

**ALASKA WILDLAND FIRE COORDINATING GROUP  
WILDLAND FIRE EDUCATION & PREVENTION COMMITTEE CHARTER**

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**I. PURPOSE**

The purpose of the Wildland Fire Education & Prevention Committee (WFEP) is to coordinate activities and develop materials for fire education and prevention.

**II. AUTHORITY**

The WFEP is established under the authority of the AWFCG, Alaska Wildland Fire Coordinating Group: Memorandum of Understanding Sec. V.

**III. MEMBERSHIP**

- A. The WFEP may consist of representatives from each of the voting member agencies of the AWFCG.
- B. Each agency may provide one representative to be a voting member.
- C. Other agencies, organizations and institutions may be contacted to consult, advise or provide technical assistance to the WFEP as determined by the members.

**IV. FUNCTIONS**

The WFEP will:

- A. Complete tasks assigned by AWFCG.
- B. Provide fire education and prevention products and materials to AWFCG.
- C. Develop and distribute fire education and prevention products and materials.
- D. Coordinate education and prevention activities with cooperators and other AWFCG committees.

**V. ORGANIZATION AND STRUCTURE**

**A. MEMBERS DUTIES/ RESPONSIBILITIES**

***CHAIR***

- 1. Serve a minimum of two years, but may serve longer than two years at the recommendation of the committee.

2. Negotiate work assignments and commitments of committee members.
3. Arrange meetings and provide notes and reports as outlined in Section VII.
4. Attend at least one AWFCG meeting per year and/or when requested.
5. Coordinate with the AWFCG liaison.

#### **VICE-CHAIR**

1. Serve a minimum of one year, but may serve longer.
2. Rotate into the Chair position. Should the Chair serve longer than two years, the Vice-Chair has the option to rotate out. At a minimum, the Vice-Chair will shadow the Chair for six months.
3. Assume responsibilities of Chair when Chair is absent.

#### **MEMBERS**

1. Keep representative organizations informed on current projects
2. Communicate organizations' issues and concerns.
3. Regularly attend committee meetings.

#### **AWFCG LIAISON**

1. Represent the WFEPG at AWFCG meetings and act as an information channel to the group.

#### **B. STRUCTURE**

1. Succession for the chair rotation shall be as follows (based on a random draw on November 6, 2007):
  1. National Park Service
  2. Anchorage Fire Department
  3. Bureau of Indian Affairs
  4. Alaska Department of Environmental Conservation
  5. Association of Village Council Presidents
  6. Alaska Department of Fish & Game
  7. Bureau of Land Management
  8. Chugachmiut
  9. Tanana Chiefs Conference
  10. U.S. Fish and Wildlife Service
  11. USDA Forest Service

12. Alaska Department of Natural Resources, Division of Forestry

\*At the start of each rotation, the previous chair moves to the end of the list. Transfer of the chair will take place at the fall committee meeting.

2. A quorum consisting of five members of the WFEP is required to conduct official business.

**VI. TASK GROUPS**

- A. Task groups and their Chair may be established to address specific issues that require significant effort with a smaller group. Reports and recommendations must be submitted to the WFEP for approval and/or further action.

**VII. MEETINGS AND REPORTS**

- A. The committee meets in person twice a year (spring and fall) and alternates between Anchorage and Fairbanks. Conference calls are monthly from September to May.
- B. The Chair arranges meeting locations, develops agenda, facilitates the meeting or call, ensures notes are taken and distributed, and prepares/presents any reports to, or requested by the AWFCG.
- C. All meetings will follow a written agenda and have notes recorded by committee members on a rotational basis, excluding the Chair or Vice-Chair.
- D. The WFEP will maintain an annual action plan that will record the tasks and projects that have been assigned.

**VIII. FINANCIAL SUPPORT**

Cost for travel and time will be borne by the respective agencies sponsoring the members or by the individuals themselves.

**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 the WFEP members and approval by the AWFCG.

Approval:  Date: 1.29.08  
Chair, Alaska Wildland Fire Coordinating Group