

**ALASKA WILDLAND FIRE COORDINATING GROUP  
STANDARD OPERATING PROCEDURES  
2009**

**I. INTRODUCTION**

The following standard operating procedures (SOP) identifies the specific protocols and operating procedures of the Alaska Wildland Fire Coordinating Group (AWFCG). This SOP supplements the AWFCG Memorandum of Understanding (MOU), follows the sections of the MOU, and is subject to annual review.

**II. AUTHORITY**

No additions.

**III. MISSION**

In support of the AWFCG mission, members of the AWFCG will:

- Provide interagency leadership and coordinate implementation of current policies, directions and standards for incident management activities.
- Promote safety and efficiency in all wildland fire operations at all levels.
- Instill professionalism in all aspects of fire management and develop a full partnership, trust and mutual assistance among the wildland fire management entities.
- Serve as the geographic area clearinghouse and forum for the identification of interagency fire management issues and their solutions.
- Facilitate common interagency fire policies.
- Serve as a communication link between local, state, tribal and federal entities.
- Foster representation of Alaska Natives entities in wildland fire management.

**IV. MEMBERSHIP**

Current member organizations and their representatives are listed in Appendix A.

**A. Criteria for Membership**

To be an AWFCG member, an agency or organization must have at least one of the following:

- Wildland fire management responsibilities.
- Delegated or regulatory authorities in wildland fire management.

## **B. Process for Petitioning for Membership**

Entities seeking membership may petition the AWFCG Chair. The petitioning entity must provide in writing:

1. Their reasons for wanting to be considered and how the criteria for membership are satisfied.
2. Provide a delegation of authority identifying who they represent and confirming authority to represent that entity.
3. State that they concur with and will operate within the provisions of the AWFCG MOU.

## **C. Voting Process for New Membership**

All members in attendance will review petitions. In an executive session, AWFCG voting members will vote on the membership request. Two-thirds of voting members' agreement is required to accept a new member and determine whether the membership will be voting or ad hoc. The outcome of the vote will be documented in the meeting minutes and the Chair will inform the petitioning entity of the results.

## **D. Membership Limit**

Membership in the core group of the AWFCG will be limited to 15 voting members in order to promote effective decision-making processes. The possibility exists for additional entities to petition for membership. If additional membership is requested, the interested entities may either establish consortium(s) or determine a rotational process for representation that is mutually acceptable to the interested parties.

# **V. ORGANIZATION**

## **A. Member Representatives**

Members serve at the discretion of their agency and may be designated as voting or ad hoc. Those membership designations are defined as follows:

- a. **Voting Member:** Voting members represent a jurisdictional agency or entity that has direct influence over wildland fire management activities. Voting member organizations must be signatories to the AWFCG MOU. There may only be one voting member per signature to the MOU.
- b. **Ad hoc Member:** Ad hoc Members are non-voting members that have a vested interest in AWFCG matters, can contribute to the mission of the AWFCG, or have a specific need to be involved and participate in wildland fire management activities.

**B. Officers**

The officers of AWFCG include a Chair, Vice-Chair and Recorder. The Recorder is provided by a member agency, does not have a term limit, and is a vital position for maintaining record continuity. The Chair and Vice-Chair serve for a term of 1 year; transfer of Vice-Chair to Chair and member to Vice-Chair occurs at the end of the January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly. The rotation for the Chair and Vice-Chair is:

- Bureau of Land Management
- Chugachmiut
- National Park Service
- Alaska Department of Fish and Game
- U.S. Forest Service
- Alaska Department of Natural Resources (Chair 2008)
- Bureau of Indian Affairs (Vice-Chair 2008) (Chair 2009)
- Association of Village Council Presidents (Vice-Chair 2009)
- U.S. Fish and Wildlife Service
- Tanana Chiefs Conference

**C. Committees**

To support and promote the mission of the AWFCG, the following Committees have been established. Committee Chairs and AWFCG liaisons are listed in Appendix B.

