

**ALASKA WILDLAND FIRE COORDINATING GROUP  
STANDARD OPERATING PROCEDURES  
2012**

## **I. INTRODUCTION**

The following standard operating procedures (SOP) identify 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 AWFGC 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:

National Park Service	Vice Chair 2012
Chugachmiut	
Alaska Department of Fish and Game	
U.S. Forest Service	
Alaska Department of Natural Resources	
Anchorage Fire Department	
Bureau of Indian Affairs	
Association of Village Council Presidents	
Bureau of Land Management	
U.S. Fish and Wildlife Service	
Tanana Chiefs Conference	Chair 2012

## 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  
An individual may not serve as chair of more than one committee simultaneously.

<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. (2011 charter)
Education and Prevention	Coordinate activities and develop materials for 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)
Fire Research, Development and	Identify and prioritize fire research needs in

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<i>Committee</i>	<i>Purpose</i>
Applications	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	Ensure interagency coordination of weather products and services to assist fire management officers in planning, prioritization and resource allocation. The technical expertise provided by the FWC creates the highest quality weather support possible for firefighter safety and efficient resource management. (2009 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 consult 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)
Fire Modeling and Analysis	Provide cohesive direction and response to address interagency needs for fire modeling and analysis within Alaska.

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.

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#### 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	Ongoing

<i>Working Group</i>	<i>Sponsor</i>

#### 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:** Consensus decision making does not require unabridged agreement by all members; a majority vote of attending voting members is sufficient for a decision. All decisions will be recorded in the minutes.

If 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, once a decision has been reached, all members agree to abide with the group's decision and implement that decision to the extent possible within their respective agencies. It is recognized that for a decision to be implemented it must comply with individual agency's rules and regulations.

## VII. MEETINGS

A quorum shall consist of a six of voting members. A quorum 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

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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 representative 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, 2011, at which time it will be subject to review, update and renewal.

### **XIII. APPROVAL**

**For the State of Alaska:**

\_\_\_\_\_  
Tom Paragi  
Department of Fish and Game

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alice Edwards  
Department of Environmental Conservation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Brown

\_\_\_\_\_  
Date

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**XI. PRINCIPAL CONTACTS**

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**XII. TERM**

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**XIII. APPROVAL**

**For the State of Alaska:**

Tom Paragi 1/31/2012  
Date  
Tom Paragi  
Department of Fish and Game

Alice Edwards 1/25/2012  
Date  
Alice Edwards  
Department of Environmental Conservation

Dean Brown 1-25-2012  
Date  
Dean Brown  
Department of Natural Resources

**For the U.S. Department of Interior:**

Steve Heppner 1-25-2012  
Date  
for Steve Heppner  
Bureau of Indian Affairs

Kent Slaughter 1/25/2012  
Date  
Kent Slaughter  
Bureau of Land Management

Dan Warthin 1/25/12  
Date  
Dan Warthin  
National Park Service

Doug Alexander 1/25/2012  
Date  
Doug Alexander  
Fish and Wildlife Service

**For the U.S. Department of Agriculture:**

*for: Gary Lehman*  
for: Ron Knowles  
U.S. Forest Service  
Date 1/25/12

**For Alaska Natives:**

*Michael R Burley*  
Mike Burley  
Association of Village Council Presidents  
Date 1-25-12

*Nathan Lyski*  
Charlie Sisk for  
Chugachmiut  
Date 1/25/2012

*Clinton Northway*  
for Clinton Northway  
Tanana Chiefs Conference  
Date 1/25/2012

**For Structural Fire Departments and other Organizations:**

*Tim Garbe*  
Tim Garbe  
Anchorage Fire Department  
Date 2/27/12

**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. Alaska Incident Management Teams: Nominations, Selections, Configurations, Commitment and Oversight (AWFCG approval 11/05/2009)
- F. Task Order System for the Committees with Example (AWFCG decision 01/07/2009)

**ALASKA WILDLAND FIRE COORDINATING GROUP  
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**Appendix A**

***AWFCG Membership  
And  
Principal Contacts***

The following list the AWFCG membership for 2012; 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.

