

## Alaska Wildland Fire Coordinating Group Fuels, Prescribed Fire, Community Assistance Committee

### I. PURPOSE

The purpose of the Fuels and Prescribed Fire, Community Assistance Committee is to 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.

### II. AUTHORITY

The Fuels and Prescribed Fire, Community Assistance Committee (FPFCACAC) is established under the authority of the Alaska Wildland Fire Coordinating Group (AWFCG): Memorandum of Understanding Sec V.

### III. MEMBERSHIP

- A. The FPFCAC will consist of one voting representative from each of the following AWFCG members:

- USDI U.S. Fish and Wildlife Service
- USDI Bureau of Land Management
- USDA Forest Service
- USDI National Park Service
- USDI Bureau of Indian Affairs
- Alaska Department of Natural Resources, Division of Forestry
- Native Organization
- Alaska Department of Fish and Game

- B. Other agencies, organizations and institutions may be contacted to consult, advise or provide technical assistance to the FPFCAC.
- C. Members from other AWFCG committees maybe invited to coordinate proposals and projects.

### IV. FUNCTIONS and KEY WORK ELEMENTS

- A. Functions as the focal point and provides a forum for communication, coordination, and collaboration of fuel treatment and prescribed burning projects.

**Work Elements**

Develop a process and strategy to identify and prioritize interagency fuels and prescribed fire projects.

Identify a lead agency for each community/project and collaborate on funding

Develop a methodology for identifying statewide priorities for fuel treatments.

- B. Coordinate with the prevention committee for prevention and education activities related to fuels and prescribed fire treatments.

**Work Elements**

Coordination of Firewise, education and prevention projects with fuels and community assistance activities, such as community wildfire protection plans.

- C. Coordinate, collaborate, develop and assist State of Alaska, Division of Forestry in developing and maintaining the statewide list of communities and risk rating based on National Fire Plan Guidelines.

**Work Elements**

Develop to the extent possible a basic interagency community risk assessment process recognizing individual agency requirements.

Maintain and provide a list of proposed projects for AWFCG.

- D. Provide a forum for communication and coordination of Volunteer Fire Assistance and Rural Fire Assistance grant programs.

**Work Elements**

Annually review/update the process for coordinating the RFA, and VFA programs.

Review VFA/RFA application form, evaluation and grant award procedures

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## V. ORGANIZATION AND STRUCTURE

- A. The FPPCAC members will elect a Chairperson. The Chairperson's responsibilities will rotate between the committee members, with the chairperson term of office set at two years.

USDI Fish and Wildlife Service  
USDI Bureau of Land Management  
USDA Forest Service  
USDI National Park Service  
USDI Bureau of Indian Affairs  
Alaska Department of Natural Resources, Division of Forestry  
Native Organization  
Alaska Department of Fish and Game

At the end of the rotation the previous chair position moves to the end of the list.

- B. The preferred decision making process is by consensus. Procedurally a unanimous vote of present voting members documents concurrence. If consensus cannot be reached within the meeting time frame, the issue will be tabled until the next meeting/conference call until a more acceptable decision can be attained or a small work group will be formed and tasked to develop alternatives/recommendations for the full group's consideration. The Chair FPPCAC will issue a tasking letter to the small work group to develop alternatives/recommendations for FPPCAC consideration. If consensus cannot be reached then a vote will be taken and majority will determine the approved alternative/recommendation.

The decision needs to comply with individual agency's rules and regulations. Given the independent nature of each member's organization and the mission of group, FPPCAC should not make decisions in an urgent or hurried manner. However, once a decision has been reached, all members agree to support and implement the group's decision. A record of decision and any supporting documentation will be placed in the FPPCAC project notes.

- C. Task groups may be organized by the FPPCAC to address specific technical issues that can be resolved with a short term and finite time period. Task group reports and recommendations will be submitted to the FPPCAC for approval and/or further action.

The AWFCG liaison will represent the FPPCAC at the AWFCG meetings and act as an information channel to the group.

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## VI. Meetings and Reports

- A. The FPFAC will meet at least twice annually. The Chairperson is responsible for scheduling these meetings. Additional meetings will be scheduled as needed and may be via teleconference.
- B. The chairperson is responsible for arranging meeting modes or facilities, providing advanced meeting agenda, preparing timely reports of the meeting minutes, and preparing and presenting any reports to, or requested by, the AWFCG. The Chair will assemble, collate and prepare all materials to be acted upon by the committee.
- C. The agency next in line to chair the FPFAC will be responsible for meeting notes and coordinating with the Chairperson the storage of minutes and decisions made in committee meetings. These notes will be stored in a format that allows long term storage and access to all committee members.
- D. Meetings are open to all interested entities.
- E. It is recognized there may be times when it is appropriate for prescribed fire and fuels treatment practitioners (technical specialist) to meet. Meetings may be needed to discuss technical aspects of fuel activities such as policies, technical advances, etc. A written record of the meeting and any actions for decision would be referred to the voting membership of the committee for action.

## VII. Members

- A. Provide assistance as requested by the chair.
- B. Attend meetings with required information or provide required information/data in a timely manner as requested to enable the Committee to compile and distribute information on fuels management projects in Alaska.
- C. Serve as a conduit between the committee and respective agency personnel, and keep agency informed on current projects and new developments.

## VIII. Salary, Travel, and Incidental Costs

Routine costs of members will be borne by the respective agencies. Training costs will be primarily borne by the sponsoring agency, with assistance from other members as needed.