<i>Committee</i>	<i>Purpose</i>
Air Quality and Smoke Management	Provide technical expertise to identify and respond to air quality and smoke management issues that have the potential to or are affecting the Interagency Fire Management program. (1998 charter)
Education and Prevention	Coordinate activities and develop materials fore fire education and prevention. (2008 charter)
Fire Program Analysis (FPA)	Collaborate with the national Fire Program Analysis Core Team in the development of the FPA as mandated by federal fire policy and Appropriations Language, and to promote and implement cooperation on a statewide, landscape scale FPA project for AWFCG members. Serve as the focus and implementation group to develop and produce an initial interagency FPS-PM for Alaska by September 30, 2004 and ultimately, an Alaska FPA that will include all FPA modules.(2003 charter)

<i>Committee</i>	<i>Purpose</i>
Fire Research, Development and Applications	Identify and prioritize fire research needs in Alaska, and facilitate the development and exchange of fire effects, fire behavior, fire danger, and weather information and applications to meet the needs of the member agencies of the AWFCG. (1998 charter)
Fire Weather	No charter
Fuels, Prescribed Fire and Community Assistance	Provide a focal point for statewide coordination and collaboration of community risk assessment; rural fire assistance(RFA) and volunteer fire department assistance (VFA) programs; fuels treatment projects; prescribed burning activities and to encourage community participation. (2005 charter)
Geographic Information Systems(GIS)	Provide efficient and effective way to meet fire program needs for geospatial information and technology through an interagency forum. Work to support and implement strategic and tactical applications of GIS for the Alaska Wildland Fire Community. (2007 charter)
Operations	Provide an interagency approach to the operational activities and issues in fire management for the Alaska Geographic Region. (2006 charter)
Safety and Health	Provide a focal point to develop, train, coordinate, facilitate, and consultate on interagency wildland fire safety and health issues to meet statewide and agency needs. (2006 charter)
Training and Qualifications	Develop, coordinate and facilitate Interagency Fire Management and All Risk Management training to meet the needs of member agencies. (1998 charter)

Other committees may be established as needed by the AWFCG.

Committees may not task each other rather the Committee can propose to AWFCG a task/project with a recommendation for action.

#### D. Task and Working Groups

Groups will operate under the same provisions as identified in Appendix C for committees. Current Groups are:

<i>Task Group</i>	<i>Sponsor</i>	<i>Due Date</i>
FPA Technical Group	Fire Program Analysis	Feb 09
SOP Revision	AWFCG	Aug 08
AIWFMP	AWFCG	Deferred

<i>Working Group</i>	<i>Sponsor</i>
Firewise	Education and Prevention
Emergency Fire Fighter Crew Management	Operations
Fire Effects	Fire Research, Development and Applications

#### E. Alaska Multi-Agency Coordinating (MAC) Group

The MAC Group provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of shortage.

MAC group is activated on a situational basis. The Statewide MAC Group may be convened for statewide or multi-regional issues. Statewide MAC Group representatives are:

- Alaska Department of Natural Resources - Division of Forestry
- Bureau of Indian Affairs
- Bureau of Land Management
- National Park Service
- Native Representative
- U.S. Fish & Wildlife Service
- U.S. Forest Service

The Alaska Interagency Coordination Center (AICC) Manager serves as the MAC Coordinator.

The Alaska Preparedness Plan identifies the Alaska Preparedness Levels and correlates the participation of the MAC Group. AICC maintains the Alaska Preparedness Plan. The Statewide MAC operates according to the Alaska MAC Group Operations Handbook. The membership list and the Handbook are located at <http://fire.ak.blm.gov/administration/mac.php>

MAC Groups may be convened for local or regional issues. Representatives for local/regional MAC Groups will be designated by involved organizations as needed.

## VI. DECISION PROCESS

Consensus is a group decision-making process that works to include all persons making the decision; a quorum of voting members is required to conduct a vote. The process to evaluate a proposal and arrive at a decision is:

1. **Presentation:** The sponsor introduces the topic and suggested proposal.
2. **Discussion:** Each member is afforded the opportunity to air either affirming or dissenting opinions for the group's consideration and deliberation. If the opinion is dissenting, the member may suggest alternatives. The goal is to analyze the topic, identify opinions and, if necessary develop alternatives.
3. **Formation of a proposal:** Based on the discussion, the original proposal or an amended or re-phrased proposal is configured for a vote.
4. **Call for consensus:** The Chair calls for consensus on the proposal. Members may vote: *Yes*, *No* or if a member does not want to block the proposal passage and yet wants to express disagreement, that member may choose to *Pass*. A unanimous vote of members in attendance documents concurrence and consensus for the proposal. The proposal is documented in the meeting notes as a decision.

If consensus is not achieved and the members determine that the issue warrants further investigation, the Chair may establish a task group to develop alternative(s) for the full group's consideration. Task group will be given a due date and discussion scheduled for a future meeting and voting reverts to a simple majority vote.