***2012 Officers***

***Chair: Clinton Northway      Vice-Chair: Dan Warthin      Recorder: Radonna Turner***

***2012 Membership  
Voting***

<b><u>Agency</u></b>	<b><u>Member</u></b>	<b><u>Alternates</u></b>
AK Fish & Game (ADF&G)	Tom Paragi	
AK Dept. of Natural Resources (ADNR)	Dean Brown	Tom Kurth
Anchorage Fire Dept. (AFD)	Tim Garbe	Jason Kohler
Association of Village Council Presidents (AVCP)	Mike Burley	
Bureau of Indian Affairs (BIA)	Steve Heppner	
Bureau of Land Management (BLM)	Kent Slaughter	Mary Lynch
Chugachmiut	Charlie Sink	Nathan Lojewski
National Park Service (NPS)	Dan Warthin	Larry Weddle
Tanana Chiefs Conference (TCC)	Clinton Northway	Will Putman
United States Forest Service (USFS)	Ron Knowles	
United States Fish & Wildlife Service (USFWS)	Doug Alexander	Janet Passek

***2012 Membership  
Ad Hoc***

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

***National Liaison***

National Multi-Agency Coordinating Group Liaison      John Segar  
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: James Savage*

*AWFCG Liaison: Doug Alexander*

**FIRE PROGRAM ANALYSIS (FPA) COMMITTEE**

*Chair: Lindsey Lien*

*AWFCG Liaison: Dan Warthin*

**FIRE RESEARCH DEVELOPMENT & APPLICATION COMMITTEE**

*Chair: Lisa Saperstein*

*AWFCG Liaison: Nathan Lojewski*

**FIRE TRAINING AND QUALIFICATIONS COMMITTEE**

*Chair: Vacant*

*AWFCG Liaison: Steve Heppner*

**FIRE WEATHER COMMITTEE**

*Chair: Sharon Alden*

*AWFCG Liaison: Jason Kohler*

**GIS COMMITTEE**

*Chair: Will Putman*

*AWFCG Liaison: Dean Brown*

**OPERATIONS COMMITTEE**

*Chair: Robert Schmoll*

*AWFCG Liaison: Steve Heppner*

**SAFETY AND HEALTH COMMITTEE**

*Chair: Rocky Ansell*

*AWFCG Liaison: John Gould*

**WILDLAND FIRE EDUCATION AND PREVENTION COMMITTEE**

*Chair: Kato Howard*

*AWFCG Liaison: Ron Knowles*

**FIRE MODELING AND ANALYSIS COMMITTEE**

*Chair: Marsha Henderson*

*AWFCG Liaison: Nathan Lojewski*

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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 E)</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> <li>• Interagency Hotshot Crew Preparedness Review</li> </ul>
May Conference Call	<ul style="list-style-type: none"> <li>• Predictive Services Seasonal Assessment</li> <li>• Submitted agenda items</li> <li>•</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. (AIWFMP))</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>
October	<ul style="list-style-type: none"> <li>• 1/2 day executive session that includes discussions with the</li> </ul>

<p>Face-to-face</p> <p><i>Fall Fire Review</i></p>	<p>Operations Committee on allocation of forces and recruiting for IMT1.</p> <ul style="list-style-type: none"> <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>

**ALASKA WILDLAND FIRE COORDINATING GROUP  
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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>○ Approve 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 decision within your agency/organization.</li> <li>• Ensure your agency's representation and participation on Committees and Work/Task Groups, as appropriate to the subject.</li> </ul>

	<ul style="list-style-type: none"> <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 plan 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>

# ALASKA WILDLAND FIRE COORDINATING GROUP STANDARD OPERATING PROCEDURES

## Appendix E

### *Alaska Incident Management Teams Nominations, Selections, Configurations, Commitment and Oversight*

#### **Introduction**

The Alaska Operations (Ops) Committee has responsibility for the recruitment, selection and oversight of the Alaska Interagency Incident Management Teams (IMTs). The Ops Committee performs these duties under a charter from the Alaska Wildland Fire Coordinating Group (AWFCG):

[http://fire.ak.blm.gov/content/admin/awfcg\\_committees/Operations/AWFCG\\_Operations\\_Committee\\_Charter\\_%202006.pdf](http://fire.ak.blm.gov/content/admin/awfcg_committees/Operations/AWFCG_Operations_Committee_Charter_%202006.pdf)

#### **Alaska IMT Pool Concept**

The Alaska Interagency Incident Management Teams operate under an interagency resource pool concept. Each year, IMT applications are solicited from employees of Federal and State agencies as well as from AD and EFF personnel. ICs, C&G, Unit Leader, and certain additional positions are selected from the applicant pool to serve as Primary team members for two Type 2 rotations and one Type 1 rotation:

- Alaska Type 2 Black Rotation
- Alaska Type 2 Green Rotation
- Alaska Type 1 Rotation

Applicants may apply for and prioritize one or more positions for the Type 1 and 2 team rotations. Depending on qualification level and availability, the applicant may apply for individual positions as a Primary, Alternate, Trainee, Mentee, or Apprentice (see below for definitions).

