NWCG LOGISTICS/EQUIPMENT MANAGEMENT COMMITTEE INTERNAL STANDARD OPERATING PROCEDURES

(Revised 6/22/2026) update/remove all red text

Purpose

The purpose of these standard operating procedures (SOP) is to establish internal protocols and procedures for the Logistics/Equipment Management Committee (LMC). LMC operates under the authority of the National Wildfire Coordination Group (NWCG) Executive Board and NWCG Master Charter.

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

Mission and Objectives

The authoritative source for the LMC mission and objectives is the NWCG website at https://www.nwcg.gov/committee/logistic-and-equipment-management-committee.

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. LMC members include:

- Department of the Interior
- Department of War
- International Association of Fire Chiefs
- National Association of State Foresters
- United States Forest Service
- Incident Management Teams Association

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 LMC has the following subgroups:

- Equipment/Technology Subcommittee
- Fire Cache Subcommittee
- Fire Radio Subcommittee
- Incident Logistics Subcommittee

The MC may establish units, task teams, or assign individuals as necessary to advise and assist the work of the LMC. These will typically have a set expiration date. New subcommittees must be approved by the Executive Board. 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 MC liaisons to each of their subcommittees. These assignments will rotate as necessary. The current chair and vice-chair will not typically serve in these MC liaison roles. These MC liaisons are listed on the subcommittee rosters.

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 MC and a stakeholder. List 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 MC 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 MC calls or meetings and document with official meeting notes and action log.
- Assist the chair with the development of meeting agendas and invitations.
- Provide committee webpage updates to the NWCG coordinator.
- Maintain and archive all MC 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 March of each even numbered year. The chair is responsible for scheduling meetings as necessary to carry out MC business and responsibilities. The chair may call and conduct meetings, submit committee/subgroup recommendations to other NWCG subgroups and the NWCG Executive Board (via NWCG coordinator), and sign MC 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 MC at NWCG Executive Board meetings, other NWCG subgroup meetings, or other meetings and events as appropriate.

LMC will designate a vice-chair from amongst its primary members to serve a two-year term that begins in March 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 7/2026-2/2028 and then the two-year rotations will begin):

- United States Forest Service (chair 7/2026-2/2028) (vice-chair 3/2034-2/2036)
- International Association of Fire Chiefs (chair 3/2028-2/2030) (vice-chair 7/2026-2/2028)
- Department of the Interior (chair 3/2030-2/2032) (vice-chair 3/2028-2/2030)
- National Association of State Foresters (chair 3/2032-2/2034) (vice-chair 3/2030-2/2032)
- Department of War (chair 3/2034-2/2036) (vice-chair 3/2032-2/2034)

This rotation may be altered upon agreement of the committee 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

LMC shall meet on the second Thursday of each month or as necessary to conduct business. LMC 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 MC members or liaisons/advisors. A written agenda will be provided to MC 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 MC members. Agenda items will be prioritized prior to the start of each meeting and additional items may be added by consensus of the MC.

Meeting minutes will be taken by the support staff or an MC member and will be finalized within one week of the meeting and distributed to MC 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 MC level. The MC may delegate review and update of the products to their subcommittees. Final review, agency vetting, and approval are the responsibility of the MC.

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

LMC has stewardship over the following NWCG positions:

- Assistant Area Commander, Logistics (ACLC)
- Base/Camp Manager (BCMG)
- Communications Unit Leader (COML)
- Incident Communications Technician (COMT)
- Equipment Manager (EQPM)
- Facilities Unit Leader (FACL)
- Food Unit Leader (FDUL)
- Ground Support Unit Leader (GSUL)
- Incident Communications Center Manager (INCM)
- Logistics Section Chief, Type 3 (LSC3)
- Logistics Section Chief Complex (LSCC)
- Ordering Manager (ORDM)
- Radio Operator (RADO)
- Receiving/Distribution Manager (RCDM)
- Security Manager (SECM)
- Supply Unit Leader (SPUL)

Incident position descriptions and position qualifications will be reviewed by the MC or one of their subcommittees on an annual basis at the (insert month) meeting. Recommended changes will be discussed with other MCs or subcommittees as appropriate and coordinated with the NWCG coordinator.

Additional Operating Procedures / Processes

Detailed information on committee 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.