Some issues will involve trade-offs and the various decision alternatives will not satisfy everyone. However, in order to be effective once a decision has been reached, all members agree to support and implemented it within each member organization.

## VII. MEETINGS

A quorum shall consist of a majority of voting members and must be present to conduct business and make decisions. Meetings will be held monthly; face-to-face meetings will be scheduled quarterly; otherwise the meeting will be conducted via conference call. The quarterly face-to-face meeting will be limited to 3 days and normally begin and end mid-day to allow for travel. Conference calls will be scheduled for 1 hour and normally occur on the first Wednesday of the month at 08:30. Additional face-to-face meetings or conference calls may be scheduled by the Chair, as warranted, or at the requested of an AWFCG member.

Agenda items are to be submitted to Chair and Recorder one week prior to meeting. For each item include short synopsis for notes and identified topic as 1) information; 2) discussion; or 3) action.

During each meeting members will:

- review and approve of previous meeting minutes
- review and status report on pending Action Items
- discuss and act upon submitted agenda items
- allow for agenda changes and additions
- have adequate hard copies of materials available, if presenting.
- list bin items
- schedule future meeting dates, times, locations and host.

Minutes will be recorded and distributed to the members. The official record of the AWFCG proceedings will be maintained at the Recorder's location. Approved AWFCG public documents and materials are posted on the AWFCG webpage (<http://fire.ak.blm.gov/administration/awfcg.php>); internal AWFCG documents may be posted on the My Fire Community site (<http://www.myfirecommunity.net/Neighborhood.aspx?ID=489>).

See Appendix C for primary meeting themes and months for routine items to be scheduled.

## **VIII. RESPONSIBILITY**

Member representatives are their organization's authoritative source of information and operational commitment to the AWFCG mission. Each is responsible to ensure that respective organization policy and procedures are maintained and administrators are informed. They coordinate AWFCG recommendations for their organization's acceptance and implementation. Each member representatives or "Acting" is expected to participate in meetings and work efforts of the AWFCG, serving as officers when appropriate.

The roles of the members, officers, liaisons and groups are listed in Appendix D.

## **IX. FINANCIAL**

No additions.

## **X. GENERAL PROVISIONS**

No additions.

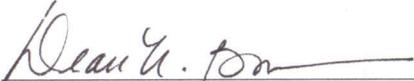
## **XI. PRINCIPAL CONTACTS**

Changes in principal contacts (membership) will be given to the Chair and Recorder. Contact lists are updated annually and contained in Appendix A.

## XII. TERM

This instrument is executed as of the last date of signing shown below and, unless sooner terminated, expires on January 30, 2010, at which time it will be subject to review, update and renewal.

## XIII. APPROVAL

  
\_\_\_\_\_  
Chair, AWFCG

9.17.08  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Vice-Chair, AWFCG

9-9-8  
\_\_\_\_\_  
Date

### Appendices

- A. *AWFCG Members and Principle Contacts*
- B. *List of Committees, Chairs and AWFCG Liaison*
- C. *Monthly Meeting Topics*
- D. *Responsibilities of Officers, Members, Liaisons, and Groups*
- E. *Modified Conversion Procedures*
- F. *Incident Management Team Oversight*

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**Appendix A**

***AWFCG Membership  
And  
Principal Contacts***

The following list the AWFCG membership for 2008; each member is the principal point of contact for their organizations. Individual member representatives are responsible to ensure that respective organization policy and procedures are maintained and administrators are informed. They coordinate AWFCG recommendations for their organization's acceptance and implementation.

***2008 Officers***

*Chair Dean Brown*

*Vice-Chair: Steve Heppner*

*Recorder: Radonna Turner*

***2009 Officers***

*Chair : Steve Heppner*

*Vice-Chair: Mike Burley*

*Recorder: Radonna Turner*

***2008-2009 Membership  
Voting***

<u>Agency</u>	<u>Member</u>	<u>Alternates</u>
AK Fish & Game (ADF&G)	Dale Haggstrom	Tom Paragi
AK Dept. of Natural Resources (ADNR)	Dean Brown	Lynn Wilcock
Anchorage Fire Dept. (AFD)	John Huxley	
Association of Village Council Presidents (AVCP)	Mike Burley	
Bureau of Indian Affairs (BIA)	Steve Heppner	
Bureau of Land Management (BLM)	John Gould	Kent Slaughter
Chugachmiut	Charles Nash	Charlie Sink
National Park Service (NPS)	Dan Warthin	Mark Musitano
Tanana Chiefs Conference (TCC)	Will Putman	
United States Forest Service (USFS)	Deb Cooper	
United States Fish & Wildlife Service (USFWS)	Karen Murphy	Jan Passek

