



## **COMMUNICATIONS SPECIALIST GROUP CHARTER**

### **MISSION STATEMENT**

The FIRESCOPE Communications Specialist Group has been established to improve communications from both an operational and technical perspective. The Group will strive to produce products utilizing a best practice model, free of political or geographic bias, drawing upon the experience and knowledge gained in the delivery of public service by all members in accordance with all FIRESCOPE policies and procedures.

### **RESPONSIBILITIES**

1. Develop, maintain and gain approval from the Task Force for a “Plan of Work” consistent with the Group’s mission.
2. Collaborate with other members, appropriate stakeholders and subject matter experts on issues related to the “Plan of Work” to insure integration of a broad range of ideas in the final product.
3. Develop and maintain FIRESCOPE documents and products specific to the “Plan of Work.”
4. Present a single document for each “Plan of Work” project representative of group consensus.
5. Working with the FIRESCOPE Emerging Technologies Specialist Group, evaluate existing and future communications related technologies for application to California’s Fire and Emergency Services.
6. Facilitate communications interoperability and inter-agency cooperation with local, state, tribal and federal partners.
7. Serve as the Fire Service Working Group to the California Statewide Interoperability Executive Committee (Cal-SIEC).
8. Review current training, certification, and qualification requirements representative of the Group’s mission and make recommendations for consistency and enhancement.
9. Develop as necessary or required, position manuals, task books, training materials and courses and other documents for use in filling ICS positions related to the Group’s mission.
10. Review and revise documents and ICS structure related to Group’s mission.
11. Maintain accurate confidential and non-confidential membership rosters for the Group.



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12. Report to the FIRESCOPE Task Force Liaison assigned to the Group.
13. Complete other assignments as deemed appropriate by the Task Force.
14. Provide review and recommendations to proposed CICC changes to communications related positions.

### **AD HOC GROUPS**

Ad Hoc groups may be established by the Group when appropriate. Ad Hoc group members shall be from the approved group roster.

### **MEMBERSHIP**

Members will be representative of the California Fire Service and be based on the issues identified in the “Plan of Work” and the subsequent level of technical expertise required to ensure statewide representation. Members shall be approved by the FIRESCOPE Task Force and may include, but are not limited to:

- State agencies such as Cal-FIRE, Cal-OES Fire and Rescue Branch
- Federal agencies
- Local agencies representative of the Cal-OES Mutual Aid Regions, cities, counties and rural areas.

Associate Advisors may be assigned from interested non-fire service groups to provide technical expertise with the approval of the Task Force.

### **OFFICERS**

The Officers of the FIRESCOPE Communications Specialist Group will be the positions of Chair, Vice Chair and Secretary. All Officers must be active members of the Group. Officers will be selected annually on a calendar year basis, January 1 to December 31.

The Chair will be responsible for managing the Group to accomplish the annual “Plan of Work” in accordance with the FIRESCOPE Decision Process and providing status reports on the Group’s efforts to the designated FIRESCOPE Task Force Liaison.

### **MEETINGS**

At least one meeting will be held annually. Additional meetings will be held as necessary to accomplish the goals and objectives of the FIRESCOPE Communications Specialist Group “Plan of Work”. Meetings will be held so they do not conflict with Task Force meetings.