Primary members for each position on the three team rotations will be selected from nominees that have indicated Primary qualification/ availability on their application. Some team rotations may not have a Primary member identified for a particular position and instead will draw from the Alternate pool prior to the start of its rotation.

Qualified Primary applicants not selected for Primary positions will be placed in a position pool to be drawn from, prior to drawing from the Alternate pool, when Primary members are unavailable for a particular rotation.

Alternate applicants will be placed in the Alternate pool to be drawn from when Primary members are unavailable for a particular rotation.

Primary team members may remain in the Alternate pool for other rotations with IC or Section Chief approval.

**All Alaska IMT participants are important to our incident management program and are considered members of the Alaska Interagency Incident Management Team.**

## **Nomination**

All candidates for the Alaska IMT rotations **must apply annually** in order to be considered in the selection process. Nominations may be submitted at the following qualification/ availability levels:

### **Primary**

An applicant who is fully qualified and will be available for rotation every ten days in the case of Type 2, or according to the national rotation list in the case of Type 1. Applicants will be available for incident assignments as described in the National Interagency Mobilization Guide. Supervisors of those nominated as Primary team members should have a plan in place that allows these applicants to fulfill their obligation to the teams should they be selected as primary team rotation member.

### **Alternate**

An applicant who is fully qualified yet has restricted availability. When available and requested, applicants in this category fill in for absent Primary team rotation members.

### **Mentee**

An applicant who is targeted for a Command & General Staff (C&G) position and needs C&G experience in order to meet S-420 Command & General Staff or S-520 Advanced Incident Management prerequisites.

### **Trainee**

An applicant who has an initiated taskbook and meets NWCG requirements for trainees in this position, and is ready to fill the trainee role on the Type 1 or Type 2 team rotation.

### **Apprentice**

An applicant without an initiated taskbook, but who is committed to developing the skills and competencies necessary to fill the position at a future date. May be ordered by IMTs as Technical Specialists and given a role that will provide training and practical experience toward that end.

Applicants may apply for one or more positions as a primary, alternate, mentee, or trainee for the Type 1 rotation, a Type 2 rotation, or both. Applicants should prioritize their preference when applying for more than one position and/or Team. All nominations must be approved by the applicant's immediate supervisor, and must include any other specific approvals required by the nominating agency. It is the responsibility of the nominating agency to ensure that all applicants meet the position requirements for the position(s) and the qualification level(s) they are applying for. Application forms are available year-round on the following website:  
<http://fire.ak.blm.gov/logdisp/overhead.php>

### **Nomination Due Dates**

Incident Commander (IC) nominations are due by **close of business on the last day of the Fall Fire Review**. All other nominations are due to the applicant's Ops Committee Agency Representative by the **close of the first business day in February**. Agencies will be responsible for prioritizing within-agency duplicate nominations prior to selection meetings.

### ***Team Rotation Selection***

By the **first week of November**, the Ops Committee Agency Representatives will forward their agency lists of IC applicants to the Ops Committee Chair or his/her designate. By the **second week of February**, agency lists of other team applicants will be forwarded to the Ops Committee Chair or his/her designate. Agency lists will be compiled into a single interagency list prior to selection meetings. Selection factors will include past performance and conduct, team commitment, agency priorities (including Interagency Fire Program Management (IFPM) requirements and allocation of forces considerations), and other factors. Nominations, or individuals without a nomination form, received after the deadline will be considered on a case by case basis and will be given a lower priority.

### **IC Selection**

The Ops Committee will make recommendations for Type 1 and Type 2 ICs to AWFCG following the **Fall Fire Review** and prior to AWFCG's November conference call. AWFCG will make final IC selections by their **first quarter meeting**. IC candidates may be asked to provide a letter of interest and resume, and may be interviewed by AWFCG prior to selection.

### **C&G Selection**

By the **second week of February** the Ops Committee will meet with ICs to select C&G team members for the Type 1 and 2 IMT rotations.

### **Unit Leader & Others Selection**

By the **third full week of February** the Ops Committee will meet with the ICs and Section Chiefs in order to jointly assemble the standing IMT rotations.