***2008-2009 Membership  
Ad Hoc***

<u>Agency</u>	<u>Member</u>	<u>Alternates</u>
AK Dept. of Environmental Conservation (ADEC)	Alice Edwards	

***National Liaison***

National MultiAgency Coordinating Group Liaison      Brian McManus  
USFWS Chief, Branch of Fire Management

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**Appendix B**

***Committees,  
Chairs and AWFCG Liaison***

**AIR QUALITY & SMOKE MANAGEMENT COMMITTEE**

*Chair: Alice Edwards*

*AWFCG Liaison: Alice Edwards*

**FUELS, PRESCRIBED FIRE and COMMUNITY ASSISTANCE COMMITTEE**

*Chair: Kato Howard*

*AWFCG Liaison: Karen Murphy*

**FIRE PROGRAM ANALYSIS (FPA) COMMITTEE**

*Chair: Lindsey Lien*

*AWFCG Liaison: Dan Warthin*

**FIRE RESEARCH DEVELOPMENT & APPLICATION COMMITTEE**

*Chair: Karen Murphy*

*AWFCG Liaison: Karen Murphy*

**FIRE TRAINING AND QUALIFICATIONS COMMITTEE**

*Chair: Tony Doty*

*AWFCG Liaison: John Gould*

**FIRE WEATHER COMMITTEE**

*Chair: Sharon Alden*

*AWFCG Liaison: Dean Brown*

**GIS COMMITTEE**

*Chair: Tom Kurkowski*

*AWFCG Liaison: Dale Haggstrom*

**OPERATIONS COMMITTEE**

*Chair: Peter Butteri*

*AWFCG Liaison: Steve Heppner*

**SAFETY AND HEALTH COMMITTEE**

*Chair: Rocky Ansell*

*AWFCG Liaison: John Gould*

**WILDLAND FIRE EDUCATION AND PREVENTION COMMITTEE**

*Chair: Morgan Warthin*

*AWFCG Liaison: Deb Cooper*

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**Appendix C**

***Monthly Meeting Topics***

The following table identifies primary meeting themes and months for routine items to be scheduled:

<b><i>Date</i></b>	<b><i>Suggested Topics</i></b>
January Face-to-face  <b><i>Business Practices</i></b>	<ul style="list-style-type: none"> <li>• Chair Rotation</li> <li>• Agency updates</li> <li>• Review MOU &amp; finalize annual SOP</li> <li>• Update AWFCG membership lists (Appendix A)</li> <li>• Evaluate Committee Liaison's availability and reassign as necessary (Appendix B)</li> <li>• Select/affirm Alaska's Incident Management Team Type 1 (IMT1) Incident Commander (Appendix C)</li> <li>• Discuss mutual support for upcoming project work</li> </ul>
February Conference Call	<ul style="list-style-type: none"> <li>• Submitted agenda items</li> </ul>
March Conference Call	<ul style="list-style-type: none"> <li>• Submitted agenda items</li> <li>• Operations Committee submits IMT1 membership for approval</li> </ul>
April Face-to-face  <b><i>Fire Season Preparedness</i></b>	<ul style="list-style-type: none"> <li>• Agency Updates</li> <li>• Review of current year's management option changes by agency</li> <li>• Prevention and Education Committee messaging</li> <li>• Governor's Proclamation for Prevention and Preparedness and related Community activities</li> <li>• GIS fire perimeter upload update</li> <li>• Predictive Services seasonal assessment, if available</li> <li>• Fuels and Prescribed Fire Projects list</li> <li>• EFF Crew Management Guide updates and changes</li> <li>• Safety Committee: current issues for upcoming season</li> </ul>
May Conference Call	<ul style="list-style-type: none"> <li>• Predictive Services Seasonal Assessment</li> <li>• Submitted agenda items</li> </ul>
June Conference Call	<ul style="list-style-type: none"> <li>• Submitted agenda items</li> </ul>
July Conference Call	<ul style="list-style-type: none"> <li>• Address the date that the strategies applied to Modified management option lands change to the same strategies appropriate in Limited. (Appendix D)</li> <li>• Submitted agenda items</li> </ul>
August Face-to-face  <b><i>Catch All &amp; Catch Up Long Range Planning</i></b>	<ul style="list-style-type: none"> <li>• Agency Updates</li> <li>• Review of season to date</li> <li>• Planning for Fall Fire Review</li> </ul>
September Conference Call	<ul style="list-style-type: none"> <li>• Finalize agenda for Fall Fire Review</li> <li>• Submitted agenda items</li> </ul>

