

# **ALASKA WILDLAND FIRE COORDINATING GROUP FIRE WEATHER COMMITTEE CHARTER**

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## **I. PURPOSE**

The purpose of the Fire Weather Committee (FWC) is to 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.

## **II. AUTHORITY**

The FWC is established under the authority of the Alaska Wildland Fire Coordinating Group (AWFCG): Memorandum of Understanding Sec. V.

## **III. MEMBERSHIP**

- A. The FWC will consist of the Alaska Interagency Coordination Center (AICC) Predictive Services Meteorologists, plus a minimum of one representative from each of the following agencies:
- Bureau of Indian Affairs (BIA)
  - Bureau of Land Management – Alaska Fire Service (BLM-AFS)
  - National Park Service (NPS)
  - U.S. Fish and Wildlife Service (USFWS)
  - U.S. Forest Service (USFS)
  - Alaska Department of Natural Resources, Forestry (DNR)
  - National Weather Service (NWS)
  - State of Alaska Department of Environmental Conservation, Air Quality Div (DEC)
  - Native Corporation Representative
- B. Other agencies, organizations, and institutions may be contacted to consult, advise, or assist the FWC as determined by the members.
- C. Additionally, any interested AWFCG member may choose to participate in Fire Weather Committee meetings and activities.

## **IV. FUNCTIONS**

The FWC will:

- A. Complete tasks assigned by the AWFCG.

- B. Annually update the Alaska Fire Weather Program, Annual Operating Plan between the National Weather Service (NWS) and the Alaska Wildland Fire Coordinating Group (AWFCG).
- C. Coordinate changes to Fire Weather and Fire Danger products and services prior to the start of Fire Season. These changes will be presented to the AWFCG for approval.
- D. Serve as a forum for identification and discussion of fire weather issues affecting the Alaska interagency fire community, and provide recommendations to AWFCG for resolution of issues and problems.

**V. ORGANIZATION AND STRUCTURE**

- A. The Chair of the Fire Weather Committee will be the Fire Weather Program Manager at the Alaska Interagency Coordination Center. A new Chair may be elected at the recommendation of a majority of FWC members.
- B. The AWFCG Liaison will participate in FWC meetings and represent the FWC at AWFCG meetings, acting as an information channel between groups.
- C. Members will keep representative organizations informed on current projects, and will communicate their organizations' issues and concerns. In order to do so, they are expected to regularly attend meetings.
- D. A quorum of four (4) members of the FWC is required to conduct official business.

**VI. TASK GROUPS**

Task groups and their chairs may be established by the Committee to address specific, non-recurring issues that require significant effort with a smaller group over a relatively short period of time. Task group reports and recommendations must be submitted to the FWC for approval and/or further action.

**VII. MEETINGS AND REPORTS**

- A. Meeting of the FWC will be held as often as needed based upon assignments from AWFCG or emergence of fire weather and fire danger issues. At a minimum, there will be one in-person meeting in the fall to review the Annual Operating Plan and the preceding fire season.
- B. The Chair is responsible for arranging meeting facilities, developing an agenda, facilitating the meeting or call, and ensuring notes are taken and distributed.

- C. All meetings will follow a written agenda and have notes recorded by the Chair or someone designated by that person.
- D. The Chair is responsible for preparing and presenting any reports requested by the AWFCG.

**VIII. FINANCIAL SUPPORT**

Routine costs of members will be borne by their respective agencies.

**IX. APPROVAL**

This charter is effective as of the date signed by the AWFCG Chair. This charter will be revised only upon recommendation of a majority of FWC members and approval by the AWFCG.

Approval: Steve Heppner  
Chair, Alaska Wildland Fire Coordinating Group

Date: 2-18-9