### **Notifications**

By the **first business day in March**, selected Primary, Alternate, Mentee, and Trainee rotation members will be notified at the email address on their nomination form. Team rosters will be posted on the AICC – Logistics and Dispatch – Overhead website at: <http://fire.ak.blm.gov/logdisp/overhead.php>

### ***Team Rotation Configurations***

Selection for a rotation position does not guarantee that a team member will be included on the roster for every incident. The IC has the authority and responsibility to reconfigure his (her) team at any time in order to maintain an effective and efficient organization. The type and number of rostered positions filled on an assignment may vary based on incident specific factors.

**Type 1 Team Rotation Configuration**

Type 1 Short and Long-team configurations are established in the National Interagency Mobilization Guide. (<http://www.nifc.gov/nicc/mobguide/Chapter60.pdf>). The following positions will be selected for the Alaska Type 1 Team rotation (the 17 negotiated positions may vary):

Type 1 Team Configuration					
Short		Long		Negotiated	
Job	Count	Job	Count	Job	Count
ICT1	1	ASGS	1	PIO1	1
DPIC	1	ATGS	1	SOF1	1
PIO1	1	DIVS*	4	FSC1	1
SOF1	1	TIME	1	LSC1	1
OSC1	2	COMP	1	LOFR	1
AOBD	1	PROC	1	ATGS	1
FSC1	1	RESL	2	OPBD	2
PSC1	1	SITL	1	BCMG	1
LSC1	1	FBAN	1	MEDL	1
		COML	1	FDUL	1
		SPUL	1	HEB1	1
		FACL	1	DMOB	1
		GSUL	1	ORDM	1
				GISS	1
				COST	1
				CTSP	1

\* All fully qualified DIVS nominations will be included on the Alternate list. Primary selections will be made on an assignment by assignment basis.

In addition, alternates, mentees and trainees for each of these positions will be identified during the selection process. This list will be posted along with the selected team rotation configuration.

**Type 2 Team Rotation Configuration**

Type 2 team rotation selections will include:

Type 2 Team Configuration				
Command	Operations	Planning	Logistics	Finance
ICT2	OSC2	PSC2	LSC2	FSC2
SOF2	ASGS	SITL	COML	TIME
PIO2	ATGS	RESL	SPUL	COST
	HEB1	CTSP	ORDM	INJR
		SCKN	RCDM	EQTR
		FOBS	FACL	
		GISS	INCM	
			COMT	

Trainees, alternates, and mentees for each of these positions will be identified during the selection process. This list will be posted along with the selected primary team rotation configuration.

### ***IMT Stand-up and Stand-down Procedures***

The Alaska Type 1 Team is typically unavailable for the national rotation during the Alaska fire season as its members also staff the Type 2 team rotations for in-state fires. Once AWFCG determines that the Type 2 IMT rotations can stand-down (typically mid to late July), the Type 1 Team rotation will normally be activated.

The process of standing-up or standing-down a team rotation is initiated by Protection Agency (AFS, DOF, USFS) Fire Management Officers, after consulting with their Agency Administrators and cooperators (BIA, FWS, and NPS for AFS; key boroughs for DOF). The FMO recommendation is passed to the chair of the AWFCG Operations Committee. The Operations Committee will be queried and a recommendation will be forwarded to the AWFCG Chair for ratification by the Group.

The AWFCG Chair will distribute the stand-up / stand-down decision to the AWFCG parent body, as appropriate, and the Alaska Interagency Coordination Center Manager, who will advise the Alaska Incident Management Team(s) representative and the National Interagency Fire Center in Boise.

### ***Commitment***

Team rotation selections will expire on March 1 of the year following selection. The expected level of commitment will vary based on team type and individual qualification level as described below. Those that cannot meet the expected commitment level should be nominated as alternates. It is the responsibility of the Incident Commander (IC), in conjunction with Section Chiefs, to arrange for apprentices and mentees and to notify the Alaska Interagency Coordination Center (AICC).