<p>October Face-to-face</p> <p><i>Fall Fire Review</i></p>	<ul style="list-style-type: none"> <li>• 1/2 day executive session that includes discussions with the Operations Committee on allocation of forces and recruiting for IMT1.</li> <li>• Review AIWFMP</li> <li>• AWFCG Chair reports on previous year accomplishments and announces dates for Committees to present full Committee report to AWFCG.</li> <li>• Short Committee Presentations on accomplishments and issues</li> <li>• Recruit IMT members</li> <li>• Following full meeting schedule additional time for AWFCG members to meet for an After Action Review and to identify action items to assist with determining emphasis areas for the AWFCG during the following year.</li> </ul>
<p>November Conference Call</p>	<ul style="list-style-type: none"> <li>• Follow-up on Fall Fire Review items</li> <li>• Current Joint Fire Science Requests for Proposals</li> <li>• Submitted agenda items</li> </ul>
<p>December Conference Call</p>	<ul style="list-style-type: none"> <li>• Submitted agenda items</li> </ul>

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**Appendix D**

***Responsibilities of Officers, Members, Liaisons, and Groups***

<b><i>Title</i></b>	<b><i>Responsibility</i></b>
AWFCG Chair	<ul style="list-style-type: none"> <li>• Organizing, conducting and ensure the results of meetings are documented.               <ul style="list-style-type: none"> <li>○ Develop meeting agenda 1 week prior to meeting.</li> <li>○ Address each agenda item during the meeting, identify what the action to be taken is and clearly state the final decision.</li> <li>○ Approved meeting minutes and ensure distribution.</li> <li>○ Follow-up on Chair’s Action Items i.e. requested endorsements and letters.</li> </ul> </li> <li>• Facilitate meetings:               <ul style="list-style-type: none"> <li>○ Acknowledge quorum present.</li> <li>○ Follow agenda.</li> <li>○ Manage discussion time.</li> <li>○ Conduct votes.</li> <li>○ State decisions or action items to be included in notes.</li> </ul> </li> <li>• Invite subject matter experts when needed.</li> <li>• Sign official AWFCG correspondence and provide copy to Recorder.</li> <li>• Keep NMAC Alaska liaison informed of issues and concerns and keep AWFCG members informed of NMAC issues.</li> <li>• Represent the AWFCG and the Alaska Geographic Area at national meetings such as the annual meeting of the NWCG–Geographic Area Coordinating Group Chairs.</li> <li>• Notify Vice-Chair when unavailable.</li> </ul>
AWFCG Vice-Chair	<ul style="list-style-type: none"> <li>• Perform the Chair's duties in their absence.</li> <li>• Assist the Chair as requested with assignments.</li> <li>• Succeed the Chair.</li> </ul>
AWFCG Recorder	<ul style="list-style-type: none"> <li>• Maintain current AWFCG members and Committee Chairs contact information</li> <li>• Distribute AWFCG meeting agenda 1 week prior to meeting.</li> <li>• Ensure that minutes of meetings are compiled, edited, filed and distributed to AWFCG members and Committee Chairs.</li> <li>• Maintain AWFCG historical records including meeting minutes, MOUs, SOPs, correspondence.</li> <li>• Find a substitute, when necessary.</li> </ul>
AWFCG Members	<ul style="list-style-type: none"> <li>• Submit agenda items 1 week prior to meeting; include short synopsis for notes and identified topic as 1) information; 2) discussion; or 3) action.</li> <li>• Come to meeting prepared to discuss agenda items and having read materials distributed.</li> <li>• When presenting, bring adequate hard copies of materials; one copy for Recorder’s files.</li> <li>• Represent your agency/organization position/issues/concerns/needs orally or in writing.</li> <li>• Be respectful of other members’ positions.</li> <li>• Participate actively in meetings and projects.</li> <li>• Complete and report on assigned projects or tasks.</li> <li>• Serve, in turn, as Chair and Vice and provide support to those positions.</li> <li>• Brief alternate if unable to attend, if possible.</li> <li>• Keep your agency or organization informed of:               <ul style="list-style-type: none"> <li>○ AWFCG proceedings and decisions.</li> <li>○ committee activities and projects.</li> </ul> </li> <li>• Oversee the implementation of AWFCG and committee approved recommendations or</li> </ul>

