

Tennessee All-Hazards Incident Management Team Governance Committee Charter

Enabling Authority

The development and administration of programs to provide Incident Management and Emergency Management Support or Emergency Operations Center (EOC) Support Teams is critical to Tennessee's preparedness to respond to and recovery from disasters. State law and executive order clearly outline the authority and responsibility to develop, implement, and administer these programs.

Tennessee Code Annotated (TCA) 58-2-106, tasks the Tennessee Emergency Management Agency (TEMA) with responsibility to establish the structure, procedures, and chain of command during disaster response and recovery activities. Furthermore, TEMA is tasked with: communications planning, coordination of mobilizing emergency management forces, the implementation of continuous training and the creation and administration of programs to facilitate the preparedness for, response to, and recovery from emergencies and disasters.

State agencies and local governments are similarly tasked to participate as part of the emergency management forces of the state and to support the emergency management program of the state by making available both material and personnel resources per State Code TCA 58-2-110 and 114.

Tennessee adopted the National Incident Management System (NIMS) by Executive Order #23 on June 28, 2005. The adoption of the NIMS includes incorporating the principles of NIMS and the Incident Command System into the structure of emergency response preparedness, response, and recovery plans and procedures.

Mission

To provide a coordinated multi-disciplined approach to the management of minor, major, or catastrophic disasters and large-scale or complex incidents and preplanned events that will improve the ability of state and local emergency management personnel to prepare and implement emergency management plans and programs.

Objectives

Establish overall direction for Tennessee's All-Hazards Incident Management program including the development and maintenance of Tennessee's National Incident Management System (NIMS), Incident Command System (ICS), qualifications program guidance, and supporting documents for All-Hazards Incident Management Teams (AHIMT).

Identify and support agencies who agree to host an AHIMT.

Establish the Training, Education and Membership Committee. The committee will be responsible for the development of a recruitment and retention program for the AHIMTs,

establishment of continuing education requirements for AHIMT members, and prioritization of training courses, exercises, and attendance in support of the AHIMT program.

Establish the Credentialing and Qualifications Committee. The committee will be responsible for the establishment and management of the process to ensure members meet nationally accepted standards for NIMS ICS positions.

Receive and evaluate quarterly/ semi-annual progress reports from regional teams regarding overall team status identifying strengths, weaknesses, and needs of the program.

Identify issues and recommend pro-active solutions to potential problems related to the program.

Develop plans for continual improvement.

Membership

The Governance Committee will be composed of two representatives from each of the following agencies and associations: Tennessee Emergency Management Agency, Tennessee State Fire Marshal's Office, Tennessee Division of Forestry, Emergency Management Association of Tennessee, and the Tennessee Fire Chief's Association.

Officers

The terms of officers will begin on May 1 of each year and terminate on April 30 of each year.

The Governance Committee Chairperson will serve a one-year term. The Chair may serve a second consecutive year as chairperson at the mutual option of the Governance Committee and the chairperson.

The Vice-Chairperson will assume the position of the Chair at the end of the Chairperson's term.

The Vice-Chairperson position will be filled as a result of an election by the Governance Committee members. The Vice-Chairperson shall not be from the same organization as the chair.

When the chair serves a second-year term, the election for the vice-chair will take place the following year.

The nomination for the Vice-Chairperson position will occur during the month of March, unless the Chair is serving a consecutive year as permitted above.

The election of Vice-Chairperson will occur during the month of April unless the Chair is serving a consecutive year as permitted above.

The Secretary will be appointed by the Governance Committee Chairperson during the month of April.

A nomination or appointment will only be valid if the candidate declares orally at the meeting, or in writing or by electronic mail prior to the meeting, that the candidate is willing to take office if elected or appointed.

Officer Duties and Responsibilities

Chairperson

Responsible for administrative action to ensure mission attainment established for the committee; assign task groups as needed.

Establish the time and place for all committee meetings.

Request attendance of specially qualified individuals for any committee meeting.

Represents the Governance Committee in dealings with the established committees. Assemble, correlate, and otherwise prepare all material to be acted upon by the committee.

Vice-Chairperson

Assume the duties and responsibilities of the chairperson during the absence of the Chairperson or at the request of the chairperson of the Governance Committee.

Acts as a clearing house for progress reports, recommendations, and information on committee activities. Records, edits, files and distributes committee meeting notes.

Will insure that this charter is reviewed every three years by selected members of the Governance Committee

Secretary

Responsible for taking official minutes of Governance Committee activities and meetings.

Distributes agendas, minutes, and other communication items to Governance Committee and regional teams as necessary.

The Secretary may be staffed by either the member of the Governance Committee or a staff member from Governance Committee agency/association elected to serve as Secretary. If a staff member fills the position, they shall be a non-voting member of the committee.

All Members

Responsible for checking and reporting upon projects as assigned.

Give assistance, as requested by the Chairperson or Vice-Chairperson, and review information submitted by other group members.

Serves as a conduit between the Governance Committee and agencies to inform them of group action and keep them posted on current progress and new developments.

Responsible for fostering interagency cooperation.

Meetings

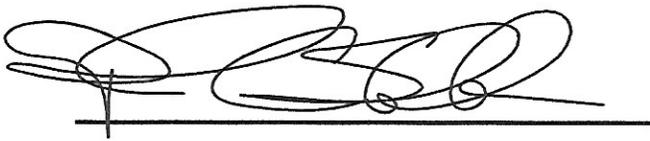
Regular committee meetings will be held at least quarterly or more frequently if deemed necessary. All meetings will be facilitated.

Representation from at least four of the member organizations and five members shall constitute a voting quorum. Voting by correspondence or by conference call is permissible if subjects are referred to the members by the Chairperson.

Subcommittees

Ad-hoc committees may be established as special needs arise and are recognized to add value in issue identification and resolution. In no case will ad-hoc committees exist longer than one year. Ad-hoc committees can be re-chartered annually and are subject to review.

IN WITNESS WHEREOF, the parties hereto have executed this Governance Charter as of the 10th day of April 2019.



Director,
Tennessee Emergency Management Agency



President,
Tennessee Fire Chiefs Association



Assistant Commissioner,
Tennessee State Fire Marshal's Office



President,
Emergency Management Association of
Tennessee



State Fire Chief,
Tennessee Division of Forestry