#### **Type 1 Team Rotation Commitment**

In general, primary team members as well as trainees/mentees of the short and long team rotations are expected to be available for each national rotation beginning 24 hours prior to the team reaching the #2 position until the team rotates from the #1 position or is assigned. The 17 negotiated positions will be identified at the time of the assignment by the Section Chiefs, and these individuals will be asked to commit to the team through the full assignment. The national Type 1 Team rotation can be viewed at:  
[http://www.nifc.gov/nicc/logistics/teams/imt\\_rotate.pdf](http://www.nifc.gov/nicc/logistics/teams/imt_rotate.pdf)

#### **Type 2 Team Rotation Commitment**

Currently, two Type 2 team rotations are fielded each season. The Black Team rotation and Green Team rotation alternate 10 day availability beginning in mid April. Primary team members are expected to be available during their assigned rotation. Two days prior to the start of each new rotation AICC will send out an email to Primary rotation members requesting confirmation of availability through a link to an online spreadsheet. Trainees, mentees, and apprentices will receive a similar request for confirmation of availability. The IC and Section Chiefs will develop a team roster for that rotation based on responses. Rostered team members will be notified, and will be expected to remain available throughout the 10 day period. The Type 2 Team rotation can be viewed at:  
<http://fire.ak.blm.gov/predsvcs/resources/type2teams.php>

### **Team Member Removal**

The IC has the authority and responsibility to remove an individual from the team at any time in order to maintain a cohesive, effective and efficient organization. In the event an individual is removed, his (her) Ops Committee Agency Representative will be notified and provided with supporting documentation for follow-up review and resolution.

### **Oversight**

In addition to recruitment and selection, the Ops Committee will work with the teams and the dispatch system to fill mid-season vacancies. ICs will forward all IMT (not individual) incident evaluations to the Ops Committee Chair. AWFCG will remain the final authority for IMT issues not resolvable at the Ops Committee level.

### **2012 Timeline**

<b>Critical Dates</b>	<b>Operations Committee Deadlines and Actions</b>
October 4, 2011	Interagency Fall Fire Review begins.
October 7, 2011	IC applications due; Interagency Fall Fire Review ends.
October 14, 2011	Ops Committee makes IC recommendations to AWCG.
February 2012	AWFCG Quarterly Meeting; IC selections;
February 1, 2012	Team applications due to Ops Committee Agency Reps.
February 7, 2012	Ops Committee Chair receives agency prioritized applicant lists from Ops Committee Agency Reps.
February 14, 2012	Ops Committee meets with ICs to select C&G. Ops Committee Chair distributes compiled interagency applicant list to ICs and Ops Committee.
February 21, 2012	Ops Committee meets with ICs, and Section Chiefs to assemble standing teams.
March 1, 2012	Selected primary, alternate, mentee, and trainee team members notified; Team Configurations and Prioritized Alternate, Trainee lists posted on AICC website
April 2012	Alaska Incident Management Week (IMT meetings, FMO workshop)

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

**Appendix F**

***Task Order System for the Committees***

The AWFCG has agreed to use a Task Order System to assign tasks to Committees and Task Groups. For each task, a letter describing the task, expectations and due dates will be composed by the Chair. The letter will be sent to the Committee or Task Group Chair and a copy sent to the AWFCG liaison for the group. Each task will be controlled by a tracking number. For example, **EX: 0808-02** would be task number 02 in the month of August 2008. An example is provided below.

**To: Peter Butteri, Chair, Operations Working Team** **August 11, 2008**  
**From: Steve Heppner, Chair**  
**Subject: Proposal to consolidate Incident Management Team Coordination**  
**Task Order 0808-02**

**AWFCG tasks the Operations Committee to draft a letter for the AWFCG to send to the Geographic Team Management Boards to open up a dialog with them about partnering in the management of Type 2 IMT's. The letter should clearly state why the AWFCG is interested in opening this communication. Some expected potential improvements or efficiencies that could be expected from this effort are:**

- **Better coordination among teams would help to maintain capacity.**
- **Increasing integration and coordination across all teams and both states by creating a link between the divergent Geographic Team Management boards.**
- **Facilitate team size and adaptability to potentially manage suppression, all-hazard and fire-use incidents.**
- **Provide an opportunity to look at increased efficiencies in the areas of team and team member need analysis and succession planning.**

**As part of this task, the Operations Committee should make contact with Coordinating Groups in other Geographic Areas to determine what their relationships are with local Geographic Team Management Boards and Type 2 teams. The Operations Committee should report back to the AWFCG with this draft letter and a summary of the information received from the various Geographic Area Coordinating Groups in November of 2008.**

**Please coordinate with your AWFCG Liaison if you have questions.**

**Sincerely,**

**/s/AWFCG Chair**

**CC: Committee/Task Group Liaison**