	<p>decision within your agency/organization.</p> <ul style="list-style-type: none"> <li>• Ensure your agency's representation and participation on Committees and Work/Task Groups, as appropriate to the subject.</li> <li>• Assign projects to Committees and Groups as appropriate and with due dates.</li> <li>• Act upon recommendations of Committees and Groups</li> </ul>
Committee Liaison	<ul style="list-style-type: none"> <li>• Communicate objectives and directions established by AWFCG.</li> <li>• Inform Committee of tasks assigned by AWFCG and follow-up on Due Dates.</li> <li>• Actively participate in Committee meeting as an Advisor.</li> <li>• Facilitate Committee presentations to AWFCG.</li> <li>• Facilitates inter-Committee communication.</li> </ul>
Committees & Groups	<ul style="list-style-type: none"> <li>• Establish a Chair or, for Groups, designate a Lead.</li> <li>• Reviewed the committee charter annually and propose any changes or additions to a Committee charter to AWFCG for consideration and approval.</li> <li>• Actively address assignments submitted by AWFCG but should not hesitate to tell AWFCG if they feel unable to complete the task for whatever reason.</li> <li>• Meet due dates.</li> <li>• Identify committee related issues and projects and develop a work planned to address them.</li> <li>• Track accomplishments and action items.</li> <li>• Appoint task/work groups to assist with issues/projects within the Committee, as needed.</li> <li>• Solicit subject matter expertise, when needed, from AWFCG member and non-member entities</li> <li>• Recommend policy, direction or guidelines to AWFCG.</li> <li>• Recommend tasks for other AWFCG committees and groups to the AWFCG as an action item</li> </ul>
Committee & Group Chairs/Leads	<ul style="list-style-type: none"> <li>• Maintain current membership list and contact information for committee members and any groups established by the committee.</li> <li>• Keep AWFCG apprised of Committee membership, membership issues and request member-agency participation as appropriate on the committee or a committee task group.</li> <li>• Organizing, conducting and ensure the results of meetings are documented. <ul style="list-style-type: none"> <li>○ Develop meeting agenda 1 week prior to meeting.</li> <li>○ During the meeting, for each agenda item, identify what the action to be taken is and clearly state the final decision.</li> <li>○ Ensure the minutes of the Committee meetings are taken, approved and mailed to the AWFCG Recorder and Committee members.</li> </ul> </li> <li>• Keep the historic records of Committee activities and meeting minutes and passed on to each new Committee chair.</li> <li>• Facilitate the timely completion of tasks assigned by AWFCG.</li> <li>• Submit agenda item to AWFCG Chair/Recorder 1 week prior to routine conference call or quarterly meeting, whenever warranted, to present a committee issue/concern or to report on an assignment findings/resolution/alternatives.</li> <li>• Present at one AWFCG meeting annually and present a Committee report, both orally and in writing outlining issues, work accomplished and work planned.</li> <li>• Represent the Committee and present at Fall Fire Review annual accomplishments and issues.</li> </ul>

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**Appendix E**

***Modified Conversion Procedures***

**From AIWFMP 1998 page 29:**

The AWFCG is responsible for the adjustment, either later or earlier to the evaluation/conversion date for Modified management option areas. An individual may request, through an AWFCG representative, that the AWFCG consider an earlier evaluation date during unusually wet fire seasons or postpone the evaluation date during unusually dry fire seasons. The individual desiring the change must inform land manager/owners potentially affected by the proposed change and solicit their opinion. The Area Forester/Zone FMO may facilitate this process. The individual must provide the AWFCG representative a written rationale with supporting data for the change as well as the opinions of affected land manager/owners. The written rationale and supporting data will be included with the AWFCG decision record. If the conversion date is postponed, the AWFCG will reconsider a new evaluation date at intervals no longer than 10-days until conversion takes place. Unless altered by the AWFCG, the evaluation date becomes the conversion date and the Modified management option automatically converts to Limited management option.

If the AWFCG decides to convert the Modified management option area(s), the changes are communicated in writing to land manager/owner(s) and suppression organizations through their AWFCG representatives and to the general public through media releases coordinated through the Alaska Incident Coordination Center (AICC).

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**Appendix F**

*Incident Management Team Oversight*

When completed and approved, these procedures will be added as this Appendix.