

## **Appendix H – Interagency Helicopter Rappel Equipment and Procedures Committee Charter**

### **Mission Statement**

The Interagency Helicopter Rappel Equipment and Procedures Committee (REPC) is a sub-committee of the Interagency Helicopter Rappel Working Group (RWG). The primary mission for the REPC is to establish a formal process for review and evaluation of current and proposed helicopter rappel equipment and rappel procedures. Based on those evaluations, the REPC will submit recommendations to the Rappel Working Group.

### **Objectives**

The REPC will solicit, review, and evaluate inputs from the field on rappel equipment and procedures from all Forest Service regions and other Agencies involved in the helicopter rappel program. The REPC will respond to issues and concerns regarding currently approved rappel equipment and procedures.

The REPC will prepare and submit proposals and recommendations to the Rappel Working Group.

### **Group Composition**

The REPC shall consist of members selected on the basis of interest, expertise, and willingness to serve. The membership shall include one operational rappel spotter from Department of Interior Bureaus, Forest Service Regions, and cooperating State agencies. The Rappel Equipment and Procedures Project Leader from MTDC will serve as a non-voting member to provide technical information and support to the group.

The Chair of the Rappel Working Group or designee will serve as contact for the REPC and may attend meetings when necessary. Specialists and ad hoc participants may be utilized for limited term assignments as needed.

### **Replacement of Members**

Replacement of members will be solicited from respective Rappel Working Group member.

### **Selection of the Chairpersons**

The committee will elect a Chair and Co-Chair from group members for a term of two (2) years. At the end of the two (2) year term the Co-Chair will become the Chair and a new Co-Chair will be elected.

## **Meeting Frequency and Decision Making**

Meetings will be held at the Chairperson's request to provide timely input to the Rappel Working Group. The committee will meet at least once annually. Attendance shall be limited to Equipment Committee representatives or approved designees and participating guests. A quorum will consist of 70% of voting Equipment Committee members. Any designee representing an Equipment Committee member will have voting privileges. Consensus and voting decisions will be documented and maintained.

## **Chair Responsibilities**

Establish the time and place for all group meetings and conference calls.

Request the attendance of guest participants. Coordinate guest participation and attendance timeframes.

Ensure Equipment Committee tasks are completed.

Monitor progress of task groups and ensure assignments are completed.

Represent the Equipment Committee at Working Group meetings.

Assure meeting notes, decisions and information are disseminated to the Equipment Committee, Working Group Chair and other individuals as applicable, (e.g. Interagency rappel community).

## **Co-Chair Responsibilities**

Assume duties of the Chair in their absence.

Assure notes, decisions and voting results are recorded for all meetings and conference calls.

Assemble, correlate, and prepare all material to be acted upon by the Equipment Committee.

Coordinate with the Chair for delegation of work assignments.

Will assume Chair position after two (2) years

## **Approved:**

*Thomas R. York*

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Chair, Interagency Helicopter Rappel Working Group

