1/2030) (vice-chair 7/2026-1/2028)
- United States Forest Service (chair 2/2030-1/2032) (vice-chair 2/2028-1/2030)
- Department of War (chair 2/2032-1/2034) (vice-chair 2/2030-1/2032)

This rotation may be altered upon agreement of the subcommittee and their respective agencies. If an agency representative is unable to serve in the chair position, that agency is responsible for finding 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 two-thirds of primary 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 (quorum); internal agency or organizational differences should be resolved outside of meetings. For additional information on decision making see <https://www.nwcg.gov/committee-roles-and-membership-information>.

Meetings

IRSC shall meet on the third Wednesday of each month at 1300 MT or as necessary to conduct business. IRSC may also meet in-person upon request of the chair at a location to be determined by the chair. Calendar invitations will be managed by the coordinator via online calendar.

Agenda items will be submitted to the chair and support staff by subcommittee members or liaisons/advisors. A written agenda will be provided to subcommittee members, alternates, and liaisons/advisors at least seven days prior to the meeting. The chair and support staff may conduct an agenda setting call to determine agenda topics prior to compiling the agenda; the NWCG coordinator can be involved with agenda setting based on needs of subcommittee members. Agenda items will be prioritized prior to the start of each meeting and additional items may be added by consensus of the subcommittee.

Meeting minutes will be taken by the support staff or a subcommittee member and will be finalized within one week of the meeting and distributed to subcommittee 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.

NWCG Products

Stewardship of NWCG products (including publications, training courses, videos, glossary terms and data standards) will be held at the management committee level. The IMC may delegate review and update of the products to their subcommittees. Final review, agency vetting, and approval are the responsibility of the management committee. Stewardship for all products is outlined on the NWCG website. For information on agency vetting and alignment of assigned products, see *NWCG Standard Operational Procedures*, PMS 900.

Position Management

IRSC has delegated oversight of the following NWCG positions:

- None

Additional Operating Procedures / Processes

Detailed information on subcommittee processes, procedures and expectations can be found in the *NWCG Standard Operational Procedures*, PMS 900. Collaborative storage space (e.g., Teams, Google Drive) will be established through NWCG by the coordinator.